

THE COLLEGE OF  
FAMILY PHYSICIANS  
OF CANADA



LE COLLÈGE DES  
MÉDECINS DE FAMILLE  
DU CANADA



AUGUST 2019



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## THE BASICS

Mainpro+® (Maintenance of Proficiency) is the College of Family Physicians of Canada (CFPC) program designed to support and promote continuing professional development (CPD) for family physicians. Mainpro+ serves three key functions:

- 1 To provide CPD participation guidelines and standards for Canadian family physicians
- 2 To enable family physicians to conveniently track and monitor their CPD participation
- 3 To ensure high-quality, ethical CPD programming through a rigorous peer-review certification process

## MAINPRO+ REQUIREMENTS

- To fulfill your Mainpro+ requirements, you must submit a minimum of 250 credits in each five-year cycle
- During the five year cycle, at least 125 credits must be certified credits
- The other 125 credits may be certified or non-certified
- At least 25 credits (either certified or non-certified) must be earned and reported in each year of your cycle
- Online credit reporting is mandatory for all members

## NON-COMPLIANCE POLICY

### What if credit requirements are not met within the five-year cycle?

There is a six-week grace period following the cycle end date during which members who have not yet fulfilled their cycle requirements have the opportunity to report their outstanding credits.

If credit requirements are still not met by the end of the six-week grace period, the member or Non-Member Mainpro+ Participant will be placed in a two-year remedial cycle.

Individuals who fail to comply with the CFPC's requirements related to CPD and/or annual membership fees shall have their CFPC membership and the right to use any CFPC Special Designation suspended or revoked as per section 9.1.1. of the bylaws:

#### **9.1.1 Failure to complete the Mainpro+ requirements may result in discontinuation of membership, which includes forfeiture of the privilege to use CFPC-related designations.**

Upon receipt of notification from a licensing authority of the suspension or revocation of the licence of a CFPC member, the CFPC shall immediately suspend that individual's membership and/or rights to use Special Designations and shall notify the individual of these actions. Also, there is no refund of CFPC fees for an individual whose membership has been suspended.

Each CFPC member agrees to the right of the CFPC to suspend or revoke his or her membership and/or Special Designations according to the CFPC's bylaws (section 9.3 as stated below) and/or regulations and specifically waives any right or claim to damages as the result of this action.

#### **9.3 Compliance. In all cases, Members and Non-Member Mainpro+ Participants, the CFPC reserves the right to report on continuing professional development participation and compliance to the Medical Regulatory Authorities.**

## What happens during a two-year remedial cycle?

Any CFPC member or Non-Member Mainpro+ Participant who does not meet the credit requirements of their five-year cycle will be placed in a two-year remedial cycle. During a two-year remedial cycle:

- ▶ The use of all applicable CFPC Special Designations (e.g., CCFP, MCFP, FCFP, and CACs) will be suspended
- ▶ Mainpro+ users are required to earn and report a total of 100 credits, of which at least 50 must be from certified activities
- ▶ Cycle and Special Designation status updates will be reported to the appropriate licensing body
- ▶ Credits from Royal College of Physicians and Surgeons of Canada (Royal College) and American Medical Association (AMA) activities can be claimed only as non-certified credits (i.e., they may not be claimed as certified credits regardless of the program's status)
- ▶ All entries will require documentation (proof of participation or certificate of attendance) to be uploaded at the time of credit entry and are subject to review and approval by the CFPC

## Early completion of a remedial cycle

If you are a CFPC member or Non-Member Mainpro+ Participant in a two-year remedial cycle, you are eligible for early-completion status if you meet the cycle requirements within the first 12 months. Once you meet the requirements for early completion, your CFPC Special Designations will be restored (if applicable) and your two-year remedial cycle will be converted into a regular five-year cycle. Your cycle start date will remain the same and all the credits that were previously reported and approved will apply to your new five-year cycle.

For example, if your two-year remedial cycle began on July 1, 2018 (with an end date of June 30, 2020), and you were able to earn and report 50 certified credits and 50 non-certified credits by February 1, 2019, your new cycle would be:

**Cycle start date: July 1, 2018**

**Cycle end date: June 30, 2023**

**Credit summary: 50 certified and 50 non-certified**

Once your cycle is converted to a regular five-year cycle you will no longer be required to provide documentation for each entry.

