**Application for Accreditation of Group Learning CPD activities**

*Conferences, courses, symposia, workshops*

Section 1 of the Framework of Continuing Professional Development (CPD) Options of the Maintenance of Certification program (MOC) of the Royal College of Physicians and Surgeons of Canada

Group learning is an important development activity for physicians and provides an opportunity to confirm or expand areas of knowledge or practice management, to identify potential new therapies or approaches for practice, and to share practice issues or experiences with peers.

**Important information before you begin:**

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| * Group Learning Activities approved under Section 1 must be developed or co-developed by a [physician organization.](http://www.royalcollege.ca/rcsite/cpd/accreditation/guidelines/what-is-physician-organization-e) Please visit the Royal College [website](http://www.royalcollege.ca/rcsite/cpd/accreditation/guidelines/what-is-physician-organization-e) for a detailed description.   *A physician organization is defined by the Royal College as a not-for-profit group of health professionals with a formal governance structure, accountable to and serving, among others, its specialist physician members through: continuing professional development, provision of health care, and/or research.* |

**Additional considerations:**

* MOC section 1 – Accredited Group Learning (including conferences, symposia, seminars, and workshops) are approved for a maximum of one year from the start date of the activity.
* Accreditation will not be granted retroactively.
* The organization that develops the activity is responsible for maintaining all records (including attendance records) for a 5-year period.

**Application steps:**

* Refer to the details below as well as to the [Royal College CPD Accredited Standards Group Learning Activities (Section 1)](http://www.royalcollege.ca/rcsite/documents/continuing-professional-development/section-1-standards-e.pdf) as you complete this application and prepare the attachments.
* You may also wish to consult the [COA Accreditation Checklist](https://coa-aco.org/meetings-education/application-for-accreditation/) available on the COA website
* Applications should be submitted 6-8 weeks prior to event start date.
* Please submit the completed application form and all supporting documents to [cme@canorth.org](mailto:cme@canorth.org)
* A summary of the review will be emailed to the physician organization including the outcome of the assessment of the CPD activity, the number of accredited hours, and the CPD activity accreditation statement that must appear on all accredited CPD activity program materials and certificates of participation.
* Accreditation is granted based on the submitted documents. Once an event has been accredited, any significant changes to the documents must be re-submitted to ensure continued compliance.

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| **Before you submit your application – have you completed and attached the following? See below.** |
| Has a needs assessment been completed? Attach a summary of the completed needs assessment.  Have you attached the overall and session-specific learning objectives?  Does the preliminary and final program or brochure include:   * The activity schedule, topics, and start and end times of individual sessions? * The activity learning objectives for the overall activity and individual sessions (if applicable)?   Have you attached any other materials that will be used to promote or advertise the activity e.g. invitations, email announcements, etc. (if applicable) ?  Have you attached the sponsorship and/or exhibitor prospectus developed to solicit sponsors/exhibitors for the activity (if applicable)?  If sponsorship has been received for this activity, have you attached one of the written agreements signed by the CPD provider organization and the sponsor (one example is sufficient if multiple sponsors)?  Does the activity budget show receipt and expenditure of all sources of revenue for this activity including:   * A list of funding sources, including an indication of whether sponsorship was received in an educational grant or in-kind support? * A list of expenditures? * The expected number of registrants?   Have you attached the template for the certificate of attendance that will be provided to the participants? *Remember that physician organizations must maintain attendance records for five years.*  Do the evaluation/feedback forms include:   * A question on whether the stated learning objectives were met? * A question for participants to identify the potential impact to their practice? * A question for participants to identify if the session was balanced and free from commercial or other inappropriate bias? * A question on which CanMEDS Roles were addressed during the activity?   Have you attached a sample conflict of interest form and an outline of the process for the collection, management, and disclosure of conflicts of interests which includes a description of how this information is collected and disclosed to participants? *Required regardless of how the activity is funded.*  Has the Chair of the scientific planning committee attested that he/she agrees with the content provided in the application package? – see Part D  The Royal College has created a [CPD activity toolkit](http://www.royalcollege.ca/rcsite/cpd/accreditation/cpd-activity-toolkit-e) to help developers of educational activities create quality programs. Each topic in the toolkit includes explanations, practical examples and other resources. <http://www.royalcollege.ca/rcsite/cpd/accreditation/cpd-activity-toolkit-e>   * [Needs assessment](http://www.royalcollege.ca/rcsite/cpd/accreditation/toolkit/cpd-activity-toolkit-needs-assessment-e) * [Creating learning objectives](http://www.royalcollege.ca/rcsite/cpd/accreditation/toolkit/cpd-activity-toolkit-creating-learning-objectives-e) * [Educational delivery methods](http://www.royalcollege.ca/rcsite/cpd/accreditation/toolkit/cpd-activity-toolkit-educational-delivery-method-e) * [Evaluations](http://www.royalcollege.ca/rcsite/cpd/accreditation/toolkit/cpd-activity-toolkit-evaluations-e) * [Web-based CPD events](http://www.royalcollege.ca/rcsite/cpd/accreditation/toolkit/requirements-web-based-cpd-activities-e) * [Relationships with speakers and sponsors](http://www.royalcollege.ca/rcsite/cpd/accreditation/toolkit/cpd-activity-toolkit-relationships-with-speakers-financial-sponsors-e) * [Sample Conflict of Interest Form](http://www.royalcollege.ca/rcsite/cpd/accreditation/cpd-activity-toolkit-e) * [Sample Certificate of Attendance](http://www.royalcollege.ca/rcsite/documents/continuing-professional-development/certificate-of-attendance-b.docx)   The COA also offers a sample template of a sponsorship agreement/prospectus, conflict of interest/disclosure form, evaluation form, and certificate of attendance. Contact [cme@canorth.org](mailto:cme@canorth.org) for details. |

