

Occupational Therapist Assistant & Physiotherapist Assistant Education Accreditation Program

POLICY & PROCEDURES

ACC-07- EDUCATION PROGRAM REPORT OF SUBSTANTIVE CHANGE

PREAMBLE

The accreditation cycle for occupational therapist assistant and physiotherapist assistant education programs is a maximum of a 6-year period. It is the responsibility of each education program to ensure that it remains compliant with the candidacy status criteria or the accreditation standards and criteria throughout this period. If a program undergoes substantive changes (i.e. ones that may impact its compliance), these need to be reported to the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP) according to the timelines outlined below. Any substantive change which alters the circumstances under which the program was awarded candidacy status or accreditation may necessitate a reassessment. Submission of documents may be sufficient for the reassessment.

1.0 POLICY

1.1 Categories of Substantive Change

There are four categories of substantive change:

1. Change in contact information.
2. Change that impacts on compliance with candidacy status criteria
3. Change that impacts on compliance with accreditation standards
4. Change in number or nature of distributed sites or addition of new programs

Any of these changes must be reported to the OTA & PTA EAP in order to maintain candidacy or accreditation status.

1.1.1 Change in Contact Information

- Name or address of the college/university
- Name, address, telephone and fax numbers, web site address, or e-mail address for the program
- Name, credentials, address, telephone and fax numbers, or e-mail address for the program coordinator
- Name, credential, or address of officials in the university to whom OTA & PTA EAP sends official correspondence, for example, Director, Dean, etc.

1.1.2 Change Impacting Compliance with Candidacy Status criteria

- Change in authorization/registration status of affiliated institution to provide postsecondary education (*candidacy criterion 2*)
- Change in program leadership (*candidacy criterion 3*)
- Change in fieldwork resulting in fewer than 500 OTA/PTA fieldwork hours (or fewer than 350 fieldwork hours in single discipline programs) (*candidacy criterion 4*)
- Change in fieldwork resulting in fewer than 150 OTA fieldwork hours and/or 150 PTA fieldwork hours (*candidacy criterion 4*)
- Major curriculum revision, including pedagogy (*candidacy criterion 5*)
- Change in financial resources (*candidacy criterion 6*)
- Change in physical location or space (*candidacy criterion 7*)

1.1.3 Change Impacting Compliance with Accreditation Standards

- Change in program governance or administrative structure (*Criteria 1.4 - CORE*)
- Change in program leadership (*Criterion 1.4 - CORE*)
- Change in financial resources (*Criterion 1.5 - CORE*)
- Substantive curriculum revision, including pedagogy (*Criterion 1.8*)
- Change in fieldwork resulting in fewer than 500 OTA/PTA fieldwork hours (or fewer than 350 fieldwork hours in single discipline programs) (*Criterion 3.4.1 - CORE*)
- Change in fieldwork resulting in fewer than 150 OTA and/or 150 PTA fieldwork hours (*Criterion 3.4.2 - CORE*)
- Substantive change in faculty complement (*Criterion 2.1*)
- Change in discipline of the faculty member(s) available to support discipline-specific fieldwork placements (*Criterion 3.4.3 - CORE*)
- Change in physical location or space
- Change in the diploma or program offered
- Decision not to admit a class of students
- Plans for temporary closure of the program

1.1.4 Change related to distributed education site(s)

- Elimination of existing distributed education site(s)
- Creation of a new distributed education site

1.2 Failure to Notify OTA & PTA EAP

Failure to notify OTA & PTA EAP of substantive changes within the required time period will result in the program being placed on Administrative Probation ([ACC-11 Administrative Probation](#)).

2.0 PROCEDURES

2.1 Reporting Changes in Contact Information

Programs must submit [FORM-07 Report of Substantive Change](#) to report changes related to contact information to the OTA & PTA EAP. Official written notification from the program coordinator or other appropriate institutional or government official, in letter form, must also be provided. OTA & PTA EAP must receive notice within two (2) months of implementation of the change.

2.2 Reporting Changes Impacting Compliance with Candidacy Status Criteria

Programs must submit written information detailing any of the following program changes:

2.2.1 *Change in authorization/registration status of affiliated institution to provide postsecondary education (candidacy criterion 2)*

Notification must be submitted no later than two (2) months following the change, and must include details regarding the change in status and the education program's plan to manage the change.

