

C C A P P

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

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ANNUAL REPORT

and

DIRECTORY OF ACCREDITED PROGRAMS

2016-2017



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ACKNOWLEDGEMENTS

CCAPP acknowledges the wonderful financial support provided by its participating member agencies through their annual membership fees: Association of Faculties of Pharmacy of Canada (AFPC), Canadian Pharmacists Association (CPhA), Canadian Society of Hospital Pharmacists (CSHP), National Association of Pharmacy Regulatory Authorities (NAPRA), and The Pharmacy Examining Board of Canada (PEBC).

Acknowledgement is also made of the financial support provided by the following universities through their annual accreditation fees: University of Alberta, University of British Columbia, Dalhousie University, Université Laval, University of Manitoba, Memorial University of Newfoundland, Université de Montréal, University of Saskatchewan, University of Toronto, University of Waterloo, Beirut Arab University, King Abdulaziz University, King Faisal University, King Saud University and Qatar University.

Annual accreditation fees have also been provided by accredited technician programs in Canada since 2008-2009. In 2016-2017 there were 43 accredited programs across Canada. We acknowledge the support of all those programs which have been awarded an accreditation status.

Finally, CCAPP acknowledges, with sincere appreciation, the very generous support of the Pharmacy Examining Board of Canada (PEBC) which provided the Council with a major grant in 2016 - 2017.

CCAPP MISSION AND GOALS

The mission of The Canadian Council for Accreditation of Pharmacy Programs is to grant accreditation awards to Pharmacy and Pharmacy Technician programs that meet the Standards set by CCAPP and to promote continued improvement of those educational programs for pharmacy practitioners and pharmacy technicians.

The goals of the Council are:

- (a) To formulate the educational, scientific, and professional principles and standards that an accredited school, college or faculty of pharmacy or pharmacy technician program is expected to meet, and to maintain, and to revise these principles and standards as necessary.
- (b) To appraise any school, college, institution, or faculty of pharmacy or pharmacy technician program that requests the approval of this corporation.
- (c) To publish a list of approved schools, colleges, institutions and faculties of pharmacy and pharmacy technician programs and to revise such lists annually or as frequently as may be deemed desirable.
- (d) To satisfy itself that schools, colleges and faculties of pharmacy and pharmacy technician programs that have been approved maintain the required standards and to withdraw approval of any school, college or faculty failing to maintain standards formulated by the corporation.
- (e) To assist in the advancement and improvement of pharmaceutical education.

CCAPP MEMBERSHIP AND BOARD OF DIRECTORS, 2016 - 2017

Association of Faculties of Pharmacy

Dr. Chantal Pharand – Montreal, QC

Prof. Susan Mansour – Halifax, NS

The Canadian Council for Accreditation of Pharmacy Programs

Dr. Louise Nasmith (*non-pharmacy academic appointee*) – Vancouver, BC

Dr. Nick Busing (*non-pharmacy academic appointee*) – Ottawa, ON

Dr. Wayne Hindmarsh (*ex-officio*) Toronto, ON

Canadian Pharmacists Association

Ms. Iris Krawchenko, Hamilton, ON

Canadian Pharmacy Technician Educators Association

Ms. Marta Bozdek, Toronto, ON

Canadian Society of Hospital Pharmacists

Dr. Donna Woloschuk – Calgary, AB

National Association of Pharmacy Regulatory Authorities

Mr. Sam Lanctin – Moncton, NB

Pharmacy Examining Board of Canada

Mr. Jeff Whissell – Edmonton, AB

CCAPP OFFICERS 2016- 2017

President – Donna Woloschuk

President-Elect – Jeff Whissell

Past President – Louise Nasmith

Executive Director - K. Wayne Hindmarsh

DIRECTORY OF CCAPP ACCREDITED PROGRAMS

The following universities offer pharmacy programs that have been accredited by The Canadian Council for Accreditation of Pharmacy Programs. Included in each listing is the current accreditation award and term. The listing reflects the status of each program **as of June 30, 2017**.

Canadian Programs

University of Alberta, Edmonton, Alberta

Faculty of Pharmacy and Pharmaceutical Sciences

President Dr. D. Turpin

Dean Dr. N. Davies

Baccalaureate in Pharmacy - Full Accreditation Status 2011 - 2018

The University of British Columbia, Vancouver, British Columbia

Faculty of Pharmaceutical Sciences

President Dr. S. J. Ono

Dean Dr. M. Coughtrie

Baccalaureate in Pharmacy - Full Accreditation Status 2013 - 2020

Doctor of Pharmacy - Full Accreditation Status 2013 - 2019

Doctor of Pharmacy (entry-level) – Provisional Accreditation Status 2015-2020

Dalhousie University, Halifax, Nova Scotia

College of Pharmacy

President Dr. R. Florizone

Director Prof. S. Mansour

Baccalaureate in Pharmacy - Full Accreditation Status 2016 - 2020

Université Laval, Québec, Québec

Faculté de pharmacie

Recteur Dr. D. Brière

Doyen Dr. J. Lefebvre

Baccalauréat en pharmacie - Full Accreditation Status 2012-2015

Doctorat en pharmacie - Full Accreditation Status 2015-2020

The University of Manitoba, Winnipeg, Manitoba

College of Pharmacy

President Dr. D.T. Barnard

Dean Dr. Xiaochen Gu (Interim Dean)

Baccalaureate in Pharmacy - Full Accreditation Status 2013 - 2019

Memorial University of Newfoundland, St. John's, Newfoundland and Labrador
School of Pharmacy

President Dr. G Kachanoski
Director Dr. L. Bishop (Interim Dean)
Baccalaureate in Pharmacy - Accreditation Status 2017 – 2021
Entry Level Pharm. D – Provisional Accreditation Status 2017-2021

Université de Montréal, Montréal, Québec
Faculté de pharmacie

Recteur Dr. G. Breton
Doyen Dr. L. Lalonde
Baccalauréat en pharmacie - Full Accreditation Status 2008 - 2014
Doctorat en pharmacie – Full Accreditation Status 2012 - 2018

University of Saskatchewan, Saskatoon, Saskatchewan
College of Pharmacy and Nutrition

President Dr. P. Stoicheff
Dean Dr. K. Wasan
Baccalaureate in Pharmacy - Accreditation Status 2017 – 2021
Entry Level Pharm.D. – Provisional Accreditation Status 2017-2021

University of Toronto, Toronto, Ontario
Leslie L. Dan Faculty of Pharmacy

President Dr. M. Gertler
Dean Dr. H. Boon
Baccalaureate in Pharmacy - Full Accreditation Status 2013 - 2015
Doctor of Pharmacy (Post Baccalaureate Program) - Full Accreditation Status 2013 – 2019
Doctor of Pharmacy (entry-level) – Full Accreditation Status - 2016-2019.

University of Waterloo, Waterloo, Ontario
School of Pharmacy

President Dr. F. Hamdullahpur
Director Dr.D. Edwards
Doctor of Pharmacy – Full Accreditation Status 2015-2021.

International Programs

Qatar University, Doha, Qatar

College of Pharmacy

President Dr. Hassan Rashid Al-Derham

Dean Dr. M. Diab

Baccalaureate in Pharmacy - Full Accreditation Status

2012 – 2018

Doctor of Pharmacy – Full Accreditation Status 2014-2018.

