



Technology
Accreditation
Canada

Agrément en
Technologie du
Canada

Accreditation Prep Guide

April 7, 2020

Accreditation Prep Guide

- Provides select information about the accreditation process to help prepare for the audit
- For more information check out [National Program Accreditation Manual](#)

Key Topics

- Accreditation timing – map out a schedule
- Accreditation Types – definitions
- Self-assessment Form – information you'll need to collect
- Discipline Learning Outcomes – how to select
- Student work – how to determine which work to collect
- Technology Report – ensuring the standard is met
- Site visit – schedule and expectations

Accreditation Process

Accreditation Process Chart

1

An educational institution submits an Accreditation Application for an engineering technology or applied science technician or technology program at a technician or technology level.

2

The application is reviewed within five (5) days. Once approved, an email is forwarded within five (5) days, providing access to the Self-assessment Form.

3

The Self-assessment Form is completed and submitted by the educational institution at least ten (10) weeks prior to the site visit date. The Form is reviewed for completeness within ten (10) days.

4

An audit team is selected and approved by the educational institution.

5

The Accreditation Coordinator works with the accreditation contact at the educational institution and the audit team to determine the site visit date.

6

At least eight (8) weeks prior to the site visit, the audit team commences the audit, assessing whether the information provided in the Self-assessment Form complies with the National Accreditation Components.

7

The site visit schedule is finalized at least two (2) weeks prior to the site visit.

8

Two (2) weeks prior to the site visit, no new materials may be submitted by the educational institution unless permitted by the lead auditor.

9

The site visit is conducted by the audit team.

10

Once the audit is concluded, the audit team determine the outcome of the audit and submits the Audit Report within thirty (30) days.

11

The Audit Report is reviewed by the Executive Director and a second level review is conducted by the Governance and Audit Council within thirty (30) days.

12

The educational institution is notified of the accreditation decision. If the program is compliant with all National Accreditation Components, the program is accredited for 5 years. If not, the program has up to eighteen (18) months to resolve the non-compliant components.

13

Each year, on the accreditation anniversary date, the educational institution is required to submit an Annual Report, detailing changes to the program.

14

The educational institution is notified one year prior to the accreditation expiring to commence the renewal of the accreditation.

Key Accreditation Timing

Activity	Timing	Week #
Application submission	Optimally 9 months prior to site visit	1
Site visit date selection	Minimum 16 weeks from site visit date	16
Self-assessment Form (SAF) submission	Minimum 12 weeks from site visit	20
Audit of SAF by audit team	Minimum 8 weeks from site visit	24
Site visit	1 day	32
Audit Report submission (assumes audit is completed at site visit)	Within 4 weeks of audit completion	36
Audit Report reviews	Within 4 weeks of Audit Report submission	40
Communication of accreditation decision	Same day or day after Audit Report review	40

- Time between submission of SAF and communication of accreditation decision is approximately 20 weeks

National Accreditation Criteria

- The National Accreditation Criteria are the standards by which an engineering technology or applied science program is measured against for the purposes of national program accreditation
- Criteria requires submission of “institutional” and “program” information

Accreditation Types

- The category of accreditation will determine the application process

Accreditation Category	Application
Standard – one distinct technician or technology program (including mandatory co-op)	One application
Joint – a technician and a technology program with common first or first and second years	Separate application for each program
Aligned- two or more technician or technology programs with a significant number of common courses	One application, identifying one program as the program name and the others as options
Options - a program with a fast track or accelerated option or a program with one or more "majors" or "streams" in the final year. Co-op is an option if students take some different courses.	One application, identifying each option as an option

Joint/Aligned Accreditations

- 2 or more programs with common courses or streams which can be audited by one audit team
- Audit team may expand to 4 or 5 auditors
- One site visit
- Consult Accreditation Coordinator to discuss if programs are joint or aligned

Self-assessment Form

- Form used to provide information to be assessed against the National Accreditation Criteria
- View [sample Self-assessment Form](#) to see National Accreditation Criteria and information required
- Time to complete and submit date determined by educational institution, though must be submitted 12 weeks prior to site visit date

Learning Outcomes

- National Accreditation Components E.1 Discipline Learning Outcomes and E.2 General Learning Outcomes
- Discipline Learning Outcomes – program select all outcomes from any CTAC (standard) which “best” represent the program (understanding there may not be “perfect” fits)
- May submit up to 2 custom discipline learning outcomes
- General Learning Outcomes – prescribed outcomes for the program

Student Work

- Evidence to verify achievement of the selected course learning outcomes for both discipline and general learning outcomes
- Generally one selection of student work will be sufficient to demonstrate student achievement
- All student work selections must be provided in the Self-assessment Form
- Must be from the current or previous years' graduating class

