



# Memorandum

**Date:** March 25, 2010

**To:** Providers of Additional Qualification Programs

**From:** Michael Salvatori, OCT  
Registrar and Chief Executive Officer

**Subject:** **Launch of New Process for Renewing the Accreditation of Additional Qualification Programs**

A new process for renewing the accreditation of Additional Qualification (AQ) programs will be introduced on April 1, 2010 when changes to the Accreditation Regulation take effect.

The amendments provide the Ontario College of Teachers with the option to renew AQ programs by reviewing a sample of programs according to the schedules of the Teachers' Qualifications Regulation (TQR). The College consulted with providers about these revisions and has developed procedures and guidelines to implement this new option.

## **Notice of Expiry of Accreditation and Intent to Renew**

Beginning April 1, 2010, the College will notify providers at least 210 days prior to the expiry of an accreditation period. Providers have 15 business days to choose and submit the names of the programs they wish to renew.

## **Sampling Process and Methodology**

Once the program names are received, the College has 15 business days to inform the provider whether we intend to review all renewals or review a sample of program applications within a schedule of the TQR.

For sampling, the College randomly chooses the sample from the renewal programs within a schedule that share a common accreditation expiry date. If programs from more than one schedule expire on the same date, the College may choose a course-by-course review for one schedule and samples from another.

For some schedules, the College will choose a stratified random sample to enable the review of appropriate groupings. For example, if a Schedule D Part 2 is chosen, Part 1 and the Specialist will also be selected.

The College will select a minimum of 25 per cent of the renewal courses for a sample. The sample must produce a margin of error of 25 per cent or less.

The College will inform the provider about the results of the review within 90 days of receiving the entire sample.

### **Criteria for Additions to the Sample**

The College may use these criteria to target specific programs for review:

- a College guideline has been revised since the previous accreditation
- new or revised Ministry policy guidelines or curriculum documents have been released that are related to the program
- substantial evidence of concern has been received from members or the College's Membership Services Department about a program.

### **Request for the Submission of Additional Courses – A Second Sample**

The College may request another sample if some courses within the first sample do not satisfy regulatory requirements for accreditation. In most cases, an additional 25 per cent sample of the remaining courses will be selected for review. Providers will revise, but do not have to resubmit, the courses from the first sample.

If the second sample does not fully satisfy the requirements for accreditation, the College will conduct a review of all the other courses represented by the sample.

For additional samples,

- providers will have 80 days to submit the documents and may request an extension in exceptional circumstances
- the College will inform the provider about the results of the review within 90 days of receiving the submissions.

### **Course-by-Course Review**

The College will consider a provider's request to have a course-by-course review of renewals. The College may also decide to review all course renewals if:

- a provider offers five or fewer accredited programs within the schedule and a review of a sample produces a margin of error greater than 25 per cent
- a new provider is renewing courses for the first time
- a provider has had difficulty satisfying the requirements for accreditation in the past.

A renewal program is not eligible for sampling if it does not appear within a schedule of the TQR.

## **Future Considerations for Sampling**

The College will begin the sampling process as described. We will consider moving towards a more evidence-based sampling process in the future for providers who consistently meet the requirements for accreditation.

## **Accreditation with Conditions**

The College will not accredit additional qualification courses with conditions at this time unless there are exceptional circumstances.

## **Changes to the Accreditation Information Management System (AIMS)**

The process for renewing AQ programs through the Accreditation Information Management System (AIMS) has been modified to accommodate the sampling option for providers. To assist you, the College has revised the AIMS User Guide and it is being sent to all providers.

If you have any questions, please contact Janis Leonard, OCT, Manager of Accreditation, at 416-961-8800, ext. 853 or toll-free in Ontario at 1-888-534-2222, ext. 853.

I look forward to continuing to work with you as we introduce these changes.

Sincerely,



Michael Salvatori, OCT  
Registrar and Chief Executive Officer

Copy: Michelle Longlade, OCT  
Janis Leonard, OCT

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