

## Occupational Therapist Assistant & Physiotherapist Assistant Education Accreditation Program

---

### POLICY & PROCEDURES

#### ACC-03B: ACCREDITATION DECISIONS (2012 Standards)

##### NOTE:

This policy applies to education programs whose onsite accreditation review took place AFTER Jun 1, 2017.

For onsite reviews between Nov 2013 and May 31, 2017 see ACC-03A.

For onsite reviews before Nov 2013 see ACC-03 Pilot

##### PREAMBLE

Accreditation is a quality review process that involves an integrated system of continuous assessment, evaluation, and improvement to comply with specified accreditation standards. The condition of being accredited provides the public and other stakeholders with assurance that an education program has fulfilled its commitment to educational quality by meeting a set of nationally accepted standards. The accreditation process promotes a high quality of education and supports continued growth and development of educational programs.

In all of its operations, the OTA & PTA EAP believes in:

- Collaboration: authentically engage key stakeholders
- Respect: demonstrate inclusivity and value differences and diversity at individual, program and societal levels
- Quality: foster continuous quality improvement and excellence.
- Fairness: apply standards, policies and processes consistently and objectively at all times
- Accountability: demonstrate responsible decision-making and resource management
- Transparency: inspire confidence through openness, communication and integrity

Policies and procedures related to making decisions about accreditation must be grounded in principles of quality, equity, consistency, transparency, and objectivity. The remainder of this document outlines the policies and procedures related to decisions about accreditation status for programs who have completed the Onsite Accreditation Review and for programs submitting Progress Review Reports.

## 1.0 POLICY

### 1.1 Core Evaluative Criteria

The OTA & PTA EAP considers compliance with eight of the criteria essential for accreditation. Education programs must demonstrate compliance with the Core Criteria listed below, including any Sub-Criteria which are Core. Non-compliance with any of these Core Criteria will result automatically in either Probationary Accreditation or Non-Accreditation. When a Sub-Criterion which is Core is Not Met, the entire criterion is considered to be Not Met.

Criterion 1.1     **CORE** The educational program is situated in an institution authorized under applicable law to provide postsecondary education in Canada.

Criterion 1.4     **CORE** The program lead is a registered occupational therapist or physiotherapist who has the ability to provide leadership for the faculty, staff, and students and management of the program.

1.4.1     The program lead has adequate authority and resources to administer the program.

If sub-criterion 1.4.1 (not Core) is not Met, but criterion 1.4 (Core) is Met or Partially Met, then Criterion 1.4 is Partially Met.

Criterion 1.5     **CORE** The program has adequate financial resources to achieve its stated goals and objectives and assure its continuing operation.

Criterion 2.1     The number and qualifications of faculty meet the program's mission, goals, and objectives through education administration, curriculum development, instructional design and delivery, and evaluation of outcomes.

2.1.1     **CORE** The occupational therapy content of the curriculum is overseen and taught by a registered occupational therapist with relevant academic and professional qualifications.

2.1.2     **CORE** The physiotherapy content is overseen and taught by a registered physiotherapist with relevant academic and professional qualifications.

If sub-criterion 2.1.1 (Core) is Not Met, Criterion 2.1 is also Not Met.

If sub-criterion 2.1.2 (Core) is Not Met, Criterion 2.1 is also Not Met.

Criterion 3.4 **CORE\*** The program provides clinical education/fieldwork experiences in occupational therapy and physiotherapy that enable students to achieve the learning outcomes.

3.4.1 **CORE** Clinical/fieldwork education includes a minimum of 500 hours in the clinical setting.

3.4.2 **CORE\*** Clinical/fieldwork education includes no less than 30% (150 hours) of the total time in each discipline for each student.

3.4.3 **CORE\*** A registered occupational therapist faculty advisor is available to students and preceptors on issues related to occupational therapy practice in fieldwork. Similarly, a registered physiotherapist faculty advisor is available to students and preceptors on issues related to physiotherapy practice in fieldwork.

