

## **POLICY & PROCEDURES**

### **ACC-02: DISCLOSURE**

---

#### **PREAMBLE**

The values of PEAC support practices that are transparent, consistent and fair. PEAC will demonstrate its integrity and commitment to these values by developing and using policies, procedures, and operations that respect all stakeholders in accreditation processes.

#### **1.0 POLICY**

##### **1.1 Publication by PEAC**

1.1.1 PEAC will disclose public information about the accreditation process, and the policies and procedures related to accreditation.

1.1.2 Information considered public regarding the accreditation process related to a specific education program is limited to the level of accreditation status awarded the program (Accreditation – Fully Compliant, Accreditation – Partially Compliant, Accreditation – Probationary, Non-Accreditation), and includes the date of the accreditation award and the date of expiry, if applicable.

1.1.3 Clear definitions of the Levels of Accreditation (as provided by PEAC – see *Appendix A*) must be included when and wherever a program's accreditation status is published by PEAC.

1.1.4 Deliberations about a program's accreditation status will not be available in the public domain.

##### **1.2 Publication by an education program**

1.2.1 Education programs must publish their accreditation status, the level of accreditation (Accreditation – Fully Compliant, Accreditation – Partially Compliant, Accreditation – Probationary Non-Accreditation), the date of the accreditation award, and the expiry of the accreditation award (if applicable). This information must be easily accessible for prospective and current students and other stakeholders/partners.

- 1.2.2 Education programs awarded Accreditation – Probationary and Non-Accreditation must provide detailed information to faculty, staff, and students enrolled in the program, and students seeking enrolment in the program about the impact on students and potential students.
- 1.2.3 Clear definitions of the Levels of Accreditation (as provided by PEAC – see *Appendices A and B*) must be included when and wherever a program's accreditation status is published by the program.
- 1.2.4 Should a program choose to publish its accreditation reports (including the Accreditation Review and Status Report) they must be published in their entirety.

## **2.0 PROCEDURES**

### **2.1 Publication by PEAC**

- 2.1.1 A list of Canadian education programs and their levels of accreditation (as at December 31) will be published in the PEAC Annual Report. Dates of the accreditation award and expiry, if applicable, will be included.
- 2.1.2 A current list of Canadian education programs and their levels of accreditation (Pre-accreditation; Accreditation – Fully Compliant, Accreditation – Partially Compliant, Accreditation – Probationary, Non-Accreditation) will be published on the PEAC website and will include the dates of the accreditation award and expiry if applicable.
- 2.1.3 When the accreditation status of an education program moves to Accreditation – Probationary or Non-Accreditation, publication of the change in accreditation status on the PEAC website will be delayed until the program has notified all faculty, staff, and students.
- 2.1.4 When the accreditation status of an education program moves from Accreditation – Probationary to Accreditation – Fully Compliant or Accreditation – Partially Compliant, publication of the change in accreditation status on the PEAC website will occur on the same day that the program is notified of their new accreditation status.
- 2.1.5 When the accreditation status of an education program moves to Non-Accreditation, PEAC will formally notify the Canadian Alliance of Physiotherapy Regulators of the program's Non-Accreditation status once the program has notified all faculty, staff and students, and will request that regulator in each province be informed.

2.1.6 When and wherever public disclosure of accreditation status is made by PEAC, definitions of the levels of accreditation must also be included.

## 2.2 Publication by education programs

2.2.1 The education program will publish the program's current accreditation status and level of accreditation (Pre-accreditation; Accreditation – Fully Compliant, Accreditation – Partially Compliant, Accreditation – Probationary, Non-Accreditation) on its website and in all current publications. The date of the accreditation award and its expiry, if applicable, will be included wherever accreditation status is published.

2.2.2 The definition of the program's own level of accreditation (as provided by PEAC – see [Appendix B](#)) AND a link to PEAC's website with more details regarding Levels of Accreditation (see [Appendix A](#)) will be provided by the program when and wherever a program's accreditation status is published by the education program.

2.2.3 When and wherever the education program makes public disclosure of its accreditation status, it will include the full name, address and contact information for PEAC as: Physiotherapy Education Accreditation Canada, Suite 26, 509 Commissioners Road West, London, Ontario, N6J 1Y5, (226) 636-0632, [www.peac-aepc.ca](http://www.peac-aepc.ca). A link to [www.peac-aepc.ca](http://www.peac-aepc.ca) alone is not adequate.

