Reaccreditation Virtual Site Visit Procedure
Approved by the CPA Board of Directors on September 8, 2020

Prefatory remarks

The modification in procedures contained herein are intended to be used as a temporary measure to continue the operations of the Accreditation Panel (the Panel) and Accreditation office during government required travel restriction due to the COVID-19 pandemic. These procedures are intended to address reaccreditation applications only; programmes seeking initial accreditation will be required to wait until in-person site visits can resume before their programmes can be reviewed.

Step 1 – Self Study Received from program

The Accreditation Office will receive the electronic version of Self Study via email from the Director of Training of the program. There will be no change from the usual procedures at this step.

The Director of Training will be invited to a virtual orientation regarding their new responsibilities, any changes to Virtual Site Visits and how to address COVID-19-related disruptions to their program. The orientation will include a written procedure manual for Directors of Training as well as a short presentation from the Accreditation Office.

Step 2 – Assigning Self Study for Initial Review

The Self Study will be sent electronically to one of the Accreditation Panel Members to be reviewed; the Panel member assigned to the review will determine whether the program is authorized for a site visit. There will be no change from the usual procedures at this step.

Step 3 – Site Visit Authorized/ Prepare Site Visitor list for program

A short list of potential site visitors for the program is established from the site visitor roster maintained by the Accreditation Office - which will be generated by contacting all current Site Visitors and collecting updated availability for online Site Visits during this upcoming year. This list will be sent to the Director of Training to determine if any conflicts (real or perceived) exist

with any of the visitors on the short list. There will be no change from the usual procedures at this step.

Step 4 – Names and Dates received from program

The Director of Training will provide potential Site Visit dates during which their senior administration and program stakeholders (e.g., faculty, students, complementary faculty, supervisors) faculty are available. There are two new considerations to for Virtual Site Visits:

1) These dates chosen must give the program at least 2-3 months of lead time before the visit occurs. Typically, for in person Site Visits, programs have been asked to provide dates that are at least 6 weeks away. The additional time proposed is to ensure that the Director of Training has adequate time to liaise with the Chair of the site visit team to establish the site visit schedule, as well as prepare any requested documents and produce the virtual site tour.

2) The Director of Training and site visit team Chair are given the flexibility for opting to conduct the Site Visit over a 3-day period rather than 2-day period. This is not required; rather, it is an option to allow for ease of scheduling.

Following the identification of real or perceived conflict of interests from the site visitor short-list, the Accreditation Office will generate an availability poll via an online scheduling system ('meet-o-matic') for any potential site visitors remaining on the short list. There will be no change from the usual procedures at this point in the step.

Step 5 – Adequate responses to create a Site Visit Team

Once a Site Visit Team and Site Visit dates have been selected and confirmed, the Director of Training will be notified that planning the visit itself can begin. In order to facilitate document sharing between the program and the site visit team prior to the site visit (accessing preparatory material such as the Self Study and previous letters of reaccreditation and reaffirmation) a folder will be created by the Accreditation Office on the CPA's document sharing platform (OwnCloud). Upload and download capabilities will be given to both Director of Training and members of the Site Visit Team, but file deletion will be restricted to the Accreditation Assistant and the Registrar of Accreditation. It is to be noted that this cloud folder must not be used to communicate or send any information beyond that which would be contained in the self-study and the facilities tour video/presentation; any work samples, student files, or other materials which may contain information subject to provincial or federal privacy statutes or institutional privacy policies must be shared in a method consistent with those statutes/policies (see Step 6).

The Site Visitors will be invited to complete a virtual orientation session regarding the changes to site visits proposed herein, including how to assess COVID-19-related disruptions to the

program. The orientation will include a written procedure manual for Site Visitors as well as a short presentation from the Accreditation Office.

Step 6 – Uploading Program Documents

It is the responsibility of the Director of Training or their designate to provide access to any files that would normally reviewed by the site visit team during a site visit. These files may include, but are not limited to; student files, completed program evaluation forms, completed student evaluation forms, supervision hours tracking forms, and work samples. The sharing of these files with the site visit team must comply with all relevant provincial and federal privacy statutes as well as the privacy policies of the programmes' host organizations.

Due to the large volume of potentially reviewable documents, the Director of Training, with agreement from the site visit team Chair, may provide a sample of each document type. It is the prerogative of the Director of Training and Chair of the Site Visit team to negotiate a suitable process for selecting the sample documents for review.

