TEMERTY FACULTY OF MEDICINE
UNIVERSITY OF TORONTO
Continuing Professional Development

CERTIFICATES OF COMPLETION IN CONTINUING PROFESSIONAL DEVELOPMENT

5 >> ACCREDITATION

Certificates of Completion may be offered to registrants in Continuing Professional Development programs that are sponsored by the Temerty Faculty of Medicine, University of Toronto.

Certificates of Completion are available at two levels: "Certificate of Completion" and "Advanced Certificate of Completion", which are accredited via the same accreditation process but differ in some requirements and in format.

DURATION

CERTIFICATE OF COMPLETION:
Programs must offer a minimum of 39 hours of educational instructions. Programs must be completed within a two-year period to qualify.

ADVANCED CERTIFICATE OF COMPLETION:
Programs must offer a minimum of 80 hours of educational instruction. The program must be completed within a three-year period to qualify.

PROGRAM DESCRIPTION

The program must be thoroughly described to potential registrants and all requirements and prerequisites must be stated in the promotional material. The program description must include an outline of the content and the process of outcome measurement and evaluation. This statement will be included on the certificate. For example:

> **"This 8-month program consists of two 4-day residential weekends, eight self-study modules and a selective related to the registrants' day-to-day activities. Evaluation includes essays and oral examinations."**

> **"This 1 year program consisted of three 5-day workshops, 10 self-study modules and two selectives related to the registrants' day-to-day activities. Evaluation included take-home exam, two class presentations, and a clinical placement evaluation."**

EDUCATIONAL DESIGN

CPD programs must be designed utilizing a variety of instructional methods to actively engage learners. A minimum of 25 % of the program must be dedicated to active learning in keeping with CPD best practices. Format of the program may include in-person group learning, online synchronous learning and /or online asynchronous learning. Learners must also have opportunities for regular ongoing feedback through assessments evaluated by an instructor(s).

For **Certificates of Completion** at least **two instructional methods** must be used.

For **Advanced Certificates of Completion** at least **four instructional methods** must be used.

Examples of instructional methods are listed below:

- Interactive lectures
- Simulation based exercises
- Small group learning
- Problem-based learning
- Case-based learning
- Role play
- Clinical skills workshops
- Direct observation of clinical skills with defined objectives and structured feedback
- Team-based learning
- Gamification
- Laboratory experience

ASSESSMENT

Assessment methods may vary from program to program, depending on the program objectives. Requirements for successfully completing the certificate program must be clearly stated on the program brochure/website, and 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**."

For Certificates of Completion, at least two methods to assess learner outcomes must be used.

For Advanced Certificates of Completion, at least four methods to assess learner outcomes must be used. Evidence of knowledge translation and practice application should be demonstrated.

Examples of assessment methods include the following:

- Essay
- Case studies/reports
- Take-home exam
- Multiple choice exam
- Key feature exam
- Oral exam
- OSCE (objective structured clinical examination)
- Demonstration of specific skills
- Learning contract
- Class participation
- Class presentation
- Clinical log of specified patient cases
- Clinical placement evaluation
- Multisource feedback (360 degree feedback)
- Clinical audit and feedback
- Chart stimulated recall

COMPLETION DATE OF CERTIFICATE REQUIREMENTS

Participants are expected to complete all requirements for a **Certificate of Completion within 2 years,** the approval period by CPD.

Participants are expected to complete all requirements for an **Advanced Certificate of Completion within 3 years,** the approval period by CPD.

Participants, who for special circumstances, need an extension to complete all certificate requirements, must submit a formal request through the program director, and could be granted an additional one year maximum to complete requirements of the program.

REMEDIATION AND RE-EVALUATION

Participants who do not successfully complete requirements for the Certificate of Completion must be given an opportunity to meet with the program director and/or his/her delegate concerning remedial work. Requests for re-evaluation must be submitted in writing to the program director. Should the request not be granted, the student may make the same request of the Associate Dean, Continuing Profession Development.

