ACCREDITATION PROCEDURES

The Accreditation Procedures prescribe a general set of rules for the operation of the accreditation programme, define categories of accreditation, as well as identify the functions of the Panel members, Registrar and Head Office staff. It is the intention of the Panel that the procedures be accessible and fair and provide for the exercise of due process throughout.

I. Purpose of Accreditation

The Canadian Psychological Association (CPA) accredits doctoral programmes and internships in clinical psychology, counselling psychology, school psychology, and clinical neuropsychology. The purpose of accreditation is to:

- promote excellence in the education and training of professional psychologists,
- provide a professional and objective evaluation of the programmes which provide this education and training, and
- offer a measure of accountability to the many publics CPA serves (e.g., psychologists, students, institutions that employ psychologists, users of psychological services) that accredited programmes have met a community standard of excellence in education and training.

II. Standards and Procedures of Accreditation

All actions with respect to accreditation taken by CPA are governed by the Accreditation Standards and Procedures for Doctoral Programmes and Internships in Professional Psychology (those which apply to Clinical, Counselling, and School Psychology, and those which apply to Clinical Neuropsychology; hereinafter "Standards") in force at the time an application is made to the CPA's Accreditation Panel (hereinafter "Panel"). The Standards, developed by the Panel in consultation with its member programmes, are approved by the CPA Board of Directors (hereinafter "Board") for adoption and dissemination.

III. The Accreditation Panel

A. Functions

The principal function of the Panel is to uphold the standards of education and training in professional psychology (defined in the Standards section of this Manual) as it exercises judgment in making decisions about programmes that have applied or re-applied for accreditation. Categories of decisions are as outlined in Section VIII of the Accreditation Procedures. In addition, the Panel (with delegation to the Registrar):

- develops and disseminates the documents necessary to guide and assess programmes throughout the accreditation process,
- coordinates and reviews annual reporting of programmes throughout the terms of their accreditation,
- trains site visitors to participate in the accreditation process,
- consults to its many publics (e.g., programmes, students, consumers) on matters related to accreditation,
- consults to the Board, and any delegated governance, on matters related to accreditation, and
- undertakes any action, permitted by its Standards and Procedures, necessary to carrying out its functions as outlined above.

B. Membership

The Panel is comprised of not fewer than 8 members, appointed by the Board, for staggered 3-year terms that may be extended for up to 3 more years. One of the eight members is elected by the Panel as Chairperson for up to a 2-year term, renewable once. One of the eight members is a doctoral student in clinical psychology, counselling psychology, school psychology, or clinical neuropsychology and is a student

member of CPA. The student has completed at least 1 year of graduate study and will remain a student for the 3-year term on the Panel. The student member shall assume all responsibilities and perogatives of any Panel member, with the exception that the student is ineligible to serve as Chairperson of the Panel. As a group, the eight members represent the specialities (i.e., clinical psychology, counselling psychology, school psychology, and clinical neuropsychology), types (i.e., doctoral or internship), and geographic locations of the programmes accredited by the CPA. In addition, the Panel endeavours to have other dimensions of diversity (see Standards) represented among its members.

C. Quorum

Two-thirds of the members shall constitute a quorum for the purposes of:

- making an accreditation or re-affirmation decision about a programme or any decision that involves a change in a programme's accreditation status,
- adopting any change to accreditation standards or procedures for submission to the Board, and
- acting on a complaint made about a programme.

When a Panel member has withdrawn from a portion of the meeting (see Section III.D), his/her position will not be counted in determining a quorum. The vote of the majority of the Panel members at a meeting at which a quorum is present shall be required to make any decision about a programme.

D. Avoidance of Conflict of Interest

It is the responsibility of each individual member of the Panel to determine and declare any real or apparent conflict of interest with any programme under the Panel's consideration. The Panel may, in its judgement, determine that a member is in a real or apparent conflict of interest and ask that member to withdraw from discussion of and decision on a particular programme. Conflicts of interest include:

- ongoing significant professional or personal connection to a programme under review,
- graduate of a doctoral programme or a past intern at an internship programme, and
- any other potential conflict announced by the member.

If a member of the Panel finds him or herself (or if the Panel finds any member) to be in any real or apparent conflict of interest with respect to any programme scheduled for review by the Panel at any particular meeting, that member will be recused during discussion and decision on that programme. If a member of the Panel was a member of a special site visit team to a programme (see Section III of the Roles and Responsibilities of the Site Visit Team in Process of Accreditation and Re-accreditation), he/she would participate in providing feedback to the Panel and in discussion, but would be recused from any vote to affect or change the programme's affirmation or accreditation status.

E. The Exercise of Professional Judgement

In recognition of the importance of each programme's right to develop its own philosophy and model of training, even programmes that meet every criterion of each accreditation standard may do so in any number of ways. For example, all programmes will provide training in evidence-based interventions but which and how many such interventions are taught (e.g., cognitive, behavioural, family systems, interpersonal) and how they are taught (e.g., course readings, practicum, seminar series) will necessarily differ from programme to programme.