King Saud University, Riyadh SA

College of Pharmacy

President Dr. Abdullah Alothman

Dean Dr. A. AlShamsan

Doctor of Pharmacy – Provisional International Accreditation Status

2013-2017.

King Faisal University, Al Ahsa, SA

College of Clinical Pharmacy

President Dr. Abdulaziz J. Al-Saati

Dean Dr. Bandar E. Aldhubiab

Doctor of Pharmacy – Conditional International Accreditation Status

2014-2017.

King Abdulaziz University, Jeddah, SA

Faculty of Pharmacy

President Professor O.S. Tayyeb

Dean Professor H. Asfour

Doctor of Pharmacy – International Accreditation Status

2017-2023.

Beirut Arab University, Beirut, Lebanon

Faculty of Pharmacy

President Professor A. G. El-Adawi

Dean Professor A. El-Lakany

Bachelor of Pharmacy – Conditional International Accreditation Status

2015-2017.

SITE VISITS AND ACCREDITATION DECISIONS, 2016 - 2017

Canadian Programs

University of Saskatchewan

An on-site evaluation of the Faculty of Pharmacy was conducted on October 24-26, 2016. The site visit team was composed of:

Dr. Heather Boon
University of Toronto

Dr. Nick Busing
CCAPP Board member

Dr. Lavern Vercaigne
University of Manitoba

Dr. Christine Hughes
University of Alberta

Mr. Jeff Whissell
CCAPP Board Member

Dr. K. Wayne Hindmarsh
CCAPP Executive Director

Mr. Bill Gerla
Saskatchewan College of Pharmacy Professionals (Observer)

This program has committed, hardworking staff and faculty; engaged, enthusiastic and committed students; a strong leadership team; strong advocacy of the Dean and Associate Dean Academic who both have raised the profile of the College; increased engagement with alumni; and interdisciplinary collaborations spearheaded by the Dean.

There are challenges – most particularly with respect to human resources, budget and strategic planning. The College is moving forward with an entry-level PharmD program in the fall of 2017 and the impact of this program on the existing Bachelors program was a concern. The College is addressing the concerns raised during the visit and they appear to be moving in the right direction. Therefore:

'On June 16, 2017 the Bachelors of Science in Pharmacy (BSP) at the College of Pharmacy and Nutrition at the University of Saskatchewan was awarded Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the four year term 2017-2021'.

'On June 16, 2017 the entry level Doctor of Pharmacy Program at the College of Pharmacy and Nutrition of the University of Saskatchewan was awarded the status of Provisional Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the four year term 2017-2021'.

The College of Pharmacy and Nutrition will provide CCAPP with a progress report on the Partially Met and Not Met Standards and any other substantive changes by the end of March 2018.

Memorial University

An on-site evaluation of the School of Pharmacy was conducted on November 14-16, 2016. The members of the site team were:

Professor Susan Mansour
Dalhousie University
CCAPP Board member and Dean Representative

Dr. Donna Woloschuk
CCAPP President, Calgary, AB

Dr. Chantal Pharand
University of Montreal
CCAPP Board Member

Dr. Sheryl Zelenitsky
University of Manitoba

Dr. Wayne Hindmarsh
Executive Director, CCAPP

The visitation team noted a number of strengths: Collegial and collaborative environment; high level of skill and commitment of faculty, staff and preceptors to teaching; strong commitment to the current program while embarking on the PharmD initiative; hiring of a tenure track faculty position with focus on education/assessment; the appointment of a Manager of Academic Programs to provide student support and feedback into various programs within the School (unique for a Canadian school); good collaboration with the other health sciences faculties; development of the MTS Clinic and a DI resource which is highly regarded by the health professionals and government of Newfoundland and Labrador; and engaged student body who feel well supported by faculty and staff.

While there were a number of strengths the team members were particularly concerned with faculty workload. It appears to be having an adverse effect on

research productivity and promotion. Space continues to be an issue. While progress has been made, there is still need for space which allows for the faculty to be located in close proximity. The University has identified some possibilities which would enhance the interaction of all within the School. Dean Bishop provided CCAPP with plans for moving forward on the major concerns noted by the site team. The Board therefore approved the following:

On June 16, 2017, *“the Bachelor of Science (Pharmacy) program of the School of Pharmacy at Memorial University was awarded the status of Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the four year term, 2017-2021”*.

On June 16, 2017 *‘the entry level Doctor of Pharmacy Program at the School of Pharmacy of Memorial University was awarded the status of Provisional Accreditation by the Canadian Council for Accreditation of Pharmacy Programs for the four year term 2017-2021’*.

A progress report, on the Partially Met and Not Met Standards and other substantive changes is to be submitted in two years.

International Programs

A site visit was conducted on May 22-23, 2017 at the King Abdulaziz University in Jeddah, SA. This University was revisited based on a number concerns noted during the 2014 visit. The team was well received and observed a number of program strengths (interprofessional education, experiential education has been expanded, increased clinical faculty, and the students are remarkable advocates of the program). There was a lack of a completed strategic plan at the time of the visit.

A Motion *‘to award the PharmD program at King Abdulaziz University International Accreditation status for the six-year period 2017-2023 with a progress report to be submitted by March 2018 on all Partially Met Standards’* was approved.

Accredited Pharmacy Technician Programs – June, 2017

Fifteen Pharmacy Technician visits took place during the 2016-2017 Year. The following table outlines the accreditation award for each school as of July 1 2017. It should be noted that a few programs closed during the year due to staffing and low registration numbers. These included MTI College (Surrey, BC), Sault College (Sault Ste. Marie, ON), CTS Canadian Career College (Barrie, ON), and CTS Canadian Career College (Sudbury, ON). Keyin College (St. John’s, Newfoundland) was a new addition to the list of accredited Technician programs as of May 1, 2017.

Program	Location	Award	Effective Date	Term
Algonquin Careers Academy	Mississauga, ON	Full	Jul 1/16	Jul 2016 - Jun 2022
Algonquin Careers Academy	Ottawa, ON	Full	Jul 1/14	Jul 2014 - Jun 2019
Bow Valley College	Calgary, AB	Full	Jan 1/13	Jan 2013 – Dec 2017
CDI College-Burnaby	Burnaby, BC	Full	Jan 1/16	Jan 2016 – Dec 2019
CDI College-Edmonton	Edmonton, AB	Full	Jul 1/15	Jul 2015 – Jun 2018
Centennial College	Toronto, ON	Full	Jan 1/14	Jan 2014 – Dec 2018
Collège Boréal – Toronto	Toronto, On	Provisional	Jan 1/16	Jan 2016 - Dec 2017
Collège Boréal	Sudbury, ON	Full	Jan 1/13	Jan 2013 – Dec 2017
College of North Atlantic – Qatar	Doha, Qatar	Full International	Jul1/15	Jan 2011– Dec 2018
Community College of New Brunswick, Campbellton	Campbellton, NB	Full	Jan 1/16	Jan 2016 – Dec 2019
CTS Canadian Career College	North Bay, ON	Full	Jan 1/14	Jan 2014 – Dec 2018
Eastern College-Halifax	Halifax, NS	Full	Jan 1/17	Jan 2017 - Dec 2021
Eastern College – Fredericton	Fredericton, NB	Full	Jul 1/15	July 2015 - Jun 2018
Fanshawe College of Applied Arts & Technology	London, ON	Full	Jan 1/16	Jan 2016 – Dec 2020
Fleming College	Peterborough, ON	Full	Jan 1/15	Jan 2015 - Dec 2019
Georgian College	Barrie, ON	Full	Jan1/15	Jan 2015 - Dec 2019
Humber Institute of Technology & Advanced Learning	Toronto, ON	Full	Jul 1/17	Jul 2017 – Jun 2022
Keyin College	Grand Falls/Windsor	Full	Jul 1/15	Jul 2015 – Jun 2018
Keyin College	St.John's NFDL	Provisional	May 1/17	May 2017 – Dec 2018
Kingston Learning Centre	Kingston, ON	Full	Jan 1/17	Jan 2017 - Dec 2020
La Cité collégiale	Ottawa, ON	Full	Jan 1/13	Jan 2013 – Dec 2017
Lambton College	Sarnia, ON	Full	Jan1/13	Jan 2013 – Dec 2017
Manitoba Institute of Trades and Technology	Winnipeg, MB	Full	Jan 1/13	Jan 2013 – Dec 2017
Mohawk College of Applied Arts and Technology	Hamilton, ON	Full	Jan 1/13	Jan 2013 – Dec 2017
National Academy of Health and Business	Mississauga, ON	Full	Jan 1/17	Jan 2017-Dec 2020
New Brunswick Community	St. John, NB	Full	Jul 1/15	Jul 2015 – Jun 2018

