

## Approval of Education Programs Policy

(Approved October 19, 2017 as amended October 24, 2018  
and June 16, 2021)

### 1 Introduction

For the *education requirement for registration*,<sup>1</sup> the *College* has the authority to approve post-secondary programs. When a program is *approved*, graduates of the program are considered to meet the *education requirement for registration* without the need to undergo an individual assessment of their education.

#### 1.1 Purpose

*This policy* sets a principled guiding framework for all actions, *decisions*, and *final decisions* the *College* makes with respect to its *approval* of programs for the *education requirement for registration*. Such actions, decisions, and *final decisions* include, but are not limited to, the granting, monitoring, amending, and ending of *approval* of a program.

#### 1.2 Application

*This policy* applies to:

- post-secondary programs that were recognized by the *College*, for the purpose of s. 7.1.ii or iii of the *Registration Regulation* before the date on which *this policy* is approved,
- post-secondary programs in *early childhood education*, and
- post-secondary programs whose major course content (both theory and practicum components) is relevant to *early childhood education*.

*This policy* does **not** apply to diploma programs in *early childhood education* offered by an Ontario College of Applied Arts and Technology (OCAAT) as identified in s.7.1.i. of the *Registration Regulation*.<sup>2</sup>

Programs are considered individually under *this policy* and *associated procedures*. Where a post-secondary institution wishes to have multiple programs considered by the *College* under *this policy*, it must make a separate application for each program.

#### 1.3 Relevant legislation

The *College* approves programs pursuant to s. 7.1.ii. and iii. of the *Registration Regulation* under the *Early Childhood Educators Act, 2007*.

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<sup>1</sup> Italicized words or phrases are defined in Subsection 1.4 of *this policy*.

<sup>2</sup> These programs are already recognized in s. 7.1.i. of the *Registration Regulation* as meeting the *education requirement for registration*.

## 1.4 Relevant legislation

The following terms and definitions are applicable to *this policy*.

Term	Definition
<i>academic year</i>	The time period that a post-secondary institution defines as its academic year.  The time period may be unique to a post-secondary institution and/or to a specific program within the post-secondary institution.
<i>Act</i>	<i>Early Childhood Educators Act, 2007.</i> <sup>3</sup>
<i>approve (including approved, approves, approval)</i>	A <i>final decision</i> by the <i>College</i> , <b>under <i>this policy</i></b> , that a program meets the requirements for purpose of the <i>education requirement for registration</i> under s. 7.1.ii or iii of the <i>Registration Regulation</i> .  The term does <b>not</b> refer to any other approval of a post-secondary institution or program, whether by the <i>College</i> or another entity.
<i>associated procedure (including associated procedures)</i>	The <i>College's</i> procedures related to the implementation of <i>this policy</i> . This can include a review of documents, information requests, and other investigative means to ensure the <i>College</i> has sufficient grounds to support its actions, <i>decisions</i> , and <i>final decisions</i> .
<i>audit (including audited, audits)</i>	The <i>College's</i> process for auditing programs <b>under <i>this policy</i></b> , as described in Section 6 of <i>this policy</i> .  The term does <b>not</b> refer to any other audit of a post-secondary institution or program, whether by the <i>College</i> or another entity.
<i>College</i>	College of Early Childhood Educators.
<i>current standard</i>	The standard for the <i>education requirement for registration</i> the <i>College</i> must use to assess programs for <i>approval</i> , as set out in s. 7.1.i. of the <i>Registration Regulation</i> in place at the time an action, <i>decision</i> , or <i>final decision</i> is made under <i>this policy</i> .
<i>current standard program</i>	A program that is recognized under s. 7.1.i. of the <i>Registration Regulation</i> as meeting the <i>education requirement for registration</i> in place at the time an action, <i>decision</i> , or <i>final decision</i> is made under <i>this policy</i> .

<sup>3</sup> The Act can be accessed online at <https://www.ontario.ca/laws/statute/07e07>.

