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# A Guide to Using CERT+



THE COLLEGE OF  
FAMILY PHYSICIANS  
OF CANADA



LE COLLÈGE DES  
MÉDECINS DE FAMILLE  
DU CANADA

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# Review *Mainpro+* Certification Standards: Standards for Continuing Professional Development (CPD) PROGRAM PROVIDERS



## Understanding Mainpro+<sup>®</sup> Certification

Standards for continuing professional development program providers



THE COLLEGE OF FAMILY PHYSICIANS OF CANADA  
Department of Continuing Professional Development

APRIL 2020

We strongly advise that providers review the guide before beginning a Mainpro+ certification application.

You can find the guide at <https://www.cfpc.ca/en/education-professional-development/cpd-program-certification/cpd-program-certification>

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# Create a CERT+ Provider Account

- Go to <https://certplus.cfpc.ca/login> and select **Click here** to register.

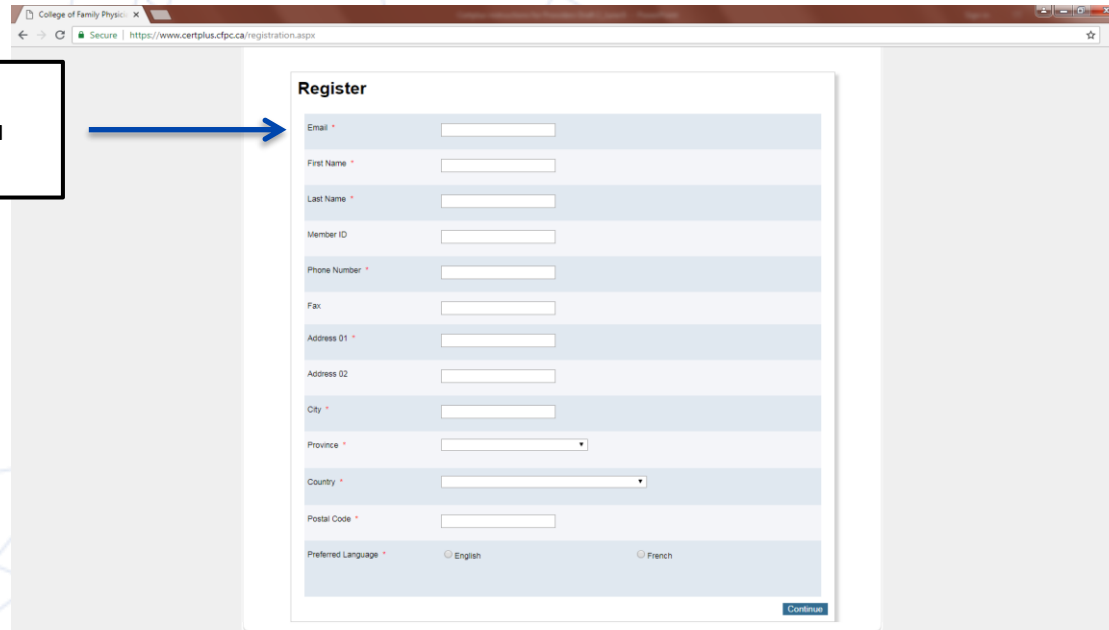
The screenshot shows the login page for the CERT+ platform. At the top left, the logos for 'THE COLLEGE OF FAMILY PHYSICIANS OF CANADA' and 'LE COLLÈGE DES MÉDECINS DE FAMILLE DU CANADA' are displayed. At the top right, the 'CERT' logo is shown with the tagline 'MAINPRO+ CERTIFICATION PLATFORM' and a plus sign icon. A 'Contact Us' link is also present. Below the header is a blue navigation bar with the text 'MY HOMEPAGE'. The main content area features a 'Login' form with fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Login' button. Below the form, there are links for 'Forgot password?' and 'Not registered yet? Click here to register.', with a blue arrow pointing to the 'Click here' text. At the bottom right, the same college logos are repeated.

# Create a CERT+ Provider Account

- Complete the required (\*) fields

**Note:** Only the registrant will have access to the account. You can grant access to an application for additional users through the Change Manager button.

**TIP:** Ensure the email you choose is one you use regularly.



A screenshot of a web browser showing the registration page for the College of Family Physicians of Canada. The browser address bar shows the URL: <https://www.certplus.cfpc.ca/registration.aspx>. The page title is "College of Family Physicians". The main content area is titled "Register" and contains a form with the following fields:

- Email \*
- First Name \*
- Last Name \*
- Member ID
- Phone Number \*
- Fax
- Address 01 \*
- Address 02
- City \*
- Province \*
- Country \*
- Postal Code \*
- Preferred Language \* (English, French)

A blue arrow points from the "TIP" box to the "Email" field. A "Continue" button is located at the bottom right of the form.