2.2.4 The required text for programs holding Accreditation – Fully Compliant or Accreditation – Partially Compliant when publishing their information publicly is:

*The (name of program) at (University) has completed the accreditation review process administered by Physiotherapy Education Accreditation Canada (PEAC). PEAC is an incorporated body under the Canada Not-for-profit Corporations Act and operates as the accrediting agency for physiotherapy education programs in Canada. The status of (Accreditation – Fully Compliant, – Partially Compliant) was granted to the program on (date decision was effective) for the period until (the end of the accreditation cycle). A description of [Accreditation – Fully Compliant, – Partially Compliant,] follows [Include definition as provided by PEAC in [Appendix B](#)]. More details regarding the definitions of the levels of accreditation are available at [PEAC weblink].*

2.2.5 The required text for programs holding Accreditation – Probationary when publishing their information publicly is:

*The (name of program) at (University) has completed the accreditation review process administered by Physiotherapy Education Accreditation Canada (PEAC). PEAC is an incorporated body under the Canada Not-for-profit Corporations Act and operates as the accrediting agency for physiotherapy education programs in Canada. The status of Accreditation – Probationary was granted to the program on (date decision was effective). A description of Accreditation – Probationary follows [Include definition as provided by PEAC in [Appendix B](#)]. More details regarding the definitions of the levels of accreditation are available at [PEAC weblink].*

2.2.6 The required text for programs holding Accreditation – Probationary when notifying faculty, staff, and students enrolled in the program, and students seeking enrolment in the program is:

*Physiotherapy Education Accreditation Canada (PEAC) is responsible for accrediting physiotherapy education programs. The (Program NAME at Institution NAME), following the most recent (Accreditation Review visit/Progress Report submission), has received notice from PEAC that the program has been awarded Accreditation – Probationary status. Probationary accreditation status is awarded when deficiencies are identified with respect to compliance with some of the accreditation standards and criteria. Under probationary accreditation status the program continues to be accredited.*

*(Program NAME) will be working towards fixing these identified deficiencies, with the goal to be awarded partial or full accreditation status. In the unlikely event that the (Program NAME) is awarded Non-Accreditation in the future:*

- Students who were admitted to the program while it held Accreditation – Fully Compliant status or Accreditation – Partially Compliant status will be considered as graduates of an accredited program, if the program respects certain conditions. The conditions may, for example, specify requirements for academic or clinical education and will be specified by PEAC on a case-by-case basis.*
- Students who were admitted to the program while it held probationary accreditation status will not be considered graduates of an accredited program at the time of graduation if the program holds Non-Accreditation at that time.*

*The program's accreditation status is important to graduating students with regards to becoming licensed to practice physiotherapy in Canada. It is recommended that students contact the Canadian Alliance of Physiotherapy Regulators ([alliancept.org](http://alliancept.org)) for information regarding the*

*process to become licensed as a physiotherapist in Canada following graduation.*

*Details regarding accreditation decisions, including probationary accreditation status, can be found on the PEAC website ([peac-aepc.ca](http://peac-aepc.ca)). Any questions can be directed to (Program NAME faculty member).*

2.2.7 The required text for programs holding Non-Accreditation when publishing their information publicly is :

*The (name of program) at (University) has completed the accreditation review process administered by Physiotherapy Education Accreditation Canada (PEAC). PEAC is an incorporated body under the Canada Not-for-profit Corporations Act and operates as the accrediting agency for physiotherapy education programs in Canada. The status of Non-Accreditation was granted to the program on (date decision was effective). A description of Non-Accreditation follows [Include definition as provided by PEAC in [Appendix B](#)]. More details regarding the definitions of the levels of accreditation are available at [PEAC weblink].*

2.2.8 The required text for programs holding Non-Accreditation when notifying faculty, staff, and students enrolled in the program, and students seeking enrolment in the program is:

*Physiotherapy Education Accreditation Canada (PEAC) is responsible for accrediting physiotherapy education programs. The (Program NAME at Institution NAME), following the most recent (Accreditation Review visit/Progress Report submission), has received notice from PEAC that the program is deemed non-accredited, due to lack of compliance with the accreditation standards and criteria.*

