



Technology
Accreditation
Canada

Agrément en
Technologie du
Canada

Accreditation Preparation Guide

December 16, 2021

Accreditation Prep Guide

- Provides select information about the accreditation process to help prepare for the audit
- For more information, please review the 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

Accreditation Process

Accreditation Process

- 1 An engineering technology or applied science program submits an application for accreditation of the program at a technician or technologist level, not less than nine (9) months from the site visit date.
- 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 (SAF).
- 3 Prior to starting work in the Self-assessment Form, a meeting is held with the educational program to provide guidance on how to complete the SAF and discuss a site visit date.
- 4 The Self-assessment Form is completed and submitted by the educational program at least twelve (12) weeks prior to the site visit. The Form is reviewed by staff for completeness within ten (10) days of submission.
- 5 An audit team is selected. Auditor resumes are forwarded to the educational program for review.
- 6 The Accreditation Coordinator works with the educational program and audit team to finalize the site visit date.
- 7 At least eight (8) weeks prior to the site visit, the audit team commences the audit, assessing the information in the Self-assessment Form against the National Accreditation Criteria.
- 8 Approximately four (4) weeks prior to the site visit, the lead auditor contacts the educational program to provide an update on the status of the audit.
- 9 The site visit schedule is submitted by the educational program and finalized no later than two (2) weeks prior to the site visit.
- 10 At least one (1) week prior to the site visit, TAC staff and the program contact hold a virtual meeting for final site visit preparation.
- 11 The site visit is conducted by the audit team. The audit team presents the key audit findings at the conclusion of the site visit.
- 12 Upon conclusion of the audit, the audit team determines the outcome of the audit and submits a draft Audit Report within twenty-one (21) days.
- 13 Within seven (7) days of submission, the draft Audit Report is reviewed by staff and forwarded to the educational program for review.
- 14 The educational program is provided seven (7) days to correct any factual errors in the draft Audit Report.
- 15 Within twenty-one (21) days, the Governance and Audit Council conducts a second level review to ensure the audit process was followed by the audit team.
- 16 The educational program is forwarded an accreditation letter with the outcome of the audit and the final Audit Report.
- 17 If the program is compliant with all National Accreditation Criteria, the program is accredited for 5 years. If the program is not accredited, the program has up to eighteen (18) months to resolve the non-compliant criteria.
- 18 Each year, on the accreditation anniversary date, the educational program is required to submit an Annual Report, detailing changes to the program and providing an update on the opportunities for improvement identified in the Audit Report.
- 19 The educational program is forwarded a reminder, at least twelve (12) months prior to the accreditation expiry date, to commence accreditation renewal.

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. A work term (e.g.co-op) is not considered an option .	One application, identifying each option as an option

Joint/Aligned Accreditations

- Audit of joint/aligned accreditations conducted 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
- 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 Criteria E.1 Discipline Learning Outcomes and E.2 General Learning Outcomes
- Discipline Learning Outcomes – program select all outcomes from any CTS (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 is 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 criteria 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 for support

Site Visit

- To verify specific National Accreditation Criteria
- One full day
- Interviews with various groups and individuals
- Tour of the program's facilities
- Refer to the 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

Next Steps

1. Submit an accreditation application, one per program (unless programs are aligned or have options)
2. Upon application approval, email will be sent with log in credentials, along with support materials
3. Review support materials
4. Set up meeting with Accreditation Coordinator to create Self-assessment Form

Support

Axel O'Young, Project Manager

- aoyoung@technologyaccreditation.ca
- 437-345-3603

Liz Rozman, Project Manager

- erozman@technologyaccreditation.ca
- 514-603-4181

technologyaccreditation.ca

Thank you

