



**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

2018-2019



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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, and the International Accredited Schools - Beirut Arab University, King Abdulaziz University, King Faisal University, and Qatar University.

CCAPP also acknowledges the financial support provided by the accredited Pharmacy Technician Programs through their annual accreditation fees and their support for a Canadian Pharmacy Technician Educator position on the Board. A list of the accredited schools is found later in this report. In 2018-2019 there were 41 accredited programs across Canada.

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 2018 – 2019 which provided assistance towards our Strategic Planning initiatives.

CCAPP MISSION, VISION 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”.

Our **Vision** is “to be a world leader in pharmacy program accreditation”.

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, 2018 – 2019

Association of Faculties of Pharmacy of Canada

Dr. Chantal Pharand – Montreal, QC

Dr. David Edwards – Waterloo, ON

The Canadian Council for Accreditation of Pharmacy Programs

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. Andrea Outram, Edmonton, AB

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 2018-2019

President – Chantal Pharand

President-Elect – Iris Krawchenko

Past President – Jeff Whissell

Executive Director - K. Wayne Hindmarsh

Coordinator Pharmacy Technician Programs – Cathy Schuster

DIRECTORY OF CCAPP ACCREDITED UNIVERSITY 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, 2019**. (Please note that as of July 2017, the term Full Accreditation is no longer used. It has been replaced with Accreditation [for a specified number of years]).

Canadian Programs

University of Alberta, Edmonton, Alberta

Faculty of Pharmacy and Pharmaceutical Sciences

President Dr. D. Turpin

Dean Dr. N. Davies

Baccalaureate in Pharmacy - Accreditation Status 2018 – 2022

Doctor of Pharmacy for B.Sc. (Pharm) Students – Provisional Accreditation Status 2018-2022

Doctor of Pharmacy (PharmD – Entry Level) – Provisional Accreditation Status 2018-2023.

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 (Post-Baccalaureate)- 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 City, 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. L. Raman-Wilms

Baccalaureate in Pharmacy - Accreditation Status 2019 – 2023
Doctor of Pharmacy Program – Provisional Accreditation Status

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

President Dr. G Kachanoski
Dean Dr. Shawn Bugden

Baccalaureate in Pharmacy – Accreditation Status 2017-2021
Doctor of Pharmacy Program Provisional Accreditation Status

Université de Montréal, Montréal, Québec
Faculté de pharmacie

Recteur Dr. G. Breton
Doyen Dr. L. Lalonde

Doctorat en pharmacie – Accreditation Status 2018 - 2022

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

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

President Dr. M. Gertler
Dean Dr. C. Allen – Interim Dean

Baccalaureate in Pharmacy - Full Accreditation Status 2013 - 2017
Doctor of Pharmacy (Post Baccalaureate Program) - Full Accreditation Status 2013 – 2019
Doctor of Pharmacy (entry-level) Full Accreditation Status - 2016-2020.

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

Beirut Arab University, Beirut, Lebanon
Faculty of Pharmacy

President Professor A. G. El-Adawi
Dean Professor A. El-Lakany

Bachelor of Pharmacy – International Accreditation Status 2018-2022

King Faisal University, Al Ahsa, SA
College of Clinical Pharmacy

President Dr. M. Al-Oahli
Dean Dr. Bandar E. Aldhubiab

Doctor of Pharmacy – International Accreditation Status 2018-2022

King Abdulaziz University, Jeddah, SA
Faculty of Pharmacy

President Professor A.O.Al-Youbi
Dean Professor H. Asfour

Doctor of Pharmacy – International Accreditation Status 2017-2023

Qatar University, Doha, Qatar
College of Pharmacy

President Dr. Hassan Rashid Al-Derham
Dean Dr. M. Diab

Baccalaureate in Pharmacy – International Accreditation Status 2018-2023

Doctor of Pharmacy (entry-level) – International Accreditation Status 2018-2023.

UNIVERSITY SITE VISITS AND ACCREDITATION DECISIONS 2018-2019

Canadian University Programs

University of Manitoba

An on-site evaluation of the College of Pharmacy was conducted on November 5-7, 2018.