If sub-criterion 3.4.1 (Core) is Not Met, Criterion 3.4 is also Not Met

If sub-criterion 3.4.2 (Core) is Not Met, Criterion 3.4 is also Not Met

If sub-criterion 3.4.3 (Core) is Not Met, Criterion 3.4 is also Not Met

**\*NOTE:** The 2012 OTA & PTA EAP Accreditation Standards were revised in July 2016 to incorporate a change to Criterion 3.4: both 3.4.2 and 3.4.3 became CORE criteria. This change will be phased in by January 1, 2020. Please see [GUIDE-11: Tracking Fieldwork Hours](#) for further details.

## 1.2 Accreditation Decisions

There are three options for accreditation decisions:

- i Accreditation,
- ii Non-Accreditation, or
- iii Deferral of decision.

The program's compliance with the evaluative criteria in each of the six standards provides the evidence for the accreditation award, and decisions about these options are made based on the following parameters:

Criterion Met		Criterion Partially Met	Criterion Not Met
No Concerns	Recommendation(s) for continued improvement	Needs Improvement	Requirement Not Met  OR Required Improvements Not Made
No Progress Report(s) Required		A response describing improvement is required in a Progress Report.	The program must provide evidence of compliance in a Progress Report.

Criterion Met with Commendation:

Feedback to the program; a response is not required.

Example

**Criterion 3.4** CRITERION MET with Commendation

The program is recognized for its effort and innovation in the development of novel OTA fieldwork experiences to demonstrate compliance with accreditation standards.

Criterion Met with Recommendations for Continued Improvement:

Feedback to the program; a response is not required.

Example

**Standard 6 OTA/PTA Competencies** CRITERION MET with Recommendations for Continued Improvement

The accreditation documentation clearly indicates that there are objectives and supporting evidence for all criteria in Standard 6. The program may wish to consider ways and means whereby these various objectives and their supporting evidence can be easily tracked for future reference and accreditation reviews.

Criterion Partially Met:

Improvement is needed. A response describing improvements is required in a Progress Report.

Example

**Criterion 1.5:** The program has adequate financial resources to achieve its stated goals and objectives and assure its continuing operation.

CRITERION PARTIALLY MET

At the time of the accreditation review, a program's current budget is balanced but it is recognized that cuts to the program are imminent, and the budget next fiscal year will be in deficit.

Example

**Criterion 2.1:** The number and qualifications of faculty meet the program's mission, goals, and objectives through education administration, curriculum development, instructional design and delivery, and evaluation of outcomes.

CRITERION PARTIALLY MET

At the time of the accreditation review, a program relied on a small number of faculty for implementation of the curriculum, carrying out many committee responsibilities and for all the program development. While several additional instructors were engaged on contract to have a high level of involvement in program development and implementation, as well as to participate in various program committees, they had an insecure status as their contracts were renewed annually, thus putting the longer-term quality of the program at risk.

Criterion Not Met:

The criterion is not met (accreditation review) OR required improvements have not been made (progress review). Program must provide evidence of compliance in a Progress Report.

Example

**Criterion 3.4.2:** Clinical/fieldwork education includes 150 hours of the total time in each discipline for each student.

CRITERION NOT MET:

A program provides evidence of only 110 fieldwork hours in OTA-specific practice for three students.

This would mean that Core Criterion 3.4 was Not Met. Probationary Accreditation or Non-Accreditation would result.

I. Accreditation

I.a. Accreditation Fully Compliant

A program demonstrates evidence of compliance with 100% of the evaluative criteria (ie. there is evidence to indicate that all criteria in each of the six standards have been fully or partially met no criterion identified as Not Met).

Award: Accreditation

Options: Progress report required only in the event that one or more criteria are identified as partially met, and until all criteria are fully met.

I.b. Accreditation Partially Compliant

A program demonstrates compliance with all of the established Core Criteria and Core Sub-Criteria (i.e. there is evidence to indicate that all Core Criteria have been fully or partially met).

AND

A program demonstrates compliance with 80% of the evaluative criteria in Standard 6 (OTA).

AND

A program demonstrates compliance with 80% of the evaluative criteria in Standard 6 (PTA).

AND

A program demonstrates compliance (i.e. fully or partially met) with 80-100% of the evaluative criteria in a minimum of three of the remaining standards and 50-79% of the evaluative criteria in a maximum of two standards.

Award: Accreditation

Options: Progress reports required until the all criteria are fully met. Failure to demonstrate progress towards full compliance may result in a change to probationary accreditation. Progress reports are required in 6 to 24 months from the date of the accreditation decision.

