

November 10, 2014

Dear CFPC Members,

The College of Family Physicians of Canada (CFPC) has established the mechanisms for awarding Certificates of Added Competence (CACs) to family physicians with added competence in one of five approved domains of care in family medicine: Care of the Elderly, Palliative Care, Emergency Medicine, Family Practice Anaesthesia, and Sport and Exercise Medicine.

Although future CACs will be awarded based on structured assessments, the initial CACs will be awarded to family physicians who have previously acquired competencies deemed worthy of recognition in the approved domains either through successful completion of a residency training program (Residency-training route), or through practice experience and professional development (Leader route). CACs will be awarded based on the credentials and documented evidence of added competence as judged by a peer review committee process. The CFPC's Board of Examiners approves the criteria for eligibility as well as for success or failure in the awarding of all CACs.

The purpose of this message is to provide you with an overview of the processes involved in the first phase of CAC awards (the Credentials phase). This overview is intended both for potential applicants and for those who will be involved in the review process. Further information can be found at www.cfpc.ca/cac.

1. **Applicants:** Family physicians who qualify for a CAC in one of the five approved domains must apply for consideration using the approved application forms. They will be asked to provide evidence to support their application.
 - **Residency-training route:** Family physicians basing their applications on previous successful completion of residency training in a CAC domain of care, will be asked to provide documented evidence on the nature and timing of the training, and a brief, structured narrative of their ongoing practice and continuing professional development.
 - **Leader route:** Physicians basing their application on practice and related experiences and activities (clinical, educational, administrative, others) will be asked to provide documented evidence to demonstrate added competence justifying a CAC. Any evidence judged appropriate by the applicant may be submitted. A detailed list of the types of evidence that are considered to be most pertinent can be found at www.cfpc.ca/cac.
 - Practising physicians who are not eligible at this time for either of the two routes outlined will have an opportunity to apply in the future through a practice eligible route.



- **Residents** currently in training programs should not apply through either of the routes noted above. Further details on obtaining CACs for this group will be communicated later, directly to the programs and the registered trainees.
2. **Reviewers:** Applications from each domain of care will be reviewed by a panel of CFPC members with direct experience within the domain of care of the application, as well as a member from another CAC domain of care, and a member from a broad-based practice background. The panel will be supported in their work by a senior staff member from the Credentials and Assessment section of the College. The panel will review the presented evidence for each candidate, weigh and consider it appropriately, and arrive at a recommendation to award a CAC, or not. Each recommendation will be forwarded to the CFPC's Board of Examiners for final review and decision.
 3. **Decisions:** Confirmed decisions will be communicated to the candidate. If a candidate wishes to appeal a decision, they may do so following the same procedures outlined for appeals to the regular Certification Examination in Family Medicine.
 4. **Timelines:** the anticipated timelines are as follows:
 - The application process will open in early 2015 and remain open for about six months
 - Deliberations on applications will start in early 2015, however final decisions may be not be confirmed or communicated until late September 2015
 - First CACs will be announced at Family Medicine Forum in November 2015
 - Supplemental information will be available at www.cfpc.ca/cac by mid-November 2014. Information will be continually updated
 5. For questions or further information, please write to cac@cfpc.ca

Sincerely,

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