College				
New Brunswick Community College	Moncton	Full	Jul 1/16	Jul 2016 – Jun 2021
Niagara College of Applied Arts and Technology	Welland, ON	Full	Jul 1/17	Jul 2017 - Jun 2021
NorQuest College	Edmonton, AB	Full	Jul 1/17	Jul 2017 – Jun 2021
Nova Scotia Community College	Dartmouth, NS	Full	Jul1/14	Jul 2014 – Jun 2019
Okanagan College	Kelowna, BC	Full	Jan 1/17	Jan 2017 – Dec 2018
Oulton College	Moncton, NB	Full	Jan 1/14	Jan 2014 – Dec 2018
Red Deer College	Red Deer, AB	Full	Jan 1/13	Jan 2013 – Dec 2017
Robertson College	Calgary, AB	Full	Jan 1/17	Jan 2014 - Dec 2019
Robertson College	Winnipeg, MB	Full	Jan 1/15	Jan 2015 – Dec 2019
Saskatchewan Polytechnic	Saskatoon, SK	Full	July1/17	Jul 2017 – Jun 2019
Selkirk College	Castlegar, BC	Full	Jul 1/13	Jul 2013 – Dec 2018
Sheridan Institute of Technology and Advanced Learning	Brampton, ON	Full	Jul1/17	Jul 2017 – Jun 2021
St. Clair College of Applied Arts and Technology	Windsor, ON	Full	Jul 1/17	Jul 2017 – Jun 2020
Stenberg College	Kamloops, BC	Full	Jan 1/13	Jan 2013 – Dec 2017
Vancouver Community College	Vancouver, BC	Full	Jul 1/14	Jul 2014 – Jun 2019
WCI Westervelt College	London, ON	Full	Jan 1/14	Jan 2014 - Dec 2018

REPORT OF THE PRESIDENT

Annual General Meeting – June 16, 2017

The Canadian Council for Accreditation of Pharmacy Programs (CCAP) promotes continuous improvement of Pharmacy and Pharmacy Technician programs through comparison of those programs against established standards. The CCAPP Board of Directors establishes accreditation standards, policies and processes, and provides oversight of CCAPP operations.

Accreditation of pharmacy technician programs, which is coordinated with invaluable assistance from Cathy Schuster, continues to demand considerable time and effort on the part of CCAPP. I had the pleasure of joining the accreditation survey team in conducting a review of the program at Robertson College, Calgary in October 2016, one of the fourteen program reviews conducted in 2016/17. This visit was an excellent learning experience for me personally; our discussions also highlighted ways that CCAPP can better assist programs to prepare for an accreditation survey. CCAPP is planning for peak accreditation survey workloads in 2017/18 as nearly 20 programs approach the end of their existing accreditation awards.

Accreditation survey teams also visited the Memorial University, University of Saskatchewan, and King Abdulaziz University pharmacy degree programs during the past year. At their request, the Executive Director and I visited Qatar University in November. This was not an accreditation visit but provided an opportunity to see the changes being made to their program in preparation for the shift to delivery of a Doctorate in Pharmacy as the first professional degree program. This visit coincided with the 10th year of operation of the University of Qatar's pharmacy degree program. It was very gratifying to learn about the impact that high quality, in-country training of pharmacists has made on pharmacy practice in Qatar.

As Thomas Edison once said: "Opportunity is missed by most people because it is dressed in overalls and looks like work." The Standards Committee did not hesitate to seize the opportunity to change the landscape of pharmacy education in 2016/17:

- *International Accreditation Standards for First Professional Degree in Pharmacy Programs* were approved and implemented. The *International Accreditation Standard* was well received by international schools of pharmacy at a meeting in Kuwait in early 2017.
- *Guidance for the Accreditation Standards and Key Elements for Canadian First Professional Degree in Pharmacy Programs* was developed to support implementation of *Accreditation Standards for Canadian First Professional Degree in Pharmacy Programs 2018*. The *Guidance* document provides assistance to programs seeking accreditation or reaccreditation, especially as it relates to submission of comprehensive internal review report ("self-study")

materials in advance of an on-site accreditation survey team's visit. It also provides clarification regarding the Standards or Criteria themselves.

- Accreditation award definitions and processes were reviewed. Revisions were made where necessary.
- A draft revision of the *Accreditation Standards for Canadian Pharmacy Technician Training Programs* was developed and circulated for stakeholder feedback.

I am indebted to President Elect Jeff Whissell, who led the CCAPP Standards Committee Working Group to complete the work on the Guidance and Pharmacy Technician Standard work. Thanks are also due to Executive Director Wayne Hindmarsh for making the necessary changes to CCAPP's website to align with the new accreditation award definitions. *Guidance for the Accreditation Standards and Key Elements for Canadian First Professional Degree in Pharmacy Programs* is expected to be approved at CCAPP's June 2017 Annual Meeting for implementation January 1, 2018 when *Accreditation Standards 2018* come into effect.

I was privileged to chair the Standards Committee Working Group who proposed a draft revision of the *Accreditation Standards for Canadian Pharmacy Technician Training Programs*. The Working Group used knowledge gleaned from past accreditation surveys of pharmacy technician programs, exploratory discussions with partner organizations such as PEBC, NAPRA, CSHP and CPhA, as well as experiences with revising the pharmacy degree program standard to develop a clear, concise, achievable, outcomes-oriented draft accreditation standard. I wish to extend my sincere appreciation to Bal Dhillon, Cathy Schuster, Sharon Lee, Diane Valiquette, Beverly Stotz, Jeff Whissell and Wayne Hindmarsh for their hard work in completing this task. The draft standard was circulated to stakeholders for comment and a revised draft is being presented to CCAPP's Board at its June 2017 Annual Meeting. In 2017/18, CCAPP plans to develop a guidance document to support implementation of the new accreditation standard for pharmacy technician programs.