## LEAVE OF ABSENCE POLICY

### Mainpro+ cycle extensions and leaves of absence

If you will be away from your medical practice for a period of six months or longer due to personal illness or parental leave, or to be the primary caregiver for a family member with an illness, please contact us as soon as possible to discuss your CPD cycle. The CFPC can grant one-year cycle extensions in these situations.

For questions about how a leave of absence affects your medical licence please contact your provincial licensing authority.



## CREDIT CATEGORIES:

Certified activities have been reviewed and approved by the College as meeting standards for certified CPD.

# 1



### GROUP LEARNING

Activities that provide opportunities to learn with others

## CERTIFIED ACTIVITIES

Mainpro+® participants must earn at least 125 certified credits during a reporting cycle.

- CFPC certified Mainpro+ Group Learning activities (e.g., conferences, medical rounds, interactive webinars, journal clubs)
- Advanced Life Support programs (including ALARM)
- American Academy of Family Physicians (AAFP) Formal Prescribed credits
- American Medical Association (AMA) PRA Category 1 credits (maximum 50 credits per cycle\*)
- Foundation for Medical Practice Education Practice Based Small Group (PBSG) Learning Program
- MOREOb Plus program
- Quebec Category 1 credits
- Royal College of Physicians and Surgeons of Canada Maintenance of Certification Accredited Section 1 activity credits (maximum 50 credits per cycle\*)
- Other certified Group Learning activities

# 2



### SELF-LEARNING

Activities planned and implemented by the individual, outside the context of a group

- CFPC certified Mainpro+ Self-Learning activities
- CFPC Self Learning™ Program
- *Canadian Family Physician (CFP)* Mainpro+ articles
- AAFP Formal Prescribed credits (self-study activities)
- AMA PRA Category 1 credits
- Formal clinical traineeship/fellowship
- Formal studies/university degree
- Linking Learning to Administration
- Linking Learning to Practice
- Linking Learning to Research
- Linking Learning to Teaching
- Online CPD (e.g., InfoPOEMs, UpToDate)
- Quebec Category 1 credits
- Other certified Self-Learning activities

# 3



### ASSESSMENT

Activities that stimulate learning through analysis of data and provision of feedback about an individual or group (e.g., practice audit); assessment of learning materials may also qualify under this category

- CFPC accreditation surveyor
- CFPC certified Mainpro+ Assessment activities
- CFPC Examination of Added Competence in Emergency Medicine
- CFPC peer tutor (e.g., ARC or Pearls.ce tutor)
- American Board of Emergency Medicine Certification or Recertification Examination
- American Board of Family Practice (ABFP) Certification or Recertification Examination
- Examiner for major medical examinations such as the Certification Examination in Family Medicine, Examination of Added Competence in Emergency Medicine, or Medical Council of Canada Qualifying Examination
- Linking Learning to Assessment
- Medical Council of Canada MCC 360 multi-source feedback program
- Pearls™
- Pearls.ce
- Practice audits/quality assurance programs
- Provincial practice review and enhancement programs
- Royal College of Physicians and Surgeons of Canada MOC Accredited Section 3 activity credits (maximum of 50 credits per cycle\*)
- Quebec Category 1 credits
- Other certified Assessment activities

## CREDIT CATEGORIES:

Non-certified activities have not been formally reviewed by the College but comply with the College's definition of CPD, are nonpromotional in nature, and provide valuable professional learning opportunities.

# 1



### GROUP LEARNING

Activities that provide opportunities to learn with others

# 2



### SELF-LEARNING

Activities planned and implemented by the individual, outside the context of a group

# 3



### ASSESSMENT

Activities that stimulate learning through analysis of data and provision of feedback about an individual or group (e.g., practice audit); assessment of learning materials may also qualify under this category

## NON-CERTIFIED ACTIVITIES

All non-certified activities are eligible for one non-certified credit per hour of participation.

