



TEMERTY FACULTY OF MEDICINE
UNIVERSITY OF TORONTO
Continuing Professional Development

ACCREDITATION REQUIREMENTS FOR ASYNCHRONOUS E-LEARNING PROGRAMS

All e-learning programs must meet the same accreditation requirements as for a live program. There are some additional requirements, which Program Directors need to implement for asynchronous elearning programs. Asynchronous e-learning programs include online self-study modules (not live webinars).

ASYNCHRONOUS E-LEARNING DESIGN REQUIREMENTS:

1. Accredited e-learning programs must require participants to register for the program and participants must receive a registration record in the program.
2. Organizers must be able to track each learner's participation through the e-learning program.
3. When designing an asynchronous e-learning program, it is a requirement that there is a minimum of 25% interactive learning. Interactive learning techniques may include activities such as quizzes, multiple choice questions, drag and drop exercises, reflection questions, and/or facilitated discussion.
4. Learners must be able to discuss and ask questions of the facilitator either synchronously or asynchronously. Facilitator responses must be posted and made available for viewing by all learners.

ASYNCHRONOUS E-LEARNING ACCREDITATION APPLICATION REQUIREMENTS:

1. Prior to submitting an e-learning program for accreditation, the Scientific Planning Committee must assign three reviewers. These reviewers must be representative of the target audience and not be authors of the program content. Reviewers must provide feedback through the completion of the [Asynchronous E-Learning Reviewer Questionnaire](#). In addition to providing feedback and general comments, reviewers are asked to record the length of time it takes them to move through the complete program.
2. Reviewers should send the completed questionnaires to the Program Director and these questionnaires must be included with the accreditation application.

3. For annually accredited asynchronous learning programs, scientific planning committees are required to assign a minimum of three new e-learning reviewers once every three years. The underlying rationale for this periodic renewal of the e-learning reviewers, which includes programs that have undergone minimal or no change in content, is to ascertain that:

- the program continues to be based on relevant and up to date evidence
- topics are still appropriate and clinically/educationally relevant
- active learning is adequately and appropriately allocated and integrated in the modules and still meets the minimum 25% accreditation criterion
- there is no perception of bias in the modules

The completed questionnaires are to be attached to the application for accreditation for CPD's review process.
