



# Orientation Package

***PRIVATE PAYERS:***

***Understanding Market Access Submissions***

*August 2020*

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## Welcome to “*PRIVATE PAYERS: Understanding Market Access Submissions*”

We at CCPE want you to get the most from your investment of time, effort and money in this program.

### Contents

Information you will find in this orientation package:

- General Information
- Study Guide
- Learning Tips
- Detailed Instructions to Access Online Exam

### Fact Sheet

Contents	Paper-Based Material & PDF available on CCPE website. 1 binder, 76 pages
Study Hours	8 hours (based on reading speed and your background)
Timeline	Exam must be completed within <b>6 months</b> of registration date
Exams	You can do your pretest and certification exam in the “ <b>MyCCPE</b> ” portal at any time (24 hours a day, 7 days a week) from registration until your final date. Please refer to the “ <b>MyCCPE</b> ” portal for your end 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.
CEU Credits	1
Type of exams	Preparatory exam – 5 questions, multiple choice  Final exam – 25 questions, multiple choice
Duration	Preparatory exam – 6 minutes Certification (Final) Exam – 30 minutes
*Passing Grade	60%*

\*Marks are available following these multiple choice exams. You can view feedback by clicking “Solution”

## General Information

What's in it for me?

- By assimilating, understanding and applying the knowledge and concepts you learn in these modules, you will be able to conduct articulate and credible conversations.
- You will be on the leading edge of information related to this important dynamic area.
- Each continuing education course you take contributes to widening your knowledge, expanding your professional horizons and increasing your value to employers.

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 email to [info@ccpe-cfpc.org](mailto:info@ccpe-cfpc.org) and we will contact you the next business day.

## Study Guide

This course was developed with your success in mind. The passing mark is 60%.

The program consists of the following components:

- Paper-Based course material (PDF available on CCPE website)
- Preparatory exam
- Certification (final) Exam

(Preparatory exam: The goal of this exam is threefold. First, it gives you a clear idea of the types of questions asked in the certification exam. Second, it allows you to prepare for the on-line certification exam in a real situation. And finally, it allows you to assess your current level of knowledge of the content, determine your knowledge gaps to direct your study of the content.

**To take full advantage of this course, we suggest a specific learning path:**

1. Read the learning tips in this document, to optimize your learning effort
2. Proceed with the pretest in the “myCCPE” portal on our website
3. Note your areas of strengths and weaknesses
4. Flip through the section headings
5. Read the course content highlighting and taking notes where you see fit
6. Review your notes and highlights
7. Proceed with your certification exam in “myCCPE” portal

At this point you probably want to assess how much time you will need to dedicate to your learning and plan your study time for the next few days, weeks or months. Study time will vary from one individual to another depending on your work background, previous learning experience using similar material and, learning styles.

We assume it will take about 8 hours of study per 10 pages of course material.

## Learning Tips

Your learning and development plan may include consulting web pages, discussions with colleagues, and searching out other sources of information. We recommend that you consider the following suggestions to optimize your learning and apply the knowledge you acquired into practical skills:

- **Make this course book yours. Write in the text. Mark it up. Capturing your thoughts in writing helps you remember them and articulate your thinking.**
- 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 your situation. Consider creating a summary to help you convert knowledge into action the next day.
- 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.
- Anticipate barriers to completing and applying the coursework and prepare solutions ahead of time so you are ready when they pop-up.
- **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.

## Action Planner

*Ideas I can implement:*

	<i>Idea</i>	<i>Action to be taken</i>	<i>Result expected</i>
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## Detailed Instructions to Access Online Exams

To access your CCPE Online Exams, 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 exams 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 your family name as your Password.

**Example: Username: 0 0 0 0 0 0** (enter **your** 6 digit personal identification number).

**Example: Password: Smith** (enter **your** family name).

6. The preparatory exam consists of 5 multiple choice questions with a time limit of 6 minutes. The certification **(final) exam consists of 25 multiple choice questions with a time limit of 30 minutes**. 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 either the preparatory exam or certification (final) exam on the Internet, **YOU MUST COMPLETE IT** or you will be considered to have failed by absence.
9. You can navigate within your exams, but you are allowed only one (1) validation opportunity per 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 testing process. **You will be able to view your final mark** because all questions are multiple choice and no manual corrections are required. You can view the feedback of the certification exam by clicking "Solution".
12. Close your browser window to complete the process.