



Council for  
Continuing Pharmaceutical Education

# INFORMATION KIT

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ACCREDITATION COURSE**

**NOTE FROM  
THE EDUCATION DEPARTMENT**

Rev:03-28-2012



2012

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](http://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 Accreditation Course. This program will likely increase your employability, as its completion is mandatory within two years of employment for all sales representatives in most Canadian Pharmaceutical Companies. 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  
Customer Service Coordinator (Associate Membership)  
E-mail: [cbullock@ccpe-cfpc.org](mailto:cbullock@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

CCPE is proud to implement major improvements aiming at creating a more flexible and “on demand” learning experience for its members.

You have the possibility of writing your exam **at any time (24/7) for nine (9) months, following the registration date. Participants, who do not complete the exam within this timeline, will have to be registered again at full cost.** POSTPONEMENTS will no longer be accepted given the increased opportunities to write an exam.

## ONLINE EXAM

|                                 |   |
|---------------------------------|---|
| <b>2012 Registration Period</b> | Participants have the possibility of writing their exam <b>at any time (24/7) for nine (9) months, following the registration date.</b> Please refer to the <a href="#">MyCCPE</a> portal to check your end date (last possible exam date). |
|---------------------------------|---|

## CCPE 2012 PRICING STRUCTURE

(A shipping fee of \$ 20.00 in Canada, plus \$ 6.00 handling and applicable taxes will be added to the prices mentioned below)

| PROGRAM   | CEU                                  | Corporate Membership | Associate Membership | Overseas Price | Replacement Cost |
|---|--------------------------------------|----------------------|----------------------|----------------|------------------|
| Accreditation Basic <sup>(3)</sup>                                | 25                                   | \$ 496.00            | \$ 991.00            | \$ 1,066.00    | \$ 214.00        |
| <b>NEW!</b> "complete" Cardiology Pkg (includes 4 distinct units) | 10                                   | \$ 549.00            | \$ 1,098.00          | \$ 1,098.00    | \$ 106.00        |
| <b>NEW!</b> "segmented" Cardiology (price per separate Unit)      | U1 = 2<br>U2 = 2<br>U3 = 3<br>U4 = 3 | \$ 224.00            | \$ 448.00            | \$ 438.00      | \$ 54.00         |
| Communicating The Value of Innovative Medicines & Vaccines        | 0.5                                  | \$ 214.00            | \$ 427.00            | N / A          | \$ 80.00         |
| Continuing Health Education <sup>(2)</sup>                        | 4                                    | \$ 549.00            | \$ 1,098.00          | \$ 1,098.00    | \$ 214.00        |
| Dermatology   | 5.5                                  | \$ 278.00            | \$ 555.00            | \$ 640.00      | \$ 106.00        |
| Endocrinology   | 7                                    | \$ 352.00            | \$ 704.00            | \$ 800.00      | \$ 106.00        |
| Evidence-Based Medicine <sup>(1)</sup>                            | 4                                    | \$ 443.00            | \$ 886.00            | \$ 960.00      | \$ 214.00        |
| Field Sales Management <sup>(1)</sup>                             | 3                                    | \$ 549.00            | \$ 1,098.00          | N / A          | \$ 80.00         |
| First Impressions <sup>(4)</sup>                                  | N / A                                | \$ 240.00            | \$ 480.00            | \$ 480.00      | N / A            |
| Gastroenterology  | 5                                    | \$ 278.00            | \$ 555.00            | \$ 586.00      | \$ 80.00         |
| Gerontology   | 7                                    | \$ 330.00            | \$ 661.00            | \$ 746.00      | \$ 106.00        |
| Health Care in Canada   | 3                                    | \$ 421.00            | \$ 842.00            | \$ 960.00      | \$ 80.00         |
| Immunology  | 4.5                                  | \$ 251.00            | \$ 502.00            | \$ 533.00      | \$ 80.00         |
| Infectious Diseases   | 8                                    | \$ 394.00            | \$ 789.00            | \$ 853.00      | \$ 106.00        |
| Managing People <sup>(1)</sup>                                    | 3                                    | \$ 549.00            | \$ 1,098.00          | N / A          | \$ 80.00         |
| Metabolic Syndrome & Diabetes <sup>(1)</sup>                      | 4                                    | \$ 443.00            | \$ 886.00            | \$ 960.00      | \$ 214.00        |
| Neurology   | 7                                    | \$ 325.00            | \$ 650.00            | \$ 650.00      | \$ 106.00        |
| Oncology (under revision)   | 5                                    | N / A                | N / A                | N / A          | N / A            |
| Persuasion Rx: How to Influence Ethically <sup>(1)</sup>          | 4.0                                  | \$ 549.00            | \$ 1,098.00          | N / A          | \$ 214.00        |
| Pharmacoeconomics   | 1.5                                  | \$ 214.00            | \$ 427.00            | \$ 427.00      | \$ 80.00         |
| Psychiatry  | 7                                    | \$ 325.00            | \$ 650.00            | \$ 650.00      | \$ 106.00        |
| Respirology   | 4.5                                  | \$ 251.00            | \$ 502.00            | \$ 533.00      | \$ 80.00         |
| Rheumatology  | 8                                    | \$ 421.00            | \$ 842.00            | \$ 853.00      | \$ 106.00        |
| Women's Health  | 3                                    | \$ 214.00            | \$ 427.00            | \$ 427.00      | \$ 80.00         |

