

1. **Who is the Child and Youth Care Educational Accreditation Board of Canada or CYCEAB?**

CYCEAB is a not-for-profit corporation that is charged with the accreditation of child and youth care post-secondary programs. CYCEAB accreditation activities document efforts to be accountable to children, youth, and families; to students; and to the profession.

2. **Who can apply for accreditation?**

Accreditation is open to all members of CYCEAB.

3. **What is the cost of membership to CYCEAB?**

An annual fee of \$400.00 pays for membership from January 1 to December 31 of each year. Membership must be retained throughout the accreditation process and to keep accreditation status. Accreditation and membership are separate.

4. **Does CYCEAB have a website where I can get more information?**

You will find additional information including an Accreditation Process flowchart under the "Accreditation" tab at <https://cycaccreditation.ca/>.

5. **What is the cost to submit an accreditation application? Is there a deadline?**

Please refer to the *Accreditation Process* flowchart. The application deadline is September 15 annually. Submission of the application should include payment of \$250.00. Once the application is accepted, a fee of \$5750 is due before an institution initiates the accreditation process. Please contact the CYCEAB office if you have any questions. CYCEAB will invoice as required.

6. **Why does it cost \$6000 if CYCEAB is a non-profit corporation?**

The accreditation fee covers direct and indirect costs of accreditation. Direct costs include the one-on-one service that accreditation applicants or programs undergoing accreditation receive from the Accreditation Coordinator and the stipends paid to the reviewers and three members of the Recommendation Panel. These costs total approximately 68% of each accreditation fee paid to ensure accreditation applicants have the support they need and that qualified reviewers are in place to conduct the site review and make recommendations to the board on accreditation.

Approximately 32% of the accreditation fee is directed towards operating costs, survey costs, and the services that accrediting programs receive from the Office Manager. In recent years, we have formalized the accreditation process and developed tools such as the Self-Study Guide and the Site Review Guide. Since our inception, we have worked diligently on ensuring bylaws, policies and procedures, and business processes are robust and meet the

needs of CYCEAB and its members. We ensure financial audits are conducted every three years and we meet every spring to discuss future direction.

7. **Can accreditation fees be paid in installments?**

Upon approval by the CYCEAB Board of Directors, accreditation fees may be paid in instalments if an institution has submitted a written payment schedule at least 12 months in advance of their planned application for accreditation. The first payment must begin at least 12 months prior to the start of the accreditation process and final payment must be paid upon approval of the accreditation application. If the accreditation fee amount is increased by the Board of Directors during the period up until the institution's application for accreditation is approved, the institution would be responsible for paying the increased cost.

8. **Who will be my primary contact for the accreditation process? Who do I contact if I have any questions?**

Upon an expression of interest to our CYCEAB office ([cyceab@lethbridgecollege.ca](mailto:cyceab@lethbridgecollege.ca)), the Accreditation Coordinator will contact you. The CYCEAB office can also answer questions or direct your inquiries to the appropriate contact. The Accreditation Coordinator can be reached at [wendy.weninger@outlook.com](mailto:wendy.weninger@outlook.com) or at 403-393-7254.

9. **My institution is undergoing a program review. How do I align that with the accreditation self-study?**

There are options to ensure that institutions do not have to duplicate their work, such as merging the templates for a program review with the CYCEAB self-study template. The Accreditation Coordinator can assist with looking at options.

10. **With respect to CYCEAB, what is a diploma and what is a degree?**

Diploma means a two- or three-year post-secondary qualification from a college or university. Degree includes a Bachelors (4 years), Masters, or Doctoral postsecondary qualification.

11. **How long is the accreditation process, from start to finish? What are the "deadlines," who sets the deadlines, what if I miss a deadline?**

The accreditation process may take up to two years based on the requirements. The CYCEAB will issue a letter to the successful applicant communicating the decision of the board with respect to the approval of the application for accreditation 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.

The Accreditation Coordinator will support you throughout the accreditation process and as situations arise, they will provide guidance. Some deadlines are self-imposed and others are regulated as described in the Accreditation Process flowchart, e.g., the Reviewers' Report is due four weeks from the date of the site review. Missed deadlines outside those self-imposed by your institution can be resolved through the Accreditation Coordinator.