- *Students who were admitted to the program while it held Accreditation – Fully Compliant or Accreditation – Partially Compliant will be considered as graduates of an accredited program, if the program respects certain conditions. The conditions, may, for example, specify requirements for academic or clinical education and will be specified by PEAC on a case-by-case basis.*
- *Students who were admitted to the program while it held probationary accreditation status will not be considered graduates of an accredited program at the time of graduation if the program holds Non-Accreditation at that time.*

*Details regarding accreditation decisions can be found on the PEAC website ([peac-aepc.ca](http://peac-aepc.ca)). Any questions can be directed to (Program NAME faculty member).*

*It is recommended that students contact the Canadian Alliance of Physiotherapy Regulators ([alliancept.org](http://alliancept.org)) for information regarding the process to become licensed for practice as a physiotherapist in Canada.*

2.2.9 When choosing to make public the contents of its accreditation reports, including its Self Study Report and/or Accreditation Review and Status Report, the program must publish the reports in full.

<b>Policy Number: ACC-02</b>	
Date of last revision	Associated documents
<i>March 2001</i>	Program Accreditation Handbook
<i>Nov 2012</i>	
<i>January 2015</i>	ACC-01 Accreditation Decisions
<i>June 2017</i>	
<i>January 2019</i>	

## APPENDIX A

### PEAC Website

<b>LEVELS of ACCREDITATION - an Explanation</b>	
<p>When making an accreditation award decision, PEAC considers the program's level of compliance with each criterion in the Accreditation Standards (for example, Standard 1 in the 2012 Accreditation Standards includes six criteria [1.1 – 1.6]). The program's level of accreditation is determined by the percentage of criteria in compliance within each standard.</p>	
<p>Level of compliance with each criterion is described as follows:</p>	
<p>Programs whose review took place between <b>Sept 1, 2013 and Sept 1, 2015</b> (Policy ACC-01A)</p>	
<p style="text-align: center;"><u>Compliant</u></p> <p>a. with no concerns OR b. with an identified issue OR c. with an identified weakness</p>	<p style="text-align: center;"><u>Non-Compliant</u>  (has an identified deficiency)</p>
<p>Programs whose review took place between <b>Sept 1, 2015 and Sept 1, 2017</b> (Policy ACC-01B)</p>	
<p style="text-align: center;"><u>Compliant</u></p> <p>a. with no concerns/comment only OR b. with recommendations for continued improvement OR c. needs improvement</p>	<p style="text-align: center;"><u>Non-Compliant</u>  (identified as "Requirement Not Met")</p>
<p>Programs whose review took place <b>after Sept 1, 2017</b> (Policy ACC-01C)</p>	
<p style="text-align: center;"><u>Compliant</u></p> <p>a. Fully Met OR b. Partially Met</p>	<p style="text-align: center;"><u>Non-Compliant</u>  Not Met</p>
<p>Accreditation award decisions for an education program will be one of the following, based on number/percentage of criteria which are Non-Compliant (described above):</p>	
<p style="text-align: center;"><u>Accredited</u></p> <p>a. Fully compliant OR b. Partially compliant OR c. Probationary</p>	<p style="text-align: center;"><u>Non Accredited</u></p>

**Core criteria** are critical. The 2012 Accreditation Standards include four Core criteria (1.1, 1.2, 1.3, 2.6). If an established program demonstrates non-compliance (Deficiency/Requirement Not Met/Not Met) in one of the four Core criteria, it will automatically be awarded probationary accreditation status.

### Accreditation – Fully Compliant

- A program is in compliance with 100% of the accreditation criteria within the Accreditation Standards.
- There are no criteria in non-compliance.
- There could be identified concerns that the program must improve upon and report back about in Progress Reports.
- If progress is not made, the program's accreditation status could be changed to partially compliant or probationary at any time in the six year accreditation cycle.

### Accreditation – Partially Compliant

- A program is in compliance with 80-100% of the accreditation criteria in at least four standards and 50-79% of the criteria in no more than two standards.
- This means there are some criteria in non-compliance which the program must address in the next Progress Report.
- There could also be identified concerns that the program must improve upon and report back about in Progress Reports.
- If progress is not made, the program's accreditation status could be changed to probationary at any time in the six year accreditation cycle.
- If progress is made, the program's accreditation status could be changed to fully compliant at any time in the six year accreditation cycle.