#### I.c. Probationary Accreditation

A program demonstrates compliance with less than 100% of the established Core Criteria and Core Sub-Criteria (i.e. one or more Core Criteria or Core Sub-Criteria are Not Met).

OR

Fewer than 50% of the evaluative criteria in one standard are fully or partially met (i.e. more than 50% of the evaluative criteria in one standard are Not Met).

OR

A program demonstrates compliance with 80% of Standard 6 but fewer than 80% of the evaluative criteria in three or more remaining standards are fully or partially met (i.e. more than 20% of the evaluative criteria in three or more standards are not met).

OR

A program fails to demonstrate evidence of progress from partial towards full compliance.

OR

A program fails to demonstrate evidence of progress from probationary towards partial or full compliance.

Award: Accreditation

Options: The maximum length of time a program can maintain probationary accreditation status is two years. Failure to demonstrate evidence that all evaluative criteria are fully or partially met by the end of this time period will result in non-accreditation status. The timeframe may be extended by the OTA & PTA EAP if the program is able to demonstrate significant progress toward becoming compliant with accreditation standards and criteria.

A Progress Report will be required within 3 to 12 months of the accreditation award depending on the severity of the identified concerns. When a program demonstrates significant progress towards resolution of all outstanding areas, the OTA & PTA EAP may modify the program’s accreditation status to partially or fully compliant.

Failure to demonstrate significant progress within the period specified in the Accreditation Review and Status Report will result in non-accreditation status at any time in the two-year probationary period. If an additional on-site review is required, the program will be responsible to pay for any related expenses and will be invoiced a \$2500 administrative fee.

Award	Descriptor	Requirements	Number of Standards
Accreditation	Fully Compliant	100%	6
Accreditation	Partially Compliant	100% CORE AND 80% AND 80-100% AND 50-79%	(Criteria 1.1, 1.4, 1.5, 2.1.1, 2.1.2, 3.4, 3.4.1, 3.4.2, 3.4.3)  Standard 6 (OTA and PTA)  3 remaining  ≤2
Accreditation	Probationary	<100% CORE OR <50% OR <80%	(Criteria 1.1, 1.4, 1.5, 2.1.1, 2.1.2, 3.4, 3.4.1, 3.4.2, 3.4.3)  ≥1  ≥3 (excl Standard 6)

## II. Non-Accreditation

A program does not meet the requirements for probationary accreditation.

OR

A program with probationary accreditation has failed to demonstrate sufficient progress within the specified period (i.e.: Fails to meet requirements outlined in AR & SRs).

Options: A program may re-apply to initiate a full accreditation review at any time following the notice of non-accreditation status. When a program re-applies for a full accreditation review, it will have to provide evidence in its application that the identified areas on noncompliance have been addressed. A program remains non-

accredited until a full accreditation review is completed and a change in accreditation status is made.

### III. Deferral of Decision

A decision will be deferred if it is deemed that further information is required from the program before a decision can be taken or when extenuating circumstances impact upon the program or accreditation process.

#### 1.3 Responsibility for Decision Making

Peer Review Team (PRT) members are responsible for verifying and supplementing evidence provided by the education program in the Self-Study Report; assessing the program within the context of its environment; and preparing and submitting a report about the program's compliance with each of the OTA & PTA EAP accreditation criteria. While Peer Review Team members provide the Joint Accreditation Committee (JAC) with a recommendation regarding the extent of a program's compliance with each accreditation criterion, PRT members do not make any recommendations regarding a program's overall accreditation status.

The Joint Accreditation Committee (JAC) of the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP) has the authority to make an accreditation award recommendation regarding an education program to the Boards of Directors of CAOT and of PEAC. Two members of the Joint Accreditation Committee (the Primary Reviewers) are appointed to lead the program review, provide a Primary Reviewer Report, and make a recommendation for a program's accreditation status for discussion during the JAC meeting.

If a JAC member was a member of the Peer Review Team for the review of the program whose accreditation is being considered, he/she must abstain from the voting about the program's accreditation award recommendation and may only clarify (not add to) the information contained in the PRT report. If a JAC member was a faculty member of the program whose accreditation is being considered, he/she must leave the room for the discussion and abstain from the voting about the program's accreditation status.

The accreditation award recommendation made by the JAC is presented for review by the Boards of Directors of CAOT and of PEAC who make an accreditation award decision.

#### 1.4 Documents Used for Decision-Making

Recommendations about a program's accreditation status are made by the JAC based on information from the following sources, which are incorporated into an Accreditation Dossier for consideration by the JAC:

- The program's Self Study Report and related evidence
- The PRT Report
- The response of the program to the PRT Report
- Primary Reviewer Report

Additional information may be gathered by the JAC from the PRT chair, as required, for clarification purposes only

#### 1.5 Accreditation Cycle

The accreditation award is for a six-year period which commences on the date that the Boards of CAOT and PEAC make an accreditation award decision and terminates six years from that date or the date the new accreditation award is granted.

#### 1.6 Notification of Decisions Made about a Program's Accreditation Status

Following the accreditation award decision, a letter and the Accreditation Review and Status Report (AR & SR) are sent to the college administrator responsible for the program. Copies of the letter and AR & SR are sent to the program coordinator and any other administrative individuals identified by the program coordinator. Information is included in the letter about any follow-up requirements on the part of the program.

JAC members and PRT members receive notification of the accreditation decision and delivery of the AR&SR but will not receive a copy.

#### 1.7 Definition of a New OTA/PTA Education Program

A new education program is defined for accreditation purposes as follows:

- A newly developed education program which has not yet graduated a cohort at the time of their SSR submission.
- An education program whose substantive change submission results in the program being deemed a new program and would be required to apply for Candidacy Status. ([ACC-14 Candidacy](#))

## 1.8 Accreditation of New Programs

If a new program wishes the first class of students to be considered as graduates from an accredited program, the accreditation process must be completed and an accreditation award decision made and awarded before any students graduate from the program. For this reason, at the time of the accreditation review, the program will be unable to demonstrate compliance with evaluative criteria 3.4, 4.2, 4.3, and 4.4. New programs may be awarded probationary accreditation status while accumulating evidence to demonstrate stronger compliance with the evaluative criteria.

## 1.9 Requests for Administrative Extension to Candidacy Status and Accreditation Status

From time to time the JAC may consider providing an extension to a program's candidacy or accreditation status. The extension would be for a limited time for the purpose of addressing operational and resource issues related to, for example, the number of accreditation reviews in one year or a program's extenuating circumstance.

## 1.10 Maintenance of Accreditation Status

In order to maintain candidacy or accreditation status once awarded, education programs must ensure compliance with the following requirements:

- i) submission of Progress Reports as required in the Accreditation Review & Status Report (AR & SR) (accredited programs only),
- ii) submission of an Annual Accreditation Report (online survey),
- iii) payment of an annual fee, ([GUIDE-03 Fee Schedule](#))
- iv) reporting of any substantive change in an education program which may affect compliance, ([ACC-07 Substantive Change](#))
- v) publication of accreditation status, and
- vi) use of approved text to publicly disclose candidacy status, if choosing to publish candidacy status.

Failure to comply with these requirements will result in a program being placed on Administrative Probation, and may result in non-accreditation status, or, in the case of a program with candidacy status, termination of the program's affiliation with the OTA & PTA EAP. (ACC-11 Administrative Probation)

## 2.0 PROCEDURES

### 2.1 Dossier Preparation

#### 2.1.1 Editing of the PRT reports

OTA & PTA EAP staff, or a designate, will review the offsite and onsite PRT reports and make any editorial changes as required. The editing process is to ensure that the PRT reports include appropriate terminology, that comments made about each criterion are specific to that criterion and are supported by evidence; and there are no statements about recommendations for accreditation.

#### 2.1.2 Review of the PRT reports by the education program

Once the editing process is complete, the offsite report is forwarded to the program coordinator to assist in preparation for the onsite visit.

Documentation requested for submission prior to the onsite visit by the PRT during the offsite review is the responsibility of the education program to prepare.

The onsite report is also forwarded to the program coordinator who is given two weeks to review the report. The review of the PRT report by the program is intended for correction of factual errors and for clarification. It is not intended to provide an opportunity for a detailed "rebuttal" document, or for new, updated, or more detailed information available since the visit date to be added. This creates a process fair and consistent for all programs undergoing an accreditation review. The program's response is included in the accreditation dossier.

#### 2.1.3 Content of the confidential accreditation dossier

OTA & PTA EAP staff prepare the confidential dossier that will be used by the JAC during the accreditation award recommendation process. The confidential dossier includes: the program's Self-Study Report, the onsite PRT report, and the program's response to the PRT Report.

### 2.2 Primary Reviewers

Two JAC members are appointed to act as the Primary Reviewers for each program for which an accreditation award recommendation is being made.

For each accreditation review, the Primary Reviewers receive the:

- i) Program's confidential dossier,

- ii) Primary Reviewer's Summary Template, which includes the accreditation standards used for the review, and
- iii) Policy - ACC-03B: Accreditation Decisions.

The role of the Primary Reviewers is to collaboratively:

- Review the program's confidential dossier;
- Present a summary of the Peer Review Team members' views about the program's compliance with the accreditation standards and criteria, incorporating the Program's Response with the PRT Report;
- Present a summary about their views of the program's compliance with the accreditation standards and criteria; and
- Make an initial determination of the level of the program's compliance with the accreditation standards.

## 2.3 Procedures for meetings regarding accreditation awards

### 2.3.1 Meeting preparation

Prior to meetings, JAC members are responsible to review the policies and procedures related to making recommendations about a program's accreditation status as well as any related program accreditation materials that are distributed in advance of the meeting, including the confidential dossier for each program being reviewed.

### 2.3.2 Consideration of a program's accreditation status

Steps taken during the meeting related to consideration of a program's accreditation status include:

- The Chair asks if there are any declared conflicts of interest for the decision-making process related to the program or programs under consideration.
- The Chair asks for a motion regarding the decision-making policy that will be used for the meeting.
- A motion to accept the Primary Reviewer report is made by one of the Primary Reviewers.
- If the motion is passed the Primary Reviewers present the following information:
  - i) Their views about the program's compliance with the accreditation standards and criteria,

- ii) A summary of the PRT members' views about the program's compliance with the accreditation standards and criteria, incorporating the Program Response with the PRT Report; and
  - iii) A recommendation for the program's accreditation status.
- The Chair of the meeting calls for questions or comments from the members and allows for discussion of pertinent areas.
  - Following discussion, and before the final motion is made by the JAC about the accreditation award recommendation for the education program, the members make a final determination of the program's level of compliance with the accreditation standards.
  - A Primary Reviewer proposes a motion regarding the JAC's recommendation for the program's accreditation status.
  - Once the motion is passed, the JAC suggests proposed content for the program's Accreditation Review and Status Report including reasons for the accreditation award recommendation, any follow-up action required, and dates for any required progress reports or re-visits, with specific areas to be addressed in the reports or visits.
  - The Program Manager of the OTA & PTA EAP submits the accreditation award recommendation to the Boards of Directors of CAOT and PEAC.
  - The Boards of Directors review the accreditation award recommendation and make a decision regarding the education program's accreditation status.

#### 2.4 Follow-up regarding accreditation decisions

An official report will be prepared by the OTA & PTA EAP and forwarded to the program following the accreditation award decision made by the Boards of Directors in relation to the program's accreditation status. The report, in the form of an Accreditation Review and Status Report (AR & SR), will include the following information:

- Name of the program, and the college/university
- Accreditation status
- Effective date for the accreditation status
- Explanation of the reasons for the decision about accreditation status

- The extent to which the program is in compliance with the OTA & PTA EAP accreditation standards and criteria including an explanation for the findings
- Commendations
- Action required by the program

#### 2.4.1 Probationary Accreditation

Probationary Accreditation status is granted when a program has been found to have significant areas where there is non-compliance and/or partial compliance with the accreditation standards and criteria or when the program has not addressed required actions as outlined in the previous AR & SR.

The OTA & PTA EAP will provide the program coordinator, the administrator to whom the program coordinator reports and the administration with written documentation about the Probationary Accreditation status including specific information about how the program is judged to be in non-compliance or partial compliance and a deadline date for the program to become compliant with the accreditation standards and criteria. Within two weeks of receipt of the AR & SR, the program coordinator and the administrator to whom the program coordinator reports are required to inform the faculty, instructors, staff, students enrolled in the program and students seeking enrollment in the program about the Probationary Accreditation status. The OTA & PTA EAP will request evidence of notification.

The required language to be used to notify students, and potential students, of the probationary accreditation status is:

*The Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP) is responsible for accrediting OTA/PTA education programs. The (Program NAME at Institution NAME), following the most recent (Accreditation Review visit/Progress Report submission), has received notice from the OTA & PTA EAP that the program has been awarded Probationary Accreditation Status. Probationary status is awarded when deficiencies are identified with respect to compliance with some of the accreditation standards and criteria.*

*Program NAME will be working towards fixing these identified deficiencies, with the goal to be awarded Partial or Full Accreditation status. In the unlikely event that the Program NAME is awarded non-accreditation status in the future, students in their graduating year who successfully complete*

*the program within the original time frame scheduled for their graduation, will be considered as graduates of an accredited program. All other students enrolled in the program will not be considered graduates of an accredited program if Program NAME is awarded non-accreditation status before their graduation.*

*Details regarding accreditation decisions, including probationary accreditation status, can be found on the OTA & PTA EAP website ([otapta.ca](http://otapta.ca)). Any questions can be directed to Program NAME faculty member.*

The maximum length of time a program can maintain Probationary Accreditation status is two years. The program will be required to submit Progress Reports, at specified times, to indicate progress towards becoming compliant with the accreditation standards and criteria. An onsite review visit may be required to assess the program's compliance. If this is the case, the program will pay the expenses of the onsite review and will be invoiced a \$2500 administration fee.

Probationary Accreditation Status → Accreditation, Partially or Fully Compliant:

A change of status from probationary to partially or fully compliant would occur when a program demonstrates significant progress towards resolution of all outstanding areas. This change can take place at any time within the two years.

Probationary Accreditation Status → Non-Accreditation:

The OTA & PTA EAP may withdraw the program's Probationary Accreditation status if the following situations occur:

1. The program fails to demonstrate evidence of substantial compliance with the accreditation standards and criteria within the specified reporting time; or
2. The JAC receives clear evidence that circumstances exist that further jeopardize the capability of the program or the institution to provide an acceptable educational experience for the students.

This change can take place at any time within the two years.

#### 2.4.2 Non-Accreditation

When non-accreditation status is awarded the following conditions will apply:

### 1. Effective Date of Decision

The decision shall become effective thirty days after the date on which the official notification of the decision is sent to the institution. If the institution appeals the accreditation decision (see ACC-04 Accreditation Decision Appeal Process), the effective date of the decision shall be the date upon which the appeal process is completed.

### 2. Notification regarding non-accreditation

The OTA & PTA EAP will provide written notification to the program coordinator, the administrator to whom the coordinator reports and the administration, that will include specific information about where the program is judged to be non-compliant and/or in partial compliance with the accreditation standards and criteria and the basis for the decision of non-accreditation.

The written notification of the change in accreditation status will: a) advise the institution that it has the right to appeal the decision; and b) provide institution with a copy of Policy ACC-04 Accreditation Decision Appeal Process.

Within two weeks of the effective date of the decision, the program coordinator and the administrator to whom the program coordinator reports are required to individually inform the faculty, instructors, staff, students enrolled in the program and students seeking enrollment in the program about the Non-Accreditation status. The OTA & PTA EAP will request evidence of notification.

Within two weeks of the effective date of the decision, the program must remove any statement identifying the program as accredited by the OTA & PTA EAP from their website and in all publications.

### 3. Impact on students

If a program with accreditation fully or partially compliant loses accreditation status, students who started in the program will be considered as graduates of an accredited program, if the program respects certain conditions. The conditions, may, for example, specify requirements for academic education of fieldwork and will be specified by the JAC on a program-by-program basis.

If a program with probationary accreditation loses accreditation status, the impact on students enrolled in the program on the effective date of the non-accreditation is as follows:

- Students in their final year of study will be considered to be graduates of an accredited program, if they successfully complete the program within the original time frame scheduled for their graduation.
- Students not in their final year of study will not be considered graduates of an accredited program.