### APPLICABLE TAXES

|                         |     |                             |           |
|-------------------------|-----|-----------------------------|-----------|
| <b>British Columbia</b> | 12% | <b>Quebec</b>               | 5% + 9.5% |
| <b>Alberta</b>          | 5%  | <b>Nova Scotia</b>          | 15%       |
| <b>Saskatchewan</b>     | 5%  | <b>New Brunswick</b>        | 13%       |
| <b>Manitoba</b>         | 5%  | <b>Newfoundland</b>         | 13%       |
| <b>Ontario</b>          | 13% | <b>Prince Edward Island</b> | 5%        |

1= blended learning programs: including a web complement and/or CD audio

2= CD template complement and two distinct exams

3= segmented in two distinct units and exams

4= Online resource only. No shipping & handling fees.

## LIST OF CCPE COURSES

### CCPE ACCREDITATION COURSE - Consists of 13 Modules

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 in all Canada's Research-Based Pharmaceutical Companies. 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)*

| UNIT 1      |   | UNIT 2      |   |
|-------------|---|-------------|---|
| 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 |

Drug Lists accessible only in PDF format on CCPE's website at: [www.ccpe-cfpc.org](http://www.ccpe-cfpc.org)

## CCPE LEARNING AND DEVELOPMENT PROGRAMS

| TITLE   | NUMBER OF PAGES | NUMBER OF STUDY HOURS | OBJECTIVES  |
|---|-----------------|-----------------------|---|
| Accreditation Course  | 2460            | 250-300               | <ul style="list-style-type: none"> <li>• Know Canadian drug Laws and drug system approval</li> <li>• Know the anatomy and the physiology of the human body</li> <li>• Define the basic principles of pharmacology and their application on all the organic systems</li> </ul>   |
| Cardiology<br><b>Complete Package – includes 4 distinct units -</b> | 994             | 100                   | <ul style="list-style-type: none"> <li>• Identify the anatomy and physiology of the components of the cardiovascular system</li> <li>• Review the pathophysiology, signs and symptoms and management of hypertension and the drugs used to manage it</li> <li>• Review major cardiology related diseases of the blood and blood vessels</li> <li>• Review the most common heart disorders, ischemic heart disease, hart failure, arrhythmias and acute coronary syndrome</li> </ul> |
| Unit 1<br><b>Anatomy &amp; Physiology</b>                           | 176             | 20                    | <ul style="list-style-type: none"> <li>• Identify the anatomy and physiology of the components of the cardiovascular system</li> </ul>  |
| Unit 2<br><b>Hypertension</b>                                       | 230             | 20                    | <ul style="list-style-type: none"> <li>• Review the pathophysiology, signs and symptoms and management of hypertension and the drugs used to manage it</li> </ul>   |
| Unit 3<br><b>Blood Disorders</b>                                    | 304             | 30                    | <ul style="list-style-type: none"> <li>• Review major cardiology related diseases of the blood and blood vessels</li> </ul>   |
| Unit 4<br><b>Heart Disorders</b>                                    | 284             | 30                    | <ul style="list-style-type: none"> <li>• Review the most common heart disorders, ischemic heart disease, heart failure, arrhythmias and acute coronary syndrome</li> </ul>  |
| Continuing Health Education (CHE)                                   | 308             | 40 with exam          | <ul style="list-style-type: none"> <li>• Organize and facilitate CHE programs that meet the educational needs of health care professionals</li> <li>• Develop activities that initiate behaviour change in customers</li> <li>• Respect the adults learning process and the ethical rules relating to CHE</li> </ul>  |
| Communicating the Value of Innovative Medicines & Vaccines          | 166             | 3                     | <ul style="list-style-type: none"> <li>• Describe the benefits of the pharmaceutical sector on stakeholders</li> <li>• Recognize opportunities for leaders to play their role</li> <li>• Generate a sense of pride for all leaders</li> </ul>   |

