



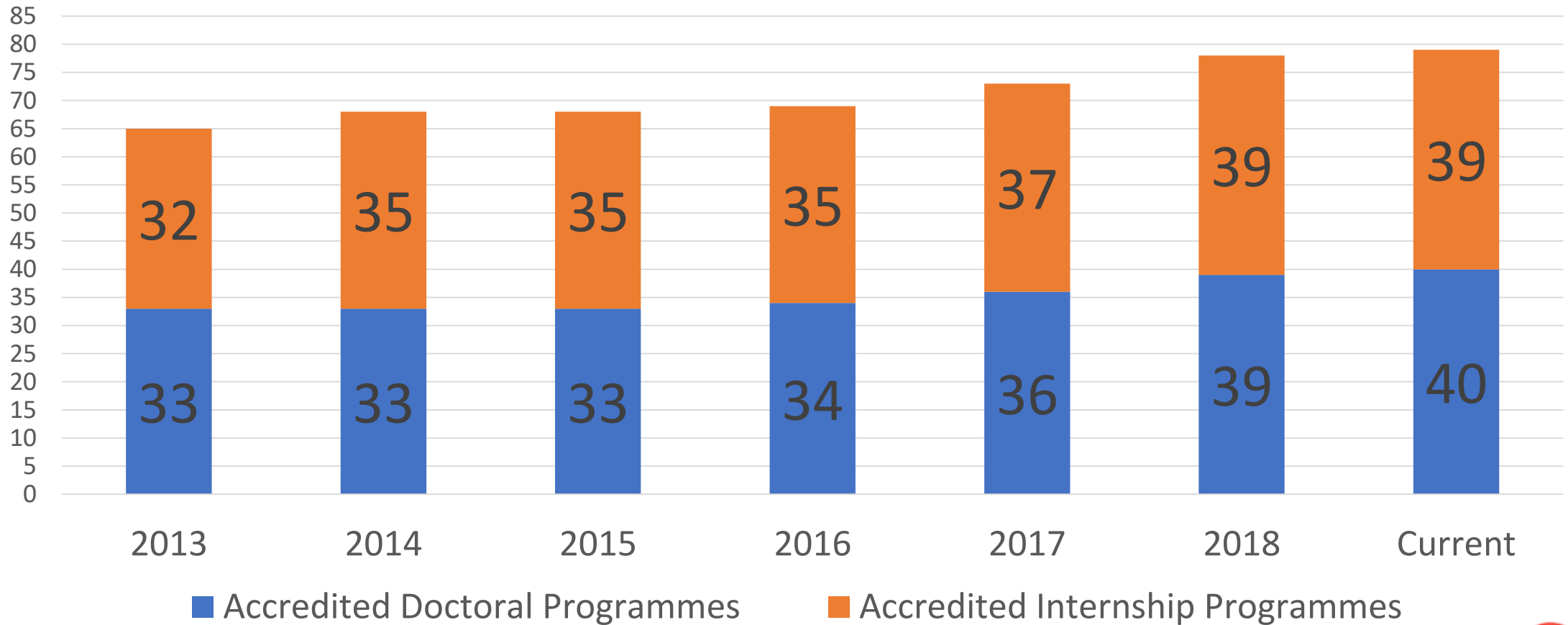
Writing Effective Annual Reports

Dr. S. Madon
Registrar, Accreditation
Canadian Psychological Association

Outline

- Accreditation Highlights
- Accreditation processes
- The function of the annual report
- The anatomy of the annual report
- Tips and Tricks for better report writing

CPA Accreditation by the numbers



As of April 2019, CPA accredits 79 programmes in total:

