



Council for
Continuing Pharmaceutical Education

INFORMATION KIT

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THE EDUCATION DEPARTMENT**

Rev: April 2017



2016

Thank you for your interest in CCPE. We are pleased to provide you with a copy of our Information Kit. We would also like to take this opportunity to invite you to browse our website www.ccpe-cfpc.org for updated information on our courses and procedures.

If you wish to pursue a career in the Canadian Pharmaceutical Industry, we recommend you register for the **CCPE Accreditation Course**. This program will likely increase your employability, as its completion is mandatory for the pharmaceutical sales representatives employed by **Innovative Medicines Canada** member organizations and must be completed within two years of employment. You will need approximately 250 to 300 hours to study and there is no pre-requisite for registration.

In summary, the CCPE Accreditation course is designed to provide candidates with knowledge that meets industry-wide standards for a representative position. It is a product and disease knowledge home study course. The content of the course has been split in 2 distinct units and two (2) separate exams. Unit 1 includes *Anatomy and Physiology* and Unit 2 includes *Pathophysiology and Pharmacology*. Individuals must successfully complete both units to receive accreditation.

The course will provide you with a general understanding of all body systems, most common diseases and current treatment available on the market today. This information will be valuable to develop credible dialogue with physicians and other healthcare professionals.

Once successfully completing the Accreditation Course, individuals are encouraged to take their learning experience to the next level by enrolling in one of CCPE's continuing education programs from 3 categories: *Body Systems and Therapeutic Areas*, *Applied Healthcare* and, *Applied Skills*.

We look forward to the pleasure of hearing from you.

Sincerely yours,

Christine Bullock
Coordinator, Customer Services

Council for Continuing Pharmaceutical Education

E-mail : info@ccpe-cfpc.org

CCPE OBJECTIVES

- Establish education standards and ensure continuing professional development
- Provide the best available information through scientific and other related courses
- Prepare candidates for a career in the pharmaceutical community
- Ensure that representatives can easily communicate with physicians and other health care professionals by providing them with quality information

COURSE REGISTRATION AND ONLINE EXAMS

CCPE is proud to implement major improvements aiming at creating a more flexible and “on demand” learning experience for its members. CCPE has made every effort to provide the utmost flexibility to register and write online exams.

Participants have the possibility to do the exam in [MyCCPE](#) portal at any time (24 hours a day, 7 days a week) from registration until their end date according to their program. Once registered, please refer to [MyCCPE](#) portal to check your end date (last possible exam date).

Participants are expected to respect timelines in the same manner as required by other teaching establishments.

RETURN POLICY

The course fees may be refunded if the participants satisfy the following conditions:

- A written request is submitted within three (3) months of the registration date
- All material must be returned to CCPE in good condition.
- The participant must not access the final exam on the MyCCPE portal.

There is a \$100 processing fee for all refunds. Please allow 30 days for processing.

LIST OF CCPE COURSES

CCPE ACCREDITATION COURSE – (consists of 13 modules per Unit)

A general product and disease home study course and two distinct online exams designed to prepare candidates for a representative position. The completion of CCPE **Accreditation Course** is **mandatory** within 2 years of employment for all sales representatives within “**Innovative Medicines Canada**” member organizations . Once completing the Accreditation Course, you may want to register for one of our Continuing Education Courses. All CCPE courses are designed as independent study programs. Each chapter contains learning objectives and review questions. Accredited members who become Continuing Education graduates are awarded a certificate

TABLE OF CONTENTS

(Note: You will need approximately 250 to 300 hours of study for the Accreditation Course)

Key Objectives

After completing this course you will be able to:

- Discuss Canadian drug laws and drug system approval
- Describe the anatomy and the physiology of the human body
- Describe the basic principles of pharmacology and their application in medical treatment

UNIT 1		UNIT 2	
Anatomy and Physiology		Pathophysiology and Pharmacology	
Module I	General Introduction	Module I	Basic Principles Of Pharmacology
Module II	The Nervous System	Module II	The Nervous System
Module III	Special Sensory: Eye, Ear	Module III	Special Sensory: Eye, Ear
Module IV	The Cardiovascular System	Module IV	The Cardiovascular System
Module V	The Respiratory System	Module V	The Respiratory System
Module VI	The Gastrointestinal System	Module VI	The Gastrointestinal System
Module VII	The Urinary System	Module VII	The Urinary System
Module VIII	The Endocrine System	Module VIII	The Endocrine System
Module IX	The Reproductive System	Module IX	The Reproductive System
Module X	The Musculoskeletal System	Module X	The Musculoskeletal System
Module XI	The Integumentary (Skin) System	Module XI	The Integumentary (Skin) System
Module XII	The Immune System and Infectious Diseases	Module XII	The Immune System and Infectious Diseases
Module XIII	Additional Topics	Module XIII	Cancer Therapy, Metabolic Syndrome & Diabetes

STUDY GUIDE: ACCREDITATION COURSE

We estimate that most candidates will need 250 to 300 hours to prepare for both Accreditation Exams, assuming a maximum study rate of 10 pages per hour. The exact time required will vary per individual depending on educational background and learning styles.