<i>decision (including decisions)</i>	The <i>College's</i> decision made under a process under <i>this policy</i> with respect to a post-secondary institution's program. A post-secondary institution has the opportunity to respond to a <i>decision</i> before a <i>final decision</i> is made, unless <i>this policy</i> states otherwise.
<i>education requirement for registration</i>	The standards and qualifications set out in s. 7.1. of the <i>Registration Regulation</i> .
<i>early childhood education</i>	The planning and delivery of inclusive play-based learning and care programs for children aged 0 – 12 years in order to promote the well-being and holistic development of children, and includes the assessment of the programs and of the progress of children in the programs; and communication with the parents or persons with legal custody of the children in the programs in order to improve the development of the children.
<i>final decision (including final decisions)</i>	The final decision made under a process under <i>this policy</i> with respect to a post-secondary institution's program. A post-secondary institution cannot request a review of or appeal a <i>final decision</i> through a mechanism administered by the <i>College</i> .
<i>Registrar</i>	The Registrar of the <i>College</i> , including their designate.
<i>Registration Regulation</i>	O. Reg. 221/08 regarding Registration passed under the <i>Act</i> . <sup>4</sup>
<i>this policy</i>	The <i>College's Approval of Education Programs Policy</i> (i.e., this document).

## 1.5 Roles and responsibilities

The *College's*:

- Council is responsible for approving *this policy*, including any revisions to it.
- Registration Committee is responsible for reviewing *this policy* and making recommendations to Council on proposed revisions.
- panel(s) of the Registration Committee, that is(are) established specifically for the purpose of *this policy*, is(are) responsible for conducting reviews under *this policy* and making *final decisions* about a post-secondary institution's request for reviewing actions, *decisions*, and *final decisions* made under *this policy*.
- *Registrar* is responsible for:

<sup>4</sup> The Registration Regulation can be accessed online at <https://www.ontario.ca/laws/regulation/080221>.

- making *decisions* and *final decisions* with respect to:
  - a program's *approval* under *this policy*.
  - any action to be taken because of a post-secondary institution's failure to comply with any part of *this policy*.
  - any action to be taken as a result of the outcomes of an *audit* under *this policy*.
- overseeing the:
  - implementation of *this policy* by management and staff as designated within the *College's* organizational structure.
  - development, review, and implementation of *associated procedures*.

## 2 Guiding principles

The following principles guide *this policy* and its implementation.

- **Public interest and protection** – All actions, *decisions*, and *final decisions* are made in a manner that upholds the *College's* mandate to serve and protect the public interest.
- **Transparency** – *This policy*, and information about *associated procedures*, are available and communicated clearly to internal and external stakeholders.
- **Objectivity** – All actions, *decisions*, and *final decisions* are guided by *this policy* to ensure consistency in outcomes. Processes are developed and implemented in a manner that supports consistency in procedural matters.
- **Impartiality** – All groups and individuals, who are involved in any aspect of developing, reviewing, revising, or implementing *this policy*, remain alert for any actual or potential conflicts of interest (whether real or perceived, direct or indirect). They also take immediate and appropriate action to mitigate risk of bias and to ensure that the integrity of *this policy* and *associated procedures* are upheld.
- **Fairness** – Due process is followed. All programs are subject to the same *associated procedures* and are held to the same requirements and expectations.
- **Accountability** –
  - *Approved* programs are held accountable for meeting specified expectations to assure the *College* that they continue to meet the requirements for *approval*.
  - The opportunity for post-secondary institutions to request a review of an assessment of a program holds the *College* accountable for assessing programs in accordance with *this policy* and *associated procedures*.
- **Confidentiality** – Standard *College* policies and procedures with respect to confidentiality and privacy of information are applied to information collected and created under *this policy*.
- **Efficiency and fiscal responsibility** – The *associated procedures* are purposefully designed to support efficiency and fiscal responsibility in operations while upholding the

other principles listed above.

- **Diversity, inclusion and equality** – All actions, *decisions*, and *final decisions* are made in a manner that upholds the *College's* mandate to establish and enforce standards that demonstrate a respect for diversity and culture and is consistent with the *College's* Statement of Commitment to Anti-Racism.

