



Minimum Requirements for Accreditation

Before proceeding with the application, please ensure your program or conference meets these minimum requirements for accreditation.

If you have any questions about the application process or fees, please contact cpd.accreditation@utoronto.ca

1. The program or conference must be led by a Program Director or Conference Chair who is a University of Toronto faculty member with an active appointment in the Faculty of Medicine
2. The application must be submitted at least 10 weeks prior to the start date of the program to avoid late fees
3. A scientific planning committee is in place, led by the Program Director or Conference Chair, which:
 - is responsible for all aspects of the CPD activity from needs assessment and development through to implementation and evaluation
 - engages the CPD Director and/or Chair of their department early in the planning process and obtains approval for the academic and financial aspects (liability) of the program/conference
 - ensures that the CPD activity complies with the [Policy on Sponsorship of University of Toronto Continuing Education Activities from Commercial Sources](#)
 - the scientific planning committee must be representative of the target audience
 - has a CFPC member if you are applying for College of Family Physicians of Canada Mainpro+ certification, and a specialist physician if you are applying for Royal College of Physicians and Surgeons of Canada accreditation
4. The program or conference must be a live group learning or online self-study educational activity that is a minimum of 1 hour. For additional information on online program accreditation requirements please see the [E-Learning Programs Quick Tip](#)
5. Overall financial responsibility for this program or conference must rest with a University of Toronto department, hospital, society or other not-for-profit physician organization
6. The CPD activity meets the following educational and ethical criteria:
 - a needs assessment of the representative target audience has been completed
 - learning objectives have been defined according to the learning needs
 - a minimum 25% of the CPD activity is dedicated to interactive learning

- learners must have an opportunity to evaluate the CPD activity. Please see [CPD evaluation template](#).
- a registration fee is required for programs and conferences to be considered for accreditation. Faculty development* or departmental/divisional research days are exempt
- for programs or conferences with financial or in-kind sponsorship support (for profit, not-for-profit, and public sector): if there is external funding for the CPD activity, it must be held as an unrestricted educational grant through the Program Director or Conference Chair's U of T clinical department, hospital, society or other not-for-profit physician organization. A written agreement must be in place for all sponsorships and signed by both parties. A sample template is available for download. Agreements must be made available to CPD for audit purposes if requested.
- the [Faculty and Planning Committee Disclosure Declaration Form](#) must be completed by all speakers, moderators, facilitators, authors and members of the scientific planning committee
- the scientific planning committee must have a process in place for reviewing and mitigating declared conflicts of interest
- conflicts of interests must be disclosed to participants/learners using the approved slide template. For further information and examples pertaining to conflict of interest disclosures see the [COI Quick Tip](#)

* Faculty development is a broad range of activities used to renew or assist faculty, supervisors, preceptors, field instructors, clinical educators, and status appointees in their roles as educators. These activities are designed to improve an individual's knowledge and skills in teaching, education, administration, leadership and research. (For examples of Faculty Development programs, visit the Centre for Faculty Development website)

7. A University of Toronto accreditation fee will apply. This fee will be assessed as part of the application review. Note that non-fee bearing Faculty Development, Department Research Days, Rounds and Alumni events are fee exempt