FAQ
New Accreditation Forms – Highlights and Important Notes

This document summarizes the most frequently asked questions about the revised accreditation forms for annual reports, self-studies, and public disclosure. Please review this information as you complete your program's submission. If you have a question that does not appear here, please feel free to contact the Accreditation Office at 1-888-472-0657 extension 333 or accreditation@cpa.ca. As new questions arise, we will update this document so that everyone can view the responses, and collect consistent information.

CV Form:

- It is fine to use the old 2 page CV format for any of your pre-existing faculty or staff. Please just use the new form for any new hires going forward.

Programme Contact Information Form and Signatures

- Please save the 'Programme Contact Information' form as a pdf and submit electronically with the rest of your documents. When obtaining signatures, please submit both the pdf (unsigned) and a printed copy of the form (signed). The signed form is the only information which needs to be submitted by post to the Accreditation Office.

- Regarding placement of signatures on the printed form, individuals can sign anywhere next to their name and address.

- Depending on the size and structure of your program, the contact information form may not fully accommodate all of your personnel. As well, depending on the length of the information entered on each line, some may not display fully. Please note that for your electronic submission purposes, this is not an issue, as when you submit the electronic copy, all of the information is still stored within the form.

- In the case of needing to accommodate signatures for multiple administrative personnel, you are welcome to print out a second blank page, or even last year's form. Please nonetheless provide all the relevant contact information on the one electronic form, so that we can have it for our database.

- Keep in mind that the key with the contact information and signature pages is that the people who sign should be the primary people in roles of responsibility for your program (i.e., re hiring, funding, etc.). Our office then uses this list to inform who we should include as a cc on relevant correspondence to your program.

Tables – General

- The tables are now saved in individual pdf files. This will allow different people to work on different files at the same time, all off-line. There will also no longer be a need to directly input data into the online system.

- For electronic submission purposes, please ensure that you save each completed table file individually and name it accordingly. Please DO NOT print then scan your completed tables for submission – this will disable the data capture function. Of course, you may print the tables for your own records, or for the purposes of sending to site visitors.

- Some of the tables are relevant for multiple types of submissions – e.g., both a self-study and annual report, or both a self-study and public disclosure. We recommend that you use one version of each 'multiple' table as your master copy – and then save as a new file and adjust your data according to your submission type in a given year. This way, you will only need to complete a given table template from scratch once.

- All of the new information requested in the 'multiple' tables has been formatted this way so that you are collecting the data all along for each annual report, and thus when it comes time for your next self-study, you will already have all the information you need.

- We are trialling the new public disclosure tables, and hope to be able to post these on the Accreditation website, as a centralized source of information for students. If you are missing some information, or some years, it is fine to leave those cells blank for now. Please just do your best to complete as much of the new information as you have available to you. Going forward, if you can collect the missing information as well, that will allow the tables to become more complete over time. Your efforts will be greatly appreciated by all students considering applying to your programme.

- Any of the table cells which are labelled the same as in previous year's annual report or self-study tables are simply requesting the same type of data as you have previously provided. The only difference now for some of the tables is that you are providing multiple years' worth of data in the same table.

Tables – Doctoral

- Self-Study Tables 1, 2, and 3
    - Please note faculty responsibilities (i.e., teaching, supervision) relevant only to the accredited program and those students and courses
    - Regarding thesis/dissertation supervision, please note only if engaged as a primary supervisor (vs a committee member)

- Self-Study Table 6 / Public Disclosure Table 3
    - Note that much of this data is the same as what was previously requested in the 'old' annual report Table 3 – the main difference now being that multiple years are presented in the same table (so you can think of each column as kind of its own old Table 3)
    - For each column, please indicate the data reflecting all the students registered in the program for that year, only including data from that year (for e.g., how many students published in 2007-2008)
    - Regarding age range and diversity, we know that not all programs have this information, so it is fine to leave these cells blank if needed. However, please include if you do have this information, as it is useful for prospective students to know going forward.

- Self-Study Table 7 / Public Disclosure Table 1
    - Re positions/training capacity – even if you have a range, please note the maximum number of positions you have available each year – this fits the intention behind 'training capacity'
    - Re applicants – please note the number of students who applied to your program after completing a BA/for entry into a master's program (or combined masters and doctoral program), versus after completing an MA/for entry into a doctoral program.
    - It is ok if needed for now to leave blank the cells re diversity and tuition. Re tuition, if it is possible to include the data on just the most recent 2 years, that would be helpful for the purposes of informing prospective students.