| TITLE                         | NUMBER OF PAGES | NUMBER OF STUDY HOURS | OBJECTIVES  |
|-------------------------------|-----------------|-----------------------|---|
| Dermatology                   | 558             | 55                    | <ul style="list-style-type: none"> <li>Identify structure, physiology and functions of the skin</li> <li>Understand the recent upsurge in interest in cosmetic medicine</li> <li>Review diagnosis and treatment of the major skin diseases</li> </ul>   |
| Endocrinology                 | 676             | 67                    | <ul style="list-style-type: none"> <li>Understand basic concepts of endocrinology and the major diseases affecting the endocrine system</li> <li>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</li> <li>Identify pharmacological treatments</li> </ul> |
| Evidence-Based Medicine (EBM) | 390             | 40                    | <ul style="list-style-type: none"> <li>Know the principles of evidence based medicine and clinical research</li> <li>Use the interpretation of clinical data to reply better to questions and objections during an exchange with a health care professional</li> </ul>  |
| First Impressions             | 57 screens      | 1                     | <ul style="list-style-type: none"> <li>Describe the impact of appearance on our customers' perceptions</li> <li>Select classic items to build a business wardrobe</li> <li>Identify the difference between professional attire and business casual attire</li> </ul>  |
| Field Sales Management        | 306             | 30                    | <ul style="list-style-type: none"> <li>To examine the different competencies needed for the positions of territory representative and district manager</li> <li>To describe the leadership skills needed by district managers and the responsibilities related to building effective teams</li> <li>To focus on how a district manager can achieve results through their representatives</li> </ul>   |
| Gastroenterology              | 482             | 48                    | <ul style="list-style-type: none"> <li>Identify anatomy and physiology of the gastrointestinal system</li> <li>Know the disorders of the gastrointestinal tract</li> <li>Understand the shift from surgical to pharmacological management of gastric ulcers and the potential impact of new drugs</li> </ul>  |
| Gerontology                   | 650             | 65                    | <ul style="list-style-type: none"> <li>Understand society's changing demographics</li> <li>Identify disorders affecting our aging population</li> <li>Get information on the impact of these disorders and the best treatment options</li> </ul>  |

| TITLE                                     | NUMBER OF PAGES | NUMBER OF STUDY HOURS | OBJECTIVES  |
|---|-----------------|-----------------------|---|
| Healthcare in Canada                      | 272             | 27                    | <ul style="list-style-type: none"> <li>Understand the challenges facing healthcare providers to use the most cost-efficient treatment for a given condition</li> <li>Know the government regulations, budgets and industry studies, and their implications</li> </ul>   |
| Immunology                                | 432             | 43                    | <ul style="list-style-type: none"> <li>Overview the immune system and its components</li> <li>Understand the immune response</li> </ul>   |
| Infectious Diseases                       | 808             | 80                    | <ul style="list-style-type: none"> <li>Understand virulence of bacteria and host defence mechanisms</li> <li>Know the major infectious diseases, their pharmacological treatments and the bacterial resistance potential</li> </ul>   |
| Managing People                           | 324             | 32                    | <ul style="list-style-type: none"> <li>To manage employees for better results</li> <li>To measure performance and explain how to set measurable goals/objectives with employees</li> <li>To inform on building and managing teams for increased productivity</li> </ul>   |
| Metabolic Syndrome and Diabetes           | 402             | 40                    | <ul style="list-style-type: none"> <li>Understand concepts of metabolic disorders, such as obesity and diabetes</li> <li>Identify the risks on the organic system and treatment options</li> </ul>  |
| Neurology                                 | 674             | 67                    | <ul style="list-style-type: none"> <li>Identify functions of the central nervous system</li> <li>Review major neurological disorders and their pharmacological treatments</li> </ul>  |
| Oncology<br><i>(UNDER REVISION)</i>       | 445             | 50                    | <ul style="list-style-type: none"> <li>Get information on cancer epidemiology, detection, diagnosis, treatment and palliative care</li> </ul>   |
| Persuasion Rx: How to Influence Ethically | 370             | 37                    | <ul style="list-style-type: none"> <li>To enhance our community's ability to effect change leading to better healthcare outcomes.</li> <li>Energize associates with new ideas and a system to increase their influence and ability to persuade, with greater results more quickly and with less frustration.</li> </ul> |
| Pharmacoeconomics                         | 153             | 15                    | <ul style="list-style-type: none"> <li>Grasp various components studied in the assessment of a new therapeutic intervention based on budgetary and social criteria</li> <li>Position the clinical intervention for that it becomes accessible to the patients.</li> </ul>   |

