



Providing Accredited/Certified Continuing Professional Education for Physicians Frequently Asked Questions

1. Who can accredit/certify programs for physicians in the Maritime Provinces?

Specialist Programs

- Dalhousie Continuing Professional Development and Medical Education (CPDME)
- A national specialist society that has accredited provider status with the Royal Physicians College of Physicians and Surgeons of Canada (RCPSC)

Family Physician Programs

- Dalhousie Continuing Professional Development and Medical Education (CPDME)
- The provincial chapters of the College of Family of Canada (CFPC)

Dalhousie CPDME accredits/certifies programs on behalf of the RCPSC and the CFPC. While the requirements and processes for accreditation are essentially the same whether working with Dalhousie or taking the alternate routes above, the remainder of this document refers **only to Dalhousie**.

2. If my program will be for both specialists and family physicians, will I need to submit two applications?

No. The requirements can be met with a single application and associated fee.

3. What is the first step?

- Contact Dalhousie CPDME **before** planning the program. The nature of our involvement will depend on the intended target audience and the organization planning the event, but you can ensure that your program will meet accreditation requirements only by seeking advice at the earliest possible stage.
- For programs including family physicians in the target audience, the CPDME Office must **co-sponsor** the event. We must be involved from the beginning, with a CPDME educator serving on the planning committee. This role may be executed by correspondence.
- Programs designed for specialists only may be either **co-sponsored** or **approved** by the CPDME Office.
 - To qualify for approval, the primary sponsor must be a physician organization, defined by the RCPSC as “A not-for-profit group of health professionals with a formal governance structure, accountable to and serving, among others, medical specialists through: Continuing professional development; Provision of health care, and/or Research”.
 - To qualify for approval, it is not necessary for Dalhousie CPDME to be represented on the planning committee, but it is essential that planners follow and document the criteria for accreditation outlined in the application package.
 - When a program is **approved** ultimate accountability for content, educational and ethical standards lies with the physician organization.
 - If the primary sponsor is not a physician organization, the program may be eligible for **co-sponsorship** by Dalhousie CPDME in the same manner as events designed for family physicians.

4. What are the accreditation requirements?

These are detailed in the accreditation package, but in summary:

- The planning committee must be representative of the target audience (and not be limited to those presenting the material).
- The program must be based on some form of assessment of needs of the target audience.
- The program must have learning objectives that address the identified needs.
- At least 25% of the total education time must be devoted to interactive learning.
- The program must be evaluated.
- The program must meet ethical standards for continuing professional education.
- The planning committee must provide examples of their communication with speakers regarding incorporation of evidence, addressing barriers to change, conflict of interest and adherence to copyright.

Please **carefully read the Policy document** in the accreditation package. It gives necessary information on our process.

5. Where can I get an accreditation application package?

Accreditation packages can be found online on the [Dalhousie CPDME Accreditation website](#) or by contacting the CPDME Office at CPDME.Accreditation@dal.ca (please provide the target audience for the event: family physicians, specialists, or both).

6. What if my program has financial or in-kind support?

If the program has financial or in-kind support from a for-profit or not-for-profit organization, the program organizers/scientific planning committee must follow the “[National Standard for Support of Accredited CPD Activities](#)”.

7. What will it cost to work with Dalhousie CPDME?

Cost assumes a complete application package received prior to the event/program start date by CPDME.

Note: Where unusual attendance at meetings or other aspects of the planning process requires CPDME educator time in excess of five hours, the CPDME Office reserves the right to apply additional charges to cover this time. However, such additional charges are rarely necessary.

Type of fee	8 (or more) weeks prior to	7 (or fewer) weeks prior to
Accreditation/Certification (conferences/courses)	\$400	\$500
Rounds/journal clubs (yearly: Sept 1 to Aug 31)	\$600	\$750
Fees covered by Dalhousie CPDME	\$0	\$200 (non-negotiable)

8. Who should I contact?

All accreditation applications and questions can be directed to CPDME.Accreditation@dal.ca.

9. When should I submit my application?

Complete applications must be submitted to the CPDME Office at CPDME.Accreditation@dal.ca **at least 8 weeks prior** to a program/event. We reserve the right to not accredit if the time frame is too close; if we do accredit, additional fees may apply.

10. What if I need help with other aspects of planning and delivering a program?

The CPDME Office can provide a full range of meeting management services (booking venue, catering, registration, on-site staff, social event planning and academic CPD consultations in addition to accreditation/certification for CPD credits) on a fee-for-service basis.

For further information, please visit the [Dalhousie CPDME accreditation webpage](#).