

**The Canadian Council for Accreditation of Pharmacy Programs  
Le Conseil canadien de l'agrément des programmes de pharmacie**

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**Pharmacy Technician Program Accreditation  
Application and Instruction Form - August 2013**

**Section A: Institution Information**

\_\_\_\_\_  
**Official Name of Institution** (including campus site/name, if applicable)

\_\_\_\_\_  
**Corporate Authority for the Program** (if different from above name)

**Address:** (street) \_\_\_\_\_

(city) \_\_\_\_\_

(postal code) \_\_\_\_\_

**President/CEO:** \_\_\_\_\_

**Principal Source of Funding** (check): **Public**  **Private**

**Institutional Accreditation/Approval Issued By:** \_\_\_\_\_  
(if applicable)

**Current Award Status:** \_\_\_\_\_ **Term of Award:** \_\_\_\_\_

**Section B: Operating Budget**

Academic \_\_\_\_\_

Staff Support \_\_\_\_\_

Benefits \_\_\_\_\_

Part-Time Faculty \_\_\_\_\_

Cost Recoveries \_\_\_\_\_ Other \_\_\_\_\_

## Section C: Pharmacy Technician Program Information

Credential Award by Program on Completion:  Certificate  
 Diploma  
 Other (specify): \_\_\_\_\_

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Name of Program Coordinator/Principal Instructor: \_\_\_\_\_

Current Professional Licensure/Registration Status: \_\_\_\_\_

Contact Information: email address \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Names and Qualifications of Other Instructional Staff Employed or Under Contract to the Program:**

Name	Qualifications	Full-Time	Part-Time

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Date Program First Offered: (month/year) \_\_\_\_\_

Number of Classes Currently Admitted Calendar Each Year: \_\_\_\_\_

**Current Enrollment:**

Program Year	Total
One	
Two (if applicable)	

**Recent Data for Successful Graduates Completing the Program**

Academic Year	Total

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**Section D: Declaration of Program Readiness to Initiate Application and Review Process by CCAPP**

The CCAPP accreditation process for pharmacy technician programs is designed to evaluate programs against nationally-defined educational, regulatory, and professional standards for programmatic goals, curriculum structure and content, instructional resources, student admissions eligibility, and continuous quality improvement. The completion of this application indicates that the institution is familiar with the accreditation standards by which its pharmacy technician program will be evaluated, and to the best of its understanding, has a program in place that the program believes meets these standards. To assist CCAPP in its screening of applications prior to the complete review and site visit of a program for provisional accreditation, all applicants must complete the following section. Please note that the following information does not constitute the entirety of criteria by which a program will be reviewed, but provides a useful set of benchmarks to determine the readiness of a program to initiate the CCAPP evaluation process.

Standard/Criteria	Met/Not Met (indicate)	If “not met”, and the program intends to proceed with its application, please explain how and when standard will be met
Curriculum addresses the NAPRA “Professional Competencies for Canadian Pharmacy Technicians at Entry to Practice” (March 2014)		
Curriculum designed to meet the CPTEA “Educational Outcomes for Pharmacy Technician Programs in Canada” (March 2007)		
Program requires at least 26 weeks of full time classroom study (or equivalent in alternate delivery) and at least 8 weeks of full time practice experiences in both community and hospital sites		
Program is structured to provide instruction for practice in each of the following pharmacy settings: community, hospital, long term care		
Eligibility criteria for student admission, at the minimum, addresses the requirements of Standard 12		

## **Section E: Application Process and Fees**

The process for initiating an application for evaluation of a pharmacy technician program and the subsequent actions by the institution and CCAPP to determine the accreditation status of the program involves the following steps:

1. Submission of **TWO** copies of this Application for Accreditation Form to CCAPP.
2. Preparation of and submission of **THREE** copies of the program's self-study review (electronically such as Dropbox or USB) to CCAPP. The self-study review must address all CCAPP accreditation standards and criteria for pharmacy technician programs, and provide the evidence and background documentation to support the self-study.
3. **Payment of the application fee (plus HST)**. If this is a new program, the cheque should be made out to: "Canadian Council for Accreditation of Pharmacy Programs", and mailed with this application form (two copies) to:

Dr. K. Wayne Hindmarsh, Executive Director  
Canadian Council for Accreditation of Pharmacy Programs  
Leslie Dan Faculty of Pharmacy, University of Toronto  
1207-144 College St  
Toronto, ON, Canada  
M5S 3M2

NOTE: An application (**but not payment of an application fee**) is required for each renewal of accreditation.

