

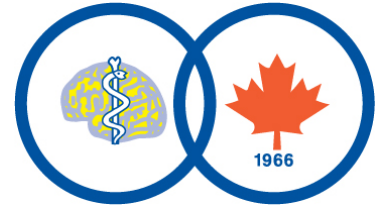


Canadian Neurological Society

Suite 709, 7015 Macleod Tr., S.W. Calgary, AB T2H 2K6
403.229.1661

APPLICATION FORM FOR

**MAINTENANCE OF CERTIFICATION PROGRAM
SECTION 1 APPLICATION FOR APPROVAL OF
ACCREDITED GROUP LEARNING ACTIVITIES**



Tel: 403.229.9544 Fax:

**Application Form for
CNSF Congress Co-Developed Education Event**

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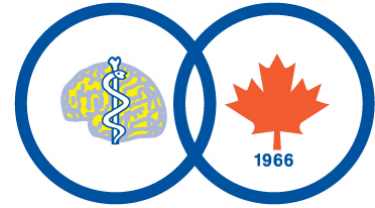


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The CNSF Accreditation of Programs for Section 1 (Group Learning Activities)

On January 1, 2001, the Royal College of Physicians and Surgeons of Canada established the Maintenance of Certification program. Participation in the Maintenance of Certification program is a requirement for admission to and renewal of Fellowship and for the use of the designations FRCPC and FRCSC. For more information about the Maintenance of Certification Program, and methods of tracking CPD activities, please refer to [the Royal College website](#). The Royal College of Physicians and Surgeons of Canada recognized the Canadian Neurological Society (CNS) and the Canadian Neurosurgical Society (CNSS) accreditation status.

Changes to Application Process

SEPTEMBER 2008: As per the Royal College of Physicians and Surgeons of Canada guidelines the following changes have been made to the application process:

Physician Organizations – Developed Education Programs **REPLACES** Physician Organizations.
Physician Organizations – Co-Developed Education Programs **REPLACES** Non-Physician Organization.

Implications to the change in terminology from Non-Physician Organization to Co-Developed Education Programs is that the Physician Organization, rather than the Co-Developed Planning Committee will take the responsibility for ensuring that educational requirements and ethical standards are adhered to as outlined within the Application Form for Accreditation.

Application Fee - Included within Sponsorship Fee. For additional information please contact Corporate Development Coordinator, Brett Windle by Telephone: (403)229-9544 or e-mail brett-windle@cnsfederation.org

Application Deadline - Physician Organizations - Co-Developed Events (Annual Congress) MOC Applications MUST be submitted **no later than March 1, 20XX.**

Where to Submit

| | |
|--|---|
|  |  |
| <p>If Canadian Neurological Society (CNS) submitting application MAIL with application fee to:</p> <p>Attention: CNSF MOC Representative Canadian Neurological Society C/O Canadian Neurological Sciences Federation Suite 709, 7015 Macleod Tr., S.W. Calgary, AB T2H 2K6 Tel: (403)229-9544; Fax: (403)229-1661</p> | <p>If Canadian Neurosurgical Society (CNSS) submitting application MAIL with application fee to:</p> <p>Attention: CNSF MOC Representative Canadian Neurosurgical Society C/O Canadian Neurological Sciences Federation Suite 709, 7015 Macleod Tr., S.W. Calgary, AB T2H 2K6 Tel: (403)229-9544; Fax: (403)229-1661</p> |

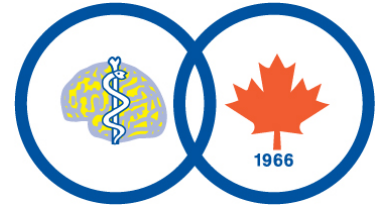


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Physician Organizations – Co-Developed Event (Annual Congress)

Application Process

Step 1

The CPD Conference Organizer contacts the CNSF Secretariat office and presents a synopsis of the proposed CPD activity. **Synopsis should include: Event topic, title, date and time; target audience, planning committee chair name¹**, The CNSF office will advise the CPD Conference Organizer if they should proceed. If the Physician Organization- Co-Developed Event (Annual Congress) is to proceed follow Steps 2 -8.

Step 2

An accountable representative of CNSF must be on the planning committee from start of planning process. **This person, assigned by the CNSF Professional Development Committee, is referred to as the Co-Developed Planning Committee Member,** participates in needs assessment, program design, implementation and evaluation.