During 2016/17, members of the CCAPP Executive were pleased to meet with leaders from ACPE, CPhA, CSHP, NAPRA and PEBC on topics of mutual interest. I was also honoured to represent CCAPP on the CPhA/AFPC Pharmacy Workforce Planning Committee.

I would like to recognize the inspiring and very hard work of the Board of Directors' members, Cathy Schuster and members of the Accreditation Committee for Pharmacy Technician Programs, members of the Standards Committee and its Working Groups, and the survey team members who have contributed to CCAPP's successes in 2016/17. I would be remiss if I did not mention the outstanding contributions of Standards Committee Chairperson and Past-President Louise Nasmith, whose wisdom, steady hand and highly collaborative spirit have guided the core of CCAPP's work for the past three

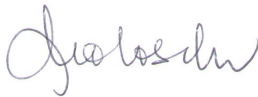
years. On behalf of the Board I extend our warmest thanks as Louise ends her volunteer service to CCAPP.

Dr. K. Wayne Hindmarsh, Professor and Dean Emeritus of the Leslie Dan Faculty of Pharmacy at the University of Toronto, has served as our Executive Director, providing leadership and visionary support for high quality education in the field of pharmacy. His management of challenges great and small, and his willingness to go the extra mile in managing the work of CCAPP in what has been a second consecutive year of intense workload is greatly appreciated. For his dedication and service, I wish to extend my personal thanks as well as appreciation on behalf of the Board.

Finally, I would like to thank Jeff Whissell for serving as President-elect this past year. Jeff has been involved with and led several initiatives, always sharing with other team members his considered perspectives and at exactly the right moment, humour to lighten the most difficult of deliberations.

It has been an honour to serve CCAPP as its President this past year. Thank you for your support as CCAPP continues to seize opportunities to improve the quality of pharmacy education.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Donna Woloschuk', written in a light blue or grey ink.

Donna Woloschuk

REPORT OF THE EXECUTIVE DIRECTOR

Annual General Meeting – June 16, 2017

I am pleased to present the report of the Executive Director for 2016-2017. It was a year of many significant accomplishments! Thanks to the leadership of the Board and the appointment of hardworking Task Force members CCAPP developed and approved new Canadian [Accreditation Standards for Canadian First Professional Degree in Pharmacy Programs 2018](#), new [International Accreditation Standards for First Professional Degree in Pharmacy Programs 2017](#), new Pharmacy Technician Standards (out for Stakeholder Consultation), and a Guidance Document for the Accreditation Standards and Key Elements for Canadian First Professional Degree in Pharmacy Programs. We will be discussing some of these further during today's meeting.

Accreditation Activities – Canadian Degree Programs

Two Canadian reviews were completed this year – Saskatchewan and Memorial. Both of these Schools will begin their new entry-level PharmD programs this fall. This leaves just two programs, Dalhousie and Manitoba which have not indicated a start date for their PharmD offering. My thanks to the excellent site teams for providing positive, thorough reviews and for assisting in the approval of the final reports which are being considered today.

There is only one Canadian school scheduled for a site-team visit this fall (2017) – Université de Montréal.

Accreditation Activities – Pharmacy Technician Programs

This year 14 Pharmacy Technician site visits was conducted. One of these was a new program launched in Newfoundland (Keyin College, St. John's, NL). Two programs are terminating their programs (MTI College – Surrey, BC; Sault College –Sault Ste. Marie, ON). Besides Keyin St. John's, initial discussions with Algonquin College in Ottawa indicates an application will be forthcoming in the near future.

The Accreditation Committee for Pharmacy Technician Programs (ACPTP) met twice this past year (teleconferences) providing the office with guidance on accreditation recommendations which are then forwarded to the Board for approval (or otherwise). I personally find this external input to be beneficial in the accreditation process of these programs.

There are 43 Canadian and 1 International Pharmacy Technician Programs accredited. Keyin College – St. John's Campus was the new program added this year while MTI College (BC) and Sault College (ON) have suspended their programs.

A breakdown of the numbers of schools, by province, which are accredited (compared to last year):

British Columbia	5 (6)
Alberta	5 (5)
Saskatchewan	1 (1)
Manitoba	2 (2)
Ontario	21 (22)
New Brunswick	5 (5)
Newfoundland	2 (1)
Nova Scotia	2 (2)
International (CNA-Qatar campus)	1 (1)
Total	44(45)

I am most grateful for the support of Cathy Schuster who serves as our Coordinator of Pharmacy Technician Programs. She has her ‘finger on the pulse’, is very organized, well prepared for each visit, and fields a lot of questions during the year from amicable and disgruntled clientele. Thank you Cathy!

Accreditation Standards

I would like to thank the Standards Committee, capably chaired by Dr. Louise Nasmith, for helping to push forward our agenda. A great deal of credit goes to our President, Dr. Donna Woloschuk for the hours spent on researching and providing draft standards for the Task Force deliberations. Without this input CCAPP would not have accomplished the incredible output this year.

International Activities

The President joined me on a visit to Qatar University. While this was not a formal site visit, it was an opportunity to learn ‘firsthand’ the significant accomplishments of this program. Qatar is moving forward with an entry-level PharmD program. They have moved forward on interprofessional education (this has been helped by a new College of Medicine recently started at the University), are developing PEBC like examinations, and have appointed a Coordinator of Assessment and Accreditation.

Dr. Nasmith and I did a site visit at King Abdulaziz University in May. Our other international schools in Saudi Arabia and Lebanon are due for a visit this fall.

Both Cathy and I have been invited to participate in the upcoming FIP meeting. This allows us to showcase Canadian Pharmacy to the rest of the world, at both the Technician and Pharmacy Deans Satellite Forums (AIM). Cathy’s involvement resulted in ACPE inviting her to participate in their discussions on moving forward with their technician accreditation.

CCAPP Member Relations

CCAPP continues to maintain positive relations with our member organizations and key stakeholders. This past year meetings were held with all member organizations PEBC, NAPRA, AFPC, CSHP and CPhA. The Best Practices session with CPTEA (held just before this meeting) was also a time for dialogue with the Pharmacy Technician Educators.

In Conclusion

It has been a pleasure working with President Donna Woloschuk, the executive and the Board. It has been a busy, fruitful year for CCAPP. I look forward to 2017-18. Thank you to all those who have contributed to our success – the Board, ACPTP, the Task Force Committee members, site team members (both University and Technician teams) and our Member organizations.

Respectfully submitted,



K. Wayne Hindmarsh
Executive Director

APPENDIX 1 THE CCAPP ACCREDITATION PROGRAM

Introduction

Under the Canadian constitution, education and licensure for professional practice falls within the jurisdiction of each of the ten provinces and three territories. However, the desire for reciprocity has necessitated that mechanisms be developed to ensure comparable levels of education across the country.

In the case of pharmacy, the Association of Faculties of Pharmacy of Canada, a voluntary association of pharmacy academics, developed a standard minimum curriculum in the 1940's. Subsequently, a national pharmacy examination board, The Pharmacy Examining Board of Canada (PEBC), was established in 1963. All provinces participating in the National Association of Pharmacy Regulatory Authorities (NAPRA) mutual recognition agreement require PEBC registration as a prerequisite for licensure of graduates from universities within member provinces, for out-of-province graduates and for out-of-country applicants.