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| **Activity Information** | | | |
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| Date of application:  (dd/mm/yyyy) | Click here to enter a date. | | |
| Title of group learning activity (include French name of activity if applicable): | Click here to enter text. | | |
| Activity start date:  (dd/mm/yyyy) | Click here to enter a date. | Activity end date:  (dd/mm/yyyy) | Click here to enter a date. |
| Delivery method of group learning activity: | Web-based  Face-to-face  Both web-based and face-to-face | | |
| How many times will this activity be held? | 1  2  3  4+ | Estimated # of participants: | Click here to enter text. |
| Has the program been previously submitted for accreditation to another organization? | Yes  No | If yes, please elaborate | Click here to enter text. |
| Has a previous iteration of the program been approved by the COA in the past? | Yes  No | If yes, list approximate date of last approval. | Click here to enter a date. |
| Please provide the number of eligible CME hours in your program:  (educational content which includes needs assessment and learning objectives, without industry influence, is eligible for CME). | Click here to enter text. | | |

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| [**PART A: Administrative Standards**](http://www.royalcollege.ca/rcsite/cpd/accreditation/cpd-accreditation-group-learning-activities-conferences-workshops-e) | | | |
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| **Name of physician organization that developed the group learning activity** | | | |
| 1. Name and contact information for [**physician organization**](http://www.royalcollege.ca/rcsite/cpd/accreditation/guidelines/what-is-physician-organization-e) requesting accreditation: | Name of physician organization: Click here to enter text. | | |
| French name of physician organization, if applicable: Click here to enter text. | | |
| Address: Click here to enter text. | | |
| Website address: Click here to enter text. | | |
| 1. Contact information for primary administrative **point-of-contact** | First Name: Click here to enter text. | Last Name: Click here to enter text. | |
| Email: Click here to enter text. | Telephone#: Click here to enter text. | |
| 1. Name and contact information for **Scientific planning committee Chair**: | First Name: Click here to enter text. | Last Name: Click here to enter text. | |
| Email: Click here to enter text. | Telephone #: Click here to enter text. | |
| 1. Name and contact information for organization ***co-developing* the activity** *– only applicable if activity was co-developed*: | Name of organization: Click here to enter text. | | |
| Address: Click here to enter text. | | |
| Email: Click here to enter text. | Telephone #: Click here to enter text. | |
| 1. Is the co-developing organization a physician organization? | | | Yes  No |

