**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 interventions or approaches for practice, and to share practice issues or experiences with peers.

**Important information before you begin:**

* Group Learning Activities approved under Section 1 (including conferences, symposia, seminars, and workshops) must be developed or co-developed by a [physician organization.](https://www.royalcollege.ca/ca/en/cpd/accreditation-continuing-professional-development-cpd-activities/cpd-accreditation-group-learning-activities-conferences-workshops/what-is-physician-organization.html) Please visit the Royal College [website](https://www.royalcollege.ca/ca/en/cpd/accreditation-continuing-professional-development-cpd-activities/cpd-accreditation-group-learning-activities-conferences-workshops/what-is-physician-organization.html) for a detailed description.
* Section 1 activities are approved for a maximum of one year from the start date of the activity.
* Accreditation will not be granted retroactively.

**Application steps:**

* Refer to the instructions on page 2, as well as to the [Royal College Accreditation Standards for Group Learning Activities (Section 1)](https://www.royalcollege.ca/content/dam/documents/learning/continuing-professional-development/section-1-standards-e.html).
* Submit the completed application form and all supporting documents to [chelsea@canorth.org](mailto:chelsea@canorth.org),

*a minimum of 6-8 weeks prior to event start date.*

* Following committee review, the COA will email the applicant a review document, including accreditation status and any required changes.
* Accreditation is granted based on the submitted documents. Once an event has been accredited, any significant changes must be re-submitted to ensure continued compliance.
* Within 90 days of the approved accredited event, the applicant must submit the following to [chelsea@canorth.org](mailto:chelsea@canorth.org):

1. Final evaluation summary results
2. List of attendee first and last names
3. Final event program

Note: Applicants must maintain all records, including attendance lists, for 5 years.

|  |
| --- |
| **Additional Resources** |
| * [COA accreditation webpage](https://coa-aco.org/education-and-practice/application-for-accreditation/), including the review checklist which will be used to assess your event. * Royal College [CPD activity toolkit](https://www.royalcollege.ca/ca/en/cpd/accreditation-continuing-professional-development-cpd-activities/cpd-activity-toolkit.html), including resources and examples for creating a quality program. * Sample sponsorship agreement/prospectus, conflict of interest/disclosure form, evaluation form, and certificate of attendance. Contact [chelsea@canorth.org](mailto:chelsea@canorth.org) for details. |