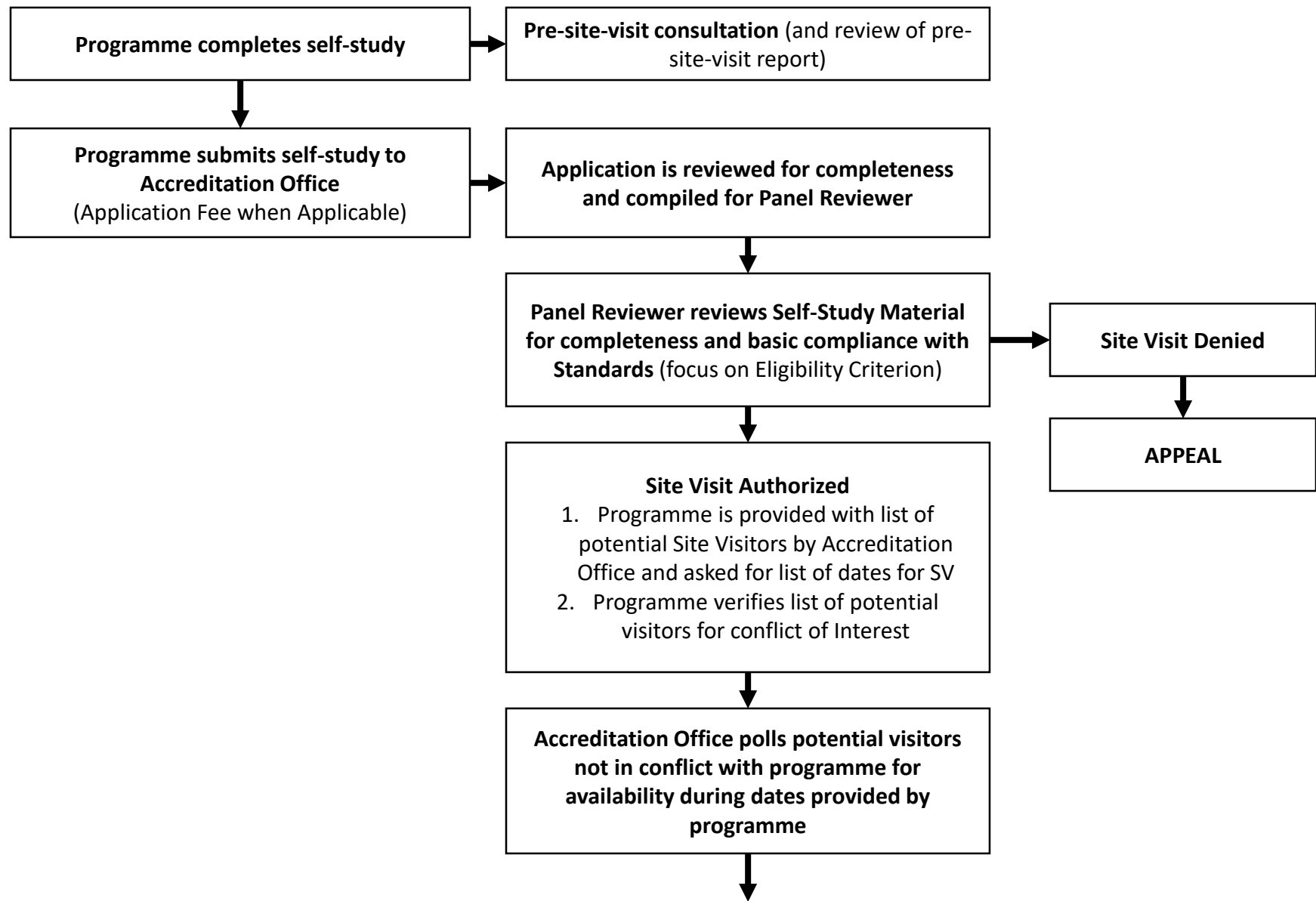
	Doctoral Programmes	Internship Programmes
Clinical Psychology	31	35
Counselling Psychology	5	4
School/Clinical Psychology	4	1
Clinical Neuropsychology	3	2
TOTAL	40*	39*

* The Total does not equal the sum of the number of programmes listed above as some programmes are cross-listed (e.g. school and clinical psychology).

