

# **PROGRAM USER GUIDE FOR CPA ONLINE SELF-STUDY APPLICATIONS**

**Revised April 2025**



**CANADIAN  
PSYCHOLOGICAL  
ASSOCIATION**

**SOCIÉTÉ  
CANADIENNE  
DE PSYCHOLOGIE**

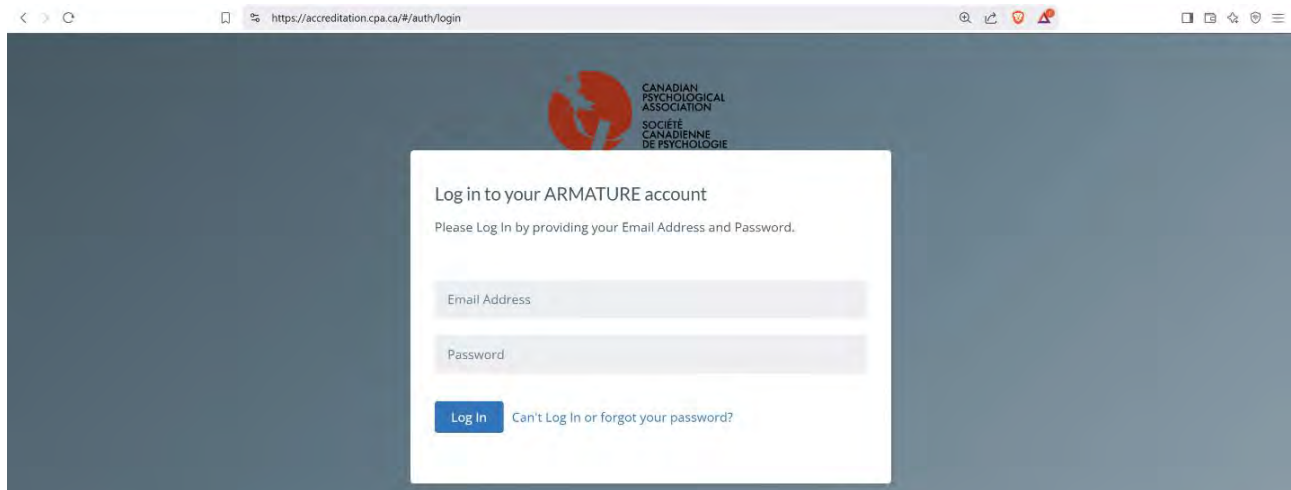
## **Table of Contents**

---

<b>Logging Into the CPA Online Accreditation Platform</b>	<b>3</b>
<b>General Use of the Program Dashboard</b>	<b>5</b>
<b>Accessing Your Online Self-Study Application</b>	<b>8</b>
<b>Verifying/Updating Program Contact Information</b>	<b>9</b>
<b>A. Verifying/Updating the Organization Profile Section</b>	<b>9</b>
<b>B. Verifying/Updating Existing Contact Information</b>	<b>13</b>
<b>C. Adding New Contact Information</b>	<b>15</b>
<b>Exporting Your Online Self-Study Application to a PDF Format</b>	<b>18</b>
<b>Tips for Completing Your Online Self-Study Application</b>	<b>19</b>
<b>Exporting Your Online Self-Study Application to a PDF Format</b>	<b>21</b>

## Logging Into the CPA Online Accreditation Platform

In order to log into the CPA online accreditation platform, click on the following link: <https://accreditation.cpa.ca/#/auth/login>. This should take you to the following page:




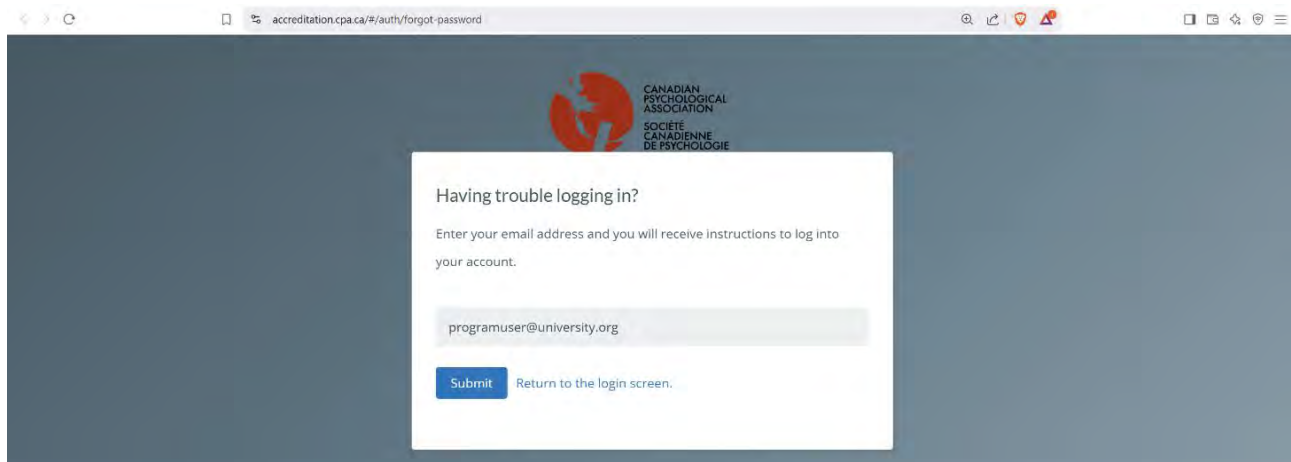
The screenshot shows a web browser window with the URL <https://accreditation.cpa.ca/#/auth/login>. The page features the Canadian Psychological Association logo at the top. Below the logo, there is a white box with the heading "Log in to your ARMATURE account" and the instruction "Please Log In by providing your Email Address and Password." There are two input fields: "Email Address" and "Password". Below these fields is a blue "Log In" button and a link that says "Can't Log In or forgot your password?"

