

## POLICY & PROCEDURES

### COUN-06 LANGUAGE AND DOCUMENT TRANSLATION

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#### PREAMBLE

PEAC values reflect the need to have a customer focus, user-friendly processes and documentation, and language equity. In keeping with these values all reasonable efforts will be made to provide documents, correspondence and services in English and French. However, it must be recognized that occasionally, the human and financial resources that are available may limit such services.

#### 1.0 Translation of Documents

All official PEAC documents will be provided in both English and French including:

- By-laws
- The Vision, Mission, Values and Keys to Success
- Accreditation Standards and Criteria
- Fact Sheets

Draft documents will not be translated unless absolutely necessary.

#### 2.0 Correspondence

Response to formal correspondence will be in the language of preference of the customer.

#### 3.0 Services

##### 3.1 Accreditation Peer Review Teams

PEAC will ensure that members of the Peer Review Teams can:

- i) read and understand the written documentation provided by the program;  
and
- ii) understand oral communication in the language of the education program.
- iii) prepare the Peer Review Report in the language of the education program

#### 4.0 Program Accreditation Materials

- 4.1 Programs shall submit all documentation for accreditation in the language of the education program.
- 4.2 Documentation for the confidential dossier to be reviewed by PEAC Accreditation Committee and Board of Directors will be translated as necessary for the primary reviewer and the members.

#### 5.0 Accreditation Review and Status Reports

Accreditation Review and Status Reports will be prepared in the language of program.

Policy Number: COUN-06	
Date of last revision	Associated documents
<i>March 2001</i> <i>May 2012</i> <i>June 2013</i>	