## Accreditation Checklist

Please submit the following mandatory documentation along with the completed application form:

Completed Application form with:

All Required Signatures, which can include:

* Planning Committee Chair and/or
* uOttawa Faculty Member on the Planning Committee
* Family physician member of the CFPC (if seeking Mainpro+ certification) on the Statement of Involvement Form

List of Planning Committee Members

Description of Needs Assessment

Learning Objectives, which include **both:**

Overall learning objectives **and**

Session learning objectives

**Responses to all questions**

Budget, which includes:

* funding sources (with or without industry sponsorship)
* any other revenue
* expenditures
* expected number of registrants

Evaluation and Feedback forms, which include:

* a question pertaining to industry bias (verbatim as per CFPC)
* a question on whether the stated learning objectives were met
* an opportunity for participants to reflect on the content of the session

Program or Brochure, which includes:

* the activity learning objectives
* a list of speakers, topics, start and end times of individual sessions
* the interactive discussion periods (need to be clearly indicated on the program agenda)
* the sessions for which accreditation is being requested

Attendee Registration Form that:

* specifies if draft or final copy
* includes invitation letter and/or website link for registration, if available

Completed Declaration of Conflict of Interest forms\* for all Planning Committee Members, which includes:

* a description of how this information is collected and disclosed to participants

\*a conflict of interest document is required regardless of how the course/conference is funded

***Note: Applicants should keep a list of attendees for record purposes for a period of 5 years.***