If you have successfully logged into the site previously:

1. Enter your email address
2. Enter your password
3. Click Log In

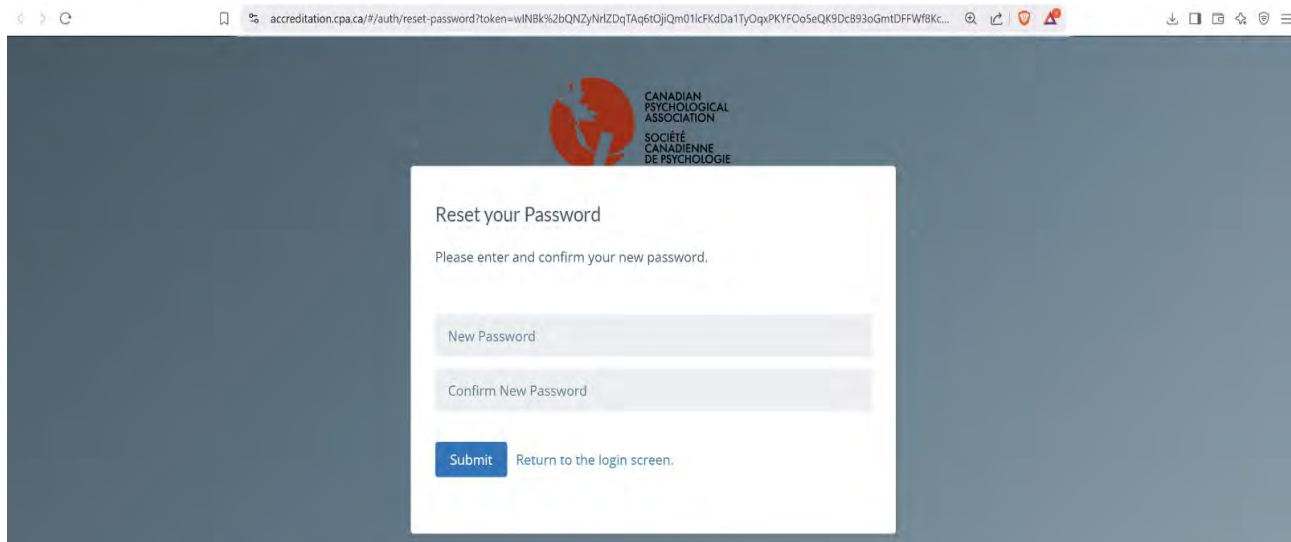
If this is your first time logging into the site OR if you have forgotten your password:

1. Click "[Can't log in or forgot your password?](#)"
2. On the following screen, enter your email address, and click the  button:



The screenshot shows a web browser window with the URL [accreditation.cpa.ca/#/auth/forgot-password](https://accreditation.cpa.ca/#/auth/forgot-password). The page features the Canadian Psychological Association logo at the top. Below the logo, there is a white box with the heading "Having trouble logging in?" and the instruction "Enter your email address and you will receive instructions to log into your account." There is an input field containing the email address "programuser@university.org". Below the input field is a blue "Submit" button and a link that says "Return to the login screen."

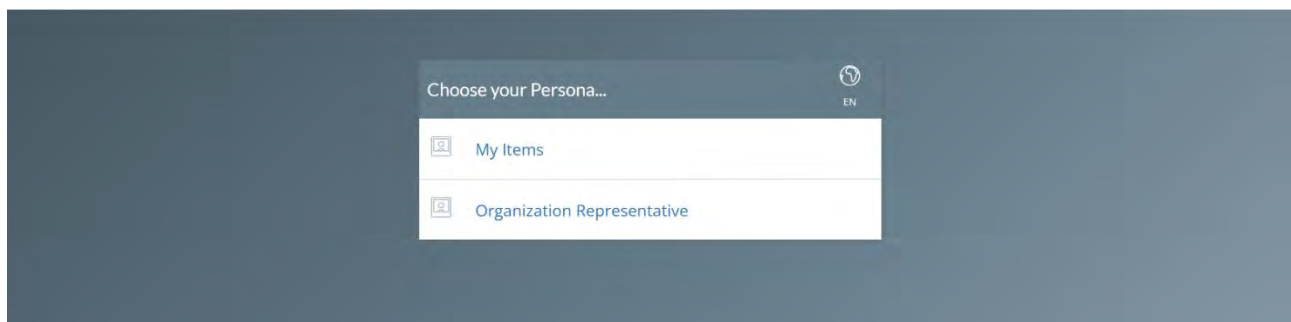
3. Within a few minutes, you should receive an auto-generated email that contains a [Reset Password](#), clicking on it will take you to this screen:



The screenshot shows a web browser window with the URL `accreditation.cpa.ca/#/auth/reset-password?token=wIN8K%2bQNZyNrlZDqTAq6tOjiQm01cFKdDa1TyOqxPKYFOo5eQK9DcB93oGmtDFFWf8Kc...`. The page features the Canadian Psychological Association logo at the top. The main content area is a white box titled "Reset your Password" with the instruction "Please enter and confirm your new password." Below this are two input fields: "New Password" and "Confirm New Password". At the bottom of the box is a blue "Submit" button and a link that says "Return to the login screen."

4. Enter a new password in the two fields above, and click the [Submit](#) button.
5. You may now click [Return to the login screen](#). and enter your email and new password to login.

If you do not see an auto-generated email with a reset password link, please check your "Junk" folder or "Others" inbox folder. If the issue persists please contact the CPA Accreditation Office at [accreditationoffice@cpa.ca](mailto:accreditationoffice@cpa.ca). Upon logging in, please select "Organization Representative" to access your program's online application platform.

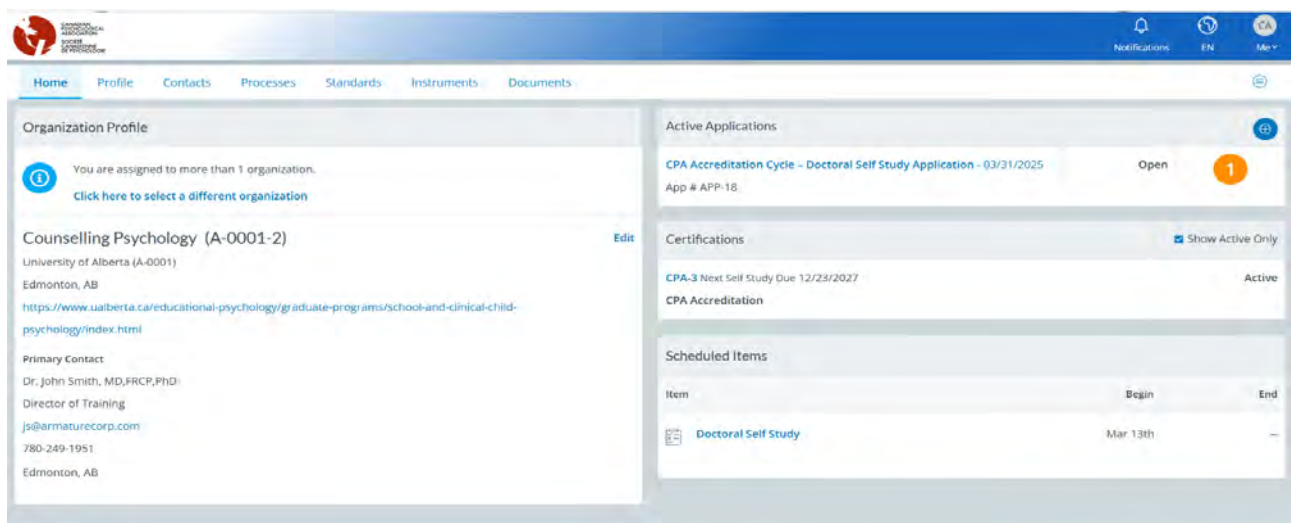


The screenshot shows a dark blue background with a white box titled "Choose your Persona...". Inside the box are two options: "My Items" with a document icon and "Organization Representative" with a person icon. A small "EN" link is visible in the top right corner of the box.