Since there is no prototypical way in which the Standards must be met, a high degree of judgment is required in reviewing self-studies and annual reports, conducting and reporting on site visits and in reaching decisions about a programme. Certain Standards are absolute while others may be met by a programme's commitment to improvement. Programmes that do not meet the eligibility criteria defined in Standard I, would not be considered eligible for accreditation. However, another programme might need to augment its policies and procedures for student evaluation (Standard II.I), increase its course offerings on issues related to diversity (Standard III), and augment its journal holdings (Standard VI.B) and still be fully accredited. Programmes contemplating accreditation are encouraged to contact the Accreditation Office for consultation about eligibility.

In reaching a decision about a programme, the Panel makes judgments about how well a programme:

- articulates, conveys, operationalizes and evaluates its own philosophy and model of training, and
- complies with the Standards in the context of its own philosophy and model of training.

It is also the Panel's intent, when reaching any accreditation decision, to apply the Standards consistently across programmes.

IV. Pre-application Consultation

The Accreditation Panel recommends the following steps prior to formal application for CPA accreditation:

Step l: **Contact the Accreditation Assistant and request a copy of the Accreditation Standards and Procedures**. The Accreditation Assistant will also provide the appropriate application form (i.e., doctoral or internship) and a fee schedule. The application form is commonly referred to as the self-study. The self-study has a prescribed format and is the same for programmes seeking accreditation for the first time as for programmes seeking to renew their accreditation.

Step 2: After receipt of the **Accreditation Standards and Procedures** and self-study form, the programme officials should carefully review their contents and contact the Accreditation Assistant if any clarification, further information or assistance is needed.

Step 3: The programme officials, faculty/staff, students/interns and administration collect the information necessary to complete a self-study of their programme.

Step 4: The programme completes a draft of their self-study.

Step 5: **This step is entirely voluntary and not required of any programme by the Panel.** The programme has the opportunity to invite a consultant to review the draft self-study and conduct a pre-site visit. Although the programme is free to engage any consultant of its choosing, it is well advised to select a consultant who has accreditation experience, either via former membership on the Panel or as a seasoned site visitor. The Accreditation Office can provide the programme director with a list of possible consultants from among a pool of psychologists who have been members of the Panel in the past and/or who have substantial experience as site visitors. The programme then makes its own arrangements for the pre-application consultation, including engaging the consultant and covering any necessary financial reimbursement for the cost of the consultant's review and visit.

In preparation for the pre-site visit, the programme provides the consultant with a copy of the completed draft self-study (see Step 4). The consultant reviews the draft self-study in advance of the pre-site visit that he/she conducts as if it were a "dress rehearsal" accreditation site visit. After the pre-site visit, the consultant should provide the programme with a site visit report. Suggested schedules for site visits and guidelines for the site visit report are outlined in the section entitled "The Roles and Responsibilities of the Site Visit Team in the Process of Accreditation and Re-accreditation" of this manual.

After receiving and reviewing the consultant's report, the programme may want to contact the Registrar should the report and its recommendations prompt a need for further information or guidance. The consultant's report is the property of the programme and, as such, the programme may or may not elect to include the report as an appendix to the formal application for accreditation. If the programme decides to include the report as part of its accreditation application, the programme is well advised to formulate and include a response to the report that addresses any issues raised in the report and which details any changes the programme has made in response to the report's recommendations.

It is important to note that although programmes find a pre-site visit consultation quite useful in preparing an application for accreditation, **any findings or recommendations made by a pre-site visit consultant do not represent the judgements of the Panel nor are they binding on the Panel or its site visitors. Similarly, any information or assistance provided by the Accreditation Assistant, Registrar, or any single Panel member throughout the accreditation process is advisory.** All accreditation decisions must be undertaken by a quorum of Panel members (see Section III.C of Accreditation Procedures).

The responsibility for developing, administering and evaluating the programme rests with the programme - as does the decision to comply with the Standards and submit the documentation necessary for application for accreditation. The Panel underscores, however, that it is committed to promoting a high community standard of training for professional psychologists and, in so doing, its intention is to include and support programmes in meeting this standard.

Step 6: Once the programme determines that it is in sufficient compliance with the Standards and has been able to research and complete the self-study, it can formally apply for CPA accreditation. Formal application consists of submission of the requisite number of copies of the self-study, any necessary supporting materials, and the application fee, to the CPA Accreditation Office to the attention of the Registrar.

V. Applying for Accreditation

A. **Governing Principles:** Because the accreditation process is voluntarily initiated by the programme, it is the programme's responsibility to develop and document its training philosophy, its training model (including goals, objectives and evaluation of same) as well as its compliance with the Standards. The self-study, submitted in application for accreditation by the programme, must be prepared and submitted in accordance with the Panel's instructions (included in the application materials) and procedures (as detailed in the Accreditation Standards and Procedures) so as to satisfy the in-depth review by the site visit team and the Panel.

B. The Panel, routinely through the Registrar, will provide oral and written consultation and guidance to programmes as they undergo the accreditation process.

C. The self-study is based upon the **Standards and Procedures for Accreditation of Doctoral Programmes in Professional Psychology and the Standards and Procedures for Accreditation of Internship Training Programmes in Professional Psychology.** Application materials and instructions are available from the Accreditation Office.

