



Frequently Asked Questions

1. What are the requirements and costs associated with Mainpro+® certification?

Costs and requirements vary depending on the type of certification sought. Please see the [Mainpro+ Certification Overview](#) in the Introduction for more specifics.

2. How many CFPC members are required to sit on a national Mainpro+ certified program planning committee?

Three (3) active CFPC members are required to sit on a national Mainpro+ program planning committee. These members may come from any region of the country, or from the same region. Please see the [Introduction: Understanding Mainpro+ Certification](#).

3. Can any physician be involved in program planning and development for CFPC Mainpro+ certification?

Yes. However, at least three (3) physicians for national Mainpro+ programs and one (1) physician for provincial Mainpro+ programs who are active CFPC members must have had substantial input in program planning and development. In support of interprofessional and interdisciplinary education, planning committee members can be representative of the intended target audience to ensure all participants' needs are adequately addressed.

4. How can I confirm that a physician is an active CFPC member?

You can check physician status by searching the [CFPC Member List](#), a tab located at the top of the [CFPC website's home page](#).

5. What constitutes “substantial input” in program planning and development?

As part of the application process, substantial input or involvement is confirmed when a CFPC member verifies that he or she has contributed to the consideration of learning needs, the determination of learning objectives and program content, and the choice of speakers or presenters. For more information, see [Chapter 1: Eligibility for Certification: The basics](#).

6. What are the branding parameters for CPD providers?

CPD provider and sponsor logos or other branding must not be included within the content presented during a Mainpro+ certified CPD activity. For example:

- It is not permissible to include logos within the header or footer of PowerPoint slides, handouts, etc.
- It is not permissible to use colours and/or colour schemes commonly associated with a company or one or more of its products, etc. for PowerPoint slides, handouts, invitations, etc.



Please see “**Elements addressed during ethical review**” in **Chapter 1: Eligibility for Certification: The basics** for more on the restrictions surrounding marketing and advertising materials.

7. Does the College allow for industry representatives to assume an educator/presenter role at Mainpro+ certified events?

Representatives of commercial organizations—including, but not limited to, pharmaceutical, device, and biotechnology companies—may not act as educators or presenters unless they are providing a product or device demonstration, and only when such a demonstration cannot be provided by a physician or other health care provider with no affiliation to a commercial organization.



Please refer to **Chapter 1: Eligibility for Certification: The basics** for more about selecting and preparing faculty and presenters.

8. Can commercial organizations be involved in program development?

Representatives of commercial organizations (pharmaceutical industry, communication firms, etc.) are not permitted to participate in nor attend scientific and content planning committee meetings for programs seeking Mainpro+ certification. They may not have any role whatsoever in the program content development. Program committees primarily concerned with program logistics are considered different and would not exclude representatives of commercial interests. Please refer to **Chapter 1: Eligibility for Certification: The basics**.

9. When do I submit conflict of interest (Col) information?

The CFPC three-step Col declarations (which may be presented on PowerPoint slides, as handouts, etc.) and related information (including planning committee Col forms) must be included with the application for certification. If the speaker name or names and other required details are not known at the time of application submission, a template should be submitted to identify how the information will be later presented. Final completed Col information, including completed three-step Col slides or handouts, must be submitted during the ethical review. Please see **Chapter 1: Eligibility for Certification: The basics** for more about disclosure.

10. Do online programs require ethical review?

An ethical review is required only for live events that have been funded with support from for-profit groups or organizations. Please refer to **Chapter 1: Eligibility for Certification: The basics**.

11. What does the CFPC consider to be an acceptable needs assessment?

There are many valid types of needs assessments, including chart audits, questionnaires, focus groups, interviews, standardized assessment exercises, morbidity/mortality data, provincial/national/organizational databases, and direct observation, to name a few.



Please refer to the requirements for **Quality Criterion 1: Needs assessment and practice relevance** in **Chapter 3: Determining Credit Allocation** for more information. See **Appendix 1: Needs Assessment** for sample assessments and useful links.

12. How are large conferences, symposia, congresses, and scientific assemblies certified in Mainpro+?

Single-delivery one-credit-per-hour large conferences, symposia, congresses, and scientific assemblies are certified using a modified application process in CERT+ (the CFPC's online certification application platform). Providers will be required to complete the appropriate online application and respond to a modified set of Quality Criteria questions (see **Chapter 3: Determining Credit Allocation**). Programs will still be required to adhere to the Quality Criteria requirements but the application process will require less content review. In place of content review there will be a review of the scientific planning committee's process for program development and communication with speakers. Mainpro+ reviewers may still request content for review should any topics or aspect of the process outlined on the application require clarification or raise concerns.

13. Can a conference have some sessions certified for one credit per hour and some sessions certified for two or three credits per hour?

Yes, this is possible; however, a separate application must be completed and submitted for the two- or three-credits-per-hour aspects of the program. These aspects must be reviewed separately from the one-credit-per-hour sessions.

14. Is it possible to offer a program in more than one distance learning format (eg, online, webinar, webcast, teleconference, or videoconference)?

Yes. You must indicate that you intend to offer a program in more than one format within your initial application and provide details on how you will ensure that the learning experience remains consistent from one format to the next. If it is determined that there will be a significantly different learning experience based on the delivery format, a separate application will be required per format. Please refer to **Chapter 4: Mainpro+ Certification Requirements by Program Type**.

15. Will the CFPC certify online programs, satellite broadcasts, teleconferences, and/or webinars?

Yes. Please refer to **Chapter 4: Mainpro+ Certification Requirements by Program Type**.

16. Is it possible for regularly scheduled series (RSS; eg, hospital rounds and journal clubs) to have Mainpro+ certification?

