

OCCUPATIONAL THERAPIST ASSISTANT & PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

POLICY & PROCEDURES ACC-09: DISCLOSURE

PREAMBLE

The values of the OTA & PTA EAP support practices that are transparent, consistent and fair. The accreditation program will demonstrate its integrity and commitment to these values by developing and using policies, procedures and operations that respect all participants in accreditation processes.

1.0 POLICY

- 1.1 The OTA & PTA EAP will disclose public information about the accreditation process, and the policies and procedures related to accreditation.
- 1.2 The accreditation status awarded to a specific education program is the only information related to the accreditation process which is considered to be public information.
- 1.3 Deliberations about a program's accreditation status will not be available in the public domain.
- 1.4 A program with candidacy status may publish its accreditation status.
- 1.5 A program with accreditation status must publish its accreditation status.
- 1.6 A program no longer affiliated with the OTA & PTA EAP must remove reference to participation in the accreditation process from all electronic and print materials (see [ACC-15 Voluntary Withdrawal from Accreditation Process](#)).
- 1.7 A program which publishes its candidacy status or accreditation status in a way which does not adhere to the OTA & PTA EAP's disclosure policy will be placed on administrative probation (See [ACC-11 Administrative Probation](#)).

2.0 PROCEDURES

- 2.1 All final decisions made in the fiscal year (*January 1 to December 31*) about candidacy status and accreditation awards will be published in the PEAC Annual Report and will include a list of start/end dates of candidacy status awards and start/expiry dates of accreditation awards.

- 2.2 The full list of education programs with accreditation status and with candidacy status awarded by the OTA & PTA EAP will be published on the OTA & PTA EAP website and in the PEAC Annual Report. The list will include start/end dates of candidacy status awards and start/expiry dates of accreditation awards.
- 2.3 Should an education program choose to disclose publicly its candidacy status any public disclosure **must** use one of the two texts below, and include the full name, address and contact information for the OTA & PTA EAP as *Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program, c/o Physiotherapy Education Accreditation Canada, Suite 26, 509 Commissioners Road West, London, Ontario, N6J 1Y5, (226) 636-0632, www.otapta.ca.*

The (Name of program/institution) has Candidacy Status and can now take the next step towards accreditation by the OTA & PTA EAP. Having Candidacy Status does not mean that the (name of the program) will be accredited once the process is finished, but the first step is complete.

OR

The (Name of program/institution) is seeking accreditation by the Occupational Therapist Assistant & Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP) of the Canadian Association of Occupational Therapists and Physiotherapy Education Accreditation Canada. The program has been granted Candidacy Status, which denotes an affiliation with the OTA & PTA EAP and is a pre-requisite for accreditation of the education program. Candidacy Status does not assure that the program will be granted accreditation status once the program undergoes a full accreditation review.

- 2.4 It is required for an accredited program to publish its accreditation status. When and wherever an education program makes public disclosure of its accreditation status, it must use the required text below, and include the full name, address and contact information for the OTA & PTA EAP as: *Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program, c/o Physiotherapy Education Accreditation Canada, Suite 26, 509 Commissioners Road West, London, Ontario, N6J 1Y5, (226) 636-0632, www.otapta.ca.*

“The (name of program) at (Institution) has been accredited by the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP) in collaboration with Physiotherapy Education Accreditation Canada (PEAC) and the Canadian Association of Occupational Therapists (CAOT). The status of Accreditation was granted to the program on (date decision was taken) for the period until (the end of the accreditation cycle).”

- 2.5 Should the program choose to make public the contents of its accreditation reports, including the Accreditation Review and Status Report, the reports must be published in full.
- 2.6 Programs must provide the URL to the page on the program website which discloses the program's accreditation status or candidacy status (if applicable) each year in the annual report survey.
- 2.7 In the case of disclosure of candidacy status or accreditation status in violation of the procedures described in Policy ACC-09 Disclosure, the program will be given 30 days to address any violation and to provide evidence to the OTA & PTA EAP that the disclosure(s) are in compliance with the policy.
- 2.8 If any violation has not been addressed 30 days following notification by the OTA & PTA EAP to the program of the violation, the program will be placed on Administrative Probation (see [ACC-11 Administrative Probation](#)).
- 2.9 If a program is on Administrative Probation at the time of a scheduled onsite review, the review will proceed but official notice of accreditation status will not be rendered until the program has met the requirements for removal of Administrative Probation.
- 2.10 In the case of voluntary withdrawal from the accreditation process, the program must provide evidence to the OTA & PTA EAP that all current students, prospective students¹, faculty/instructors, and institution administrators have been notified of the voluntary withdrawal within two weeks of the effective date of withdrawal.

Policy Number: ACC-09	
Date of last revision	Associated documents
Jun 2013	ACC-03 Accreditation Decisions
Nov 2013	
Nov 2014	ACC-11 Administrative Probation
Apr 2016	ACC-14 Candidacy Status
	ACC-15 Voluntary Withdrawal from Accreditation Process
	FORM-11 Voluntary Withdrawal from Accreditation Process

¹ Prospective students are students who are seeking enrolment in the education program.