D. Since the Director of Training is typically responsible for the day-to-day operations of the programme, and since it is the programme that is applying for accreditation, all formal correspondence to the programme from the Panel and Accreditation Office will primarily be addressed to the Director of Training of the programme.

E. **Signatories of the Application:** A completed self-study application, accompanied by payment of the application fee (see Section XII of the Accreditation Procedures), may be forwarded to the CPA Accreditation Office at any time. An application from a **doctoral** programme must be signed by the director(s) of training, the person(s) in charge of the department in which the programme is located and the president of the university. An application from an **internship** programme must be signed by the director(s) of training, the chief psychologist and/or the professional practice leader, and the chief executive officer of the agency in which the programme is located.

F. **Acceptance of the Application:** One member of the Panel will review the self-study within 6 weeks of receipt for the purposes of authorizing a site visit. A site visit is authorized when, on the basis of the application alone, the programme appears to substantially meet the Standards and Criteria. The Panel's review is intended to prevent programmes from going to the time and expense of a site visit, when it can be determined from their application, that they are not in substantial compliance with the Standards. Before making a decision to authorize a site visit, the Panel may request additional information from a programme when the application seems to be incomplete in its response to one or more Standards or procedure-related questions in the self-study.

Applications that do not appear to comply with the Standards in sufficient substance to merit a site visit will be referred to the Chairperson of the Panel. The chair may elect to:

1. accept the application and schedule a site visit,
2. request additional information prior to making a decision about authorizing a site visit.

Other options available to the Panel are listed below and require that the application be referred to the entire Panel for majority vote by a quorum of Panel members who may decide to:

1. reject the application, because it appears from the data provided in the application that the applicant programme does not meet standards for accreditation, or
2. proceed with a site visit officiated by a member(s) of the Panel rather than members of CPA's site visitor roster.

For information about acceptance of an application for re-accreditation, please refer to Section IX.B under Accreditation Procedures.

G. **Notice of Rejection:** In the event that an application is rejected by the Panel, the Panel will advise the programme in writing of the reasons for its rejection. The programme may appeal the rejection to the Board as provided in Section XI of the Accreditation Procedures.

H. **Withdrawal of Application:** At any time before the Panel takes final action to grant or to refuse accreditation to an applicant programme, the senior signatory may withdraw the application without prejudice.

VI. Site Visits

See section entitled "Role and Responsibilities of the Site Visit Team in the Process of Accreditation and Re-accreditation."

A. Purpose

The site visit is an essential and unique step in the award or renewal of accreditation because it provides an opportunity for the delegates of the Panel (i.e., the site visit team), and the faculty/staff, students/interns and administrators of the programme, to review and discuss the programme and its operations on site.

By reviewing the programme's self-study materials, meeting with members of the educational and training faculty/staff, students/interns and support personnel, and by inspecting the facilities and equipment, the visitors become able to assess the programme's degree of compliance with the Standards. Although the purpose of the site visit report is to convey the team's findings to the Panel, the report, in conjunction with the ultimate accreditation decision letter from the Panel, can confer great benefit to a programme in its continuous quality improvement activities.

B. Arrangements for the Visit

When a site visit is authorized, the Panel will request an invitation from the president or chief executive officer of the institution or agency to have the delegates of the Panel conduct a site visit.[21] If the invitation is not forthcoming, the Panel will conclude that the programme has withdrawn its application for accreditation. If an invitation is not forthcoming from a programme seeking re-accreditation, the programme will be dropped from the list of accredited programmes.

When the site visit has been authorized and the invitation to conduct the site visit has been received

[21] Up until September of 2015, programmes that have been accredited by the CPA and the APA in the past, can re-apply for concurrent CPA/APA accreditation. Those re-applying for concurrent CPA/APA accreditation, however, cannot proceed to a site visit until APA's Commission on Accreditation (CoA) has also reviewed the self-study and notified the CPA Office of Accreditation that the CoA is also willing to authorize a site visit.

by the Accreditation Office, the Registrar will provide the applicant programme with all the information necessary to arrange a site visit, including a list of site visitors from among whom the programme can select its team. The programme individually contacts its selected members, confirms their willingness and commitment to serve on the site visit team, organizes a site visit date with them, and then informs the Accreditation Office in writing of the members of its site visit team and the date the visit is scheduled to take place. The programme must forward its self-study and any supporting materials (e.g., brochures, evaluation forms, manuals) to each member of the site visit team at least 6 weeks in advance of the site visit date. The 6-week window is necessary to afford the team the opportunity to thoroughly review the self-study materials and for the Accreditation Office to arrange the lowest possible airfares to attend the site visit.

It is the Panel's responsibility to train site visitors to conduct site visits in keeping with the Standards and Procedures. The requirements for designation as a site visitor are detailed under the section entitled **"The Role and Responsibilities of the Site Visit Team in the Process of Accreditation and Reaccreditation."** No fewer than three persons will constitute a team to visit a doctoral programme and no fewer than two persons for an internship programme, except when a site visit is conducted:

- during the term of a programme's accreditation because the Panel has information that the programme is no longer in substantial compliance with the Standards,
- for the purposes of adjudicating a formal complaint against a programme, or
- in executing an appeal to the CPA Board, made by a programme, of an accreditation decision made by the Panel.

