

OCCUPATIONAL THERAPIST ASSISTANT & PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

POLICY & PROCEDURES ACC-12 –DEFERRAL OF ACCREDITATION REVIEW

PREAMBLE

The OTA & PTA EAP's budget and three-year expense projections are established based on the anticipated number of reviews scheduled in each fiscal year. Changes to the anticipated number of reviews can create resource management and fiscal challenges for the OTA & PTA EAP.

When an education program has been awarded candidacy status, the education program must submit a letter of intent to initiate the full accreditation process. The date of the onsite accreditation review visit is set tentatively at that time (spring/ summer/ fall YYYY). One year prior to the tentative date, firm onsite visit dates are set collaboratively and confirmed formally.

For a program with accreditation status, the onsite accreditation review visit must be completed in time for the final accreditation award decision to be received prior to the date of expiry of its accreditation status. The Joint Accreditation Committee (JAC) must meet to review the program's accreditation dossier and make an accreditation award recommendation to Physiotherapy Education Accreditation Canada (PEAC) and the Canadian Association of Occupational Therapists (CAOT), and the Boards of Directors of PEAC and CAOT must meet to review the recommendation from the JAC, and award the program its accreditation status.

When an education program's accreditation status is due to expire, the accreditation program must submit a letter of intent one year prior to expiry, in order to initiate the full accreditation process. The onsite visit dates are set collaboratively and confirmed formally.

1.0 POLICY

- 1.1. Education programs with candidacy status may request a deferral of a tentatively scheduled accreditation review once and only once prior to confirmation of firm onsite visit dates.
- 1.2. Education programs with candidacy status whose onsite accreditation review dates are confirmed will not be permitted a deferral of the

accreditation review unless there is a significant mitigating circumstance outside of the program's control (see 1.9).

- 1.3. Education programs with accreditation status may request a deferral of an anticipated accreditation review once and only once in each accreditation cycle.
- 1.4. Education programs with accreditation status whose onsite accreditation review dates are confirmed will not be permitted a deferral of the accreditation review unless there is a significant mitigating circumstance outside of the program's control (see 1.9).
- 1.5. Education programs may not request a deferral of more than 12 months.
- 1.6. A request made by an education program to defer its accreditation review must be reviewed and approved by the JAC.
- 1.7. Requests will be reviewed taking the following into consideration (in no particular order):
 - i. The program's rationale to support the request
 - ii. Substantive changes made since the previous full accreditation review or since being awarded candidacy status
 - iii. Strength of the program's compliance with candidacy criteria or accreditation standards
 - iv. The program's history of timely compliance with requirements to maintain candidacy or accreditation status
 - v. Presence of circumstances which are beyond the program's control
 - vi. OTA & PTA EAP fiscal and human resource capacity
 - vii. Risk to students and potential students with respect to educational quality
- 1.8. If a program's request to defer an accreditation review has been granted, the JAC may ask for the submission of interim progress reports in order for the program to demonstrate ongoing compliance with the accreditation standards.
- 1.9. Exceptions to the conditions described above may be considered in situations of serious extenuating or unforeseen circumstances, or emergencies out of the program's control. In these cases, should there not be the opportunity for review of the request by the JAC, the Program Manager and the Chair of the JAC will render a decision to the program.

2.0 PROCEDURES

- 2.1 Programs with candidacy status must submit a request for deferral of a tentatively scheduled accreditation review in writing to the Program Manager of the OTA & PTA EAP *at least* one year prior to the tentative review date and include a rationale and length of deferral requested.
- 2.2 Programs with accreditation status must submit a request for deferral of an onsite accreditation date in writing to the Program Manager of the OTA & PTA EAP, *at least* one year prior to the anticipated onsite accreditation dates, and must include the program's rationale for requesting a deferral, and the length of deferral requested.
- 2.3 At its next committee meeting the JAC will review the request and make a decision regarding approval. Until the education program has been informed of the decision of the JAC regarding the deferral, it should continue to plan for the review according to the original schedule.
- 2.4 The program will be notified in writing of the JAC's decision, and, in the case of denial of the request, the reason(s) for the decision. If a deferral is granted, the decision will identify any additional requirements, such as submission of an interim progress report.

Guideline Number: ACC-12	
Date of last revision	Associated documents
<i>June 2015</i>	Program Accreditation Handbook