Step 3

The Planning Committee Chair downloads the application form for Section 1 credits from the CNSF website at www.cnsfederation.org or obtains a copy from the CNSF office, and completes the form with all necessary requirements and supporting documentation.

Step 4

The Planning Committee Chair returns the completed form to the CNSF office, signed either by themselves or by the CNS/CNSS representative on the planning committee, **no later than the March 1, 20XX.**

Step 5

The MOC assessors review the application and notify the applicants on whether the course is approved or not.

¹ Planning Committee Chair MUST be a CNS or CNSS member in good standing. The CNSF Secretariat does not provide names of potential Chairs. If needed, it is the responsibility of the CPD Conference Organizer to contact the CNS or CNSS directly.

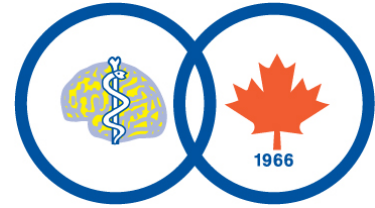


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Application Form for CNSF Congress Co-Developed Education Event

Step 6

Once the course is approved, the Physician Organization includes the following statement on all activity materials, including the certificate of attendance:

“This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification program of the Royal College of Physicians and Surgeons of Canada, and approved by Canadian Neurological Society OR Canadian Neurosurgical Society². This activity is accredited for # MOC hours.”

The activity brochure and related materials must include learning objectives and identify the CNSF as a co-developer of the CPD activity.

Step 7

The CPD Conference Organizer forwards to the CNSF, **before May 1, 20XX**, a:

- Copy of the sign-in sheet to be used
- Copy of evaluation to be used
- Originals of promotional and educational materials.

Step 8

The CPD Conference Organizer and the CNSF retain all correspondence regarding the approved CPD event because the RCPSC Credit Validation Program may request the correspondence during the following year.

² Dependent on which Society (CNS or CNSS) reviews application.

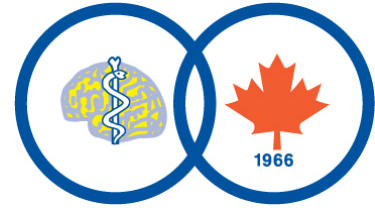


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Approval Criteria

The Physician Organization, working to co-develop a CPD Program with a non-physician organization **must also be** co-developed by the Accredited Provider (CNS/CNSS) and meet the following criteria:

- a) A planning committee of physician specialists representing the target audience is in place from the beginning. The chair of the planning committee must be a member in good standing with the CNS/ CNSS.
- b) Learning objectives are defined and advertised on the program brochure.
- c) The program provides 25% of time for interaction and discussion.

Additional Information and Requirements:

- 1) The Accredited Provider (CNS/CNSS) must co-develop the Continuing Professional Development (CPD) activity and be accountable for the implementation of the activity.
- 2) As a co-developer, the Accredited Provider (CNS/CNSS) will abide by the Canadian Medical Association (CMA) Guidelines for working with industry. The CNS/CNSS, as the Accrediting Provider, must approve the final program and be comfortable that the program abides by the [CMA guidelines](#) for working with industry.
- 3) The Accredited Provider (CNS/CNSS) must be represented on the planning committee and participate in the assessment of needs, program design, implementation and evaluation from the beginning.
- 4) The organization submitting an application for accreditation will, in consultation with the CNS/CNSS, designate one member of their Program Planning Committee as the representative of CNS/CNSS on Co-developed accredited programs.

The designated member of the Planning Committee will sign an agreement, as part of the application process, which confirms that they will agree to carry out the responsibilities outlined by the Accredited Provider for this role. This includes adherence to the program content and process criteria as outlined above. It also includes communication with the CNSF CPD office regarding key steps in the process as follows: Initial Planning process, Detailed final program, Initial draft of promotional materials and Approval of Final Print Program proof.

- 5) Co-development of the CPD activity by the Accredited Provider (CNS/CNSS) must be recognized on the program materials.
- 6) The Accredited Provider (CNS/CNSS) accepts the responsibility to keep records of attendance and provide the attendees with certificates of attendance.
- 7) Approval of Section 1 credits will be recognized by the following statement on program materials: ***"This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification program of the Royal College of Physicians and Surgeons of Canada, and approved by Canadian Neurological Society OR Canadian Neurosurgical Society³. This activity is accredited for # MOC hours."***

³ Dependent on which Society (CNS or CNSS) reviews application.