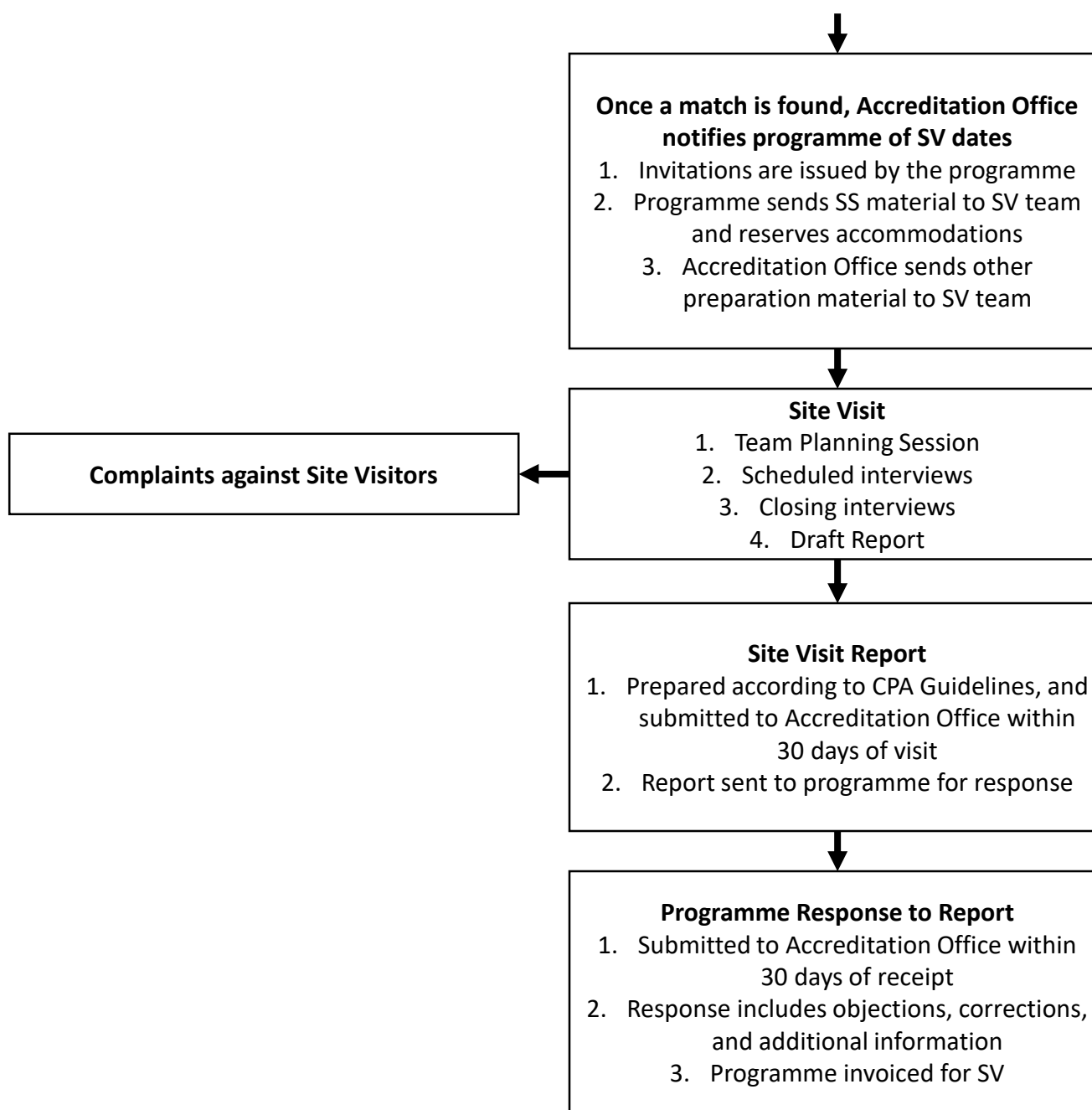
Accreditation Highlights

- Public Consultation survey data analyzed
- Standards Review Committee established
- Continued liaison relationships with: APA, ACPRO, CCTC, ASPPB, CCPPP
- Consulting on establishment of online portal for programmes
- Summit on Future of Professional Psychology Training

