



# Orientation Package

ACCREDITATION PROGRAM

*April 2021*

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## Welcome to the “Accreditation” program

The Council for Continuing Pharmaceutical Education (CCPE) was founded in 1969 to develop and support a positive reputation for the Pharmaceutical Sales Representatives employed by **Innovative Medicines Canada** member organizations by establishing knowledge standards and holding representatives to those standards through education and accreditation. Throughout its history, CCPE has developed a large number of courses on body systems, the most common diseases and current treatments available within the environment today. Through regular updates, we aim at providing the best-overall information in a series of health care and skills oriented courses.

CCPE courses are designed to give a broad overview of topics and are not designed to be updated with every change to medical treatment. If you already specialize in a field of therapy which is dynamic, you will normally see gaps in this static course material.

CCPE is very happy to announce that all students registered in Accreditation or Therapeutic Area type courses will have access to the phenomenal **CPS Full Access** tool which is published by the Canadian Pharmacist Association (CPhA). You know them best for their CPS reference book. Given that CCPE’s courses are designed to give a broad overview of topics and are not designed to be updated with every change to medical treatment, we expect that the **CPS Full Access** tool will provide up-to-date information to complement the learning experience.

You can access the tool by opening a session on *MYCCPE*.

**SPECIAL NOTE:** It is assumed that Accreditation Program participants are familiar with **Innovative Medicines Canada Code of Ethical Practices**. This document is referred to in the program. You can [view and/or download the document](#) at [www.canadapharma.org](http://www.canadapharma.org) by clicking on “**Ethics**” at the top of the page and then click on “**code of ethical practices**”.

## Contents

Information you will find in this orientation package:

- General Information
- Study Guide
- Suggested Study Schedule for Accreditation
- Preparation Exams
- Detailed Instructions to Access Online Exam

## Fact Sheet

<b>Contents</b>	<b>Paper-Based Material – 2 distinct Units</b> <b>6 binders,13 Modules, 2,460 pages</b> <b>CPS Full Access tool</b>
<b>Study Hours</b>	250-300 hours (based on a study rate 10 pages per hour)
<b>Timeline</b>	Exam must be completed within 9 months of registration date
<b>Exam Dates</b>	You have the possibility to do your exam in “ <b>MyCCPE</b> ” portal at any time (24 hours a day, 7 days a week) from registration until your final date. Technical support is <b>available Monday to Friday from 8:30 a.m. to 4:30 p.m. (Eastern Time)</b> . Your final date is posted in your portal.
<b>CEU Credits</b>	25
<b>Type of exam</b>	*2 distinct online exams – Unit 1 and Unit 2 100 multiple choice questions for each exam
<b>Duration</b>	2 hours for each exam
<b>Passing Grade</b>	60% for each exam to receive accreditation, marks will be consolidated to provide a final overall mark*

\*It is recommended to write each exam on a different day however, if you choose so, you can complete both exams on the same day.

## General Information

### *What's in it for me?*

- The CCPE designation on your business card indicates to healthcare professionals that you have met the accrediting standard of the industry. You have earned the right to represent your organization professionally.
- By assimilating, understanding and applying the knowledge and concepts you learn in these modules, you will be able to carry on articulate, credible conversations with healthcare professionals.
- Each continuing education course you take contributes to widening your knowledge, expanding your medical horizons and increasing your employability.
- By successfully completing this course you will obtain 25 CEU credits (continuing education credits) and become a certified CCPE graduate.

## What is a PIN for?

You may wonder why you have a CCPE PIN (personal identification number). You can use it for identification and to secure confidential information about yourself in our database. For example, to access your exam on our website, you must enter your 6 digit **PIN**. If you have forgotten your **PIN**, also called “student number” (which can be found on the bookmark sent with your course material), please call CCPE customer service at **514 333-8362** (toll-free **1 888 333-8362**) Monday to Friday from 8:30 a.m. to 4:30 p.m. (Eastern) or send an email at [info@ccpe-cfpc.org](mailto:info@ccpe-cfpc.org) and we will contact you the next business day.

## Study Guide

Most candidates need 250 to 300 hours to prepare for the Accreditation Exams, depending on their educational background and learning skills.

You should plan to invest half of the time on Unit 1 and the other half on Unit 2. Upon completion of Unit 1, you may write the Unit 1 exam. After successful completion of the Unit 1 exam you may proceed with the Unit 2 exam. You have 2 hours to complete each exam. We suggest that you write the exams on separate days. You can however, complete both exams on the same day.

Although it may be tempting to leave all the studying to the last minute, cramming will result in only short-term retention of the material <sup>1</sup>. You may pass the exam, but short-term retention will not help you reap the full benefits of the course.

It is not necessary to study the modules in order. Some modules are shorter and easier than others. Depending on your learning skills and educational background, you can read some pages quickly, while others may take a little longer to understand.

<sup>1</sup> Clark, R.C. et al. *Efficiency in Learning*, Pfeiffer 2006

## Suggested Study Schedule

NOTE: The chart on the following page IS ONLY A GUIDE and can vary from one individual to another, depending on your educational background and learning skills. It will take approximately 300 hours of study to thoroughly review the course content.