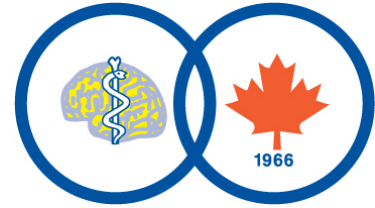


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Roles and Responsibilities:

Planning Committee

- Who can sit on the planning committee? Chair, CNSF PDC Representative, Target Audience Rep
- Who can NOT sit on planning committee e.g. attend conference calls)? Pharma Rep, Communications Rep
- How are lines of communication kept open? Chair or designate to provide meeting minutes.

Physician Organizations (via Planning Committee)

- Setting budget
- Selecting faculty.
- Ensuring appropriate learning objectives.
- Informing faculty of their obligations to develop presentations which are balanced and evidence informed.
- Collecting disclosure forms of ALL faculty and planning committee members to disclose ALL financial relationships over the previous 2 years.
- Ensuring there is a process to manage all identified conflicts of interests for both faculty and planning committee members.
- Physician Organizations are required to instruct faculty to ensure presentations (and recommendations) are balanced and reflect the current scientific literature.
- Unapproved use of products and services must be declared by faculty presenters.
- The only caveat to this guideline is where there is only one treatment of management strategy.
- Where appropriate, physician organizations should conduct content reviews of presentations where the likelihood of commercial bias is assessed to be high.

The Accredited Provider (CNS/CNSS)

- Must be represented on the planning committee and participate in the assessment of needs, program design, implementation and evaluation from the beginning.
 - An accountable representative of CNSF must be on the planning committee from start of planning process. This person, assigned by the CNSF Professional Development Committee, is referred to as the *Co-Developed Planning Committee Member*,

Secretariat Office

- Pay directly honoria for Faculty and Chairs
- Acknowledging financial support provided by companies within the conference materials under level of sponsorship only. (e.g. Generic company name on Program Back Cover and at Registration Desk)

Non-Physician Organization

- Pay expenses directly for Faculty and Chair reasonable travel expenses.
- Provide the Secretariat office with one cheque (and accompanying documentation) for all honoraria payments for presenters and chairs.
- Assist in the logistical planning (e.g. venue, audio-visual, catering) of accredited group learning.

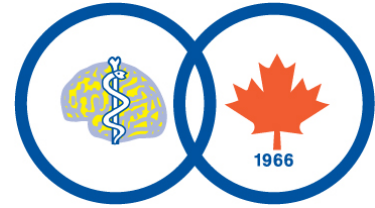


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Application Form for CNSF Congress Co-Developed Education Event

Application Form for Accreditation

Forward this completed application form, along with the required supporting documentation and payment, to the *Canadian Neurological Sciences Federation* **no later than March 1, 20XX**. Incomplete applications will not be accepted.

Part 1 – Program Information

Event title: _____

Location of event: _____

Event date(s): _____

Part 2 – Organization Requesting Approval of CPD Program

Events submitted for approval under Section 1 must meet the requirements of the MOC application process. The application form must be completed by a member of the Physician Organization⁴ that developed or co-developed this event, and forwarded to an accredited provider for their review.

Please select the option that applies to your organization:

Name of Physician Organization: _____

Physician Organization - Co-developed Event (Annual Congress)

We are a physician organization that is co-developing this educational event with a non-physician⁵ organization. We (the physician organization) have been prospectively involved in planning this event and accept accountability for its entire program.

⁴ Physician Organization: A not-for-profit group of health professionals with a formal governance structure, accountable to and serving, among others, specialist physicians through: Continuing professional development; * Provision of health care; and/or * Research. This definition includes (but is not limited to) the following groups: Faculties of Medicine, Hospital Departments or Divisions, Medical Societies, Medical Associations, Medical Academies, Health branch of the Canadian forces. *This definition excludes pharmaceutical companies or their advisory groups, medical supply and surgical supply companies, communication companies, or other for profit organizations and ventures/activities.*

⁵ The term "non-physician organization" applies to all organizations that are not made up primarily of physicians; this may be an "education" or "communication" company, a CHE division of a pharmaceutical company or a disease-oriented national organization. To have a program co-developed by the CNS or CNSS, the planning committee must include a CNS or CNSS member and the CNS or CNSS must be recognized as a co-developer on all program materials. Programs planned by non-physician organizations must be co-developed by an accredited provider.

