

APPLICATION FOR ACCREDITATION



CACEJ | **CYCEA**

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

CHILD AND YOUTH CARE EDUCATIONAL
ACCREDITATION BOARD OF CANADA

www.cycaccreditation.ca
587-220-7557



APPLICATION CHECKLIST Part I

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). This checklist will also provide information so that CYCEAB staff can assist you through the accreditation process.

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

Accreditation Coordinator

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

Operations Manager and Senior Governance Officer

(hereinafter referred to as the Operations Manager)

Dianne Marcellus-Kerr, admin@cycaccreditation.ca, 587-220-7557

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

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

Accreditation Process Flowchart and FAQs

Accreditation Policy and Procedure Manual

Self-Study Guide (version appropriate to the year of our application)

Site Review Guide (version appropriate to the year of our application)

We recognize that accreditation activities are supplemental to typical program review processes and therefore we are in the following position with regards to an institutional program review (choose one):

We have completed our institutional program review in the years immediately prior to engaging in the CYCEAB accreditation process.

We plan to align our program review with the accreditation process and coordinate the two to run parallel.

We plan to complete the CYCEAB accreditation “in place of” our program review, with our institution’s permission.

We have not engaged in our own program review in recent years.

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

Accreditation Process Timeline. The length of time to complete the accreditation process could take up to two years. After the application for accreditation has been formally received by the Board of Directors at the September board meeting, we will receive a letter from CYCEAB which will identify the date by when the accreditation process is to be completed. This date will allow for 24 months from the time the board formally receives the application to when it makes its decision on granting accreditation.

Reviewers. The CYCEAB Operations Manager, in consultation with the Chair of the Human Resources Committee, assigns the board-approved reviewers who fit the required criteria outlined in CYCEAB bylaws. Close to the time we submit our Self-Study Report, we will provide a general scheduling block for a site review. Subsequently, we will be notified of the names of the two reviewers who have been assigned to our accreditation application. This provides an opportunity for us to declare a conflict of interest to the Operations Manager should we perceive one exists before the submission review of the Self-Study Report takes place. The contact information for the reviewers is provided after a successful submission review.

Self-Study Report. Due a minimum of four weeks prior to the site review, we are responsible for uploading the Self-Study Report and its supporting documentation to the CYCEAB official file sharing site. Access is provided by the CYCEAB Operations Manager.

Successful Submission Review. We will proceed to the site review stage of the CYCEAB accreditation process following a successful submission review of our Self-Study Report and its supporting documentation. This review is completed by the CYCEAB Accreditation Coordinator and assigned reviewers. A successful submission review means that our Self-Study Report meets the requirements in the **What You Need** and **the Engaging the Evidence** sections of the Self-Study Guide. It will also be evident that extensive reflection has contributed to a detailed, comprehensive narrative for each numbered item.

Unsuccessful Submission Review. If we are notified that our first submission was not successful in meeting the requirements set out in the Self-Study Guide, we understand that we have one opportunity to submit a revised Self-Study Report. We also understand that if the second submission is not successful, we cannot proceed to the site review stage and our accreditation application will close. This means that we will need to re-apply for accreditation in the future according to CYCEAB application timelines or appeal the decision made by the Board of Directors to close the application.

Confirming the Dates of the Site Review. If the second submission of the Self-Study Report is necessary and it is successful, and it has changed the timeframe for the site review, we must provide a new scheduling block of dates to the Operations Manager. The manager will then confirm the availability of the reviewers and if required, assign one or two new board-approved reviewers for the site review.

Arranging the Site Visit. Upon a successful submission review of our Self-Study Report, we will work directly with the assigned reviewers to schedule the site review on dates that are convenient to both us and the reviewers. All site reviews are virtual.

Reviewers' Report. The submission of the Reviewers' Report by the reviewers to the Accreditation Coordinator is due to CYCEAB within four weeks following the site review. If reviewers have any questions of the program as they draft their report, they may ask follow-up questions of the accreditation lead, or the contact person identified on the accreditation application.

Our contact with reviewers ends upon our receiving the Reviewers' Report.

Accreditation Applicant's Written Reply to Reviewers' Report. Our response is due via email to the CYCEAB Operations Manager within four weeks from the receipt of the Reviewers' Report.

Timeline to Receive Accreditation Decision. A Recommendation Panel comprised of three board-approved reviewers not associated with us makes its recommendation to the CYCEAB Board of Directors within four weeks following the submission of our Written Reply to the Reviewers' Report. This recommendation is presented to the Board of Directors at the next regularly scheduled board meeting. When additional information is required, or a meeting must be scheduled with the Recommendation Panel and/or reviewers, the decision may be deferred to the subsequent regularly scheduled board meeting. The board meets monthly except during July and August of each calendar year.

We are aware of the following with respect to accreditation and when making our application:

Institutions applying for accreditation of programs which have separate faculty for different program sites are required to submit separate applications for each program and pay full application and accreditation fees for each application. Each program site must engage in the accreditation process separately, i.e., self-study, site review, etc.

Institutions applying for the accreditation of multiple programs, each with their own unique credential, are required to submit separate applications for each credential and pay full application and accreditation fees for each application. Each credential must engage in the accreditation process separately, i.e., self-study, site review, etc.

There is an annual deadline of September 15 for applications.

CYCEAB accreditation status expires seven years after it is granted and annual membership with CYCEAB must be retained during the seven-year period.

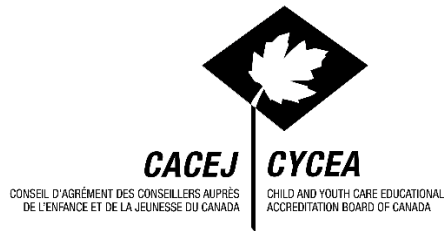
Two years post-accreditation, accredited programs provide a written report to the board via the Accreditation Coordinator on the progress made on their Quality Enhancement Plan.

We have completed the following:

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

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

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



APPLICATION FORM Part II

After completing the checklist in Part I and if you have determined that you are ready to proceed with an application for accreditation, please complete this application form and submit it to:

admin@cycaccreditation.ca – Annual Deadline is September 15.

If you have questions and are uncertain about proceeding with an application, please consult with the Accreditation Coordinator at wendy.weninger@outlook.com

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:

(Please identify the individual who will communicate directly with the Accreditation Coordinator.)

E-Mail Address:

Contact Phone Number:

SECTION TWO

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

- Diploma – 2-year
- Diploma – 3-year
- Diploma - Fast Track/Accelerated
- Degree
- 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

Other - Please explain:

Is your program accredited by another organization?

No

Yes

If yes, please specify:

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

The annual application deadline is September 15. Submission of the application should include payment of \$250.00. Once the application is received by the CYCEAB Board of Directors at the September board meeting, 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.

Contact information of individual submitting application:

(This individual must have institutional approval to submit this application on behalf of their institution.)

Name:

Title:

Email Address:

Office Phone Number:

Cell Phone Number:

Date of Submission of Application:

Signature:

***Please submit Parts I and II of the Application for
Accreditation to CYCEAB at
admin@cycaccreditation.ca***