Although it may be tempting to leave all the studying to the final week before the exam, cramming will only result in short-term retention of the material. Even though this may result in a desired outcome (i.e. passing the exam); short-term retention will not enable you to reap the benefits.

We recommend you study one unit at a time. Once you've successfully completed Unit 1 exam, you can go on to study Unit 2 followed by the exam.

Some modules are shorter and easier than others. Depending on your learning skills and educational background, some pages can be read rapidly, while other pages may take a little more time to comprehend.

The Accreditation course will provide you with a good understanding of the major body systems, the most common diseases that can affect them and their treatments. Remember, this information will be helpful to you throughout your career.

IMPORTANT NOTE FROM THE EDUCATION DEPARTMENT

CCPE courses are designed to give a broad overview of topics and are not designed to be updated with every change to medical treatment. If you already specialize in a field of therapy which is dynamic, you will normally see gaps in this static course material. However, in order to stay up-to-date with the dynamics in any therapeutic field, students registered have access to the phenomenal tool; **RxTx** which is published by the Canadian Pharmacist Association (CPhA). You may know them best for their Compendium of Pharmaceuticals and Specialties (CPS).

RxTx is a Canadian, best available evidence-based, primary care reference on more than 200 conditions commonly managed with drug therapy and is integrated with the electronic version of the CPS. The **RxTx** tool will provide up-to-date information to complement your learning experience. You can access the tool through your MyCCPE portal at www.ccpe-cfpc.org

The **RxTx** mobile app is also available to you free of charge. Look for instruction about how to access the app.

PROPOSED STUDY GUIDE FOR THE ACCREDITATION COURSE

From reception date of course material		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
UNIT 1: Modules first reading including post module quiz	1	X								
	2	X								
	3	X								
	4	X								
	5	X								
	6	X								
	7		X							
	8		X							
	9		X							
	10		X							
	11		X							
	12		X							
	13		X							
Preparation exam				X						
Modules second reading				X	X					
Review of areas of difficulty					X					
Final exam for UNIT 1						X				
UNIT 2: Modules first reading including post module quiz	1						X			
	2						X			
	3						X			
	4						X			
	5						X			
	6						X			
	7							X		
	8							X		
	9							X		
	10							X		
	11							X		
	12							X		
	13							X		
Preparation exam									X	
Modules second reading									X	X
Review of areas of difficulty										X
Final exam for UNIT 2										X

NOTE: The chart on this page IS ONLY A GUIDE and can vary from one individual to another, depending on your educational background and learning skills. It will take approximately 250 to 300 hours of study to thoroughly review the course content.

OTHER CCPE LEARNING AND DEVELOPMENT PROGRAMS

TITLE	NUMBER OF PAGES	NUMBER OF STUDY HOURS	OBJECTIVES
Biosimilars in Canada	255	26	<ul style="list-style-type: none"> • The complexity of biologics vs small molecule drugs • Comparisons of biosimilars to innovator biologics • Health Canada’s position on and requirements for SEBs, and approval of a biologic for multiple indications • Definitions of biosimilarity, bioequivalence, interchangeability, and substitution • How “manufacturing drift” can affect biosimilarity • The interpretation of biosimilarity data
Cardiology (Complete Package – includes 4 distinct units)	994	100	<ul style="list-style-type: none"> • Identify the anatomy and physiology of the components of the cardiovascular system • Review the pathophysiology, signs and symptoms and management of hypertension and the drugs used to manage it • Review major cardiology related diseases of the blood and blood vessels • Review the most common heart disorders, ischemic heart disease, heart failure, arrhythmias and acute coronary syndrome
Unit 1 Anatomy & Physiology	176	20	<ul style="list-style-type: none"> • Identify the anatomy and physiology of the components of the cardiovascular system
Unit 2 Hypertension	230	20	<ul style="list-style-type: none"> • Review the pathophysiology, signs and symptoms and management of hypertension and the drugs used to manage it
Unit 3 Blood Disorders	304	30	<ul style="list-style-type: none"> • Review major cardiology related diseases of the blood and blood vessels
Unit 4 Heart Disorders	284	30	<ul style="list-style-type: none"> • Review the most common heart disorders, ischemic heart disease, heart failure, arrhythmias and acute coronary syndrome
Continuing Health Education (CHE)	308	40 with exam	<ul style="list-style-type: none"> • Organize and facilitate CHE programs that meet the educational needs of health care professionals • Develop activities that initiate behaviour change in customers • Respect the adults learning process and the ethical rules relating to CHE
Communicating the Value of Innovative Medicines & Vaccines	166	3	<ul style="list-style-type: none"> • Describe the benefits of the pharmaceutical sector on stakeholders • Recognize opportunities for leaders to play their role • Generate a sense of pride for all leaders
Dermatology	558	55	<ul style="list-style-type: none"> • Identify structure, physiology and functions of the skin • Understand the recent upsurge in interest in cosmetic medicine • Review diagnosis and treatment of the major skin diseases