Step 7 – Establishing the Site Visit Schedule

In keeping with standard site visit procedure, it will be the responsibility of the Director of Training to create a proposed schedule including visits to all program members (Director of Training, administrators, Department Chair/Head, current students, core, complementary and adjunct faculty, clinical supervisors and past students) for approval by the site visit team Chair. The Director of Training will be responsible for collecting all emails and contact information for these meeting attendees, and for distributing the schedule among the Site Visitors. Other considerations for virtual meetings are as follows:

1) Unless otherwise discussed and agreed upon, all meetings will take place between 12pm-5pm Eastern Time to accommodate participants from different time zones across Canada.

2) The length of the Site Visit (2 or 3 days) is left to the discretion of the Director of Training and Chair of the site visit team. The length and timing of meetings should take into account the number of meetings, as well allow for sufficient breaks between those meetings.

3) Unless otherwise decided by the site visit team, meeting attendance should be limited to a maximum of 15 persons including the site visit team in order to best approximate in-person meetings and ensure that all participants in each virtual session are able to contribute meaningfully to the discussion.

Step 8 – Conducting a Virtual Tour of Programme Facilities

Tours of facilities will need to be pre-recorded and are the responsibility of the programmes. Virtual tours of the facilities can be in the form of narrated video tours, narrated slide-shows, or descriptive slide shows, and will include, as appropriate, presentation of the following facilities:

- Teaching facilities, including classrooms, seminar rooms, observational facilities, and laboratory space
- Library facilities
- Faculty and staff office space
- Student or Intern/Resident work space
- Research space for faculty and students
- Test library
- Computer facilities
- Audio-video recording equipment
- Facilities and technicians for building research equipment
- Proof of disability access to all programme facilities

If the Director of Training has concerns accessing their primary site or setting, they may contact the Accreditation Office to further discuss their options. The pre-recorded tour will also be uploaded to the OWNCLOUD folder for access prior to the site visit, and must comply with all relevant provincial and federal privacy statutes as well as the privacy policies of the programmes' host organizations.

Step 9 – Executing the Site Visit Virtually

Site visitors will be expected to review any requested documents and the virtual facilities tour prior to the assigned site visit dates to allow them to formulate questions based on these materials when meeting with programme faculty, staff, students and administrators. All meetings will be conducted using the Zoom virtual meeting platform. The Accreditation Office will purchase additional Zoom host accounts and provide the login information to the Chair of the Site Visit Team. The Chair will then be responsible for scheduling meetings with program, according to the schedule set by Director of Training and Chair of the site visit team. The site visit team will also be encouraged to meet virtually after their scheduled meetings to exchange information and prepare any additional questions for future meetings.

Step 10 – Post-Site Visit

Typically, Site Visitors receive travel and lodgings reimbursement as well as a per diem for the in-person Site Visits. Instead, Site Visitors will receive a per diem of $250 per day for three days as a reimbursement for any meals or other expenses incurred during the site visit process. Site visitors will also be reimbursed for reasonable equipment purchases (i.e. headphones, microphones, webcams) required to perform virtual site visits. Larger equipment purchases (e.g. furniture, computers) will not be reimbursed.

OwnCloud folder access will be revoked upon receipt of the site visit report by the Accreditation Office. Login credentials for Zoom host accounts will be changed at the end of each Site Visit to ensure that they cannot accessed beyond their intended use period.

Programme site visit fees will be reduced to $1000 per visitor for virtual site visits. This reduction in fees is intended to act as a cost-recovery mechanism for the Accreditation Office of the CPA to pay for site visitor per diems up to a maximum of three days, equipment reimbursements, as well as the additional Zoom licenses to be purchased to conduct the virtual meetings.

Step 11 – Response to Site Visit Report

Once complete, and within 30 days of the site visit, the Site Visit Report is sent electronically to the Accreditation Office. The Registrar reviews the report to ensure consistent formatting, and the report is then sent electronically to the program. The programme is given 30 days to respond to the report. There will be no change from the usual procedures at this step.

Step 12 – Primary and Secondary Reviews

Two Panel members, including the initial reviewer of the programme, will be chosen to review all documentation pertaining to the programme's reaccreditation application . The Site Visit Report and the program's response are sent electronically to these Panel members. There will be no change from the usual procedures at this step.

Step 13 – Reaccreditation Decision at Panel meeting

Accreditation decisions are made at the next Panel meeting following the receipt of all pertinent documentation. Panel meetings can occur virtually over Zoom. There will be no change from the usual procedures at this step.