



## CONTINUING EDUCATION CREDITS (CEC's) Pre-Accreditation Application Form

**Options for submitting completed form:**

1. When completing online, hit the submit button in the top right-hand corner
2. Save and email form to [reception@ccpa-accp.ca](mailto:reception@ccpa-accp.ca).
3. Print and fax form to: 613-237-9786
4. Print and mail form to:  
114-223 Colonnade Rd S  
Ottawa, ON, K2E 7K3

**NOTE:** Use one form for each event.

**INSTRUCTIONS FOR COMPLETING THIS FORM:**

- Allow six (6) weeks for processing.
- All fields are mandatory unless otherwise indicated.
- This form is to be used for events that have not yet taken place. If you are applying for CEC's for a past event, please use the CEC Application Form.

<b>Dates:</b>		<b>Location :</b>	
<b>Title:</b>			
<b>Event Sponsor:</b>			
<b>Leader:</b>			
<b>Telephone :</b>		<b>Fax :</b>	
<b>Email :</b>			
<b>Website (optional) :</b>			
<b>CCPA USE ONLY</b>		<b>Code :</b>	
		<b>Credits :</b>	

**Duration**

		<b>Days:</b>	<b>Hours:</b>
<b>Start Date</b>	<b>End Date</b>	<b>Duration</b>	

**Description of the Educational Event for which CECs are being requested**

(Please include brochure of event if available) :

**Learning Goals or Expected Outcomes (what the participants will learn or be able to do as a result of this event)**

**Instructional methods to be used and approximate time devoted to each method**



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**The kind and amount of feedback, coaching or performance appraisal of individual participants**

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**The system utilized to evaluate the event and to evaluate if the learning goals and objectives were achieved**

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**Follow-up procedures, out of session, or homework assignments made**

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**Contact information for CEC Pre-Accreditation individual session form:**

**Please Note: When your event is pre-accredited, the individual session form will be sent to the name listed below by fax or email.**

<b>Name</b>					
<b>Phone</b>		<b>Fax</b>		<b>E-Mail</b>	