

POLICY CATEGORY	PROGRAM
POLICY FOCUS	PROGRAM PROVIDER



## PR-07: Program Provider

### 1 Purpose

The purpose of the Program Provider Policy is to establish:

- 1.1 The criteria to be a program provider of Canadian Council on Continuing Education in Pharmacy (CCCEP) accredited continuing education learning activities and/or conferences; and
- 1.2 The roles and responsibilities of a program provider.

### 2 Scope

This policy applies to all program providers, as defined in section 3.

### 3 Definitions

- 3.1 *Program Provider:* A program provider is an individual, group or organization, who develops and delivers continuing education learning activities and/or conferences intended for pharmacy professionals.
- 3.2 *Accredited Provider:* An accredited provider is a program provider who has been approved by CCCEP to self-accredit their continuing education learning activities and/or conferences in accordance with CCCEP’s Standards and Requirements for Accreditation, having met all the requirements of CCCEP’s Accredited Provider policy.

### 4 Program Provider Criteria

- 4.1 Any individual, group or organization may apply to be a CCCEP program provider.
  - 4.1.1 The individual, group or organization must have the capacity to develop and deliver educational learning activities and/or conferences and ensure their alignment with CCCEP’s standards requirements for accreditation.

Approved:	Nov 30, 2012	Monitoring:	Three years
Revised:	February 20, 2024	Responsibility of:	Accreditation Policy Committee
			Page 1 of 3

POLICY CATEGORY	PROGRAM
POLICY FOCUS	PROGRAM PROVIDER

## 5 Program Provider Categories

5.1 There are two categories of providers.

5.2 The category determines the level of involvement the provider may have regarding the design, development, delivery, and/or evaluation of a learning activity or conference.

5.3 The two categories of providers are:

5.3.1 Full-Privilege Provider: A Full-Privilege Provider may be involved in all aspects of the development, design, delivery, evaluation, logistics and promotion of a continuing pharmacy education learning activity or conference.

5.3.1.1 Full Privilege Providers can submit any learning activity or conference for accreditation.

5.3.2 Limited-Privilege Provider: A Limited-Privilege Provider may only be involved in the non-therapeutic content development for learning activities or conferences. This limitation is to mitigate the risk of bias and/or real or perceived conflict of interest and minimize their influence or control of the therapeutic content of a learning activity/conference.

5.3.2.1 A Limited-Privilege Provider is any individual, group or organization that is:

5.3.2.1.1 A commercial enterprise (e.g., pharmaceutical company; device manufacturing company), excluding direct service pharmacies and education organizations;

5.3.2.1.2 A special interest entity; or

5.3.2.1.3 Otherwise deemed by CCCEP to be ineligible to be a Full-Privilege Provider.

5.3.2.2 Limited Privilege Providers may only submit a learning activity or conference for accreditation if it is non-therapeutic in focus.

5.3.2.2.1 Non-therapeutic activities may include, but are not limited to, programs focused on pharmacy management, insurance issues, professionalism, or communication skills.

Approved:	Nov 30, 2012	Monitoring:	Three years
Revised:	February 20, 2024	Responsibility of:	Accreditation Policy Committee
			Page 2 of 3

POLICY CATEGORY	PROGRAM
POLICY FOCUS	PROGRAM PROVIDER

5.3.3 Limited-Privilege Providers who wish to be involved in a learning activity or conference that is therapeutic in focus must do so by working as a Sponsor with a Full Privilege Provider, in accordance with CCCEP’s [Guideline J: Sponsorship](#).

## 6 Responsibilities of Providers

### 6.1 Standards and Requirements

6.1.1 Providers are responsible for adhering to CCCEP’s [Standards and Requirements for Accreditation](#), which will ensure that learning activities and educational sessions at conferences are:

6.1.1.1 Relevant to the target audience and needs based.

6.1.1.2 Of high-quality, current, evidence-based and free from bias.

6.1.1.3 Based on adult learning principles and modern educational delivery approaches.

6.1.2 Providers are responsible for ensuring that all individuals involved in the design, development, delivery and evaluation of a learning activity or conference are aware of, and adhering to, CCCEP’s Standards and Requirements for Accreditation.

## 7 Withdrawal and Restriction of Program Provider Privileges

7.1 CCCEP may withdraw program provider status or restrict the privileges of a program provider for:

7.1.1 Breach of:

7.1.1.1 The program provider responsibilities and/or limitations as outlined in this policy;

7.1.1.2 CCCEP Standards and Requirements for Accreditation; or

7.1.1.3 Conditions of Accreditation identified in the Letter of Accreditation from CCCEP.

7.1.2 Substantiated complaints regarding the quality of the learning activities and/or conferences delivered by the provider.

Approved:	Nov 30, 2012	Monitoring:	Three years
Revised:	February 20, 2024	Responsibility of:	Accreditation Policy Committee
			Page 3 of 3