### 3 Requirements for approval

The *College* assesses programs against the minimum requirements and assessment requirements, as described in this section, in order to determine whether they can be *approved* in accordance with s. 7.1.ii. or iii. of the *Registration Regulation*.

In order to be *approved*, a post-secondary institution must meet or exceed the minimum requirements and assessment requirements and must also:

- **complete** and submit all forms and supporting documentation required by the *College*,<sup>5</sup>
- sign, date, and deliver to the *College* the agreement required with respect to promotions and marketing,<sup>6</sup>
- pay **all** applicable fees in **full**,<sup>7</sup>
- adhere to **all** deadlines specified by the *College* throughout the process,<sup>8</sup> **and**
- adhere to any other requirements or requests from the *College* arising out of *associated procedures*.

#### 3.1 Minimum requirements

A post-secondary institution and program must meet **all** of the minimum requirements listed below in order to proceed to assessment under *this policy*. The specific standard to be met for each requirement is aligned with those most recently used for *current standard programs*. The *College* reserves the right to change the minimum requirements at any time subject to new or amended *College* policies, standards, and guidelines.

1. **Status of the post-secondary institution and program in its own jurisdiction** – The post-secondary institution must be recognized in a Province or Territory of Canada as having the authority to grant diplomas and/or degrees and the program must be approved by the Provincial/Territorial authorities (if applicable).

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<sup>5</sup> Subsection 7.2 of *this policy* provides more information about requirements related to forms.

<sup>6</sup> Subsection 5.1 of *this policy* provides more information about requirements related to the agreement required with respect to promotions and marketing.

<sup>7</sup> Subsections 5.3, 7.3, and 7.9 of *this policy* provide more information about requirements related to fees.

<sup>8</sup> Subsection 7.4 of *this policy* provides more information about requirements related to deadlines.

2. **Authority to confirm program completion** – The post-secondary institution must grant a diploma or degree to individuals who successfully complete the program.
3. **Program type** – The program must either be:
  - a. a college or university program in *early childhood education*, **or**
  - b. a university degree program that is relevant to *early childhood education*.
4. **Program focus** – The *College* must have clear and reasonable grounds based on detailed evidence provided by the applicant that the program is either:
  - a. a college or university program in *early childhood education*, **or**
  - b. a university degree program, whose major course content, both academic and practical, meets the requirements in the **most recent** *Early Childhood Education Standard* approved by the Ontario Ministry of Colleges and Universities<sup>9</sup> for *current standard programs*.
5. **Program duration** – The length of the program components specifically pertinent to early childhood education must be at least as long as the length of a *current standard* program when completed full-time.
6. **Program curriculum** – The program curriculum must include both theory **and** practicum components.
7. **Delivery of the program** – The post-secondary institution must demonstrate:
  - a. that it will directly deliver the majority of the program’s courses as described in *College* application materials, and
  - b. the program must be offered via one or more methods of delivery that require interaction and engagement between and among instructors and students. It must **not** be offered **exclusively** via **self-directed** study.
8. **Language** – The program must be delivered in English or French to the standard specified in *College* application materials. If the program contains a specialization in Indigenous early childhood education, it may be delivered in whole or in part in a language indigenous to Canada, if all other aspects of the program are delivered in English or French.

### 3.2 Assessment requirements

A program is only assessed if it meets **all** of the minimum requirements set out above.

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<sup>9</sup> The reference to “Ministry of Training, Colleges and Universities (MTCU) includes any successor Ministry whether under the same, or a different, name. Similarly, the reference to the Early Childhood Education Program Standard includes any successor document, whether under the same, or a different, name.

A program that is assessed must meet **all requirements under** the following areas in order to be *approved*. The specific standard to be met for each requirement is aligned with those most recently used for *current standard programs*.

