

## **OTA & PTA EAP COMMUNICATION AND DECISION MAKING**

The emerging accreditation process for OTA/PTA programs in Canada engages several key stakeholder groups: CAOT and PEAC for the approval of accreditation recommendations as well as substantive changes to standards and to policies and procedures; only CAOT approves Standard 6 (OTA) and only PEAC approves Standard 6 (PTA); OTA/PTA education programs\* for feedback on substantive changes to standards and to policies and procedures; JAC for review of evaluative data, revisions to policies and procedures as well as standards, and for deliberations about accreditation reviews along with subsequent recommendations. To ensure clear lines of communication and decision making, the following guidelines are presented for consideration.

1. CAOT and PEAC (as the respective professional education program accreditation awarding bodies) provide final review of OTA/PTA program accreditation status recommendations from the JAC.
2. JAC submits recommendations for substantive changes to CAOT and PEAC and to education programs. Substantive changes are those that either change the intent of a standard, policy or procedure or are new additions/deletions. They do not include grammatical changes, small editorial changes, or changes that do not change any intent. (A clear rationale for the recommendations is provided to all key stakeholder groups.)
3. PEAC and CAOT can submit recommendations for substantive changes to JAC for discussion and recommendations, with a request to provide a draft of revisions/recommendations for approval to PEAC and CAOT.
4. CAOT, PEAC and education programs are provided with recommendations for substantive changes (with accompanying rationale) to standards and policies and procedures with a minimum of 6 weeks for consideration. The review process within each of these organizations is up to each respective organization, but all communication/ deliberations about recommended changes takes place directly with JAC through the OTA & PTA EAP Program Manager and the Chair of JAC.
5. All discussion about JAC operations and communications takes place with the OTA & PTA EAP Program Manager and/or Chair of JAC directly or as part of a group discussion depending upon the issue.
6. Should a revision/recommendation (or other issue) arise which is challenging to approve due to differing opinions from CAOT and PEAC, it will be brought to the OTA & PTA EAP Advisory Committee (See Terms of Reference) for discussion and compromise. The compromise will then be brought back to CAOT and PEAC for approval, with the president of each organization consequently aware of the discussion surrounding the compromise and able to share the discussion.

7. In some cases, if a revision/recommendation made by the JAC is recognized as being a potentially contentious issue, it may be brought to the OTA & PTA EAP Advisory Committee for discussion prior to presentation at PEAC and CAOT for approval.

\*Consideration to be given to the creation of an Advisory group of OTA/PTA education programs, with representation from both the public and private education program stakeholders.