Yes. Please see **“Journal clubs or regularly scheduled series”** in Chapter 4.

17. Is it possible to apply for certification for modular CPD programs?

Yes, providers can apply for credits for modular CPD programs (ie, credits granted on a per module basis versus credits for completion of entire program). A single application can be made for modular certification if the following criteria are met:

- The modules are targeted at a common audience
- All content has a demonstrated theme
- The modules are organized such that value can be derived from taking only one module in a series
- Certificates of completion and/or letters of participation clearly indicate the following:
 - The title of the CPD program
 - The title of the module(s) that an individual has completed (eg, “Module I: Introduction to Diabetic Foot Care”)

- The number of credits based on the module(s) the participant has completed (eg, “Module I: Introduction to Diabetic Foot Care – 1.0 Mainpro+ Certified Self-Learning credit”)

For existing Mainpro+ certified programs, if the provider wishes to offer the program in a modular format and assign credits for completing a module versus the entire program, a new application for certification must be submitted.

18. How long does it take for applications to be reviewed?

Applications submitted through CERT+ that meet all requirements and include confirmation of participation from planning committee members will undergo initial review within six (6) weeks. Please note that the review process does not begin until the confirmation of CFPC member planning committee involvement is received.

19. If a program is to be offered outside of Canada, is it eligible for Mainpro+ certification?

For programs held in the United States, please refer to **Chapter 5: Mainpro+ Certification Agreements** for information on the CFPC’s bilateral reciprocal agreement with the American Academy of Family Physicians (AAFP). CPD programs organized and offered by Canadian organizations and held outside North America must be submitted to the CFPC National Office for review via CERT+.

20. If program content has been altered after it was approved/certified, does it need to be resubmitted to the College?

Yes. If changes are minimal, the Continuing Professional Development (CPD) Director or Executive Director will review and either approve, indicate changes required, or reject the application. If content changes or additions are significant, a new application should be made for approval/certification.

21. Can an academic poster viewing session be awarded Mainpro+ credits?

This is permissible, provided there is structure and facilitation around the viewings; that is, there is a structured process for presenting each poster, allowing time for questions and feedback, etc. Members may claim Non-Certified Self-Learning credits for viewing posters outside of a facilitated Mainpro+ certified group session.

22. Do program providers need to distribute handouts to participants?

Yes. When appropriate, providers should ensure access to copies of handouts or program materials are available to participants. (This might not always be possible due to confidentiality or sensitive content.)



Contact Information

For inquiries related to national program review or Mainpro+ Certification policy, please contact the CFPC National Office at:

COLLEGE OF FAMILY PHYSICIANS OF CANADA

2630 Skymark Avenue
Mississauga, ON L4W 5A4

MAINPRO+ CERTIFICATION LINE:
(905) 361-8233 or 1-866-242-5885
certplus@cfpc.ca

If you have an inquiry regarding a provincial program review or ethical review, please contact the appropriate CFPC Chapter.

ALBERTA COLLEGE OF FAMILY PHYSICIANS

Suite 370, 10403 - 172 St, Centre 170
Edmonton, AB T5S 1K9
Tel.: (780) 488-2395
Fax: (780) 488-2396
info@acfp.ca

BRITISH COLUMBIA COLLEGE OF FAMILY PHYSICIANS

Suite 350 - 1665 West Broadway
Vancouver, BC V6J 1X1
Tel.: (604) 736-1877
Fax: (604) 736-4675
office@bccfp.bc.ca

MANITOBA COLLEGE OF FAMILY PHYSICIANS

240 - 1695 Henderson Highway
Winnipeg, MB R2G 1P1
Tel.: (204) 668-3667
Fax: (204) 668-3663
info@mcfp.mb.ca

NEW BRUNSWICK COLLEGE OF FAMILY PHYSICIANS

950 Picot Ave.
Bathurst, NB E2A 4Z9
Tel.: (506) 548-4707
Fax: (506) 548-4761
nbcfp@cfpc.ca

NEWFOUNDLAND AND LABRADOR COLLEGE OF FAMILY PHYSICIANS INC.

Family Medicine, Room 2713A
Health Sciences Centre
300 Prince Phillip Drive,
St. John's, NL A1B 3V6
Tel.: (709) 834-8886
Fax: (709) 834-8887
debbierideout@cfpc.ca

NOVA SCOTIA COLLEGE OF FAMILY PHYSICIANS

Suite 207, Mill Cove Plaza
967 Bedford Highway
Bedford, NS B4A 1A9
Tel.: (902) 499-0303
Fax: (902) 832-1193
admin@nsfamdocs.com

**ONTARIO
COLLEGE OF FAMILY PHYSICIANS**

400 University Avenue, Suite 2100
Toronto, Ontario M5G 1S5
Tel.: (416) 867-9646
Fax: (416) 867-9990
ocfpmainpro@cfpc.ca

**PRINCE EDWARD ISLAND
COLLEGE OF FAMILY PHYSICIANS**

14 Royalty Rd.
Charlottetown, PE C1E 1T8
Tel.: (902) 894-2605
Fax: (902) 894-3975
pei.cfp@pei.aibn.com

**QUÉBEC
COLLEGE OF FAMILY PHYSICIANS**

3210, ave Jacques Bureau #202
Laval, QC H7P 0A9
Tel.: (450) 973-2228, 1-800-481-5962
Fax: (450) 973-4329
dpc@cqmf.qc.ca

**SASKATCHEWAN
COLLEGE OF FAMILY PHYSICIANS**

105-2174 Airport Drive
Saskatoon, SK S7L 6M6
Tel.: (306) 665-7714
Fax: (306) 665-0047
scfp@cfpc.ca