- AAFP Elective credits
- Royal College of Physicians and Surgeons of Canada Section 2 credits
- Other (non-certified) educational conferences, medical rounds, webinars
- Other (non-certified) small group activities

**INDUSTRY-SPONSORED (E.G., PHARMACEUTICAL) MEETINGS THAT DO NOT BEAR THE CFPC CERTIFICATION STATEMENT ARE NOT ELIGIBLE FOR ANY TYPE OF MAINPRO+ CREDITS.**

- Committee participation
- Curriculum development
- Educational planning
- Journal reading
- Preparing for and presenting at conferences, speaking engagements, lectures
- Preparing/submitting manuscripts for publication
- Self-study using enduring materials (e.g., podcasts, monographs, videos, e-learning modules)
- Teaching activities (clinical or academic)

- Family medicine curriculum review
- Manuscript review for medical journals
- Review of clinical practice guidelines
- Review of learning materials

## MAINPRO+ CREDIT VALUES

The following list summarizes the credit values of a number of program and activity types but is not an exhaustive list:

- Advanced life support programs: The following are eligible for **two certified credits per hour**: ACLS, ATLS, APLS, PALS, NRP, ALARM, ACoRN, ACES, WALS
- BLS/CPR is eligible for **one non-certified credit per hour**
- Any non-certified activity is generally eligible for **one non-certified credit per hour**
- Practice audits and provincial practice reviews are eligible for **six certified credits per form**
- Linking Learning exercises are eligible for **five certified credits per form**
- University courses are eligible for **20 certified credits per course/form**
- Formal clinical traineeships/fellowships are eligible for **50 certified credits**

## MAINPRO+ CREDIT POLICY FOR INDUSTRY-SPONSORED EVENTS

A new policy regarding industry-sponsored events came into effect in June 2016 with the launch of Mainpro+. Industry-sponsored events and meetings that have the CFPC Certification statement are eligible for Mainpro+ certified credits. Events and meetings that have met the requirements of the CFPC Certification guidelines and have been reviewed and approved by the CFPC are awarded the statement. **Industry-sponsored meetings that do not bear the CFPC Certification statement are not eligible for any type of Mainpro+ credits.**



**Industry-sponsored meetings that do not bear the CFPC Certification statement are not eligible for any type of Mainpro+ credits.**

## AGREEMENTS WITH OTHER ORGANIZATIONS



The CFPC has agreements regarding credit reporting and reciprocity with the following partner organizations:

### **American Academy of Family Physicians (AAFP)**

The AAFP is the accrediting body for family medicine CPD/continuing medical education (CME) in the United States.

About our reciprocal credit agreement:

- CFPC members who complete any CPD/CME program accredited by the AAFP for prescribed credit can claim the equivalent number of certified credits
- CFPC members who complete any CPD/CME program accredited by the AAFP for elective credit can claim the equivalent number of non-certified credits

### **American Medical Association (AMA)**

Members may claim certified credits for any AMA PRA Category 1 credits, up to a maximum of 50 credits per five-year cycle. Any additional credits are eligible as non-certified credits.

### **Royal College of Physicians and Surgeons of Canada (Royal College) Maintenance of Certification (MOC)**

- Accredited Section 1 and Section 3 credits are eligible for certified credits, up to a maximum of 50 credits per five-year cycle; any additional credits are eligible as non-certified credits
- Accredited Section 2 activity credits are eligible for non-certified credits, with no maximum

### **Collège des médecins du Québec**

The Collège des médecins du Québec accredits CPD organizations in the province of Quebec that wish to grant CPD credits. Mainpro+ users can claim Quebec Category 1 credits as certified credits in the Mainpro+ system. Quebec Category 1 credits can be claimed in all three Mainpro+ activity categories: Group Learning, Self-Learning, and Assessment. There is no maximum number of Quebec Category 1 credits that Mainpro+ users can claim.

For any other international activities done outside of North America, the Request for Individual Consideration form can be filled out to determine whether certified or non-certified credits can be awarded.



# RESOURCES, HELP, AND SUPPORT

The CFPC website has several resources to guide you through the Mainpro+ program and credit reporting platform. You can find these resources on the **Mainpro+ page** of the CFPC website:



Video tutorials on how to do common tasks such as entering a CPD activity or viewing your transcript of activities



A printable PDF grid with lists of certified and non-certified activities



FAQs



Mainpro+ staff are available Monday to Friday to answer your questions via phone or email.

