

Excellence in Continuing Education

Empowered Professionals

Healthy Canadians



Canadian
Council on
Continuing
Education in
Pharmacy

Annual Report 2024-2025

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President's Message



In reflecting on the past year, I am proud to present my first Annual Report as President of the Canadian Council on Continuing Education in Pharmacy (CCCEP) and share the progress, resilience, and growth we have achieved together. This year was marked by both significant challenges and meaningful accomplishments, and I am continually inspired by the dedication of our Board of Directors and staff, the support of our volunteers, and the commitment of our providers.

Our Strategic Plan 2024-2026 set ambitious goals. While somewhat impeded due to needed fiscal restraint measures, through collective effort, we have delivered results that not only strengthened our organization but also reinforced our commitment to innovation, sustainability, and long-term value creation. Our achievements this year include policy improvements to ensure a solid governance framework, and engagement with provincial pharmacy regulators as we explore expanded or new roles that CCCEP can play in supporting them and the pharmacy profession in general.

We recognize that the landscape in which we operate is evolving rapidly. To stay ahead, CCCEP is gathering information and engaging key partners to ensure we remain agile, forward-thinking, and purpose-driven.

Looking ahead, our vision remains clear: to continue building a resilient and responsible organization that drives impact and value for all. I want to express my heartfelt gratitude to my colleagues on the Board of Directors, our Executive Director Colleen Janes and Office Administrator Donna Pike, for their commitment to excellence and drive to move us forward. To our educational providers across the country, our sincere thanks for continuing to develop high quality education that benefits all pharmacy professionals as they seek out meaningful and impactful learning. To our member organizations, your continued support and belief in our mission empower us to aim higher and do more. Finally, our thanks to our volunteers – pharmacists and pharmacy technicians without whom we could not achieve our mission.

Thank you all for being part of our journey. Together, we look forward to another year of meaningful progress.

Sincerely yours,

A handwritten signature in black ink that reads "P. Timanson". The signature is stylized with a large, looped initial "P" and a cursive "Timanson".

Dr. Pamela Timanson
President

Overview of CCCEP

BACKGROUND

The origins of the Canadian Council on Continuing Education in Pharmacy (CCCEP) go back to October 1972. The concept of a national accrediting body for continuing education in Canada for pharmacy professionals began in a national seminar sponsored by the Canadian Foundation for the Advancement of Pharmacy and held at the University of Montreal. Representatives from each province attended. A resolution was put forward to appoint a steering committee that ultimately resulted in the foundation of the Canadian Council on Continuing Education in Pharmacy in Halifax, Nova Scotia, in May 1973.

Before CCCEP was established, the provinces functioned independently when organizing their continuing education programs. Information and resources were shared through an informal network of provincial continuing education officers. The major providers at the national level were the Canadian Pharmaceutical Association (now the Canadian Pharmacists Association) and the Canadian Society of Hospital Pharmacists (now the Canadian Society of Healthcare-Systems Pharmacy), both of whom offered programs to their members.

CCCEP was incorporated in 1994 and operates from its head office in St. John's, Newfoundland and Labrador. CCCEP provides accreditation services to providers across the country, accrediting or renewing hundreds of learning activities annually. These services are made possible due to a dedicated group of volunteer pharmacist and pharmacy technician reviewers who assess new learning activities to ensure they meet CCCEP's standards.

VISION AND MISSION

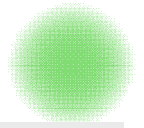
The Board of Directors' 2024-2026 Strategic Plan includes the following Vision and Mission.

| VISION | MISSION |
|--|--|
| <ul style="list-style-type: none">○ Excellence in Continuing Education○ Empowered Professionals○ Healthy Canadians | Ensuring quality continuing education to support health professionals in providing care. |

GOVERNANCE

CCCEP is governed by a Board of Directors comprised of individuals nominated by CCCEP's member organizations. Members of CCCEP must be a provincial regulatory authority or a national pharmacy organization or institution that supports the purpose and objectives of CCCEP and is involved with the requirements for or provision of quality learning activities.