|  |  |
| --- | --- |
| **Please submit the following attachments with your application form:** | |
|  | 1. **Event program** (schedule, topics, learning objectives, session times) |
|  | 1. **Promotional materials** (e.g. invitations, email announcements, if applicable) |
|  | 1. **Sample conflict of interest disclosure form** |
|  | 1. **Summarized needs assessment results** (e.g. evaluation results from previous event, meeting minutes, survey results) |
|  | 1. **Evaluation form - overall event** |
|  | 1. **Evaluation form - individual session template** |
|  | 1. **Event budget** (including funding sources, sponsorship, expenditures, number of registrants) |
|  | 1. **Certificate of attendance** |
|  | 1. **Sponsorship and/or exhibitor prospectus** (if applicable) |
|  | 1. **Sample written sponsor agreement** signed by the CPD provider organization and at least one sponsor (if applicable) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity Information** | | | |
|  | | | |
| 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: | Virtual  Face-to-face  Both virtual and face-to-face | | |
| Event city | Click here to enter text. | Event province | Click here to enter text. |
| How many times will this activity be held? | 1  2  3  4+ | Estimated number 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:  Note: To be eligible for accreditation, sessions must contain educational content which includes needs assessment and learning objectives, without industry influence. | Click here to enter text. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| [**PART A: Administrative Standards**](http://www.royalcollege.ca/rcsite/cpd/accreditation/cpd-accreditation-group-learning-activities-conferences-workshops-e) | | | |
|  | | | |
| **Name of physician organization that developed the group learning activity** | | | |
| 1. Name and contact information for physician organization 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. | | |
| Event and registration website address: Click here to enter text. | | |
| 1. Contact information for primary administrative **contact person** | 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. 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. Contact information for organization ***co-developing* the activity** *– if applicable* | Name of organization: Click here to enter text. | | |
| Website: 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 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Content development** | | | | | |
| 1. Was the content developed by the applying physician organization? | | | Yes  No | | |
| *If not, who developed the content?* | | Click here to enter text. | | | |
| **Scientific planning committee (SPC)** | | | | | |
| 1. The SPC is responsible for the needs assessment, learning objectives, educational methods, selection of content developers, and evaluation of outcomes: | | | | Yes  No  If not, please explain. Click here to enter text. | |
| 1. **SPC members** | | | | | |
| *Complete the table below or include as an attachment if preferred.* | | | | | |
| **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. |
| Click here to enter text. | Click here to enter text. | | | | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | | | | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | | | | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | | | | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | | | | Click here to enter text. |
| Add any additional comments regarding structure of the SPC below: | | | | | |
| Click here to enter text. | | | | | |
| 1. **Certificate of attendance for attendees must include the elements below:** | | | | | |
| Title of the activity  Name of the physician organization (and co-developer if applicable) responsible for the activity  Date the activity takes place  Location of the activity (i.e. city, country, web-based).  Space for name of participant  Total number of hours for which the activity is accredited  Number of hours the registrant attended activity (or a blank space for the registrant to complete).  Type of Learning Activity (e.g. Section 1, group learning)  All applicable CPD accreditation statements (The [Royal College statement](https://www.royalcollege.ca/en/cpd/royal-college-accredited-cpd-providers/sample-accreditation-statements.html) is a minimum; some events include [AMA, UEMS, QCHP, EBAC](https://www.royalcollege.ca/en/cpd/royal-college-accredited-cpd-providers/international-accreditation-agreements.html) statements).  The [co-development statement](https://www.royalcollege.ca/en/cpd/accreditation-continuing-professional-development-cpd-activities/cpd-accreditation-group-learning-activities-conferences-workshops/cpd-guidelines-process-for-codevelopment-with-accredited-provider.html), if program was co-developed  Signature of Planning Committee Chair (or equivalent)  Maintenance of attendance records:  The physician organization will maintain attendance records for 5 years | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [**PART B: Educational Standards**](http://www.royalcollege.ca/rcsite/cpd/accreditation/cpd-accreditation-group-learning-activities-conferences-workshops-e) | | | | |
|  | | | | |
| 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? | | | | |
| **Sources of information about *perceived* needs (not required to check off all):**  Surveys/questionnaires  Interviews with members of target audience  Focus group with members of target audience  Informal and/or formal meetings with colleagues or SPC members  Evaluation summary from previous accredited activities, if the evaluation specifically asked for further learning needs desired by the target audience  Direct requests from target audience  Other (please elaborate) Click or tap here to enter text. | | | | |
| **Sources of information about *unperceived* needs (not required to check off all):**  Self-assessment tests  Chart audits  Chart-stimulated recall interviews  Direct observation of practice performance  Quality assurance data from hospitals, regions  Standardized patients  Provincial databases  Incident reports  Published literature (RCT, cohort studies)  CMPA data  Other (please elaborate) Click or tap here to enter text. | | | | |
| 1. What learning needs or gap(s) in knowledge, attitudes, or skills of the target audience were identified? What is the process in place to ensure content planners and presenters are informed of learning needs and objectives? | | | | |
| Click here to enter text. | | | | |
| 1. How were moderators, speakers, and content planners informed of instructions for developing appropriate learning objectives?  * Note: COA recommends distribution of the [COA Learning Objectives Guidelines](https://coa-aco.org/education-and-practice/application-for-accreditation/) or the [Royal College learning objectives toolkit](https://www.royalcollege.ca/ca/en/cpd/accreditation-continuing-professional-development-cpd-activities/cpd-activity-toolkit/cpd-activity-toolkit-creating-learning-objectives.html) | | | | |