You can reach us at:  
**1 800 387•6197 ext. 560**  
**[mainprocredits@cfpc.ca](mailto:mainprocredits@cfpc.ca)**

# HOW TO USE THE ADVANCED ACTIVITY SEARCH

Finding a Mainpro+ certified activity is easy with the advanced activity search feature. Once you have selected the proper category, certification type, activity type, and program delivery method, the search function will appear. Here you can search by using any combination of the four fields: event title (full or partial title), session ID (found on your certificate of participation), city, and/or activity date. For example, if you know only part of the activity title and the city, Mainpro+ will provide you with a filtered list of options. If you see the program you are looking for, click “Select”; if not, you can search again or click the button beside “Don’t see your activity?”

\*Indicates Required Field/Question

Step 1: Choose a value for all the main fields shown below.

Category: \*

Certification Type:

Activity Type:

Delivery Format: \*  Live In-person or Live Webcast  Online Self-Study

Step 2: Use one or more of the options below then click the "Search" button to see a list of activities to choose from.

Program/Activity Title:  and/or  and/or  and/or

[Reset search criteria](#) [Need help?](#)

Step 3: If you see your activity below, click the  button to continue adding your activity. To further refine your search, you may modify the criteria in Step 2 and re-launch the search.

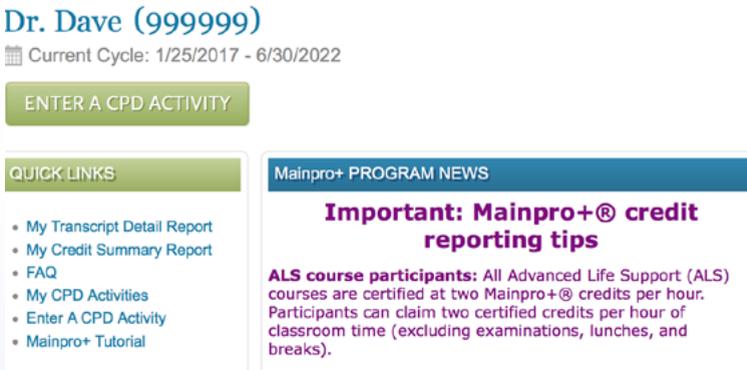
SEARCH RESULTS				
	Program/Activity Title	Session ID	City	Activity Date
<input type="button" value="Select"/>	Diagnosis and Management of Patients with MCI and Dementia: Tips for the Family Physicians	155253-003	Mississauga	5/9/2015
<input type="button" value="Select"/>	Diagnosis and Management of Patients with Mild Cognitive Impairment (MCI) and Dementia: Tips for the Family Physician	173379-002	Mississauga	5/7/2016
<input type="button" value="Select"/>	Time is of the essence: How family physicians can impact the hope of pregnancy	187611-001	Mississauga	5/11/2018

[Don't see your activity?](#)

# HOW TO ACCESS YOUR HISTORICAL TRANSCRIPT

To view all activities reported in the old Mainpro system prior to the launch of Mainpro+, please follow the steps below:

- 1 Log in to your account and click on “My Credit Summary Report” in the Quick Links box:



Dr. Dave (999999)  
Current Cycle: 1/25/2017 - 6/30/2022

ENTER A CPD ACTIVITY

QUICK LINKS

- My Transcript Detail Report
- My Credit Summary Report
- FAQ
- My CPD Activities
- Enter A CPD Activity
- Mainpro+ Tutorial

Mainpro+ PROGRAM NEWS

**Important: Mainpro+® credit reporting tips**

**ALS course participants:** All Advanced Life Support (ALS) courses are certified at two Mainpro+® credits per hour. Participants can claim two certified credits per hour of classroom time (excluding examinations, lunches, and breaks).

- 2 Click “Here” to generate a PDF copy of your transcript:



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## My Credit Summary

Select a cycle from the following dropdown list and then click the Create Report button below to generate the report.