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| 1. Will the physician organization maintain attendance records for 5 years? | | | Yes No | |
| 1. Please indicate how participants will register. Include a link to the online registration page if applicable. | | |  | |
| **Content development** | | | | |
| 1. Was the content developed by the applying physician organization? | | | Yes  No | |
| *If no, who developed the content?* | | Click here to enter text. | | |
| 1. **Scientific planning committee members (SPC)** | | | | |
| *Complete the table below. Include it as an attachment if you have this information already available electronically.* | | | | |
| **Name of SPC member** | **How does the individual represent target audience?** | | | **Is the individual a member of the physician organization responsible for planning the CPD activity?** |
| E.g. Jane Smythe, MD, FRCSC | Orthopaedic Surgeon | | | Yes |
| Click here to enter text. | Click here to enter text. | | | Click here to enter text. |
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| [**PART B: Educational Standards**](http://www.royalcollege.ca/rcsite/cpd/accreditation/cpd-accreditation-group-learning-activities-conferences-workshops-e) | | | | |
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| 1. What is the intended target audience of the activity: | | | | |
| Click here to enter text. | | | | |
| 1. What needs assessment strategies were used to identify the learning needs (*perceived and/or unperceived*) of the target audience?   *Examples might include: surveys of potential participants (formal and informal), literature reviews, healthcare data, assessment of knowledge, competence or performance of potential participants.**Previous course evaluation results could be useful if they included a question regarding what topics attendees would like to pursue at a future course.* | | | | |
| Click here to enter text. | | | | |
| 1. What learning needs or gap(s) in knowledge, attitudes, skills or performance of the intended target audience did the scientific planning committee identify for this activity? | | | | |
| Click here to enter text. | | | | |
| 1. How were the identified needs of the target audience used to develop the overall and session-specific learning objectives?   *For example:*   * *Did the scientific planning committee share the needs assessment results with the speakers who are responsible for developing the learning objectives?* * *Did the scientific planning committee use the needs assessment results to define the learning objectives for the speakers?* | | | | |
| Click here to enter text. | | | | |
| 1. [CanMEDS](http://canmeds.royalcollege.ca/) Role(s) relevant to this activity?   *Check all that apply* | [Medical Expert](http://canmeds.royalcollege.ca/en/framework#collapse-1)  [Communicator](http://canmeds.royalcollege.ca/en/framework#collapse-2) | [Collaborator](http://canmeds.royalcollege.ca/en/framework#collapse-4)  [Leader](http://canmeds.royalcollege.ca/en/framework#collapse-5) | [Health Advocate](http://canmeds.royalcollege.ca/en/framework#collapse-6)  [Professional](http://canmeds.royalcollege.ca/en/framework#collapse-8) | [Scholar](http://canmeds.royalcollege.ca/en/framework#collapse-7) |
| 1. State the sources of information selected by the planning committee to develop the content of this activity.   (e.g. scientific literature, clinical practice guidelines, etc.) | | | | |
| Click here to enter text. | | | | |
| 1. What learning methods were selected to help the CPD activity meet the stated learning objectives? | | | | |
| Click here to enter text. | | | | |
| 1. What learning methods were selected to incorporate a minimum of 25% interactive learning? | | | | |
| Click here to enter text. | | | | |
| 1. How will the overall group learning activity and individual sessions be evaluated by participants? | | | | |
| Click here to enter text. | | | | |
| 1. (Optional) If the evaluation strategy intends to measure changes in knowledge, skills or attitudes of learners, please describe: | | | | |
| Click here to enter text. | | | | |
| 1. (Optional) If the evaluation strategy intends to measure improved health care outcomes, please describe. | | | | |
| Click here to enter text. | | | | |
| 1. (Optional) If participants will receive feedback related to their learning, please describe the tools or strategies used. | | | | |
| Click here to enter text. | | | | |
| 1. What has the planning committee done to promote diversity and inclusion in as many respects as possible, and to ensure that moderators and faculty are representative of the entire Canadian orthopaedic community? | | | | |
| Click here to enter text. | | | | |