| TITLE          | NUMBER OF PAGES | NUMBER OF STUDY HOURS | OBJECTIVES  |
|----------------|-----------------|-----------------------|---|
| Psychiatry     | 662             | 66                    | <ul style="list-style-type: none"> <li>• Identify anatomy and physiology of the brain</li> <li>• Understand neurotransmitter pathways and new interventions in psychiatry</li> <li>• Review pathophysiology of major psychiatric disorders and pharmacological treatments</li> </ul>  |
| Respirology    | 446             | 45                    | <ul style="list-style-type: none"> <li>• Identify anatomy and physiology of the respiratory system</li> <li>• Know etiology and pathology of respiratory diseases</li> <li>• Review the pharmacological management and treatments</li> </ul>  |
| Rheumatology   | 832             | 83                    | <ul style="list-style-type: none"> <li>• Identify inflammation process and pathophysiology of the major rheumatic diseases</li> <li>• Understand the immune response in arthritis and the breakthroughs in rheumatology</li> <li>• Know the recent evolution in the tailored management of osteoporosis and use of COX-2</li> </ul> |
| Women's Health | 284             | 28                    | <ul style="list-style-type: none"> <li>• Grasp women's health needs and conditions such as contraception and fertility</li> <li>• Understand socio-demographic aspects of women's health</li> <li>• Review diseases that affect women and treatments</li> </ul>   |

## EXAM SPECIFICATIONS

**Legend:**

**MC:** multiple choice (the question is followed by a list of possible answers. The user selects one answer)

**OE:** open ended (the question is followed by a text box in which the user enters the answer)

| EXAM   | NUMBER OF QUESTIONS | TIME LIMIT      | QUESTION TYPE    | PASSING GRADE |
|--|---------------------|-----------------|------------------|---------------|
| Accreditation Edition - Unit 1 & 2                         | 100 per unit        | 2 hrs. per unit | MC               | 60 %          |
| Cardiology   | 100                 | 2 hrs.          | 90% MC + 10% OE  | 60 %          |
| Cardiology -UNIT 1   | 25                  | 30 min          | 90% MC + 10% OE  | 60%           |
| Cardiology - UNIT 2  | 50                  | 1 hr.           | 90% MC + 10% OE  | 60%           |
| Cardiology - UNIT 3  | 50                  | 1 hr.           | 90% MC + 10% OE  | 60%           |
| Cardiology - UNIT 4  | 50                  | 1 hr.           | 90% MC + 10% OE  | 60%           |
| Communicating the Value of Innovative Medicines & Vaccines | 20                  | 30 min.         | MC               | 60%           |
| Continuing Health Ed. (CHE)                                | 50                  | 1 hr.           | MC + Paper Essay | 60 %          |
| Dermatology  | 100                 | 2 ½ hrs.        | MC               | 60 %          |
| Endocrinology  | 100                 | 2 hrs.          | MC               | 60 %          |
| Evidence-Based Medicine (EBM)                              | 100                 | 2 ½ hrs         | 81% MC + 19% OE  | 75 %          |
| Field Sales Management                                     | 50                  | 2 hrs.          | 52% MC + 48% OE  | 60 %          |
| First Impressions  | 10                  | 15 min.         | MC               | 60%           |
| Gastroenterology   | 100                 | 2 hrs.          | MC               | 60 %          |
| Gerontology  | 100                 | 2 hrs.          | MC               | 60 %          |
| Health Care in Canada                                      | 50                  | 1 hr.           | MC               | 60 %          |
| Immunology   | 100                 | 2 hrs.          | MC               | 60 %          |
| Infectious Diseases  | 100                 | 2 hrs.          | MC               | 60 %          |
| Managing People  | 50                  | 2 hrs.          | 46% MC + 54% OE  | 60 %          |
| Metabolic Syndrome & Diabetes                              | 100                 | 2 hrs. 15 min.  | 81% MC + 19% OE  | 75 %          |
| Neurology  | 100                 | 2 hrs.          | 96 % MC + 4% OE  | 60 %          |
| Oncology   | 100                 | 2 hrs.          | MC               | 60 %          |
| Persuasion Rx: How to Influence Ethically                  | 50                  | 1 hr.           | MC               | 60%           |
| Pharmacoeconomics  | 100                 | 2 hrs.          | MC               | 60 %          |
| Psychiatry   | 100                 | 2 hrs.          | MC               | 60 %          |
| Respirology  | 100                 | 2 hrs.          | MC               | 60%           |
| Rheumatology   | 100                 | 2 hrs.          | 83% MC + 17% OE  | 60 %          |
| Women's Health   | 100                 | 2 hrs.          | MC               | 60 %          |

