

Section 3: Self-Assessment Programs CPD Accreditation Application Guide

Overview

This guide outlines the requirements for accrediting self-assessment programs under Section 3 of the Royal College's Maintenance of Certification (MOC) program.

Self-assessment programs are designed to assess knowledge or the application of knowledge in specific areas, topics or domains. Self-assessment programs use structured formats, such as multiple-choice or short-answer questions, that may include a clinical scenario, and require participants to select the appropriate response. Participants receive feedback on the answers they selected to provide opportunities to identify areas for improvement and future learning.

Before You Begin

- Activities must be developed or co-developed by a physician organization. Confirm eligibility <https://www.royalcollege.ca/en/standards-and-accreditation/cpd-accreditation/defining-physician-organizations>.
- Accreditation of Section 3: Self-Assessment Program is valid for a maximum of 3 years from the activity start date.
- Retroactive accreditation is not permitted.
- The developing organization must retain all records (including attendance records) for 5 years.

Application Steps

1. Review Standards

Refer to the <https://www.royalcollege.ca/en/standards-and-accreditation/cpd-accreditation/group-learning.html>.

2. Prepare Required Documents

- Proof of physician organization status:
 - Not-for-profit confirmation (https://www.ic.gc.ca/app/scr/cc/CorporationsCanada/fdrlCrpSrch.html?locale=en_CA)
 - Governance structure (e.g., Board of Directors)
 - Membership criteria and voting rights
- Needs assessment summary
- Final program/brochure that includes:
 - Activity schedule with session times and interactivity (≥25%)
 - Overall and session-specific learning objectives
 - Calculation of CME hours for overall activity
- Promotional materials (e.g., invitations, email announcements)
- Conflict of Interest (COI) documentation:
 - Completed COI forms for SPC and known speakers
 - Sample 3-slide COI disclosure

- Outline of the process for the collection, management, and disclosure of conflicts of interests to participants?
- SPC speaker invitation template and communication of CPD standards including discussion of off-label drugs
- Evaluation form that includes:
 - Learning objectives met?
 - Impact on practice?
 - Balanced and free from commercial or other inappropriate bias?
 - Which CanMEDS roles were addressed?
- Certificate of attendance
- Sponsorship/exhibitor prospectus developed to solicit sponsors/exhibitors for the activity (if applicable)
- Sponsorship agreements signed by the CPD provider organization and sponsor (if applicable)
- Budget:
 - Revenue sources (grants, in-kind)
 - Expenditures
 - Expected number of registrants
- SPC meeting documentation including discussion of key elements including:
 - Needs assessment, learning objectives, evaluation outcomes from previous accreditation period, content development, flow of funds, COI review, and action plan if required to managed potential or real conflicts of interest
- PowerPoint slides (mandatory if funded by an organization but not required for live single delivery large conferences featuring many speakers, however reviewer may request the slides for review; submit in both languages if bilingual). No hidden slides.
- Answer sheet for the assessment tool that allows participants to demonstrate knowledge, skills, clinical judgement or attitudes and shows how feedback will be provided to the participants.
- Chair's (or delegate's) attestation of content accuracy

3. Submit Application

- Submit at least 8 weeks before the activity start date.
- Include all required documents together.
- Late submissions incur a \$500 expedited fee.
- Revisions must be submitted within 5 business days of request.

Important Notes

- No references to RCPSC, MOC Section 1 or 3, or credit approval until official approval is granted. Phrases like “credits pending” or “applied for” are not permitted.
- Changes after submission require prior approval; otherwise, accreditation is void.
- CAEP may deny accreditation if CPD standards are not met.

Fees and Payment

CAEP charges a non-refundable accreditation fee to review all MOC applications. This fee covers the administrative costs associated with reviewing the program. A \$500 expedited fee will be applied to

applications received less than 8 weeks prior to the start of activity. Applications received without payment will not be processed.

- Section 1 \$1200
- Section 3 \$1500
- Expedited fee \$500