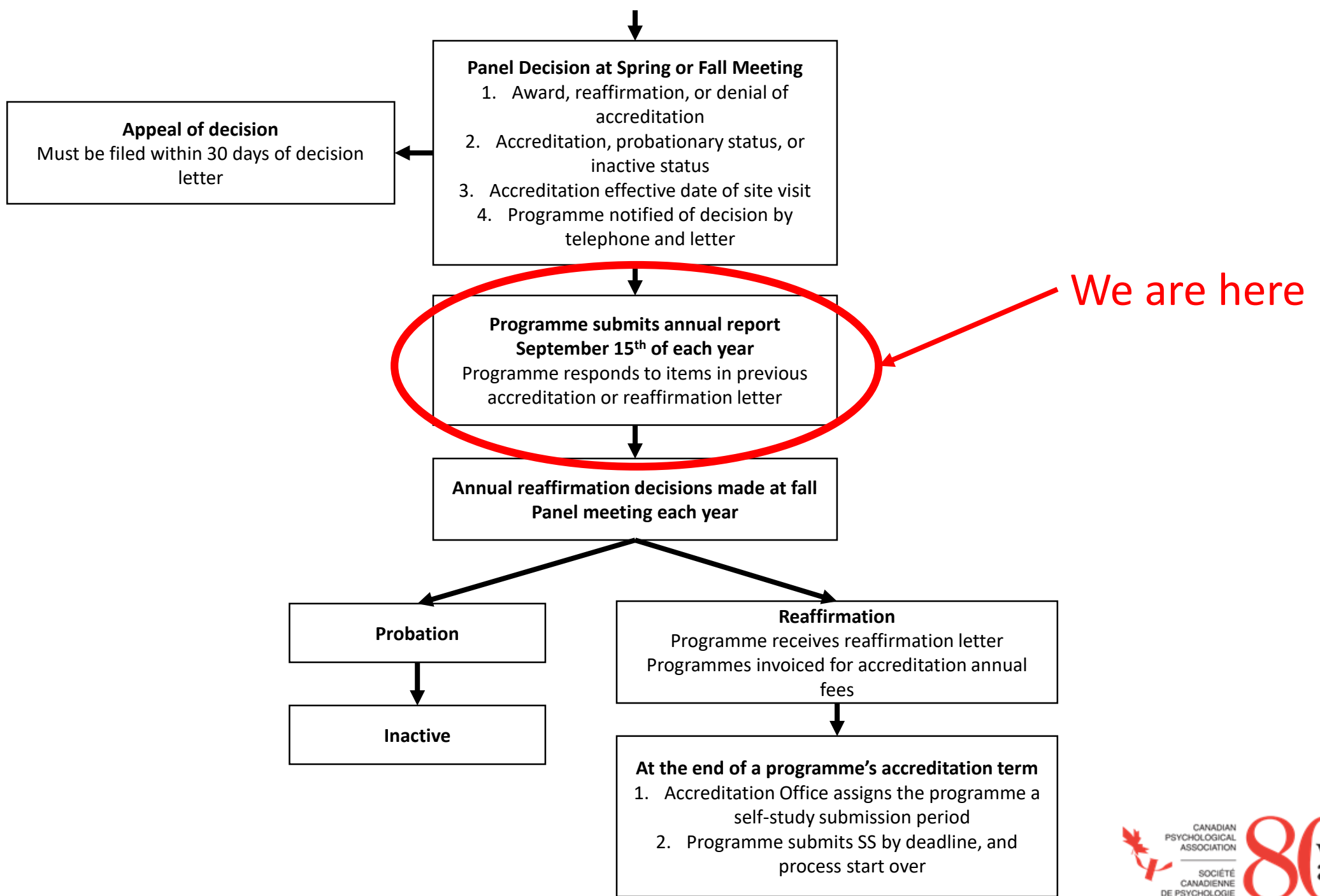
Accreditation Processes



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The Function of the Annual Report

The annual report is a limited self-study that allows the programme to document its continued compliance with the Standards at the level of its accredited status. (Accreditation Standards, p.80)

Standards deemed by the Panel to be not fully met will be followed up through the programme's annual report as monitoring items. (Accreditation Standards, p. 79)

The Function of the Annual Report

- In essence, the annual report serves as a check-in point with the accreditation Panel on:
 - Matters that have previously been flagged by the Panel
 - Matters that the programme indicated it would follow-up on.
 - Emerging issues/developments that could have bearing on a programme's adherence to the Standards
- The annual report provides evidence of continuity of your programme's addressing issues between re-accreditation visits.

The Anatomy of an Annual Report

Anatomy of an Annual Report

Demographics



ACCREDITATION PANEL FOR DOCTORAL PROGRAMMES AND INTERNSHIPS IN PROFESSIONAL PSYCHOLOGY

ANNUAL REPORT DOCTORAL PROGRAMMES

Date: [Click here to enter text.](#)

Name of Programme: [Click here to enter text.](#)

Name of University: [Click here to enter text.](#)

Professional Area: Clinical Psychology Counselling Psychology
 School Psychology Clinical Neuropsychology
 Combined – specify: [Click here to enter text.](#)

In addition to the foregoing text, please remember to include all of the following documents as part of your programme's annual report submission:

- Written text of annual report
- Completed 'Programme Contact Information' pages, with signatures
- Completed annual report tables 1 and 2
- Completed 'Public Disclosure' tables 1 through 4
- Updated programme brochure
- 2 page CV's for any new hires (if applicable)
- Any other recently significantly revised forms, manuals, handbooks (if applicable)

Anatomy of an Annual Report

Previous monitoring items

1. Please respond to the items contained in your programme's most recent annual re-affirmation or re/accreditation letter that were identified for follow up in this year's annual report. Please organize your responses according to the related standard.

- I. Eligibility

[Click here to enter text.](#)

- II. Philosophy, Mission and Curriculum

[Click here to enter text.](#)

Anatomy of an Annual Report

Reaffirmation Letter

The Panel looks forward to following programmes' developments through their annual reports. The Panel requests clarification and updates on the following information when filing your 2018-2019 annual report (or 2019-2020 self-study):

- The Panel noted that ... (Standard XX)
- Please continue to update the Panel on ... (Standard XX)
- Report on any changes that have taken place in 2018-2019, or which are anticipated for 2019-2020, with respect to the Accreditation Standards.