TITLE	# OF PAGES	# OF STUDY HOURS	OBJECTIVES
Dynamix Sales Performance System	Webinars	2	<ul style="list-style-type: none"> Understand your unique style, recognize your customer's /colleague's style and adjust to optimize connectivity with each person to achieve superior sales performance.
Electronic Medical Records (NEW)	82	8	<ul style="list-style-type: none"> learn about the power of EMR, and add meaningful value to your interactions with physicians and support them to improve utilization of their EMR to provide better care, and to increase use of evidence-based therapies
Endocrinology	676	67	<ul style="list-style-type: none"> Understand basic concepts of endocrinology and the major diseases affecting the endocrine system Know the recent advances in research into obesity and other diseases that led to the discovery of new hormonal pathways and the complexity of their interrelationship in maintaining homeostasis disorders of the gastrointestinal tract Identify pharmacological treatments
Engage Rx	442 (online)	22-25	<ul style="list-style-type: none"> Express the importance of building trust by focusing on patient and healthcare provider needs such that to become trusted, valued partners to healthcare providers. Explain what to think, say and do to contribute to better outcomes for patients, the healthcare providers, your company and you. Apply the ideas presented within the 3 days to patient-focused growth to feel more engaged and engaging such that you increase your ability to make a difference.
Evidence-Based Medicine (EBM)	390	40	<ul style="list-style-type: none"> Know the principles of evidence based medicine and clinical research Use the interpretation of clinical data to reply better to questions and objections during an exchange with a health care professional
First Impressions	57 screens (online)	1	<ul style="list-style-type: none"> Describe the impact of appearance on our customers' perceptions Select classic items to build a business wardrobe Identify the difference between professional attire and business casual attire
Field Sales Management	306	30	<ul style="list-style-type: none"> To examine the different competencies needed for the positions of territory representative and district manager To describe the leadership skills needed by district managers and the responsibilities related to building effective teams To focus on how a district manager can achieve results through their representatives
Gastroenterology	482	48	<ul style="list-style-type: none"> Identify anatomy and physiology of the gastrointestinal system Know the disorders of the gastrointestinal tract Understand the shift from surgical to pharmacological management of gastric ulcers and the potential impact of new drugs
Gerontology	650	65	<ul style="list-style-type: none"> Understand society's changing demographics Identify disorders affecting our aging population Get information on the impact of these disorders and the best treatment options