A programme may choose, or the Accreditation Office may recommend, more than the minimum number of site visitors required to site visit their programme, at the programme's own expense, if they believe additional site visitors are needed to adequately review the programme on site. For example, an internship consortium that is comprised of multiple sites may need more than the two site visitor minimum to properly assess the programme and all its operational sites.

For the purposes of the site visit, five regions of Canada are identified:

- the Atlantic Provinces (Newfoundland, Nova Scotia, Prince Edward Island and New Brunswick),
- Quebec and Ontario,
- the Western Provinces (Manitoba and Saskatchewan), and
- the Mountain provinces (Alberta, British Columbia and the Territories).

The site visit team normally will be made up of one individual from outside the region and one or two individuals from within the region where the applicant programme is located. The Panel recognizes that it might sometimes be difficult for a programme to meet the regional requirements when assembling a team. If a programme encounters difficulty assembling a team for any reason, the training director should contact the Registrar for direction.

Once the programme has selected and confirmed the site visit team, the Accreditation Office will supply the site visit team with all the information they need (apart from the self-study materials which are supplied to them by the programme) to conduct the visit. **On-site arrangements such as scheduling meetings, breaks, and venues should be made by the Director of Training in consultation with the Chairperson of the site visit team.**

C. Report of the Site Visit Team

Within 30 days of the completion of the visit, the site visit team will forward a written report (hereinafter "Report") to the Accreditation Office. The Report will be written in a format prescribed by the Panel. As per the Panel's March 1991 decision, site visitors do not make a recommendation about awarding accreditation and term of accreditation. Therefore, no such recommendation is conveyed verbally by the visitors to the programme during the site visit nor does one appear in the site visit report. Any feedback received by the programme from the site visit team is advisory but not binding on the Panel. The Report will be forwarded to the programme once it is received by the Accreditation Office.

D. Response by the Programme

The programme will acknowledge receipt of the Report from the Accreditation Office. The programme may respond to the Report in writing and has 30 days from receipt of the Report in which to file a written response (hereinafter "Response") with the Accreditation Office. The programme may be given an additional 30 days in which to file a Response if it requests an extension in writing from the Accreditation Office. The programme's Response shall include any objections, corrections, additional facts, exhibits, or comments it has in reaction to the Report. Any statements of fact in the Report that are not disputed in the Response shall be deemed by the Panel to be undisputed.

Changes that the programme is planning or considering in response to the report should be communicated to the Panel in its Response. The Panel reminds programmes, however, that programmes are responsible for carrying out the recommendations of the Panel (communicated as monitoring items in accreditation decision letters) and not necessarily for carrying out any recommendations of the site visit team.

VII. Complaints

A. About the Operation of an Accredited Programme

To be considered by the Panel, a complaint about the operation of an accredited programme must:

1. be written and signed,
2. identify the individual, group or legal entity represented by the complainant,
3. present substantial evidence that the subject programme is not in compliance with one or more of the Standards in use at the time referred to in the complaint,
4. demonstrate, when reasonably possible, that serious effort has been made to pursue all review and grievance procedures provided within the institution in which the programme is located, and
5. grant permission to send the complaint, in its entirety, including the names of any persons identified in the complaint by the complainant, to the programme.

Receipt of a complaint meeting these requirements will be acknowledged by the Accreditation Office and sent to the programme for a response. Upon receipt of the complaint, the programme will have 30 days in which to send its response to the Accreditation Office. Both complaint and response will be forwarded to each member of the Panel for review. Depending upon when during the year they are received, the Panel will review the complaint and response either at its next scheduled meeting or via a conference call. Following the meeting or conference call the Panel may:

- reach a decision, or
- vote to pursue the matter further, either by additional correspondence with the programme and/or by means of a special site visit to obtain additional information upon which to reach a decision.

A special site visit, if convened, will be conducted by a professional psychologist of the Panel's choosing who:

- is not in a conflict of interest with the programme,
- meets with the approval of the programme and the complainant, and
- has been a member of the Panel in the recent past and/or been a site visitor but who has not site visited the programme about which the complaint has been made.

The special site visit will include interviews with the complainant and the programme staff, in addition to any other persons necessary to the adjudication process. The special site visitor will be provided copies of the written complaint and the programme's written response to the complaint. The special site visitor will submit a report to the Accreditation Office within 30 days following the visit. A copy of the report will be forwarded to the programme. The programme then has 30 days to forward a response to the special site visit report to the Accreditation Office.

Following review of the complaint, the response to the complaint, and the special site visit report, if a special site visit has been conducted, the Panel can reach the following decisions by majority vote for which a quorum is present:

- dismiss the complaint with no change in accreditation status or recommendation to the programme,
- sustain the complaint with no change in accreditation status but directions or recommendations

made to the programme to ensure compliance with Accreditation Standards. The term of accreditation in this instance may or may not be reduced. If the term of accreditation is reduced, then a self-study and site visit will occur earlier than was required when the accreditation status was initially conferred, or

- sustain the complaint and revoke accreditation.

At any time during the complaint process, the Accreditation Panel and its staff may request the assistance of legal counsel from CPA to provide guidance in the interpretation and resolution of legal or procedural problems that arise in the context of a complaint.