The approved minimum curriculum, coupled with a national examination, worked well in establishing comparability among the pharmacy schools, as long as pharmacy education was primarily a university-based, science program. However, with the move towards a more clinically orientated program, it became increasingly difficult to achieve consensus on what specific content should be included in the minimum curriculum. The introduction of clinical clerkships and extended practicum of varying lengths and types, the use of external clinical teaching facilities, the utilization of part-time clinical instructors in place of full-time tenured faculty, all led to the recognition that increased emphasis on student learning outcomes was more important than strict adherence to a rigidly defined minimum curriculum. As a result, the concept of a standard minimum curriculum was dropped.

However, the need for a mechanism to facilitate reciprocity remained. Also, there was a growing recognition by pharmacy practitioners, pharmacy educators and the various pharmacy examination and licensing bodies that the Canadian public was entitled to assurance that the pharmacy education provided by the various universities met recognized Canadian standards and was more or less comparable. Hence, the establishment of The Canadian Council for Accreditation of Pharmacy Programs (CCAPP) which was granted Letters Patent by the Government of Canada on 5 January 1993. Dr. Bruce Schnell served as the first Executive Director of CCAPP until June 30, 2003 followed by Dr. Jim Blackburn until August 31, 2006 and then Dr. David Hill until July, 2010. Dr. Wayne Hindmarsh was appointed Executive Director in August 2010.

CCAPP is composed of representatives of the Association of Faculties of Pharmacy of Canada, the Canadian Pharmacists Association, the Canadian Society of Hospital Pharmacists, the National Association of Pharmacy

Regulatory Authorities, the Pharmacy Examining Board of Canada and the Canadian Pharmacy Technician Educators Association. There is a non-pharmacy academic member on the Council. The board of directors are responsible for establishing the accreditation standards, setting policy and managing the accreditation process.

CCAPP currently accredits the academic programs offered at ten universities in Canada. In 2006, the University of Waterloo was the first new program to be granted qualifying accreditation status since the formation of CCAPP in 1993. Graduates from a Canadian CCAPP accredited school may apply directly for the qualifying examination of The Pharmacy Examining Board of Canada. Graduates from a non-accredited program must first pass the PEBC evaluating examination, designed to determine if the program of study completed is comparable to one accredited by CCAPP. Because of the differences in scope of practice of the profession within other jurisdictions, in the pharmacy laws and regulations, and in the practice experiences of the students, CCAPP adds the term International to any level of accreditation conferred to a school of pharmacy based outside of Canada. The implication of this International CCAPP award for graduates toward future licensure or registration as a pharmacist or pharmacy technician in Canada will be subject to additional requirements of the Canadian provincial pharmacy regulatory authorities and the Pharmacy Examining Board of Canada.

There are currently 43 Canadian and 1 International Pharmacy Technician programs who have been granted accreditation status through CCAPP.

Accreditation Standards

Accreditation standards define the required structures, processes and outcomes expected of the institution applying for CCAPP recognition. New “Accreditation Standards for Canadian First Professional Degree in Pharmacy Programs” will take effect in January 2018. These Standards enhance the outcomes expected by the University and will replace the 2013 (revised in 2014) document which is currently used.

The Standards for Accreditation of Pharmacy Technician Programs in Canada (2012 and revised in July 2013 and 2014) contains 16 standards in the following categories: Institutional Commitments, Program Vision, Mission and Goals, Organization Structure, Governance and Coordination, Instructional Faculty and Support Personnel, Learning Resources, Physical Facilities and Equipment, and Academic Policies and Student Services. The Standards Committee seeking stakeholder input on a new set of Standards for the Pharmacy Technicians. The date of implementation has not, as yet, been determined.

Accreditation standards reflect those professional and educational attributes identified by the Council as essential to the professional program in a pharmacy school. The standards embrace the philosophy that graduates should have acquired general and special knowledge; general to avoid the constraints of too

narrow a perspective, special to provide a basis for critical professional evaluations. The standards recognize that a quality pharmacy education is dependent on a variety of components including general knowledge, basic and professional sciences, and clinical practice experiences.

Recognizing the importance of having a built-in mechanism for the regular review and updating of standards to guard against rigidity and stagnation of the academic program, CCAPP has a standing committee charged with the responsibility of ensuring that its accreditation standards reflect contemporary pharmacy practice and pharmaceutical knowledge.

It is also necessary to guard against specifying too narrowly what must be included in the actual curriculum. Each pharmacy school must be free to develop its program taking advantage of local opportunities and within the context of its own university and resource base. In fact, diversification should be encouraged. CCAPP's aim is comparability of output without necessarily having comparability of process. One might say that CCAPP encourages "controlled diversity".

Significance of Accreditation

Accreditation is the public recognition accorded a professional program that meets established professional qualifications and educational standards through initial and periodic evaluation. Accreditation concerns itself with both quality assurance and program enhancement. It applies to programs and is to be distinguished from certification or licensure, which applies to individuals.

The values of accreditation are many and CCAPP serves concurrently a number of constituencies including the pharmacy schools and their universities, students and prospective students, licensing and examination bodies, the profession of pharmacy, and the general public.

For pharmacy schools and their universities, accreditation provides the stimulus for self-assessment and self-directed program improvement, a basis for decision making about the investment of public or private funds, and the enhancement of reputation because of public regard for accreditation.

For students and prospective students, accreditation provides assurance that the educational program of an accredited school has been found to be satisfactory and is up to approved standards.

For pharmacy examination and licensing bodies, accreditation provides a reliable basis for making decisions concerning eligibility, examination content, and licensure either by examination or reciprocity.

For the profession of pharmacy, accreditation provides a means for the participation of practitioners in setting the educational requirements for entering the profession, giving assurance that those who graduate will be adequately prepared for practice.

For the general public, accreditation leads to the improvement of professional services as accredited programs modify their requirements to reflect changes in knowledge and pharmacy practice.

Accreditation as an Agent for Change

The accreditation process is ideally situated in the scheme of things to achieve change in both pharmacy education and pharmacy practice because it serves as a link between the two. Representatives of the profession and of the pharmacy schools, through their involvement on the Council, are responsible for establishing standards for the academic programs and for conducting program evaluations. Accordingly, the challenge of getting new pharmaceutical knowledge applied in practice and of getting new concepts of pharmacy practice incorporated into the curriculum is facilitated through the accreditation process.

It will be fairly obvious how the quality assurance aspect of accreditation can result in change in an academic program. If a program is found through self-assessment and external review to be below standard, and if the university wants to achieve or maintain accreditation status, then changes must be made so that the deficiencies are removed.

It may be less obvious how accreditation can lead to program enhancement. The key is the accreditation standards and the dynamic nature of the process. The CCAPP standards are reviewed and updated on a cycle which roughly corresponds to the average accreditation award period. Thus, every few years, every pharmacy program in Canada that wants to be accredited is challenged by a revised set of standards which reflect both new pharmaceutical knowledge and changes in pharmacy practice.

THE ACCREDITATION PROCESS – (Degree and Technician Programs)

In a very general way, each school seeking accreditation is asked to define what it wants to achieve with its professional program – i.e. what is its mission – what are the intended outcomes? It is asked to demonstrate that it has a program and the resources to produce those outcomes. It is asked to have procedures for evaluating whether or not the desired outcomes are achieved. Finally, it is asked to have a plan for correcting deficiencies and for incorporating new ideas into its program. There are five steps in the accreditation process:

Step 1: The Application for Accreditation

The university prepares an application comprised of three sets of documents:

- a. **Application for Accreditation:** Providing information on personnel, budgets, enrolment, etc.
- b. **Self-Assessment Report** (also known as a “self-study”): Guided by the Examples of Evidence for each Standard, this report provides in-depth information about the school. The focus is on the present and the time since the last visit i.e. “where we have been and where we are”.
- c. **Strategic Plan:** the details of the school’s most current plan. The plan focuses on “where we want to go and how we plan to get there”.