On the basis of the Board's review of all material received, the following was approved:

On June 19, 2019 *"The Bachelor of Science in Pharmacy program of the College of Pharmacy at the University of Manitoba has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a four year term, ending December 31, 2023"*.

On June 19, 2019 *"the Doctor of Pharmacy program of the College of Pharmacy at the University of Manitoba has been awarded Provisional Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs."*

The College of Pharmacy will provide an Interim Progress Report by March 31, 2021 detailing action plans and outcomes associated with: Changes to financial resources available for program operation; changes in the academic staff, and quality improvement efforts associated with a number of specific Standards.

International University Programs

There were no International University Reviews conducted during 2018-2019.

Yearly reports are required identifying any program changes in relation to the status of the Standards that are in force at that time.

Reports were received from King Faisal, King Abdulaziz, Qatar, and Beirut Universities.

The current International Accreditation Status of these Universities remains in effect.

DIRECTORY OF CCAPP ACCREDITED PHARMACY TECHNICIAN PROGRAMS

The following Colleges offer pharmacy technician 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, 2019**. (Please note that as of July 2017, the term Full Accreditation is no longer used. It has been replaced with Accreditation [for a specified number of years]).

Canadian Pharmacy Technician Programs

1. **Algonquin Careers Academy** – Ottawa, Ontario – Accreditation Status July 2019 – June 2022
2. **Algonquin Careers Academy** – Mississauga, Ontario – Full Accreditation Status July 2014-June 2022
3. **Anderson College of Health, Business and Technology (Formerly National Academy of Health and Business)** – Mississauga, Ontario – Full Accreditation Status January 2017 – December 2020
4. **Bow Valley College** – Calgary, Alberta - Accreditation Status January 2018-December 2022
5. **CDI College** – Burnaby, British Columbia – Full Accreditation Status January 2016-December 2019
6. **CDI College** – Edmonton, Alberta – Accreditation Status July 2018-June 2021
7. **Centennial College** – Toronto, Ontario - Full Accreditation Status January 2019-December 2023
8. **Collège Boréal** - Sudbury, Ontario - Accreditation Status January 2018-April 30, 2019. This Program is now closed.
9. **Collège Boréal** – Toronto, Ontario – Accreditation Status January 2018-April 30, 2019. This Program is now closed.
10. **Collège Communautaire du Nouveau-Brunswick** – Campbellton, New Brunswick – Full accreditation Status January 2016-December 2019
11. **CTS Canadian Career College** – North Bay, Ontario – Accreditation Status January 2019-December 2023
12. **Eastern College** – Halifax, Nova Scotia – Full Accreditation Status – January 2017-December 2021
13. **Georgian College** – Barrie, Ontario – Full Accreditation Status – January 2015-December 2019
14. **Fanshawe College of Applied Arts & Technology** – London, Ontario – Full Accreditation Status - January 2016 – December 2020
15. **Fleming College** – Peterborough, Ontario – Full Accreditation Status – January 2015-December 2019
16. **Humber Institute of Technology & Advanced Learning** – Toronto, Ontario – Accreditation Status – July 2017 –June 2022
17. **Keyin College** – Grand Falls-Windsor, Newfoundland – Accreditation Status – July 2018 – June 2021

