



# LIST OF QUESTIONS – FOR REFERENCE ONLY

Compiled from the [UBC CPD Application for CPD Credits](#). For more details visit [UBC CPD Accreditation](#). Excludes Mainpro+ Enhanced Activities and Certified Assessment credits.

## SECTION A – ACTIVITY DETAILS

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### Quick Setup (5 fields to open the application)

1. Title (as on certificate)
2. Dates (start–end, ≤1 year)
3. Venue/Location (City + Province/State) /Virtual (webinar)/ Online (module)
4. Credit Type(s):
  - MOC: None / Section 1 / Section 3 SAP / Sec 3 SIM
  - Mainpro+: None / Certified
5. Delivery/Frequency: Single / Repeated / Series / Modular / Rounds
  - Single: One-time
  - Repeated: Same content, new audience
  - Series: Planned sequence; link sessions to program objectives & evaluation
  - Modular: Independent modules; link sessions to program objectives & evaluation
  - Rounds (Mainpro+ only): Recurring disclosures & eval; must have hospital oversight (or apply as series)

### Snapshot & Contact

- Mini synopsis (1–2 sentences)
- Total educational hours (nearest 15 min)
- Expected # learners
- Previously accredited by UBC CPD? Y/N
- Expedited (<4 weeks)? Y/N
- Main contact (name, email, org, address, phone)

## SECTION B – ETHICAL STANDARDS

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### Organization & Co-Development

- If non-compliance with UBC CPD Ethical Standards is identified, what process will be followed to manage it?
- What is the name and category of the Physician Organization?
- Has the Physician Organization successfully applied to UBC CPD previously?
- Is the activity co-developed? (Not-for-profit organizations only)

## Scientific Planning Committee

- For each SPC member, provide name, role, specialty/profession
- How was the SPC selected and how does it represent the target audience?
- Who is the Accountable Physician (SPC Chair/member representing the Physician Organization)?
- How SPC controls: needs, objectives, methods, content, evaluation
- Content standards: how scientific validity & balance are achieved?
- Content contributors (ie. those not on SPC): selection process of speakers, moderators, facilitators, authors + how responsibilities are communicated to them

## Disclosures & COI

- How are SPC members' financial relationships collected, reviewed, and disclosed (SPC disclosure process)?
- How are content contributors' financial relationships collected and reviewed by the SPC?
- If a conflict of interest is identified, what methods will the SPC use to manage it?
- How will financial relationships be disclosed to learners?

## Finances

- Does Physician Organization retain overall financial accountability? Y/N *[Must be Y to proceed]*
- Who pays program expenses? *[Must be Physician Org to proceed]*
- Intended purpose of any revenue? (ie. for future CPD)
- How will participants register and receive receipt/record of registration?
- Is the activity internally funded by the Physician Organization? Y/N
- If no, how funded? Not-for-profit (NFP) / Commercial
  - NFP: Acknowledge appropriately
  - Commercial: Multiple sponsors only; registration fee; agreements; no reps in education; no branding; disclose support. Additional uploads required, see checklist.

## SECTION C – EDUCATIONAL STANDARDS

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### Needs, Objectives & Content

- Which strategies were used to identify perceived/ unperceived needs of the target audience?
- What learning gaps (perceived/ unperceived) in knowledge, attitudes, skills, or performance has the SPC identified?
- Which CanMEDS/CanMEDS-FM roles are relevant to the identified gaps?
- Were equity, diversity, and inclusion (EDI) considerations incorporated? If so, how?
- Who is the specific physician target audience (and other health professionals, if applicable)?
- How were identified needs used to develop overall and session-specific learning objectives?
- What are the learner-centred objectives for the overall program and for individual sessions?
- Which active learning methods will ensure at least 25% interactive learning (MOC Section 1/Mainpro+ Certified)?
- What sources of information and references were used to develop the content?
- How is information identified and selected for content?
- How are references and information sources shared with learners?
- Has AI been used in the development of this CPD activity?
- Will any off-label or unapproved treatments be covered?

## Evaluation Plan

- Which outcomes will be measured (e.g., satisfaction, knowledge, competence, performance, system/process)?
- Have the required evaluation questions been included in the evaluation form?
- How will the learning activity be evaluated by participants?
- How will data be analyzed and summarized (quantitative and/or qualitative methods)?
- How will results be fed back to the SPC and used for quality improvement in future iterations?

## Additional Questions

### For MOC Section 3 SAP credits

- What is the objective knowledge assessment method?
- How is individualized feedback delivered?
- Rationale, response recording, references
- How learners identify improvement areas

### For MOC Section 3 SIM credits

- What is the performance assessment method?
- How is individualized feedback delivered?
- Skills/domains + criteria for success
- Participation format, simulation modality
- How learners identify improvement areas

## UPLOADS (REQUIRED DOCUMENTS)

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### Declarations & Disclosures

- Accountable Physician (both)
- SPC members (disclosures only)
- SPC member with roles (both)

### Program Materials

- Needs assessment summary/tools
- Agenda (objectives learner-centred, measurable)
- Budget
- Speaker letter
- Certificate
- Evaluation form
- Assessment tools, if applicable (questionnaires, rubrics, checklists, etc.)
- Sponsorship documents, if applicable (agreement & prospectus)