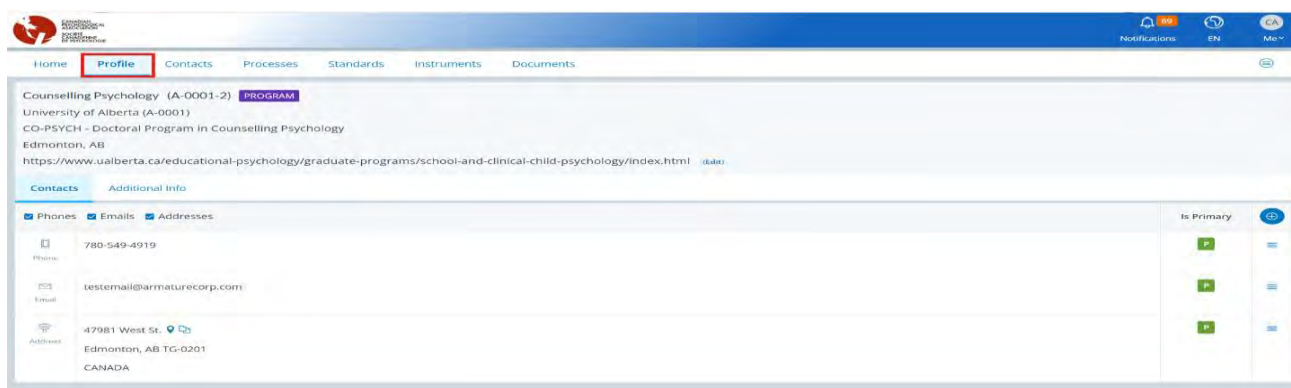
## General Use of the Program Dashboard

Each time you re-access the accreditation system, you will land on the **Home** tab of the program dashboard. This page summarizes key information about your program such as:

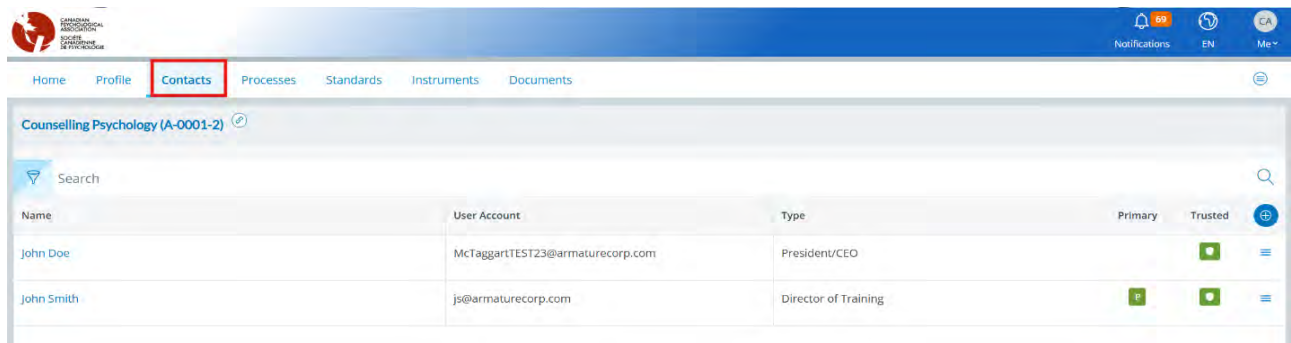
- Organization Profile – Summarizes key contact information
- Active Application – Displays your programs current accreditation cycle (if one is active) with an indicator that will light up in **orange** to indicate an outstanding task (such as a self-study pending submission)
- Certifications – Displays the Next Self Study Due date for your accreditation (if applicable)
- Scheduled Items – Provides an easy link back to a scheduled Self Study or other online application.



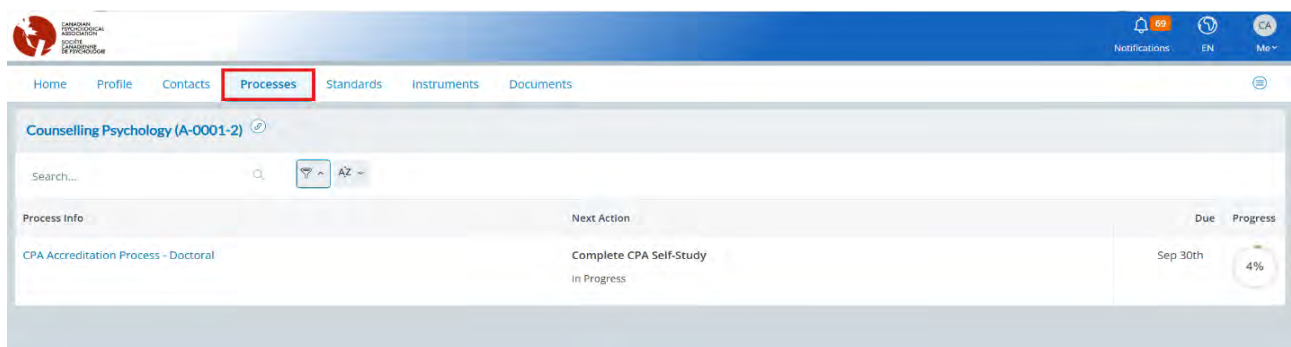
The **Profile** tab will display your program's phone, email, and physical address. The Additional Info sub tab will display a section to enter in any additional information you would like to note about your program:



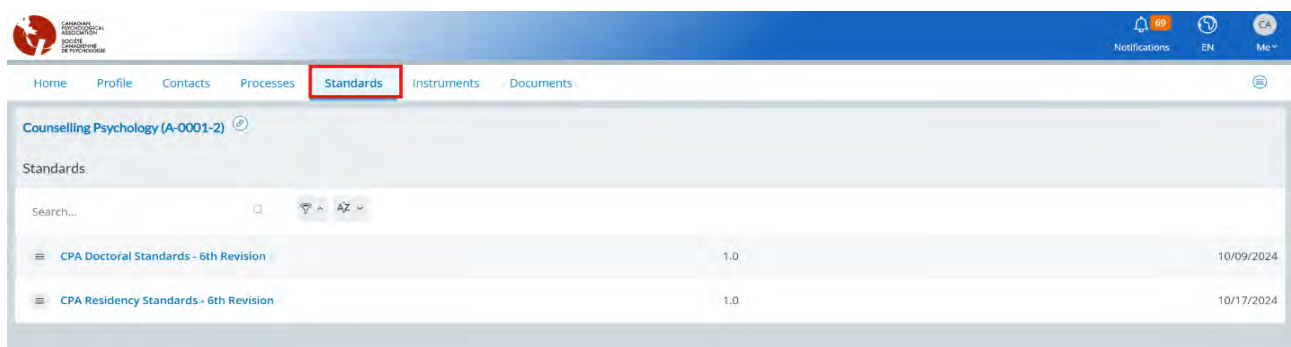
The **Contacts** tab will allow you to edit contact details for all listed individuals within the program, and allow new individuals to be added as contacts to the program:



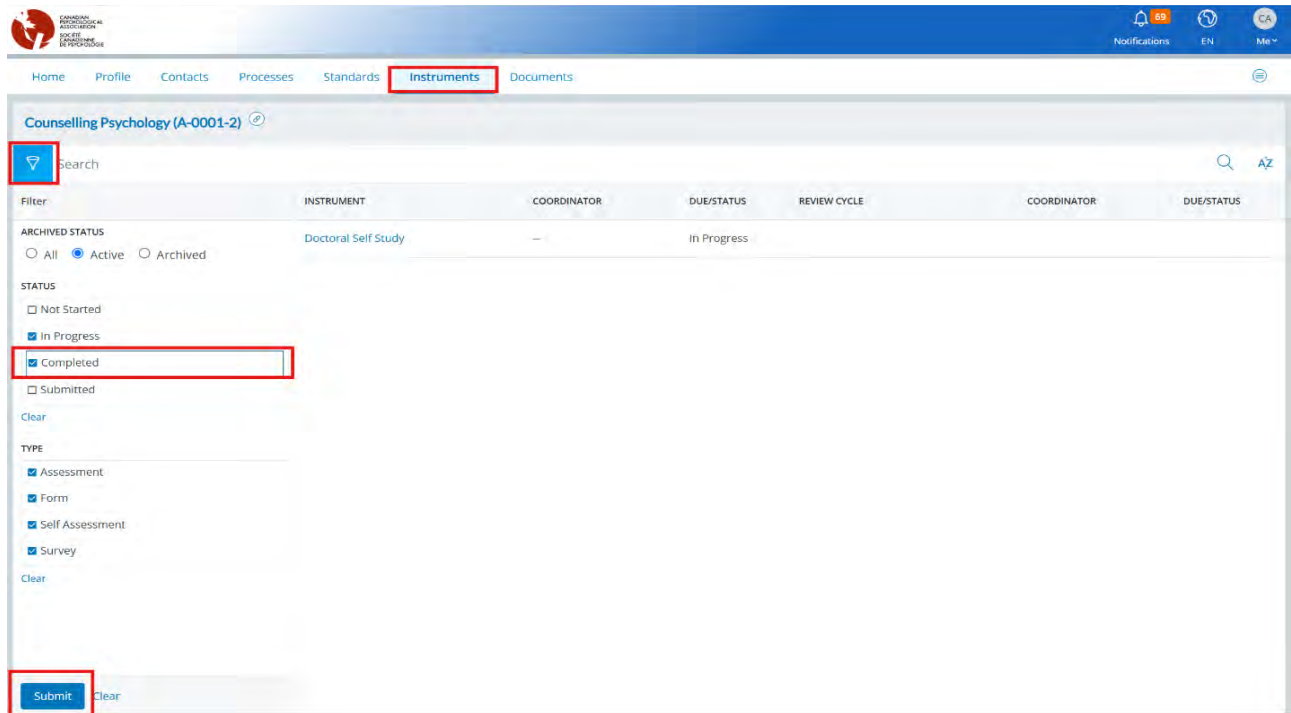
The **Processes** tab will display all Accreditation, Public Disclosure, or Annual Report processes that the program is currently undergoing. "Status" will indicate how close the process is to full completion:



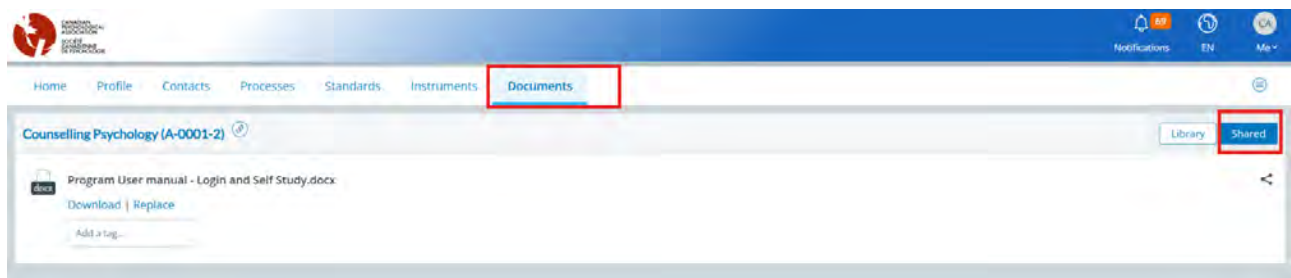
The **Standards** tab will allow you to reference a full list of CPA's accreditation standards, if desired.



The **Instruments** tab will allow you to see all current and past online applications completed in the system. To re-access applications from previous years, click the Filter icon next to the Search bar, enable “Completed”, and click “Submit”:



The **Documents** tab will allow you to go to the “**Shared**” documents listing to see all manuals and guides currently shared from CPA. Any item(s) in this list, including this CPA Program User Guide, can be downloaded and accessed here.





## Accessing Your Online Self-Study Application

After choosing “Organization Representative” once you have logged in, you will be taken to the Home page of your program’s online system profile. If there is an accessible self-study active, you will see a link to access it under “Scheduled Items” on the bottom right of the screen as indicated below. Please click this link to access your program’s self-study application:

The screenshot shows the home page of the online self-study application. The top navigation bar includes links for Home, Profile, Contacts, Processes, Standards, Instruments, and Documents. The main content area is divided into two columns. The left column, titled "Organization Profile", displays information for "Counselling Psychology (A-0001-2)" at the University of Alberta, including contact details for Dr. John Smith. The right column contains three sections: "Active Applications" showing the "CPA Accreditation Cycle - Doctoral Self Study Application" with an "Open" button; "Certifications" showing "CPA-3 Next Self Study Due 12/23/2027" as "Active"; and "Scheduled Items" which includes a table with a row for "Doctoral Self Study" starting on "Mar 13th". A red box highlights the "Doctoral Self Study" row in the "Scheduled Items" table.