## DETAILED 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](http://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 FINISH EXAM" 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 your final mark and your feedback **10 working days after completion**. 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**. You will be able to view your final mark for Unit 1 and Unit 2 consolidated, 10 working days after completing both exams.

## 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

**Please take special note, the drug lists can be found under "Our Courses Curriculum/Key Resources" on CCPE's website.**

Most questions on drugs in the Accreditation exam relate to drug classes rather than to specific products within classes. The majority of the questions related to drugs will deal with the general pharmacological information (indications, mechanism of action, side effects) of drug classes rather than on the pharmacology of specific products. However, you must still learn what the main treatment of a disease is, and what may be a specific product inside a class. For example, the drug of choice for glaucoma is XYZ. Overall, you will find few questions about specific products in the exam. We are trying, as much as possible to eliminate this kind of question given the number of products currently offered on the market.

You can be sure that the exam result for each question is carefully evaluated to pinpoint possible errors in the exams. When we find one, we take the necessary measures to ensure that everyone gets the best possible exam result.

## 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 |
|--|----|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| <b>UNIT 1:</b><br>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       |         |         |         |         |         |         |         |
| <b>Preparation exam</b>  |    |         |         | X       |         |         |         |         |         |         |
| <b>Modules second reading</b>                                      |    |         |         | X       | X       |         |         |         |         |         |
| <b>Review of areas of difficulty</b>                               |    |         |         |         | X       |         |         |         |         |         |
| <b>Final exam for UNIT 1</b>                                       |    |         |         |         |         | X       |         |         |         |         |
| <b>UNIT 2:</b><br>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       |         |         |
| <b>Preparation exam</b>  |    |         |         |         |         |         |         |         | X       |         |
| <b>Modules second reading</b>                                      |    |         |         |         |         |         |         |         | X       | X       |
| <b>Review of areas of difficulty</b>                               |    |         |         |         |         |         |         |         |         | X       |
| <b>Final exam for UNIT 2</b>                                       |    |         |         |         |         |         |         |         |         | 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 300 hours of study to thoroughly review the course content.

## 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.)
  - Healthcare representatives outside of Canada
  - 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 the Rx&D Code of Ethics (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. What is the cost?**

- A.** The cost is **\$ 991.00 (plus shipping, handling and applicable taxes).**

**Q. How can I register?**

**A.** You can register online on our website with your credit card (*Visa or MasterCard accepted*). You can also send us a money order or bank draft by mail along with a copy of your registration form.

**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?**

**A.** Yes you can register anytime. You will have the option to write an exam **at any time (24/7) for nine (9) months, following the registration date**. 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.

**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. If I fail, can I take the exam again?**

**A.** If you fail, you will have the possibility of rewriting your exam no extra cost. CCPE MUST BE ADVISED OF YOUR DECISION TO RE-WRITE.

#### **What are the exam dates?**

**A.** Participants have the possibility of writing their exam **at any time (24/7) for nine (9) months, following the registration date**. 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 the exam.

**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. Will I be able to register for other courses after taking the Basic Accreditation Course?**

**A.** Yes, you can register for any of CCPE’s Continuing Education home study specialty courses (*which consists of 4 categories. (refer to CCPE’s current course curriculum)*)

**Q. How long will it take to know the results after the exam?**

**A.** You will be able to view your final mark (results for Unit 1 and Unit 2 consolidated), 10 working days after completing Unit 2 exam.

