About the author

Dawn Burnett, PT, PhD, is presently Program Manager of the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation program (OTA & PTA EAP) and Director, Academic Health Council - Champlain Region, an organization to promote interprofessional education and practice. You may contact Dawn at: dawnburnett@sympatico.ca.
use in subsequent ongoing reviews. Draft 3 of the Standards has been translated into French and validated by a group of Francophone OTA and PTA educators.

**Policies and Procedures**
The second cornerstone document of the OTA & PTA EAP, the Policies and Procedures, outlines the accreditation review processes, award procedures and mechanisms. The draft Policies and Procedures document, for use with the pilot reviews, was approved by the OTA & PTA EAP Steering Committee and presented to the Boards of CAOT and PEAC for approval/ratification in May 2011. The Policies and Procedures have been circulated to the members of COPEC and were discussed with this group at its annual meeting in Saskatoon in June 2011. Upon completion of the pilots, the Policies and Procedures will be reviewed according to the feedback received during their use and finalized for application with the programs during the accreditation review schedule.

**Candidacy Status**
The first step in the accreditation review process is the program's application for Candidacy Status. To be eligible for Candidacy Status the program must provide evidence of the following:
- The program is authorized to provide post-secondary education,
- A diploma is granted to students successfully completing the program,
- The program head is a registered occupational therapist or physiotherapist, and
- There is an articulated curriculum framework, a designated program budget and identifiable program space.

By December 2011, it is anticipated that the 19 programs affiliated with the OTA & PTA EAP will have successfully attained Candidacy Status. A list of these programs will be available on OTA & PTA EAP section of the PEAC website (www.peac-aepc.ca/OTA-PTA.html).

**Accreditation Reviews**
As mentioned previously, two pilot accreditation reviews are scheduled for early 2012; an evaluative framework has been developed to review documents and processes associated with the pilots. A preliminary schedule of on-site accreditation reviews has been developed with implementation to begin in the fall of 2012, once evaluation of the pilots is complete.

A Peer Review Team (PRT) training session was held for COPEC members at their annual meeting in Saskatoon in June 2011. Surveyor recruitment and training is ongoing with applications requested from CAOT, COPEC and PEAC for individuals willing to serve as PRT members. Information and application forms can be found on the OTA & PTA EAP section of the PEAC website (see above).

**Committees**

**Steering Committee**
The OTA & PTA EAP is guided by a steering committee which consists of representatives from CAOT, COPEC, PEAC and the program manager. The Steering Committee meets on a monthly basis and is responsible for overseeing and guiding activities related to the development and implementation of the OTA & PTA EAP, establishing subcommittees as required and facilitating communication with stakeholder groups.

**Joint Accreditation Committee**
The Joint Accreditation Committee (JAC) is responsible for determining accreditation awards and reviewing accreditation standards, policies and procedures on an ongoing basis. JAC members include representatives from CAOT, COPEC, PEAC and the public, and they will be appointed in the early 2012. The first meeting of the JAC is scheduled for spring 2012.

**Communication**
Information related to the OTA & PTA EAP is posted on the PEAC website (see above) and is linked directly from the support personnel page of the CAOT website (www.caot.ca/default.asp?pageid=1013). Plans are in place to create a bilingual OTA & PTA EAP website, modeled after the PEAC website, where relevant documents and information will be posted as they are finalized after the pilots.

For more information on the OTA & PTA EAP, to apply for application to the program accreditation process and/or to submit an application to be a PRT member please contact Dawn Burnett, Program Manager OTA & PTA EAP at dawnlburnett@symantic.ca.

**References**


Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program. Policies and procedures – approved May 2011.