

## OCCUPATIONAL THERAPIST ASSISTANT AND PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

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### GUIDE-01 CANDIDACY STATUS

Application for Candidacy Status is a requirement for occupational therapist assistant and physiotherapist assistant education programs to begin the accreditation process. While Candidacy Status denotes a formal affiliation of the education program with the Occupational Therapist & Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP), it does not assure future attainment of accreditation status.

#### What is Candidacy Status?

- The Award of Candidacy Status represents a non-accredited affiliation with the OTA & PTA EAP indicating that an occupational therapist assistant (OTA) and physiotherapist assistant (PTA) education program in Canada is preparing for accreditation.
- Candidacy status offers OTA and PTA programs in Canada the opportunity to establish a formal, publicly recognized relationship with the OTA & PTA EAP, and to become familiar with the accreditation standards and processes.

#### What is the Purpose of Candidacy Status?

Application for Candidacy Status:

- Provides an opportunity for educational programs to work with the OTA & PTA EAP and develop an understanding of how the accreditation standards serve as benchmarks for quality educational programs;
- Ensures access to educational opportunities about accreditation standards, self-study reports, reviews and processes;
- Gives stakeholders assurance that a program has established a formal relationship with the accrediting agency; and
- Acknowledges that the program has met the minimum criteria required to proceed to a full accreditation review.

#### What are the Criteria Required for a Program to Apply for Candidacy Status?

Programs must provide evidence that:

- A certificate/diploma is granted by the educational institution
- The education program is affiliated with an institution authorized under applicable law to provide postsecondary education
- The education program includes 500 OTA/PTA practicum hours, of which 150 are OTA hours and 150 are PTA hours (single discipline programs must include 350 fieldwork hours)<sup>1</sup>

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<sup>1</sup> Fieldwork hours must be hours supervised by a registered OT or PT, and include an evaluation of student competence. Observational or "shadowing" hours should not be included in the 500 hours.

- The education program has ensured that clinicians within the program’s catchment area are able to provide the number of placements required for the program’s students.
- The individual responsible (i.e., program coordinator) for the OTA & PTA education program is an occupational therapist or physiotherapist, registered with no conditions with the appropriate provincial regulatory body, and
- There is:
  - a curriculum framework document and an articulated educational philosophy,
  - a designated sustainable budget, and
  - identifiable program space.

### Process to Apply for Candidacy Status

Activity	Timeline for Completion	Lead Responsibility
1. Submit Application Form (FORM 01-Candidacy Status Application Form), Preliminary Report (FORM 02-Candidacy Status Preliminary Report Template) and fee (see GUIDE 02-Fee Schedule)	As soon as program decides to participate in the accreditation process.	Education Program
2. Review application, provide feedback and make request for further information if required.	Within one month of receiving Application Form, Preliminary Report and fees.	OTA & PTA EAP
3. If necessary, review and revise Preliminary Report, respond to any recommendations and resubmit to OTA & PTA EAP.	Within one month of receiving feedback from OTA & PTA EAP.	Education Program
4. Grant Candidacy Status to Program, and include Program in list posted on the OTA PTA EAP website.	Upon successful review of the Preliminary Report by the Joint Accreditation Committee.	OTA & PTA EAP
5. a) Letter sent to program confirming Candidacy Status and outlining next steps including tentative dates for onsite review. b) Submit letter of confirmation to OTA & PTA EAP to participate in full accreditation review	Upon confirmation of Candidacy Status.	OTA & PTA EAP Education Program
6. Submit annual report and fees to OTA & PTA EAP until accreditation award granted.	Yearly until full accreditation review.	Education Program
7. Accreditation review and award. Submission of annual report and fees.	Ongoing	Education Program

### Terms of Candidacy Status

Candidacy Status:

- Is awarded for a maximum of a six-year period
- Ensures a program is in the scheduling roster for an accreditation review according to the OTA & PTA EAP policies

- Requires annual renewal with submission of an annual report and required annual fees
- Requires a report of substantive change if necessary (see Policy [ACC-07 - Substantive Change](#))

An education program awarded Candidacy Status who chooses to publish their status, **must** use one of the two texts below, and include the full name, address and contact information for the OTA & PTA EAP.

*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.*

The onsite accreditation review will be tentatively scheduled upon confirmation of Candidacy Status. Failure to comply with submission of annual fees, an annual report, and any necessary reports of substantive change, will result in the program being placed on Administrative Probation (see [ACC-11 Administrative Probation](#)).

Candidacy Status will be rescinded once a formal decision is taken about the program's accreditation status.

## **The Preliminary Report**

The purpose of the Preliminary Report is for the program to demonstrate its compliance with the criteria for Candidacy Status, and provide early indications of readiness to proceed to a full accreditation review.

### *Processes for the Preliminary Report*

1. The program will submit a Preliminary Report in a narrative format (an electronic version) and provide evidence that addresses each of the criteria for Candidacy Status.
2. The Preliminary Report will be reviewed by the OTA & PTA EAP within one month of submission to ensure there is sufficient evidence of the program's compliance with the

criteria. The program may be requested to submit additional information based on this review.

3. The Preliminary Report will be reviewed by the Joint Accreditation Committee to determine the program's compliance with the criteria. While no judgment of the likelihood of accreditation will be made, one of the following decisions will be made:
  - a) The program demonstrates compliance with the criteria and Candidacy Status is awarded; or
  - b) The program does not demonstrate compliance with the criteria and Candidacy Status is not awarded.

Programs which do not meet Candidacy Status criteria will be given feedback regarding areas of non-compliance. The Candidacy Status application fee will not be returned. If the Program wishes to re-submit its preliminary report to address the area(s) where deficiencies were identified, the re-submission must be accompanied by a \$200 administrative fee. If re-submission occurs more than two years from the initial submission, a second full Candidacy Status application fee must accompany it.

<b>Guideline Number: GUIDE-01</b>	
Date of last revision	Associated documents
<i>May 2011</i>	FORM-01 Candidacy Status
<i>Jan 2012</i>	Application Form
<i>April 2012</i>	FORM-02 Candidacy Status
<i>November 2012</i>	Preliminary Report
<i>June 2013</i>	GUIDE-03 Fee Schedule
<i>Nov 2013</i>	ACC-07 Substantive
<i>Nov 2014</i>	Change
	ACC-11 Administrative
	Probation