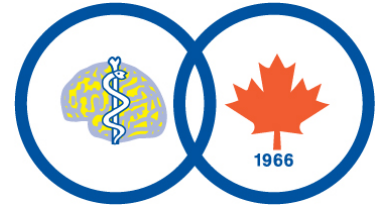


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CNSF Congress Co-Developed Education Event**

Please list below all of the organizations developing this educational event.

Physician Organizations: _____

Non-Physician Organizations: _____

Part 3 – Chair of Planning Committee

The chair⁶ of the planning committee must submit this application.

Date Application Submitted: _____

I am a CNS member CNSS member and my membership ID # is _____

Name: _____

Address: _____

_____ **POSTAL CODE** _____

Tel: (_____) _____ **Fax:** (_____) _____

E-mail: _____

⁶ The Chair of planning committee **MUST** be a CNS or CNSS member in good standing.

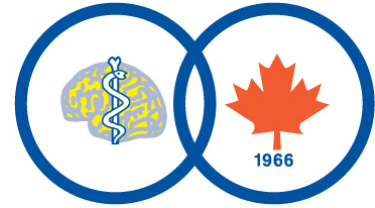


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Application Form for CNSF Congress Co-Developed Education Event

Part 4 – Mandatory Education Requirements

All education requirements in this section must be met, and required supporting documentation⁷ submitted (draft program, evaluation form/tools, budget identifying all sources of revenue), in order for the program to be approved under Section 1 of the MOC program.

CRITERIA 1: The event must be planned to address the identified needs of the target audience.

Please provide an explanation or supporting documentation for each of the following questions:

1. Who is the **target audience** for this activity? Please indicate specific specialties and, if applicable, indicate other health professionals for whom the program is intended.
2. Who are the **members of the planning committee** and how are they representative of the target audience? Please list planning committee names and contact information identifying the chair and CNS representative on the committee.
3. What **sources of information** were selected by the planning committee to define the content of this program? For example, review of the scientific or education literature, clinical practice guidelines, needs assessment, surveys or focus groups.
4. What **gaps in knowledge, attitudes, skills or performance** did the planning committee identify for this event? Examples of strategies to assess these needs can include assessment of physician performance from hospitals, provincial or national databases, self-assessment programs, chart reviews, 360-degree assessments, case scenarios, audits of practice and/or quality improvement activities.

⁷ To assist you during the application process, the CNSF Secretariat office has developed CPD Toolkits online at www.cnsfederation.org

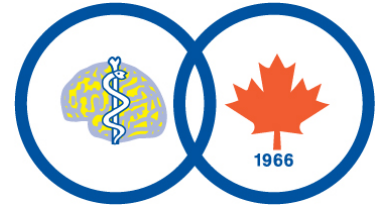


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CRITERIA 2: Learning objectives that address identified needs must be created for the overall event and individual sessions. The learning objectives must be printed on the program brochure and/or handout materials.

Please include a program brochure for this event that includes overall and session specific learning objectives. Please respond to the following questions:

1. What learning objectives were developed for:
 - i. The overall event?

- ii. Specific sessions?

2. How were the identified needs of the target audience utilized in the creation/development of the learning objectives?

3. Do the learning objectives express what the participants will be able to know or achieve by participating in the event? Yes No

4. How are the learning objectives linked to the evaluation strategies for this event? For example, does the evaluation form list the learning objectives or pose questions to participants about whether the learning objectives were met?

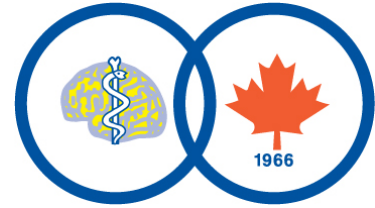


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CRITERIA 3: At least 25% of the total education time must be devoted to interactive learning.

Please include a copy of the proposed event schedule, with times, indicating discussion periods, workshops, small group sessions, etc.