| Click here to enter text. | | | | |
| 1. Which [CanMEDS Role(s)](https://royalcollege.ca/rcsite/canmeds/canmeds-framework-e) is/are 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. What sources of information were selected by the SPC to assist in developing the content of this activity (e.g. scientific literature, clinical practice guidelines, etc.)? | | | | |
| Click here to enter text. | | | | |
| 1. What learning formats were selected to help the CPD activity meet the stated learning objectives? | | | | |
| Delivery methods utilized in the program (not required to include all):  Lectures/plenary sessions  Case studies  Panels/debates  Role playing/simulation  Small group discussion or breakout sessions  Workshops with hands-on demonstrations  Question and answer periods  Discussion groups/peer exchange/user groups  Online programs (with interaction between participants and faculty)  Roundtables  Other Click or tap here to enter text. | | | | |
| 1. What learning methods were selected to incorporate a minimum of 25% interactive learning (e.g. Q&A, discussion time, interactive workshops)? | | | | |
| Click here to enter text. | | | | |
| 1. Evaluation forms have mandatory and optional requirements. Which items were included in your evaluation forms?   Note: Evaluation summary results must be emailed to the COA within 90 days of the activity. | | | | |
| **Overall event evaluation form**  Overall event learning objectives are included  Mandatory questions:  Stated learning objectives for overall event were met  Event was balanced and free from commercial or other inappropriate bias  **Individual session evaluation form template**  Learning objectives are included for the individual session (it is acceptable to instead include a link to an online description of all learning objectives) Mandatory questions:  Stated learning objectives for the individual session were met (can be linked to an online program)  Session was balanced and free from commercial or other inappropriate bias  Potential impact to practice (e.g. Did the participant learn something new or fill a knowledge gap that will alter/impact their practice?)  Which CanMEDS Roles were addressed during the activity  Suggestions for future program topics (allows evaluations to serve as future needs assessment)  Recommended questions:  Overall effectiveness of the session  Personal learning projects that the participant wishes to pursue based on content  Effective use of interaction to explore session/event content (25% interactivity time)  Gaps in knowledge that were addressed | | | | |
| ***Online group activities – additional requirements***   1. For online/virtual group activities, there must be an opportunity for participants to interact with faculty, participate in discussions, and provide feedback. This could include a discussion forum such as Ask the Expert, Twitter discussion, or a method for virtual viewers to submit questions online and have them answered at a future time by the faculty (e.g. faculty distribute answers monthly to questions posed online). If online sessions will be accredited, please describe how interaction will be provided. | | | | |
| Click here to enter text. | | | | |
| 1. What has the SPC done to promote diversity and inclusion in as many respects as possible, and to ensure that the content planners, moderators, and faculty are representative of the entire Canadian orthopaedic community? | | | | |
| Click here to enter text. | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [**PART C: Ethical Standards**](http://www.royalcollege.ca/rcsite/cpd/providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities-e) | | | | | | | | | | |
|  | | | | | | | | | | |
| All accredited activities must comply with the [National Standard for support of Accredited CPD Activities](https://www.royalcollege.ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html). | | | | | | | | | | |
| 1. Has the CPD activity been sponsored by one or more sponsors? | | | | | | | | Yes  No | | |
| 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 (*please specify)* | | Click here to enter text. | | | | | | | | |
| 1. If applicable, please list the name of the sponsor(s) below and indicate whether the sponsor provided financial or in-kind support (can be attached as a separate page if needed*).*   Definition of in-kind support: Services, tools, or human resources with a monetary value provided in support of an educational activity  The SPC must receive/handle any financial or in-kind support for the activity. | | | | | | | | | | |
| **Sponsor name** | | | **Type of support** | | | | | | | |
| Click here to enter text. | | | Financial support  Amount:  Click here to enter text. | | | In-kind support  Service or resource:  Click here to enter text. | | | *For-profit sponsor*  *or*  *Non-profit sponsor* | |
| Click here to enter text. | | | Financial support  Amount:  Click here to enter text. | | | In-kind support  Service or resource:  Click here to enter text. | | | *For-profit sponsor*  *or*  *Non-profit sponsor* | |
| Click here to enter text. | | | Financial support  Amount:  Click here to enter text. | | | In-kind support  Service or resource:  Click here to enter text. | | | *For-profit sponsor*  *or*  *Non-profit sponsor* | |
| Click here to enter text. | | | Financial support  Amount:  Click here to enter text. | | | In-kind support  Service or resource:  Click here to enter text. | | | *For-profit sponsor*  *or*  *Non-profit sponsor* | |
| 1. The written agreement between the CPD provider organization and the sponsor must include mandatory elements. Please use the checklist below to confirm inclusion of each requirement.   Note: One example of a signed agreement is sufficient if multiple sponsors. | | | | | | | | | | |
| Agreement is signed by the SPC and the sponsor  SPC is in control of content development  Sponsors have no influence on content development  How the sponsors are acknowledged  Roles and responsibilities of both parties  Dollar amount of financial support, if applicable  Description of in-kind support, if applicable  Specification that the educational grant will support the overall educational activity and funds will not be attributed to any specific accredited session (review [Financial Sponsors](https://www.royalcollege.ca/en/cpd/accreditation-continuing-professional-development-cpd-activities/cpd-activity-toolkit/cpd-activity-toolkit-relationships-with-speakers-financial-sponsors.html) section)  Adherence to the Royal College [National Standard](https://www.royalcollege.ca/en/cpd/royal-college-accredited-cpd-providers/tools-resources-accredited-cpd-providers/national-standard-accredited-cpd-activities.html) | | | | | | | | | | |
