

OCCUPATIONAL THERAPIST ASSISTANT AND PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

POLICY AND PROCEDURES ACC-15 VOLUNTARY WITHDRAWAL FROM ACCREDITATION PROCESS

PREAMBLE

Occupational therapist assistants (OTA) and physiotherapist assistants (PTA) are not regulated in Canada, outside of the province of Quebec. OTA & PTA education programs choose to participate voluntarily in the accreditation process and as such, may choose to voluntarily withdraw from the accreditation process at any time, and for a variety of reasons.

The following policy and procedure outlines the communication requirements for the notification of key stakeholders including all current students, prospective students¹, faculty/instructors, and institution administrators as well as Membership Services at the Canadian Association of Occupational Therapists (CAOT) and at the Canadian Physiotherapy Association (CPA) whose membership is only granted to students and graduates of programs affiliated with the OTA & PTA EAP.

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. The fiscal year ends December 31, and the budget for the next fiscal year is set by the end of September of each year. Changes to the anticipated number of reviews can create resource management and fiscal challenges for the OTA & PTA EAP. This policy therefore establishes a date of August 31st for notification of withdrawal, as needed to ensure adequate notice to the OTA & PTA EAP for annual fiscal planning.

1.0 POLICY

- 1.1 A program with candidacy status or accreditation status may voluntarily withdraw from the accreditation process at any time.
- 1.2 The program will notify key stakeholders (all current students, prospective students², faculty/instructors, and institution administrators, as well as CAOT and CPA) of the decision to withdraw; and will remove reference to participation in the accreditation process from all electronic and print materials.
- 1.3 The OTA & PTA EAP will include the program's voluntary withdrawal status in the list of affiliated programs on the OTA & PTA EAP website.

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

² Prospective students are students who are seeking enrolment in the education program.

- 1.4 Submission of the required documentation to voluntarily withdraw from the accreditation process must be received in full by the OTA & PTA EAP by August 31st in order to avoid paying annual accreditation fees for the following calendar year. Programs choosing to withdraw after August 31st will be invoiced the full annual accreditation fee for the upcoming year.
- 1.5 A program which has successfully withdrawn from the accreditation process and wishes to re-join the process in the future will be required to follow the candidacy status application process. Past candidacy or accreditation status will not affect future application for candidacy.
- 1.6 Programs which choose to withdraw after Aug 31st and which fail to pay the accreditation fees for the coming year as invoiced, will be required to pay any outstanding fees prior to being considered for candidacy in the future.

2.0 PROCEDURES

- 2.1 A program choosing to voluntarily withdraw from either candidacy or accreditation status must complete [FORM-11 – Voluntary Withdrawal from Accreditation Process](#).
- 2.2 The program must submit [FORM-11](#) and a cover letter signed by an authorized college administrator, electronically to the OTA & PTA EAP.
- 2.3 Within 30 days of receipt of the required documentation, the OTA & PTA EAP will review the submission. Should any information be missing from the submission the OTA & PTA EAP will request re-submission.
- 2.4 The effective date of withdrawal from candidacy or accreditation status will be the date of confirmation by OTA & PTA EAP that of all required documentation has been received.
- 2.5 A program for which the effective date of withdrawal falls after August 31st will be invoiced the full accreditation fee for the next calendar year.
- 2.6 Within two weeks of the effective date of withdrawal, the program must provide evidence to the OTA & PTA EAP that all current students, prospective students³, faculty/instructors, and institution administrators have been notified of the voluntary withdrawal.
- 2.7 All reference to the OTA & PTA EAP and the program's accreditation or candidacy status must be removed from the program's website within two weeks of the effective date of withdrawal, in compliance policy [ACC-09 Disclosure](#).
- 2.8 Within two weeks of the effective date of withdrawal, the OTA & PTA EAP will update the information on the OTA & PTA EAP website, and notify the Joint Accreditation Committee, the Canadian Association of Occupational Therapists, Physiotherapy Education Accreditation Canada and the Canadian Physiotherapy Association of the withdrawal.

³ Prospective students are students who are seeking enrolment in the education program.

| Policy Number: ACC-15 | |
|------------------------------|---|
| Date of last revision | Associated documents |
| <i>April 2016</i> | ACC-09 Disclosure |
| | ACC-14 Candidacy |
| | FORM-11 – Voluntary Withdrawal from Accreditation Process |