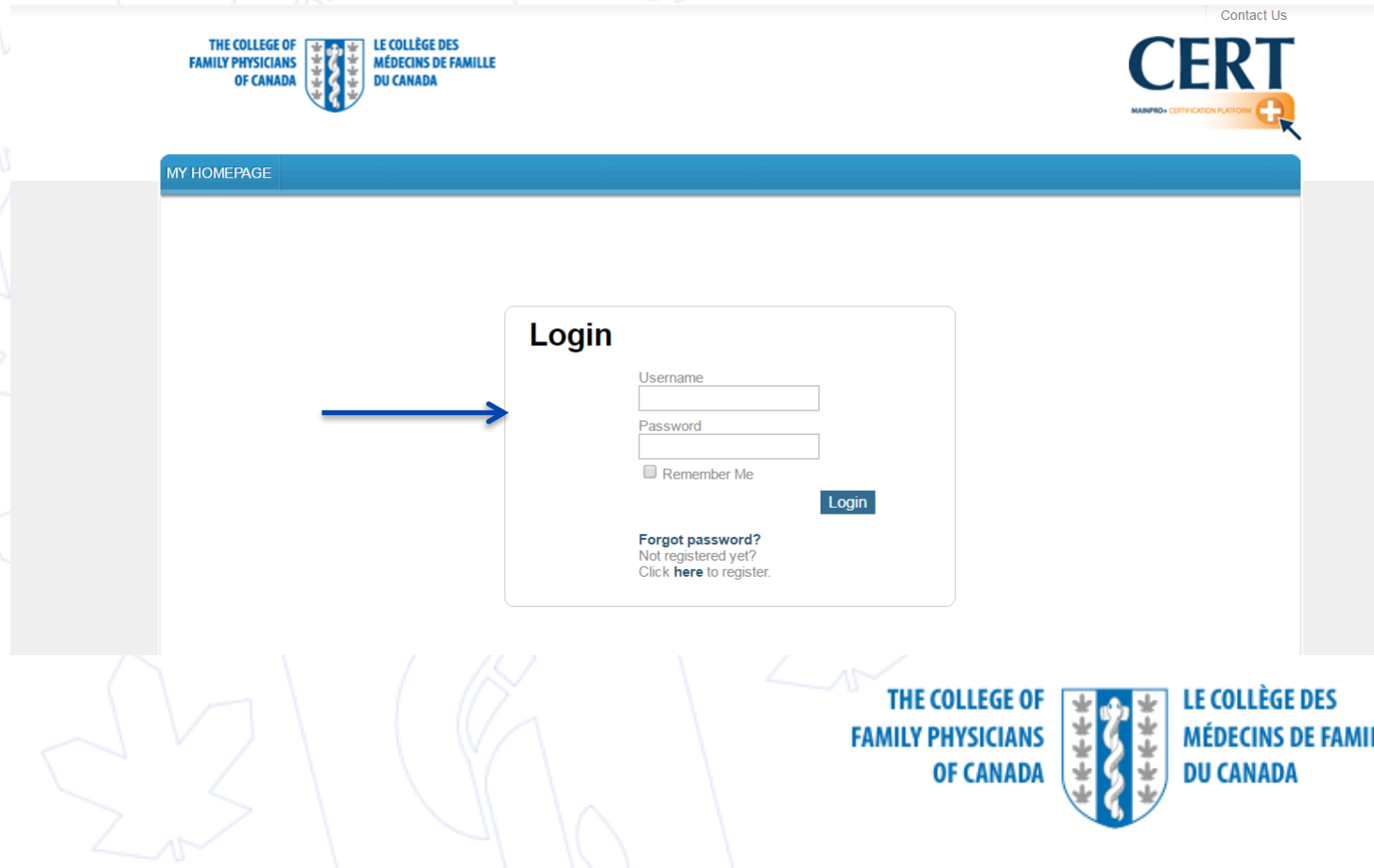
# Create a CERT+ Provider Account (cont'd)

- Create a **Username** and **Password**
- Select a **Security Question** and provide the **Security Answer**
- Review the Terms of Service , select **I Agree**, and then click **Continue**

The screenshot shows a web browser window with the URL <https://www.certplus.cfpc.ca/registration.aspx>. The page header includes the logos for 'THE COLLEGE OF FAMILY PHYSICIANS OF CANADA' and 'LE COLLÈGE DES MÉDECINS DE FAMILLE DU CANADA', along with the 'CERT+' logo. The main content area is titled 'MY HOMEPAGE' and contains a 'Register' form. The form includes a text box with instructions: 'Please create a Username, Password and add your own Security Question. The Security Question will be used to retrieve a forgotten password. Also, please indicate that you have read and agree to the terms of service below.' Below this are input fields for 'Username' (containing 'oblois@cfpc.ca'), 'Password', and 'Confirm Password'. A 'Security Question' dropdown menu is set to 'What is your mother's maiden name?' with a corresponding 'Security Answer' field. A 'Terms of Service' section shows 'Certplus EULA' and 'END USER LICENSE AGREEMENT' with a scrollable text area containing the agreement terms. At the bottom of the form are an 'I Agree' checkbox and a 'Continue' button. Three blue arrows point to the Username/Password fields, the Security Question dropdown, and the Terms of Service section.

