



Canadian Society for Vascular Surgery
Société canadienne de chirurgie vasculaire
P.O. Box 58062, Ottawa ON K1C 7H4
Tel : (613) 286-7583 Email : info@canadianvascular.ca
Website : www.canadianvascular.ca

Guidelines for Approval of CPD Activities Developed by a Physician Organization – Section 1

1. The Canadian Society for Vascular Surgery (CSVS) Accreditation Committee (AC) reviews and approves continuing professional development events that meet the educational and ethical standards (CMA guidelines or equivalent) for programs included under Section 1.
2. The non-accredited physician organization is responsible and accountable for the implementation of the event based on the plan approved by the CSVS.
3. The CSVS will be recognized on the program materials.
4. The physician organization accepts the responsibility to maintain records of attendance and provide the attendees with certificates of attendance.
5. Section 1 approval will be recognized by the following statement on program materials: *"This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada and approved by the Canadian Society for Vascular Surgery."*

Process for seeking approval

The following outlines the steps for seeking approval from the CSVS.

Step 1: Select the CSVS as accredited provider

Step 2: Contact the CSVS

Contact the CSVS prior to organizing your event. Discuss the accreditation procedures, including administrative fees and timelines.

Step 3: Complete the application form

Complete the application form found on the CSVS website (www.canadianvascular.ca).

Step 4: Submit the application

Submit the application form to the CSVS AC within the timeframe provided to you at:

CSVS Accreditation Committee
P.O Box 58062
Ottawa, ON K1C 7H4
Tel: (613) 286-7583
E-mail:
info@canadianvascular.ca

Upon receipt of your application, the CSVS AC will review the application to ensure it meets the Royal College standards.

Step 5: Receiving final results

The CSVS AC will do one of the following:

1. Grant approval based on a successful application
2. Grant approval conditional upon proof of one or more changes or clarifications
3. Require another full review based upon major modifications that must be made to the event in order to meet Section 1 standards
4. Reject the application, as it does not meet the required standards

Step 6: Indicate Section 1 approval of your activity

If your event receives Section 1 approval, the following phrase must be noted on program materials: "This event is an Accredited Group Learning Activity (Section 1) as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada and approved by the Canadian Society for Vascular Surgery."

Fees

CSVS's accreditation fee is \$600.00, plus applicable taxes (GST/HST). An invoice will be sent upon approval of your event. Please make cheque payable to the Canadian Society for Vascular Surgery.