18. **Keyin College** – St. John's, Newfoundland – Accreditation Status – January 2019 – December 2021
19. **Kingston Learning Centre** – Kingston, Ontario – Full Accreditation Status – January 2017 – December 2020
20. **La Cité collégiale** – Ottawa, Ontario – Accreditation Status - January 2018 – December 2022
21. **Lambton College** – Sarnia, Ontario – Accreditation Status – January 2018 – December 2022
22. **Manitoba Institute of Trades and Technology** – Winnipeg, Manitoba – Accreditation Status – January 2018 – December 2019
23. **Mohawk College of Applied arts and Technology** – Hamilton, Ontario – Accreditation Status – July 2018 – June 2023
24. **New Brunswick Community College** – Moncton, New Brunswick – Full Accreditation Status – July 2016-June 2021
25. **New Brunswick Community College** – Saint John, New Brunswick – Provisional Accreditation Status effective June 22, 2018
26. **Niagara College of Applied Arts and Technology** – Welland, Ontario – Accreditation Status – July 2017 – June 2022
27. **Norquest College** – Edmonton, Alberta – Accreditation Status – July 2017 – June 2022
28. **Nova Scotia Community College** – Dartmouth, Nova Scotia – Full Accreditation Status – July 2019 – June 2024
29. **Okanagan College** – Kelowna, British Columbia – Full Accreditation Status – January 2017-December 2020
30. **Oulton College** – Moncton, New Brunswick – Full Accreditation Status – January 2014 – December 2018. This program is now closed.
31. **Red Deer College** – Red Deer, Alberta – Accreditation Status – January 2018 – December 2022
32. **Robertson College** – Calgary, Alberta – Full Accreditation Status – January 2017 – December 2019
33. **Robertson College** – Winnipeg, Manitoba – Full Accreditation Status – January 2015 – December 2019
34. **Saskatchewan Polytechnic Saskatoon Campus** – Saskatoon, Saskatchewan – Accreditation Status – July 2017 – June 2022
35. **Selkirk College** – Castlegar, British Columbia – Accreditation Status – July 2018 – June 2020 (one year program); Provisional Accreditation Status effective June 22, 2019 (fifteen month program).
36. **Sheridan Institute of Technology and Advanced Learning** – Brampton, Ontario – Accreditation Status – July 2017 – June 2021
37. **St. Clair College of Applied Arts and Technology** – Windsor, Ontario – Accreditation Status – July 2017 – June 2020
38. **Stenberg College** – Kamloops, British Columbia – Accreditation Status – January 2018 – December 2022
39. **Stenberg College** – Surrey, British Columbia – Accreditation Status – July 2019 – December 2020

40. Vancouver Community College – Vancouver, British Columbia – Accreditation Status – July 2019 – June 2024

41. Westervelt College – London, Ontario - Conditional Accreditation Status – July 2019 – December 2020

International Pharmacy Technician Schools

1. College of North Atlantic – Doha, Qatar – International Accreditation Status – January 2019 - December 2023

PHARMACY TECHNICIAN SITE VISITS AND ACCREDITATION DECISIONS - 2018-2019

Canadian programs:

- ***Based on the reviews conducted during the Fall of 2018 the Board approved the following:***

Keyin College – St. John’s Campus, St. John’s NL

On December 17, 2018, the Pharmacy Technician Program of Keyin College, St. John’s Campus, has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a three year term, January 2019-December 2021.

CTS Canadian Career College – North Bay, ON

On December 17, 2018, the Pharmacy Technician Program of CTS Canadian Career College, North Bay, ON has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a five year period January 2019-December 2022.

Westervelt College – London, ON

On December 17, 2018, the Pharmacy Technician Program of Westervelt College, London, ON has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a five year period, January 1, 2019 – December 31, 2023.

On June 19, 2019, due to some irregularities, Westervelt College had their status changed to Conditional Accreditation from July 2019 – December 2020. A new self-study and site visit will take place in the fall of 2020.

Centennial College – Toronto, ON

On December 17, 2018, the Pharmacy Technician Program of Centennial College, Toronto, ON has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a five year period, January 1, 2019 – December 31, 2023.

Norquest College, Edmonton, AB

On December 17, 2018, the Pharmacy Technician Program of Norquest College, Edmonton, AB has been awarded an extension of their Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs to June 30, 2022.

- ***Based on the reviews conducted during the Spring of 2019, the Board approved the following:***

Algonquin Careers Academy, Ottawa ON

On June 19, 2019, the Pharmacy Technician Program of Algonquin Careers Academy, Ottawa, ON has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a three year period, July 1, 2019 –June 30, 2022.

Vancouver Community College, Vancouver, BC

On June 19, 2019, the Pharmacy Technician Program of Vancouver Community College, Vancouver, BC has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a five year period, July 1, 2019 –June 30, 2024.

Saskatchewan Polytechnic College, Saskatoon, SK

On June 19, 2019, the Pharmacy Technician Program of Saskatchewan Polytechnic College, Saskatoon, SK has been awarded and extension of their Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs to June 2022.