The current member organizations of CCCEP are:



| | | |
|--|--|--|
| Alberta College of Pharmacy | Canadian Society of Healthcare-Systems Pharmacy | Nova Scotia College of Pharmacists |
| Association of Faculties of Pharmacy of Canada | College of Pharmacists of British Columbia | Ontario College of Pharmacists |
| Canadian Association of Pharmacy Technicians | College of Pharmacists of Manitoba | Ordre des pharmaciens du Québec |
| Canadian Pharmacists Association | New Brunswick College of Pharmacists | Prince Edward Island College of Pharmacy |
| Canadian Pharmacy Technician Educators Association | College of Pharmacy of Newfoundland and Labrador | Saskatchewan College of Pharmacy Professionals |

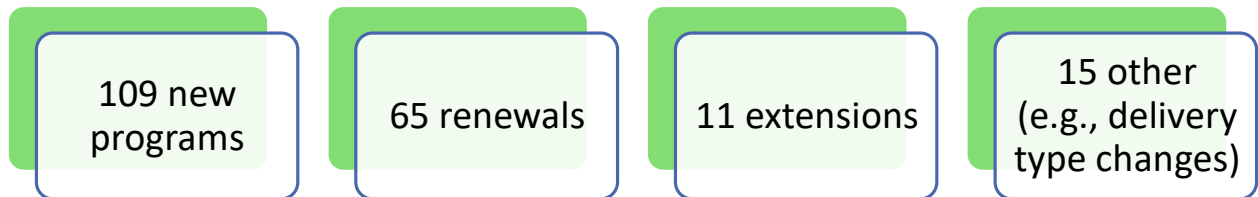
OPERATIONS AND FINANCE

CCCEP's core mandate and services relate to the accreditation of continuing education programs for pharmacy professionals. Accreditation is also CCCEP's primary source of revenue, accounting for more than 95% of its annual revenue.

CCCEP's operating budget for 2024-2025 was \$281,673, with an additional budget of \$58,500 for identified projects. As indicated in the summarized audited financial statements for 2024-2025 (see Appendix B), CCCEP saw revenues of \$323,900, exceeding 2023-2024's revenues of \$279,530. Operational expenses for 2024-2025 were \$286,479. This was slightly above the amount budgeted for the year and was an expected overage due to human resources changes made during the year which were approved by the Board. CCCEP ended 2024-2025 with an operating surplus (before projects and investment earnings) of \$37,421. This surplus increased to \$68,267 once project expenditures and investment earnings were factored in. CCCEP maintains a Reserve Fund to cover project expenses, which is held in investments until spending is required. The majority of CCCEP's 2024-2025 expenditures were related to the administration of accreditation services and the overall operation of the office.

HIGHLIGHTS FROM 2024-2025

200 Learning Activities Accredited



Five policies reviews were undertaken during 2024-2025 to ensure they remained current, relevant, and provide clear guidance. The results of these reviews included:

- Revisions to CCCEP's **Conflict of Interest** policy to ensure continued clarity for directors, volunteers, and staff.
- CCCEP's **Standards and Requirements for Accreditation**, specifically the elements regarding sponsorship, were reviewed and updated to provide clear expectations of providers and sponsors.
- Revisions to CCCEPs **Privacy Policy**.

REPORT ON PERFORMANCE

During 2024-2025, CCCEP initiated work on the priorities outlined in its 2024-2026 Strategic Plan. The plan, which contains nine objectives in four strategic priority areas, can be found at <https://cccep.ca/about-cccep/strategic-plan/>. As of February of 2024, the Board has halted all activity that would require expenditure given a decline in accreditation revenues and a need to ensure organizational sustainability. Despite this, activity occurred in two of the four priority areas.

Supporting Pharmacy Practice

Explored collaborative opportunities with provincial pharmacy regulators, including potential expansion of CCCEP's current services and the development of new offerings.

Advanced efforts to finalize and launch a new competency mapped accreditation program area.

Explored methods to re-evaluate the needs and priorities of provincial regulatory bodies regarding accredited education.

Highlighted the value of CCCEP's volunteers and sought expressions of interest for new volunteer reviewers via social media networks.

Applied for the International Pharmacy Federations' (FIP) Seal for Accrediting Agencies.

Building Relationships

OPPORTUNITIES AND CHALLENGES AHEAD

Some progress was made during 2024–2025 toward the goals outlined in CCCEP’s 2024–2026 Strategic Plan, with a focus on ensuring that all activities remained achievable using internal resources and Board committee support. Accreditation volumes remained low during 2024–2025, consistent with the previous year; however, no further decline was observed.

As accreditation is CCCEP’s primary source of revenue, the Board continues to prioritize identifying the underlying causes of the drop in accreditation applications. It is actively engaging provincial pharmacy registrars—CCCEP’s founding members—to discuss the decline and explore strategies to maintain the availability of accreditation. The Board is also considering additional service areas CCCEP could develop to better support its members.