12. **Can extensions of the accreditation process be granted?**

Please refer to the Policy and Procedure Manual under the Publications tab on the CYCEAB website. A request for an extension can be granted when an applicant provides written documentation to CYCEAB clearly detailing the circumstances surrounding the request. An extension can be issued up to a maximum of 90 days, as approved by the Accreditation Coordinator. The Accreditation Coordinator will then report the approval of this extension to the Board.

In the case of exceptional circumstances as determined by the Accreditation Coordinator, requests for exceptions and/or accommodations for decision in addition to the 90-day extension are to be submitted via written documentation to the Board of Directors via the CYCEAB office. The CYCEAB board will, in turn, objectively determine whether an extension should be granted and provide a written response to the applicant within ten business days of receiving a request for such an extension.

13. **How much time/resources should I plan for the accreditation process? What should I expect?**

First, you should have a primary program contact who can lead the accreditation process. Resources required depend on the size of the program, the number of people that will be involved, and the time the program team can dedicate to the accreditation process. The Accreditation Coordinator can help you and your program team identify required resources but recognize that unanticipated needs may arise.

14. **What if our program does not meet all the standards ... should we still apply? For example, if the CYCEAB requires two courses on "families" and we only have one course, is it even possible to be accredited? Or practicum hours are not enough, or maybe a program has a part-time faculty that does not meet the qualifications yet.**

Any variations to what are stated in the Self-Study Guide should be discussed prior to your application with the Accreditation Coordinator.

15. **How will I know when we are ready to apply?**

Go to Part One of the application form which can be found by clicking on the *Apply Now* button found on the home page: <https://cycaccreditation.ca/>. The application form can also be found under the *Accreditation* tab on the website.

16. **When can I see the surveys? How can we access them?**

Once your application is approved by the CYCEAB Board of Directors, and you are ready to initiate the survey process, please contact the Accreditation Coordinator who in turn will notify the CYCEAB Office Manager and the Survey Coordinator. They will work with you on a recommended sampling plan and the best surveys to fit your needs.

17. **Can we use our institution's already existing data, like KPI results? Are the CYCEAB surveys mandatory? That is, can I just use what my institution already has in place?**

Questions in the accreditation surveys are linked directly to professional practice. This may not be the information gathered in your institution's surveys. The Accreditation Coordinator can provide guidance.

18. **How long and/or comprehensive is the Self-Study Report which includes the Quality Enhancement Plan?**

Please refer to the CYCEAB website for the details on the self-study information to be gathered. And please remember the Accreditation Coordinator is available to work with you.

19. **Who selects the reviewers?**

The Office Manager selects the reviewers from a board-approved list once the accreditation applicant has provided a general scheduling block for a site review. The manager then provides the names and contact information of the reviewers to the accreditation applicant who works directly with the reviewers to schedule the site review on dates that are convenient to both the applicant and the reviewers. All site reviews are virtual.

20. **How many reviewers are required?**

Two reviewers approved by the CYCAB Board of Directors are required for each virtual site visit. One reviewer must be outside of the institution's geographical region.

21. **What are the regions as identified by CYCEAB?**

*West* includes British Columbia, Alberta, Saskatchewan, and Manitoba. *Central and Northern* include Ontario, Quebec, Nunavut, Northwest Territories, and Yukon. *East* includes Newfoundland, Nova Scotia, New Brunswick, and Prince Edward Island.

22. **Are the reviewers compensated for each review?**

CYCEAB pays each reviewer a stipend per review.

23. **Who needs to be involved in the site review (faculty, students, etc.)?**

Please refer to the information provided in the Site Review Guide which is on the CYCEAB website.

24. **Can we send our reports electronically to the reviewers?**

Please refer to the Accreditation Process overview. An accreditation applicant provides the Self-Study Report by downloading the digital file(s) to the CYCEAB SharePoint Site. The CYCEAB office provides access to this site for the applicant program staff as required.

25. **If successful, how long will our program be accredited before the next round?**

Seven (7) years.

Membership with the CYCEAB must be maintained throughout this period to retain accreditation status.

26. **Is there any follow-up post-accreditation?**

Yes. CYCEAB-accredited programs provide a program progress report two years after receiving accreditation status. This report provides an update to the Accreditation Coordinator on the progress the program is making on its Quality Enhancement Plan.