



CPD Certificate Program Approval Policy

Office of Accountability:	Office of Professional Development
Office of Administrative Responsibility:	Associate Dean of Educational Development
Approver:	PD Council
Approval Date:	June 6, 2018
Review Date:	June 3, 2020

Definitions

Office of Professional Development (OPD)	An accredited provider of university Continuing Professional Development (CPD) for healthcare professionals. As a service unit within the Faculty of Medicine at Memorial University, the office also supports the professional development of faculty and physicians within Newfoundland and Labrador.
Program Course	A certificate program which includes an official university course.
Program Lead	The Lead responsible for overseeing the Certificate Program.

Overview

The Senate of Memorial University has approved that certificates in Continuing Professional Development (CPD) programs may be issued by the Office of Professional Development (OPD) in the Faculty of Medicine.

Purpose

To outline the standardized criteria CPD programs must meet to be recognized as a certificate program by the OPD.

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Scope

This policy applies to program developers who wish to create and implement a CPD certificate program offered through the OPD.

This policy also applies to CPD certificate program participants including Faculty members, preceptors, residents, and students.

Policy

- 1.0 To be acknowledged as a certificate program by the OPD, CPD programs must meet the criteria outlined in Section 2.0.
- 2.0 Certificate Program Criteria
 - 2.1 Educational Design
 - 2.1.1 Certificate programs must provide:
 - 2.1.1.1 ample opportunity for learner-learner and learner-instructor interaction;
 - 2.1.1.2 regular and on-going feedback to participants through assessments of their performance; and,
 - 2.1.1.3 a minimum of 35 hours of instruction.
 - 2.2 Certificate Program Description
 - 2.2.1 All required or recommended prerequisites and any other criteria for admission must be identified in the program promotional materials.
 - 2.2.2 The program format, program goals, and an outline of the topics/subject matter must be thoroughly described in the program promotional materials.

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- 2.2.3 A program syllabus must be provided to registrants upon program commencement with a detailed overview of the program's requirements and expectations.
- 2.3 Learner Assessment
 - 2.3.1 Assessment methods can vary from program to program, depending on the program goals and objectives.
 - 2.3.2 Multiple methods of assessment are recommended (e.g. take-home exam; multiple choice exam; oral exam; demonstration of specific skills; learning contract; learning journal; project; report; essay; participation; presentation(s)).
- 2.4 Program Completion
 - 2.4.1 Learners completing certificate programs that require successful completion of a Program Course (University Credit Course) must achieve a minimum grade of 65% (B) in the Program Course to be awarded a Certificate.
 - 2.4.2 Learners who do not successfully complete the requirements for a certificate program, including attendance, may be given the opportunity to consult with the Program Lead concerning alternatives for program completion.
 - 2.4.3 Requests for consultations must be submitted in writing to the Program Lead.

Procedure

A.0 Certificate Program Development and Approval

- A.1. Proponents of a new certificate program must consult with the OPD at the initial stage of program design to ensure appropriate program design requirements are addressed.
- A.2. Following initial consultations, proponents of a new certificate program submit the proposed program syllabus to the Associate Dean, Educational Development at pdmed@mun.ca for review and approval by the Professional Development Council, OPD.
 - A.2.1. The program syllabus must specify the proposed program goals, objectives, topic/subject matter outline, format and structure of course(s) and proposed assessment methods.
- A.3. Proponents will be notified in writing of the decision via email.
 - A.3.1. For unsuccessful certificate program proposals, the proponents will receive feedback from the Professional Development Council and have the opportunity to resubmit.

B.0 Approved Certificate Programs

- B.1. Fees for services are identified and agreed to upon by the proponents of the approved certificate program and the OPD.
- B.2. Certificates will be issued by the OPD to learners who successfully complete the requirements of a certificate program.