1. **Organizational character** – The post-secondary institution must demonstrate that:
  - a. it has policies and procedures that comply with the requirements and standards established for post-secondary education in the Province of Ontario. This includes, without limiting the generality of the foregoing, ethical, behavioural, and professional standards relating to:
    - its conduct in the course of operations, student protection, and dispute resolution;
    - academic integrity; and
    - staff and student conduct; **and**
  - b. it operates in a manner that aligns with the requirements and standards set out in the Act, Registration Regulation, the *College's Code of Ethics and Standards of Practice*, Practice Guideline: Diversity and Culture, and any other relevant *College* document. This includes, without limiting the generality of the foregoing, ethical, behavioural, and professional standards relating to:
    - its conduct in the course of operations, student protection, and dispute resolution;
    - academic integrity; and
    - staff and student conduct, including behavioural covenants that govern student conduct.

Although the requirements under s. 3.2(1)(b). above are pertinent to *College* members, the *College* expects that post-secondary institutions will prepare students to meet the professional obligations of members as required under relevant legislation and *College* policy, standards, and guidelines. As such, the *College* considers these requirements relevant to the assessment.

In determining a post-secondary institution's ability to meet the requirements under s. 3.2(1)(a) and (b), the *College* may review documents, make information requests, rely on third-party sources, and use other investigative means.

2. **Program guidance** – The program is reflective of and guided by the profession of *early childhood education*, as demonstrated by evidence of a **program advisory committee**, or alternative acceptable to the *College*. Guidance is provided by experts in the field external to the organization, and includes members who are in good standing with the *College* (or other Provincial/Territorial equivalents), as well as employers and other stakeholders.
3. **Theory** – The theory component of the program curriculum must meet **all** of the requirements in the **most recent** *Early Childhood Education Program Standard* approved by the Ontario Ministry of Colleges and Universities for current standard programs, as well as any relevant *College* policy, standards, and guidelines.

4. **Practicum** – The practicum component of the program curriculum must meet **all** of the minimum requirements for practicum set out in s. 5 of the *College’s Policy Statement Regarding Practicum*.
5. **Faculty** – Faculty responsible for teaching must be qualified by having the relevant professional credentials and related work experience. Specific courses that directly relate to the scope of practice of *early childhood education* must be taught by faculty who are members in good standing with the *College* (or other Provincial/Territorial equivalents).
6. **Program viability** – The viability of a program must be demonstrated through evidence of policies and data regarding student admissions, enrollment trends, credit recognition, transfers, promotion and graduation. Policies and requirements must be consistent with the post-secondary character of diploma and degree granting post-secondary institutions.
7. **Diversity, inclusion and equality** – The program must demonstrate that it is committed to respecting and promoting diversity, inclusion and equality among faculty, students, and the public. In determining a post-secondary institution’s ability to meet this requirement, the *College* may review documents (including behavioural covenants governing student conduct), make information requests, rely on third-party sources, and use other investigative means.

## **4 Decisions and approval statuses**

This section of *this policy* addresses:

- possible *decisions* with respect to the minimum requirements and assessment requirements.
- types of *approval* statuses with corresponding time periods.
- changes in *approval* statuses.
- public disclosure by the *College* of a program’s *approval* status.

This section of *this policy* refers to opportunities for post-secondary institutions to respond to the *College* under *this policy*. Subsection 7.6 of *this policy* provides more information about requirements related to opportunities for post-secondary institutions to respond to the *College* under *this policy*.

### **4.1 Possible decisions with respect to the minimum requirements**

With respect to the minimum requirements, if:

- **all are met**, the post-secondary institution and program can proceed to assessment. This *decision* constitutes the *College’s final decision* for the purposes of the minimum requirements.



- **one or more are not met, and it is evident that the program has substantial gaps that cannot be easily rectified**, the post-secondary institution is notified of this *decision* and provided with the opportunity to respond. The outcome of that process constitutes the *College's final decision* for the purposes of the minimum requirements.
- **one or more are not met, and it is possible that the gaps can be easily rectified**, the post-secondary institution is notified and provided with an opportunity to rectify the gaps and re-submit the application. This is not considered a *final decision* for the purposes of the minimum requirements.