Nova Scotia Community College, Dartmouth, NS

On June 19, 2019, the Pharmacy Technician Program of Nova Scotia Community College, Dartmouth, NS has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a five year period, July 1, 2019 –June 30, 2024.

Stenberg College, Surrey, BC

On June 19, 2019, the Pharmacy Technician Program of Stenberg College in Surrey, BC has been awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs effective July 1, 2019 – December 2020.

REPORT OF THE PRESIDENT

Annual Board Meeting

June 19, 2019

I am honored to present the Canadian Council for Accreditation of Pharmacy Programs (CCCAP) President's report for the year 2018-19. Once again, CCAPP and its Board have accomplished tremendous work over the past year.

The number of pharmacy technician programs has remained stable over the last year, and still continues to demand considerable time and effort on the part of CCAPP. Among other initiatives this year, the new pharmacy technician accreditation standards were piloted in one school in the spring of 2019, which went very well and provided good feedback. The new standards will be used for the upcoming year.

New accreditation standards were also implemented for pharmacy programs this year and used during the visit of the University of Manitoba pharmacy degree program. Four schools will be visited next year and evaluated with these new standards.

The last year was also the first year of implementation of our Strategic Plan, which was developed under the great leadership of our Past President, Jeff Whissell. In response to this Plan, I had the pleasure to chair the Process Improvement Task Force which allowed CCAPP to review and improve some of its processes. Among other achievements, scorecards were created for both the pharmacy degree and pharmacy technician programs. As well, a Survey tool, which was initially developed by the University of Manitoba was adapted and used to get feedback on the standards upon site visits. I am also grateful to President Elect Iris Krawchenko, who chaired the International Accreditation Task Force. I wish to thank all the members of the task forces for their great work and support.

Finally, during 2018-19, members of the CCAPP Executive also met with leaders from AFPC, CSHP, NAPRA and PEBC with whom we had great discussions on topics of mutual interest.

That being said, all this work could not have been accomplished without the contribution of many people. I would like to recognize the very hard work of all the Board of Directors' members. A very special thank you as well to Cathy Schuster for all her work with Pharmacy Technician Programs. Finally, we are extremely grateful to members of all the Committees, Working Groups, and the survey teams who have contributed to CCAPP's successes in 2018-19.

On behalf of the Board, I wish to thank Dr. K. Wayne Hindmarsh, Professor and Dean Emeritus of the Leslie Dan Faculty of Pharmacy at the University of Toronto, who has

served as our Executive Director, and provided exemplary leadership and support to accomplish our mission. On a personal note, I am highly indebted to him for helping me with the presidency.

Finally, I would like to thank Jeff Whissell and Iris Krawchenko for serving as Past President and President-elect, respectively, over this past year. While Iris chaired, as mentioned, the International Accreditation Task Force, Jeff was involved with both Task Forces, sharing his experience, his expertise, and his well renowned humor.

It was an honor to serve as CCAPP President this past year. Thank you very much for your support and collaboration to improve the quality of pharmacy education in Canada.

A handwritten signature in cursive script, reading "Chantal Pharand".

Chantal Pharand, PharmD

REPORT OF THE EXECUTIVE DIRECTOR

Board Meeting – June 19, 2019

I am pleased to present the report of the Executive Director for 2018-2019. It has been my pleasure to serve CCAPP as your Executive Director for the past 9 years. I particularly want to thank our President, Chantal Pharand, the Executive, and Board Members for their support and leadership over this past year. A special thanks to Cathy Schuster for her superb leadership as Coordinator of Pharmacy Technician Programs. Cathy is someone the College staff rely on when 'things get tough' or when they simply need clarification to questions such as "what if"..!

Accreditation Activities – Canadian Degree Programs

There was one Canadian Pharmacy program reviewed this year – the University of Manitoba. This coming fall three schools will be having site visits – Dalhousie University, the University of Laval and the University of British Columbia. In March, the University of Toronto is scheduled for a visit

We were pleased to learn that the pharmacy program at Dalhousie University received approval for their entry-level PharmD program. All Canadian programs have now met the 2020 deadline.

