

ASSOCIATION OF MEDICAL MICROBIOLOGY AND INFECTIOUS DISEASE (AMMI) CANADA

APPLICATION PROCESS FOR APPROVAL OF CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITY SECTION 1 (ACCREDITED GROUP LEARNING ACTIVITIES) FOR MAINTENANCE OF CERTIFICATION ROYAL COLLEGE OF PHYSICIANS AND SURGEONS OF CANADA

A. Approval of CPD activity on behalf of a medical organization

- a) AMMI Canada will approve the CPD activity without necessarily co-developing it, such that the organization that plans the activity is accountable for its implementation.
- b) The course planner will complete the application for approval and submit it to the AMMI Canada Secretariat for review by the AMMI Canada Education Committee.
- c) The physician organization accepts the responsibility to keep records of attendance and provide the attendees with certificates of attendance.
- d) The physician organization will provide records of the CPD activity (materials, approval, attendance) to the Credit Validation Program on request.

B. Approval of co-development of CPD activity with a non-medical organization

- a) AMMI Canada will co-develop the CPD activity and be accountable for the implementation of the activity.
- b) AMMI Canada must be represented on the planning committee and participate in the assessment of needs, program design, implementation and evaluation.
- c) The AMMI Canada representative on the planning committee will complete the application for approval and submit it to the Secretariat for review by the AMMI Canada Education Committee.
- d) AMMI Canada will abide by the CMA policy on working with industry.
- e) Per the regulations of the Royal College of Physicians and Surgeons of Canada (RCPSC) – rules for co-development – all faculty expenses including travel, accommodation and honoraria associated with integrated symposia **must** be financially managed by the co-developing organization.
- f) AMMI Canada must be recognized on program materials as a co-developer.
- g) AMMI Canada will keep records of attendance.

Criteria for approval

1. Information from the target audience has been used to determine course objectives either through participation on a planning committee or through surveys, focus groups or interview.
2. The learning/course objectives are printed on the program brochure and/or handouts.
3. The course design provides opportunities for interactive learning using planned discussion periods (totaling 25% of course time or more) or small group interactive sessions (less than 16 participants per session).

Approval of section 1 group learning activities will be recognized by the statement on program materials: ***“This educational event is approved as an Accredited Group Learning Activity as defined by the Maintenance of Certification program of the Royal College of Physicians and Surgeons of Canada and approved by AMMI Canada”.***

How to apply:

1. Complete the “Application for Approval of Continuing Professional Development Activity Section 1 (Accredited Group Learning Activities) for Maintenance of Certification” form for either approval of CPD activity on behalf of a medical organization or co-development of CPD activity with a non-medical organization.
2. Send the completed application to the AMMI Canada Secretariat no later than 2 months prior to the activity.
3. An invoice for the **non-refundable** application fee will follow. The fees are: 1) medical organizations \$2,500 (+GST) and 2) non-medical organizations \$5,000 (+GST).
4. The AMMI Canada Education/Continuing Professional Development (CPD) Committee will review the application and provide a decision within four(4) weeks.
5. All speakers must complete the “Disclosure Form”.

After receiving approval:

A. Approval of CPD activity on behalf of a medical organization

1. A triplicate attendance form must be made available to the attendees at the event, one copy for the attendee, one copy for your files and the other copy to be sent to the AMMI Canada secretariat.
2. After the activity, a list of all Canadian attendees and program evaluation summary must be sent to the Secretariat.

B. Approval of co-development of CPD activity with a non-medical organization

1. Co-development of the CPD activity by AMMI Canada must be recognized on the program materials.
2. A triplicate attendance form must be made available to the attendees at the event, one copy for the attendee, one copy for your files and the other copy to be sent to the AMMI Canada secretariat.
3. After the activity, a list of all Canadian attendees must be sent to the Secretariat.