

CMTCA Decision Termination and Expiration Policy

Approved by: Board of Directors

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Preliminary Accreditation Decisions

1. The CMTCA Decision-Making Framework provides the necessary parameters to determine Preliminary Accreditation Decisions.
2. In the case of a program receiving a Preliminary Accreditation Decision of "Not Granted", the subsequent Preliminary Accreditation submission can occur no earlier than three months after the date of issuance of the Decision to allow the program to address recommendations for improvement.
3. In the case of a program receiving a Preliminary Accreditation Decision of "Granted", the Decision is valid for a period of 2 years (24 months) from the date the Decision is issued by the CMTCA board.
4. The program will be added to the list of *Preliminary Accreditation Granted* programs on CMTCA.ca.
5. If the program has been operational for at least six months on the date of issuance of the Preliminary Accreditation Decision of "Granted", the program's initial Accreditation site visit can occur no earlier than three months after the date of issuance of the Decision to allow the program to address recommendations for improvement.
6. If the program has not been operational for at least six months on the date of issuance of the Preliminary Accreditation Decision of "Granted", the program's initial Accreditation site visit can occur no earlier than six months after the date the program becomes operational. This will provide the program with additional time to reach an operational level that may allow it to demonstrate compliance with the Standards.
7. A program may request a deferral of the site visit and extension of the Preliminary Accreditation Decision prior to the Decision's expiration date, *see the Site Visit (Virtual and In-person) Deferral Policy*.
8. In all other circumstances, the initial site visit must occur prior to the Preliminary Accreditation Decision expiration date, otherwise the Preliminary Accreditation Decision will expire, and the program will be required to re-start the Preliminary Accreditation process.
9. If the program receives an Accreditation Decision of "Non-accredited" after the program's initial site visit, the following will apply:



- i. The program will have 1 year from the date of issuance of the Accreditation Decision of “Non-accredited”, or until the expiration of its Preliminary Accreditation Decision, whichever is longer, to participate in subsequent site visits.
 - ii. The program has 12 weeks from the date of issuance of the Accreditation Decision of “Non-accredited” to confirm a preferred date with CMTCA for the second site visit.
 - iii. Provided the second site visit date is confirmed, should the Preliminary Accreditation Decision expire on its original expiry date but before the second site visit occurs; the program maintains the ability to undergo a second site visit and receive a full Accreditation Decision.
10. If the Preliminary Accreditation Decision expires for any reason, the program is required to immediately cease use of any CMTCA Marks, and the program will be removed from the list of *Preliminary Accreditation Granted* programs on CMTCA.ca.
11. If the program receives three consecutive “Non-accredited” Decisions following a Preliminary Accreditation “Granted” Decision, the original Preliminary Accreditation Decision will expire, and the program is required to re-start the preliminary accreditation process.
12. If the Accreditation Agreement is terminated at any point, any Preliminary Accreditation Decisions held by the program will be automatically and immediately terminated.
13. If the program wishes to pursue accreditation again; the program will be required to re-apply and re-start the preliminary accreditation process.

Accreditation Decisions

1. The CMTCA Decision-Making Framework provides the necessary parameters to determine Accreditation Decisions. The potential Accreditation Decisions following a site visit are:
 - i. Five-year Accreditation, meaning the Decision is valid for a period of five years (60 months) from the date of issuance of the Accreditation Decision
 - ii. Three-year Accreditation, meaning the Decision is valid for a period of three years (36 months) from date of issuance of the Accreditation Decision
 - iii. One-year Accreditation, meaning the Decision is valid for a period of one year (12 months) from the date of issuance of the Accreditation Decision
 - iv. Non-accredited, meaning the program is not accredited

In certain circumstances, programs must undergo an in-person site visit and not a virtual site visit. The maximum length of accreditation decision following a virtual site visit is also limited. These limits are defined in the *Virtual Site Visit Policy*.

2. All subsequent site visits, regardless of the outcome of the previous Accreditation Decision, can occur no earlier than three months after the date of issuance of the Decision to allow the program to address recommendations for improvement.

3. After a program receives a five-year, three-year, or one-year Accreditation Decision, it is recommended that the next site visit occurs no later than 2 months before the expiration of the Decision.
4. If the program participates in a site visit at, or before, the recommended time, and a Board Decision is unable to occur for any reason, and the expiration of the current Decision occurs, the current Decision will be maintained until such time as a new board Decision can be provided.
5. If the Program decides not to proceed with a site visit within the recommended time and the current Decision expires before the new board Decision is issued, the following will apply:
 - i. The program will hold a Decision of non-accredited.
 - ii. The program is required to immediately cease use of any CMTCA Marks, and the program will be removed from the list of *Accredited Programs* on CMTCA.ca.
6. If the Program receives an Accreditation Decision of "Non-accredited" following a previously successful Accreditation Decision, notwithstanding an appeal of the Accreditation Decision (see *CMTCA Appeal of Accreditation Decision Policy*), the following will apply:
 - i. The program will hold a Decision of non-accredited
 - ii. The program is required to immediately cease use of any CMTCA Marks, and the program will be removed from the list of *Accredited Programs* on CMTCA.ca
 - iii. The subsequent visit must be an in-person site visit
 - iv. The program will have 12 weeks from the date of issuance of the Accreditation Decision of "Non-accredited" to confirm with CMTCA the dates of a subsequent site visit. The subsequent site visit must occur no later than 24 months from the date of issuance of the Accreditation Decision of "Non-accredited".
 - v. If the Program does not participate in a subsequent site visit within 24 months from the date of issuance of the Accreditation Decision of "Non-accredited", the program will be required to re-start the preliminary accreditation process.
7. If Program's accreditation decision expires for any reason, and the program does not obtain a new accreditation decision within 24 months of the expiration of the previous decision, the program will be required to re-start the preliminary accreditation process.
8. If the Accreditation Agreement is terminated at any point, any Accreditation Decisions held by the program will be terminated automatically and immediately.
9. If the program wishes to pursue accreditation again following termination; the program will be required to re-apply and re-start the preliminary accreditation process.