



<Date>

<name>, <credentials>  
<institution>  
<address>  
<address>  
<postal code>

Dear <EI Dean or equivalent>:

This letter is to help you prepare for the upcoming site visit as the next step in the national program accreditation process for <insert program name>. Your site visit is scheduled for <insert date> from 8:00am to 5:00pm. The lead auditor is <insert name> and auditors are <insert names>.

In order to ensure that your site visit runs smoothly and that the auditors have access to all of the information they need, please arrange the following:

1. A staff member, who will be present throughout the day, to be responsible for the overall organization and coordination of the site visit.
2. A small meeting room which the auditors can use as their 'home base' during the site visit.
3. Breakfast for the auditors, alumni, employers and external program advisors at the beginning of the site visit (8:00am).
4. Lunch for the audit team, program administrators and any additional administrators involved in the audit process (12:00pm).
5. A 30-minute presentation to provide the auditors with an overview of the program (and all options) being reviewed for accreditation. This presentation should start with a historical overview of the program. It should then move on to discuss the program discipline learning outcomes, the courses that address those program discipline learning outcomes and the relationship the program has to careers that graduates can pursue. There can be more than one presenter. The presentation will be followed by some time for questions and answers.
6. At least 5 current students to take part in a focus group interview with the auditors and a room in which the interview can take place. The purpose of the student interviews is to allow the auditors to gauge the student

- experience in the program and to ensure that this experience aligns with program marketing materials and program objectives. Indicate to students that all comments will be anonymous.
7. At least 5 alumni to take part in a focus group interview with the auditors and a room in which the interview can take place. The purpose of the alumni interviews is to allow the auditors to gauge the graduate experience in the workforce after completion of the program and to ensure that this experience aligns with program marketing materials and program objectives. Indicate to alumni that all comments will be anonymous.
  8. At least 5 current faculty teaching courses related to the program discipline learning outcomes to take part in a focus group interview with the auditors and a room in which the interview can take place. The purpose of the faculty interviews is to allow the auditors to gauge the faculty experience in the program and to ensure that this experience aligns with program marketing materials and program objectives. Indicate to faculty that all comments will be anonymous.
  9. At least 3 external program advisors (from your Program Advisory Committee) or employers to take part in a focus group interview with the auditors and a room in which the interview can take place. The purpose of the program advisor/employer interviews is to allow the auditors to gauge the external perception of the program in the local labour market to ensure that this perception aligns with program marketing materials and program objectives. Indicate to program advisors and employers that all comments will be anonymous.
  10. A staff member to conduct the auditors on a detailed tour of your facilities as they relate to the program(s) being audited.
  11. A staff member who can review the health and safety processes and procedures specific to courses in the program(s) being audited.
  12. Any additional course materials and student work as requested by the Auditors prior to the Site Visit (please specify).

Please also ensure that the staff responsible for the administration of the program (Program Administrators) and other administration staff responsible for the program will be available for lunch, interviews and the audit wrap up at the end of the day.

Please see the enclosed Accreditation Site Visit Schedule to see how the day will unfold.



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Please contact us by phone or e-mail to discuss any questions you have as you prepare for the site visit.

Sincerely,

Richard Stamper  
Executive Director