# Create a New Program Application

- Log into your CERT+ account at <https://certplus.cfpc.ca/login>



The screenshot shows the login page for the CERT+ platform. At the top, there is a navigation bar with the text "Contact Us" on the right. Below this, the logos for "THE COLLEGE OF FAMILY PHYSICIANS OF CANADA" and "LE COLLÈGE DES MÉDECINS DE FAMILLE DU CANADA" are displayed on the left, and the "CERT" logo with the tagline "MANITOBA CERTIFICATION PLATFORM" is on the right. A blue arrow points to the "MY HOMEPAGE" tab in the navigation bar. The main content area features a "Login" form with fields for "Username" and "Password", a "Remember Me" checkbox, and a "Login" button. Below the form, there is a link for "Forgot password?" with the text "Not registered yet? Click [here](#) to register." The footer of the page contains the same logos as the top left.

Contact Us

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LE COLLÈGE DES MÉDECINS DE FAMILLE DU CANADA

CERT  
MANITOBA CERTIFICATION PLATFORM

MY HOMEPAGE

### Login

Username

Password

Remember Me

Login

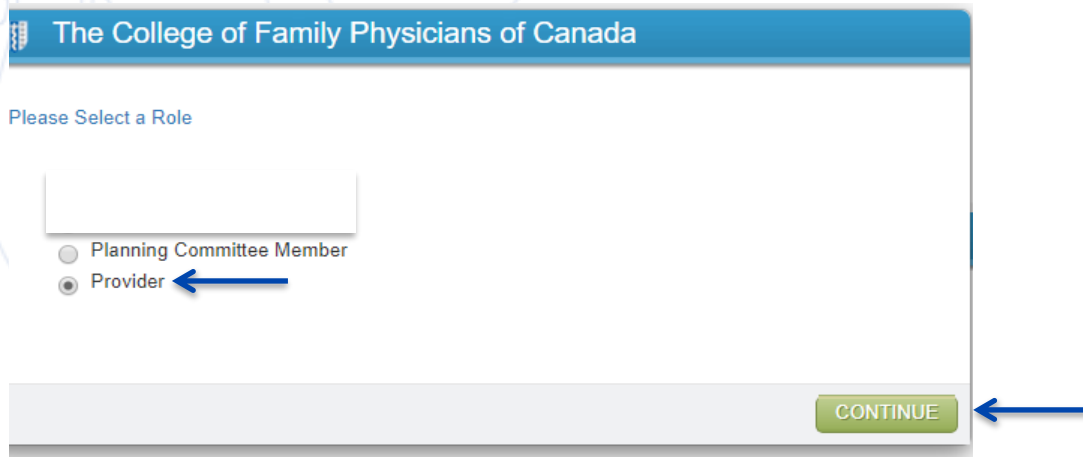
Forgot password?  
Not registered yet?  
Click [here](#) to register.

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LE COLLÈGE DES MÉDECINS DE FAMILLE DU CANADA

# Create a New Program Application (cont'd)

- Select the appropriate Role: **Provider**



The College of Family Physicians of Canada

Please Select a Role

Planning Committee Member

Provider

CONTINUE

## Notes

- Account holders may have more than one role and need to ensure they are entering the correct area (e.g., a planning committee member may also have a provider role)
- Providers must select the Provider role to create a new application or change/edit an existing application

# Create a New Program Application (cont'd)

- Click **ENTER NEW APPLICATION**

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CERT+ MARKPRO+ CERTIFICATION PLATFORM

PENDING ACTION BY ME

HOME APPLICATIONS PROGRAMS SESSIONS May-19, 2016

QUICK LINKS

- My Profile
- My Provider
- FAQ's
- CERT+ Tutorial

OUTSTANDING ITEMS

APPLICATIONS

SESSIONS

RECENTLY ACCESSED

### Pending Action By Me

Applications ▾ Search By Name or ID SEARCH

#### Applications (0)

ID	NAME	CREDIT CATEGORY	TOTAL	PROGRAM START DATE	STATUS
No Record Found					

#### Sessions (0)

ID	NAME LOCATION, CITY, PROVINCE	CREDIT CATEGORY	TOTAL	SESSION START DATE	STATUS
No Record Found					

**ENTER NEW APPLICATION**





# Create a New Program Application (cont'd)

- Select **A brand New Application** and click **CONTINUE**

The screenshot displays the CERT+ web application interface. At the top, the user is logged in as Jessica Black. The main navigation bar includes 'HOME', 'APPLICATIONS', and 'PROGRAMS'. A 'Pending Action by Me' section is visible. A modal dialog box titled 'Cert+' is open, asking 'Do you want to create a brand new application or copy from a previous program?'. The 'A brand New Application' option is selected, indicated by a blue arrow. Below the dialog, the 'Applications (0)' and 'Sessions (0)' sections are shown, both with 'No Record Found'.