The decision made by the Panel will be communicated in writing to the programme and to the complainant. **In response to an inquiry from the public, the Panel can confirm whether a complaint about a programme has ever been received only if the complaint has been adjudicated and was not dismissed** and can relay whether adjudication of the complaint resulted in any change in the term or status of accreditation.

B. Against Actions of Site Visitors

The president or chief executive officer of the host institution or agency of the accredited programme may file a complaint regarding the actions of site visitors. **Within 14 days** after the site visit has been completed, the president or chief executive officer must notify the president of CPA that the programme intends to file a complaint. The **formal complaint** must also be directed by the president or chief executive officer to the President of the CPA and:

- be written and signed,
- be sent to CPA before the host institution has received the written report from the site visit team and within 30 days after completion of the site visit,
- provide a clear description of the critical incident(s) around which the complaint revolves, and
- grant permission to the Panel to send the complaint, in its entirety, including the names of any persons identified in the complaint by the complainant, to the site visit team.

Receipt of a complaint satisfying these requirements will be acknowledged by the Association and **held until the report of the site visit team is received**. The complaint will be sent to all members of the site visit team with request for comment within 30 days. **Once the complaint has been sent to all members of the site visit team, the site visit report will be sent to the programme for response, as is the usual procedure.** Once received in the Accreditation Office, both the (1) site visitors' response to the complaint and (2) response of the programme to the site visit report, will be placed on the Panel's agenda for its next scheduled meeting. Depending on the nature of the complaint, and on when during the year the complaint was received, the Panel may consider the programme's complaint and the site visitors' response to it by conference call in advance of its next scheduled meeting.

Whether the complaint is considered by the Panel by conference call or at a regularly scheduled meeting, it will be sent under separate cover and not bound with the site visit report and response to the report for that programme. In preparation for the meeting of the Panel, members will be requested to:

- first review the complaint and the site visitors' comments, and
- then review the site visit report and response to it.

Based upon its review of the relevant materials, the Panel may reach the following decisions by a majority vote for which a quorum is present:

- dismiss the complaint with no consequence to the site visitor(s),
- sustain the complaint with reprimand to the site visitor(s). The site visitor(s) may also be suspended or deleted from the Site Visitor Roster maintained by the Accreditation Office. Depending upon the nature of the sustained complaint, the Panel may have an obligation to report the incident(s) to the provincial and territorial regulatory body of which the site visitor(s) is a member, or
- collect additional information deemed necessary to adjudicate the complaint. The additional information might be collected by further correspondence with the parties involved or by means of a special fact-finding group led by a delegate of the Panel.

In the event that the Panel votes to sustain the complaint, it must then determine whether the action(s) of the site visitor(s) requires that the site visit report be voided and/or whether the action(s) of the site visitor(s) renders it impossible for the Panel to make an accreditation decision about the programme. If the action(s) of the site visitor(s) were such that the report must be voided and a new site visit conducted, the Panel will ask the host institution to invite the Panel to revisit at CPA's expense. If the actions of the site visitors are judged not to have compromised the Panel's ability to arrive at an objective accreditation decision, the Panel will proceed with its review of the self-study, site visit report and response to the site visit report (and any supporting materials) for the purpose of making an accreditation decision as detailed in Section VIII of the Accreditation Procedures.

In no event will the Panel make an accreditation decision about the programme until the Panel has adjudicated the complaint.

The Panel will communicate the disposition of the complaint in writing to the president or chief executive officer of the host institution or agency of the accredited programme. At any time during the complaint process, the Accreditation Panel and its staff may request the assistance of legal counsel from CPA to provide guidance in the interpretation and resolution of legal or procedural problems that arise in the context of a complaint.

VIII. Accreditation Decision-Making

A. Documentary Bases for Accreditation Decisions

Before rendering a decision on the award of accreditation, the Panel will review the programme's self-study, the site visit report, the programme's response to that report, as well as any other supporting materials. Following these reviews, the Panel may make an accreditation decision as defined in Section VIII.C of the Accreditation Procedures or it may request more information of the programme and thereby defer an accreditation decision.

Accreditation decisions are customarily undertaken by the Panel at its semi-annual (fall and spring) meetings but, in special circumstances, may be undertaken by the Panel at other times of the year via conference call. No decision, either at a regularly scheduled meeting or by conference call, will be undertaken without quorum. All decisions of the Panel will be recorded in its minutes.

B. Award or Denial of Accreditation

In making an accreditation decision for a programme seeking initial or re-accreditation, the Panel first votes whether to grant accreditation. If accreditation is granted, the Panel then votes on the term of accreditation - terms can range from 3 to 7 years. Accreditation is denied when a motion to grant accreditation for any particular programme is voted down by the Panel or when insufficient support from the Panel results in no motion being made.

Terms of accreditation date to the academic year in which the site visit took place. As an example, if a programme was site visited in 2008-09 and went on to receive a successful accreditation decision for a period of 6 years, the first year of their accreditation term would be 2008-09 and the last year of their term would be 2014-15. In 2014-15, to become re-accredited, the programme would have to complete a self-study and host a site visit. Assuming that the programme was successfully re-accredited, 2014-15 would be the last year of their first term as well as the first year of their second term of accreditation. There is a double-term year to ensure that the programme remains continuously accredited while undergoing the re-accreditation process. Using the previous example, this double-term ensures that students graduating in 2014-15 do in fact graduate from an accredited programme.

