



Certificates of Completion in Continuing Education

Certificates of Completion may be offered to registrants in Continuing Education courses, sponsored by The Faculty of Medicine, University of Toronto, which meet the following criteria.

Duration: Programs must offer a minimum of 39 hours of educational instruction.

Educational Design: Programs for which certificates will be offered must be designed to provide opportunities for regular on-going feedback to participants through assessments evaluated by an instructor. A variety of teaching methodologies is preferable.

Prerequisites: All required or recommended prerequisites must be stated in the course brochure, along with any other criteria for admission.

Course Description: The course format must be thoroughly described to potential registrants. The course description must include a description of the content and process of evaluation signified by the certificate. This statement will be included on the certificate. For example,

“This 8-month course consisted of two 4-day residential weekends, eight self-study modules and a selective related to the registrant’s day-to-day activities. Evaluation included essays and oral examinations.”

Assessment: Assessment methods may vary from course to course, depending on the course objectives. Requirements for successfully completing the certificate program must be clearly stated on the course brochure or given to students in the first class. Consequences of not achieving successful completion must also be stated. For example, “Students who attend a minimum of “x” sessions but do not successfully complete the requirements for a certificate will receive a certificate of attendance.” A sample of a certificate of attendance is included in the approval letter sent to the program director once his/her program is approved.

At least two methods of evaluation from the following list should be used, with input from the learners:

- Essay
- Take-home Exam
- Multiple Choice Exam
- Oral Exam
- Demonstration of specific skills
- Learning Contract
- Class Participation
- Class Presentation(s)

Remediation and Re-evaluation: Students who do not successfully complete the requirements for a Certificate of Completion must be given the opportunity to consult with the Course Director or his/her delegate concerning remedial work. Requests for re-evaluation must be submitted in

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writing to the Course Director. Should the request not be granted, the student may make the same request of the Vice Dean, Continuing Professional Development (CPD).

Nomenclature: Certificates issued by CPD will be called “Certificate of Completion in Continuing Education.”

Procedure: Course Directors wishing to offer Certificates of Completion for their courses will complete the online application for approval by the Faculty Council Continuing Education Committee. At the time of submission, they must request that the course be approved as a Certificate in Continuing Education Course and submit a detailed description of the methods of evaluation to be used.

Certificates of Completion with Various and Multiple Components: An online application must be submitted for approval for each component, for both in-class learning (as workshops, seminars) and web-based programs.

Issuing of Certificate of Completion Documents: CPD is responsible for the designing, formatting, and printing of the Certificate of Completion documents. For courses that are managed outside CPD, the names and addresses of students to receive certificates, along with their evaluation results must be submitted to CPD.

Fees: CPD will charge a fee of \$50 per registrant, separate from the U of T sponsorship fee, for issuing certificates and maintaining records.

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