APPENDIX A

MEMORANDUM OF UNDERSTANDING BETWEEN THE APA AND THE CPA FOR CONCURRENT ACCREDITATION OF DOCTORAL TRAINING PROGRAMMES AND PREDOCTORAL INTERNSHIP TRAINING PROGRAMMES IN PROFESSIONAL PSYCHOLOGY

WHEREAS, The American Psychological Association (APA) and the Canadian Psychological Association/Societe Canadienne de Psychologie (CPA) have agreed to a Memorandum of Understanding in regard to cooperation between their respective associations;

WHEREAS, the APA and the CPA have separate but similar accrediting bodies, procedures, and standards for the assessment and enhancement of quality in education and training for professional psychology;

AND WHEREAS, cooperation between accrediting bodies is intended to benefit the public, institutions of higher education and training, and the profession:

The American Psychological Association and the Canadian Psychological Association/Societe Canadienne de Psychologie agree in principle to undertake the concurrent accreditation of doctoral training programs and predoctoral internships in professional psychology, consistent with the recognized accrediting scope of those two associations. Such procedures shall apply equally to programs located in Canada and in the United States. The process of concurrent accreditation is designed to facilitate cooperation and economy in the program self-study and site visit review process, without compromise to the independence of each association's accrediting body's decision-making process.

There is no intention by this document to establish a contractual relationship nor to assume by either party the functions, duties, responsibilities or liabilities of the other association. Either association may withdraw from this voluntary arrangement after giving one year's written notice to the other association.

PROCEDURES FOR CONCURRENT CPA/APA ACCREDITATION

I. Application Process

Programs that seek concurrent accreditation from the APA and CPA shall so notify the accreditation office of each association. Each office shall administratively screen the application for completeness and appropriateness, consistent with its own procedures. At such time as a site visit is approved by each association, the home country accreditation office shall initiate action to carry out the visit as described in the following sections.

- home country accreditation office corresponds to the country in which the applying program is located.

II. The Self-Study Process and Report

Programs initially seeking concurrent APA/CPA accreditation or renewal of the same shall engage in a single self-study process, guided by an application self-study questionnaire or an annual self-study report questionnaire, as appropriate, acceptable to both the CPA and the APA. Such questionnaires will seek criterion-related information required for initial or renewed accreditation by each of the two associations.

III. The Site Visit Process and Report

A. The Site Visit Team

1. The purpose, composition, and procedures of the site visit team shall be consistent with the policies and practices of both associations. The accreditation office of the home country shall be responsible for compiling and distributing to the program the list of prospective site visitors in consultation with the other association's accreditation office.

2. For doctoral and internship programs, where ever possible the chair of the site visit team will be listed on the roster of persons common to the APA and CPA site visitor rosters (pools) who qualify by each association's standards to serve in such capacity.

3. For doctoral programs, for which there shall be no fewer than three site visitors, the site visit team will be selected from two lists having names of persons from each association's site visitor roster (pool). One of the persons selected must be from among the APA site visitor names, and the other from among the CPA site visitor names.

4. For internship programs for which there shall be no fewer than two site visitors, the team will be selected from a list that includes names from the site visitor rosters (pools) of each association.

5. Every site visit team includes at least one site visitor from each association.

6. All site visitors will be considered as serving in an official capacity on behalf of the professional association (i.e., either the APA or the CPA) on whose site visitor roster(s) they are listed.

B. Site Visit Procedures and Report

1. The conduct of the site visit shall be in accordance with the procedures of the two associations. All site visitors will evaluate the program using the accreditation standards of both associations, so to afford the respective accrediting bodies the breadth of viewpoints provided by the entire site visit team.

2. There will be a single site visit report that addresses the standards of both associations. This report will be sent to each association. If there is a minority report, it will be attached. Each association will transmit a copy of the site visit report to the program for comment, consistent with the accreditation procedures of that association. The program's comments on the site visit report will be submitted to each association's accreditation office.

IV. The Accrediting Body Review and Decision

A. The Accreditation Decision

1. Upon receipt of the above documents, the APA and CPA accrediting bodies will conduct independent reviews and reach independent accreditation decisions, in accordance with their respective procedures. Neither accrediting body should know the decision of the other until both have reached their decisions.