TITLE	NUMBER OF PAGES	NUMBER OF STUDY HOURS	OBJECTIVES
Healthcare in Canada	272	25	<ul style="list-style-type: none"> Understand the challenges facing healthcare providers to use the most cost-efficient treatment for a given condition Know the government regulations, budgets and industry studies, and their implications
Immunology	432	43	<ul style="list-style-type: none"> Overview the immune system and its components Understand the immune response
Infectious Diseases	808	80	<ul style="list-style-type: none"> Understand virulence of bacteria and host defence mechanisms Know the major infectious diseases, their pharmacological treatments and the bacterial resistance potential.
Managing People	324	32	<ul style="list-style-type: none"> To manage employees for better results To measure performance and explain how to set measurable goals/objectives with employees To inform on building and managing teams for increased productivity
McGill Oncology 1 & 2	Online	90	<ul style="list-style-type: none"> Discuss the epidemiology, detection, diagnosis, and treatment of various types of cancer Discuss the palliative treatment of oncology patients
Oncology 1	9 modules	60	
Oncology 2	8 modules	30	
Metabolic Syndrome and Diabetes	402	40	<ul style="list-style-type: none"> Understand concepts of metabolic disorders, such as obesity and diabetes Identify the risks on the organic system and treatment options
Neurology	674	67	<ul style="list-style-type: none"> Identify functions of the central nervous system Review major neurological disorders and their pharmacological treatments
Pharmaceutical Market Access In Canada	200	20	<ul style="list-style-type: none"> Explain why market access is critical to commercial success Describe the market access players in the public and private payer environments Discuss how review processes, pricing and regulations impact public and private payer environments Know where to find the information necessary to understand the various public and private submission processes
Pharmacoeconomics (Basic)	143	14	<ul style="list-style-type: none"> Discuss the foundations of Pharmacoeconomics Calculate and discuss QALYs and ICERs given the appropriate data Describe how to compare treatment options
Pharmacoeconomics (Advanced)	155	15	<ul style="list-style-type: none"> Discuss advanced concepts in cost-effectiveness and cost-utility Analyses Draw decision trees and perform the calculations involved in decision analysis
Psychiatry	662	66	<ul style="list-style-type: none"> Identify anatomy and physiology of the brain Understand neurotransmitter pathways and new interventions in psychiatry Review pathophysiology of major psychiatric disorders and pharmacological treatments

TITLE	NUMBER OF PAGES	NUMBER OF STUDY HOURS	OBJECTIVES
Respirology	446	45	<ul style="list-style-type: none"> Identify anatomy and physiology of the respiratory system Know etiology and pathology of respiratory diseases Review the pharmacological management and treatments
Rheumatology	832	83	<ul style="list-style-type: none"> Identify inflammation process and pathophysiology of the major rheumatic diseases Understand the immune response in arthritis and the breakthroughs in rheumatology Know the recent evolution in the tailored management of osteoporosis and use of COX-2
The Professional Driver	1-Day classroom & behind the wheel session		<ul style="list-style-type: none"> Understanding driving behavior Correct and embed sound driving principles Mitigate risks of being involved in a collision
Women's Health	284	28	<ul style="list-style-type: none"> Grasp women's health needs and conditions such as contraception and fertility Understand socio-demographic aspects of women's health Review diseases that affect women and treatments
Healthscience for the Medical Technology Industry	1,200	100-150	<ul style="list-style-type: none"> Identify anatomy and physiology of the body systems.

CCPE 2017 PRICING STRUCTURE

(A shipping fee of \$ 27.50, plus \$ 6.00 handling and applicable taxes will be added to paper based course material)

