



# Memo

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**Date:** April 15, 2016

**To:** Providers of Additional Qualification Programs

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

**Subject:** **Review of Substantial Changes to Accredited Additional Qualification (AQ) Programs**

**Note: (This memo replaces the Registrar's memo entitled, *Substantial Changes to Accredited Additional Qualification (AQ) Programs*, dated October 19, 2012)**

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The College is engaged in a review of Additional Qualification (AQ) Accreditation processes, practices and policies. Recent consultations with providers of additional qualification programs have generated suggestions for the revision to the implementation of the accreditation processes to address substantial changes to programs. The *Ontario College of Teachers' Accreditation Regulation 347/02, Section 25 (2)* states:

*... a provider shall be deemed to offer a new program of additional qualification if it substantially changes the character, duration or components of a program of additional qualification previously provided.*

The College is to be notified in writing by the provider when a change of character, duration or components of a program of additional qualification is planned. While the following list is not exhaustive, it does reference examples the College may consider a substantial change:

*Character:* An AQ provider decides to change an AQ course and has a course developer rewrite the AQ course during the current accreditation period

*Duration:* An AQ provider plans to change an AQ being offered to a modular format over 18 months during the current accreditation period.

*Component:* An AQ provider plans to offer an AQ course during the current accreditation period outside of Ontario as a way to contextualize specific guideline content or to provide explicit immersion opportunities of guideline content through experiential learning.

Upon receipt of this notification of a planned change the provider will be informed of the additional documentation that they may be required to submit for the purposes of accreditation. AQ providers are encouraged to consult and seek clarification with the Standards of Practice and Education (SP&E) Unit when considering changes to accredited additional qualification programs.

If you have any questions, please contact Déirdre Smith, OCT, Manager of Standards of Practice and Education, at 416-961-8800 or toll-free in Ontario at 1-888-534-2222, ext. 877 or at [dsmith@oct.ca](mailto:dsmith@oct.ca) for guidance and support.

The College looks forward to supporting your continued engagement in the ongoing review and implementation of accreditation processes and policies for additional qualification programs.

Sincerely,



Michael Salvatori, OCT  
Chief Executive Officer and Registrar

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Charlie Morrison  
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