# Appendix A – Accreditation Application Package

**CANADIAN ATHLETIC THERAPISTS ASSOCIATION**

**PROGRAM ACCREDITATION COMMITTEE**

**APPLICATION FOR INITIAL ACCREDITATION AND INSTITUTIONS WITH EXPIRING ACCREDITATION**

Signed by the President of the sponsoring institution, or the delegated representative, this application is a request that the Canadian Athletic Therapists Association’s (CATA) Program Accreditation Committee begin the process of accreditation review of the applicant program.

The accreditation process is initiated only at the request of the institution sponsoring the Athletic Therapy program. This process provides external peer review of the Accreditation Standards. Applications are due September 1st of the year prior to program implementation. A non-refundable fee of $3000 is due with all initial applications. After initial accreditation, a non-refundable fee of $1500 is due with all subsequent applications for accreditation.

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**PLEASE TYPE OR PRINT INFORMATION CAREFULLY**

Name of Sponsoring Institution

**SPONSORING INSTITUTION’S OFFICIALS**

President Degree/Credentials Date

Signature Date

Mailing Address

City, Province, Postal Code Area Code and Telephone No.

VP Academic Degree/Credentials Date

Signature Date

Mailing Address

City, Province, Postal Code Area Code and Telephone No.

Dean (or Comparable Administrator) Degree/Credentials Date

Signature Date

Mailing Address

City, Province, Postal Code Area Code and Telephone No.

**PROGRAM INFORMATION**

Degree Name

Major, where applicable

Mailing Address (if different from sponsoring institution’s address)

City, Province, Postal Code

# Area Code and Telephone No.

**PROGRAM OFFICIALS**

Program Director Degree/Credentials

Area Code & Telephone Number

Length of Program/Degree Degree Granted (Specify – BA, BSc, BKin, etc.)

Average annual tuition for full-time students: Domestic International

Number of students: Within province Out of province International

Maximum first year enrollment capacity

Expiration of Current Accreditation (Month/Year)

Submit this completed application electronically to:

**Chair, CATA Program Accreditation Committee c/o CATA**

**#300, 400 5th Avenue S.W.**

**Calgary, AB, T2P 0L6**

**pac\_chair@athletictherapy.org**

POST-SECONDARY INSTITUTIONAL MISSION AND OBJECTIVES

**Institution’s Mission**

**Program Objectives**

Degree Requirements

(Provide detailed description of the specific requirements for your degree(s) as outlined in the institution’s academic calendar.)

Cooperation with Other Academic or Professional Units

Description of Cooperation with Other Academic or Professional Units

RESOURCES

Program Director

 Qualifications:

 Responsibilities:

Faculty

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| --- | --- | --- | --- | --- | --- |
| Faculty Name & Rank | Credentials | Typeof Apptmt | Yrs.of Service | Areas of Involvement (Teaching, Clinical, etc.) | Courses/Workload (Most recent year) |
| *AT Faculty Members* |  |  |  |  |  |
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| *AT Contract Lecturers/Instructors* |  |  |  |  |  |
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| *Other Faculty Affiliated w/Unit* |  |  |  |  |  |
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| *Staff* |  |  |  |  |  |
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Practicum Coordinator

This is administrative and leadership role. It can be completed by a faculty member who has been granted release time for the associated duties, but it should be distinctively different than an instructor role (see below).

 Qualifications:

 Responsibilities:

Practicum Instructor

**This is a faculty member (part time or full time) that is responsible for the final grading of the student. This faculty member will be responsible to gather grades from multiple sources including classroom evaluation (practical in nature), clinical educators and other medical or paramedical professionals who can help to evaluate student competence.**

 Qualifications:

 Responsibilities:

Clinical Educators

This is typically a certified athletic therapist who practices inside or outside the home institution and has agreed to supervise, guide and mentor students. Clinical Educators must be orientated to the program curriculum, the programmatic evaluation plan and be willing to evaluate students based on knowledge of the curriculum. Finally, Clinical Educators will work with the program and students to ensure the appropriate level of supervision is provided based on the level of entrustment that is planned by the program and confirmed by student competence level.

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| --- | --- | --- | --- |
| Name | Credentials | Type of Practicum (Field/Clinical/Both) | Number of Students Supervised Per Year |
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Laboratory, Teaching Facilities, and Equipment Description

Laboratory, Teaching Facilities Description

Describe teaching facilities and laboratory facilities. Adequate classrooms, laboratories, clinical and other facilities, and administrative offices are to be provided for students, program staff and faculty.

## Equipment Description

## Therapeutic Modalities and Rehabilitation: List all therapeutic modalities and rehabilitative equipment available to students. There must be a wide range of contemporary therapeutic modalities and rehabilitation tools available for instructional and practice purposes.

## First Aid and Emergency Care Equipment: List all first aid and emergency care equipment available to students. There must be a range of contemporary equipment and supplies in emergency care for instructional and practice purposes.

1. STUDENTS

**Admission Policies and Procedures**

Explain admission policies and procedures for all incoming students. Include specific policiesand standards for advanced placement, transfer of credit and credit for experiential learning available to students.

**Programmatic Evaluation Plan**

**Frequency and Level of Competency Evaluation**

CURRICULUM DESCRIPTION

The format for this matrix will be to describe the requirements for your program and demonstrate how each standard/competency is met.

Complete Competency Framework Document

Include curriculum sequencing map outlining the courses (required, electives, practica, etc.) for each year/semester

FIELD AND CLINICAL PRACTICUM SITES

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| --- | --- | --- | --- | --- | --- |
| Placement Site | Type of Practicum (Field/Clinic/Both) | Clinical Educator (CE) | Credentials | Number of Students Supervised Per Year | Frequency of CE Program Orientation |
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**SYLLABI FOR ALL COURSES**

**COURSE RESOURCES**

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| --- | --- | --- | --- | --- | --- |
| Course # | Course Name | Semester Offered (F, W, S/S) | Textbook/Journal Title | Author | Year |
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**A WEBLINK OF UNIVERSITY CALENDAR (or hardcopy)**

**INCLUDE ALL PAC ANNUAL REPORTS SINCE LAST ACCREDITATION**

**APPENDICES**