| 1. Describe the process by which the SPC maintained control over the CPD program elements including:  * educational needs and learning objectives * educational methods * selection of speakers, moderators, facilitators and authors * development and delivery of content * evaluation of outcomes   No representatives of a sponsor can participate in decisions related to the program. | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. The content for this activity is scientifically valid, objective, balanced across relevant therapeutic options (where applicable), and free of sponsorship and branding. | | | | | | | | | | |
| Yes  No  If not, please explain. Click here to enter text. | | | | | | | | | | |
| 1. How are conflicts of interest collected from SPC, speakers, moderators, and authors? | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. How are conflicts of interest disclosed to, reviewed by, and mitigated by the SPC ahead of the event and on site?     If the SPC identifies a real or potential conflict of interest, the Royal College suggests the following strategies be used to mitigate conflict:   * The speaker could be required to alter the focus or topic of the talk. * The SPC could ask for a peer review of the content to ensure that the principles of scientific integrity, objectivity and balance have been respected. * Both topic and speaker could be eliminated. This can be a last resort if a significant conflict of interest cannot be otherwise managed.   Please indicate your commitment to adhere to the above, and any additional planned strategies for mitigating conflicts. | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. How are conflicts of interest disclosed to event participants, both ahead of the event (e.g. listed in online program) and on site (e.g. dedicated disclosure slide at start of each presentation)? | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. All those responsible for developing or delivering content must be informed about the use of generic names for therapeutic options (avoiding exclusivity and branding) per the Royal College. How was this accomplished (e.g. How was the SPC informed? Were speakers informed through the conflict of interest (COI) form or through speaker instructions?)?   Note: Download a sample Disclosure of COI form from the Royal College [here](https://www.royalcollege.ca/en/cpd/accreditation-continuing-professional-development-cpd-activities/cpd-activity-toolkit.html). | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. How are payments of travel, lodging, out-of-pocket expenses, and honoraria made to members of the SPC, speakers, moderators, and authors? 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.   Note: Expenses for spouses, partners or other family members of the SPC, speakers, moderators, and participants cannot be paid for or subsidized by the CPD provider organization, sponsor or any organization hired by a sponsor. | | | | | | | | | | |
| 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 of participants, confidentiality, copyright and contractual law regulations? | | | | | | | | | | |
| 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?  * Note: General sponsor ads are acceptable on the final page(s) of a program or separate tab of website, if not related to specific products or branding. | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. What arrangements were made to separate commercial exhibits, product-specific advertisements, and unaccredited programming from the accredited CPD activity locations?   Exception: Unaccredited programming can follow accredited programming in the same location, provided that an announcement is made to indicate the start and end of unaccredited portions, and that no industry advertising or signage appears during accredited sessions. | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| 1. In managing commercial promotion, please confirm the following statements: | | | | | | | | | | |
| No specific interests of any exhibitor or advertiser have influenced the program  Any participant incentive is approved by the SPC  The SPC assumes responsibility for distribution of funds (including honoraria to faculty)  If unable to confirm the above statements, please elaborate below:  Click here to enter text. | | | | | | | | | | |
| 1. Financial and in-kind support received from sponsors must be properly acknowledged in the program and on the website as appropriate: | | | | | | | | | | |
| Financial and in-kind support received from sponsors is properly acknowledged in an area of the program (or website) separate from the educational content.  Recommended language: **“This program has received an educational grant [or in-kind support] from (names of funding organizations)”**  Beyond the standard acknowledgement, there is no the linking or alignment of a sponsor’s name to a specific educational session or section of an educational program | | | | | | | | | | |
| 1. Social and unaccredited activities cannot occur at a time or location that interferes/competes with or takes precedence over accredited activities. Please indicate your commitment to adhere to the above, and what steps your organization has taken to do so. | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PART D: Declaration** | | | | | |
| 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 all Royal College requirements, including those detailed in 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 confirming the declaration stated above. | | |
| **Full name:** | | | | Click here to enter text. | |
| **Date:** (dd/mm/yyyy) | | | | Click here to enter a date. | |
| **PART E: CPD accreditation agreements** | | | | |
| The Royal College has several international CPD accreditation agreements. These 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](https://www.royalcollege.ca/ca/en/cpd/royal-college-accredited-cpd-providers/international-accreditation-agreements.html).  To apply for this CPD activity to be eligible for credit conversion under the terms of these agreements, please check all that apply:  Note: There is no cost to the event organizer, but individual attendees may be subject to a fee from international partners if choosing to convert credits. | | | | |
|  | | American Medical Association (AMA) PRA Category 1 Credit™ | | |
|  | | European Union of Medical Specialists (UEMS) | | |
|  | | Qatar Council for Healthcare Practitioners (QCHP) | | |
|  | | European Board for Accreditation in Cardiology (EBAC) | | |

|  |
| --- |
| **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 is a Canadian provincial orthopaedic society, or a subspecialty group under COA management * Application fee: **$700 CAD plus 5% GST**.   **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: **$1000 CAD plus 5% GST**.   **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: **$3000 CAD plus 5% GST**.   Rush fee: $300 for applications received less than 6 weeks in advance. If given less than 3 weeks in advance, the application will not be considered. The COA will provide an invoice to all applicants. |