



OCCUPATIONAL THERAPIST ASSISTANT & PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

POLICY & PROCEDURES ACC-11 – ADMINISTRATIVE PROBATION

PREAMBLE

In order to maintain Candidacy or Accreditation Status, education programs must maintain compliance with Candidacy Status criteria or Accreditation Standards, by meeting the following administrative requirements:

- 1) submission of Progress Reports as required in the Accreditation Review & Status Report (AR & SR) (accredited programs only),
- 2) submission of an Annual Accreditation Report (online survey),
- 3) payment of an annual fee,
- 4) reporting of any substantive change in an education program which may affect compliance,
- 5) publication of accreditation status, and
- 6) use of approved text to publicly disclose candidacy status, if choosing to publish candidacy status.

Failure to comply with these requirements will result in a program being placed on Administrative Probation, and may result in non-accreditation status, or, in the case of a program with candidacy status, termination of the program's affiliation with the OTA & PTA EAP.

1.0 POLICY

- 1.1. Administrative Probation is a classification used administratively when a program does not comply with the administrative requirements for maintaining candidacy status/accreditation status.
- 1.2. When placed on Administrative Probation, a program continues to be included on the list of programs with candidacy status/accreditation status, and is recognized as being accredited or as having candidacy status.
- 1.3. On all lists of programs with candidacy status/accreditation status, Administrative Probation will also be noted beside those programs classified as such.
- 1.4. In order to be removed from Administrative Probation a program must:
 - i. Meet the administrative requirement(s), and
 - ii. Pay a \$200 administrative fee

- 1.5. Programs which remain on Administrative Probation for 4 months will receive notice that candidacy status/accreditation status will be withdrawn, and the program will no longer be recognized by the OTA & PTA EAP.

2.0 PROCEDURES

- 2.1 Administrative requirements for maintaining candidacy status/accreditation status include:

- i. submission of Progress Reports as required in the AR & SR (accredited programs only),
- ii. submission of an Annual Accreditation Report (online survey),
- iii. payment of the annual fee.
- iv. reporting of any substantive change in an education program which may affect compliance.
- v. publication of accreditation status, and
- vi. use of approved text to publicly disclose candidacy status

- 2.2 Administrative Probation will be assigned in the following situations:

- 2.2.1 Failure of an accredited program to submit a Progress Report by the deadline as required in the AR&SR¹:

- The program will be notified by telephone/email that the program has failed to meet the Progress Report deadline, and has 7 business days to submit the report.
- The program will be placed on Administrative Probation effective day 8.

- 2.2.2 Failure of a program to complete the Annual Accreditation Report survey online by the deadline as set by the OTA & PTA EAP:

- The program will be notified by telephone/email that the program has failed to meet the Annual Accreditation Report survey deadline, and has 5 business days to submit the report.
- The program will be placed on Administrative Probation effective day 6.

- 2.2.3 Failure of a program to pay the annual accreditation fee² within 45 days of the due date:

- The program will be notified by telephone/email that a) the program has failed to meet the annual accreditation fee due date (February 28 or 60 days after receipt of the invoice), b) after the due date the annual accreditation fee increases by 10%, c) the payment + 10% must be received within 45 days.
- The program will be placed on Administrative Probation effective day 46.

¹ See *Policy ACC-03 Accreditation Decisions*

² See *GUIDE-03 Fee Schedule, and ACC-10 Failure to Pay Fees*

- 2.2.4 Failure to report any substantive change³ in an education program which may affect compliance with candidacy status criteria/accreditation standards:
- The program will be notified by telephone/email that the program has failed to submit the necessary Report of Substantive Change, and has 7 days to submit the report.
 - The program will be placed on Administrative Probation effective day 8.
- 2.2.5 Failure of an accredited program to publish its accreditation status⁴:
- The program will be notified by telephone/email that the program has failed to publish its accreditation status and has 30 days to comply.
 - The program will be placed on Administrative Probation effective day 31.
- 2.2.6 Failure of a program with candidacy status to use the approved text when publicly disclosing its candidacy status⁵:
- The program will be notified by telephone/email that the program has failed to use the approved text when publicly disclosing its candidacy status, and has 30 days to comply.
 - The program will be placed on Administrative Probation effective day 31.

2.3 Administrative Probation will be removed when the program has both:

- i. Met the required administrative requirement(s), ie. submission of the required Progress Report, Annual Accreditation Report, Annual Accreditation Fee + 10%, Report of Substantive Change, or comply with policy ACC-09 Disclosure, and
- ii. Paid a \$200 administrative fee.

2.4 A program cannot remain on Administrative Probation for more than four (4) months. Programs which have not met the necessary administrative requirement(s) and have not paid the required fee within four months of being placed on Administrative Probation will be notified, and their accreditation status/candidacy status will be withdrawn.

2.5 Programs which have had accreditation status/candidacy status withdrawn as a result of remaining on Administrative Probation for four (4) months may re-apply for candidacy status within two years of withdrawal, and submit a \$200 administrative fee. Application and submission of a candidacy status application more than two years after withdrawal will require payment of the candidacy status application fee. In either case, the program will be considered a new program to the OTA & PTA EAP.

³ See Policy ACC-07 Substantive Change

⁴ See Policy ACC-09 Disclosure

⁵ See Policy ACC-09 Disclosure

- 2.6 A program on Administrative Probation at the time of a scheduled onsite review will proceed with the onsite visit, but official notice of accreditation status will not be rendered until the program has met the requirements for removal of Administrative Probation.

Guideline Number: ACC-11	
Date of last revision	Associated documents
November 2013 November 2014	Program Accreditation Handbook
	GUIDE-03 Fee Schedule
	ACC-10 Failure to pay fees
	ACC-03 Accreditation Decisions
	ACC-09 Disclosure
	ACC-07 Substantive Change