

POLICY AND PROCEDURES

EDUCATION PROGRAM REPORTING OF SUBSTANTIVE CHANGE

Background

The accreditation cycle for physiotherapy education programs is a 6-year period. It is the responsibility of each accredited education program to ensure that it continues to remain in compliance with the accreditation standards and criteria throughout this period. If a program undergoes changes that impact on its compliance, these need to be reported to the Accreditation Council for Canadian Physiotherapy Academic Programs (ACCPAP) within six (6) months of implementation of the change. Any change, which alters the circumstances under which the program was accredited, will necessitate a reassessment. Submission of documents may be sufficient for the reassessment.

Policy

1.0 Definition of Substantive Change

1.1 Categories of Substantive Change

There are two categories of substantive change including changes that impact on compliance with accreditation standards and changes in contact information.

A. Change Impacting on Compliance with Accreditation Standards

i) Mandatory reporting of program compliance with accreditation standards

- Change in program governance or administrative structure (Core Criterion 1.1)
- Change in program leadership (Core Criterion 1.2)
- Change in financial resources (Core Criterion 1.3)
- Major curriculum revision, including pedagogy (Criterion 2.2, 2.3)
- Change in faculty complement (Criterion 3.1)
- Change in the degree or program offered
- Decision not to admit a class of students
- Plans for temporary closure or permanent closure of the program

ii) Reporting of any other major program changes

B. Change in Contact Information

- Name or address of the university
- Name, address, telephone and fax numbers, web site address, or e-mail address for the program
- Name, credentials, address, telephone and fax numbers, or e-mail address for the program director
- Name, credential, or address of officials in the university to whom ACCPAP sends official correspondence, for example, Dean, Provost, Vice Provost or President

1.2 Failure to Notify ACCPAP

Failure to notify ACCPAP of substantive changes within the required time period may result in the program being placed on Probationary Accreditation.

Procedures

2.0 Specific Procedures for Reporting Changes Regarding Compliance with Accreditation Standards

2.1 Change in Program Governance or Administrative Structure

Notification of a change in the program's governance or administrative structure must be submitted no later than six (6) months following implementation of the change. Notification must include: details about the changes, the new organizational chart indicating lines of authority and communication, and information about how the changes impact the program.

2.2 Change in Program Leadership

Notification of a change in program leadership must be submitted no later than six (6) months following implementation of the change. Notification must include: the name, credentials, and contact information for the new person responsible for the program; the title and term of the appointment; and a copy of the new person's curriculum vitae.

2.3 Major Curriculum Revision

Notification of a major curriculum revision for the program must be submitted no later than six (6) months following receipt of approval for the change. Examples of major curriculum revision are changes in the delivery of clinical education or in delivery of the curriculum such as distance education. Notification must include copies of the required approvals that have been received by the program for the curriculum revision, the date that the changes will be in effect and any impact the change may have on the students and faculty or program resources.

2.4 Major Change in Faculty Complement

A major change in faculty complement is considered to be when a program has a decrease in the full-time faculty complement due to loss of funding or when a funded position has remained vacant for more than 2 years. Notification must be submitted no later than six (6) months following implementation of the change and must include information about planned strategies to manage the change.

2.5 Change in the Degree or Program Offered

Notification of a change in the degree or program offered must be submitted: 1) when a program is considering a change; and 2) once necessary approval has been received. Notification of change following receipt of approval must include copies of the required approvals that have been received by the program for the change and the date that the changes will be in effect.

2.6 Decision not to Admit a Class of Students

Notification of a program's decision not to admit a class of students must be submitted no later than six (6) months following the university decision not to admit the class. Notification must include an indication of whether this action is limited to one class.

2.7 Plans for Temporary Closure or Permanent Closure of the Program

2.7.1 Temporary Closure

Accredited programs may institute a temporary closure of a program for a period not to exceed one year. During this period the program will maintain its accreditation status if it:

- maintains a full active faculty
- pays annual fees in full
- submits the required reports to ACCPAP
- otherwise meets the standards for an accredited program

Notification of a program's decision to institute a temporary closure must be submitted no later than one week following the university decision to do so.

2.7.2 Permanent Closure

Should a decision be made to permanently close an accredited program, ACCPAP expects that the integrity of the program will be maintained until the closure and that the program will inform enrolled students about the impending closure in a timely fashion.

Notification of a program's decision to institute a permanent closure must be submitted no later than one week following the official university decision to do so. Notification must include copies of the official university decision to close the program and the date that the last class of students will graduate.

3.0 Specific Procedures for Reporting Changes in Contact Information

Programs must submit the form – *Education Program Report Concerning Substantive Changes* - to report changes to ACCPAP. Official written notification from the program chair or other appropriate institutional or government official must be provided, if applicable.

4.0 ACCPAP Procedures for Reviewing Substantive Changes

- 4.1 Education programs will be required to submit a Substantive Change Report Form annually; the form will be distributed with ACCPAP's request for completion of the Annual Report.

In between requests for Annual Reports, it is the program's responsibility to submit a Substantive Change Report Form in accordance with the requirements of this policy.

- 4.2 If the change is related to Contact Information, the Executive Director will make the required changes in the ACCPAP databases.

If the change is related to a program's compliance with accreditation standards the Executive Director will forward the Report of Substantive Change for consideration by the Council. The Council will review submitted reports of substantive change at the next Council meeting following the submission and will advise the program that

- i. the report meets the requirements for submission of information about substantive changes and ongoing accreditation status and no further follow-up is required,

OR

- ii. further information is required within a specified period,

OR

- iii. a focused on-site accreditation review will be required (expenses for the review would be the responsibility of the program).

EDUCATION PROGRAM REPORT CONCERNING SUBSTANTIVE CHANGES

1. Contact Information No Changes:

Program: _____

Degree: _____

Address: _____

Telephone: () _____ Fax: () _____

Web Site Address: _____

University Official: Name _____

Address _____

Telephone: () _____ Fax: () _____

Program Director: Name _____

Title: _____

Credential: _____

Address: _____

Telephone: () _____ Fax: () _____

E-mail: _____

2. Compliance with Accreditation Standards No Changes:

Please attach separate documentation related to compliance with the ACCPAP accreditation standards in the following areas:

- Change in program governance or administrative structure
- Change in program leadership
- Change in financial resources
- Major curriculum revision
- Change in faculty complement
- Change in the degree or program offered
- Decision not to admit a class of students
- Plans for temporary closure or permanent closure of the program

3. Failure to Notify ACCPAP

Failure to notify ACCPAP of substantive changes within the required time period may result in the program being placed on Probationary Accreditation.