Accreditation Activities – Pharmacy Technician Programs

This year 9 Pharmacy Technician site visits were conducted including Nova Scotia Community College (NSCC) which was our "pilot site" for the new Pharmacy Technician Standards. Their report was well written and they indicated the new Guidance Document was very helpful in addressing some of the Standards.

Stenberg College discussions which I shared with the board previously have been sorted out. They will no longer be placing students in their workplace for experiential.

The Accreditation Committee for Pharmacy Technician Programs (ACPTP); now the Pharmacy Technician Program Committee (PTPC) met on two occasions this past year (teleconferences) providing the office with guidance on accreditation recommendations. Two members of this Committee Ms. Bal Dhillon (Regulated Provinces representative) and Mr. Naeem Ladhani (CSHP representative) have completed six years and will be stepping down. Ms. Amy Marriott has been appointed as the CSHP replacement.

We maintained the 38 Canadian and 1 International Pharmacy Technician Programs over the past year. There have been discussions with three possible new programs but no documentation has been received to date.

A breakdown of the number of schools by province:

British Columbia	6
Alberta	5
Saskatchewan	1
Manitoba	2
Ontario	17
New Brunswick	3
Newfoundland	2
Nova Scotia	2
<u>International (CNA-Qatar campus)</u>	<u>1</u>
Total	39

Strategic Planning

We have moved forward on the initiatives of our Strategic Plan. The Task Force on Process Improvement met two times this year and the International Accreditation Task Force met three times. I wish to thank Chantal and Iris for their excellent leadership of these two committees. A number of the positive outcomes will be discussed during our meeting today.

International Activities

There were no formal visits to our international schools this year. In the fall, I was invited to Qatar University for their White Coat Ceremony and to give a research presentation. In April I was invited for a two day visit to Beirut Arab University to meet with the faculty and listen to presentations on their accomplishments.

I had the pleasure of meeting with the Chief Executive Officer and other members of the Australian Pharmacy Council while I was attending another meeting in Australia. Some of the processes they use might be useful for us and they have shared their documents. One of these documents has been adapted for use by our University and Pharmacy Technician visitation teams. They were interested in our scorecard for University programs.

CCAPP Member Relations

CCAPP continues to maintain positive relations with our member organizations and key stakeholders. This past year meetings were held with PEBC, NAPRA, AFPC and CSHP. We were not able to meet with CPhA during their annual meeting due to conflicting meeting schedules.

The MOU with NAPRA has yet to be finalized but discussions are ongoing.

Cathy and I were invited to the CPTEA meeting in Niagara-on-the Lake. I gave a short presentation on the CCAPP highlights and Strategic Planning. For the Best Practices session on June 7th, Cathy organized a roster of Pharmacy Technician Coordinators who presented on the following topics:

- A live-streamed, interactive intraprofessional activity; collaboration of UBC with 4 pharmacy technician programs in BC
- Pharmacy Technician education at a distance
- Competency Assessment and CompTracker
- Gaming in a Math Environment
- Mini OSPE's
- Development of a Pharmacy Education Tool
- COPD Inter-professional Student Led Pulmonary Rehabilitation
- A Good Catch.

In Conclusion

It has been a pleasure working under the leadership of President Chantal Pharand. We have had a great year! More importantly we were able to move a number of initiatives forward which has placed CCAPP in a better place than it was 12 months ago.

Respectfully submitted,



K. Wayne Hindmarsh
Executive Director
June 19, 2019

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 also 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.

In 2018-2019 there were 41 Canadian and 1 International Pharmacy Technician programs who have been granted accreditation status through CCAPP. Three of the Canadian schools closed this year – as indicated in the directory on page 11 of this report.

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” took effect in January 2018. The Faculty of Pharmacy and Pharmaceutical Science at the University of Alberta was the first school to be assessed with these Standards.

The Standards for Accreditation of Pharmacy Technician Programs in Canada (2012 and revised in July 2013, and 2014) have 16 standards within 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. A new set of Standards were approved in 2018 which will become effective July 1, 2019.

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 Pharmacy Technician Programs Committee (PTPC) 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 for university programs normally ends on December 31 of the specified year. The terms for pharmacy technician programs may end either June 30th or December 31.