1. What learning methods have been incorporated to promote interactive learning? For example, discussion periods, small group (less than 16 participants) workshops or seminars, audience response system (touch pads)?

CRITERIA 4: The event must include an evaluation of the event's established learning objectives and the learning outcomes identified by participants.

The evaluation strategies for events approved under Section 1 must include an assessment of the achievement of the identified learning objectives and provide opportunities for participants to identify what they have learned and its potential impact for their practice.

Please provide a copy of the evaluation form(s) developed for this event, and respond to the following questions.

1. Do you provide an opportunity for participants to identify if the stated learning objectives were achieved? Yes No
2. Are there opportunities for participants to identify and/or reflect on what they have learned? One example of this would be a question asking what the participants learned or plan to integrate into their practice. Yes No
3. Does the evaluation strategy intend to measure improved participants' performance? Yes No
4. If yes, please describe the tools or strategies used. Does the evaluation strategy intend to measure improved health-care outcomes? Yes No
5. If yes, please describe the tools or strategies used. Will the participants receive feedback related to their learning? Yes No
6. If yes, please describe the tools or strategies used.

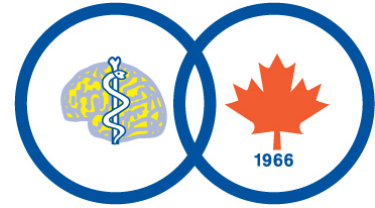


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Part 5 – Ethical Standards for Continuing Professional Education

Group CPD events approved under Section 1 must meet the CMA Guidelines governing the relationship between physicians and the pharmaceutical industry. The Code of Ethic for parties involved in Continuing Medical Education of the Conseil de l'éducation médicale continue du Québec (CEMCQ)⁸ must be met in the province of Québec; and the CPD event or program evaluation form must include the following questions: "Did the activity comply with the Code of Ethics for parties involved in Continuing Medical Education?" For more information on this Code, please visit the following Web site address: http://www.cemcq.qc.ca/en/documents/guide_ethique.pdf

Each of the following ethical standards MUST be met for this event to be approved under Section 1:

1. The **Physician Organization(s)** must have control over the topics, content and speakers selected for this event.

We comply with this standard:

Yes No

Describe the process by which the topics, content and speakers were selected for this event.

2. The **Physician Organization(s)** must assume responsibility for ensuring the scientific validity and objectivity of the content of this event.

We comply with this standard:

Yes No

Describe the process to ensure validity and objectivity of the content for this event.

3. The **Physician Organization(s)** must disclose to participants all financial affiliations of faculty, moderators or members of the planning committee (within the past two years) with any commercial organization(s), regardless of its connection to the topics discussed or mentioned during this event.

We comply with this standard:

Yes No

Describe how conflict of interest information is collected and disclosed⁹ to participants.

⁸ The CEMCQ has changed its name. While documents still refer to the CEMCQ, future documents will include the new name of the organization: *Conseil québécois de développement professionnel continu des médecins (CQDPCM)*. Note: Any financial assistance provided (for travel or accommodation) to reimburse physicians or their families for attending an educational event would result in nonapproval of this application. For more information on the CMA guidelines regarding financial support from industry, please see the CMA Policy: Physicians and the Pharmaceutical Industry (Update 2001). To view these guidelines, please visit the following Web site address: <http://policybase.cma.ca/dbtw-wpd/PolicyPDF/PD01-10.pdf>

⁹ Faculty, moderators or members of the planning committee are required to disclose on the second slide of your PowerPoint presentation/ verbally at the beginning of your presentation.

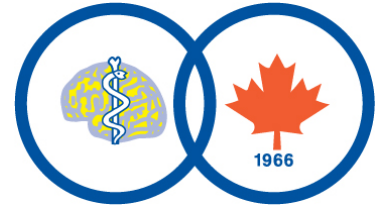


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4. All funds¹⁰ received in support of this event must be provided in the form of an educational grant payable to the CNSF.

We comply with this standard:

MOC Section 1 Application Form – 2008-09(V5) 6

Yes No

5. Provide a copy of the budget that identifies each source of revenue and expenditure for this event. In addition, please describe how the Physician Organization(s) assumes responsibility for the distribution of these funds, including the payment of honoraria to faculty.

