

Tip sheet for submitting an application for **Mainpro+ accreditation through the OCFP/CFPC:**

1. **Identify CFPC Members for your Scientific Planning Committee:**

- The number of **CFPC member(s)** required varies. Provincially delivered programs require 1 active CFPC member, nationally certified programs require 3 members. Ensure that the required number of CFPC members are actively involved in the planning process as they will be asked to confirm this in an email they receive from the CFPC.

2. **Preview the Application Process:**

- Obtain and **review** a copy of the [application form](#) to understand the questions you will need to answer and the documents you will need to upload.

3. **Documentation Requirements:**

- **Gather** all necessary documents before starting the formal application.
- Common issues to avoid in document submission:
 - Include details on how the SPC will mitigate bias if there is evidence of a potential conflict of interest.
 - Ensure the speaker invite is in letter template (an example is available on the website)
 - An agenda must be included with session details
 - Evaluation must include the compulsory question regarding bias
 - Certificate of completion must include current approved wording

4. **Submit the Application:**

- Ensure that all application materials are submitted through the online platform (<https://certplus.cfpc.ca>) at least **six weeks** prior to the **first anticipated activity delivery date**.

5. **Reviewer Feedback:**

- After submission your application will be reviewed, and reviewers may **flag need for additional supporting documents** or request further information.
- If you receive feedback, **address** any requested changes promptly.

6. **Contact CFPC Mainpro+ Staff:**

- If you need **clarification** on the process or a reviewer's comments, **reach out** to CFPC Mainpro+ staff at (416) 867-9646 or ocfpmainpro@ocfp.on.ca.

See below for the Program Certification Requirements at a Glance. For more detailed information please visit: [Certify a Program for Mainpro+ credits](#)

Mainpro+ accreditation ensures the quality and relevance of your educational activities, benefiting both participants and the medical community. Good luck with your application!