Checklist
Program Accreditation Renewal

Action	When
Initiate program renewal	2-3 months prior to expiry

Program Update:
☐ Review program for need to update
  ○ New research or information, learner feedback
☐ Update needed:
  ○ Update program
  ○ One expert review
  ○ Revise/finalize program
☐ No update needed
  ○ No action needed
	2-3 months prior to expiry

Renew program ☐ Login to provider area ☐ Find program, click on “Renew Program” ☐ Check program information for accuracy ☐ Complete form ☐ If program updated ○ Attach updated program materials and forms ☐ Select fee payment ☐ Submit renewal form	Recommend 3 weeks (minimum 2 weeks) prior to expiry date
Program accreditation renewed ☐ CCCEP reviews renewal application ☐ If complete, issues accreditation letter ☐ Updates program information on website.	Within one week (7 working days) of submission NOTE: Office may closed for periods in summer and Christmas