Please take special note that this schedule was prepared for participants who have chosen to write their first exam in the FIFTH MONTH within a given exam period and their last exam in the NINTH MONTH.

From reception date of course material		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
<b>UNIT 1:</b> Modules first reading including post module quiz	1	X								
	2	X								
	3	X								
	4	X								
	5	X								
	6	X								
	7		X							
	8		X							
	9		X							
	10		X							
	11		X							
	12		X							
	13		X							
Preparation exam				X						
Modules second reading				X	X					
Review of areas of difficulty					X					
Final exam for UNIT 1						X				
<b>UNIT 2:</b> Modules first reading including post module quiz	1						X			
	2						X			
	3						X			
	4						X			
	5						X			
	6						X			
	7							X		
	8							X		
	9							X		
	10							X		
	11							X		
	12							X		
	13							X		
Preparation exam									X	
Modules second reading									X	X
Review of areas of difficulty										X
Final exam for UNIT 2										X

## Learning Tips

Your learning and development plan may include reading books, consulting web pages or attending a seminar. We recommend that you consider the following suggestions to optimize your learning and apply the knowledge you acquired into practical skills:

- Rather than reading an entire course, explore the table of contents to **assess which sections are most relevant to you. Read these sections first.**
- **Search for one insight** or application in everything you read. Draw conclusions and search for meanings relevant to your development.
- While reading, **highlight or bookmark sections** that you deem interesting or applicable to you. Consider creating a summary to help you convert knowledge into action the next day.
- **Be open to new ideas and innovations.** Assess how you can implement them in your own area. Refine your ideas by discussing them with colleagues.
- Build time into your schedule to **reflect on your learning and apply to your job what you have learned.** Your behaviour will not change simply because you have learned something from a book or training program. You have to consider what you will do and make time to implement it.
- **Keep your reading source handy** for quick reference as a means to improve your competencies.
- Always determine what you will do with your new information or insight. **Set a new goal and act on it.**
- After course completion, you may benefit from **discussing your ideas** and your action plan with a peer, a coach, a mentor, or your supervisor.
- **Choose learning experiences that are relevant** to your objectives and provide you with the best chance to practice and apply new information and skills.

## Preparation Exams

Please note that CCPE offers you preparation exams. If you are registered to write the Accreditation Exam, you have access to two (2) online preparation exams; one each for Unit 1 and Unit 2. The goal of this exam is twofold. First, it gives you a clear idea of the type of questions asked in the final exams. Secondly, it allows you to prepare for an online exam in a real situation. Instructions to write the online Accreditation Preparation Exams are available on our website. At the top of the homepage, click on OPEN A SESSION ON *MyCCPE*.

## Detailed Instructions to Access Online Exam

Now, to access your CCPE Online Exam, please follow these easy steps.

1. Go to CCPE's homepage at [www.ccpe-cfpc.org](http://www.ccpe-cfpc.org)
2. Select "English" to write your exam in English.
3. You will need your 6 digit CCPE Personal Identification Number (**PIN**) to log on to the portal. If you do not know your **PIN** number, also called "student number," you can contact CCPE customer service at **514 333-8362** (toll-free **1 888 333-8362**) Monday to Friday from 8:30 a.m. to 4:30 p.m. (Eastern) or send an email at [info@ccpe-cfpc.org](mailto:info@ccpe-cfpc.org) and we will contact you the next business day.
4. At the top right of our homepage, click on "**MyCCPE**" and select "**Login**" from the drop down menu.
5. You will be asked for your "username" and "password". Enter your 6 digit CCPE Personal Identification Number (**PIN**) as your Username and then, your Password.
6. Each unit of the exam consists of 100 questions. The two exam units can be written on separate dates or on the same date. All questions are multiple choices with only one correct answer. You will have a time limit of 2 hours to complete each exam. A timing device is visible for you to monitor the time limit.
7. When you open the exams, you will receive specific instructions. If you have a technical problem while taking the online exam, call the technical support at **514 333-8362** (toll-free **1 888 333-8362**) Monday to Friday from 8:30 a.m. to 4:30 p.m. (Eastern) or send an email at [support@ccpe-cfpc.org](mailto:support@ccpe-cfpc.org) and we will contact you the next business day.
8. Remember that once you open the exam on the Internet, **YOU MUST COMPLETE IT** or you will be considered to have failed by absence.
9. You have the possibility to navigate in your exam, but you are allowed only one (1) validation opportunity to a question. Remember, **selecting an answer and clicking "next" automatically validates an answer. So be sure of your answer before clicking on "next"**.
10. The system permits you to **skip a question**. To skip a question, **leave all answer boxes empty and click on "next"**.

11. The Progress Bar located at the bottom of the screen displays **three distinct colours**: white (unanswered questions), grey (answered questions) and orange (current question). Clicking a question number displayed in white will allow you to answer the question. Please ensure that ALL questions are answered by scrolling the Progress Bar back and forth using the arrows at the extremities of the Progress Bar. Click on "VALIDATE AND EXIT" to complete the entire exam process.
12. You will be able **to view your mark** and you will also be able to **view the feedback** for your exam by clicking "**solution**" immediately following the exam.
13. Close your browser window; you have completed your exam!

**NOTE:** Once both exams are completed, results will be consolidated to provide a final overall mark.