Logged in as Jessica Black | Contact Us | Logout

**CERT**  
MAINPRO CERTIFICATION PLATFORM

ENTER NEW APPLICATION

PENDING ACTION BY ME

HOME APPLICATIONS PROGRAMS

QUICK LINKS

- My Profile
- My Provider
- FAQ's
- CERT+ Tutorial

OUTSTANDING ITEMS

APPLICATIONS

SESSIONS

**Cert+**

Do you want to create a brand new application or copy from a previous program?

A brand New Application

Copy from a previous program

CANCEL CONTINUE

Applications (0)

ID	NAME	CREDIT CATEGORY	TOTAL	PROGRAM START DATE	STATUS
No Record Found					

Sessions (0)

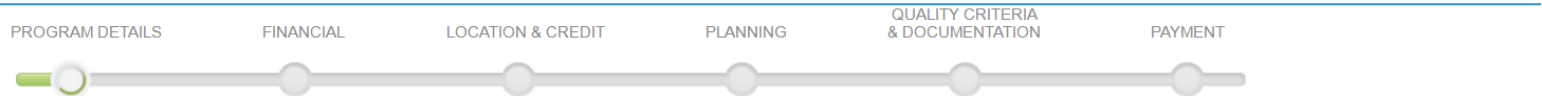
ID	NAME LOCATION, CITY, PROVINCE	CREDIT CATEGORY	TOTAL	SESSION START DATE	STATUS
No Record Found					

**TIP:** If you are resubmitting an application for recertification you can choose **Copy from a previous program** and select the program title from the drop-down menu. The application will populate fields based on the previous submission.

# Create a New Program Application (cont'd)

- Complete each application section

## ENTER NEW APPLICATION



Before beginning the application for Mainpro+ Certification providers are expected to review the [Understanding Mainpro+™ Certification](#) guide thoroughly. Failure to adhere to Mainpro+ guidelines may result in a review process or a rejection of the application for certification.

Do you intend to deliver this program in Quebec? \*  Yes  No

\*Indicates Required Field/Question

Program Title: \*

Program Start Date: \*

Provider Organization: \*  [Need a different Provider](#)

Contact First Name: \*

Contact Last Name: \*

Email: \*

Telephone: \*

Application Contact (if different than above):

Contact First Name:

**TIP:** The Program Start Date must be a *minimum of six weeks* prior to program commencement.

**TIP:** The fields are pre-populated based on the profile. Select a new provider using the Search box and entering an email address. If a name does not appear, use the + button to add a different provider.

# Create a New Program Application (cont'd)

- Once you complete the first section of the application you can save your work (click **SAVE AND FINISH LATER**) and return at any time to complete and submit the application

## MAINPRO+ CERTIFICATION APPLICATION

PROGRAM DETAILS      FINANCIAL      LOCATION & CREDIT      PLANNING      QUALITY CRITERIA & DOCUMENTATION      PAYMENT

Program Title: Application Test - Jessica June 6 2016      Category: Group Learning  
Status: In Progress      Total Credits Requested: 2  
Program Start Date: 08/05/2016

**\*Indicates Required Field/Question**

Does this program receive financial or in-kind support from a for-profit company or organization? \*  Yes  No

Does this program receive financial or in-kind support from a not-for-profit organization? \*  Yes  No

Please describe in detail how funds will be used including the name of the physician organization or medical institution responsible for paying speaker and scientific planning committee honoraria and travel: \*

Please describe all costs to participants including registration fees, education materials, meals, accommodation, and social events:

Registration fee: CAD \*

Additional costs to participants (describe in detail):

Are there any social events or activities associated with this program? \*  Yes  No

[CANCEL](#) [BACK](#) [SAVE AND FINISH LATER](#) [CONTINUE](#)

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# Upload Required Documents

- Document requirements may vary depending on the type of application you are submitting (provincial; national; one, two, or three credits per hour, online, etc.)
- **Note: COI Disclosure forms must comply with the National Standard**
- You cannot proceed to the payment page until a file is uploaded for each of the required documents:
  - Content of the program/activity
  - COI slide template (mitigating bias slide must be completed at the time of submission)
  - COI Disclosure Forms (planning committee members)
  - Summary of previous event evaluations
  - A copy of the program/session evaluations(s) forms(s)/format(s)
  - Program invitation or brochure
  - Sponsor branding
  - Tools used to facilitate needs assessment
  - Program schedule
  - Other

**Note:** Uploaded documents must match the related description (e.g., do not use Other to upload the COI Disclosure Form)

# Payment Methods: Credit card or invoice

- Applications will not proceed without payment. If you select **Invoice**, you cannot change to **Credit Card** once the application is submitted.