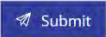

After clicking on your self-study application, you will be taken to a summary page that shows you each section of the online self-study application and its current progress. To begin the self-study, click on the first section named “Program Contacts”:

The screenshot shows the "APPLICATION APP-18 - RESPONSE SUMMARY" page. The page title is "3. Doctoral Self Study (Master) - INITIAL RESPONSE" and it indicates "NOT STARTED". A "SUMMARY" tab is selected, showing a list of sections with their progress status. The first section, "0% Program Contacts", is highlighted with a red box. Other sections include "0% Prefatory Items", "0% Standard I - Eligibility, Organization, Program", "0% Standard II - Philosophy, Mission, Model", "0% Standard III - Students", "0% Standard IV - Program Faculty", "0% Standard V - Knowledge and Skills", "0% Standard VI - Practicum", "0% Standard VII - Accreditation", "0% Standard VIII - Evaluation Due Process", "0% Standard IX - Facilities, Resources", "0% Standard X - Public Disclosure", "0% Standard XI - Quality Improvement", and "0% Standard XII - Relationship with the CPA Accreditation Panel". A "Submit" button is located at the bottom right.



## Important notes:

- If this is the first time you are submitting your online application, all sections will begin at 0% completion.
- If you have previously submitted an online CPA accreditation or affirmation application using this platform, your most recent application data will be imported making each section start with a 100% completion. This may take up to 48 hours to display once your online self-study application becomes accessible. The import will allow you to review previously submitted data and edit as needed instead of having to add all information in the current self-study application.


Please avoid clicking the  button until you have fully reviewed and completed your current online self-study application. Clicking on the  button will notify CPA that your self-study has been completed and is now ready for CPA review.

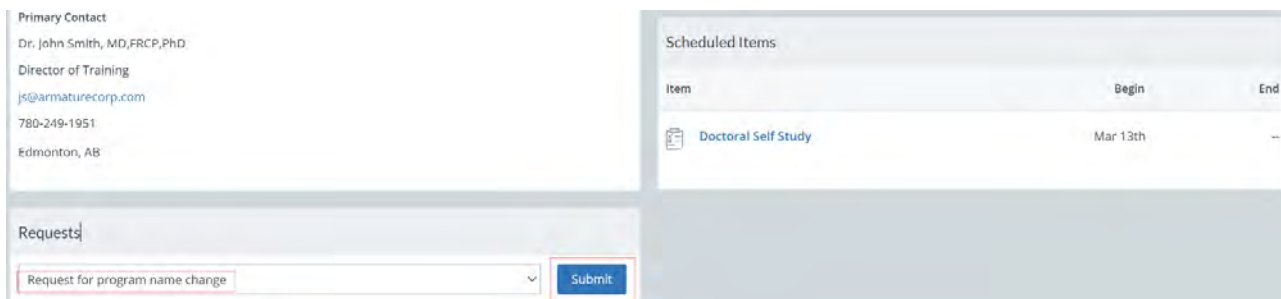
## Verifying/Updating Program Contact Information

The first part of your self-study will ask you to verify that your program contact information is up to date.

### A. Verifying/Updating the Organization Profile Section


Start by verifying that the existing organization name and program name for your program are accurate. If there are changes to be made, follow the instructions below for requesting a program name change.

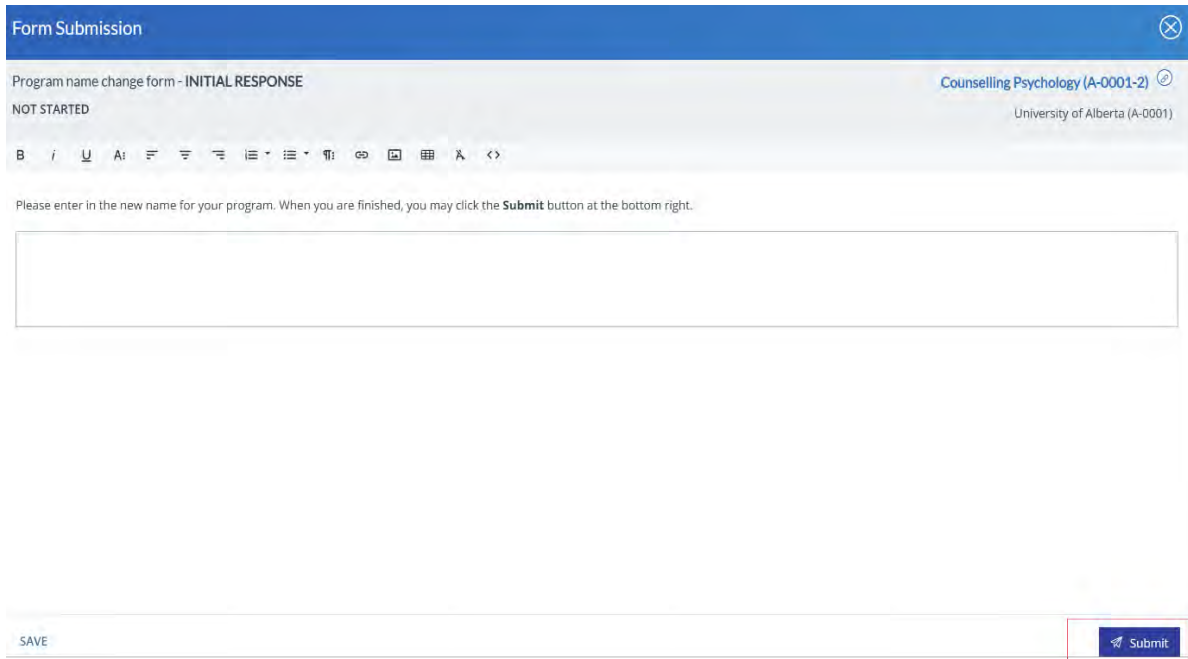
1. Scroll down to the Requests list, and select “Request for program name change” and click  :



The screenshot displays the CPA self-study application interface. On the left, the 'Primary Contact' section lists: Dr. John Smith, MD, FRCP, PhD; Director of Training; js@armaturecorp.com; 780-249-1951; and Edmonton, AB. Below this is a 'Requests' section with a dropdown menu showing 'Request for program name change' and a 'Submit' button. On the right, the 'Scheduled Items' table shows one item: 'Doctoral Self Study' with a 'Begin' date of 'Mar 13th' and an 'End' date of '—'.

Item	Begin	End
Doctoral Self Study	Mar 13th	—

2. On the following form, enter the new name and click . The name should be in the following format: **Organization Name - Program Name**. This will send the request to the CPA Accreditation office for processing. If the primary contact of the program does not receive a confirmation email letting the program know that the name change has been processed within one week of the request, please follow-up by sending an email to [accreditationoffice@cpa.ca](mailto:accreditationoffice@cpa.ca) specifying the nature of the request and the date it was submitted using the CPA online application portal.