#### 4.2 Possible *decisions* with respect to the assessment requirements

With respect to the assessment requirements, if:

- **all are met without any concerns**, the program is *approved* in accordance with *this policy*. This *decision* constitutes the *College's final decision* about the *approval* of the program.
- **the program focus requirement is not met because the program focus is limited to a specific age grouping(s)**, the program is *approved* with restrictions in accordance with *this policy*, providing that all other assessment requirements are met. The post-secondary institution is notified of this *decision* and provided with the opportunity to respond. The outcome of that process constitutes the *College's final decision* about the *approval* of the program.
- **all are met but there are reasons to believe that conditions should be imposed on the approval**, the post-secondary institution is notified of this *decision* and provided with the opportunity to respond. The outcome of that process constitutes the *College's final decision* about the *approval* of the program.
- **one or more are not met**, the post-secondary institution is notified of this *decision* and provided with the opportunity to respond. The outcome of that process constitutes the *College's final decision* about the *approval* of the program.

#### 4.3 Types of *approval* statuses

Table 1 sets out the different *approval* statuses that may be applied to programs under *this policy*. An *approval* status is applied to any program that has at least been reviewed against the minimum requirements. An *approval* status is applied only once a *final decision* has been made with respect to the program.

Table 1. Types of approval statuses

Type of approval status	Description
<i>Approved</i>	The program meets <b>all</b> of the minimum requirements <b>and</b> assessment requirements under <i>this policy</i> .
<i>Approved with restrictions</i>	<p>The program meets <b>all</b> of the minimum requirements.</p> <p>The program focus requirement is not met because the program focus is limited to a specific age grouping(s), however all other assessment requirements are met.</p> <p>The restriction will note that any graduates of the program who apply to the <i>College</i> and meet the registration requirements will be registered with a term, condition, or limitation (TCL) that limits their scope of practice to the specific age grouping(s).</p>
<i>Approved with conditions</i>	The program meets <b>all</b> minimum requirements <b>and</b> assessment requirements under <i>this policy</i> but the <i>approval</i> is subject to certain conditions (as specified in the <i>final decision</i> issued to the post-secondary institution).
<i>Not approved</i>	<p>The program:</p> <ul style="list-style-type: none"> <li>• does <b>not</b> meet <b>one or more</b> of the minimum requirements,</li> <li>• does <b>not</b> meet <b>one or more</b> of the assessment requirements, <b>or</b></li> <li>• could not be fully assessed under <i>this policy</i> because the <i>College</i> was given insufficient information to complete an assessment.</li> </ul>
<i>Approval expired</i>	The program's <i>approval</i> expired.
<i>Approval rescinded</i>	The <i>College</i> rescinded the program's <i>approval</i> .

#### 4.4 Time periods of approval

The *College's approval* of a program remains in effect according to the time periods described below subject to the post-secondary institution and program remaining compliant with the *College's* expectations of approved programs.

Subject to the provisions below, the **maximum** time period of *approval* is **five years** from the date of the *College's final decision* of *approval* with adjustment if needed to align with the program's *academic year*.

The *College* may decide that a shorter time period of *approval* (i.e., less than five years) is appropriate (e.g., ability to maintain compliance is unknown, uncertain, untested, etc.). Any shorter time period of *approval* is also adjusted if needed to align with the program's *academic year*.

In the following circumstances, the time period of *approval* is generally **two years** from the date of the *College's final decision of approval* with adjustment if needed to align with the program's *academic year*.

- The program has **not** previously been assessed under *this policy*.
- The post-secondary institution has only been in existence for **10 years or less**.
- The program has **not** had **two consecutive** graduating cohorts (based on full-time student cohorts).
- The program was *approved with conditions* in its most recent assessment under *this policy*.
- The program was **not approved** in its most recent assessment under *this policy*.

#### **4.5 Changes in approval status**

Where a program's *approval* status changes, the *College* will specify a transition plan for how the change in *approval* status will be applied to students who are enrolled in the program at the time of the change. The *College* will make reasonable efforts to ensure that students – particularly full-time students – who are enrolled in the program at the time of the change in *approval* status will not be negatively affected, provided they graduate and apply for membership with the *College* within a reasonable period of time, as specified in the transition plan.