An accredited programme can go from accredited to probationary or inactive status at any point during its accredited term or when it seeks re-accreditation (see Section VIII.C).

C. Categories of accreditation

1. **Accreditation** is granted to any programme seeking accreditation or re-accreditation that, in the

judgement of the Panel, meets the Standards in a satisfactory manner.

2. An accredited programme can be placed on **probation** at any point during its accredited term, or when it seeks re-accreditation, if the Panel has evidence that the programme is not currently in satisfactory compliance with the Standards and for which compliance has not, cannot, or will not be readily achieved. Probationary status will continue for a minimum of 1 year following the date it was accorded. At the end of the probationary period, the Panel shall vote first whether to reinstate accreditation. If the Panel votes against reinstatement, it shall then vote whether to continue probation for a specific period. A programme that is neither reinstated nor granted continued probation will have its accreditation revoked.
3. An accredited programme which becomes unable to maintain its operation (e.g., significant reduction in resources or faculty/staff) may be permitted **inactive** status for a period of 1 year. At the end of the 1 year, the Panel shall vote whether to return the programme to active status. An accredited programme which is not returned to active status may be put on probation or have its accreditation revoked (see Section VIII.C.2).

D. Communication of the Accreditation Decision

Following the meeting or conference call at which the accreditation decision was made, the Chairperson or his/her delegate will communicate the decision to the Director of Training by telephone or electronic mail. The telephone call or electronic mail will be followed up with a formal accreditation decision letter from the Chairperson of the Panel or his/her delegate directed to the president or chief executive officer of the institution or agency which hosts the programme.

The accreditation decision letter will detail the Panel's accreditation decision - highlighting the programme's strengths as well as any Standards which are not fully met. Standards deemed by the Panel to be not fully met will be followed up through the programme's annual report as monitoring items. The basis for an adverse decision, if made, will be detailed as will the appeal options available to the programme (see Section XI). A copy of the decision letter is provided to the site visit team so that they may learn of, and learn from, the outcome of their contributions to the accreditation process. A copy of the decision letter is also provided to the team who visits the programme as part of a subsequent re-accreditation visit.

Up to September 2015, programmes who have been accredited by CPA and APA in the past, can seek concurrent re-accreditation from the CPA and the APA. Since January 2008 programs receive two decision letters and two terms of accreditation — one from the CPA and one from the APA (see Appendix A; 2007 revised Memorandum of Understanding). All APA terms of accreditation of Canadian programmes will expire on September 1st, 2015. This means, for example, if a CPA/APA accredited programme applied for and was granted re-accreditation in 2010-11, the longest term of accreditation the programme could receive from APA would be 5 years. All other procedures governing the communication of a CPA accreditation decision, as described in Section VIII.D., will apply for programmes seeking concurrent CPA/APA accreditation up to September 2015.

E. Effective Date of a Decision and its Public Announcement

In accordance with Section VIII.B, an award of accreditation dates to the academic year in which the site visit took place. All other Panel decisions are effective as of the adjournment of the meeting of the Panel when the decision was made. Lists of accredited programmes and programmes for whom accreditation has been revoked are published annually in **CPA Psynopsis**, routinely made available to the public in print, and are posted on CPA's website (Accreditation webpage). Lists of accredited programmes will indicate whether the programme is accredited, when it was first accredited, is accredited on probation, or has had its accreditation revoked. No change in the accreditation status of a programme will be made public if the programme has filed an appeal that is still in process.

IX. Maintaining Accredited Status

A. Annual Reports

In the spring of each year, the Accreditation Office will send an annual report form to the Director of

Training of each accredited programme to complete and submit to the Accreditation Office no later than September 1st. Programmes that have undergone a site visit during the current academic year will typically not also be required to complete and submit an annual report for that same year. Each year, the Accreditation Office will notify the Director of Training at all programmes that are required to submit an annual report.

In the event that a programme does not submit an annual report by the reporting deadline, it will be levied a late fee equivalent to 15% of the current annual fees. Programmes whose annual reports are not received by one month after the reporting deadline, may be put on probation automatically. Exceptions to this policy might be made in the event of extenuating circumstances and only when the programme makes the circumstances known to the Accreditation Office in advance of the annual report deadline of September 1st.

Programmes must complete the annual report in accordance with the reporting prescriptions of the Panel and with guidance by the Accreditation Office. The annual report is a limited self-study that allows the programme to document its continued compliance with the Standards at the level of its accredited status. The report and the necessary supporting materials are reviewed by the Registrar. If the report is clearly acceptable, the Registrar will recommend that the Panel vote to reaffirm the programme's accredited status. If the report it is not clearly acceptable, the Registrar may request additional information of the programme. If the report and additional information continue to appear to be unacceptable, the Registrar will refer the report, and any additional information, to the Chairperson of the Panel who in turn will assign it to two Panel members for review. Upon the Panel member's review, the reviewers can recommend that the Panel vote to reaffirm the accredited status of the programme.