PROGRAM	CEU	Corporate Members	Corporate Non –Members	Standard Price
Accreditation Basic	25	\$ 796.00	\$ 3,980.00	\$ 1,062.00
Biosimilars in Canada	2.6	\$ 531.00	\$ 2,655.00	\$ 1,062.00
Cardiology (complete Pkg) (includes 4 distinct units)	10	\$ 619.00	\$ 3,095.00	\$ 1,238.00
Cardiology (price per separate Unit)	U1 =2 U2 = 2 U3 = 3 U4 = 3	\$ 252.00 " " "	\$ 1,260.00 " " "	\$ 504.00 " " "
Communicating the Value of Innovative Medicines & Vaccines	0.5	\$ 242.00	\$ 1,210.00	\$ 484.00
Continuing Health Education	4	\$ 619.00	\$ 3,095.00	\$ 1,238.00
Dermatology	5.5	\$ 314.00	\$ 1,570.00	\$ 628.00
Dynamix Sales Performance System ⁽¹⁾	N/A	\$ 447.00 (two webinars)		
Electronic Medical Records	1	\$ 509.00	\$ 2,545.00	\$ 1,018.00
*Emotional Intelligence ⁽¹⁾	N/A	\$495.00	\$ 495.00	\$ 495.00
Endocrinology	7	\$ 397.00	\$ 1,985.00	\$ 794.00
Engage Rx ⁽¹⁾	2.5	\$ 1,445.00	\$ 1,445.00	\$ 1,445.00
Evidence-Based Medicine	4	\$ 500.00	\$ 2,500.00	\$ 1,000.00
Field Sales Management	3	\$ 619.00	\$ 3,095.00	\$ 1,238.00
First Impressions ⁽¹⁾	N / A	\$ 83.00	\$ 83.00	\$ 83.00
Gastroenterology	5	\$ 314.00	\$ 1,570.00	\$ 628.00
Gerontology	7	\$ 372.00	\$ 1,860.00	\$ 744.00
Health Care in Canada	3	\$ 475.00	\$ 2,375.00	\$ 950.00
Healthscience for the Medical Technology Industry	12	\$ 531.00	\$ 2,655.00	\$ 1,062.00
Immunology	4.5	\$ 284.00	\$ 1,420.00	\$ 568.00
Infectious Diseases	8	\$ 444.00	\$ 2,220.00	\$ 888.00
Launch Life Sciences Products	2	\$ 1,526.00	\$ 7,630.00	\$ 3,052.00
Managing People	3	\$ 619.00	\$ 3,095.00	\$ 1,238.00
McGill University Oncology ⁽¹⁾ (complete Pkg- 17 Modules)	9	\$ 1, 063.00	\$ 5,315.00	\$ 2,126.00
McGill University Oncology ⁽¹⁾ – 1 (Modules 1-9)	6	\$ 619.00	\$ 3,095.00	\$ 1,238.00
McGill University Oncology ⁽¹⁾ -2 (Modules 10-17)	3	\$ 443.00	\$ 2,215.00	\$ 886.00
Metabolic Syndrome & Diabetes	4	\$ 629.00	\$ 3,145.00	\$ 1,258.00
Neurology	7	\$ 367.00	\$ 1,835.00	\$ 734.00
Pharmaceutical Market Access In Canada	2	\$ 531.00	\$ 2,655.00	\$ 1,062.00
Basic Pharmacoeconomics	1.5	\$ 509.00	\$ 2,545.00	\$ 1,018.00
Advanced Pharmacoeconomics	1.5	\$ 509.00	\$ 2,545.00	\$ 1,018.00
*Practical Primacy:The art of one-way transmission ⁽¹⁾	N/A	\$ 495.00	\$ 495.00	\$ 495.00
*Professional Presence ⁽¹⁾	N/A	\$ 495.00	\$ 495.00	\$ 495.00
*Professionalize your Personal Brand ⁽¹⁾	N/A	\$ 495.00	\$ 495.00	\$ 495.00
Psychiatry	7	\$ 367.00	\$ 1,835.00	\$ 734.00

PROGRAM	CEU	Corporate Members	Corporate Non –Members	Standard Price
Respirology	4.5	\$ 500.00	\$ 2,500.00	\$ 1,000.00
Rheumatology	8	\$ 475.00	\$ 2,375.00	\$ 950.00
The Professional Driver	N/A	\$ 599.00	(1-day classroom & behind the wheel session)	
Women’s Health	3	\$ 242.00	\$ 1,210.00	\$ 484.00
*Work & Play webinar – Start my Style ⁽¹⁾	N/A	\$ 495.00	\$ 495.00	\$ 495.00
Healthscience for the Medical Technology Industry	12	\$ 531.00	\$ 2,655.00	\$ 1,062.00

• ⁽¹⁾ Online only. No shipping & handling fees.

* Two-part webinar series

INSTRUCTIONS TO ACCESS ONLINE EXAMS

To access your CCPE Online Exam, please follow these easy steps:

1. Go to CCPE's homepage at: www.ccpe-cfpc.org
2. Select "English" to write your exam in English.
3. On our Home Page, (top right corner of the page), click on "Open a Session on MyCCPE".
4. You will need your 6 digit CCPE Personal Identification Number (PIN) to log on to the exam. If you are ready to log on and do not know your PIN number, also called "student number," call the CCPE toll free number: 1-888-333-8362.
5. You will be asked for your "user name" and "password". Enter your 6 digit CCPE Personal Identification Number (PIN) as your Username and your last name as your Password.
Example: **Username:** # # # # # # (your 6-digit number), **Password:** Smith (family name).
6. Click on **My Courses and Exams**. When you open the exam you will receive specific instructions on how to write your exam.
7. Remember that once you open the exam on the Internet, YOU MUST COMPLETE IT or you will be considered to have failed by absence.
8. You will have the possibility to navigate in your exam, going back and forth but you are allowed only ONE (1) validation opportunity to a question. REMEMBER: SELECTING AN ANSWER AND CLICKING "NEXT" AUTOMATICALLY VALIDATES AN ANSWER... SO BE SURE OF YOUR ANSWER BEFORE CLICKING ON NEXT!
9. The system permits you to skip a question. Leave all ANSWER BOXES EMPTY and CLICK on NEXT to skip a question.
10. The Progress Bar located at the bottom of the screen displays three distinct colors: white (unanswered questions), gray (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 exam process.
11. For all exams having multiple-choices questions, you can view your final mark immediately after completion. You can view the feedback to the exam by clicking SOLUTION.
12. For all exams requiring "manual" correction for short answer/essay type questions, you will only be able to view the final mark and feedback once corrected. For this reason, the notation "*to be corrected*" will appear on the screen. Close your browser. You have completed the exam!