Annual Report

1. Please respond to the items contained in your programme's most recent annual re-affirmation or re/accreditation letter that were identified for follow up in this year's annual report. Please organize your responses according to the related standard.

I. Eligibility

[Click here to enter text.](#)

II. Philosophy, Mission and Curriculum

[Click here to enter text.](#)

Anatomy of an Annual Report

New information

2. Please describe any changes/challenges/enhancements to the programme which have taken place in **2018-19**, or which are anticipated for **2019-20**, with respect to each of the Accreditation Standards. In so doing, it may be helpful to review the criteria of each standard by referring to the *2011 Accreditation Standards and Procedures for Doctoral Programmes and Internships in Professional Psychology*.

The Panel also welcomes you to take this opportunity to highlight any notable accomplishments or other interesting activities your programme has engaged in over the past year.

Please do ensure that **at a minimum**, you comment on your programme's activities in relation to Standard IX – Programme Evaluation and Quality Improvement. This standard is one of the key ways through which programmes can demonstrate their responsiveness to the standards and ongoing commitment to high quality training.

I. Eligibility

[Click here to enter text.](#)

II. Philosophy, Mission and Model

[Click here to enter text.](#)

III. Diversity

[Click here to enter text.](#)

**ACCREDITATION PANEL FOR DOCTORAL PROGRAMMES
AND
INTERNSHIPS IN PROFESSIONAL PSYCHOLOGY****ANNUAL REPORT
DOCTORAL PROGRAMMES**

Date: [Click here to enter text.](#)

1. Please respond to the items contained in your programme's most recent annual re-affirmation or re/accreditation letter that were identified for follow up in this year's annual report. Please organize your responses according to the related standard.

I. Eligibility

[Click here to enter text.](#)

II. Philosophy, Mission and Curriculum

[Click here to enter text.](#)

2. Please describe any changes/challenges/enhancements to the programme which have taken place in 2018-19, or which are anticipated for 2019-20, with respect to each of the Accreditation Standards. In so doing, it may be helpful to review the criteria of each standard by referring to the *2011 Accreditation Standards and Procedures for Doctoral Programmes and Internships in Professional Psychology*.

The Panel also welcomes you to take this opportunity to highlight any notable accomplishments or other interesting activities your programme has engaged in over the past year.

Please do ensure that at a **minimum**, you comment on your programme's activities in relation to **Standard IX – Programme Evaluation and Quality Improvement**. This standard is one of the key ways through which programmes can demonstrate their responsiveness to the standards and ongoing commitment to high quality training.

I. Eligibility

[Click here to enter text.](#)

II. Philosophy, Mission and Model

[Click here to enter text.](#)

**ACCREDITATION PANEL FOR DOCTORAL PROGRAMMES
AND
INTERNSHIPS IN PROFESSIONAL PSYCHOLOGY**

Dr. I. M. Awesome

The Panel appreciates the programme's attention to the items identified for report in the November 10, 2017 letter of re-affirmation. The Panel understood the report on those items as follows:

- The programme reported that ... (Standard XX)
- The programme also reported that ...

Other changes in 2017-2018, or which are anticipated for 2018-2019, were reported by the programme as follows:

- The programme reported that ... (Standard XX)
- The programme noted that ... (Standard XX)

The Panel is careful in its review of all the materials it receives but recognizes the possibility that its synthesis and understanding of information submitted by programmes could contain inaccuracies. In the event that, in your view, the foregoing contains any inaccuracies, please let me know at your earliest convenience and, in any event, no later than December 15, 2018.

The Panel looks forward to following programmes' developments through their annual reports. The Panel requests clarification and updates on the following information when filing your 2018-2019 annual report (or 2019-2020 self-study):

- The Panel noted that ... (Standard XX)
- Please continue to update the Panel on ... (Standard XX)
- Report on any changes that have taken place in 2018-2019, or which are anticipated for 2019-2020, with respect to the Accreditation Standards.

Date: [Click here to enter text.](#)

1. Please respond to the items contained in your programme's most recent annual re-affirmation or re/accreditation letter that were identified for follow up in this year's annual report. Please organize your responses according to the related standard.

I. Eligibility

[Click here to enter text.](#)

II. Philosophy, Mission and Curriculum

[Click here to enter text.](#)

**ACCREDITATION PANEL FOR DOCTORAL
AND
INTERNSHIPS IN PROFESSIONAL PSYCHOLOGY****ANNUAL REPORT
DOCTORAL PROGRAMMES**

Other Considerations (Tips and Tricks)

- Accreditation is a collegial process
- Succinctness is key!
- Link reports of changes and new information to the Standards
- Don't forget last year's monitoring items
- Remember to report on PE & QI

Thank you! Questions?