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| [**PART C: Ethical Standards**](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e) | | | | | | | | | | |
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| All activities accredited after January 1, 2018 must comply with the [National Standard for support of Accredited CPD Activities](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e). The National Standard applies to all situations where financial and in-kind support is accepted to contribute to the development, delivery and/or evaluation of accredited CPD activities. | | | | | | | | | | |
| 1. [Has the CPD activity been sponsored by one or more sponsors?](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e" \o "See: Element 4: Receiving Financial and in-kind Support of the National Standard) | | | | | | | | Yes  No | | |
| 1. If yes, please attach a sample of the terms and conditions by which sponsorship is provided, in a written agreement that is signed by the CPD provider organization and the sponsor. | | | | | | | | | | |
| 1. If sponsorship has been received, please check all sources of sponsorship that apply | | | | | | | | | | |
| Government agency | [Health](http://canmeds.royalcollege.ca/en/framework#collapse-2) care facility | | | Not-for-profit organization | Medical device company | | Pharmaceutical company | | | Education *or* communications company |
| Other p*lease specify* | | Click here to enter text. | | | | | | | | |
| 1. [If yes, please list the name of the sponsor(s) below and indicate whether the sponsor provided financial or in-kind support](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e) (s*hould you require more space, attach a new page).* | | | | | | | | | | |
| **Sponsor name** | | | **Type of support** | | | | | | | |
| Click here to enter text. | | | Financial support  Amount received or anticipated to receive:  Click here to enter text. | | | In-kind support  Amount received or anticipated to receive:  Click here to enter text. | | | *For-profit sponsor*  *or*  *Non-profit sponsor* | |
| Click here to enter text. | | | Financial support  Amount received or anticipated to receive:  Click here to enter text. | | | In-kind support  Amount received or anticipated to receive:  Click here to enter text. | | | *For-profit sponsor*  *or*  *Non-profit sponsor* | |
| Click here to enter text. | | | Financial support  Amount received or anticipated to receive:  Click here to enter text. | | | In-kind support  Amount received or anticipated to receive:  Click here to enter text. | | | *For-profit sponsor*  *or*  *Non-profit sponsor* | |
| Click here to enter text. | | | Financial support  Amount received or anticipated to receive:  Click here to enter text. | | | In-kind support  Amount received or anticipated to receive:  Click here to enter text. | | | *For-profit sponsor*  *or*  *Non-profit sponsor* | |
| 1. [Describe the process by which the SPC maintained control over the CPD program elements including:](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e)  * the identification of the educational needs of the intended target audience; development of learning objectives; * selection of educational methods; * selection of speakers, moderators, facilitators and authors; * development and delivery of content; and * evaluation of outcomes | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [Describe the process used to develop content for this activity that is scientifically valid, objective, and balanced across relevant therapeutic option](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e)s. | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [How were those responsible for developing or delivering content informed that any description of therapeutic options must utilize generic names (or both generic and trade names) and not reflect exclusivity and branding](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e" \o "See: Element 2: Content Development of the National Standard)? | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [All accredited CPD activities must comply with the National Standard for support of accredited CPD activities. If the scientific planning committee identifies that the content of the CPD activity does not comply with the ethical standards, what process would be followed? How would the issue be managed](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e" \o "See: Element 2: Content Development of the National Standard)? | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [How are the scientific planning committee members’ conflicts of interest declarations collected and disclosed to](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e)  * The physician organization? * To the learners attending the CPD activity? | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [How are the speakers’, authors’, moderators’, facilitators’ and or/authors’ conflicts of interest information collected and disclosed to:](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e)  * The scientific planning committee? * To the learners attending the CPD activity? | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [If a conflict of interest is identified, what are the scientific planning committee’s methods to manage potential or real conflicts of interests](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e)? | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [How are payments of travel, lodging, out-of-pocket expenses, and honoraria made to members of the scientific planning committee, speakers, moderators, facilitators and/or authors?](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e)   If the responsibility for these payments is delegated to a third party, please describe how the CPD provider organization or SPC retains overall accountability for these payments. | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [How has the physician organization ensured that their interactions with sponsors have met professional and legal standards including the protection of privacy, confidentiality, copyright and contractual law regulations?](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e" \o "See: Element 4: Receiving Financial and in-kind Support of the National Standard) | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [How has the physician organization ensured that product-specific advertising/materials or other branding strategies have not been included on, appear within, or be adjacent to any educational materials, activity agendas, programs or calendars of events, and/or any webpages or electronic media containing educational material](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e)? Note that general sponsor ads are acceptable on the final page(s) of a program if not related to specific products or branding. | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [What arrangements were used to separate commercial exhibits or advertisements in a location that is clearly and completely separated from the accredited CPD activity?](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e) | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [If incentives were provided to participants associated with an accredited CPD activity, how were these incentives reviewed and approved by the physician organization?](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e) | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. [What strategies were used by the scientific planning committee or the physician organization to prevent the scheduling of unaccredited CPD activities occurring at times and locations where accredited activities were scheduled](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e)? | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |

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| **PART D: Declaration** | | | |
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| As the chair of the scientific planning committee (or equivalent), I accept responsibility for the accuracy of the information provided in response to the questions listed on this application, and to the best of my knowledge, I certify that the CMA’s guidelines, entitled, *CMA Policy: Guidelines for Physicians in Interactions with Industry*, and the *National Standard for Support of Accredited CPD Activities* have been met, in preparing for this event. | | | |
|  | **I Agree** | By clicking “I agree” you are agreeing to the declaration stated above | |
| **Name:** | | | Click here to enter text. |
| **Date:**  (dd/mm/yyyy) | | | Click here to enter a date. |

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| **PART E: CPD accreditation agreements** | |
| The Royal College has several international CPD accreditation agreements. These agreements allow physicians and/or other health professionals to claim or convert select Royal College MOC credits to other CPD system credits. Details about the specific agreements are available on the College [website](http://www.royalcollege.ca/rcsite/cpd/providers/international-accreditation-agreements-e#accme).  Should you wish for this CPD activity to eligible for credit within any of these systems, please check all that apply: | |
|  | [American Medical Association (AMA)](http://www.royalcollege.ca/rcsite/cpd/providers/international-accreditation-agreements-e#ama) PRA Category 1 Credit™ |
|  | [European Union of Medical Specialists (UEMS)](http://www.royalcollege.ca/rcsite/cpd/providers/international-accreditation-agreements-e#uems) |
|  | [Qatar Council for Healthcare Practitioners](http://www.royalcollege.ca/rcsite/cpd/providers/international-accreditation-agreements-e#qatar) (QCHP) |
|  | European Board for Accreditation in Cardiology ([EBAC](http://www.royalcollege.ca/rcsite/cpd/providers/international-accreditation-agreements-e#accme)) |

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| **Reminder to attach the following documentation to the application form:** | |
|  | The preliminary program/brochure |
|  | The final program (when available) |
|  | Other promotional materials e.g. invitations, email announcements (if applicable) |
|  | Sample form and process for the collection, management, and disclosure of conflicts of interests |
|  | The (summarized) needs assessment results |
|  | The template evaluation form(s) developed for this activity |
|  | The budget for this activity detailing the receipt and expenditure of all sources of revenue |
|  | The template certificate of attendance that will be provided to participants |
|  | The sponsorship and/or exhibitor prospectus developed to solicit sponsorship/exhibitors for the activity (if applicable) |
|  | If sponsorship has been received for this activity, attach one sample of the written agreement signed by the CPD provider organization and at least one sponsor (one example is sufficient if multiple sponsors)? |

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| **COA Accreditation Fee Structure** |
| **Tier 1**   * The educational event is being planned by a physician organization, alone or in conjunction with another physician organization. * The applicant a Canadian provincial orthopaedic society, or a subspecialty group under COA management * Application fee: **$500 CAD plus 5% GST**. The COA will provide an invoice.   **Tier 2**   * The educational event is being planned by a physician organization, alone or in conjunction with another physician organization. * The applicant is not a Canadian provincial orthopaedic society, nor a subspecialty group under COA management * Application fee: **$800 CAD plus 5% GST**. The COA will provide an invoice.   **Tier 3**   * The educational event is being co-developed between a physician organization and a non-physician organization. * The physician organization must be responsible for content and accept accountability for the program. * Application fee: **$2500 CAD plus 5% GST**. The COA will provide an invoice. |