\* note that any newly developed program will be awarded this level of accreditation until a progress report is submitted after the graduation of two cohorts of students

### Accreditation – Probationary

- A program is non-compliant in a Core criterion OR
- A program is in compliance with less than 50% of the accreditation criteria in one standard OR
- A program is in compliance with less than 80% of the accreditation criteria in more than two standards OR
- A program fails to demonstrate progress in addressing the identified concerns in its required Progress Report(s)

### Non-Accreditation

- A program does not meet the requirements for accreditation OR
- A program with probationary, partial, or full accreditation has failed to demonstrate significant progress within the specified period in Progress Reports.

### STUDENTS-IMPORTANT TO NOTE

- If a program loses its accreditation status, its students may not be considered graduates of an accredited physiotherapy education program.
- Students must be considered graduates from an accredited physiotherapy education program in Canada in order to be eligible to write the Physiotherapy Competency Exam and be licensed to practice physiotherapy in Canada.

- The program's accreditation status is important to graduating students with regards to becoming licensed to practice physiotherapy in Canada. It is recommended that students contact the Canadian Alliance of Physiotherapy Regulators ([alliancept.org](http://alliancept.org)) for information regarding the process to become licensed as a physiotherapist in Canada following graduation.

For more information about Accreditation Decisions see policy *ACC-01 Accreditation Decisions* on the Policies and Procedures webpage.

## APPENDIX B

### Education program websites and publications

#### Accreditation – Fully Compliant

Accreditation – Fully Compliant
<ul style="list-style-type: none"><li>• A program is in compliance with 100% of the accreditation criteria within the Accreditation Standards.</li><li>• There are no criteria in non-compliance.</li><li>• There could be identified concerns that the program must improve upon and report back about in Progress Reports.</li><li>• If progress is not made, the program's accreditation status could be changed to partially compliant or probationary at any time in the six year accreditation cycle.</li></ul>
STUDENTS–IMPORTANT TO NOTE
<ul style="list-style-type: none"><li>• If a program loses its accreditation status, its students may not be considered graduates of an accredited physiotherapy education program.</li><li>• Students must be considered graduates from an accredited physiotherapy education program in Canada in order to be eligible to write the Physiotherapy Competency Exam and be licensed to practice physiotherapy in Canada.</li><li>• The program's accreditation status is important to graduating students with regards to becoming licensed to practice physiotherapy in Canada. It is recommended that students contact the Canadian Alliance of Physiotherapy Regulators (<a href="http://alliancept.org">alliancept.org</a>) for information regarding the process to become licensed as a physiotherapist in Canada following graduation.</li></ul>

A program awarded Accreditation – Fully Compliant must

- use the required text, including the above definition, when publishing its accreditation status
- provide the contact information for PEAC (as Physiotherapy Education Accreditation Canada, Suite 26, 509 Commissioners Road West, London, Ontario, N6J 1Y5, (226) 636-0632, [www.peac-aepc.ca](http://www.peac-aepc.ca))
- provide a link to the more detailed description of Levels of Accreditation on PEAC's website

#### Accreditation – Partially Compliant

Accreditation – Partially Compliant
<ul style="list-style-type: none"><li>• A program is in compliance with 80-100% of the accreditation criteria in at least four standards and 50-79% of the criteria in no more than two standards.</li><li>• This means there are some criteria in non-compliance which the program must address in the next Progress Report.</li></ul>

- There could also be identified concerns that the program must improve upon and report back about in Progress Reports.
- If progress is not made, the program’s accreditation status could be changed to probationary at any time in the six year accreditation cycle.
- If progress is made, the program’s accreditation status could be changed to fully compliant at any time in the six year accreditation cycle.

\* note that any newly developed program will be awarded this level of accreditation until a progress report is submitted after the graduation of two cohorts of students

### STUDENTS–IMPORTANT TO NOTE

- If a program loses its accreditation status, its students may not be considered graduates of an accredited physiotherapy education program.
- Students must be considered graduates from an accredited physiotherapy education program in Canada in order to be eligible to write the Physiotherapy Competency Exam and be licensed to practice physiotherapy in Canada.
- The program’s accreditation status is important to graduating students with regards to becoming licensed to practice physiotherapy in Canada. It is recommended that students contact the Canadian Alliance of Physiotherapy Regulators ([alliancept.org](http://alliancept.org)) for information regarding the process to become licensed as a physiotherapist in Canada following graduation.