Form Submission

Program name change form - INITIAL RESPONSE

NOT STARTED


Counselling Psychology (A-0001-2)

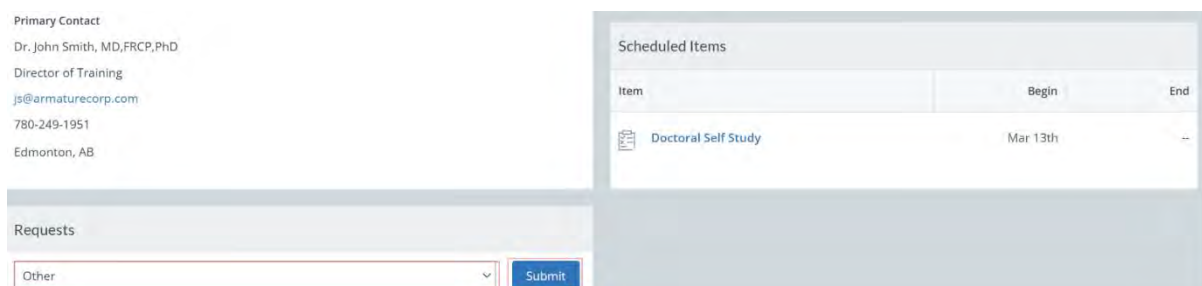
University of Alberta (A-0001)

Please enter in the new name for your program. When you are finished, you may click the **Submit** button at the bottom right.

SAVE

Submit

If you have a request to send to CPA that is not a name change, please select “Other” in the request dropdown menu, then click  and type in your request in the text field that appears after submitting.



Primary Contact

Dr. John Smith, MD,FRCP,PhD

Director of Training

js@armaturecorp.com

780-249-1951

Edmonton, AB

Scheduled Items

Item	Begin	End
Doctoral Self Study	Mar 13th	--

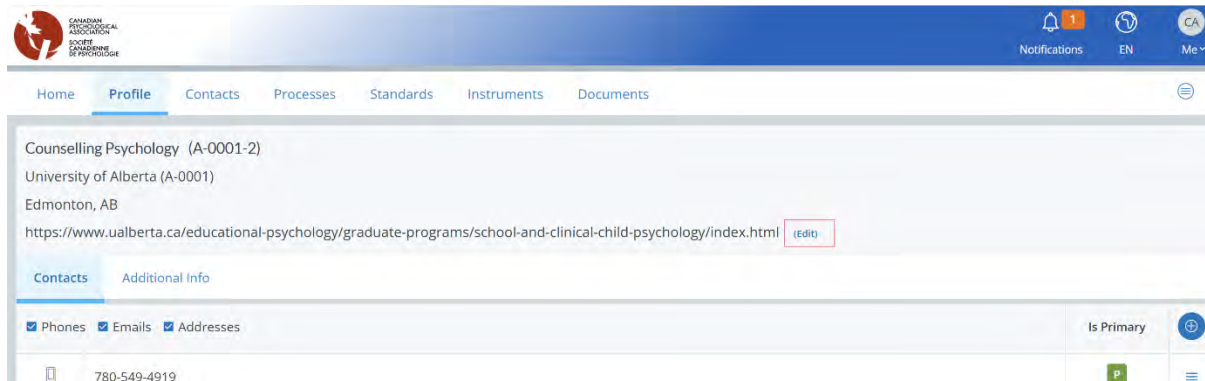
Requests

Other

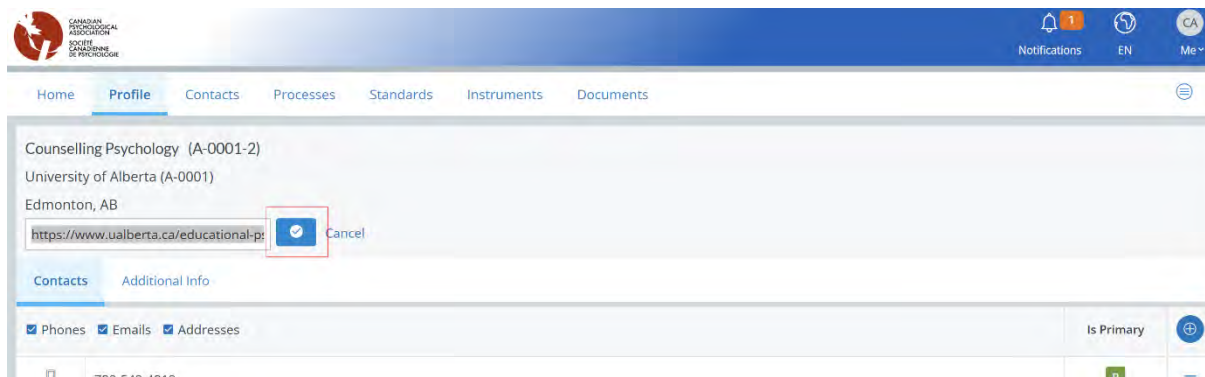
Submit



To edit the webpage link for your program, click on the blue **(Edit)** icon indicated below:



Copy-paste the webpage link into the text field and click on the blue checkmark to save as indicated below:



## B. Verifying/Updating Existing Contact Information

To verify/update existing contact information, follow the instructions described below:

1. Go to your [Program Home Page](#), and select the [Contacts](#) tab indicated below:

The screenshot shows the 'Program Home Page' for 'Counselling Psychology (A-0001-2)'. The 'Contacts' tab is highlighted in the top navigation bar. The main content area is divided into two columns. The left column displays the 'Organization Profile' for 'University of Alberta (A-0001)', including contact information for Dr. John Smith, MD, FRCP, PhD, Director of Training. The right column shows 'Active Applications' with a 'CPA Accreditation Cycle - Doctoral Self Study Application' and 'Certifications' including 'CPA-3 Next Self Study Due 12/23/2027'.

2. From the [Contacts](#) list, verify/update information for existing contacts by clicking on each of the contact's names:

The screenshot shows the 'Contacts' list for 'Counselling Psychology (A-0001-2)'. The list contains two contacts: John Doe and John Smith. John Doe's name is highlighted with a red box. The table columns are Name, User Account, Type, Primary, and Trusted.

Name	User Account	Type	Primary	Trusted
John Doe	McTaggartTEST23@armaturecorp.com			
John Smith	js@armaturecorp.com	Director of Training	P	

### **Important Note:**

- At a minimum, each program is required to provide updated contact information for four types of organization personnel:
  - i. President/CEO of the organization
  - ii. Dean/Head of Department or Service of the organization
  - iii. Department Chair/ Chief Psychologist or Professional Practice Leader of the organization
  - iv. Director(s) of Training of the program

3. From this screen, you will see a set of fields to update the user's contact information.

The screenshot shows a web form titled "Change Personnel" with a close button in the top right corner. Below the title bar is a "Contact Info" tab. The form displays the following information:

- Name:** Dr. John Smith, MD,FRCP,PhD
- Email:** js@armaturecorp.com
- TITLE:** A text field containing "Director of Training".
- START DATE:** A date field with a calendar icon, containing "01/24/2020".
- END DATE:** A date field with a calendar icon, currently blank.
- CONTACT TYPES:** A list of checkboxes with "Director of Training" selected. Other options include President/CEO, Dean, Head of Department/Service, Department Chair, and Chief Psychologist/PPD. A "Clear" link is at the bottom.
- CONTACT STATUS:** A section with two checked checkboxes: "This is the organization's Primary Contact" and "This contact may act on behalf of the organization".
- ASSOCIATE CONTACT WITH CHILD ORGANIZATIONS:** A dropdown menu currently showing "Not available".
- ADDITIONAL COMMENTS (OPTIONAL):** A large empty text area.

