



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/forms
 - ♦ 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

Program Delivery	Nationally Certified Programs (includes programs delivered outside Canada)			Provincially Certified Programs		
	One credit per hour	Two credits per hour	Three credits per hour	One credit per hour	Two credits per hour	Three credits per hour
With For-Profit Support	\$850	\$950	\$1,050	\$650	N/A	N/A
Without For-Profit Support	\$500	\$600	\$700	\$450	N/A	N/A

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**
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