Step 2: The On-Site Survey

The survey consists of a review of the program and the facilities in which the program is delivered.

The CCAPP Executive Director notifies the Dean/Director at the earliest opportunity, and preferably at least one year before a planned survey visit to confirm the survey dates. The CCAPP Executive Director determines the survey schedule and itinerary in consultation with the Lead Surveyor and the Dean/Director (or designate) of the school. Reminders about the timelines for submission of self-study documents, final itinerary and other information to facilitate surveyor travel is provided to the Dean/Director by the CCAPP Executive Director.

A four or five-member survey team comprising, at a minimum, a CCAPP board member, a Dean/Director, a pharmacy faculty member and the CCAPP executive director conducts the on-site survey. Every effort is made to include individuals with diverse expertise. The appropriate provincial regulatory authority (authorities) is (are) invited to appoint an observer to each site visit evaluation team. During the visit, the surveyors seek information to supplement and substantiate the Self-Assessment Report, determine the feasibility of the Strategic Plan, and prepare a draft report. The findings detailed in the report are

based on the review of the Self-Assessment Report and the information gathered during the onsite survey. The report provides sufficient evidence as to whether components of the Standards are met, partially met, or not met. At the end of the survey visit, in a meeting with the Dean/Director and other invited participants as well as the senior university administrative team, the surveyors make a preliminary report of the extent to which the standards were met, partially met, and not met. These communications are preliminary because it is the Board, not the survey team, who ultimately determines the degree to which the standards have been met.

Step 3: Submission of the Final Report to the CCAPP Board

The Dean/Director receives a draft copy of the survey report shortly after the survey was conducted. The Dean/Director has an opportunity to provide a submission regarding factual errors that might require correction before the report is finalized. There is also an opportunity for the Dean/Director to provide additional information about progress in complying with Standards since the survey visit. Upon receipt of written comments from the Dean/Director, the Executive Director prepares a final report. The final report and any additional information about progress related to the Standard are submitted to the CCAPP Board.

Step 4: The Accreditation Award Decision

The CCAPP Board reviews the final report and makes a decision on the appropriate accreditation status to be granted the pharmacy school. The Board's review of the survey findings focuses on areas of compliance and non-compliance with CCAPP Standards. The accreditation award is determined by majority vote of the Board.

Accreditation awards reflect the degree to which the most current CCAPP Accreditation Standards are met. A range of accreditation awards is available (see Award Definitions). The award letter details the accreditation term, which will not exceed eight years, as well as conditions, if applicable, associated with the accreditation award. An accreditation term normally ends on December 31 of the year specified in the award letter.

Step 5: Notification about the Accreditation Award

The university's president and the Dean/Director of the school are advised of the Board's decision and the accreditation status is published in the CCAPP Annual Directory.

Accreditation is granted for a specific term, not exceeding eight years. Thus, an ongoing cycle of self-assessment, strategic planning and external review is established within each Pharmacy School.

Pharmacy Technician Programs

For pharmacy technician programs a similar process to that of the university programs is followed. Three documents are required:

1. An application
 2. A Self-Assessment report
 3. A strategic plan
- A site visit of the program is conducted by a three-member team, composed of the CCAPP Pharmacy Technician coordinator, the CCAPP executive director, and a Pharmacy Technician coordinator from another program. The appropriate provincial regulatory authority (authorities) is (are) invited to appoint an observer to each site visit evaluation team. The team seeks information to supplement the self-assessment report, determines the feasibility of the strategic plan, and prepares a draft report.
 - A final report on the school/college is prepared for the program coordinator. A summary of this report is provided to the Accreditation Committee for Accreditation of Pharmacy Technician Programs (ACPTP) which recommends an accreditation status for consideration by the CCAPP board of directors.
 - The board of directors makes a decision on the appropriate accreditation status to be granted to the pharmacy technician program and determines the time period and/or any conditions to be associated with the accreditation award.
 - The school is advised of the board's decision and the accreditation status is published in the CCAPP Annual Directory.
 - Accreditation is granted for a specific term, not exceeding five years. Thus, an ongoing cycle of self-assessment, strategic planning and external review is established within each Technician program.

ACCREDITATION DECISION

The CCAPP board of directors makes the accreditation decision. In arriving at a decision, the board considers the accreditation history of the school; the application, self-assessment report and strategic plan submitted by the university; the site visit evaluation report; the university's response to the evaluation report; and, any other relevant information. In-person presentations to the board from the university/College regarding their accreditation review occur only at the request of the board.

Accreditation is granted for a specific term, the maximum being eight years for

university programs and 5 years for Technician programs.. A shorter term may be granted, if significant areas of concern are noted. The accreditation term normally ends on December 31 of the specified year.

ACCREDITATION AWARD DEFINITIONS

Accreditation

- The program is accredited.
- The term of Accreditation is between two to eight years, based on the extent to which the program meets the Standards.
- There is a requirement to submit a **Progress Report** at the interval specified in the accreditation letter.

Conditional Accreditation

- The program is accredited conditionally.
- The term of Conditional Accreditation is between one to three years, reflecting that there are concerns about progress in addressing requirements of the Standards.
- Subject to the receipt of a **Progress Report** and upon review of the extent to which deficiencies have been met, the Board may change the award to Accredited, if concerns have been adequately addressed, or Probation, if satisfactory progress has not been achieved.

Probationary Accreditation

- The program is accredited with probationary conditions.
- The maximum term of Probationary Accreditation is eighteen months inclusive of a six months period given to respond initially to the Board's concerns. Probationary Accreditation reflects that the program fails to comply with standards, or the program has minimal or non-compliance to some Standards over two or more survey cycles that result in serious weaknesses in one or more major components of a program.
- Within six months of receiving notice of Probationary Accreditation, the institution is required to show cause why the probationary status should be rescinded or to present sufficient evidence of improvement, or plans for improvement, to warrant restoration of conditional accreditation or accreditation. It is the responsibility of the program and the university to address the non-compliance by submitting additional information, correcting the weaknesses in the deficient component, or considering whether the program should cease operation. The chief executive officer of the institution and the Dean/Director of the school are given due notice of the Board's decision to award Probationary Accreditation. It is important that all constituents understand that a major goal of CCAPP is to assist in

- the advancement and improvement of pharmacy education. Hence, should a program receive Probationary Accreditation status, it is important that the program and institution regularly seek CCAPP's advice on the appropriate course of action to be followed.
- The CCAPP Board may mandate an on-site survey with little advance notice to follow up a program with Probationary Accreditation status.
 - Should the institution not demonstrate a commitment to rectifying identified deficiencies within one year after the six-month period given to show cause, the Board will withdraw Accreditation.
 - The Dean/Director must immediately advise students in the program, those who have been admitted to but not yet started the program, and applicants to the program that a Probationary Accreditation award has been issued to the program.

