

Do we apply for accreditation?

The potential applicant makes the decision to apply.

START

Expression of Interest to AC or CYCEAB

Complete Part I of Application and work with AC to determine readiness

Do we apply?

YES

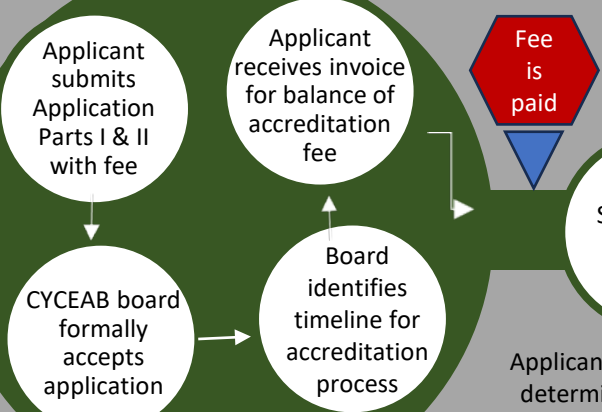
NO

AC can advise on next steps

Application Process

Annual Deadline to admin@cycaccreditation.ca – September 15

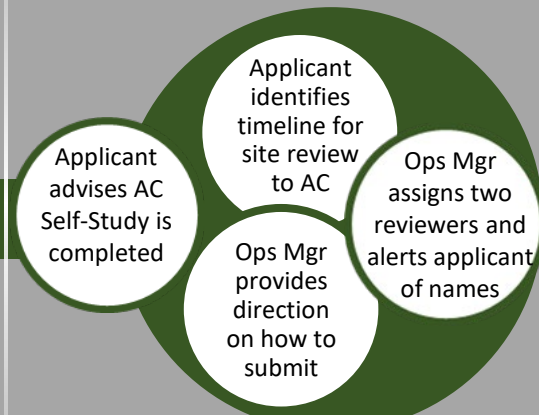
Board accepts applications as information at the first board meeting following September 15. This step triggers the sending of a letter by the President of CYCEAB to the applicant, which identifies the timeline for the accreditation process.



Applicant works with AC to determine best feedback method. CYCEAB surveys can be customized if they are the preferred option. Stakeholders include students, alumni, employers, and others.

Self-Study Process

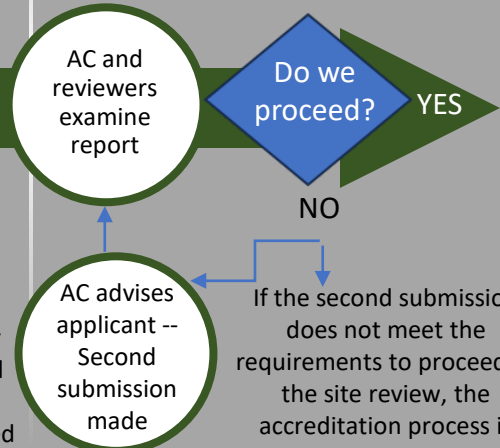
The Self-Study Report – It is expected that applicants use the *Engaging the Evidence* numbered items as a checklist to ensure completion of all required components within each section.



CYCEAB uses a secure digital file sharing site for applicants to upload their Self-Study Report and associated documentation. Reviewers and Recommendation Panel members access required information on this site.

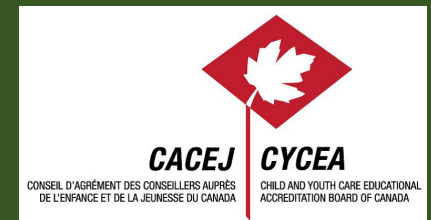
Submission Review

A successful submission review will mean that the Self-Study Report meets the requirements in the **What You Need** sections of the Self-Study Guide and each numbered item in the **Engaging the Evidence** sections. This means that it is evident that extensive reflection has contributed to a detailed, comprehensive narrative for each numbered item.



Child and Youth Care Educational Board of Canada (CYCEAB) Accreditation Process Flowchart - 2023

- Key:**
- AC Accreditation Coordinator – wendy.weninger@outlook.com
 - Ops Mgr Operations Manager and Senior Governance Officer - admin@cycaccreditation.ca
 - Applicant The institution and program applying for accreditation
 - RP Recommendation Panel



Site Review and Reviewers' Report

After a successful submission review, and the assigned reviewers are in place, the accreditation applicant can proceed to the site review stage of the accreditation process. The site review is when the reviewers engage directly with an accreditation applicant to gain a deeper understanding of the current activities of the CYC program undergoing accreditation.

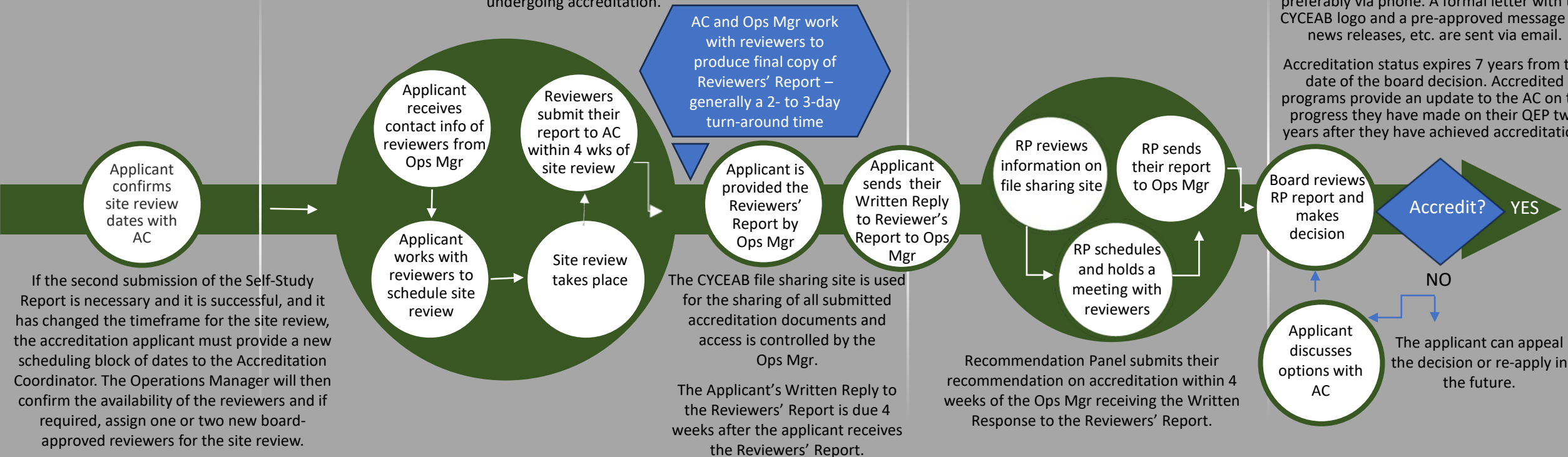
Recommendation Panel

The Recommendation Panel's role is to provide a recommendation on accreditation to the CYCEAB Board of Directors. The panel is comprised of three board-approved reviewers.

Decision on Accreditation

The CYCEAB Board of Directors makes the final decision on accreditation. The decision is relayed by the CYCEAB President to the primary accreditation applicant contact, preferably via phone. A formal letter with the CYCEAB logo and a pre-approved message for news releases, etc. are sent via email.

Accreditation status expires 7 years from the date of the board decision. Accredited programs provide an update to the AC on the progress they have made on their QEP two years after they have achieved accreditation.



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