PROGRAM CERTIFICATION REQUIREMENTS AT A GLANCE*

PLANNING COMMITTEE REQUIREMENTS

» Ensure you have appropriate scientific planning committee membership:

• Programs delivered in a single province require one active College of Family Physicians of Canada (CFPC) member from the province of delivery
• Nationally certified programs (two- and three-credit-per-hour programs, online programs, programs delivered in more than one province, and programs delivered outside Canada) require three active CFPC members
• Ensure conflict of interest forms are completed by all scientific planning committee members and all speakers known at the time of the application

ETHICAL REQUIREMENTS

» Ensure the program’s design and delivery comply with the ethical requirements of the CFPC, including the National Standard for Support of Accredited CPD Activities and the Canadian Medical Association’s Guidelines for Physicians in Interactions with Industry. Programs delivered in the province of Quebec must also comply with the Code of Ethics of the Conseil québécois de développement professionnel continu des médecins.

PROGRAM DESIGN AND DELIVERY

» Ensure an appropriate needs assessment is completed. Refer to the Mainpro+ Certification Standards and Quick Tips: Needs Assessment for full details.

» Include learning objectives for the program and for individual sessions (when applicable). Please refer to Quick Tips: Writing Learning Objectives for more information.

» Ensure the program’s design and delivery meet the Mainpro+ Quality Criteria Framework.

» Ensure an appropriate program evaluation is designed and includes the mandatory CFPC evaluation questions.

*Program providers are strongly encouraged to review the Mainpro+ Certification Standards in full detail before applying for Mainpro+ certification.
DOCUMENTATION REQUIREMENTS

» Be prepared to submit the following documents with your application for review:
  - Completed conflict of interest forms for all scientific planning committee members and speakers known at the time of the application
  - Completed CFPC conflict of interest slides
  - Program brochure and/or invitation and/or agenda
  - Full program content (slide decks, workbooks, tools, resources, etc.), when applicable
  - Needs assessment tools and results
  - Evaluation format/formats
  - Previous evaluation results (when applicable)
  - Speaker communication template (when applicable)
  - If the program has for-profit financial support, copies of the sponsor product and corporate branding are required

FINAL STEPS

» Review the Mainpro+ certification application questions.
» Submit your Mainpro+ certification application using the online CERT+ application platform.
» Pay the application fee.

MAINPRO+ CERTIFICATION APPLICATION FEES BY PROGRAM TYPE

<table>
<thead>
<tr>
<th>Program Delivery</th>
<th>Nationally Certified Programs (includes programs delivered outside Canada)</th>
<th>Provincially Certified Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>One credit per hour</td>
<td>Two credits per hour</td>
</tr>
<tr>
<td>With For-Profit Support</td>
<td>$850</td>
<td>$950</td>
</tr>
<tr>
<td>Without For-Profit Support</td>
<td>$500</td>
<td>$600</td>
</tr>
</tbody>
</table>

N/A: Not applicable

REMINDER:

Program review commences once all CFPC scientific planning members have confirmed their involvement in the program’s development. Payment of the application fee does not guarantee Mainpro+ certification.

FOR MORE INFORMATION:

www.cfpc.ca/CPDProvidersandPlanners
www.cfpc.ca/Commonly_Referenced_Resources_and_Policy_Updates

CONTACT US:

Mainpro+ certification line: 905-361-8233 or 1-866-242-5885
certplus@cfpc.ca