

ACCREDITATION POLICY

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GUIDING DOCUMENT(S) By-law 2021-2, s.3.1 – Board Authority CPD Provider Accreditation Framework Education Program Accreditation Framework	DOCUMENT TYPE External Public-facing
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PURPOSE

This policy outlines the processes for accrediting Education Programs and Providers based on the standards and requirements set forth in the Accreditation frameworks.

Accreditation frameworks provide a mechanism to ensure that the providers of Education Programs and Continuing Professional Development (CPD) Activities meet the College’s identified standards of performance from a quality assurance perspective. The College’s Education Program Accreditation Framework for pre-licensing Education Programs aligns with the College’s CPD Provider Accreditation Framework for professional development activities; both of which are based on a quality assurance, evidence-based approach.

RATIONALE

The Accreditation process is designed to be consistent, objective, supportive, and evidence-based. Accreditation is granted to provider applicants after documentation that complies with the College’s Standards has been provided, reviewed and found to meet the articulated standards of the College. Compliance is determined through evaluation of written documents provided by the provider, a site visit (physical or virtual) and an interview with the College.

APPLICATION AND SCOPE

This policy applies to all Applications for Accreditation, Status renewal and Status extension submitted by providers of Education Programs and CPD Activities.

DEFINITIONS

In this policy, capitalized terms, unless otherwise defined herein, have the same meaning as they do in the By-law and/or Regulations.

Accreditation – refers to the action or process of formal approval by the College for a Provider or an Organization to deliver Accredited educational programming according to the set policy. [*agrément*]

Accreditation Cycle – refers to the duration for which Accreditation Status is valid, upon the condition that Requirement 2.1 of the Accreditation Standards be met on an annual basis, on each anniversary of the Accreditation Status. [*cycle d'agrément*]

Accreditation Status – means that upon conclusion of the full Application process, the College will determine the status of an Education Program or Provider as:

- Accredited;
- Accredited with conditions; or
- Not Accredited. [*statut d'agrément*]

Accredited Program – means a Program accredited by the College or a Program that is offered by a Provider that is accredited by the College. [*programme agréé*]

Application – means the completed documentation submitted by a provider when requesting Accredited status for an Education Program or as an Accredited Provider. [*demande*]

Continuing Professional Development (CPD) – refers to Programs and Activities for licensees to maintain their professional competence. [*formation professionnelle continue (FPC)*]

Education Programs – refers to Programs required by non-licensed individuals as a qualifying requirement to write a College's entry-to-practice exam. [*programmes de formation*]

1. POLICY REQUIREMENTS

Application Criteria

- 1.1 Applicants must be a provider Organization that is a legal entity that exists within a structured administrative framework with appropriate policies, procedures and adequate liability insurance in place to support its success and ensure Program quality and continuity. Individuals cannot apply for Accreditation.
- 1.2 A provider may apply for:
 - Accreditation of an Education Program
 - Status as an accredited CPD Provider

2. PROCEDURES

Application Submission

The Accreditation review process is designed to be consistent, objective, supportive, and evidence-based.

- 2.1 Each provider must submit a completed Application package at least three (3) months prior to the start of the Program delivery, or three (3) months prior to a current Accreditation period's expiry date.
- 2.2 The College will conduct a technical review of every Application to confirm all submission requirements are completed and there are no omissions of information. If any deficiencies are identified, the applicant will be notified that the Application has been denied or will be provided with an opportunity to correct and complete the Application by a date specified by the College.
- 2.3 All Applications that have met the requirements of the technical review will be fully reviewed by the College to assess the extent to which the Application meets the Accreditation standards set forth in the applicable Education Program Accreditation Framework or CPD Provider Accreditation Framework. The College will review the validity of the content provided in the submission that include, but are not limited to, Program goals, principles and core competencies of licensees; sufficient number of hours; and staff experience.
- 2.4 Within forty-five (45) days of the full document review, the College will arrange an interview and/or physical/virtual site visit with the Program provider Organization. Upon conclusion of the document review and interview and/or site visit, the College will determine the Accreditation Status and notify the applicant in writing.

3. ACCREDITATION

- 3.1 Following the full review of the Application the College will determine the applicant's submission status as:
- Accredited;
 - Accredited with conditions; or
 - Not accredited.
- 3.2 All College decisions are final.

4. ACCREDITATION CYCLE

- 4.1 Status of "Accredited" is granted for an initial period of 1 year from the stated Accreditation start date.
- 4.2 Subsequent status extensions or renewals may be granted for a period of up to five (5) years, on the condition the provider Organization and/or Program maintains the standards and requirements of the applicable Program Accreditation framework.
- 4.3 Requests for Accreditation extension or renewal under 4.2 must be received by the College no later than 3 months prior to a current Accreditation period's expiry date.

5. AUDIT

- 5.1 The College can perform an audit of a provider and its Programs during the period of its Accreditation Status, renewal or extension for purposes of assessing the compliance with the applicable Accreditation framework standards are being maintained.
- 5.2 Providers may be required to submit new information, update and resubmit information, and/or meet with the College. Results from an audit may result in remedies to meet compliance or a penalty of revoked status.

6. CONFLICT OF INTEREST

- 6.1 Providers with Accredited status will maintain independent control over all aspects of a Program’s design, development and quality. Providers with Accredited status must ensure their Program’s use or distribution of promotional material, advertisements, direct or indirect sponsorships, financial or in-kind, are not in conflict with the Accreditation standards and do not further their private interests or another person’s private interests. The Program Providers will ensure Programs are not used to promote the specific interests, preferences, opinions or positions of the sponsor or any other supporting Organization.

7. SUSPENSION OR REVOCATION OF ACCREDITATION

- 7.1 Should a provider Organization fail to meet, or be unable to continue to meet, 100% of the Accreditation standards and requirements, a review will be conducted and the College may consider any of the following:
- (a) Change the Accreditation Status of a Provider or Program from “Accredited” to “Accredited with conditions”; or
 - (b) Suspend the Accreditation Status until the standards and requirements are met 100%; or
 - (c) Revoke the Accreditation Status.

APPROVAL AND REVIEW

	Details <i>If relevant, add notes to alert readers about the modifications to the document (e.g., updated wording from Council to College)</i>	Approval Authority	Date
Original Approval	N/A	Board of Directors	2023/03/10