ACCREDITATION COORDINATOR

Overview

The Canadian Psychological Association (CPA) is a not-for-profit professional association representing the country’s scientists, practitioners, and educators of psychology with a membership of over 7,000. Its vision is a society where understanding of diverse human needs, behaviours and aspirations drive legislation, policies and programs for individuals, organizations, and communities. It strives to achieve this by advancing research, knowledge, and the application of psychology in the service of society through advocacy, support, and collaboration.

Based on community-developed standards, the accreditation of professional psychology programs in Canada ensures that those accredited programs deliver quality education and training to future psychologists. Completing training at an accredited program facilitates the licensure process for graduates, facilitates the professional mobility of graduates both nationally and internationally, as well as other important benefits (e.g., allows access to the Association of Postdoctoral and Psychology Internship Centres (APPIC) Match system). The Canadian Psychological Association’s Accreditation Office currently accredits over 90 doctoral and residency programs across all major professional psychology speciality areas (clinical psychology, counselling psychology, school psychology, and clinical neuropsychology).

This role reports to the Registrar of Accreditation and the CPA’s Accreditation Panel.

Responsibility Highlights

- Coordination of Site Visits with Site Visitors and Programs (e.g., ongoing tracking of self-study submissions, tracking of review deadlines, tracking of Panel review deadlines, tracking of site visitor assignments, tracking/updating of site visitor roster, ongoing tracking of program due dates and accreditation history)
- Ongoing tracking and updating of program contact information, statistics, and other documentation.
- Active support for site visits (e.g., support for site visitors on visits, document exchange and communication with program DOTs and site visitors)
- Coordination of Portal Development (with Registrar; responsible for ongoing monitoring of project development and learning essential functions of portal for administration of its functions).
- Administration of Portal system and updates
- With Registrar: development of content of accreditation Panel meeting agendas
- With Registrar: ongoing site visitor recruitment and training.
• With Finance and Registrar: ensuring that all annual fee and site visit invoices are generated and delivered, and that payment is tracked.

Skills & Knowledge

• Minimum Bachelor’s degree (preference for Graduate degree and/or psychology degree)
• Knowledge of Accreditation in Canadian Context
• Excellent written/oral communication skills
• Ability to use word-processing, spreadsheet, presentation, and database systems.
• Excellent project management skills.
• Excellent organizational skills and attention to detail.
• Bilingualism (English/French) a strong asset

This is an Ottawa-based, hybrid position requiring in-office work and accommodating remote work within Ontario; the CPA can accommodate a 4 – 5 day work week for this role.

The CPA is committed to an inclusive environment and respects candidates from all backgrounds regardless of race, gender, ethnicity, religion, age, national origin, disability, sexual orientation, or any other category protected by applicable law.