

CPA Accreditation – Online Reporting System – Submission Tips

Please review these steps in preparation for completing and submitting a report to this new system:

1. Complete all the requested information in the annual report or self-study form – including text responses, tables, and relevant signatures
2. Save this information as one combined file or multiple individual files
 - See the **following pages** for **tips on file names and uploading**
 - Note that various file formats are acceptable:
doc, docx, pdf, rtf, wpd, xls,xlsx, ppt, pptx, zip, jpg, gif, bmp, png
3. Information to submit **by mail** to the CPA Accreditation Office:
 - If submitting an *annual report*: Please mail one copy of your **completed signature pages only**
 - If submitting a *self-study*: Your programme has the option of submitting your self-study via the traditional method of three copies by mail, **OR** one electronic copy via the online system, with only one copy of your completed signature pages submitted by mail
 - Please also ensure that you **retain one full copy of your self-study** for your programme's own use and records, and to give site visitors the option of a paper or electronic copy of your self-study
4. Using the **link provided** to you, go to the reporting system homepage to begin the electronic submission of your annual report or self-study
 - If for some reason you do not have access to your programme's link, please just contact the CPA Accreditation Office at accreditation@cpa.ca and the link can be re-sent to you
 - If your programme is new/not yet accredited, please also contact the CPA Accreditation Office to request access to the system
5. Follow your completed annual report/self-study to fill in the required fields on the electronic system – including contact information, statistical tables, and submission upload
 - If submitting an *annual report*: Please ensure that you submit your signature pages and online information by the **annual reporting deadline of September 1st**
 - If submitting a *self-study*: Please ensure that you submit your signature pages and online information (or three copies of your paper submission, if preferred) at least 12 weeks, and **ideally at least 16 weeks before your desired site visit date**
6. Once you submit your online information, an email notice will be sent to the CPA Accreditation Office, and you will also receive an automated email confirming receipt of your submission
7. When your program is next due for an annual report or self-study, a reminder email will be sent to you along with your personalized link

File Naming and Uploading Guidelines

Your document(s) can be saved and uploaded as one combined file, or multiple individual files. At this time, you are welcome to use whichever method is preferable to you.

Basic programs such as Word or Adobe can be used to combine documents. If you combine your documents, please ensure that each separate component/section begins on a new page of the combined document. (For example, CV's begin on a new page, brochure begins on a new page, etc.) If your documents are combined into a single PDF, please use the 'bookmarks' function to identify each new section.

There are various steps or programs that can be used if you need to reduce any of your file sizes. Google "how to reduce size of documents" for various suggestions, depending on your file format.

Note that various file formats are acceptable:

doc, docx, pdf, rtf, wpd, xls, xlsx, ppt, pptx, zip, jpg, gif, bmp, png

Regardless of your number or type of files, please use the following file naming conventions. Begin all filenames with these components:

- 1) AR (for an annual report) or SS (for a self-study)
- 2) Doc (for a doctoral programme) or Int (for an internship program)
- 3) Academic Year (previous academic year for AR; current academic year for SS)
- 4) University or Agency abbreviation (see list on following pages)
- 5) Document name

Filename examples:

Doctoral Programmes	Internship Programmes
<p>Annual report – up to 12 files:</p> <ul style="list-style-type: none">• AR-Doc-2011-12-McGill-ARform.doc <i>(can use this filename if all documents combined into one file)</i>• AR-Doc-2011-12-McGill-brochure.pdf• AR-Doc-2011-12-McGill-CVs.doc	<p>Annual report – up to 12 files:</p> <ul style="list-style-type: none">• AR-Int-2011-12-CHEO-ARform.doc <i>(can use this filename if all documents combined into one file)</i>• AR-Int-2011-12-CHEO-brochure.pdf• AR-Int-2011-12-CHEO-CVs.doc
<p>Self-study – up to 25 files:</p> <ul style="list-style-type: none">• SS-Doc-2012-13-UGuelph-SSform.doc <i>(can use this filename if all documents combined into one file)</i>• SS-Doc-2012-13-UGuelph-appendix1.pdf• SS-Doc-2012-13-UGuelph-appendix2.pdf	<p>Self-study – up to 25 files:</p> <ul style="list-style-type: none">• SS-Int-2012-13-TOHNeuro-SSform.doc <i>(can use this filename if all documents combined into one file)</i>• SS-Int-2012-13-TOHNeuro-appendix1.pdf• SS-Int-2012-13-TOHNeuro-appendix2.pdf

The full list of recommended university and agency abbreviations can be found on the following pages.

List of recommended university and agency abbreviations:

Doctoral Programmes	Abbreviations	Internship Programmes	Abbreviations
1) Concordia University	Concordia	1) Alberta Children's Hospital	ABch
2) Dalhousie University	Dal	2) Baycrest Centre	Baycrest
3) Lakehead University	Lakehead	3) BC Children's Hospital	BCch
4) McGill University Clinical	McGill	4) Calgary Residency	CalRes
5) McGill University Counselling	McGillCouns	5) CAMH	CAMH
6) OISE – University of Toronto Counselling	OISECouns	6) CHEO	CHEO
7) OISE – University of Toronto School-Clinical	OISESchl	7) CUPIP	CUPIP
8) Queens University	Queens	8) Edmonton Consortium	EdmRes
9) Ryerson University	Ryerson	9) Hamilton Health Sciences Centre Clinical	HHSClin
10) Simon Fraser University	SFU	10) Hamilton Health Sciences Centre Neuropsychology	HHSNeuro
11) Université Laval PhD	LavalPhD	11) Holland Bloorview Kids Rehab	HolB
12) Université Laval DPsy	LavalDPsy	12) The Hospital for Sick Children	SickK
13) Université de Montréal PhD	UdeMPhD	13) IWK Grace Health Centre	IWK
14) Université de Montréal DPsy	UdeMDPsy	14) London Consortium	LonRes
15) Université de Montréal Neuro	UdeMNeuro	15) Memorial University of Nfld University Counselling Service	MUNCS
16) University of Alberta Counselling	UABCouns	16) Millard Health Centre	MilHC
17) UBC Clinical	UBC	17) Nova Scotia Capital District Mental Health	NSCDMH
18) UBC Counselling	UBCCouns	18) Ongwanada – Kingston Consortium	OngKing

Doctoral Programmes	Abbreviations	Internship Programmes	Abbreviations
19) University of Calgary Clinical	UCal	19) The Ottawa Hospital Clinical	TOH
20) University of Calgary Counselling	UCalCouns	20) The Ottawa Hospital Neuropsychology	TOHNeuro
21) University of Guelph	UGuelph	21) Queen Elizabeth II HSC	QEII
22) University of Manitoba	UofM	22) Regina Qu'Appelle Health Region	RegQ
23) University of New Brunswick	UNB	23) River Valley Health Fredericton	RVHFred
24) University of Ottawa	UofO	24) Royal Ottawa Health Care Group	ROHCG
25) University of Regina	UReg	25) Saskatoon Health Region	SkHR
26) University of Saskatchewan	USask	26) St. Joseph's Healthcare	StJos
27) University of Victoria	UVic	27) University of Manitoba Dept. of Clinical Health Psychology	UMCHP
28) University of Waterloo	UWater	28) University of Manitoba Student Counselling & Career Centre	UMCCC
29) University of Western Ontario	UWO	29) University of Ottawa Centre for Psychological Services & Research	UOCPSR
30) University of Windsor	UWind	30) Vancouver Coastal Fraser Child & Youth Mental Health	VCFCY
31) York University Developmental	YorkDev	31) Vancouver Coastal Health	VCH
32) York University Adult Clinical	YorkAdult		