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| **Before you submit your application – Have you completed and attached the following?** |
| * **Needs Assessment Summary**: Has a needs assessment been completed? Attach a summary of the completed needs assessment.
* **Learning Objectives:** Have you attached the overall and if necessary, the session-specific learning objectives?
* **Final Program/Agenda:** Does the preliminary and final program or brochure include:
* The activity schedule, topics, and start and end times of individual sessions?
* The activity learning objectives for the overall activity and individual sessions (if applicable)?
* Attach copies of the final program and agenda
* **Promotional Materials:** Have you attached any other materials that will be used to promote or advertise the activity (for example, invitations, email announcements etc.?)
* **Sponsorship and Exhibition Details:** Have you attached the sponsorship and/or exhibitor prospectus developed to solicit sponsors/exhibitors for the activity?
* **Sponsorship Agreements:** If sponsorship has been received for this activity, have you attached the written agreement that is signed by the physician organization and the sponsor?
* **Budget:** Have you included the activity budget? Does the activity budget show receipt and expenditure of all sources of revenue for this activity including:
* A list of funding sources, including an indication of whether sponsorship was received in an educational grant or in-kind support?
* A list of expenditures?
* The expected number of registrants?
* **Certificate of Attendance:** Have you attached the template for the certificate of attendance that will be provided to the participants? *Remember that physician organization must maintain attendance records for five years.* The Certificate should include:
* The title of the activity
* The name of the physician organization responsible for the activity (and co-developer, if applicable)
* The date(s) the activity took place
* The location of the activity (city, country, web-based)
* The total number of hours the activity is accredited for
* The number of hours the registrant attended the activity (or a blank space for the registrant to complete themselves)
* All applicable accreditation statements
* **Evaluation Form(s):** Do the evaluation and feedback forms include:
* A question on whether the stated learning objectives were met?
* A question for participants to identify the potential impact to their practice?
* A question for participants to identify if the session was balanced and free from commercial or other inappropriate bias?
* A question on which CanMEDS Roles were addressed during the activity?
* **Disclosure Form:** Have you attached a sample conflict of interest form and an outline of the process for the collection, management, and disclosure of conflicts of interests which includes a description of how this information is collected and disclosed to participants? *Required regardless of how the activity is funded.*
* Has the Chair of the scientific planning committee attested that he/she agrees with the content provided in the application package? – see section D of application

The Royal College has created a [CPD activity toolkit](http://www.royalcollege.ca/rcsite/cpd/accreditation/cpd-activity-toolkit-e) to help developers of educational activities who want to create quality programs. Each topic in the toolkit includes explanations, practical examples and other resources.* [Sample Conflict of Interest Form](https://cosprc.ca/wp-content/uploads/2018/10/COS-Disclosure-Form.docx)
* [Sample Conflict of Interest Slide](https://cosprc.ca/wp-content/uploads/2018/10/Disclosure-slide-template.pptx)
* [Budget Template](https://cosprc.ca/wp-content/uploads/2018/10/Budget-template.pdf)
* [Sample Evaluation](https://cosprc.ca/wp-content/uploads/2018/10/Evaluation-Form-template.docx)
* [Sample Certificate of Attendance](https://cosprc.ca/wp-content/uploads/2018/10/Sample-Certificate-of-Attendance-Bilingual.docx)
* [How to do a needs assessment](https://cosprc.ca/wp-content/uploads/2018/10/How-To-Do-A-Needs-Assessment.pdf)
* [How to create learning objectives](https://cosprc.ca/wp-content/uploads/2018/10/How-To-Develop-Learning-Objectives.pdf)
* [Web-based CPD events](http://www.royalcollege.ca/rcsite/cpd/accreditation/toolkit/requirements-web-based-cpd-activities-e)
* [Relationships with speakers and sponsors](http://www.royalcollege.ca/rcsite/cpd/accreditation/toolkit/cpd-activity-toolkit-relationships-with-speakers-financial-sponsors-e)
* [Tips for including interactivity](https://cosprc.ca/wp-content/uploads/2020/06/Tips-for-including-interactivity-in-an-accredited-group-learning-activity_v1-March-2020-003-1.pdf)
* [Section 1 Accreditation Standards](https://www.cosprc.ca/section-1-group-learning-activities/)

COS Accreditation Toolkit: <https://www.cosprc.ca/accreditation-toolkit/>  |
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