



## Policy PR-06: Accreditation Fees

Approved: May 24, 2024

Effective: January 1, 2025, unless otherwise stated

### OVERVIEW

The policy consists of the following sections:

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### GENERAL PROVISIONS

1. Accreditation Fees are established by the Board of Directors. The board may change the fees from time to time without notice.
2. The fees listed in this policy do not include any applicable sales taxes. The total CCCEP accreditation fee charged will include the fee and the applicable sales taxes.
3. The total CCCEP accreditation fee is due at the time of submission of a learning activity or conference for accreditation and is not refundable.
4. CCCEP’s GST/HST Registration Number is 89764 5594 RT.

### ACCREDITATION FEES – SPECIAL ACCREDITATIONS

5. Special accreditations refer to various types of changes to previously accredited activities such as:
  - 5.1. Activity updates (i.e., minor changes (under 10%) to content);
  - 5.2. administrative changes (e.g., change in providers); or
  - 5.3. delivery mode changes (e.g., currently accredited as a live program and now being delivered as an independent study).

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The Accreditation Fees for special accreditation reviews of individual learning activities are contained in Table 1.

NOTE: These fees apply to all accreditation applications submitted on January 1, 2025, or later, for activities targeted toward a single pharmacy audience or dual audience (i.e., pharmacists and pharmacy technicians)

**Table 1**

Special Accreditation	Fee+
Activity Update	\$0
Administrative Change	\$491
Delivery Mode Change	\$491
Appeal	\$179

+ Fee is the base fee only; base fee is subject to applicable sales tax

**ACCREDITATION FEES – NEW LEARNING ACTIVITY APPLICATIONS, RENEWALS AND EXTENSIONS**

6. Accreditation Fees for Learning Activities (new applications, renewals and extensions) are outlined in Table 2.

**Table 2**

Fees - New Activity, Renewal and Extension Applications (Effective January 1, 2025) *				
(Live, Independent Study and Blended Activities)				
Type of Review	Program Level**	CEUs	Fee+	
			Single Audience	Dual Audience
Regular – new application	Level 1	0.25 – 4.0	\$916	
	Level 2	4.1 – 10.0	\$1,273	
	Level 3	10.1 to 15.0	\$2,328	
	Level 4	15.1 or greater	\$2,798	
Fast Track – new application	Level 1	0.25 – 4.0	\$2,730	\$4188
	Level 2	4.1 – 10.0	\$3,088	\$4546
	Level 3	10.1 to 15.0	\$4,144	\$5601
	Level 4	15.1 or greater	\$4,496	\$5953
Renewal	All levels	All CEUs	\$491	
Extension	All levels	All programs	\$491	

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**Fees - New Activity, Renewal and Extension Applications (Effective January 1, 2025) \***  
**(Live, Independent Study and Blended Activities)**

\* Fees for initial accreditation are for one year. Renewal and Extension fees are for one year.  
\*\* Program Level is determined by the number of CEUs.  
+ Fee is the base fee only; base fee is subject to applicable sales tax

**ACCREDITATION FEES - CONFERENCES**

7. The Accreditation Fees for the accreditation of Conferences are outlined in Tables 3a (Option 1 applications) and Table 3b (Option 2 applications).

**Table 3a – Option 1 applications**

<b>Fees - Conference Accreditations (Effective January 1, 2025) *</b>					
<b>Conference Level*</b>	<b>CEUs</b>	<b>Regular Review</b>		<b>Fast Track Review</b>	
		<b>Fee+</b>		<b>Fee+</b>	
		<b>Single Audience</b>	<b>Dual Audience</b>	<b>Single Audience</b>	<b>Dual Audience</b>
<b>1</b>	0.25 – 4.0	\$609		\$1,843	\$2826
<b>2</b>	4.1 – 10.0	\$916		\$2,144	\$3133
<b>3</b>	10.1 – 20.0	\$1,211		\$2,446	\$3429
<b>4</b>	20.1 – 30.0	\$1,508		\$2,737	\$3725
<b>5</b>	Greater than 30	\$1,820		\$3,049	\$4031

\* Conference Level is determined by the number of CEUs  
+ Fee is the base fee only; base fee is subject to applicable sales taxes