2. Programs seeking concurrent accreditation understand that they must meet the standards of both accrediting bodies and as such, agree to adhere to this memorandum where concurrent accreditation is sought.

3. Each accrediting body makes its own independent accreditation decision and proposes its own term. The office director of each accrediting body and the chair of each accrediting body will discuss these proposed terms after each group has reached a decision.

4. In the case of decisions yielding discrepant terms for the next scheduled site visit, the term set by both groups will be the shorter of the two renewal terms proposed by each body.

5. In the event that accreditation is denied by the accrediting body of either or both associations, reapplication may be made at a future time without prejudice in accordance with each association's published procedures.

B. Communication of the Decision

1. Each accrediting body's decision will be kept confidential until such time as both accrediting bodies have reached a decision. The accreditation administrative officers of the CPA and APA will communicate throughout to ensure coordinated processing, and will determine the date by which both accrediting bodies will independently communicate their decisions to the program under review.

2. Each accrediting body will send to the other a copy of the relevant decision letter. The decision letter will become part of the record of each accrediting body, and will be made available to the subsequent site visit teams as part of the concurrent accreditation renewal process.

3. Rules of confidentiality and public disclosure shall in all cases be consistent with the published procedures of each association's accrediting body.

V. Appeal Process

The decision of each accrediting body is subject to independent appeal, in keeping with each association's regulations and procedures. When the appeal process has been completed, the accrediting body against which the appeal was filed will send to the other accrediting body a copy of the program's letter of appeal, the appeal panel's report, and the final action letter by the accrediting body as appropriate. These documents will become part of the record of each accrediting body and will be made available to the subsequent site visit team if continued concurrent accreditation is requested by the program.

VI. Annual Report Reaffirm of Accreditation

A. Consistent with each association's accreditation procedures, there shall be an annual report submitted to each association by the program. Concurrently accredited programs will complete a single short annual report form, which includes all information required by both associations. It will be the responsibility of the accreditation office of the program's home country association to distribute guidance for the report in a timely manner.

B. Reaffirmation of accreditation, if appropriate, shall be based on a review of the annual report by each accrediting body and on the payment of the annual fee. Each accrediting body makes its own re-affirmation decision for each concurrently accredited program.

VII. Structure

A. Application Fee

A program seeking concurrent accreditation shall pay the full application fee to each of the two associations, in the currency of each country.

B. Site Visit Fee

The program will be billed a single site visit fee by its home country accreditation office. Programs will be billed the prevailing APA site visit fee for each visitor representing APA and will be billed the prevailing CPA site visit fee for each visitor representing CPA. All site visitors on concurrent visits will submit receipts and be reimbursed for their expenses by the accreditation office in the program's home country.

C. Annual Fee

Analogous to the policy already in effect between the CPA and the APA concerning individual membership fees, concurrently accredited programs located in Canadian institutions shall pay the full CPA annual fee and fifty percent of the APA annual fee. Conversely, concurrently accredited programs located in United States institutions shall pay the full APA annual fee plus fifty percent of the annual CPA fee. Billing of annual fees shall be done separately by each association. Fees shall be billed and paid in the currency of each country.

VIII. Complaint Procedures

A. Complaints Against Site Visitors

1. A complaint against the conduct of site visitors will be processed by the accrediting body of each association in a manner consistent with its published procedures for such matters.

2. If at least one of the two accrediting bodies, after reviewing the complaint, deems a new site visit to be warranted, a new site visit team will be selected in accordance with the procedures for concurrent site visits. The cost of that visit will be shared equally by the APA and CPA (with each association bearing 50% of the cost).

3. In the event of any action arising out of the conduct of an association's member(s) serving as a site visitor, the association whose member(s) committed the conduct in question agrees to indemnify and hold harmless the other association for any expenses, costs and fees it may incur in defending Itself against the action.

A. Complaints about the Operation of an Accredited Program

1. Complaints about the operation of a concurrently accredited program shall be shared with and processed by the accrediting body of each association in accordance with its published procedures for such matters.

2. Each accrediting body will communicate the disposition of the complaint, in writing, to the other accrediting body, the program against which the complaint was filed, and the complainant.

IX. Other

All other matters that pertain to and affect the accredited status of a program shall be dealt with in a coordinated manner consistent with the procedures of each accrediting association.

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