Cycle: 1/25/2017 - 6/30/2022 Click **Here** to generate your historical cycle report

CREATE REPORT

# HOW TO REPORT CERTIFIED ACTIVITIES THAT ARE NOT LISTED ON THE MAINPRO+ WEBSITE

In the “Activity Type” section, select “Other Certified Group Learning Activities” and then manually enter the information regarding that event or activity. Please see the screen shot below:

The screenshot displays the 'Enter a CPD Activity' interface for user 'Dr. Dave (999999)'. The current cycle is '1/25/2017 - 6/30/2022'. The form prompts the user to 'To enter an activity, choose from the options below.' and includes a 'Need Help?' link. The 'Category' is set to 'Group Learning'. The 'Certification Type' is set to 'Certified'. The 'Activity Type' dropdown is open, showing a list of options: 'AAFP and ABFM Activities', 'Advanced Life Support Programs (Participant)', 'American Medical Association PRA Category 1', 'CFPC Certified Mainpro+ Activities', 'Foundation for Medical Practice Education (FMPE)', 'MORE<sup>08</sup> Plus Program', 'Quebec Category 1 Credit', 'Request for Individual Consideration', 'Royal College MOC Accredited Section 1', and 'Other Certified Group Learning Activities'. A red arrow points to the 'Activity Type' field, and another red arrow points to the 'Other Certified Group Learning Activities' option. The form also features 'CANCEL' and 'CONTINUE' buttons and another 'Need Help?' link.

# LINKING LEARNING EXERCISES

## What are Linking Learning exercises?

Linking Learning exercises are self-administered, semi-structured exercises that allow you to look at day-to-day activities as learning opportunities. The Linking Learning submission forms help you identify a question and then guide you through a series of critical inquiry and practice reflection exercises on your way to answering the question.

Each completed Linking Learning exercise earns five Mainpro+ certified credits and there is no limit to the number of exercises you may complete in a cycle.

## What types of activities are eligible?

The questions that form the foundation Linking Learning exercises can stem from a variety of clinical and non-clinical activities, such as:

LINKING LEARNING EXERCISE	ELIGIBLE ACTIVITIES
<b>Linking Learning to Practice</b>	<ul style="list-style-type: none"><li>• Volunteering in a resource-poor setting</li><li>• Attending a non-certified conference that stimulated further reflection</li></ul>
<b>Linking Learning to Research</b>	<ul style="list-style-type: none"><li>• Preparing a manuscript for publication</li><li>• Conducting research relevant to family medicine</li><li>• Preparing for and presenting at conferences</li><li>• Preparing a poster for presentation</li><li>• Researching a new treatment protocol</li></ul>
<b>Linking Learning to Administration</b>	<ul style="list-style-type: none"><li>• Participating on a committee</li><li>• Serving as a planning committee member</li></ul>
<b>Linking Learning to Assessment</b>	<ul style="list-style-type: none"><li>• Reviewing clinical practice guidelines</li><li>• Reviewing manuscripts for a medical journal</li><li>• Reviewing a family medicine curriculum</li><li>• Participating on an accreditation survey team</li></ul>
<b>Linking Learning to Teaching</b>	<ul style="list-style-type: none"><li>• Teaching (clinical or academic)</li><li>• Developing the curriculum for a medical education event</li><li>• Lecturing</li><li>• Serving as an educational leader, such as programmer or administrator</li></ul>



## Sample Linking Learning questions

1. You recently attended medical rounds on breast cancer. You learn that the local breast cancer screening program is using a different set of recommendations than those used in your office. You ask yourself: “Which recommendations apply best to my patients, and how can I be sure that all of my eligible patients are being screened by either me or the local program?” Document the process and resources you use to answer this question in a Linking Learning to Research exercise.
2. You spent six months volunteering in the Philippines providing prenatal care to women from families with low incomes. Document how this experience will have an impact on your current practice in a Linking Learning to Practice exercise.
3. You attended an industry-sponsored event that is not eligible for certified or non-certified credits. The physician speaker introduced a new treatment option for COPD of which you were not aware. You decide to further research the new treatment option and compare it with your current treatment protocol. Document your comparison and research of the two options in a Linking Learning to Practice exercise.

## How do I start?

It's simple. All the Linking Learning forms are available on our Mainpro+ portal. Linking Learning to Practice, Teaching, Research, and Administration are categorized as certified Self-Learning activities, and Linking Learning to Assessment can be found under certified Assessment activities. Once you have formulated a question to ask or a scenario to describe you can begin to fill out the online form. At any point during the process you can save your form to complete at a later time. Once some time has passed (typically six to 12 weeks) during which you have assessed the impact of your decision, you can return to your Holding Area to complete the form. Click, submit, and you're done!

