

## Tips for the Completion of the FOM CPD Accreditation Application

**\*\*NEW TO THE ACCREDITATION PROCESS AS OF DEC. 2024\*\***

Inclusion of equity, diversity and inclusion criteria within the certification standards. Excellent free booklet available through the Coalition for Physician Learning and Practice Improvement [on our website](#).

Removal of the 2 or 3 credits per hour certification options, replaced by optional “enhanced activity credits”. Two types of CPD activities that can be certified: Certified Activities, Certified Assessment Activities (in which analysis of data leads to self-reflection and practice change), with the addition of Combined Activities (include components of both types).

Increased number of CFPC members required for the Scientific Planning Committees for nationally advertised and/or delivered programs. Full content review required for some types of programs. More information: <https://www.cpd.utoronto.ca/educators/accreditation/how-to-obtain-u-of-t-accreditation/updates/>

To review the full updates:

<https://www.cfpc.ca/en/understanding-the-new-mainpro-certification-standards>

<https://www.cfpc.ca/en/understanding-mainpro-certification>

Top Priority – ensure the following:

- Ensure the Program Director for the CPD offering is a University of Toronto faculty member as this is required to submit for accreditation approval through the FOM.
- Clarify who will be financially liable for the CPD Offering:
  - Financial liability for the program cannot be taken on by an individual physician.
  - An organisation such as a department, a hospital or a not-for-profit association must be identified as providing liability coverage.
  - It is very important to always vet your idea first with your Division Head/CPD/FD/QI Director to check whether the department is willing to be named as financially liable for the CPD offering.

Common mistakes to avoid:

- Not starting with a Needs Assessment: A Needs Assessment (for both perceived AND unperceived needs) is the essential first step in determining your learning gaps. The Needs Assessment Guide Template can help with this: <https://www.cpd.utoronto.ca/educators/program-development/quick-tips/>
- Misaligned Learning Objectives: Learning objectives developed need to clearly address the learning gaps identified.

Quick Tips on the **5 Educational Criteria** that will be assessed in your application:

- **Target Audience and Scientific Planning Committee (SPC):** The SPC must represent the target audience. Be clear on which SPC members are representing which audience members. In addition, review the table provided at the link below to ensure you have enough CFPC members on your SPC for the type of program you are developing. <https://www.cpd.utoronto.ca/educators/accreditation/how-to-obtain-u-of-t-accreditation/updates/>
- **Evidence of Learning Needs:** In this section it is important to summarize and describe how you determined the perceived and unperceived learning needs (e.g. needs assessment, key recent reference articles etc. If this is a repeat offering, consider using the 2-column feedback table to identify how you are responding to previous feedback (found in the Quick Tips section of the CPD website: <https://www.cpd.utoronto.ca/educators/program-development/quick-tips/>

- **Goals and Objectives:** Ensure these are action oriented. Consider the question - how is the learning going to be put into practice? If this is a multi-event program include those for the overall program and the individual sessions (where possible, otherwise this can be updated in the future).
- **Program Design:** Include a working agenda. Ensure you describe all the active learning opportunities and meet the minimum of 25% of time/participant. \*A reminder that if you are designing an asynchronous self-study program you will need to include results from 3 reviewers to assessing your program.
- **Evaluation, Assessment & Outcome Measures:** A reminder that the first 3 levels are compulsory for accreditation (Participation, Satisfaction, Learning). Ensure the evaluation includes a question regarding bias (For example: “Did you perceive any degree of bias in this program?”, with an option to describe how if the answer is yes) and the CanMeds-FM roles that were addressed by the CPD activity. Provide detail in your application about feedback obtained from evaluations – specifically who and how will it be reviewed, how often and how will the results be used.

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