Policy PR-05: Competency Mapped Certificate Program Accreditation

1. Introduction

The competency mapped accreditation process is an enhanced accreditation process, and differs from CCCEP's other accreditation processes. In addition to the review of the program for relevance to practice, quality of the learning experience, evidence-based content and non-bias, the competency-based accreditation review assesses the program against a set of predetermined competencies for the subject area. Competency Mapped programs are reviewed in two stages. They are first reviewed as regular continuing education programs (stage 1) and then reviewed to ensure that the program meets the pre-determined set of competencies for a subject area (stage 2).

2. Purpose

2.1. The purpose of this policy is to:

2.1.1. Establish a framework for a competency mapped accreditation process for continuing education certificate programs that maps the learning outcomes of a program to a pre-determined set of competencies.

2.1.2. Define the conditions in which CCCEP will develop a competency mapping accreditation process for a disease state management or practice area.

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2.1.3. Establish the requirements and criteria for a two-stage accreditation process of continuing education certificate programs in Canada; and

2.1.4. Provide guidance to organizations seeking to develop competency mapped certificate programs.

3. Conditions for Establishing a Competency Mapped Accreditation Process

3.1. CCCEP will consider establishing a competency mapped accreditation process when:

3.1.1. There is a disease state management or practice area that is sufficiently definable and bounded that a set of competencies can be determined that would enable the learner to achieve proficiency in that practice area.

3.1.2. A set of competencies has been defined by an authoritative third party or by a group of experts in the management of the disease state or in the area of practice.

3.2. For each competency, there will be a list of specific content elements that are designed to reflect the competency. Some content elements may be labelled as optional.

3.3. When possible and appropriate, specific learning objectives will be stated, in addition to the competencies and content elements.

3.4. Unless stated as optional, all competencies, learning objectives and/or content elements contained in the rubric referenced in 4.3 must be fully met or substantially met for the program to be accredited.

4. The Competency Mapped Accreditation Process

4.1. The accreditation process will consist of two stages:

4.1.1. Stage 1 – A regular review of a program to determine if it meets the requirements for learning activity accreditation; and

4.1.2. Stage 2 – A content review of the program to determine the extent to which the program addresses a set of predetermined competencies.

4.1.3. The Stage 2 review will examine the learning objectives (when included in the rubric referenced in 4.3) and the content elements of a program to determine the extent to which the program addresses each required competency.

4.2. The essential outcome of a Stage 2 accredited program is that successful participants demonstrate the level of proficiency identified in the accreditation application, which must meet, at minimum, the level stipulated in CCCEP's Accreditation Guidelines.

4.3. CCCEP will develop a rubric (assessment document used to review the submitted program against the specified requirements) outlining the competencies that will serve as an application and assessment guide. Where appropriate, the rubric may reflect a weighting for each competency, learning objective and/or content element.

4.4. The Stage 1 review will be conducted by volunteer CCCEP reviewers in accordance with CCCEP's policy. Accredited Providers may be able to complete the Stage 1 review as part of the authority provided to them by their Accredited Provider Status. The Accredited Provider Policy should be consulted for further guidance.

4.5. The Stage 2 review will be conducted by a reviewer who is broadly recognized as being an expert in the subject area, and who is contracted by CCCEP to conduct the review. Accredited Providers cannot conduct their own Stage 2 review – this must be submitted to CCCEP.

5. Competency Mapped Certificate Program

5.1. To be accredited as a Competency Mapped Certificate Program, a program must fully or substantially meet the set of competencies provided in the rubric.

5.2. Programs that fully or substantially meet the set of competencies for the subject area may be accredited as a competency mapped certificate program. The program provider may issue a certificate of program completion.

5.3. Programs that do not fully or substantially meet the set of competences but have content related to the subject area may be accredited as a regular continuing education program.

5.3.1.1. In accordance with CCCEP guidelines, in these circumstances the program provider may issue a letter (or statement) of attendance but not a document called a "certificate" to participants who complete the program.

6. Program Updates

6.1. Competency Mapped Accredited Programs are to be reviewed for currency on a regular basis and updated as needed. At a minimum, a program will be reviewed by the program provider at least once per year.

6.2. Updates may be minor or major.

   6.2.1. A minor update is an update resulting from a relatively small change in the competencies, new research, best practices or learner feedback. The update must impact a maximum of 10% of the learning activity content.

   6.2.2. A major update is one resulting from a significant change in the competencies, new research, or best practices; and/or arising from a major safety concern for patients or practitioners. The update impacts more than 10% of the learning activity content.

      6.2.2.1. Major updates may be identified by either the provider or CCCEP based on internal or external stakeholder input (e.g. authors, past participants).
      6.2.2.2. Major updates identified by the provider can be submitted at any time.
      6.2.2.3. Major updates identified by CCCEP and may be subject to a required timeframe in which the provider must submit an updated program.
      6.2.2.4. All major updates must be accompanied by a revised rubric.
      6.2.2.5. All major updates require expert review, in accordance with CCCEP's standards and guidelines.
      6.2.2.6. All major updates will require Stage 2 review by a CCCEP appointed subject matter expert of the revised content.

6.3. It is the responsibility of the program provider to ensure that their program is current and up to date.

7. Renewal of Competency Mapped Accreditation

7.1. The accreditation of Competency Mapped Certificate programs will be renewed in accordance with the Standards for CCCEP Accreditation.

7.2. To maintain accreditation status, the Competency Mapped accreditation must be renewed on an annual basis. Programs may be renewed two times.

7.3. After two renewals, programs may be resubmitted as:

7.3.1. new programs, if there are significant changes: or

7.3.2. be extended for an additional accreditation period.

7.4. Unless there has been a major update, a full Stage 1 and Stage 2 review is not required for each renewal or extension. However, a full Stage 1 and Stage 2 review will be conducted:

7.4.1. If there has been a change in the required competencies, learning objectives and/or content elements;

7.4.2. At least once every six years;

8. Fees

8.1. The fees for a Competency Mapped accreditation review are in addition to the fees for a regular or fast track CCCEP accreditation for new learning activities.

8.2. Initial Accreditation:

8.2.1. The Stage 1 Accreditation Fee is the fee established for regular accreditation or a fast-track accreditation of a new learning activity.

8.2.2. The Stage 2 Competency Mapped accreditation fee is the fee established for reviewing the rubric completed by the provider to ensure it addresses the required competencies.

8.3. Subsequent Accreditations.

8.3.1. Fees for renewals, extensions and updates for Competency Mapped Certificate programs may differ from those for regular learning activities and are as outlined in the fee schedules posted on CCCEP's website.

8.3.2. For Major updates that require review by the competency mapped content expert reviewer a fee will be established by CCCEP based on the extent of the changes to the program.

Appendix: Extent to Which Competency Met

Based on the review of the learning objectives and the presence of the suggested content, the competency mapping (stage 2) review will identify the extent to which the competency is met, as follows:

- Fully met – the program addresses all the learning objectives and contains suggested content;

- Substantially met – the program adequately addresses the learning objectives of the competency and contains all the suggested content;

- Partially met – the program addresses some, but not all, of the learning objectives of the competency and/or contains some of the suggested content;

- Not met – the program addresses none or only a small number of the learning objectives of the competency.