The application fee is used to cover CCAPP costs incurred in the review of the application, to cover costs incurred with the first site visit and to reimburse CCAPP for its investment to date to develop the accreditation process and standards for pharmacy technician programs.

4. The completed application and self-study will be pre-screened by CCAPP for compliance with the accreditation standards. Applications from programs that show significant non-compliance with the benchmarking criteria (see p.3 of this application) will be rejected and returned to the program. The application fee will be returned to the program, **minus a withholding fee of \$750 (plus HST)** for the pre-screening review.
5. Acceptable applications received prior to 31 August will be scheduled for the site visit of the program for one day in duration and will be conducted during the period October to November by a three-person site visit team (executive director or designate, a staff surveyor, and an educator) appointed by the CCAPP board.
6. The application, program's self-study report, and site visit evaluation report will be presented to the CCAPP Accreditation Committee for Pharmacy Technician Programs (ACPTP) for a recommendation on an appropriate accreditation award.
7. The recommendations of the ACPTP Committee will be presented to CCAPP board for their approval. All programs presented will be notified of the Council's decision within 30 days following that meeting. Programs receiving an accreditation award will be required pay the **accreditation fee by April 30 (half year fee for those approved in June)**.

**The next full year annual accreditation fee will be due April 30 (these fee payments will be invoiced to the program by CCAPP).**

8. Accreditation status is considered a positive award decision by CCAPP. A college or institution receiving this award is required to inform current students, prospective students, and the general public of the current status of its pharmacy technician program as listed in the CCAPP annual report and directory of accredited programs. The college or institution is authorized to use the following statement in the college's calendar, recruitment brochures, and other official college publications:

**“The Pharmacy Technician Program of the (name of college or institution) has been granted (fill in the type of award received) Accreditation Status by The Canadian Council for Accreditation of Pharmacy Programs for the period \_\_\_\_\_ to \_\_\_\_\_.”**

9. Programs denied accreditation may initiate a new application to CCAPP.
10. Provisional status programs will be required to submit an annual progress report in the manner requested by CCAPP and respond to any specific questions or concerns raised by the committee or by the board in their initial reviews.
11. Provisional status is valid for up to three years. At the end of that period, any program holding provisional status will be expected to apply for full accreditation. A program holding provisional status that has not paid the applicable annual accreditation fees, does not maintain the teaching and learning conditions for which the award was issued, or that does not apply for full accreditation prior to the expiration date of the provisional award will have its accreditation award withdrawn.
12. The application process and self-study review documentation of a pharmacy technician program applying for full accreditation is similar to the initial application for provisional accreditation. There is no additional application fee for programs applying for full accreditation.
13. The site visits for the review of programs for full accreditation will be up to 1.5 days in duration and will be conducted by 3-person teams appointed by the CCAPP board. The teams may also include one or more observers appointed by the provincial pharmacy regulatory authority.
14. The application, program's self-study report, and site visit evaluation report for a program undergoing full review is presented to the CCAPP ACPTP Committee for a recommendation on an appropriate accreditation award. The decisions that the committee can make for a program applying for accreditation after holding provisional status are: accreditation withdrawn, probationary status, conditional status, or full accreditation. For all newly accredited programs, the first full accreditation award is valid for two years to five years.
15. Programs receiving either probationary or conditional awards will receive specific direction from CCAPP as to the areas of non-compliance in the program and the time period by which deficiencies must be remedied under CCAPP policies. They will also be required to submit a monthly report on the progress made. Programs not brought into satisfactory compliance may have its accreditation award withdrawn.
16. **Programs are reminded that after a positive accreditation award has been issued, the college or institution is expected to maintain the teaching and learning conditions for which that status was awarded, and that all standards will remain in compliance. Further, CCAPP must be informed of any substantive changes in the**

ownership, program activity, structure, personnel, or resources assigned to the pharmacy technician program as soon these changes become known to the persons responsible for the program. The CCAPP accreditation status of an “inactive” program will be withdrawn unless the college or institution provides satisfactory information about the future viability of the program to remain accredited.

CCAPP reserves the right to request information from an accredited pharmacy technician program at any time to determine continuing compliance of the program with the standards; to request a site visit to confirm compliance; or to withdraw accreditation from programs that fail to maintain compliance with these accreditation standards or that has not paid the applicable annual accreditation fees.

**Section F: Signatures Confirming Application for Accreditation by CCAPP**

\_\_\_\_\_  
CEO or Designate Name

\_\_\_\_\_  
CEO or Designate Signature

\_\_\_\_\_  
Program Coordinator Name

\_\_\_\_\_  
Program Coordinator Signature

\_\_\_\_\_  
Date of Application