2.2.2 *Change in program leadership (candidacy criterion 3)*

Notification of a change in program leadership must be submitted no later than two (2) months following implementation of the change. Notification must include [FORM-07 Report of Substantive Change](#) with the name, credentials, and contact information for the new person responsible for the program; a notification letter must include the title and term of the appointment; and a copy of the new person's curriculum vitae and proof of registration with the appropriate regulatory college.

2.2.3 *Change in fieldwork placement availability resulting in fewer than 500 OTA/PTA fieldwork hours (or fewer than 350 hours in single discipline programs) (candidacy criterion 4)*

Notification of any such shortfall in planned fieldwork must be submitted within (2) months of the change. Notification must include details of the change, and the education program's plan to demonstrate ongoing compliance with candidacy criterion 4.

2.2.4 *Change in fieldwork placement availability resulting in fewer than 150 OTA and/or 150 PTA fieldwork hours (candidacy criterion 4)*

Notification of any such shortfall in planned fieldwork hours must be submitted within (2) months of the change. Notification must include details of the change, and education program's plan to demonstrate ongoing compliance with candidacy criterion 4

2.2.5 *Major curriculum revision, including pedagogy (candidacy criterion 5)*

Notification of a major curriculum revision for a program must be pre-approved by the OTA & PTA EAP, and notification of implementation must be submitted no later than two (2) months following receipt of institutional approval for the change. Examples of major curriculum revision are changes such as how fieldwork experiences are structured or when they are offered through the program, revision of the conceptual framework or educational philosophy, changes in pedagogy, or the addition of a distance education component in the delivery of the curriculum where it didn't exist before. Notification must include copies of the required institutional approvals that have been received by the program for the curriculum revision, the date that the changes will be in effect and any impact the change may have on the students and faculty or program resources (candidacy criterion 6).

2.2.6 *Change in financial resources (candidacy criterion 6)*

Notification of a change in budget which jeopardizes the program's human, educational or physical resources, or which jeopardizes any candidacy criteria must be submitted to the OTA & PTA EAP within two (2) months of approval of the budget.

2.2.7 *Change in physical location or space (candidacy criterion 7)*

Notification of a reduction in the space or in the quality of the space used by the program which could jeopardize the learning experience/environment of the

students must be submitted to the OTA & PTA EAP within two (2) months of the date the program is made aware of the change.

2.3 Reporting Changes Regarding Compliance with Accreditation Standards

2.3.1 *Change in Program Governance or Administrative Structure*

Notification of a change in the program's governance or administrative structure must be submitted no later than two (2) months following implementation of the change. Notification must include: details about the changes, the new organizational chart indicating lines of authority and communication, and information about how the changes impact the program.

2.3.2 *Change in Program Leadership*

Notification of a change in program leadership must be submitted no later than two (2) months following implementation of the change. Notification must include [*FORM-07 Report of Substantive Change*](#) with the name, credentials, and contact information for the new person responsible for the program; a notification letter must include the title and term of the appointment as well as any changes to the job description; and a copy of the new person's curriculum vitae and proof of registration with the appropriate regulatory college.

2.3.3 *Change in financial resources*

Notification of a change in budget which jeopardizes the program's human, educational or physical resources, or which jeopardizes any other of the above criteria must be submitted to the OTA & PTA EAP within two (2) months of approval of the budget.

2.3.4 *Substantive Curriculum¹ Revision*

Notification of a substantive curriculum revision for a program must be submitted no later than two (2) months following implementation of the change. Examples of substantive curriculum revision are changes such as how fieldwork experiences are structured or when they are offered through the program, revision of the conceptual framework or educational philosophy, changes in pedagogy, or the addition of a distance education component in the delivery of the curriculum where it didn't exist before. Notification must include copies of the required institutional approvals that have been received by the program for the curriculum revision, the date that the changes will be in effect and any impact the change may have on the

¹ **Curriculum** is defined as the list of subjects composing a structured training and/or educational program organized into a course, courses or work experiences that develop the knowledge, skills and abilities of learners. The curriculum has an implicit or explicit set of goals and objectives with respect to learning outcomes. This could be a pictorial model or figure identifying concepts and links between concepts (CAOT, 2005).

students and faculty or program resources. It is not necessary to notify the OTA & PTA EAP of changes in individual courses, only of curriculum changes.

2.3.5 Change in fieldwork placement availability resulting in fewer than 500 OTA/PTA fieldwork hours or fewer than 350 hours in single discipline programs (Criterion 3.4.1- CORE)

Notification of any such shortfall in planned fieldwork hours must be submitted within (2) months of the change. Notification must include details of the change, and education program's plan to demonstrate ongoing compliance with CORE criterion 3.4.1.

