



## **Appendix C – Continuing Education Course Accreditation Process**

1. A completed application must be submitted through CECAP's website.
2. The application must include the New Application Form, course materials for review, and the applicable administration fee. Both the form and fee table are available on CECAP's website ([www.cecacp.ca](http://www.cecacp.ca)).
3. Once a completed application is submitted, CECAP will provide a preliminary pricing estimate.
4. CECAP assessors review course material for adherence to IIROC's compliance course or PD course requirements found in Rules 2653 and the accompanying guidelines. Course providers must provide course material sufficient for the review. This can include:
  - a. PowerPoint presentations
  - b. Any tests or quizzes that accompany the program
  - c. A hyperlink if the course is online, and
  - d. Copies of any handouts or event folders.
5. If a program does not satisfy the course requirements or is otherwise declined for an incomplete application, CECAP will notify the course provider. Courses can be resubmitted after any deficiencies have been corrected. CECAP will charge a new application fee.
6. CECAP will not accredit courses where:
  - a. the course consists of more than 75% promotional or economic content
  - b. the primary purpose of the course is promoting or instruction of proprietary systems, or
  - c. The course is less than 0.5 hours in length.
7. Credit hours awarded are discounted for promotional or economic content.
8. After a course has been accredited, the course provider will receive an electronic certificate of acceptance and final invoice from Moody Analytics.