If a program is deemed to no longer meet the *approval* requirements, the post-secondary institution must submit a transition plan that accounts for the specified transition period.

A transition plan is developed:

- with the intent to minimize and avoid disruption to students – with priority given to full-time students – to the extent possible, while maintaining the integrity and intent of *this policy* and the *College's* mandate.
- in consultation with the post-secondary institution, where appropriate and whenever possible.
- with the intent to balance the program's individual circumstances with the *College's* need to be consistent in plans across programs to the extent possible.

The post-secondary institution must implement the transition plan as directed by the *College*.

The transition plan will be posted to the *College's* website.

#### **4.6 Right to rescind approval**

Notwithstanding any other provision in *this policy*, the *College* may rescind its *approval* of a program with or without notice. **Except** as described below, a post-secondary institution is notified about the *College's decision* to rescind *approval* and provided with the opportunity to respond before a *final decision* is made.

Rescinding *approval* without notice will be considered and may be undertaken by the *College* where it is determined by the *College*:

- to be in the public's interest to do so,
- appropriate in order to ensure fairness for applicants, **and/or**
- appropriate in order to uphold compliance with the *College's* registration requirements, policies, and procedures.

Where *approval* is rescinded, the *College* will specify a transition plan to minimize the impact of the change in *approval* status to students who are enrolled in the program at the time of the change. The provisions described in Subsection 4.5 of *this policy* also apply to these circumstances.

#### **4.7 Public disclosure of approval status**

Where a program has one of the following types of *approval* statuses, the information is posted to the *College's* website with the corresponding dates of *approval* (or expiration or rescinding, as the case may be) and any transition plan that is associated with the *approval* status.

- *Approved*
- *Approved* with restrictions
- *Approved* with conditions
- *Approval* expired
- *Approval* rescinded

The information remains on the *College's* website until there is a change in the program's *approval* status under *this policy*.

## **5 Expectations of programs that are *approved***

All programs that are *approved* are expected to comply with the following requirements. Failure to comply with these requirements may result in a change in the program's *approval* status.

### **5.1 Agreement required with respect to promotions and marketing**

The post-secondary institution must enter into an agreement with the *College* with respect to appropriate communications, promotion, and marketing by the post-secondary institution about being *approved* by the *College* for the *education requirement for registration* or about any other *approval* status.

The agreement must be signed and dated by a person authorized to sign such an agreement on behalf of the post-secondary institution.

The program's *approval* does **not** take effect until the *College* receives the agreement signed and dated by the post-secondary institution as described above.

## 5.2 Submission of annual report and other information

In order to maintain an *approval* status, all post-secondary institutions are required to complete and submit with respect to each program:

- An **annual reporting form** to attest to whether the post-secondary institution and program continue to meet the minimum requirements and assessment requirements, as well as to provide program-level data.<sup>10</sup>
- A **notification** of change form to give the *College* **advance notice**, as specified in *associated procedures*, of any plans that could potentially impact the program's *approval*. Once notification is submitted, the post-secondary institution must provide updates about developments on the matter, as required by the *College*.

When either an annual reporting form or a notification of change form is submitted, the *College* reviews the information provided against the most recent information it has on record regarding the program. Based on that review, the *College* may take such action as it considers appropriate, which may include:

- no further action,
- an *audit* of the program,<sup>11</sup> **or**
- other action(s) the *Registrar* considers appropriate.

Failure to comply with any aspect of these reporting requirements, including deadlines set by the *College*, may result in:

- an *audit* of the program,
- the imposition of conditions on the program's *approval*,
- the modification of existing conditions on the program's *approval*,
- a rescinding of the program's *approval*, **and/or**
- other action(s) the *Registrar* considers appropriate.

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<sup>10</sup> Program-level data is used to inform policy development, review, and evaluation activities, research about education for entry into the early childhood education profession, and research about prospective membership cohorts with the *College*.

<sup>11</sup> *Audits* are addressed in Section 6 of this policy.