- Self-Study Table 10 / Public Disclosure Table 2
    - For a given year – for e.g., 2014-15 column - please input information on the students who put in applications during 2013-14 for internships to be taken up in September 2014 for the 2014-15 academic year (thus those who participated in the 2014-15 match, and thus for whom you would have data on as of this point in the year)
    - Row 1 - Total Applicants - please input the total number of internship applicants (ie. students who were seeking an internship) - whether through APPIC or not
    - Row 2 - Applicants for 2nd time - of the applicants noted in row 1, please input how many have previously applied for an internship

- Row 3 - this number typically will only reflect those students who withdrew from the formal APPIC match
- For Rows 4 and 5 - despite the use of the word 'match' - please note the relevant numbers of students who obtained an internship of any type, whether through APPIC or not
- Row 6 - of those students noted in row 5 (and 4 if any half-time) as having obtained an internship, please input the number who obtained an accredited internship *Note that Row 7 will calculate automatically - thus important that the number in row 1 reflects the total number of students who were seeking an internship
- For Rows 8 and 9 - of those students noted in row 5 (and 4) as having obtained an internship, please input the number who obtained a non-accredited but APPIC member internship (row 8) and the number who obtained a non-accredited, non-APPIC member internship (row 9; i.e., a local internship outside of the official match) *Note that rows 6, 8, and 9 should add up to row 5 (added with 4 if relevant)
- For Rows 10 thru 13 - again, of those students noted in row 5 (and 4), please input the relevant numbers of students/amounts for each row, whether they obtained an accredited/APPIC internship or not *Note that rows 10 and 11 should add up to row 5 (added with 4 if relevant)
- Mean Practicum hours (on AAPI) is the total of intervention, assessment, and supervision hours, averaged across students
- It is ok if needed for now to leave blank the cell for internship stipend. Again, if possible, please include the data for just the past 2 years.

- Self-Study Table 13 / Public Disclosure Table 4

    - Note that some of this data is the same as what was previously requested in the 'old' annual report Table 3 – the main difference now being that multiple years are presented in the same table (so you can think of each column as kind of its own old Table 3)
    - The fall vs spring graduation request is due to the way in which CIHI tracks graduates (based on calendar year, not academic year). So you can think of 'fall' as those students who complete program requirements between Sept and December of a given academic year, and then 'spring' as those who complete them between January and August.
    - Regarding diversity, again this is fine to leave blank for now if needed
    - For "Total number of graduates in preceding 7 years", please indicate the total number of graduates in the 7 years that preceded the year noted in the column heading, including that year (i.e., years 2001-02 to 2007-08 for the column headed 2007-2008)
    - For 'Males', please indicate the number of males from the total number of graduates
    - For 'licensed', please indicate the number of the total graduates who were licensed by that year (not necessarily in that year, most likely before)

- Self-Study Table 14

    - Under "Number of Hours" – please note the number of internship hours completed (i.e. 1600, 1850, 2000, etc.)

Tables – Internship

- Annual Report Table 3

  - Re credentials of other contributors – please note any other licensed/regulated health professions as 'registered' (of course, with their own regulatory body)

- Self-Study Table 1 / Public Disclosure Table 1

  - For a given year – for e.g., 2014-15 column - please input information on the students who put in applications during 2013-14 for internships to be taken up in September 2014 for the 2014-15 academic year (thus those who participated in the 2014-15 match, and thus for whom you would have data on as of this point in the year)
  - Ranked: Number of applicants to your program who you ranked in the Match
  - Matched: Number of applicants who matched to your program (or number of positions filled)
  - Rows requesting information on 'Males', 'Self-Identify as Diverse', From outside Province', 'From Outside Canada' – please indicate based only on the number of interns who matched to your program for that year (i.e., the number entered under 'Matched' – and NOT based on all applicants to your program)
  - Outside of Province: # of incoming interns to your program from outside the province – i.e., the location of their doctoral program
  - Outside of Canada: # of incoming interns to your program from outside of Canada – i.e., the location of their doctoral program (NOT their citizenship)