Withdrawal of Accreditation

- Circumstances that would warrant withdrawal of accreditation are:
 - The program fails to meet the requirements of the Accreditation Standards.
 - Probationary Accreditation has been awarded and the program fails to address the required changes to achieve the basic structures, processes, and intended educational outcomes.
 - The accredited program is revised and no longer meets the requirements of the CCAPP Accreditation Standard (e.g., conversion to a program intended to develop pharmaceutical scientists).
 - The accredited program is without a graduate for a period of one year and has no registrants in the second consecutive year.
 - The program fails to submit progress reports to the CCAPP Board in a timely fashion.
 - False or misleading statements are made publicly about the status, condition, or category of CCAPP Accreditation.
 - The program has Accreditation Fees in arrears for a time period in excess of 120 days.
 - The program ceases to operate.
- Withdrawal of Accreditation becomes effective immediately. If there are students enrolled in the program who cannot be accommodated by other accredited programs, then Withdrawal of Accreditation becomes effective at the end of the academic year in order that enrolled students might obtain transfer credit if applicable.
- If a program has received a Withdrawal of Accreditation award, the school is required to submit a new request for accreditation and undergo re-evaluation to regain accreditation as described in the section New Schools and/or New Programs.
- The Dean/Director must immediately advise students in the program, those who have been admitted to but not yet started the program, and

- applicants to the program that a Withdrawal of Accreditation award has been issued to the program.
- The CCAPP Executive Director notifies the Pharmacy Examining Board of Canada and all Registrars of Canadian provincial pharmacy regulatory authorities that a Withdrawal of Accreditation award has been made.

ACCREDITATION AWARD DEFINITIONS: NEW SCHOOLS OR PROGRAMS

Provisional Accreditation

- This definition applies to a new program that has students enrolled, but a class of students has not yet graduated. In other words, a Provisional Accreditation award denotes a program under development. The program is expected to mature in accord with stated plans and within a defined time period. Reasonable assurances are expected that the program will be eligible for other categories of accreditation as programmatic experiences are gained, generally, by the time the first class has graduated.
- A Provisional Accreditation award ends when the first admitted class has graduated. The program is required to apply for accreditation during the term of the Provisional Accreditation award.
- Graduates from a school that is awarded Provisional Accreditation are deemed by CCAPP to be graduates of an accredited program.

Qualifying Status

- This definition applies to a newly founded school that has appointed a Dean/Director with a program that has no students enrolled. The granting of a Qualifying Accreditation award confirms that a university's planning for the pharmacy program has taken into account CCAPP Standards and suggests reasonable assurances of moving to the next step – the award of Provisional Accreditation.
- The maximum term of Qualifying Accreditation is four years. The program is required to apply for accreditation during the term of the Qualifying Accreditation award.
- Qualifying Accreditation status brings no rights or privileges of accreditation. Accordingly, students who graduate from a program that has Qualifying status are not considered to be graduates of an accredited program.

PROGRESS REPORT

The CCAPP Executive Director communicates the type and frequency of written Progress Report submissions to the Dean/Director in the Accreditation Letter and follow-up communications.

A Progress Report needs to provide the Board with sufficient evidence of progress to address concerns raised around specific Standards, as well as highlight any major changes to the program since the last report.

The CCAPP Board reviews all Progress Reports that are submitted. As a result of the Board's review of the report, the Board will determine the necessary change (increase or decrease) to the accreditation term.

The Dean/Director receives a letter that describes the results of accreditation status deliberations arising from the Board's review of Progress Reports.

SITE VISIT CYCLE

Site visits will normally be conducted at a university every six to eight years, for programs granted full accreditation or conditional accreditation. For programs with probationary accreditation, a site visit will normally be required prior to the restoration of conditional or full accreditation. Requests to defer a scheduled site visit will only be granted in exceptional circumstances, subsequent to a well-justified request from the university.

Since the Pharmacy Technician programs are new, the site visits are more frequent as they are still in a development phase, with five years being the maximum award that can be received.

CONTINUATION OF ACCREDITATION STATUS

The accreditation award is subject to continuous review and may be withdrawn, for cause, at any time. Continuation of accreditation status for the full term of the award is conditional on the university continuing to offer the approved program and on the maintenance of the resources required for its effective delivery. Accordingly, during the term of the award, the university or College/School of the Pharmacy and Pharmacy Technician programs is required to advise the Council of any significant change in the design or content of the program, its leadership, or in its resource base.

REFERENCE TO ACCREDITATION STATUS

A university is required to inform current students, prospective students, and the general public of the current accreditation status of its pharmacy program as listed in the Directory. The university is authorized to use the following statement in the university calendar, recruitment brochures, and other official university publications:

“The Baccalaureate in Pharmacy (or Doctor of Pharmacy) Program of the (name of pharmacy school) of (name of university) has been granted (Accreditation, Qualifying, Provisional, Conditional, Probationary) Status by The Canadian Council for the Accreditation of Pharmacy Programs for the period ___ to ___.”

“The Pharmacy Technician Program of the (insert your preferred name for reference to the College) has been awarded the status of (Accreditation, Qualifying, Provisional, Conditional, Probationary) Status by the Canadian Council for Accreditation of Pharmacy Programs for a (length in months or years) term from _____ to _____”

IMPLEMENTATION OF NEW STANDARDS

CCAPP will notify Faculties when the next revision of the Standards will occur, the subsequent consultation period, and the implementation date. There normally will be at least three years between the initiation of a standards revision process and their implementation date.

In 2015-16 a special Task Force on the Future of Accreditation was struck with a mandate to look at a complete revision of the Standards for Pharmacy Programs. This work has been completed and referred to the Standards Committee. The new Standards will be available in the near future. A second task was to consider how CCAPP conducts its surveys. Significant revisions have been made in the way information is gathered from both preceptors and students.

APPENDIX 2
THE CCAPP AUDITED FINANCIAL STATEMENT

**The Canadian Council for Accreditation
of Pharmacy Programs
Annual Financial Statements**

March 31, 2017

Millard, DesLauriers & Shoemaker LLP

Chartered Professional Accountants

A member of IAPA•BHD Association with affiliated offices across
Canada and internationally

The Canadian Council for Accreditation of Pharmacy Programs

Financial Information

March 31, 2017

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Independent Auditors' Report

To the Board of Directors of
The Canadian Council for Accreditation of Pharmacy Programs

We have audited the accompanying financial statements of The Canadian Council for Accreditation of Pharmacy Programs, which comprise the statement of financial position as at March 31, 2017 and the statements of operations and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Millard, DesLauriers & Shoemaker LLP

Chartered Professional Accountants, Licensed Public Accountants

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Canadian Council for Accreditation of Pharmacy Programs as at March 31, 2017, and its operations and its cash flows for the year then ended in accordance with accounting standards for not-for-profit organizations.

