ACCREDITATION PROCESS*

August 2022

Key:
* Process to time of site visit may take 18 months, 24 months in total
Applicant – Program Applying for Accreditation
Reviewers– CYCEAB-Approved Individuals Completing Virtual Site Review
Reviewers' Report – Virtual Site Review Report
AC – Accreditation Coordinator
RP – Recommendation Panel
CYCEAB – Child and Youth Care Educational Accreditation Board Office

START

Expression of Interest to AC and/or CYCEAB

Programs Reapplying for Accreditation

Program Contacts AC

Application Parts I and II on cycaccreditation.ca

Apply for Accreditation?

No → Applicant Works with AC on Next Steps → CYCEAB Notifies Applicant

Yes → Applicant Submits Application and Fee of $250 by Sept. 15 to CYCEAB

See Policy and Procedure Manual - Appendix A for Fee Schedule

AC Presents Applications to Board of Directors

Yes/No? Board Decision

No → CYCEAB Notifies Applicant

Yes → CYCEAB Notifies Applicant of Decision and Submits Invoice for $5750

AC Connects with Program to Discuss Accreditation Process Including Surveys

Applicant Completes Program Review

Applicant Works with AC and CYCEAB to Complete Student, Alumni and Employer Surveys

Applicant Prepares Self- Study Report (SSR)

Applicant Alerts AC that SSR is Ready for Submission & Uploads SSR to CYCEAB Site; Access Provided by CYCEAB

AC Reviews SSR to Ensure It Is Complete

Yes/No to Proceed?

No → AC Provides Guidance on Required Changes → Applicant Provides Revised Report to AC and Uploads to Sharepoint Site

Yes → Applicant Provides Time Frame for Site Review and CYCEAB Secures Reviewers

Review Process

CYCEAB Informs Applicant of Selected Reviewers

Applicant Contacts Reviewers and Schedules Site Review

CYCEAB Provides Reviewers with Access to Sharepoint Site

AC Ensures Reviewers Are Aware of Appropriate Site Review Guide on CYCEAB Website

Reviewers Complete Site Review

Reviewers Complete Report Within 4 Weeks of Site Review and Emails Report to AC

AC and CYCEAB Complete Quality Check

Yes/No to Proceed

No → No - AC and CYCEAB advise Reviewers on Areas in Question

Yes → Yes - CYCEAB Connects Reviewers to RP for Future Scheduling of Verbal Report to RP → CYCEAB Notifies RP of Pending Submission and Provides RP with Access to Applicant's Folder on Sharepoint Site

CYCEAB Submits Reviewers' Report to Applicant and Uploads to SharePoint Site

Applicant Sends Written Response to Reviewers' Report via email to CYCEAB, Within 4 Weeks

CYCEAB Alerts RP of Written Response

RP Makes Recommendation to CYCEAB Within 4 Weeks of Applicant Program's Response to Reviewers' Report

Board Decision – Accredit?

No → Applicant Discusses Options with AC : Appeal Decision or Re-Apply

Yes → CYCEAB President Notifies Applicant – Program Accredited 7 Years

CYCEAB Issues Formal Letter and Certificate

FINISH

Two Years Post-Accreditation QEP Check-in with AC