



## THE FEDERATION

CANADIAN FEDERATION OF CHIROPRACTIC REGULATORY AND  
EDUCATIONAL ACCREDITING BOARDS

## LA FÉDÉRATION

LA FÉDÉRATION CHIROPRACTIQUE CANADIENNE DES ORGANISMES  
DE RÉGLEMENTATION PROFESSIONNELLE ET D'AGRÈMENT DES  
PROGRAMMES D'ENSEIGNEMENT

### ACCREDITATION POLICIES

Policy 1 – Adopted by the Board of Directors, October 21 2006

#### ACCREDITATION POLICY ON SUBMISSION OF PROPOSED CHANGES TO THE STANDARDS FOR DOCTOR OF CHIROPRACTIC PROGRAMMES

- 1 The Chair of the Accreditation Standards and Policies Committee (ASPC) shall write to all Members of the Federation, to the Board of Directors of the Federation, to the CCA and the accredited programmes requesting submission of proposed changes to the Standards 60 days prior to the date of the meeting of the ASPC at which they will be considered.
- 2 Such changes must be received by the Federation office 30 days prior to the date of the ASPC meeting at which they are to be reviewed.
- 3 Proposed changes must be submitted on the standard revision form, which shall be circulated with the request for submissions.
- 4 Following the ASPC meeting, those changes recommended by the ASPC shall be circulated to the Board of Directors and the accredited programmes 60 days prior to the date of the Board meeting at which they are to be considered.
- 5 The Chair of the ASPC or designate will make a verbal presentation of the recommended changes to the Board meeting at which they are to be considered.
- 6 Those changes which received 2/3rds support from the Board of Directors are approved.
- 7 Following the Board meeting, the revised Standards for Doctor of Chiropractic Programmes will be circulated to the Members, the Board of Directors, the CCA and the accredited programmes.

Policy 2 – Adopted by the Board of Directors, October 21 2006  
Form for Submission of Proposed Changes to the Federation Standards for Doctor of  
Chiropractic Programmes

Please print clearly or type. If you wish to submit more than one change please duplicate this form.

SUBMITTED BY: Name:

Organization/Programme/Committee:

Date:

PROPOSED CHANGE: Section of Current Standard to be replaced (or exact location if new section):

Proposed New Wording:

Rationale for Proposed Change:

Recommended Date to Take Effect:

Policy 3 – Adopted by the Board of Directors, October 21 2006  
ACCREDITATION CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_, hereby understand that any and all information,  
(Print Name)  
documents or other related matters concerning the meetings and activities of the Federation's  
Commission on Accreditation (COA) must be kept confidential.

This confidentiality will be maintained unless express permission is given by the Federation's  
Executive Director or the COA Chairperson to state or provide specific information.

Further, I will not discuss, for any reason whatsoever, documents, papers or other information  
relating to the COA or programmes or institutions or related materials.

If this agreement is breached, I will be responsible for any and all damages and/or all legal costs  
resulting or arising therefrom.

I certify that I have read, understand and agree to comply with the above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

Policy 4 – Adopted by the Board of Directors, October 21 2006  
ACCREDITATION POLICY ON APPEAL PANEL COSTS

All out-of-pocket costs, including, but not limited to travel, copying, courier, per diem, etc., incurred by an Appeal Panel convened at the request of a Doctor of Chiropractic Programme (DCP) is the responsibility of the DCP. In addition, the Federation will charge a 5% administrative fee on the out-of-pocket expenses to cover administrative costs.

Policy 5 – Adopted by the Board of Directors, October 21 2006  
ACCREDITATION POLICY ON REIMBURSEMENT OF SITE TEAM EXPENSES

All out-of-pocket costs, including, but not limited to travel, copying, courier, per diem, etc., incurred by a Site Team or Focused Site Team in carrying out visits to programmes or institutions are the responsibility of the programme or institution. In addition, the Federation will charge a 5% administrative fee on the out-of-pocket expenses to cover administrative costs.

The Programme or Institution does not pay site visit team member expenses directly. Before a Site Team visit, the programme or institution being visited is pre-billed for the estimated cost of the Site Team visit. The Federation office must receive payment of this estimated cost at least three weeks prior to the visit.

After all Site Team visit expenses are paid, the balance of funds remaining from the prepayment shall be returned to the programme or institution, or a further invoice for any amounts in excess of the estimate will be sent.

