

## POLICY & PROCEDURES

### ACC-04- EDUCATION PROGRAM REPORTING OF SUBSTANTIVE CHANGE

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#### PREAMBLE

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, Physiotherapy Education Accreditation Canada (PEAC) must be notified within two (2) 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.

#### 1.0 POLICY

##### 1.1 Categories of Substantive Change

There are two categories of substantive change:

- a) Changes that impact on compliance with accreditation standards, and
- b) Changes in contact information.

##### 1.1.1 *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)
  - Increase in number of student admissions (Core Criterion 1.3, 3.1, 4.3)
  - Major curriculum revision, including pedagogy (Criterion 2.2, 2.3)
  - Change in faculty complement (Criterion 3.1)
  - Change in the degree or program offered/Addition of Distributed Education sites
  - 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

#### 1.1.2 *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 PEAC sends official correspondence, for example, Dean, Provost, Vice Provost or President

### 1.2 **Failure to Notify PEAC**

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

## 2.0 **PROCEDURES**

### 2.1 **Specific Procedures for Reporting Changes Regarding Compliance with Accreditation Standards**

#### 2.1.1 *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 two (2) 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.

#### 2.1.2 *Change in program leadership*

Notification of a change in program leadership must be submitted no later than two (2) 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.

#### 2.1.3 *Change in financial resources*

Notification of a change in financial resources must be submitted no later than two (2) months following implementation of the change. Notification

must include documentation of the change in financial resources, the rationale for the change, evidence of commitment of the institution to the ongoing viability of the program, the impact the change will have on the students and faculty and program resources, and the strategies to be used by the program to ensure ongoing compliance with the relevant accreditation standards.

#### *2.1.4 Increase in number of student admissions*

Notification of an increase in number of student admissions must be submitted no later than two (2) months following approval by the institution of the change. Notification must include copies of the required approvals that have been received by the program to increase admissions, the date the changes will be in effect, the impact the change will have on faculty or program resources (and the strategies adopted to ensure ongoing compliance with accreditation standards), and the strategies adopted to ensure the required clinical placements (criterion 4.3) continue to be provided to all students.

#### *2.1.5 Major curriculum revision*

Notification of a major curriculum revision for the program must be submitted no later than two (2) 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.

#### *2.1.6 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 two (2) months following implementation of the change and must include information about planned strategies to manage the change.

#### *2.1.7 Change in the degree or program offered/addition of distributed education sites*

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. See Policy ACC-05 for details regarding Distributed Education.

### 2.1.8 *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 two (2) months following the university decision not to admit the class. Notification must include an indication of whether this action is limited to one class.

### 2.1.9 *Plans for temporary closure or permanent closure of the program*

#### i) 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 PEAC
- 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 (1) week following the university decision to do so.

#### ii) Permanent closure

Should a decision be made to permanently close an accredited program, PEAC 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 (1) 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.

## **2.2 Specific Procedures for Reporting Changes in Contact Information**

Programs must submit FORM-05 Report of Substantive Change to report changes to PEAC. Official written notification from the program chair or other appropriate institutional or government official must be provided, if applicable.

## **2.3 PEAC Procedures for Reviewing Substantive Changes**

- 2.3.1 It is the program's responsibility to submit a Substantive Change Report Form in accordance with the requirements of this policy.
- 2.3.2 If the change is related to contact Information, the Executive Director will make the required changes in the PEAC databases.
- 2.3.3 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 Accreditation Committee. The Committee will review submitted reports of substantive change at the 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 onsite accreditation review will be required (expenses for the review would be the responsibility of the program).

<b>Policy Number: ACC-04</b>	
Date of last revision	Associated documents
<i>Aug 2003</i>	FORM-05 Report of Substantive Change
<i>Mar 2008</i>	
<i>June 2009</i>	Program Accreditation Handbook
<i>Dec 2010</i>	
<i>May 2012</i>	
<i>June 2013</i>	
<i>April 2014</i>	