



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   | At least 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 3 weeks of audit completion                     | 35     |
| Program review of draft Audit Report                               | 1 week   | 36     |
| Second Level Review of Audit Report                                | Within 4 weeks of Program review of draft Audit Report | 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 Categories

- The category of accreditation will determine the application process

| Accreditation Category   | Application  |
|--|--|
| Standard – one distinct technician or technology program (including 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 the same courses or a significant number of common courses (includes same program offered at different campuses) | 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.   | One application, identifying each option   |

# Joint/Aligned/Options

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



# Self-assessment Form

- Used to provide information to be assessed against National Accreditation Criteria
- Complete by program
- Refer to Self-assessment Form Guide for support
- Check sample Self-assessment Form to view National Accreditation Criteria and information required

# Self-assessment Form

- Time to complete and submit date determined by educational institution, though must be submitted 12 weeks prior to site visit date
- Assess status of program before submitting and committing to program audit

# Learning Outcomes

- Discipline and general learning outcomes found in Canadian Technology Accreditation Criteria (CTAC)
- Discipline Learning Outcomes – program selects all outcomes from any CTAC which “best” represents the program

# Learning Outcomes

- May submit up to 4 custom discipline learning outcomes
- General Learning Outcomes – prescribed outcomes for the program

# Student Work

- Evidence to verify achievement of selected course learning outcomes for both discipline and general learning outcomes
- Generally one selection of student work is sufficient to demonstrate student achievement
- Multiple authored projects must include mark matrix for each author

# Student Work

- Must be from current or previous years' class
- Complete E.1 Discipline Learning Outcomes and E.2 General Learning Outcomes to determine which student work to be collect

# Virtual Site Visit

- To verify specific National Accreditation Criteria
- One full day
- Interviews with various groups and individuals
- Live tour of the program's facilities
- Refer to [Virtual Site Visit Guide](#) for support

# Site Visit Timing

- May be conducted anytime during the year for new accreditations
- For accreditation renewal, must be conducted during semester in which accreditation expires
- Date to be determined minimum 16 weeks in advance
- Must be conducted minimum 12 weeks from submission of Self-assessment Form
- Date confirmed once audit team in place



# First Steps

1. Submit an accreditation application
2. Upon application approval, email sent with log in credentials, along with Self-assessment Form Guide and Virtual Site Visit Guide
3. Create Self-assessment Form
4. Review Self-assessment Form Guide
5. Set up call with Shauna

# Support

## Shauna Wright, Accreditation Coordinator

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# Thank you