Policy 6 – Adopted by the Board of Directors, November 28, 2009  
ACCREDITATION POLICY ON DISCLOSURE OF COMMISSION ON ACCREDITATION  
DECISIONS

The Commission on Accreditation shall:

- notify each Doctor of Chiropractic Programme (DCP) regarding these disclosure policies at the commencement of each accreditation review process.
- notify other appropriate accrediting agencies, chiropractic regulatory boards and the public within 30 days following the final decision to place a DCP on probation, including the length of the probationary period. The list of Standards for which the Commission had found deficiencies will be released, on a confidential basis, to Registrars of Canadian chiropractic regulatory boards, and to the chairs of the Commission on Accreditation of the member accrediting agencies of the Councils on Chiropractic Education International.
- notify other appropriate accrediting agencies, chiropractic regulatory bodies and the public within 30 days following the final decision to withdraw a DCP's accredited status. The list of Standards for which the Commission had found deficiencies will be released, on a confidential basis, to Registrars of Canadian chiropractic regulatory boards, and to the chairs of the

Commission on Accreditation of the member accrediting agencies of the Councils on Chiropractic Education International.

Policy 7 – Adopted by the Board of Directors, October 21 2006  
ACCREDITATION POLICY ON OFFICIAL LANGUAGES

The Federation's Commission on Accreditation shall strive to ensure that its Standards, Policies and Forms shall be made available in the official languages of Canada. The English version of the documents is the definitive version.

Doctor of Chiropractic Programmes (DCPs) have the right to present documents in their own language to the Commission on Accreditation and to receive documents in that language from the Commission. However, the Commission may oblige DCPs operating in French to submit documents in English and DCPs operating in English to submit documents in French.

The language of business for the Commission on Accreditation is English. However, when the Commission submits documents in English to a French DCP, it should also provide a French translation. The DCPs and the Commission should submit both language versions upon request, and are responsible to ensure that the translated version expresses the same content as the original. The Commission and DCP are responsible for the cost of any translation they undertake.

It is accepted that a delay of up to two weeks is allowed for the DCPs and the Commission to provide the translation.

Policy 8 – Adopted by the Board of Directors, October 21 2006  
ACCREDITATION POLICY: GUIDELINES FOR GOOD PRACTICE OF ACADEMIC  
ACCREDITATION OF PROFESSIONAL PROGRAMMES

The Federation officially adopts this policy statement of the Association of Accrediting Agencies of Canada

In Canada, over 18 agencies that accredit post-secondary professional education programs and several other related agencies hold membership in the Association of Accrediting Agencies of Canada (AAAC).

This organization provides a forum for exchange of ideas and methods, for monitoring national and international trends in education and accreditation, and for promoting the importance and acceptance of accreditation

At the meeting of June 4, 1999 members of AAAC voted unanimously to support the following guidelines for the good practice of academic accreditation of post-secondary professional programs:

1. The accreditation process is transparent, consistent, fair, and maximizes objectivity and confidentiality.
2. The purpose of accreditation status is to maintain the quality of programs and to promote their continuing improvement.
3. The accreditation agency is an autonomous organization from the educational program under accreditation.
4. The accreditation agency has representation by the relevant stakeholders to accreditation.
5. There are sufficient financial, human, and other resources to carry out the operations of accreditation effectively.
6. The accreditation review is held at the site(s) of the educational program under review and includes input from relevant stakeholders.
7. Qualified peer reviewers conduct the accreditation review.
8. There is a mechanism for training peer reviewers.
9. There is a clear description of the accreditation process, including the goals and specific steps taken by all parties in the accreditation process.
10. There is a time-defined accreditation status and requirements to maintain the status.
11. There are mechanisms to define accreditation status.
12. There is public recognition of accredited programs.
13. There are national accreditation core standards that are grounded in principles of quality, equity, consistency and objectivity.
14. Core standards must be published and should relate to the following:
  - Requirements of the educational institution
  - Administrative structure of the educational program
  - Goals and objectives of the educational program
  - Expected outcomes of the educational program
  - Requirements for financial, human, technical, learning and non-academic resources.
  - Evaluation mechanisms of both students and programs.
15. There is an appropriate mechanism for the appeal of accreditation decisions.
16. There is a mechanism for continuous improvement of the accreditation standards and process.

Adapted from Criteria for an Acceptable Accreditation System, The Royal College of Physicians and Surgeons of Canada and Member Code of Good Practice, Association of Specialized and Professional Accreditors (ASPA)

Policy 9 – Adopted by the Board of Directors, October 21 2006  
ACCREDITATION POLICY ON THE ROLE OF THE COMMISSION ON  
ACCREDITATION EXECUTIVE

The members of the COA will annually elect the COA Executive in accordance with the Federation's Accreditation Policy on Election of the Commission on Accreditation Executive. The COA Executive will be elected annually and members may serve up to three (3) consecutive terms in any one position.

The Executive shall determine the attendance of COA members at meetings of other CCEI member Commissions when required.

#### CHAIR

The Chair shall have overall responsibility and accountability to the Federation on COA matters including:

1. Representing the Commission on the Federation Executive.
2. Calling and chairing meetings of the Commission and setting the agenda.
3. Approving correspondence with DCPs and the public, except routine operational notifications.
4. Drafting more complex, Commission related correspondence and statements for Commission approval.
5. Together with the Vice Chair and the Secretary-Treasurer, organize the site visit teams.
6. Review self study reports and determine if they are complete enough to warrant submission to the COA.
7. Continually liaise with the Executive Director on COA matters and DCPs adherence to Federation Standards and policies.
8. Report to the COA, Federation Executive and the Federation Board on COA matters.
9. Be the official spokesperson of the Commission as necessary.
10. Attend the meetings of other CCEI member Commissions when required.