The screenshot shows a web application interface for the College of Family Physicians of Canada. At the top right, it says "Logged in a". The main header includes the college's logo and name in both English and French: "LE COLLÈGE DES MÉDECINS DE FAMILLE DU CANADA" and "THE COLLEGE OF FAMILY PHYSICIANS OF CANADA". Below the header, there are navigation tabs for "APPLICATIONS", "PROGRAMS", and "S". A "NEW APPLICATION" button is visible. A progress bar at the bottom shows five steps, with the first four completed (indicated by checkmarks) and the fifth, "PAYMENT", currently active. A modal window titled "PAYMENT METHOD" is open in the center, containing the text "Please select your payment method below then click Continue." and two radio button options: "Credit Card" (selected) and "Invoice". At the bottom of the modal are "CANCEL" and "CONTINUE" buttons.

# CERT+ Application Payment Information

**Billing Info**

Enter Billing Information:

\*Indicates Required Field/Question

Payor Information

First Name:\*      Last Name:\*      MI:

Billing Address Line 1:\*

Billing Address Line 2:

Town/City:\*      Postal Code:\*      Telephone:

Country:\*

Email Address: \*

providerprovider4@yahoo.com

[Change Email](#)

CANCEL    CONTINUE

- Enter contact information for the person responsible for payment/receipt
- Click **CONTINUE** to go to the credit card payment screen; if you selected **Invoice**, this screen will not appear

**Note:** Whether you select **Credit Card** or **Invoice** you will receive a detailed invoice with a breakdown of the costs

## CERT+ Post-Payment Process

- Once the credit card payment is received the application moves to the CFPC member confirmation stage
- Applications pending payment due to the invoice option will not proceed until payment is received
- If you decide to change payment method from **Invoice** to **Credit Card**, you must contact the CFPC office to make the payment. This pertains to both national and provincial applications.
- Do not email payment information—the CFPC system will block the payment as a security measure
- After payment is completed, an automatically-generated CERT+ email is sent to CFPC members to confirm program involvement
- Only the required CFPC members will received an email to confirm their involvement in the program; other scientific planning committee members are not required to confirm their involvement



## CERT+ Post-Payment Process (cont'd)

- Once members confirm their involvement (one CFPC member for provincial applications; three CFPC members for national, two- and three-credits-per-hour programs) the application will proceed to the administration stage
  - Members can confirm involvement either through their member account (select CERT+ link under Quick Links) or through their CERT+ account.
- The CERT+ Team (administrators) will screen the application submission for any issues before assigning it to reviewers
- If the administrator needs additional information the application will be returned to you (the provider) as “Needs More Information,” along with comments about the issue

**Note:** Missing or incomplete documentation is a common reason for an application to be sent back at this stage.
- All completed speaker COI forms are not required at the time of submission, but must be collected and retained by the Provider in the event of an audit.



# Mainpro+ Reviewer Role

- National applications (programs delivered in more than one province; two or three credits-per-hour; offshore applications) are assessed by two Mainpro+ reviewers
- Provincial applications (programs delivered in a single province) are assessed by one Mainpro+ reviewer
- Review status depends on the overall program score
- Mainpro+ reviewers enter decisions in CERT+ under the following categories:
  - Approved
  - Changes requested
  - Rejected
- CERT+ sends an email update to the provider indicating one of the above review categories
- Providers are referred to the comments field, to address specific reviewer requests



# CERT+ Program Approval Notification Email

- Information included:
  - Details related to use of Mainpro+ Certification Statements
  - Attendance certificate requirements
  - Instructions for submitting a program session or ethical review if required, to receive final certification

**Note:** Notification is for approval only. An ethical review/session must be submitted for final certification.

- Mainpro+ approval timelines (from time of approval):
  - one credit-per-hour category – 12 months
  - two credits-per-hour category – 18 months
  - three credits-per-hour category – 24 months

