



CACEJ

CONSEIL D'AGRÉMENT DES CONSEILLERS AUPRÈS
DE L'ENFANCE ET DE LA JEUNESSE DU CANADA

CYCEA

CHILD AND YOUTH CARE EDUCATIONAL
ACCREDITATION BOARD OF CANADA

**APPLICATION FOR ACCREDITATION
PARTS I AND II**

We are pleased to provide a checklist in the hopes of assisting you in your decision on whether to proceed with an application for accreditation from the Child and Youth Care Educational Accreditation Board of Canada (CYCEAB).

Your contacts prior to, during and following the accreditation process are:

Accreditation Coordinator

Wendy Weninger, wendy.weninger@outlook.com, 403-393-3574

Office Manager

Dianne Marcellus-Kerr, cyceab@lethbridgecollege.ca, 587-220-7557

Once your application has been approved and you are engaged in the review stage of the accreditation process, a list of approved reviewers will be sent to you. Your reviewer or site visitor will be of your choice from the list of approved reviewers.

- Our program/institution is a currently paid member of the CYCEAB.

We have reviewed the CYCEAB website – <http://www.cycaccreditation.ca/> including:

- Accreditation Overview
- Accreditation FAQs
- Accreditation Policy and Procedure Manual

We recognize that accreditation activities are supplemental to typical program review processes and therefore:

Our program review will start or it started on _____ and ends _____

OR

Our program review was completed on _____ and we will be using the results to assist us in the accreditation process.

We are aware of the following components of the accreditation process:

- Completed Program Review
Depending on the institution and program structure, the length of time required to complete a program review will vary. Information from the program review will be used in the Self-Study Report which includes the Quality Enhancement Plan.
- The length of time to complete the accreditation process could take up to 2 years.
At the time the application for accreditation is approved by the Board of Directors, the CYCEAB will issue a letter to the successful applicant communicating the decision of the Board and the date by when the accreditation process is to be completed. This date will allow for 24 months from the time the Board makes its decision to accept the application to when it makes its decision on granting accreditation.

- Self-Study Report – Due a minimum of 4 weeks prior to the site visit.
The applicant program is responsible to download the self-study report and its associated appendices to the CYCEAB Team Site (access is provided by the CYCEAB office).
- Site Visit
Minimum of a full 2 days is required to complete a site visit. The reviewer’s travel time will be in addition to the 2-day site visit. A second reviewer can be requested by the accreditation applicant at an additional cost of \$1000 to be invoiced by CYCEAB. All travel costs for reviewers are the responsibility of the accreditation applicant.
- Reviewer's Report
Submission of the Reviewer's Report by the Reviewer to the Accreditation Coordinator is due 4 weeks following the site visit. The reviewer may first ask follow-up questions of program contacts.
- Program’s Written Response to Reviewer's Report
This response is due via email to the CYCEAB Office within 4 weeks from the receipt of the Reviewer's Report.
- Timeline to Receive Accreditation Decision
A Recommendation Committee (RC) comprised of 3 approved reviewers not associated with the accreditation applicant make their recommendation to the CYCEAB Board of Directors within 4 weeks following the applicant’s written reply to the Reviewer’s Report. The board meets monthly except during July and August of each calendar year and will make its accreditation decision at the regularly scheduled board meeting immediately following the receipt of the recommendation from the RC.

We have considered the institutional resources and time required to complete the accreditation process, recognizing that unanticipated requirements may arise such as additional faculty meetings.

We have considered the external resources required within the accreditation process; e.g., advisory committees, student advisory groups, stakeholder consultations.

We have separate faculty for different program sites so are aware we must submit separate applications for each program.

We are aware that we will be requested to complete and sign the Data Sharing Agreement and the Consent to Contribute Materials for research purposes and will submit it to the CYCEAB Office.

We understand there is an annual deadline of September 15 for applications.

We are aware that the accreditation status expires seven years after it is granted and that we must maintain our annual membership with CYCEAB to retain accreditation status.

We have been in contact with the CYCEAB Accreditation Coordinator and they are aware that we are applying for accreditation.



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PART II Application Form

SECTION ONE

Institutional Name:

Institutional Address:

Program Name:

(please use the name of the program you wish to have on the accreditation certificate)

Program Contact Person and Position:

E-Mail Address:

Contact Phone Number:

Date of Application:

SECTION TWO

The credential of the program for which we are applying for accreditation is:

Diploma – 2year

Diploma – 3 year

Diploma - Fast Track

Degree

Degree and Diploma Within One Process

Other.

Please explain:

We are a

Single site program.

Multiple site program.

If you are a multiple site program, do you have separate faculty?

No

Yes

If yes, you must submit a separate application for each program.

Are there specializations in your program (e.g. early years/early childhood, child welfare, child life, indigenous, etc.)?

- No
- Yes

If yes, please explain:

Number of students enrolled in your program:

Number of faculty teaching in your program:

Full-time

Part-time

Casual

Other

Please explain:

Is your program accredited by another organization?

- No
- Yes

Please specify:

Please identify any factors that might contribute to a conflict of interest in the accreditation process:

The total fee for accreditation is \$5000. A non-refundable application processing fee of \$250 is payable upon submission of the application. The application fee will be deducted from the accreditation fee if the application is approved. The balance of the accreditation fee, \$4750, will be due prior to commencement of the accreditation process. The \$4750 is non-refundable. In circumstances that impact the timelines of an institution's accreditation process, communication with the Accreditation Coordinator is essential.

Contact Information of individual submitting application (Note: this individual must have institutional approval to submit this application on behalf of their institution):

Name:

Title:

Contact Information:

Email Address:

Phone numbers best to be reached at:

Office Phone Number

Cell Phone Number

Date of Submission of Application:

Please submit Parts 1 and II of Application Form to CYCEAB at cyceab@lethbridgecollege.ca