Millard, DesLauriers & Shoemaker LLP

Toronto, Canada
June 7, 2017

Chartered Professional Accountants, Licensed Public Accountants

The Canadian Council for Accreditation of Pharmacy Programs

Statement of Financial Position

As at March 31

2017

2016

Assets

Current

Cash	\$ 198,681	\$ 258,817
Accounts receivable	4,975	9,745
HST receivable	18,617	15,498
Prepaid expenses	13,034	11,194
Investments - current portion (Note 5)	<u>-</u>	<u>159,065</u>

	235,307	454,319
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Investments - long term portion (Note 5)	<u>501,721</u>	<u>335,335</u>
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	<u>\$ 737,028</u>	<u>\$ 789,654</u>
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Liabilities

Current

Accounts payable and accrued liabilities (Note 6)	\$ 4,500	\$ 4,502
Deferred revenue	<u>2,619</u>	<u>104,956</u>
	7,119	109,458

Equity

Unrestricted net assets	<u>729,909</u>	<u>680,196</u>
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	<u>\$ 737,028</u>	<u>\$ 789,654</u>
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Approved on behalf of the Board:

Director

See accompanying notes to the financial statements.

The Canadian Council for Accreditation of Pharmacy Programs

Statement of Operations and Changes in Net Assets

For the Year Ended March 31

2017

2016

Revenue		
Accreditation fees	\$ 338,200	\$ 318,154
Membership fees	48,075	47,600
Grant	5,000	5,000
Investment income	6,641	7,102
	<u>397,916</u>	<u>377,856</u>
Expenses		
Administration fees	34,065	31,128
Insurance	8,522	8,166
Interest and bank charges	765	589
Meetings and travel	56,166	32,394
Office	12,147	10,348
Professional fees	4,500	4,500
Rent	12,900	12,000
Site visits	76,149	57,934
Special project	10,853	21,054
Travel - Executive Director	14,629	10,009
Wages and employee benefits	117,507	115,103
	<u>348,203</u>	<u>303,225</u>
Excess of revenue over expenses	49,713	74,631
Unrestricted net assets, beginning of year	680,196	605,565
Unrestricted net assets, end of the year	<u>\$ 729,909</u>	<u>\$ 680,196</u>

See accompanying notes to the financial statements.

The Canadian Council for Accreditation of Pharmacy Programs

Statement of Cash Flows

For the Year Ended March 31

2017

2016

Cash flows from (for) operating activities

Excess of revenue over expenses	\$ 49,713	\$ 74,631
Net changes in non-cash working capital balances related to operations:		
Investments	(7,323)	(68,882)
Accounts receivable	4,770	(4,311)
HST receivable	(3,119)	(15,498)
Prepaid expenses	(1,840)	(5,796)
HST payable	-	(14,020)
Deferred revenue	(102,337)	(95,234)
	<u>(60,136)</u>	<u>(129,110)</u>

Cash flow from investing activities

	<u>-</u>	<u>-</u>
--	----------	----------

Cash flow from financing activities

	<u>-</u>	<u>-</u>
--	----------	----------

Decrease in cash for the year (60,136) (129,110)

Cash, beginning of the year 258,817 387,927

Cash, end of the year \$ 198,681 \$ 258,817

Supplementary information

Interest paid \$ - \$ -

See accompanying notes to the financial statements.

The Canadian Council for Accreditation of Pharmacy Programs

Notes to Financial Statements

March 31, 2017

1. Nature of Operations

The Canadian Council for Accreditation of Pharmacy Programs (the "Council") is a non-profit organization incorporated in 1993 under The Canada Corporations Act. The Council assesses the quality of pharmacy programs in Canadian universities and Canadian technical pharmacy programs and promotes continued improvement of educational programs.

2. Significant Accounting Policies

(a) Basis of Presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and are in accordance with Canadian generally accepted accounting principles. The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of significant accounting policies summarized below.

(b) Cash

Cash consists of bank deposits held with financial institutions. There are no restrictions on cash held by the Council.

(c) Investments

Investments consist of Guaranteed Investment Certificates ("GIC's") held with the Bank of Montreal. GIC's maturing within the next twelve months have been classified as short-term.

(d) Capital Expenditures

Items of a capital nature are expensed in the year of acquisition. This policy is considered appropriate for not-for-profit organizations where the acquisition of capital items is incorporated within the annual budgeting process and annual revenues are less than \$500,000. Capital expenditures for the year amounted to \$NIL (2016 - \$15,406).

(e) Revenue Recognition

The Council follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Investment income is recognized at the time when interest has been earned.

(f) Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenues and expenses during the period. Actual results could differ from these estimates.

Significant estimates made by management include the allowance for doubtful accounts.

The Canadian Council for Accreditation of Pharmacy Programs

Notes to Financial Statements

March 31, 2017

3. Financial Risk Management

The significant financial risks to which the Council is exposed to are credit risk, liquidity risk and market risk. Market risk consists of currency risk, interest rate risk, and other price risk. There has been no change in the risk exposure of the Council from the prior period.

(a) Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss or the other party by failing to discharge an obligation. The Council is subject to credit risk through amounts receivable. Accounts receivable are subject to normal industry credit risks.

The Council performs regular credit assessments of its members and provides allowances for potentially uncollectible amounts receivable, when considered appropriate.

(b) Liquidity Risk

Liquidity risk is the risk that the Council will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Council's exposure to liquidity risk is dependent on providing assessments to its members, collection of accounts receivable, and raising of funds to meet commitments and sustain operations. Cash flow from operations provides sufficient resources to meet the Council's cash requirements.

(c) Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk.

(i) Currency Risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rate. The Council is not subject to foreign exchange risk as none of its financial instruments are denominated in foreign currencies.

(ii) Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Council is not exposed to interest rate risk arising from fluctuations in interest rates as its term deposits are at a fixed rate and would not be affected unless reinvested.

(iii) Other Price Risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Council is not subject to other price risk.

The Canadian Council for Accreditation of Pharmacy Programs

Notes to Financial Statements

March 31, 2017

4. Fair Value of Financial Instruments

The Council initially measures its financial assets and liabilities at fair value. The Council subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in operations.

Financial assets measured at amortized cost include cash, accounts receivable, HST receivable and investments. Financial liabilities measured at amortized cost consist of accounts payable and accrued liabilities.

5. Investments

	<u>2017</u>	<u>2016</u>
Guaranteed income certificates	\$ 501,721	\$ 494,400
Less: current portion	-	159,065
	<u>\$ 501,721</u>	<u>\$ 335,335</u>

The effective interest rate on the investments during the year varied from 1.00% to 1.71% (2016 - 1.10% to 1.68%). The average interest rate for the year was 1.15% (2016 - 1.44%). Interest accrued on the investments at year end amounted to \$4,975 (2016 - \$5,654).

6. Accounts Payable and Accrued Liabilities

Accounts payable and accrued liabilities consist of:

	<u>2017</u>	<u>2016</u>
Accounts payable and accrued liabilities	\$ 4,500	\$ 4,502
Government remittances	-	-
	<u>\$ 4,500</u>	<u>\$ 4,502</u>

The Canadian Council for Accreditation of Pharmacy Programs

Notes to Financial Statements

March 31, 2017

7. Capital Disclosures

The Council considers its capital to be the balance maintained in its Unrestricted Net Assets. The balance on March 31, 2017 is \$729,909 (2016 - \$680,196). The primary objective of the Council is to invest its capital in a manner that will allow it to continue as a going concern and comply with its stated objectives. Capital is invested under the direction of the Board of Directors of the Council with the objective of providing a reasonable rate of return, minimizing risk and ensuring adequate liquid investments are on hand for current cash flow requirements. The Council is not subject to any externally imposed requirements of its capital.

8. Commitments

The Council leases its premises subject to a lease expiring June 30, 2017. Future minimum annual payments under the lease are as follows:

2018	\$ 3,300
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