A program awarded Accreditation – Partially Compliant must

- use the required text, including the above definition, when publishing its accreditation status
- provide the contact information for PEAC (as Physiotherapy Education Accreditation Canada, Suite 26, 509 Commissioners Road West, London, Ontario, N6J 1Y5, (226) 636-0632, [www.peac-aepc.ca](http://www.peac-aepc.ca))
- provide a link to the more detailed description of Levels of Accreditation on PEAC’s website

### Accreditation – Probationary

#### Accreditation – Probationary

- A program is non-compliant in a CORE criterion OR
- A program is in compliance with less than 50% of the accreditation criteria in one standard OR
- A program is in compliance with less than 80% of the accreditation criteria in more than two standards OR
- A program fails to demonstrate progress in addressing the identified concerns in its required Progress Report(s)

### STUDENTS–IMPORTANT TO NOTE

- If a program loses its accreditation status, its students may not be considered graduates of an accredited physiotherapy education program.

- Students must be considered graduates from an accredited physiotherapy education program in Canada in order to be eligible to write the Physiotherapy Competency Exam and be licensed to practice physiotherapy in Canada.
- The program's accreditation status is important to graduating students with regards to becoming licensed to practice physiotherapy in Canada. It is recommended that students contact the Canadian Alliance of Physiotherapy Regulators ([alliancept.org](http://alliancept.org)) for information regarding the process to become licensed as a physiotherapist in Canada following graduation.

A program awarded Accreditation – Probationary must

- use the required text, including the above definition, when publishing its accreditation status
- provide the contact information for PEAC (as Physiotherapy Education Accreditation Canada, Suite 26, 509 Commissioners Road West, London, Ontario, N6J 1Y5, (226) 636-0632, [www.peac-aepc.ca](http://www.peac-aepc.ca))
- provide a weblink to the more detailed description of Levels of Accreditation on PEAC's website (found under accreditation/levels of accreditation)

Within two weeks of the decision, the Program Chair and the administrator to whom the Program Chair reports are required to inform the faculty, staff, and students enrolled in the program, and students seeking enrolment in the program about the program's probationary accreditation status, using the required text (see policy *ACC-01 Accreditation Decisions*).

**Non-Accreditation**

Non-Accreditation
<ul style="list-style-type: none"> <li>• A program does not meet the requirements for accreditation OR</li> <li>• A program with probationary, partial, or full accreditation has failed to demonstrate significant progress within the specified period in Progress Reports.</li> </ul>
<b>STUDENTS-IMPORTANT TO NOTE</b>
<ul style="list-style-type: none"> <li>• If a program loses its accreditation status, its students may not be considered graduates of an accredited physiotherapy education program.</li> <li>• Students must be considered graduates from an accredited physiotherapy education program in Canada in order to be eligible to write the Physiotherapy Competency Exam and be licensed to practice physiotherapy in Canada.</li> <li>• The program's accreditation status is important to graduating students with regards to becoming licensed to practice physiotherapy in Canada. It is recommended that students contact the Canadian Alliance of Physiotherapy Regulators (<a href="http://alliancept.org">alliancept.org</a>) for information regarding the process to become licensed as a physiotherapist in Canada following graduation.</li> </ul>

A program awarded Non-Accreditation must:

- use the required text, including the above definition, when publishing its accreditation status
- provide the contact information for PEAC (as Physiotherapy Education Accreditation Canada, Suite 26, 509 Commissioners Road West, London, Ontario, N6J 1Y5, (226) 636-0632, [www.peac-aepc.ca](http://www.peac-aepc.ca))
- provide a link to the more detailed description of Levels of Accreditation on PEAC's website

Within two weeks of the effective date of the award, the Program Chair and the administrator to whom the Program Chair reports are required to inform the faculty, instructors, staff, students enrolled in the program, and students seeking enrolment in the program, that Non-Accreditation has been granted to the program, using the required text (see policy *ACC-01 Accreditation Decisions*).