If you have a technical problem while taking the online exam, call the technical support number: **1-888-333-8362** or **514-333-8362**.

FAQ

Most Frequently Asked Questions

Q. Who is a CCPE associate?

- A.**
- All candidates pursuing a career as a sales representative in the Canadian Pharmaceutical Community
 - Other partners (i.e. nurses, pharmacists, physicians, technicians, etc.)
 - Associated pharmaceutical service organizations (i.e. advertising, wholesalers, market research organizations, contract research organizations, etc.)

Q. As an associate member, what's in it for me?

- A.** If you are actively pursuing a career as a sales representative in the Pharmaceutical Community, the Accreditation Course will provide you with the knowledge in healthcare sciences, most common diseases and treatment available. The knowledge acquired will improve your self-confidence and facilitate conversations with physicians and most likely promote your employability.

According to Innovative Medicines Canada "Code of Ethical Practices" (section 8.2.3), to ensure professional standards for the industry, company representatives must pass the Accreditation Course offered by CCPE within two years of employment. Pharmaceutical employers look favourably on individuals registering for the accreditation course.

When you will have completed this course you will be able to meet an important industry-wide standard. You will be able to demonstrate to a potential employer that you are determined, motivated and committed to succeed. You will have also demonstrated that you can study industry-related content in a self-paced context, similar to what will be expected of you in the job.

In addition, CCPE's Continuing Education Courses will provide in-depth information. The more C.E. courses taken, the more diversified you will be and more opportunities will be offered to you.

Q. Where can I take the Basic Accreditation Course?

- A.** The Accreditation course is a home study course with two distinct online exams.

Q. How can I register?

- A.** You can register online on our website with your credit card (*Visa/MasterCard/American Express*)

Q. What are the prerequisites to take the Basic Accreditation Course?

- A.** No prerequisites are required to register.

- Q. Do I have to be employed by a pharmaceutical company to register for the course?**
- A.** No, you do not need to be employed in the Pharmaceutical Industry.
- Q. How many hours or months will I have to study?**
- A.** Approximately 250 to 300 hours of study (approximately 2,065 pages) will be needed to go through the course material. The time required will vary according to your learning skills and your educational background.
- Q. Can I register anytime for the Accreditation?**
- A.** Yes you can register anytime. You will have the option to write an exam **at any time (24/7) from registration until your end date** (approximately 9 months). Exams for Unit 1 and Unit 2 must be completed within that period of time. We recommend you write the exams on a different date.
- Q. Will I have a better opportunity of being hired by a pharmaceutical company if I register for the Accreditation Course?**
- A.** Yes, to ensure professional standards for the Industry, company representatives must pass the Accreditation Course offered by CCPE within two years of employment. Pharma employers look favourably on candidates that are already accredited.
- Q. Where will I write my exam?**
- A.** All candidates can write CCPE exams online available on our website.
- Q. Are there any additional fees for writing an exam?**
- A.** No, the price of the course includes the study material, preparation exam (available on our website) the final exam and administration fees.
- Q. What is the passing mark for the Accreditation Course?**
- A.** The passing mark is currently set at 60%. You must successfully complete both exams with a passing mark of 60%. The marks given for Unit 1 and Unit 2 will then be consolidated.
- Q. How long will it take to know the results for Unit 1 and Unit 2 of the Accreditation Course?**
- A.** You will be able to view your marks after completing each exam. However, the marks will be consolidated to reflect your final result in your student record.
- Q. If I fail, can I take the exam again?**
- A.** If you fail, you will have the possibility of rewriting your exam at no extra cost. CCPE must be advised of your decision to re-write.
- Q. What are the exam dates for all CCPE courses?**
- A.** Participants have the possibility of writing their exam **at any time (24/7) within a given timeline according to the program**. Please refer to the [MyCCPE](#) portal to check your end date (last possible exam date).

Q. Will I receive a certificate?

A. Yes, you will receive a “Certificate of Completion” after successfully writing an exam.

Q. Will I be able to register for other courses?

A. Yes, you can register for any of CCPE’s Continuing Education programs. *(Refer to CCPE’s current course curriculum)*