**Table 3b – Option 2 applications**

<b>Fee (including surcharge^) Conference Accreditations (Effective January 1, 2025) *</b>					
<b>Conference Level*</b>	<b>CEUs</b>	<b>Regular Review</b>		<b>Fast Track Review</b>	
		<b>Fee+</b>		<b>Fee+</b>	
		<b>Single Audience</b>	<b>Dual Audience</b>	<b>Single Audience</b>	<b>Dual Audience</b>
<b>1</b>	0.25 – 4.0	\$708		\$1,943	\$2926
<b>2</b>	4.1 – 10.0	\$1,066		\$2,294	\$3283
<b>3</b>	10.1 – 20.0	\$1,411		\$2,646	\$3629
<b>4</b>	20.1 – 30.0	\$1,758		\$2,987	\$3975

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Fee (including surcharge <sup>^</sup> ) Conference Accreditations (Effective January 1, 2025) *				
5	Greater than 30	\$2,120	\$3,349	\$4331
<p>* Conference Level is determined by the number of CEUs            + Fee is the base fee only; base fee is subject to applicable sales taxes.            ^ Surcharge for Option 2 applications is reflected in the values in the table. The surcharge amount varies based on CEU value as follows:</p> <ul style="list-style-type: none"> <li>• 0.25 to 4.0: \$100</li> <li>• 4.1 to 10.0: \$150</li> <li>• 10.1 to 20.0: \$200</li> <li>• 20.1 to 30.0: \$250</li> <li>• Greater than 30.0: \$300</li> </ul>				

### ACCREDITATION FEES – COMPETENCY MAPPED ACCREDITATION

#### 8. Competency Mapped Accreditation

The Competency Mapped Accreditation is a two-stage accreditation process. The learning activity is first submitted for CCCEP accreditation (stage 1). Fees for stage 1 are in accordance with the fees noted in Tables 1 and 2 of this policy. Once approved, the learning activity is then submitted for a second review to map the competencies in the learning activity with a pre-established set of competencies (stage 2). Fees for the stage 2 review are as noted below in Table 4 and vary based on program area.

**Table 4**

Fees –Competency-Mapped Accreditations (Compounding effective September 27, 2022; all other areas effective January 1, 2025)		
Accreditation Reviews	Stage 1 Fee+	Stage 2 Fee+
Immunization-Injection (new applications)	See table 2	\$1,011
Cannabis and Patient Care in Pharmacy (new applications)		\$648
Compounding (new applications)		\$877
Renewal		\$0
Extension		\$0
Activity Update (minor changes (<10%)), where no content review is required	See table 1	\$0
Activity Update requiring content review	Contact Executive Director	Contact Executive Director

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<b>Surcharge</b> (For additional administrative and reviewer time – initial accreditation or update. Provider will be advised of charge before proceeding.)	Contact Executive Director	Contact Executive Director
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+ Fee is the base fee only; base fee is subject to applicable sales taxes

## ACCREDITATION FEES - LEARNING OBJECTIVE MAPPED ACCREDITATION

### 9. Learning Objective Mapped Accreditation

Learning Objective Mapped Accreditation is a two-stage accreditation process. The learning activity is first submitted for CCCEP accreditation (stage 1). Fees for stage 1 are in accordance with the fees noted in Tables 1 and 2 of this policy. Once approved, the learning activity is then submitted for a second review to map the learning activity with a pre-established set of learning objectives (stage 2). Fees for the stage 2 review are as noted in Table 5 and vary based on program area.

**Table 5**

<b>Fees – Learning Objective Mapped Accreditation (Effective January 1, 2025)</b>		
<b>Accreditation Reviews</b>	<b>Stage 1 Fee+</b>	<b>Stage 2 Fee+</b>
<b>Pharmacy Manager (new applications)</b>	See table 2	\$809
<b>Renewal</b>		\$0
<b>Extension</b>		\$0
<b>Activity Update (minor changes (&lt; 10%)), where no content required is required</b>	See table 1	\$0
<b>Activity Update requiring content review</b>	Contact Executive Director	Contact Executive Director
<b>Surcharge</b> (For additional administrative and reviewer time – initial accreditation or update. Provider will be advised of charge before proceeding.)	Contact Executive Director	Contact Executive Director

+ Fee is the base fee only; base fee is subject to applicable sales taxes

## PAYMENT OPTIONS

10. Fees may be paid by PayPal (via credit card), cheque, or direct deposit.

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