Introduction to the new CPD Accreditation Application System
For Applicants

https://accredit.cpdtoronto.ca/

Note: aspects of this site are still undergoing some modification for continued improvement.

Step 1: Login

Figure 1: site landing page

Home

Thank you for choosing Continuing Professional Development (CPD) to accredit your upcoming program.

Programs and conferences that are submitted to CPD undergo a rigorous review in accordance with the accreditation criteria established by the College of Family Physicians of Canada and the Royal College of Physicians and Surgeons of Canada. This ensures that programs accredited through CPD maintain the academic excellence expected of the Faculty of Medicine at the University of Toronto.

Login to begin or continue your application.

If you have any issues or problems please send them via the reporting tool. The link is also available at the bottom of every page.

Email Address

Password

Forgot Your Password?
Remember Me

Log In

Passwords for the new site and the same as you used for CADMIUM.
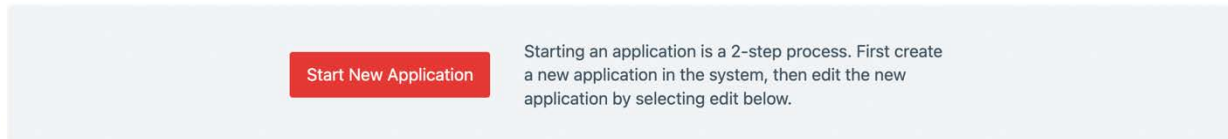
Step 2: Create the Application

2.1 Select 'application' on the page header

Figure 2: First page header

2.2 Then select the red button labelled "Start New Application"

Figure 3: start new application button

Start New Application   Starting an application is a 2-step process. First create a new application in the system, then edit the new application by selecting edit below.

2.3 Create the application in the site by providing basic program information. Once complete, hit the red button at the bottom "create application" to save.

Figure 4: creating the application

2.4 Once created, you will see the following message:

Figure 5: successful creation of application

3.0 Complete Program Details

3.1 Navigate back to your applications by selecting "applications" in the top bar:

3.2 Locate your application on the list and select either the title or the edit button to navigate to the program page

Figure 6: application list

3.3 Now you are on the accreditation application site. The headings are the same as the 'tasks' in the previous application site and relate to all the primary application components.

Figure 7: new application program page

There are two key differences from the previous application site to this one. First, uploaded application components should now be uploaded within its corresponding page (for example, upload the budget template within the section on financial responsibility). You can still upload additional attachments at the end. The second difference you will note is the review screen at the end of the application. This section allows you to review (and if necessary, edit) the application in full prior to submission.

You will see that the first page is identical to what you filled out to create the application. Please move through the application by selecting the steps in the upper section of the page, and filling out responses as you go.

Program Information

1. Basic Information
2. → Program Information
3. Contact and Registration Information
4. Target Audience and Scientific Planning Committee
5. Program Management and Financial Responsibility
6. Evidence of Learning Needs
7. Goals and Objectives
8. Program Design
9. Evaluation, Assessment and Outcome Measures
10. Other Supporting Documentation
11. Review Application

3.4: Section 3 Credits

If you want to select Section 3 credits, you can do under Program Information.

Figure 8: selecting Section 3 under Program Information

Once you complete all required components on that page and save your progress, you will see another page appear in the upper section of the application –'Section 3' becomes category 10 of required components.

4.0 Submitting your Application

4.1 Submit Application

Once you have completed all components of the application, saving as you go along, you will need to submit it. Please proceed to the review screen, and at the bottom, following the prompts - change your application from "in progress" to "finalized".

How to submit your application

To finalize your application, set the status below to 'Finalized' and click the 'Submit Application' button.

Application Status

✓ In Progress
Finalized
Under Review
Accepted

You will see that the 'save application progress' bar …

Save Application Progress

Changes to 'submit application' and you will be taken back to your application site.

The application you just submitted should now read "Finalized and Submitted"

Title	Created	Starts	Status	Review	Actions
Demonstrating how the site works	December 7, 2023	December 4, 2023	Finalized & Submitted	-	