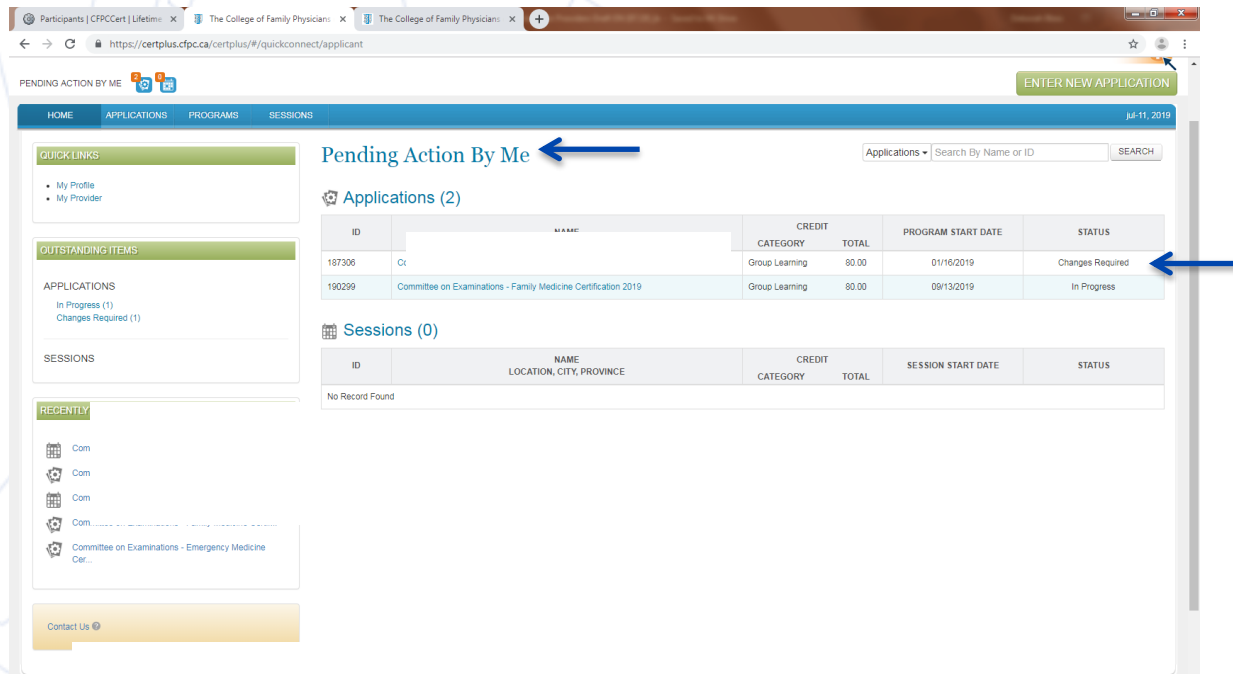
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# CERT+ Program Changes Required Notification Email

- Log in to your CERT+ account
- On the HOME tab applications with the status Changes Required should appear under the heading **Pending Action By Me**



The screenshot shows the CERT+ web application interface. The user is logged in as a participant. The main navigation bar includes 'HOME', 'APPLICATIONS', 'PROGRAMS', and 'SESSIONS'. The 'Pending Action By Me' section is highlighted with a blue arrow. Below this heading, there is a table of applications with the following data:

ID	NAME	CREDIT		PROGRAM START DATE	STATUS
		CATEGORY	TOTAL		
187306	Cc	Group Learning	80.00	01/16/2019	Changes Required
190299	Committee on Examinations - Family Medicine Certification 2019	Group Learning	80.00	09/13/2019	In Progress

The 'Changes Required' status in the first row is also highlighted with a blue arrow. Below the applications table, there is a section for 'Sessions (0)' which shows 'No Record Found'.

# CERT+ Program Changes Required Notification Email (cont'd)

- Open the program application that requires changes
- Click **VIEW COMMENTS** to see reviewer feedback

ENGINEERING BY ME

HOME APPLICATIONS PROGRAMS SESSIONS Jun-03, 2016

## APPLICATION DETAILS

Applications Search By Name or ID SEARCH

Program ID: 00000290

Program Title: Application Test - Jessica May 31 2016

Status: Changes Required

Program Start Date: 07/14/2016

Creation Date: 05/31/2016

Last Updated: 06/01/2016

VIEW COMMENTS PRINT HISTORY EDIT

▶ SHOW ALL

▶ Program Details

▶ Financial



# CERT+ Program Changes Required Notification Email (cont'd)

- Select the Reviewer requesting changes based on the Comments (for National applications comments from two reviewers may appear; Provincial applications will only show one)

COMMENTS	SUBMITTED BY	ROLE	SUBMITTED DATE
Please update learning objectives	Reviewer 2 ←	National Reviewer	06/09/2016 8:50PM
Please update learning objectives to reflect needs assessment	Reviewer 1 ←	National Reviewer	06/09/2016 8:46PM
	Planning1 Albert	Planning Committee	06/09/2016 2:13PM
	Planning1 BCJohnson	Planning Committee	06/09/2016 2:13PM
	JohnA Doe	Planning Committee	06/09/2016 2:12PM



# CERT+ Program Changes Required Notification Email (cont'd)

- Read the **Comments/suggestions** addressing the requested changes/concerns to the program materials

**Application Review**

**Reviewer Review Info**

**Planning Committee**

Is the planning committee representative of the target audience? Yes

**Comments/suggestions:**

Has the application demonstrated that the planning committee has control over the selection of topics, content, and speakers? Yes