Alternatively, before recommending a Panel vote, the Panel reviewers may also request additional information and/or request an invitation for a site visit. If a site visit is requested, the reason(s) for the request will be communicated in detail to the programme. Such a special site visit team may be comprised of member(s) of the site visitor roster or may include a member(s) of the Panel.

If the Panel votes not to re-affirm a programme's accreditation status, it must then vote whether to change the term of accreditation (e.g., from 5 to 3 years), place the programme on probation, or revoke its accreditation entirely (see Sections VIII and X). The programme's accreditation status is maintained until the Panel's decision is made.

In the event that the Director of Training (or his or her designates) does not submit an annual report or additional supporting information as requested by the Accreditation Office, the Registrar will direct a request for these materials to the Department Head or to the Practice Leader/ Chief Psychologist with a copy to the Director of Training.

B. Re-accreditation

Accredited programmes will be sent a letter by the Accreditation Office **during the year before their final year of accreditation. For example,** if the site visit is due in 2010-11, then a letter will be sent to the programme in 2009-10 asking the programme to confirm in writing its intention to seek re-accreditation. The Accreditation Office must receive this confirmation by September of the academic year in which the site visit is due. In the foregoing example, this confirmation must be received by September 2010. If this confirmation is not received by that time, the Panel will assume the programme has decided not to seek re-accreditation and will consider that programme's status to have lapsed.

Upon receipt of the programme's confirmation that it intends to seek re-accreditation, the Accreditation Office will send the programme the self-study form to complete and submit. The programme must submit its completed self-study, with the necessary supporting materials, to the Accreditation Office at least 16 weeks in advance of the programme's intended site visit date. For example, if the programme would like to be visited in January 2011, then the completed self-study materials must reach the Accreditation Office by the end of August 2010. This 16-week period allows sufficient time for:

- the Panel to review the self-study and notify the programme that a site visit has been authorized,
- the programme to select a site visit team and send the team the self-study (and supporting materials) at least 6 weeks in advance of the site visit date, and
- the site visitors to arrange airfares at the most economical rates.

After reviewing the self-study and supporting materials, the Panel will either authorize a site visit and send the programme a list of potential site visitors (and instructions for the site visit), or will refer the self-study to the Chairperson of the Panel. Please note that a site visitor who has already conducted a site visit for a particular programme cannot conduct a consecutive site visit to that same programme.

If a programme applying for re-accreditation experiences difficulty in scheduling its site visit (e.g., unavailable site visitors), the programme must formally request an extension of its accredited status from the Accreditation Panel outlining the reasons for the request and the efforts made to schedule the visit at least 8 weeks prior to the conclusion of its term of accreditation. The Panel will either grant the programme an extension and specify a new deadline for the site visit or it will deny the extension request. Re-accreditations proceed in the same manner as do initial applications and as outlined in Section V and VI of the Accreditation Procedures. Reaccreditation decisions proceed as defined in Section VIII of the Accreditation Procedures.

X. Revocation of or Withdrawal from Accreditation

A. Revocation of Accreditation

Accreditation can be revoked as outlined in Sections VII, VIII, and IX. In addition, by majority vote at which a quorum of Panel members is present, the Panel has the authority to:

- revoke a programme's accreditation with substantial evidence of professional or ethical misconduct as defined in CPA's Canadian Code of Ethics for Psychologists,
- delete a programme from the list of accredited programmes when the Panel has sufficient documentary evidence that the programme is no longer a functional entity, or
- revoke a programme's accreditation status for non-payment of dues.

At a subsequent time, the programme may reapply for accreditation with prejudice.

B. Voluntary Withdrawal from Accredited Status

The president of the institution in which a doctoral programme is located, or the chief executive officer of the agency in which an internship programme is located, may request in writing the removal of a programme from the published list of accredited programmes. The Panel will comply with such a request and delete the programme. The programme may reapply for accreditation without prejudice at a subsequent time.

XI. Appeal of Decision of the Accreditation Panel

A. Filing an Appeal

The president of the institution in which a doctoral programme is located, or the chief executive officer of the agency in which an internship programme is located, may appeal any of the decisions of the Panel specified in Section XI.B, within 30 days of receipt of written notice of the Panel's decision. The appeal must be submitted, in writing, to the President of CPA and must specify the grounds on which the appeal is made. Further, the appeal must include the documentation necessary to support the appeal. It is the responsibility of the programme to demonstrate to the Panel that its appeal meets the requirements as defined in XI.B.

Appellants will be charged an appeal fee (contact the Accreditation Office for a current Fee Schedule). Any costs incurred by the appellant in making an appeal, or attending a meeting of the Appeal Panel, will be borne by the appellant. Any costs incurred by CPA in processing an appeal, or attending a meeting of the Appeal Panel, will be borne by CPA.

B. Appealable Decisions

A programme can appeal only the following decisions made by the Accreditation Panel:

- refusal of a site visit for a programme seeking either accreditation or re-accreditation,
- a denial of accreditation or re-accreditation,
- revocation of accreditation or re-accreditation,

- a decision to place a programme on probation or to continue probationary status or to revoke accreditation of a programme which has probationary status, and
- a decision made by the Panel to conduct a site visit earlier than was prescribed by the most recent accreditation decision.