6. No drug or product advertisements may appear on, or with, any of the written materials (preliminary or final programs, brochures, or advanced notifications) for this event.

We comply with this standard:

Provide a copy of the preliminary program, brochure, or advanced notifications for this event.

Yes No

7. Generic names should be used rather than trade names on all presentations and written materials.

We comply with this standard:

Describe the process to advocate speakers' adherence to using generic rather than trade names of medications and/or devices included within all presentations or written materials.

Yes No

8. Please identify all organizations that are providing funding for this event. If necessary, please use an additional page.

9. Please provide details and names on all funding that has not been addressed above.

¹⁰ As of January 1, 2010 the Royal College of Physicians and Surgeons of Canada guidelines stipulate that Section 1 Accredited Events CAN NOT BE tagged to industry. Please ensure that your promotional materials do not include industry sponsors.

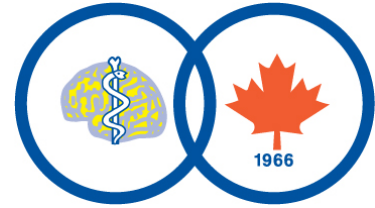


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Supporting Documents to be sent in with this application form

| | |
|-------------------------------------|--|
| Detailed Program/Course Schedule | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Evaluation Form/Tool | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Budget | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Disclosure Forms | |
| Planning Committee | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Faculty | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Moderators | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Documentation re: Ethical Standards | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Part 6 – Declaration

Declaration: As the chair of the planning committee, I accept responsibility for the accuracy of the information provided in response to the questions listed on this application, and to the best of my knowledge, I certify that the *CMA's guidelines, entitled, CMA Policy: Physicians and the Pharmaceutical Industry (Update 2001)*, have been met in preparing for this event. If this event is held in Quebec, we are aware that it is mandatory to adhere to *the Conseil de l'ÉMC du Québec's Code of Ethics entitled, Code of Ethic for parties involved in Continuing Medical Education*.

Signature (or equivalent) of the chair of the planning committee requesting approval

Physician's Name

Signature

Date Signed

Note: Applicants should keep a list of attendees for record purposes for a period of 5 years.

Applicants: Please complete *Part A* of the following page (notification of review of a group learning activity). This information will be forwarded to the Royal College of Physicians and Surgeons of Canada by your accredited CPD provider upon final review of your event. In the instance that your event is approved, the information provided on the notification form will be used to list your event on the Royal College Web site.



Canadian Neurological Society

Suite 709, 7015 Macleod Tr., S.W. Calgary, AB T2H 2K6
403.229.1661

APPLICATION FORM FOR

MAINTENANCE OF CERTIFICATION PROGRAM SECTION 1 APPLICATION FOR APPROVAL OF ACCREDITED GROUP LEARNING ACTIVITIES



Tel: 403.229.9544 Fax:

Application Form for CNSF Congress Co-Developed Education Event

Part 7 – Accreditation Application Fee

NA

Part 8 – Contact Information

For additional information contact:

Lisa Bicek, Professional Development Coordinator

Tel: (403)229-9544 Fax: (403)229-1661

lisa-bicek@cnsfederation.org

Forward this completed application form along with the required supporting documentation **no later than March 1, 20XX.**

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| <p>If Canadian Neurological Society (CNS) submitting application MAIL with application fee to:</p> <p>Attention: CNSF MOC Representative Canadian Neurological Society C/O Canadian Neurological Sciences Federation Suite 709, 7015 Macleod Tr., S.W. Calgary, AB T2H 2K6 Tel: (403)229-9544; Fax: (403)229-1661</p> | <p>If Canadian Neurosurgical Society (CNSS) submitting application MAIL with application fee to:</p> <p>Attention: CNSF MOC Representative Canadian Neurosurgical Society C/O Canadian Neurological Sciences Federation Suite 709, 7015 Macleod Tr., S.W. Calgary, AB T2H 2K6 Tel: (403)229-9544; Fax: (403)229-1661</p> |

Incomplete applications will not be accepted.

Approved CPD events must have the following statement on the program brochure and materials:

"This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification program of the Royal College of Physicians and Surgeons of Canada, and approved by Canadian Neurological Society OR Canadian Neurosurgical Society¹¹. This activity is accredited for # MOC hours."

¹¹ Dependent on which Society (CNS or CNSS) reviews application.