



TERMS OF REFERENCE ACADEMIC CREDENTIALING COUNCIL

Purpose:

The Academic Credentialing Council (ACC) has the delegated authority to recommend all academic accreditation decisions for university occupational therapy education programs to the Canadian Association of Occupational Therapists' (CAOT) Board of Directors, as determined through off-site and on-site reviews conducted according to the policies and procedures of academic accreditation. The ACC also advises the CAOT's Board of Directors regarding policy matters relating to academic accreditation.

Frequency of Meetings:

Meetings are held as required to conduct the business of the ACC, approximately four times annually with variations to accommodate ACC needs. Additional meetings are called at the discretion of the Chair, as required considering human and financial resources. Meetings occur by teleconference, e-mail, and/or in-person.

Reporting:

The ACC works in conjunction with CAOT Staff and provides reports on an annual basis, or when required, to CAOT's Board of Directors. Reports can include:

- An outline of the decisions of the ACC regarding the accreditation status of educational programs reviewed and under review.
- A confirmation that each academic accreditation undertaken during this time period is administered fairly, according to policy and without bias.
- An outline of recommended policy for matters pertaining to development, delivery and research relating to accreditation policies and procedures for university occupational therapy education programs.

Membership Composition:

The ACC is composed of a minimum of eight (8) members: The Chair and seven (7) other members.

A. Chair-Elect and Chair

1. The Chair-elect is selected from candidates with appropriate qualifications (as detailed below) who have applied for or been recommended for the position.
2. The ACC will identify potential candidates. The ACC Chair and/or Director of Standards or delegate of CAOT communicates directly with potential applicants.
3. Applicants will submit their curriculum vitae with their expression of interest to the Director of Standards.



4. Chair-Elect and Chair qualifications include:

- Canadian university academic appointment in an occupational therapy program.
- Doctoral degree preferred.
- Bilingual writing and/or oral language skills in English and French sufficient to oversee the management of the off and on-site review processes.
- Current membership in the CAOT.
- Previous experience (in the last 5 years) as a member of the ACC or Chair of an on-site review team.

5. Chair Term:

- The Chair of the ACC will serve a four-year term of office: a one (1) year term as Chair-Elect, a two (2) year term as Chair and a one (1) year term as Past Chair. Once completed the four-year term, joining the Registry is an option.

B. Members

1. The Chair, in consultation with ACC members, solicits new or renewing members of ACC and presents names and qualifications for ACC approval.

- Typically, seven (7) ACC Members in addition to the Chair are appointed with consideration to promote regional representation, diversity of practice setting in research, consultation, education or direct services.

2. Member qualifications include:

- Minimum master's degree in occupational therapy (entry or post-professional). Exceptions can be made for ACOTRO representatives.
- Current membership in the CAOT
- Designated qualifications include:
 - Two members must use French as their primary language
 - Two members must hold university academic appointments and be appointed by the Association of Canadian Occupational Therapy University Programs (ACOTUP)
 - Up to two members must be a provincial regulator and be appointed by the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO)
 - One member must be a Public Member whose qualifications include:
 - Experience in the health, education, social or other sector
 - Knowledge of accreditation systems
 - Public members must have at least 5 years of experience in their field

3. Member Term:

- Members are appointed for a two (2) year term. Members may serve a maximum of three (3) terms, including the term served as Chair (where applicable).



Voting and Quorum:

The ACC follows Perry's Call to Order. Each member may cast one vote on any matter brought to the ACC agenda. Quorum is reached at a majority of members (50% plus one).

The Director of Standards and Exam and Accreditation Officer will attend meetings of the ACC as non-voting members.

Roles and Responsibilities:

A. Chair, ACC

- Chairs meetings of the ACC.
- Assumes responsibilities of an ACC member (Section D below).
- Works with National Office Staff to submit semi-annual reports on academic accreditation recommendations to the CAOT Board of Directors.
- Works with National Office Staff to submit project proposals as required.
- Works with National Office Staff to submit reports to the CAOT Board of Directors outlining recommendations for updating accreditation standards, indicators and/or awards.
- Reports may recommend policy amendments for the governance of the academic accreditation of Canadian occupational therapy education programs.
- All reports of the ACC comply with policies and procedures of the CAOT guidelines/standards for occupational therapy education.
- Gathers suggestions from ACC members to generate nominations to National Office Staff for the Chair-Elect.
- Confirms member appointments to the ACC and works with National Office Staff to ensure members are oriented to their position, including compliance with CAOT confidentiality policies.
- Invites relevant persons to participate in individual ACC meetings as required to obtain necessary input for decision-making.

B. Chair-Elect, ACC

- Works in collaboration with the Chair and National Office Staff.
- Assumes responsibilities of ACC members (Section D below).
- Represents the ACC in all matters in the absence of the Chair.

C. Past Chair, ACC

- Works in collaboration with the Chair and National Office Staff.
- Assumes responsibilities of ACC members (Section D below).
- Represents the ACC in all matters in the absence of the Chair and the Chair- Elect.

D. ACC Members (including Public Member)



- Work in collaboration with the Chair and National Office Staff.
- Participate on off-site and on-site teams that suit members' schedules.
- Review the submissions of the educational programs according to the most current academic accreditation policies and procedures of the CAOT.
- Participate in accreditation decisions about the program under review, except in the case s/he was an on-site reviewer of the program (ACC.P.03 Conflict of Interest).
- Advise and make recommendations to the Board on the mandate of the ACC.
- Maintain compliance with CAOT confidentiality (ACC.P.02) and conflict of interest (ACC.P.03).
- Evaluate the work of the ACC on an annual basis for continuous improvement.
- Review, as needed, the terms of reference of the ACC to ensure currency.

E. ACOTUP Representatives

- Assume responsibilities of ACC members (Section D).
- Share suitable ACOTUP information with the ACC and/or share suitable ACC information with ACOTUP regarding the work of the ACC.

F. ACOTRO Representatives

- Assume responsibilities of ACC members except for participating in offsite and onsite teams (Section D).
- Share suitable ACOTRO information with the ACC and/or share suitable ACC information with ACOTRO regarding the work of the ACC.

G. Staff Liaison

Director of Standards

- Works with the Chair and the ACC to research and develop academic accreditation policies and procedures for university occupational therapy education programs for recommendation to the CAOT Board of Directors.
- Communicates and disseminates with appropriate stakeholders within and beyond Canada on current and/or proposed policies and procedures for the academic accreditation of university occupational therapy education programs that have been approved or are being considered for approval by the CAOT Board of Directors.
- Develops administrative policies and procedures to oversee the academic accreditation of university occupational therapy education programs.

Exam and Academic Accreditation Officer

- Drafts the agenda, minutes and correspondence for ACC meetings.
- Prepares ACC Information and Orientation Packages to be sent digitally and/or by post to new members and reviewers.
- Prepares and circulates ACC meeting and reporting documentation in collaboration with the



Chair and Director of Standards.

- Coordinates the administration of the academic accreditation process according to established accreditation policies and procedures.

TOR: Academic Credentialing Council	
Revised	Agenda item
February 2020	B.20.02.C.07
November 2019	B.19.11.C.07
January 2017	