C. Formation of Ad Hoc Appeal Panel

Within 30 days of receipt of the appeal, the Board will name three members of an ad hoc Appeal Panel, and three alternates. Members and alternates will:

- not be current members of the Accreditation Panel,
- have prior experience with the accreditation activities either as a site visitor or former member of the Accreditation Panel,
- not be in a conflict of interest with the programme, and
- not have had any involvement in the processes or procedures relating to the accreditation decision under appeal or to any prior accreditation decision for that programme.

CPA staff will confirm that the proposed members and alternates are willing to serve on the Appeal Panel and will notify the programme of the names of the three proposed members. If the programme shows good cause why a proposed member is unacceptable, an alternate will be selected from among the list of alternates.

D. The Meeting of the Appeal Panel

The Appeal Panel shall meet, in vivo or by conference call, no later than 90 days after the programme has received the decision which is being submitted and accepted for appeal. The programme may elect to have one or more representatives appear before the Appeal Panel to make oral and/or written presentation and to respond to questions from the Appeal Panel.

The Chairperson of the Accreditation Panel or his/her designate will also appear before the Appeal Panel to support the decision of the Panel and to respond to questions of the Appeal Panel. Although counsel may accompany either party, the proceeding shall be conducted on an informal basis. At any time during the appeal process, the Appeal Panel may request the assistance of legal counsel from CPA to provide guidance in the interpretation and resolution of legal or procedural problems that arise in the context of an appeal.

E. Documents to be Considered by the Appeal Panel

The issues addressed by the Appeal Panel will be limited to those cited in the appeal made by the programme. The Appeal Panel, the appellant, the Accreditation Panel's representative and the CPA legal counsel will be furnished with all the documents reviewed by the Accreditation Panel in making its decision, the letter notifying the programme of the Accreditation Panel's decision, and the letter of appeal by the programme. Changes made by the programme which were not detailed in its response to the site visit report, and which were effected after the programme had written its response to the site visit report, will not be considered by the Appeal Panel.

F. Decisions of the Appeal Panel

The Appeal Panel's function is to review the decision of the Accreditation Panel. This review is based on only the documentation that was before the Accreditation Panel at the time of its decision. The Appeal Panel shall decide, by majority vote, whether or not the Accreditation Panel made a decision that was not reasonably supported by the information available to them or that did not reasonably interpret the Standards. The Appeal Panel shall further decide to either uphold or fail to uphold the decision of the Accreditation Panel. In the event that the decision of the Accreditation Panel is not upheld, the case will be remanded to the Accreditation Panel for disposition in a manner not inconsistent with the findings and recommendations of the Appeal Panel.

G. Reporting of the Decision of the Appeal Panel

The report of the Appeal Panel, detailing its findings, recommendations and reasons for same, will be prepared within 30 days of the appeal meeting and will be addressed to the President of the CPA. Copies will be forwarded to the president or chief executive officer of the institution housing the appellant programme and to the Chairperson of the Accreditation Panel, the Registrar of the Accreditation Panel, and the Chief Executive Officer of CPA.

XII. Financial Support of the Accreditation Programme

The cost of accreditation is met by application and annual fees paid by programmes. The Board will set fees on an annual basis on the recommendation of the Panel and the Board's Finance Committee. A current schedule of fees is available from the CPA Accreditation Office.

XIII. Confidentiality of Records

The records of the Panel and of ad hoc Appeal Panels used in processing applications for accreditation and re-accreditation, making decisions on the accreditation, re-accreditation and re-affirmation of doctoral and internship programmes, as well as all records of the Panel relating to accreditation, including but not limited to complaints or specially convened site visits, shall be kept confidential except:

A. All doctoral and internship programmes will be listed in CPA Psynopsis and the CPA website along with their respective categories and terms of accreditation, date of first accreditation, current application status and, whenever applicable, any recent decision to revoke accreditation or put a programme on probation.

B. Disclosure shall be made in those instances in which CPA is legally required to disclose such information.

C. At the request of the president or chief executive officer of the institution where a programme is located, or with his/her consent, information on a specific programme may be made available upon request to other recognized accrediting agencies by which the institution has been accredited or whose accreditation it is seeking.

D. Approved minutes of Panel meetings which include accreditation-related decisions including but not limited to accreditations, re-accreditations, re-affirmations, appeals and complaints, shall be available to the Board, and/or Chief Executive Officer.

E. Data collected via self-studies and annual reports may be used and published by CPA for the purposes of censuses and tracking trends among doctoral programmes. Any data used will be anonymously presented and in aggregate form.

F. The Panel's decision letter, following a sustained complaint against a programme, shall be directed to the appropriate officers of the programme and its host institution. The decision following a sustained complaint will also be communicated to the complainant.

G. In the event of a sustained complaint, the Accreditation Office can confirm to any member of the public that a complaint had been made and sustained against a programme and can indicate whether or not the complaint resulted in a change in accreditation status.

As of June 1, 2009, all members of the CPA Accreditation Panel, all site visitors for the Panel, the Registrar of Accreditation, and the Accreditation Assistant are required to sign and abide by the CPA Confidentiality Policy (available from the Accreditation Office) on matters related to CPA Accreditation.