2.3.6 Change in fieldwork placement availability resulting in fewer than 150 OTA and/or 150 PTA fieldwork hours (Criterion 3.4.2 –CORE)

Notification of any such shortfall in planned fieldwork hours must be submitted within (2) months of the change. Notification must include details of the change, and education program's plan to demonstrate ongoing compliance with CORE criterion 3.4.2

2.3.7 Change in the discipline of the specific faculty member(s) available to support fieldwork placements (Criterion 3.4.3-CORE)

Notification of any such change must be received within 2 months of the change and must include information about planned strategies to manage the change and to ensure ongoing compliance with CORE criterion 3.4.3

2.3.8 Substantive Change in Faculty Complement

A substantive change in faculty complement is considered to occur when a program has a decrease in the full-time faculty complement due to loss of funding or when a funded position has remained vacant for more than 2 years. Notification must be submitted no later than two (2) months following implementation of the change (within two months of the two-year vacancy timeline) and must include information about planned strategies to manage the change.

2.3.9 Change in physical location or space (Criterion 1.7)

Notification of a reduction in the space or in the quality of the space used by the program which could jeopardize the learning experience/environment of the students must be submitted to the OTA & PTA EAP within two (2) months of the date the program is made aware of the change.

2.3.10 *Change in the Diploma, Degree or Program Offered*

Notification of a change in the degree or program offered must be submitted: 1) when a program is considering a change; and 2) once necessary approval has been received. Notification of change following receipt of approval must include copies of the required approvals that have been received by the program for the change and the date that the changes will be in effect.

2.3.11 *Decision not to Admit a Class of Students*

Notification of a program's decision not to admit a class of students must be submitted no later than two (2) months following the university/college's decision not to admit the class. Notification must include an indication of whether this action is limited to one class.

i) Temporary Closure

Accredited programs may institute a temporary closure of a program for a period not to exceed one year. During this period, the program will maintain its accreditation status if it:

- maintains a full active faculty
- pays annual fees in full
- submits the required reports to OTA & PTA EAP
- otherwise meets the standards for an accredited program

Notification of a program's decision to institute a temporary closure must be submitted no later than one (1) week following the university/college decision to do so.

2.4 Reporting Changes Related to Distributed Education Sites

Notification of a program's decision to eliminate an associated distributed education site of a program with accreditation status or candidacy status must be submitted to the OTA & PTA EAP no later than one (1) week following the university/college decision to do so. Notification must include copies of the official university/college decision to close the program, the procedures in place to notify enrolled students about the impending closure in a timely fashion, the date that the last class of students will graduate, and evidence that the integrity of the program will be maintained until the closure.

Notification of a program's decision to create a new distributed education site, should the program wish to add the new site to its existing candidacy status or accreditation status, must be submitted as described in policy [ACC-08 Distributed Education](#).

2.5 OTA & PTA EAP Procedures for Reviewing Substantive Changes

- 2.5.1 It is the education program’s responsibility to submit a Substantive Change Report Form and accompanying required documentation in accordance with the requirements of this policy.
- 2.5.2 If the change is related to Contact Information, the Program Manager will make the required changes in the OTA & PTA EAP databases.
- 2.5.3 If the change is related to a program’s compliance with candidacy status criteria or accreditation standards the Program Manager will forward the Report of Substantive Change for consideration by the Joint Accreditation Committee (JAC). The Committee will review submitted reports of substantive change at the next JAC meeting following the submission and will advise the program that:
- i. the report meets the requirements for submission of information about substantive changes and ongoing candidacy/accreditation status and no further follow-up is required,
- OR
- ii. further information is required within a specified period,
- AND/OR
- iii. a focused on-site accreditation review will be required (expenses for the review would be the responsibility of the program).
- 2.5.4 Upon review of the substantive change report, the additional requested information (if applicable), and/or the report from the focused onsite review; the JAC may recommend a change to candidacy status or accreditation status. If necessary, feedback will be provided to the education program regarding specific follow up requirements.

Policy Number: ACC-01	
Last Revised	Associated documents
June 2013	<i>FORM-07 Report of Substantive Change</i>
Nov 2013	<i>Program Accreditation Handbook</i>
Nov 2017	<i>ACC-08 Distributed Education</i>
	<i>ACC-11 Administrative Probation</i>
	<i>2012 Accreditation Standards (2016 revision)</i>