At the bottom right, there are "Save" and "Cancel" buttons.

As shown in the screenshot provided above, you will see the following option fields.

**TITLE:** This is a text field for the contact's role or title in the program. It is not necessary to fill in this field if the title/role of the contact is the same as that chosen from the "Contact Types" menu.

**START DATE & END DATE:** This is the date that the contact has started in their current position and is expected to leave their current position in the program. This information is optional, you may leave these fields blank if you wish.

**CONTACT TYPES:** This is the role of the contact within the program. This is a mandatory field; you must choose the appropriate contact roles/titles from the list provided.

**CONTACT STATUS:**

- ☐ "This is the organization's Primary Contact" - Only **one** program contact may have this selected. This marks them as the main point of contact for the program (e.g., the Director of Training).


- ☐ "This contact may act on behalf of the organization" - This allows the contact to log into the program's online profile using their listed email and access and/or update their data. Multiple contacts may be granted this access.

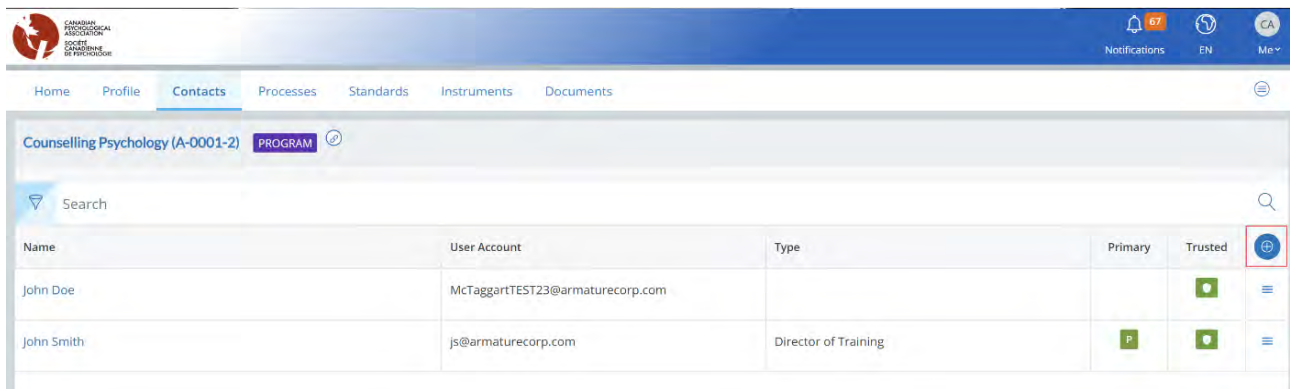
**ASSOCIATE CONTACT WITH CHILD ORGANIZATION:** There is no need to answer this field.

**ADDITIONAL COMMENTS:** This is a text field to enter any additional information that you would like CPA to have about this program contact.






### C. Adding New Contact Information

To add a new program user's contact information, follow the steps below:

1. Click on the blue  button on the right of the webpage under the Search bar indicated below:



The screenshot shows the CPA website interface. The top navigation bar includes 'Home', 'Profile', 'Contacts', 'Processes', 'Standards', 'Instruments', and 'Documents'. The 'Contacts' tab is active. Below the navigation bar, there is a search bar and a table of contacts. The table has columns for 'Name', 'User Account', 'Type', 'Primary', and 'Trusted'. A red box highlights a blue plus icon in the top right corner of the table, indicating where to click to add a new contact.

Name	User Account	Type	Primary	Trusted	
John Doe	McTaggartTEST23@armaturecorp.com				
John Smith	js@armaturecorp.com	Director of Training			

2. Enter the contact's first name, last name, or email address in the search bar to verify that they are not an existing contact.



Add Personnel

Check for existing records

To avoid creating duplicate accounts, please search for existing records before creating a new entry. To begin your search, please enter part or all of a first name, last name, or email address.

js@armaturecorp.com

Find

We found 1 matching records. Please select the matching person below.

If the person is not listed, please [Click Here](#) to add a new person to the directory

John Smith


ACTIVE CONTACT

Select

js@armaturecorp.com

780-249-1951

Close

3. If the contact already exists in the system, click  on the top right to close the "Add Personnel" window and follow steps 2 and 3 of section B on pages 12-13 to update the contact information of pre-existing program contacts.
4. If the contact has not previously listed in the system, click on the "Click Here" button and enter the required information under the "Person Info" and "Contact Info" tabs:

16

**Add Personnel**

Person Info | Contact Info

**NAME**

First Name Middle Last Name

A value is required A value is required

**PRIMARY ADDRESS**

☐ Include Address

**ID**

**CREDENTIALS**

**EMAIL ADDRESS**

**PRIMARY PHONE**

Phone Number ext Extension

☐ User may login with this email

Save Cancel

## Person Info

\* Note that adding a new contact will require you to enter at least a First Name, Last Name, and Email Address under the "Person Info" tab. Please also choose a courtesy title from the drop-down menu and click the "Include Address" checkbox to add an address for each program contact name added.

\*\* If you would like the new contact to be able to access the online application, click on the "User may login with this email" checkbox. This type of access is usually granted to the Director of Training of a program who is usually the person responsible for filling in and submitting the online self-study application and any other personnel who the program would like to grant edit accessibility to such as a program coordinator or administrator. Leaving this checkbox blank will allow this person to be added as a program contact without giving them access to the online application platform.

## Contact Info

\* At a minimum, each contact listed must have one or more options checked under the CONTACT TYPES menu.

\*\* Under CONTACT STATUS, the applicant must choose the CONTACT ACCESS option(s) that are appropriate for each program contact listed as shown below:

The screenshot shows a web application window titled "Change Personnel" with a close button in the top right corner. Below the title bar, there are two tabs: "Person Info" and "Contact Info", with "Contact Info" being the active tab. The form is divided into several sections:

- TITLE:** A single-line text input field.
- START DATE:** A date picker field.
- END DATE:** A date picker field.
- CONTACT TYPES:** A list of checkboxes with labels:
  - ☒ Director of Training
  - ☐ Head of Department/Service
- CONTACT STATUS:** A section containing two checked checkboxes:
  - ☒ This is the organization's Primary Contact
  - ☒ This contact may act on behalf of the organization
- ASSOCIATE CONTACT WITH CHILD ORGANIZATIONS:** A dropdown menu currently showing "Not available".