**Comments/suggestions:**

Have the organizers provided specific instructions to speakers regarding conflict of interest and ethical requirements? Yes

**Comments/suggestions:**

Have the organizers provided specific instructions to the speakers regarding the format, Mainpro+ Quality Criteria, and the program learning objectives? Yes

**Comments/suggestions:**

Is the format and environment appropriate for learning? Yes

**Comments/suggestions:**

**Quality Criteria**

**Quality Criterion One: Needs Assessment & Practice Relevance**

**Comments/suggestions:** Learning objectives do not reflect needs assessment results

# CERT+ Program Changes Required Notification Email (cont'd)

- To make the necessary changes, open the program application and click **EDIT**
- Upload any newly requested materials/revised documents, etc., under Quality Criteria/Documents, using the small + button
- Do not remove existing application files that were submitted

## APPLICATION DETAILS

Applications ▾ Search By Name or ID

Program ID: 0000175

Program Title: National Program For Reviewer Training Part 2

Status: Changes Required

Program Start Date: 07/02/2016

Creation Date: 04/28/2016

Last Updated: 05/06/2016



[SHOW ALL](#)

▸ Program Details

▸ Financial

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# CERT+ Program Changes Required Notification Email (cont'd)

- Use the Comments field on the Payment screen to respond to reviewer comments/requests and click **SUBMIT**
- Ensure the application has moved completely out of your account; if Changes Required still displays, the changes have not been submitted
- You must log a response within 30 days of the notice of required changes; the program application will be rejected if no response is received within 30 days

The screenshot displays the 'MAINPRO+ CERTIFICATION APPLICATION' interface. At the top, a navigation bar includes 'HOME', 'APPLICATIONS', 'PROGRAMS', 'SESSIONS', and 'Jur'. Below this, a progress bar shows six steps: 'PROGRAM DETAILS', 'FINANCIAL', 'LOCATION & CREDIT', 'PLANNING', 'QUALITY CRITERIA & DOCUMENTATION', and 'PAYMENT'. The 'PAYMENT' step is currently active, indicated by a green checkmark. Below the progress bar, application details are shown: 'Program Title: National Program For Reviewer Training Part 2', 'Status: Changes Needed', 'Program Start Date: 07/02/2016', 'Category: Group Learning', and 'Total Credits Requested: 5'. A message states: '\*Indicates Required Field/Question' and '\*This Application payment has already been submitted. Please click Submit to continue\*'. A 'Comments \*' field is present, with a red asterisk indicating it is required. Below the field are 'CANCEL' and 'SUBMIT' buttons.

Comments\*  
is a required  
field.

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# CERT+ Program Rejected Notification Email

- The CERT+ administrator will review a Rejected application to ensure that the issue is not something that can be addressed under the Changes Required option
- Information sent to providers will include the notification of Rejected
  - You must to log into the CERT+ account in which the program is located to see the reviewer results
- Follow-up option 1: Submit a new application and fee payment
- Follow-up option 2: Submit an appeal to the CFPC office; you can email an appeal letter to [certplus@cfpc.ca](mailto:certplus@cfpc.ca)



# CERT+ Ethical Review Submission

- If an approved program has for-profit support, an ethical review submission is required for each session delivered
- All programs delivered outside of Canada are required to submit an ethical review, regardless of program financial support
- The ethical review must be submitted 10 business days prior to the program delivery date
- Log into your CERT+ account
- On the PROGRAMS tab, select the Program Title for which the ethical review is to be submitted, and then click **ADD SESSION**

## PROGRAM DETAILS

Applications ▾ Search By Name or ID

Program ID: 00000290  
Program Title: Application Test - Jessica May 31 2016  
Status: Approved  
Category: Group Learning  
Total Credits: 2  
Program Approved Date: 06/03/2016  
Program Start Date: 07/21/2016  
Expiration Date: 06/03/2017

▶ SHOW ALL

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# CERT+ Ethical Review Submission (cont'd)

- Complete any required fields on the ENTER NEW SESSION screen
  - If you choose to include the program in the CFPC Calendar of Events, all information entered will appear on the CFPC public website
  - The session **Duration Time** cannot be longer than the approved amount

- Click **CONTINUE** to advance to the next screen (two screens to be completed)  
**Note:** Make sure the correct province is selected; if the incorrect one is listed the submission will be rejected

The screenshot shows a web browser window with the URL <https://certplus.cfpc.ca/certplus/#/quickconnect/addSession/>. The page title is "ENTER NEW SESSION". Below the title is a "Session Details" section. A legend indicates that an asterisk (\*) denotes a required field or question. The form contains several fields: "Would you like this session to appear on the CFPC member public-accessible Calendar of Events?" with "Yes" and "No" radio buttons; "Session Title" with the text "Insulin in Diabetes - Exciting Times"; "Session Contact First Name", "Session Contact Last Name", "Session Contact Email", and "Session Contact Phone" (all empty); "Session Date" and "Session End Date" (empty); "Please provide the Duration Time:" with a dropdown menu showing "3" hours and "30" minutes, and a "Change Duration" link; "Credit Category" with "Group Learning"; "Credit Per Hour" with "1"; "Total Session Approved Credits" with "3.5"; "Total Session Requested Credits" with "3.5"; and "Session Venue" (empty). Blue arrows point to the "Yes" radio button and the "3" in the duration dropdown.