With the resignation of CCCEP’s Executive Director, effective December 31, 2025, the coming year will require the Board to focus on recruiting a new Executive Director. Throughout this transition, the Board remains committed to CCCEP’s vision: *Excellence in Continuing Education | Empowered Professionals | Healthy Canadians*, ensuring all efforts are appropriately resourced and supported.

CONTACT INFORMATION

Canadian Council on Continuing Education in Pharmacy
709-221-4080
cccep@cccep.ca

APPENDIX A - BOARD OF DIRECTORS AND CCCEP STAFF

BOARD EXECUTIVE (AS OF NOVEMBER 2024)

Dr. Pamela Timanson - President

Danielle Larocque - Vice-President

Sheena Deane - Past President

BOARD OF DIRECTORS

Pamela Timanson

Certina Ho

Lois Battcock

Sheena Deane

Janet MacDonnell

Barb Thomas/Rita Dhani

Ashifa Keshavji

Kim McIntosh

Heather Christ

Noelle Patten

Anne Marentette

Sandra Winkelbauer

Pascale Gervais

Michelle Wyand/Jennifer LaPierre

Danielle Larocque

Alberta College of Pharmacy

Association of Faculties of Pharmacy of Canada

Canadian Pharmacy Technician Educators Association

Canadian Association of Pharmacy Technicians

Canadian Pharmacists Association

Canadian Society of Healthcare-Systems Pharmacy

College of Pharmacists of British Columbia

College of Pharmacists of Manitoba

New Brunswick College of Pharmacists

College of Pharmacy of Newfoundland and Labrador

Nova Scotia College of Pharmacists

Ontario College of Pharmacists

Ordre des pharmaciens du Québec

Prince Edward Island College of Pharmacy

Saskatchewan College of Pharmacy Professionals

STAFF

Colleen Janes – Executive Director

Donna Pike – Office Administrator

APPENDIX B - SUMMARIZED FINANCIAL STATEMENTS FOR 2024-2025



Canadian Council on Continuing Education in Pharmacy
Summarized Statement of Financial Position
As at June 30, 2025

| | <u>2025</u> | <u>2024</u> |
|--------------------------------------|--------------------------|--------------------------|
| ASSETS | | |
| Current | | |
| Cash and short-term investments | \$ 73,265 | \$ 68,782 |
| Receivables | 14,867 | 21,987 |
| Prepaid expenses | 7,047 | 16,562 |
| | <u>95,179</u> | <u>107,331</u> |
| Investments | 647,424 | 564,199 |
| Property and equipment | - | 716 |
| | <u><u>\$ 742,603</u></u> | <u><u>\$ 672,246</u></u> |
| LIABILITIES AND FUND BALANCES | | |
| Liabilities | | |
| Payables and accrued liabilities | \$ 27,325 | \$ 25,235 |
| Fund Balances | | |
| General fund (unrestricted) | 585,829 | 502,862 |
| Succession planning fund | 70,137 | 30,137 |
| Capital replacement fund | 8,500 | 8,500 |
| Project reserve fund | 50,812 | 105,512 |
| | <u>715,278</u> | <u>647,011</u> |
| | <u><u>\$ 742,603</u></u> | <u><u>\$ 672,246</u></u> |

Summarized Statement of Operations
For the year ended June 30, 2024

| | <u>Budget 2025</u> | <u>2025</u> | <u>2024</u> |
|---|---------------------------|-------------------------|---------------------------|
| Revenues | | | |
| Accreditation | \$ 260,701 | \$ 311,150 | \$ 266,780 |
| Other | 12,750 | 12,750 | 12,750 |
| | <u>273,451</u> | <u>323,900</u> | <u>279,530</u> |
| Expenses | | | |
| Accreditation | 63,650 | 51,957 | 54,700 |
| Salaries and benefits | 114,308 | 129,285 | 134,401 |
| Other | 103,715 | 105,237 | 103,267 |
| | <u>281,673</u> | <u>286,479</u> | <u>292,368</u> |
| Other Income and expenses | | | |
| Investment income/loss (Gain) | - | (85,546) | (36,809) |
| Other expenses | 5,000 | 54,700 | 44,241 |
| | <u>5,000</u> | <u>(30,846)</u> | <u>7,432</u> |
| Excess of Revenues over Expenditures | <u><u>\$ (13,222)</u></u> | <u><u>\$ 68,267</u></u> | <u><u>\$ (20,270)</u></u> |

The summarized financial statements have been derived from the audited financial statements which were prepared in accordance with Canadian Accounting Standards for not-for-profit organizations. Full disclosure and notes are contained in the audited financial statements issued by Feltham & Associates, CPAs