STAGES OF ACCREDITATION

Pre-accreditation Stages

A new professional program at a pharmacy school may be granted one of two pre-accreditation awards, depending upon its stage of development. In the instance of a newly founded school, the program generally progresses through both statuses. The standards are similar to those used to review established programs, however, pre-accreditation involves, in large measure, documentation and verification of planning in accord with standards and provision of reasonable assurances for a quality outcome. A new or existing school that has been accepted as a member of the Association of Faculties of Pharmacy of Canada may be granted an accreditation award on the basis of a limited site visit and/or an institutionally prepared prospectus or academic plan.

Qualifying Accreditation

A new program that has no students enrolled but has appointed a dean or director may be granted qualifying accreditation. The granting of qualifying status 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.

Qualifying accreditation is generally permitted for up to four years, during which the program is expected to apply for provisional accreditation (provided the program has admitted students). A program that has held qualifying status for four years but has not admitted its first class of students will be withdrawn from the pre-accreditation process unless information is provided by the university to satisfy the board that the program is making progress toward actual initiation.

Qualifying Accreditation status brings no rights and privileges of accreditation. Full disclosure by the university of the term and conditions of this award is required. The program is required to apply for accreditation during the term of the Qualifying Accreditation award. If the program fails to apply for accreditation during the term of the Qualifying Accreditation award but goes on to admit and graduate students during that same time frame, the students are not considered to be graduates of an accredited program.

Provisional Accreditation

A new program that has students enrolled but has not graduated a class of students may be granted provisional accreditation. The granting of the provisional accreditation award denotes a developmental program that 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 designated as having provisional accreditation will be deemed by CCAPP to be graduates of an accredited program.

Accreditation Award Decisions

The CCAPP board of directors makes the accreditation decision. In arriving at a decision, the board considers the accreditation history of the Faculty; the application, the comprehensive internal review 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 regarding their accreditation review will occur only at the request of the board.

Accreditation

Initial or continued Accreditation status is granted for up to eight years if it has been demonstrated to the satisfaction of CCAPP that the program complies with accreditation standards, including the appropriateness of program goals, the adequacy of resources and organization to meet these goals, educational outcomes which indicate these goals are being met, and that plans and commitments are in place to provide reasonable assurance that these goals will continue to be met.

All programs receiving an Accreditation award are required to submit an interim progress report at some point over the duration of the accreditation period. The due date of this interim progress report will be specified in the accreditation award letter. The required interim report should cover the period of time since the last comprehensive internal review report and include: changes in the academic program; changes in the financial resources available to the Faculty; changes in the academic staff; steps taken to deal with deficiencies identified in the site visit evaluation report; and, progress made in the implementation of the approved strategic plan; and, progress toward achieving Accreditation Standards that were published since the last site visit.

Conditional Accreditation

Conditional Accreditation reflects that there are concerns about the progress in addressing requirements of the Standards. The timing of a Progress report will depend on the nature of the deficiencies. 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

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. The maximum term of Probationary Accreditation is eighteen months. An unannounced visit by CCAPP and Ministry officials may occur at any time during the probationary period at the program's expense.

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 or 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 pharmaceutical education". Hence, should a program receive probationary accreditation status, it is important that the University regularly seek CCAPP's advice on the appropriate course of action to be followed.

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.

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 chemists, etc).
- The accredited program is without a graduate for a period of one year and has no registrants for a new cohort to commence within the same 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 a program has received a Withdrawal of Accreditation award, the institution is required to submit a new request

for accreditation. The Dean 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, all Registrars of Canadian provincial pharmacy regulatory authorities, and the Provincial Ministry responsible for the school that a Withdrawal Accreditation award has been made.

SITE VISIT CYCLE

Site visits normally will be conducted any time over an eight year period (for University programs) or over a five year period (for Pharmacy Technician programs) for programs granted Accreditation or Conditional Accreditation. For programs on probationary accreditation, a site visit normally will be required prior to the restoration of Conditional Accreditation or Accreditation. Requests to defer a scheduled site visit will only be granted in exceptional circumstances, subsequent to a well-justified request from the university.

