

Guidelines for Preparation of Progress Reports

Progress Reports are an essential step in the accreditation process and may be required for a program to maintain accreditation status. Decision-making of the Council will be facilitated by the preparation of a Progress Report that addresses the requested details about information and evidence to meet the Standards.

1. Conditions Under Which a Progress Report is Required

ACCPAP will request that a program submit a Progress Report when the decision is taken that a program has: i) accreditation status, fully compliant, with one or more weaknesses identified; or ii) accreditation status, partially compliant, or iii) probationary accreditation. The specific conditions of the Progress Report are:

i) *Accreditation, Fully Compliant, With One or More Weaknesses Identified:*

Progress Reports will be required until a program demonstrates evidence that the weakness or weaknesses identified have been addressed. Failure to demonstrate progress towards addressing any weaknesses may result in a change to accreditation partially compliant or probationary accreditation.

ii) *Accreditation Partially Compliant:*

Progress Reports will be required until a program demonstrates evidence of full compliance with the evaluative criteria. Failure to demonstrate progress towards full compliance may result in a change to probationary accreditation.

iii) *Probationary Accreditation:*

A Progress Report will be required within 6 to 12 months of the accreditation decision. When a program demonstrates significant progress towards resolution of all outstanding areas, it may lead to an accreditation status with partial or full compliance. Failure to demonstrate significant progress within the specified period may result in non-accreditation status. If an additional on-site review is required, the program will be responsible to pay for any related expenses.

2. Content of Progress Reports

After a decision is taken ACCPAP will send the program an Accreditation Review and Status Report (AR&SR), which includes information about the required content of the Progress Report. The AR&SR includes comments about each evaluative criterion that the program must address, and a request for information and examples of evidence to indicate the program's compliance with the criterion (please refer to the accreditation standards for examples of evidence <http://www.accpap.ca/PDFs/ACCREDITATION%20STANDARDS%202004.pdf>). The program must provide a significant level of detail and analysis about the evidence it provides in the Progress Report to indicate how the evidence demonstrates the program's compliance with the accreditations standards. If there is a question about content of the Progress Report, it is the program's responsibility to request clarification from ACCPAP.

3. Submission

The AR&SR will indicate the date by which the Progress Report is to be submitted to ACCPAP. A Progress Report must be received by ACCPAP at least four (4) weeks prior to the meeting at which the Council is scheduled to discuss the Report.

Failure to submit a Progress Report by the indicated date may result in a change of the program's accreditation status to probationary or non-accreditation.

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