NOMENCLATURE

Certificates issued by CPD will be called "Certificate of Completion in Continuing Professional Development" or "Advanced Certificate of Completion in Continuing Professional Development".

PROCEDURE

Academic Program Directors wishing to offer Certificate of Completion for their programs will complete the online accreditation application. At the time of submission, they must request the program be approved for **Certificate of Completion in Continuing Professional Development.** Academic Program Directors must submit a detailed description of the program including an outline of the sequence of events, modules with learning objectives, multiple required instructional methods, description of multiple required learner assessments and program evaluation for each module. A working agenda which clearly demonstrates the required 39 or 80 hours of accredited learning must be submitted.
Advertisement of accreditation cannot be stated until program has been formally approval by CPD.

(ADVANCED) CERTIFICATES OF COMPLETION WITH VARIOUS OR MULTIPLE COMPONENTS:

If your certificate of completion (39 or 80 hour) is comprised of multiple accredited components, an online application must be completed for each component, including any in-class (e.g. workshops and seminars), synchronous online and asynchronous online learning. The combined total of credits of all components must reach a minimum 39 hours or 80 hours. Certificates of Completion cannot be accredited retroactively, based on components that have already been offered and attended in the past.

ISSUING (ADVANCED) CERTIFICATE OF COMPLETION DOCUMENTS:

Continuing Professional Development (CPD), Temerty Faculty of Medicine, is responsible for designing, formatting and printing of (Advanced) Certificate of Completion documents. For programs managed outside CPD, the names and addresses of students to receive the certificates, along with their evaluation results must be submitted to the CPD. (Advanced) Certificates of Completion must not be reproduced, duplicated or altered other than by Continuing Professional Development.

FEES:

CERTIFICATE OF COMPLETION:
CPD will charge a fee of $50 per participant (increasing to $65 for programs approved after July 1, 2023), separate from the U of T Program Approval fee, for issuing certificates and maintaining records.

ADVANCED CERTIFICATE OF COMPLETION:
CPD will charge a fee of $100 per participant (increasing to $125 for programs approved after July 1, 2023), separate from the U of T Program Approval fee, for issuing certificates and maintaining records.

COMPARISON OF CERTIFICATE AND ADVANCED CERTIFICATE OF COMPLETION IN CPD

Criteria for Completion	Certificate of Completion in CPD	Advanced Certificate of Completion in CPD
Duration	Minimum 39 hours	Minimum 80 hours
Target Audience	Healthcare professionals	Healthcare professionals
Prerequisites	Stated in brochure/ website	Stated in brochure / website
Educational Design	Multiple methods of learning are recommended – at least 2 instructional methods At least 25 % interactive learning throughout Regular ongoing feedback to participants	Multiple methods of learning are recommended – at least 4 instructional methods At least 25 % interactive learning throughout Regular ongoing feedback to participants Opportunity to demonstrate evidence of knowledge translation and practical application (e.g. chart audit, feedback from peers or patients, reflective journal noting changes in practice)
Program Description	Description of the content and required process of evaluation	Description of the content and required process of evaluation
Assessment	At least 2 methods of assessment (see examples above)	At least 4 methods of assessment (see examples above) Regular ongoing formative assessments and end of program summative assessment
Completion of Certificate Requirements	Within 2 years	Within 3 years
Nomenclature for accreditation	Certificate of Completion in CPD	Advanced Certificate of Completion in CPD
Procedure	On-line application – must designate applying for certificate of completion	On-line application – must designate applying for advanced certificate of completion
Certificates of completion with various and multiple accredited components	On-line application for each component (i.e. web-based and in-class)	On-line application for each component (i.e. web-based and in class)
Certificate Fees	$65 per participant	$125 per participant

This quicktip is part of the quicktips for program design series. Review all of the tips to help you create your best program.

ACCREDITATION

1 » **Assessing Study Credits**

2 » **RCPSC Maintenance of Certification: Section 3**

3 » **MainPro +**

4 » **Accreditation Requirements for E-Learning Programs**

5 » **Certificates of Completion**

6 » **CPD Sponsorship Policy**

7 » **Disclosure Declaration**