At the bottom right of the form, there are two buttons: a blue "Save" button and a grey "Cancel" button.

## Tips for Completing Your Online Self-Study Application

1. At the top of each page, you will find a rich text editor for any questions with a large text box.
2. When uploading documents to the self-study, if you would like to use a document that you have previously uploaded as an answer to a question, you may click "Choose Existing" rather than "Upload" (*a list of all previously uploaded documents to this self-study can be found on the "Documents" tab near the top right of the screen*).
3. You may use the "< PREV." and "NEXT >" **buttons** to navigate to the previous or next sections of the self-study. Clicking these buttons will also save your progress in the current section.
4. Before leaving the self-study, be sure to click "Save" to not lose any progress made.
5. Please avoid clicking "Submit" until you have completed and reviewed every section of the self-study. All sections should have a 100% completion rate and a green check mark to the left of the section tab on the right of the page before you are able to submit the online application.

Doctoral Self Study  
Counselling Psychology

Standard I - Eligibility, Organization, Program

DS\_IA1 - Charter Status

DS\_IA1 IA.1 - The program is at the doctoral level and is offered in or through a not-for-profit Canadian university that has received ministerial consent, either through legal charter or another legislative process, to grant doctoral degrees in psychology.

DS\_IA1

As a requirement for DS\_IA1 (see above), please indicate the charter status and/or legal status of the institution in which the program is housed (i.e., how is the institution that houses the program authorized to grant doctoral degrees in psychology).

DS\_IA1 - Documents

Please upload any documents referenced above. You can do this by clicking on the "+ Add Row" option before uploading each document.

Upload -or- Choose Existing

+ ADD ROW

DS\_IA2 - Financial Support

PREV. NEXT SAVE Submit

## Mass Upload of Documents to the Online Self Study Application

Within your online self-study application, you may mass upload documents. This function is especially important for *Standard V – Knowledge and Skills* where programs are asked to mass upload course outlines. To mass upload documents, click on the “Documents” tab at the top right of the page. Uploading to this section will allow for a large set of documents to be uploaded to the self-study for future reference:

Doctoral Self Study  
Counselling Psychology

Program Contacts

Please verify and/or update your program's contact information. To do this, please follow the steps listed below:

1. Go to your Program Home Page.
2. Click on the "Contacts" tab (third tab on the left). You will be able to see a list of previously entered contacts for your program.
3. To update an existing user's data, simply click on their name and enter the required updates.

"Contact Info" Options:

Title: This is a text field for the contact's role or title in the program.

Start and End Date: This is the date that the contact has started and left the program.

Contact Types: This is the role of the contact within the program.

Contact Status:

- "This is the organization's Primary Contact" - Only one program contact may have this selected, this marks them as the main point of contact (e.g. the DoT).

No Documents

There are no documents uploaded to this application.

Any document added to this tab may be deleted if they do not exist in any answer to any question throughout the self-study. Deleting can be done by clicking on the blue icons indicated below:

Doctoral Self Study  
Counselling Psychology

SAVE

Progress Documents Filters

Upload Download All

DS\_IA2 - Documents

Please upload any documents referenced above. You can do this by clicking on the "+ Add Row" option before uploading each document.

Upload -or- Choose Existing

+ ADD ROW

DS\_IA3 - Faculty Support [HELP](#)

I.A.3 - The university's support for the knowledge, skill, and commitment necessary to provide professional training and supervision is evident in the recognition, value, and rewards provided to **program faculty**.

DS\_IA3 I.A.3 - The university's support for the knowledge, skill, and commitment necessary to provide professional training and supervision is evident in the recognition, value, and rewards provided to **program faculty**.

Details\_Letter.docx  
CPA Admin - 04/10/2025 10:24:24 pm  
Show References

Picture1.png  
CPA Admin - 04/10/2025 10:24:42 pm  
Show References

TestExport (4).docx  
CPA Admin - 04/10/2025 10:24:42 pm  
Show References

Within your online self-study you may also mass upload documents that you intend to reference throughout your application. Once uploaded, you can quickly add the previously uploaded documents by clicking the **"Choose Existing"** option indicated below when answering document questions throughout the self-study:

Doctoral Self Study  
Counselling Psychology

SAVE

Progress Documents Filters

Upload -or- Choose Existing

+ ADD ROW

DS\_IA3 - Faculty Support [HELP](#)

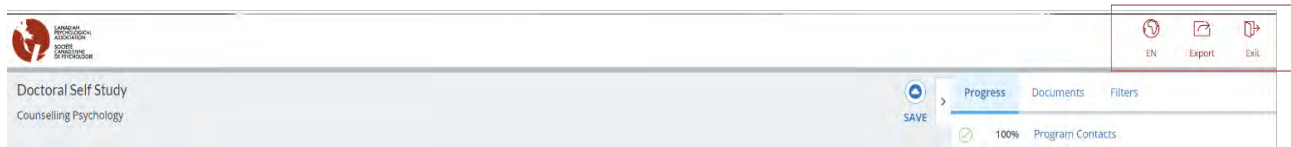
I.A.3 - The university's support for the knowledge, skill, and commitment necessary to provide professional training and supervision is evident in the recognition, value, and rewards provided to **program faculty**.

Progress

0%	Program Contacts
0%	Prefatory Items
0%	Standard I - Eligibility, Organization, Program
0%	Standard II - Philosophy, Mission, Model
0%	Standard III - Students
0%	Standard IV - Program Faculty
0%	Standard V - Knowledge and Skills

## Exporting Your Online Self-Study Application to a PDF Format

Within every section/page of your self-study, you will see a button labeled “Export” on the top right of the screen:



Clicking Export will take you to a settings screen to export a copy of your online self-study application to a PDF document. To ensure your self-study has all available information included, please select:

- Include Documents
- Show Full Criterion
- Show Organization Name

After selecting these the three options, click “Export/Print” as indicated in the screenshot:

Export/Print

☐ Include Comments

☒ Include Documents

☐ Include Findings

☐ Include Issues

☒ Show Full Criterion

☒ Show Organization Name

☐ Apply Filters

Export/Print Cancel

On the next screen, click the “Export” button on the top right of the screen to download your submitted self-study application in PDF format:

Export

Print

Exit

3. Doctoral Self Study (Master)

Test

Program Contacts

Please verify and/or update your program's contact information. To do this, please follow the steps listed below:

1. Go to your [Program Home Page](#).

2. Click on the "Contacts" tab (third tab on the left). You will be able to see a list of previously entered contacts for your program.

3. To update an existing user's data, simply click on their name and enter the required updates.

"Contact Info" Options:

Title: This is a text field for the contact's role or title in the program.

Start and End Date: This is the date that the contact has started and left the program.

Contact Types: This is the role of the contact within the program.

Contact Status: