

# CANDIDACY STATUS

## APPLICATION PACKAGE

Revised 2017

OCCUPATIONAL THERAPIST ASSISTANT & PHYSIOTHERAPIST ASSISTANT  
EDUCATION ACCREDITATION PROGRAM



## PREFACE

This Candidacy Application package contains information for education programs about applying for Candidacy Status with the OTA & PTA EAP, including the applicable policies and application forms.

Please be sure to review the contents thoroughly and contact the OTA & PTA EAP Program Manager directly for questions and support.

## INCLUDED IN THIS PACKAGE

- 1 Candidacy Status – The First Step in the Accreditation Process
- 2 Policy ACC-14 Candidacy Status
- 3 FORM-01 Candidacy Status Application
- 4 FORM-02 Candidacy Status Preliminary Report

## Candidacy Status – The First Step in the Accreditation Process

Application for candidacy status is a pre-requisite for occupational therapist assistant and physiotherapist assistant education programs to enter the accreditation process. While candidacy status denotes a formal affiliation of the education program with the OTA & PTA EAP, it does not assure future attainment of accreditation status.

Education programs interested and prepared to begin the accreditation process by applying for candidacy status (*ACC-14 Candidacy Status*) must complete the necessary application form (*FORM-01*), preliminary report (*FORM-02*) and evidence as described on the OTA & PTA EAP website, along with the candidacy status fee (*GUIDE-03 Fee Schedule*).

In the preliminary report, the program 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 post-secondary education
- the individual responsible (i.e., program head/coordinator/director) for the OTA & PTA education program is a registered occupational therapist or physiotherapist registered with no conditions with the appropriate provincial regulatory body
- the education program includes 500 OTA/PTA fieldwork hours, of which 150 hours are OTA hours and 150 hours are PTA hours (single discipline programs must include 350 fieldwork hours)<sup>1</sup>
- 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
- There is:
  - a curriculum framework document and an articulated educational philosophy
  - a designated sustainable budget
  - identifiable program space

The purpose of the preliminary report is for the program to demonstrate its compliance with the criteria for candidacy status, and to provide early indications of readiness to proceed to a full accreditation review. The preliminary report should provide evidence (not only narration) that addresses each of the above criteria. It is submitted electronically to the OTA & PTA EAP and will be reviewed by OTA & PTA EAP staff 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.

The preliminary report will be then 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**

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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.

b) The program does not demonstrate compliance with the criteria and candidacy status is not awarded

Programs who 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 still wishes to participate in the accreditation process, it must re-submit its preliminary report to address the areas where deficiencies were identified. Re-submission of a preliminary report within two years of the initial submission must be accompanied by a \$200 administrative fee. If re-submission occurs more than two years after the initial submission, it must be accompanied by a second full candidacy status application fee.

## OCCUPATIONAL THERAPIST ASSISTANT & PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

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### POLICY & PROCEDURES ACC-14 –CANDIDACY STATUS

#### PREAMBLE

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.

Candidacy status provides an opportunity for education programs to work with the OTA & PTA EAP and to develop an understanding of how the accreditation standards serve as benchmarks for quality educational programs. It ensures access to informational opportunities about accreditation standards, self-study reports, reviews and processes and gives stakeholders assurance that a program has established a formal relationship with the accrediting agency. Candidacy status acknowledges that the program has met the minimum criteria required to proceed to a full accreditation review.

#### 1.0 POLICY

- 1.1. Programs seeking accreditation must first apply for, and be awarded, candidacy status. Candidacy status represents a non-accredited affiliation with the OTA & PTA EAP indicating that an occupational therapist assistant (OTA) education program and/or physiotherapist assistant (PTA) education program in Canada is preparing for accreditation.
- 1.2. In order to be awarded candidacy status a program must provide evidence that:

Criterion
1. a certificate/diploma is granted by the educational institution.
2. the education program is affiliated with an institution authorized under applicable law to provide postsecondary education.
3. 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.
4. 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.

Criterion

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.

5. there is a curriculum framework document and an articulated educational philosophy
6. the program has a designated sustainable budget to achieve its stated goals and objectives.
7. there is identifiable program space

- 1.3. Applications for candidacy status must include a completed candidacy status application form ([FORM-01](#)), as well as a preliminary report ([FORM-02](#)) and appendices as required to provide evidence of compliance with the candidacy status criteria. The application must be accompanied by the required candidacy status application fee (see [GUIDE-03 Fee Schedule](#)).
- 1.4. Applications for candidacy status will be considered twice a year at face-to face Joint Accreditation Committee (JAC) meetings. The date for submission of a candidacy status application for consideration at the next JAC meeting will be posted on the OTA & PTA EAP website.
- 1.5. The JAC reviews candidacy status applications and makes a determination of compliance or non-compliance with candidacy status criteria. While no judgment of the likelihood of accreditation will be made, the JAC will make one of the following decisions:
  - 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
- 1.6. Programs who do not demonstrate compliance with the candidacy status criteria will be given feedback regarding areas of non-compliance. The candidacy status fee will not be returned. If the program wishes to re-submit its application to address the areas of non-compliance, the resubmission must be accompanied by a \$200 administrative fee. If re-submission occurs more than two years from the initial submission, it must be accompanied by a second full candidacy status application fee.
- 1.7. Programs demonstrating compliance with candidacy status criteria will be awarded candidacy status. The program's name and status will be added to the list of affiliated programs on the OTA & PTA EAP website.
- 1.8. Programs awarded candidacy status by the JAC will be invoiced for the full annual accreditation fee beginning in the January of the calendar year following award of candidacy status.

- 1.9. Candidacy status is awarded for a maximum of a six-year period and will be rescinded once a full accreditation review is complete and an accreditation decision is made regarding the program's accreditation status.
- 1.10. Publication of candidacy status by the program is optional. Should a program choose to publish its candidacy status it must use required text below as provided by the OTA & PTA EAP, and include the full name, address and contact information for the OTA & PTA EAP.
- 1.11. Maintenance of candidacy status requires:
  - payment of the required annual accreditation fee
  - submission of reports of substantive change should changes within the program affect compliance with candidacy status criteria, including change in leadership/contact information (for details about changes requiring submission of a report of substantive change see policy [ACC-07 Substantive Change](#))
  - completion of the online annual report survey, sent to programs via URL link in January each year
  - use of the required candidacy status text, should the program choose to publish its candidacy status
- 1.12. Failure of the program to meet the requirements to maintain candidacy status will result in the program being placed on administrative probation (see policy [ACC-11 Administrative Probation](#)), and may result in the rescindment of candidacy status.
- 1.13. A program with candidacy status may voluntarily withdraw from the accreditation process at any time (see [ACC-15 Voluntary Withdrawal from Accreditation Process](#)), and disclose the decision to withdraw as outlined in policy [ACC-09 Disclosure](#).
- 1.14. A program which has successfully withdrawn from the accreditation process and which 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 be seen to affect future application for candidacy. Any fees unpaid at the time of withdrawal would be due upon re-application (see policy [ACC-15 Voluntary Withdrawal from Accreditation Process](#)).

## **2.0 PROCEDURES**

- 2.1 The education program submits a candidacy status application, including the application form ([FORM-01](#)), a preliminary report (see template [FORM-02](#)) and required candidacy status application fee (see [GUIDE-03 Fee Schedule](#)).
- 2.2 Within one month of submission, OTA & PTA EAP staff review the application, and request additional information or clarification if required. The program is given the opportunity to revise the application and respond to requests/recommendations.

- 2.3 The JAC, at its next face to face meeting, completes a paper review of the candidacy status application and determines compliance of the program with the candidacy criteria.
- 2.4 If the program is not compliant with all candidacy status criteria, it will be notified and will be given feedback regarding the areas of non-compliance. The program can re-submit within two years of the original submission for an administrative fee of \$200.
- 2.5 If the program is compliant with all candidacy status criteria, the JAC will award candidacy status. The program will be notified, and the program will be added to the list of affiliated programs on the OTA & PTA EAP website.
- 2.6 A program awarded candidacy status will be scheduled for a full accreditation review within three years of becoming a candidate for accreditation.
- 2.7 A program choosing to publish its candidacy status must use the following required text:

*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.*

- 2.8 Programs choosing to voluntarily withdraw from candidacy status must submit the decision to withdraw in accordance with [ACC-15 Voluntary Withdrawal from Accreditation Process](#).
- 2.9 A notification/request to voluntarily withdraw from the accreditation process must be received by the OTA & PTA EAP by August 31st each year in order for the program to avoid paying annual accreditation fees for the following calendar year.

<b>Policy Number: ACC-14</b>	
Date of last revision	Associated documents
<i>Nov 2015</i> <i>April 2016</i>	<a href="#">Program Accreditation Handbook</a>
	<a href="#">GUIDE-01 Candidacy Status</a>
	<a href="#">FORM-01 Candidacy Status Application</a>
	<a href="#">FORM-02 Candidacy Status Preliminary Report Template</a>
	<a href="#">ACC-07 Substantive Change</a>
	<a href="#">ACC-09 Disclosure</a>
	<a href="#">ACC-11 Administrative Probation</a>
	<a href="#">ACC- 15 Voluntary Withdrawal from Accreditation Process</a>
	<a href="#">FORM-11 Voluntary Withdrawal from Accreditation Process</a>
	<a href="#">GUIDE-03 Fee Schedule</a>



## OCCUPATIONAL THERAPIST ASSISTANT AND PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

### FORM-01 CANDIDACY STATUS APPLICATION FORM

#### **SECTION 1**

1. Name of Educational Institution:
2. Address:
3. Title of OTA & PTA Education Program:
4. Title of Certificate/Diploma granted upon completion of the program:
5. Length of Program (months):

#### **SECTION 2**

If the education program has not yet admitted its first cohort of students, please skip immediately to **SECTION 3**

6. Program Coordinator Information:  

Name:  
Title:  
Discipline (OT or PT):  
College Registration Number:  
Contact Information:

7.	Administrator to whom the Program Coordinator Reports: <div style="margin-left: 200px;">Name:</div> <div style="margin-left: 200px;">Title:</div> <div style="margin-left: 100px;">Contact Information:</div>			
8.	Faculty: List the names, discipline, and FTEs of all faculty members and instructors	Name	Discipline	FTE
9.	Total Number of Students: <div style="margin-left: 20px;">Year 1</div> <div style="margin-left: 20px;">Year 2 (if applicable)</div>			

**SECTION 3**

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Complete only if the education program has not yet admitted its first cohort of students.

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10. Program Coordinator Information

Name:

Title:

Discipline (OT or PT):

College Registration Number:

Contact Information:

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11. Administrator to whom the Program  
Coordinator Reports:

Name:

Title:

Contact Information:

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12. Faculty

List the name, discipline, and FTE of all  
confirmed faculty members and  
instructors

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Name

Discipline

FTE

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13. Faculty:

List the discipline and FTE of all other  
projected faculty members and  
instructors

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Name

Discipline

FTE

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14. Projected number of students to be  
admitted into in the first cohort:

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Application Fee:	submitted with application	OR	please invoice the program
Date:			

Application fees, payable to **PEAC**, should be submitted to:

Amanda Walton  
 Program Manager  
 OTA & PTA EAP  
 509 Commissioners Rd. W., Suite 26  
 London ON N6J 1Y5

This is to confirm that:  
 supports the participation of the  
 in the Occupational Therapist Assistant & Physiotherapist Assistant Education Accreditation  
 Program of the Canadian Association of Occupational Therapists (CAOT) and Physiotherapy  
 Education Accreditation Canada (PEAC).

\_\_\_\_\_  
*Name of Administrator*

\_\_\_\_\_  
*Title of Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name of Education Program Coordinator*

\_\_\_\_\_  
*Title of Education Program Coordinator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

<b>Form Number: FORM-01</b>	
Date of last revision	Associated documents
June 2013	<a href="#">ACC-14 Candidacy Status</a>
	<a href="#">GUIDE-01 Candidacy Status</a>
	<a href="#">FORM-02 Candidacy Status Preliminary Report</a>
	<a href="#">GUIDE-03 Fee Schedule</a>



## OCCUPATIONAL THERAPIST ASSISTANT AND PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

### FORM-02 CANDIDACY STATUS PRELIMINARY REPORT

#### Introduction

Application for Candidacy Status is a requirement for occupational therapist assistant and physiotherapist assistant education programs in Canada 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.

Candidacy Status is a non-accredited affiliation with the Canadian Association of Occupational Therapists and Physiotherapy Education Accreditation Canada (CAOT/PEAC) indicating that an OTA & PTA education program in Canada is preparing for accreditation. Candidacy status offers OTA and PTA education programs the opportunity to establish a formal, publicly recognized relationship with the OTA & PTA EAP, and to become familiar with the accreditation standards and processes. Submission of the Candidacy Status Preliminary Report provides evidence of the program's compliance with the minimum criteria and an indication of readiness to receive to a full accreditation review.

#### Applicant Information:

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*Name of Educational Program*

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*Name of Educational Institution*

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*Date of Submission*

<b>Form Number: FORM-02</b>	
Date of last revision	Associated documents
<i>May 2011</i>	ACC-14 Candidacy
<i>Jan 2012</i>	
<i>April 2012</i>	GUIDE-01 Candidacy Status
<i>November 2012</i>	
<i>June 2013</i>	FORM-01 Candidacy Status Application Form
<i>November 2014</i>	
<i>April 2016</i>	GUIDE-03 Fee Schedule

Criterion 1

A certificate/diploma is granted by the educational institution.

Examples of Evidence:

Official documentation from the educational institution identifying the diploma/certificate awarded upon completion of the program.

Program Comments:

Please see attached narrative for additional information

Evidence Included (link or include with application submission):

Listed evidence attached as appendices

Criterion 2

The education program is affiliated with an institution authorized under applicable law to provide postsecondary education.

Examples of Evidence:

Identify the agency from which the institution has the authority to offer educational programs at the postsecondary level and provide verification of this authority.

Program Comments:

Please see attached narrative for additional information

Evidence Included (link or include with application submission):

Listed evidence attached as appendices

### Criterion 3

The individual responsible for the education program applying for Candidacy Status (typically the Program Coordinator) is an occupational therapist or physiotherapist registered with no conditions with the appropriate provincial regulatory body.

Examples of Evidence:

Provide proof of registration of the program coordinator's registration (with no conditions) with the appropriate provincial regulatory college.

Program Comments:

Please see attached narrative for additional information

Evidence Included (link or include with application submission):

Listed evidence attached as appendices

#### Criterion 4

The education program includes 500 OTA/PTA fieldwork hours, of which 150 hours are OTA hours and 150 hours are PTA hours (single discipline programs must include 350 fieldwork hours).

Programs must also provide evidence that clinicians within the program’s catchment area are able to provide the number of placements required for the program’s students.

*\*Note: 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.*

Examples of Evidence:

- Course outlines and objectives for all courses that involve fieldwork hours.
- Evidence of meetings with clinicians regarding the program’s fieldwork needs.
- Affiliation agreements or letters of agreement with facilities providing clinical placements.

Program Comments:

Please see attached narrative for additional information

Evidence Included (link or include with application submission):

Listed evidence attached as appendices

Criterion 5

There is a curriculum framework document and an articulated educational philosophy.

Examples of Evidence:

- Curriculum plan that describes elements such as philosophy of the program, overall objectives, courses, resources and learning outcomes.
- Program curriculum document/ calendar
- Student handbook/brochure

Program Comments:

Please see attached narrative for additional information

Evidence Included (link or include with application submission):

Listed evidence attached as appendices

Criterion 6

The program has a designated sustainable budget to achieve its stated goals and objectives.

Examples of Evidence:

- Program budget and financial reports.
- Verification from authorized individual of designated budget which is sustainable.

It must be evident to the Joint Accreditation Committee that the education program has a balanced operational budget AND that the institution supports the program financially in the long term.

Program Comments:

Please see attached narrative for additional information

Evidence Included (link or include with application submission):

Listed evidence attached as appendices

Criterion 7

There is identifiable program space.

Examples of Evidence:

Institutional maps/plans illustrating the classrooms, offices and other space used by the educational program.

Program Comments:

Please see attached narrative for additional information

Evidence Included (link or include with application submission):

Listed evidence attached as appendices