### 5.3 Payment of applicable fees

Post-secondary institutions must pay:

- any fee, as relevant, for processes applicable to each program that is *approved*.
- any other fee referred to in Subsection 7.3 of *this policy*.

Where a post-secondary institution does **not** pay an applicable fee in full by the required deadline, it may result in:

- a rescinding of the program's *approval*, **and/or**
- other action(s) the *Registrar* considers appropriate.

## 6 Audits

Programs that are *approved* may be *audited* by the *College* at any time. A post-secondary institution will be notified that an *audit* of a program is being initiated. If a program is selected for *audit*, the post-secondary institution must participate in the *audit* as required by the *College*.

### 6.1 Purpose

*Audits* may be undertaken by the *College* to:

- ensure quality assurance by way of monitoring compliance with *this policy*, **and/or**
- follow-up on information the *College* receives (whether from the post-secondary institution itself, or from other information sources such as the public, students, employers, the Ministry of Advanced Education and Skills Development, etc.) about matters such as whether a post-secondary institution and/or program continues to meet the minimum requirements, assessment requirements, any restrictions or conditions imposed on the program's *approval*, and/or requirements for maintaining *approval*, etc.

### 6.2 Methods

The *College* may conduct the *audit* with any methods, actions, and/or information sources (e.g., documents, interviews, observations) as the *College* considers appropriate.

Post-secondary institutions must provide all information and documentation that the *College* requests for the purpose of the *audit*.

### 6.3 Outcomes

Outcomes of an *audit* may include:

- no further action by the *College*,
- the imposition of restrictions on the program's *approval*,

- the imposition of conditions on the program's *approval*,
- the modification of existing conditions on the program's *approval*,
- a rescinding of the program's *approval*, **and/or**
- other action(s) the *Registrar* considers appropriate.

A post-secondary institution will be notified about the outcome of an *audit* with rationale. Where an *audit* indicates that a change in the program's *approval* status is appropriate, the *College* will provide the post-secondary institution with the opportunity to respond before a *final decision* is made about the change in *approval* status.

#### 6.4 Consequences for failure to participate

Failure to fully participate in an *audit*, as required by the *College*, may result in:

- the imposition of conditions on the program's *approval*,
- the modification of existing conditions on the program's *approval*,
- a rescinding of the program's *approval*, **and/or**
- other action(s) the *Registrar* considers appropriate.

## 7 Procedural matters

### 7.1 Method of assessment

All *associated procedures* for assessing programs against the minimum requirements and assessment requirements can include a review of information sources (e.g., documents, interviews, observations) and other investigative means to ensure the *College* has sufficient grounds to support its actions, *decisions*, and *final decisions*.

### 7.2 Forms

Post-secondary institutions must complete and submit forms in the format and manner established by the *College*. Where a form applies, the *College* will **not** proceed with the applicable part of the process until the *College* receives and verifies that the form is **fully complete**.

### 7.3 Fees

The *College* may charge post-secondary institutions a fee regarding any aspect of *this policy*. Such fees are established in the *College's* by-laws. Where a fee applies, the *College* will not proceed with the applicable part of the process until the *College* receives **full** payment of the fee from the post-secondary institution.

Fees are **not** refundable.

#### **7.4 Deadlines**

The *College* may establish specific deadlines by which post-secondary institutions are required to complete certain activities under *this policy*.

Failure to meet deadlines may result in:

- the closing of an application file,
- an *audit* of the program,
- the imposition of conditions on a program's *approval*,
- the modification of existing conditions on the program's *approval*, **and/or**
- other action(s) the *Registrar* considers appropriate.

Without limiting the generality of the foregoing, where a post-secondary institution does **not** complete the minimum requirements by the required deadline, the particular program application file will be closed.

#### **7.5 Notification by the College**

The *College* notifies post-secondary institutions of applicable deadlines.

The *College* also notifies post-secondary institutions in writing about *decisions* with respect to:

- A review of the post-secondary institution's application against the minimum requirements.
- An assessment of the post-secondary institution's program against the assessment requirements.
- The conducting of an *audit* of the post-secondary institution's program.
- Failure of the post-secondary institution to comply with any requirement, deadline, or *associated procedure*.