**Do not use Linking Learning forms to claim Mainpro+ certified credits for any of the following activities:** traineeships and fellowships, examinations, university degree programs, audits and quality assurance activities, or provincial practice review programs. These require specific forms.

# FREQUENTLY ASKED QUESTIONS

## **What is the Impact Assessment Questionnaire?**

### **Do I need to complete it for every activity I enter in Mainpro+?**

A new feature in Mainpro+ is the Impact Assessment Questionnaire. It allows you to demonstrate the impact an activity has had on your practice and provides an easy way to report any bias you may have perceived during an activity.

The Impact Assessment Questionnaire will be included in many activity submissions and responses will be required for your credits to be processed. The CFPC will use the data collected from these submissions to understand what types of activities physicians are doing and to help direct the creation of new CPD programs.

### **I participated in an activity for which the credits were automatically entered into my Mainpro+ account (Direct Credit Entry). Why don't I see these credits in my cycle totals?**

A new feature in Mainpro+ is a "Holding Area" for activities that require more information. Your Direct Credit Entry activities will be sent to your Holding Area. Once you have completed the required Impact Assessment Questionnaire, your activities will be approved and the credits will count toward your cycle total and be visible on your dashboard.

#### **To view a list of activities in your Holding Area:**

- Log in to your Mainpro+ account
- Click "Holding Area" from the top menu, or:
- Select the activity from the "Incomplete CPD Activities" section on your main dashboard

#### **To submit your credits:**

- Select an activity from the Holding Area or Incomplete CPD Activities Section by clicking on either the activity title or the "Complete Activity" button
- Answer questions 1 to 6 in the Impact Assessment
- Click "Submit"

**I often attend conferences and events certified by the Royal College and the AMA.  
Where do I view my credit totals for those activities?**

Activities certified/accredited by the Royal College and the AMA are subject to a maximum of 50 certified credits per five-year cycle. To view your cycle totals for these activities, please click the text at the bottom of the Credit Summary section:

**CREDIT SUMMARY**

**CYCLE - Credits Applied to Date**  
7/1/2014 - 6/30/2019

Certification Type	Required	Applied	Requirement Met
Certified	125	125.5	Yes
Non-certified		12	
<b>Total</b>	<b>250</b>	<b>137.5</b>	<b>No</b>

**CURRENT YEAR - Credits Applied to Date**  
7/1/2018 - 6/30/2019

Certification Type	Required	Applied	Requirement Met
Certified		70	
Non-certified		0	
<b>Total</b>	<b>25</b>	<b>70</b>	<b>Yes</b>

[VIEW DETAILS](#)

[Click Here to view your maximum credit standings for the current cycle](#)

**Do I need to keep my certificate of completion or proof of participation?**

Yes. You should keep your certificate of completion/proof of participation for a minimum of six years in case you are selected for a random audit. We encourage you to upload an electronic copy of your certificate when you enter an activity in Mainpro+. You can upload any file type into Mainpro+, such as PDFs, Word documents, or images.

## How do I access a report of all my previous Mainpro-M1, Mainpro-M2, and Mainpro-C activities?

All your Mainpro-M1, Mainpro-M2, and Mainpro-C credits from your current five-year cycle have been migrated into Mainpro+. A cycle credit summary is available on your Mainpro+ dashboard. For a detailed report of your previous Mainpro-M1, Mainpro-M2, and Mainpro-C activities please follow these steps:

- Log in to your Mainpro+ account
- Click the “Reports” tab on the top menu
- Under “My Credit Summary” click “Run Report”
- In the pop-up window you will see small text that reads “Click here to access your historical cycle report”
- From there you can download your report to view or print

## A certified conference I attended offered an evening presentation on financial planning for physicians. Can I claim credits for this session?

Sessions on financial planning are not eligible for any type of credit, certified or non-certified. If these types of sessions are offered as a part of a certified conference or event, it should be indicated clearly that the financial planning session is not eligible for Mainpro+ credits.

## CONTACT US



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