Student Work

- May include tests, quizzes, labs, assignments and projects
- Low, middle and high passing mark for each selected work, with the marking rubric, must be submitted
- Multiple authored projects must include mark matrix for each author
- To determine which student work is to be collected, complete components E.1 Discipline Learning Outcomes and E.2 General Learning Outcomes

Technology Report

- #1 reason why programs are not accredited
- Suggest assessing your technology reports against GY01
- General Learning Outcome GY01 Technology Report - Research, design, test, analyze, conclude, present and defend a Technology Report relating to a significant technology-related issue
- Refer to the [National Technology Report Guideline](#) (Draft) for support

Site Visit

- To verify specific National Accreditation Components
- One full day
- Interviews with various groups and individuals
- Tour of the program's facilities
- Site visit schedule on following pages

Site Visit Timing

- May be conducted anytime during the year, except for accreditation renewals, which must be conducted during the semester in which the accreditation expires
- Site visit date to be determined minimum 16 weeks in advance
- Must be conducted minimum 12 weeks from submission of Self-assessment Form
- Date will be confirmed once an audit team is in place

Site Visit Requirements

- Staff member, who will be present throughout the day
- One meeting room to conduct all interviews
- Healthy breakfast and lunch, with water and coffee during morning and afternoon breaks

Site Visit Schedule

Time	Particulars
8:00 - 8:30 am	Breakfast with Employers, Program Advisory Committee members, Dean, Program Chair and Coordinator
8:30 - 9:15 am	Program Advisory Committee/Employer Interview (Group) <ul style="list-style-type: none"> The interview is to gauge graduate employability and success from local employers and how effectively the program advisory committee is functioning. 3 Program Advisory Committee members and 3 representatives (technical and/or H.R) from companies who can comment on the grads' work performance.
9:15 - 10:00 am	Alumni Interview (Group) <ul style="list-style-type: none"> The interview is to gauge the graduate experience in the workforce after completion of the program and to ensure that this experience aligns with program's objectives. Alumni to have graduated within 1-3 years.
10:00 – 10:10 am	Break
10:10 - 11:15 am	Program Information Session <ul style="list-style-type: none"> The information session is to provide; <ol style="list-style-type: none"> a brief overview of the program's history, details about program options (if applicable), unique program features and careers that graduates can pursue (15 minutes) an explanation why the 5 core discipline learning outcomes were selected (5 minutes each outcome) Program Chair/Coordinator to present. Please allow time for questions and answers.
11:15 am – 12:15 pm	Tour of Facilities <ul style="list-style-type: none"> The tour is to review the state of the facilities including labs, library, research, academic and career resources and to review the health and safety processes and procedures specific to courses in the program.
12:15 – 1:00 pm	Lunch with Program Administrators and Institution Representatives <ul style="list-style-type: none"> Lunch with institution representatives (i.e. VP of Academics, quality assurance staff), program administrators (i.e. Dean, Chair/Coordinator) and any others involved with or interested in the accreditation

Site Visit Schedule

Time	Particulars
1:00 – 1:45 pm	Student Interview (Group) <ul style="list-style-type: none">• The interview is to gauge the student experience in the program and to ensure that this experience aligns with program’s objectives.• 5 students in their final semester (preferred), or final year, to attend.
1:45 – 2:50 pm	Faculty Interviews (Individually) <ul style="list-style-type: none">• The interviews are to gauge faculty experience in the program and to ensure that this experience aligns with the program’s objectives.• 3 instructors teaching a culminating course and the instructor for the capstone/Technology Report course are to be interviewed.• Lead auditor may request additional faculty to be interviewed.
2:50 – 3:00 pm	Break
3:00 – 3:30 pm	Program Administrator Interview <ul style="list-style-type: none">• The interview is to understand the challenges associated with the program and for the audit team to communicate any missing information.• Program Chair/Coordinator/Head to attend.
3:30 – 4:00pm	Audit Team Deliberation <ul style="list-style-type: none">• Time for the audit team to compile the key findings of the audit and prepare for the exit meeting.
4:00 – 4:30 pm	Exit Meeting with Program Administrators and Institution Representatives <ul style="list-style-type: none">• The exit meeting provides verbal feedback by the lead auditor on the key findings to date, including disclosing non-compliant components, unique program features, best practices and opportunities for improvement.• Timelines are detailed for the next steps of the audit process.• The meeting also provides an opportunity for program administrators and institution representatives to ask questions of the audit team.

First Steps

1. Submit an accreditation application, one per program (unless programs are aligned or have options)
2. Upon application approval, email sent with log in credentials, along with Self-assessment Form Guide
3. Create Self-assessment Form
4. Review Self-assessment Form Guide and Webinar

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Thank you