If a program admits students while under probationary accreditation and the program moves to non-accreditation status, those students will be considered as graduates of a non-accredited program. Therefore, it is critical that those students seeking enrollment in the program are informed of the program's Probationary Status as required by the OTA & PTA EAP (see 2.4.1).

#### 4. Publication of Decision (Non-Accreditation)

The education program and the institution must publish the fact that the program received a non-accreditation status. This must include i) individual notification to all prospective students, and to all students enrolled in the program at the time the non-accreditation status was awarded; and ii) publication on the program's web site.

The required language to notify students of the non-accreditation status decision is:

*The Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP) is responsible for accrediting OTA/PTA education programs. The (Program NAME at Institution NAME), following the most recent (Accreditation Review visit/Progress Report submission), has received notice from the OTA & PTA EAP that the program is deemed non-accredited, due to lack of compliance with the Accreditation Standards and criteria.*

*Students in their graduating year who successfully complete the program within the original time frame scheduled for their graduation, will be considered as graduates of an accredited program. All other students enrolled in the program will not be considered graduates of an accredited program upon graduation.*

*Details regarding accreditation decisions can be found on the OTA & PTA EAP website (otapta.ca). Any questions can be directed to Program NAME faculty member.*

The OTA & PTA EAP will remove the education program's name from the list of accredited education programs on the OTA & PTA EAP website. Notice of non-accreditation will be included in the PEAC Annual Report.

#### 5. Re-application for accreditation

Should a program awarded non-accreditation status wish to re-apply for accreditation, the program will be required to wait a minimum of one year from the effective date of the decision. Following the one year wait period, the program must re-apply for and be awarded candidacy status before being scheduled for a full accreditation review and accreditation decision.

Upon formal request the JAC may consider an expedited review. The formal request should outline in detail how the program has addressed the deficiencies identified in the notice of non-accreditation. An administrative cost of \$200 to file a formal request will apply.

### 2.5 Publication of Accreditation Decisions

#### 2.5.1 Publication by the OTA & PTA EAP

All final decisions made in the fiscal year (January 1 to December 31) about candidacy status and accreditation awards will be published in the PEAC Annual Report. The list will include start/end dates of candidacy status awards, and start/expiry dates of accreditation awards.

The full list of education programs with accreditation status and with candidacy status awarded by the OTA & PTA EAP will be published on the OTA & PTA EAP website and will include start/end dates of candidacy status awards and start/expiry dates of accreditation awards.

#### 2.5.2 Publication by the education program

It is required for an accredited program to publish its accreditation status, as part of their responsibility to maintain compliance with the accreditation standards. This information must be easily accessible for prospective and current students and other stakeholders/partners in the education program and must be visible on the program's website.

The required text for publishing this information is:

*"The (name of program) at (Institution) has been accredited by the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP) in collaboration with Physiotherapy Education Accreditation Canada (PEAC) and the Canadian Association of Occupational Therapists (CAOT). The status of Accreditation was granted to*

*the program on (date decision was taken) for the period until (the end of the accreditation cycle)."*

When and wherever an education program makes public disclosure of its accreditation status, it must include the full name, address and contact information for the OTA & PTA EAP as: *Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program, c/o Physiotherapy Education Accreditation Canada, Suite 26, 509 Commissioners Road West, London, Ontario, N6J 1Y5, (226) 636-0632, [www.otapta.ca](http://www.otapta.ca).*

Should the program choose to make public the contents of its accreditation reports, including the Accreditation Review and Status Report, the reports must be published in full. ([ACC-09 - Disclosure](#))

In the case of disclosure of candidacy status or accreditation status in violation of the procedures described in [ACC-09 Disclosure](#), the program will be given 30 days to address any violation and provide evidence of the OTA & PTA EAP that the disclosure (s) are in compliance with the policy.

Policy Number: ACC-03B	
Last revision	Associated documents
May 2011	<a href="#"><u>Program Accreditation Handbook</u></a>
Nov 2012	<a href="#"><u>PRT Handbook</u></a>
May 2014	<a href="#"><u>ACC-04 Accreditation Decision Appeal Process</u></a>
Nov 2014	<a href="#"><u>ACC-09 Disclosure</u></a>
Nov 2016	<a href="#"><u>ACC-11 Administrative Probation</u></a>
Apr 2017	
Jun 2017	
Apr 2019	