BCIT Accreditations
General Guidelines

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What is Accreditation?	Accreditation is an objective, third-party, peer review of program strengths, vulnerabilities and opportunities.

Overview of typical accreditation process	Resources
1. Assignment of Accreditation Lead (faculty member) by Associate Dean	
2. Connect with APQA team member. • Accreditation lead/AD to inform APQA about upcoming accreditation review.	APQA will direct you to resources.
3. Submit application to accrediting body to prompt accreditation review. • This is not always required, but some accrediting bodies will require submission of a short application before the review can be scheduled. • The accrediting body will then share accreditation materials and set a date for the site visit.	
4. Review accreditation requirements/materials.	
5. Build your workplan using the structure of the accreditation requirements. • This plan will help your team stay on target, and can be used in progress report meetings with AD/Dean.	WorkPlan Template 1 WorkPlan Template 2
6. Prepare self-study report. • The Accreditation Lead, in collaboration with program AD and relevant committees completes the self-study report. • A self-study will require a program to provide information on various parameters related to the curriculum, and the institute. Some examples include: Leadership, Governance & Administration; Resources and Teaching/Learning Environment; Updated Faculty CVs; Curriculum Framework; Program Outcomes; Student Performance; Teaching Modalities; Research/Scholarship; Plans for Program Improvement.	APQA manager may have examples to share. APQA manager will help review self-study reports.
7. Organize site visit schedule. • The accrediting body will provide a list of groups/persons that they would like to meet with during their site visit. Typically, they will meet with BCIT Leadership, Program Leadership (AD/Dean), Faculty, Students, PAC Members, Student Resources/Support, Curriculum Committee, Library, Lab Personnel, Employers, Recent Graduates. Time should also be allotted for observations of in-session classroom, review of online courses, and review of facilities/resources. **Note:** it is imperative to start this process early to ensure meetings can be scheduled with each group during the site visit time.	Example Schedule 1 Preparing Faculty & Possible Questions for Faculty Possible Questions for Students Request admin support for organizing site visit.
8. Submit self-study report to AD for review. • Accreditation Lead to incorporate feedback	
9. Submit self-study to LTC editors • This step is not required, but highly recommended • The editing team can help ensure your documentation is clear, consistent, readable, and grammatically correct.	LTC editors
10. AD to submit self-study to Dean for review. • At this point, the self-study should be in its final draft. • Accreditation Lead to incorporate any feedback.	
11. AD/Dean to submit final self-study report to accrediting body. • Usually due at least 2 months before the site visit.	
12. Host site visit (may be on-site or virtual). • The Accreditation Lead will need to manage/coordinate the review team's progress through the various meetings. • Before the review team ends their site visit, they will meet with the program team and faculty to provide an overview of their findings.	Request additional faculty support for this task.
13. Review team submits their final report with recommendations to accreditation body chair(s). • A final decision is made by the accrediting body, and shared with the Dean. • Dean/AD review findings with faculty.	
14. The program implements recommendations outlined by the accreditation review.	