# CERT+ Ethical Review Submission (cont'd)

- At least one of the following three types of documents must be uploaded in order to submit the session for ethical review:
  - Session and invitation and materials
  - Completed COI slides
  - Other Promotional Materials

**Note:** The Other Promotional Materials type is optional.

- All completed speaker COI forms are not required at the time of submission, but must be collected and retained by the Provider in the event of an audit.



## CERT+ Ethical Review Submission (cont'd)

- A Session Identifier will be assigned; the number is nine digits (the first six refer to the Program ID, the next three are the Session ID (e.g., 123456-001))
- Ethical review applications are submitted to the Chapter (provincial and national programs) or the CFPC office (programs delivered outside of Canada)
- The ethical review application fee is applied at the time of submission
  - Credit card payment—the submission will proceed to the review stage
  - Invoice option—the submission will not proceed until the payment is received

**Note:** For provincial programs the first ethical review fee is included in the initial application fee.

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# CERT+ Ethical Review Changes Required Notification Email

- Log into your CERT+ account
- On the HOME tab applications with the status Changes Required should appear under the heading **Pending Action By Me**
- Go to **Sessions**

The screenshot displays the CERT+ web application interface. The main heading is "Pending Action By Me", indicated by a blue arrow. Below this heading, there are two sections: "Applications (0)" and "Sessions (1)". The "Sessions (1)" section is also indicated by a blue arrow. The "Sessions (1)" section contains a table with the following data:

ID	NAME	LOCATION, CITY, PROVINCE	CREDIT CATEGORY	TOTAL	SESSION START DATE	STATUS
	all AMDAANA Conference	jersey, New Jersey, Jersey City	Group Learning	5.50	12/28/2018	Changes Required

The interface also includes a navigation menu with "HOME", "APPLICATIONS", "PROGRAMS", and "SESSIONS". There are also "QUICK LINKS" and "OUTSTANDING ITEMS" sections on the left side.

# CERT+ Ethical Review Changes Required Notification Email

- Open the session requiring changes
- Click **VIEW COMMENTS** to see changes requested
- Click **EDIT** to make requested changes/upload new documents
- Enter your comments in the Required Comments\* field and then click **SUBMIT**

The screenshot displays the CERT+ web application interface. At the top right, there is a 'MAINPRO CERTIFICATION PLATFORM' logo with a plus sign and a red arrow pointing to it. Below this is a green button labeled 'ENTER NEW APPLICATION'. A navigation bar contains 'HOME', 'APPLICATIONS', 'PROGRAMS', and 'SESSIONS', with 'SESSIONS' selected. The date 'Jun-03, 2016' is shown on the right. The main content area is titled 'SESSION DETAILS'. It includes a search bar with 'Applications' selected and a 'SEARCH' button. Below the search bar are two buttons: 'EDIT' and 'VIEW COMMENTS', both with blue arrows pointing to them. The session details are as follows:

Session Id:	00000290-001
Session Title:	Application Test - Jessica May 31 2016
Status:	Changes Required
Session Start Date:	06/24/2016
Creation Date:	06/03/2016
Last Updated:	06/03/2016

Below the details is a 'SHOW ALL' link and a list of expandable sections: 'Session Details', 'Session Documents & Comments', and 'Session Documents'.

# CERT+ Ethical Review Approval (Final Certification) Notification Email

- Information will include:
  - Final certification notification of session
  - Details related to use of Mainpro+ Certification Statements (for use on Certificate of Participation/Attendance)
  - Any additional information to be submitted post-event (evaluations/attendance sign-in), if requested
- Session ID should be included on the Certificate of Participation/Attendance
- Members can use the Session ID when reporting their credits





# CERT+ Adding a Session: When an ethical review is not required

- This is a mandatory requirement for live, not-for-profit programs with no external support
- Providers should follow the same steps for submitting an ethical review
- There are fewer questions and no fee, and programs are automatically submitted (no approval or document upload required)
- The session status will appear as Submitted



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# Questions About Using CERT+?

**Call the CERT+ Hotline:**

**1-866-242-5885 or 905-361-8233**

**or email:**

**[certplus@cfpc.ca](mailto:certplus@cfpc.ca)**

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