The *College* also notifies a post-secondary institution in writing of any *final decision* made under *this policy* and will identify it as such.

#### **7.6 Opportunity to respond**

Subject to the exceptions noted below, where a post-secondary institution receives notification about a *decision* under *this policy*, the post-secondary institution will have the opportunity to respond before a *final decision* is made.

Subject to the following paragraph, a post-secondary institution may respond to a notification from the *College* about a decision under *this policy* by:

- taking no further action,



- providing additional information to the *College* that may help resolve the matter,
- requesting a review of a *decision*, or
- providing additional information to the *College* that may help resolve the matter **and** requesting a review of a *decision*.

The opportunity to respond does **not** extend to the following circumstances:

- A *final decision* is made that a post-secondary institution and program meet the minimum requirements and can proceed to the assessment stage.
- A *final decision* is made that a program can be approved with a status of “*approved*”.
- A *final decision* is made with respect to a request for review.
- A *final decision* is made that no further action is needed in follow-up to the findings of an *audit*.

### **7.7 Requests for review by post-secondary institution**

The *College* will consider a post-secondary institution’s requests for review only where the post-secondary institution has concerns that the *College* did not adhere to due process in the application of *this policy* or *associated procedures* in relation to the post-secondary institution’s program. A post-secondary institution may request a review where the *Registrar* issues a notice of intent to:

- not assess (and therefore, not *approve*) a program because the minimum requirements are not met,
- not *approve* a program because the assessment requirements are not met,
- *approve* a program with restrictions,
- *approve* a program with conditions,
- impose conditions on a program that is already *approved*,
- modify existing conditions on a program’s *approval*,
- rescind a program’s *approval*, **or**
- take some other action(s) and the notice of intent indicates that the post-secondary institution may request a review.

The *College* will not consider a post-secondary institution’s request a review of a *final decision*.

Post-secondary institutions must adhere to the *associated procedures* and requirements developed by the *College* in order to proceed through the review process.

Reviews are conducted with any methods, actions, and/or information sources (e.g., interviews, observations) as the *College* considers appropriate.

## 7.8 Review Panel

A panel of the *College's* Registration Committee considers each request to review. In response to a request for a review, the panel may decide to refuse to conduct a review if it considers that the request:

- is frivolous, vexatious, or an abuse of process, **or**
- is outside the jurisdiction of the Registration Committee because it is **not** about a concern that the *College* did not adhere to due process in the application of *this policy* or *associated procedures*.

Where a review is conducted in response to a request to review, a panel of the Registration Committee may decide to:

- Confirm the *decision* indicated in the notification issued to the post-secondary institution.
- Direct the *Registrar* to reconsider the matter with the outcome of the reconsideration constituting the *final decision* on the matter.

A *decision* of the review panel is a *final decision*.

## 7.9 Right to withdraw application

Post-secondary institutions have the right to withdraw an application under *this policy* at any time. Requests to withdraw must be made in writing using the form established by the *College* for that purpose.

If a post-secondary institution withdraws its application after having paid a required fee, **no** part of the fee will be refunded.

## 7.10 Records

All records associated with a program assessment application and approval are retained by the *College* in accordance with *College* policies.

# 8 Renewal of approved program status

Post-secondary institutions with an *approved* program that want to renew their approved program status may apply for renewal by submitting a renewal form and supporting documentation as required, and paying the applicable fee.

## **9 Transitional matters**

### **9.1 Programs recognized before the date of *this policy***

This section of *this policy* addresses transitional matters for the introduction and initial implementation of *this policy* with respect to post-secondary programs that were recognized by the *College*, for the purpose of s. 7.1.ii or iii of the *Registration Regulation* before the date on which *this policy* is approved.

### **9.2 Transition processes**

The *Registrar* is responsible for:

- decision-making with respect to the status under *this policy* of each of the programs referred to in Subsection 8.1.
- overseeing the implementation of *this policy* with respect to the programs referred to in Subsection 8.1 and development and review of *associated procedures*.