

### **Certificate of Attendance Requirements for Activities Accredited with RCPSC**

The RCPSC provides sample Certificate of Attendance templates. However, please note that you are welcome to create your own certificate with your own formatting and organizational logo.

**RCPSC Administrative Standard 3:** All accredited group learning activities must maintain attendance records and provide participants with a certificate of participation that includes the appropriate accreditation statement(s).

A certificate of participation or written confirmation signed by the chair of the planning committee must be issued to participants for all accredited group learning activities.

The certificate must specify the following elements:

- The title of the activity.
- The name of the physician organization (and co-developer if applicable) responsible for the activity.
- The date(s) the activity took place.
- The location of the activity (i.e. city, country, web-based).
- The total number of hours for which the activity is accredited.
- The number of hours the registrant attended the activity (or a blank space for the registrant to complete themselves).
- All applicable accreditation statements (include co-development statement when necessary).

The physician organization is responsible for maintaining attendance records for a 5-year period.