#### VICE CHAIR

1. Fulfill the role and responsibilities of the COA Chair in his/her absence.
2. Participate as a member of COA Executive in identifying and recommending site visitors.
3. Participate in selected site visits as a process/policy observer when required.
4. Report to the Commission on site visit observations and suggest changes accordingly.

#### SECRETARY-TREASURER

1. Review the draft minutes of COA meetings prior to distribution to the COA.
2. Participate as a member of COA Executive in identifying and recommending site visitors.
3. Participate in selected site visits as a process/policy observer when required.
4. Report to the Commission on site visit observations and suggest changes accordingly.
5. Chair meetings of the COA in the absence of the Chair and Vice Chair.
6. Fulfill the role and responsibilities of the COA Vice-Chair in his/her absence.

Policy 10 – Adopted by the Board of Directors, October 21 2006  
ACCREDITATION POLICY ON TERM OF OFFICE FOR THE CHAIRS OF THE  
ACCREDITATION STANDARDS AND POLICIES COMMITTEE AND THE COMMISSION  
ON ACCREDITATION

The term of office for the Chair of the Accreditation Standards and Policies Committee and the Chair of the Commission on Accreditation shall be one year from the date of election and shall not exceed three (3) consecutive terms.

Policy 11 – Adopted by the Board of Directors, October 21 2006  
ACCREDITATION POLICY ON ELECTION OF THE COMMISSION ON  
ACCREDITATION EXECUTIVE

The Commission on Accreditation shall elect annually from among its membership an Executive composed of a Chair, Vice Chair and a Secretary-Treasurer. Executive members may serve up to a maximum of three consecutive terms in any one position. A CCA nominee may not serve as Chair of the COA.

The Executive Director shall act as Chief Election Officer.

The Executive Director shall call for nominations via email 30 days in advance of the meeting at the which the elevation will be held, for the Chair, Vice Chair and Secretary-Treasurer positions and present the list of nominations to the Commission meeting at which the election is to be held.

Where elections are required, candidates will be allowed up to five minutes to speak.

A motion to destroy the ballots shall be requested following each election.

Policy 12 – Adopted by the Board of Directors, June 15, 2007  
POLICY ON NOTICE OF COA DECISIONS TO PROGRAMMES

The Commission on Accreditation will convey its decision to a programme seeking initial accreditation or reaffirmation of accreditation within 90 days of receiving the final version of the Site Team report.

Policy 13 – Adopted by the Board of Directors November 28, 2009  
ACCREDITATION POLICY ON INITIAL APPLICATION FOR ACCREDITATION FEE

A DCP applying for initial accreditation from the Federation's COA will submit payment of a non-refundable \$10,000 Initial Application Fee at the same time as submitting the eligibility documents. If the review of the eligibility documents is judged sufficient, this Fee will also cover the initial review of the Self-Study Report that is subsequently submitted by the applicant. The Initial Application Fee is in addition to the normal charges related to the expense of a Site Visit.

Policy 14 – Adopted by the Board of Directors November 28, 2009  
ACCREDITATION SITE TEAM VISITOR AGREEMENT

THIS AGREEMENT IS BETWEEN

Commission on Accreditation of the Canadian Federation of Chiropractic Regulatory & Educational  
Accrediting Boards (Hereinafter called “Federation COA”)

-and-

Individuals serving as a member or observer of a Site Team (Hereinafter called “visitor”)

I, \_\_\_\_\_ as a visitor, hereby:

1. Acknowledge the Canadian privacy (*Personal Information Protection and Electronic Documents Act - PIPEDA*) legislation and recognize my obligations under this legislation.
2. Agree to keep confidential all information regarding the Doctor of Chiropractic Programme (DCP) being reviewed that is not currently in the public domain.
3. Agree to keep confidential the names of and information about students, patients, and faculty revealed during a DCP review.
4. Agree to keep confidential discussion leading to a decision about the accreditation status of a specific DCP.
5. Agree to follow directions from the Federation’s COA regarding flight bookings and expense coverage for the meetings.
6. Agree to follow direction from the Federation’s COA with respect to the handling, mailing and disposal of materials for accreditation reviews.
7. Agree to fulfill the duties of my position as outlined in the Federation’s COA Accreditation Process Handbook.
8. Agree to use my knowledge, skills and experience in contributing to the accreditation review process.

If this agreement is breached, I will be responsible for any and all damages and/or all legal costs resulting or arising therefrom.

I certify that I have read, understand and agree to comply with the above.

Signature

Date

Witness

Date