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.

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

“The Doctor of Pharmacy (or Baccalaureate of Science in Pharmacy) Program of the (name of pharmacy school) of the (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/Schools 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.

APPENDIX 2
THE CCAPP AUDITED FINANCIAL STATEMENT March 2019

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

March 31, 2019

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, 2019

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Chartered Professional Accountants, Licensed Public Accountants

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Independent Auditors' Report

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

Opinion

We have audited the financial statements of The Canadian Council for Accreditation of Pharmacy Programs (the Council), which comprise the statement of financial position as at March 31, 2019 and the statements of operations and changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of The Canadian Council for Accreditation of Pharmacy Programs as at March 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Council in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian 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.

In preparing the financial statements, management is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Council or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Council's financial reporting process.

Millard, DesLauriers & Shoemaker LLP

Chartered Professional Accountants, Licensed Public Accountants

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the Council'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 Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Millard, DesLauriers & Shoemaker LLP

Toronto, Canada
June 18, 2019

Chartered Professional Accountants, Licensed Public Accountants

The Canadian Council for Accreditation of Pharmacy Programs

Statement of Financial Position

As at March 31

2019

2018

Assets

Current

Cash	\$ 167,409	\$ 212,699
Accounts receivable	7,691	5,658
HST receivable	9,288	6,095
Prepaid expenses	12,644	6,007
Investments - current portion (Note 4)	336,481	-

533,513 230,459

Investments - long term portion (Note 4)

281,410 507,372

\$ 814,923 \$ 737,831

Liabilities

Current

Accounts payable and accrued liabilities (Note 5)	\$ 4,500	\$ 4,500
Deferred revenue	10,593	2,619
	15,093	7,119

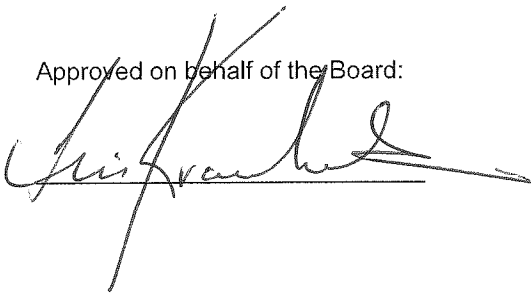
Equity

Unrestricted net assets

799,830 730,712

\$ 814,923 \$ 737,831

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

2019

2018

Revenue		
Accreditation fees	\$ 316,385	\$ 307,975
Membership fees	49,035	48,550
Grant	5,000	5,000
Investment income	12,553	6,334
	<u>382,973</u>	<u>367,859</u>
Expenses		
Administration fees	33,558	37,300
Insurance	8,993	9,061
Interest and bank charges	607	790
Meetings and travel	50,664	44,199
Office	15,430	16,614
Professional fees	7,145	4,650
Rent	13,200	13,200
Site visits	38,127	68,447
Special projects	7,760	35,182
Travel - Executive Director	13,528	16,710
Wages and employee benefits	124,843	120,903
	<u>313,855</u>	<u>367,056</u>
Excess of revenue over expenses	69,118	803
Unrestricted net assets, beginning of year	730,712	729,909
Unrestricted net assets, end of the year	<u>\$ 799,830</u>	<u>\$ 730,712</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

2019

2018

Cash flows from (for) operating activities		
Excess of revenue over expenses	\$ 69,118	\$ 803
Net changes in non-cash working capital balances related to operations:		
Investments	(110,520)	(5,651)
Accounts receivable	(2,033)	(683)
HST receivable	(3,194)	12,522
Prepaid expenses	(6,637)	7,027
Deferred revenue	7,974	-
	<u>(45,292)</u>	<u>14,018</u>
Cash flow from investing activities	<u>-</u>	<u>-</u>
Cash flow from financing activities	<u>-</u>	<u>-</u>
Increase (decrease) in cash for the year	(45,292)	14,018
Cash, beginning of the year	<u>212,699</u>	<u>198,681</u>
Cash, end of the year	<u><u>\$ 167,407</u></u>	<u><u>\$ 212,699</u></u>
Supplementary information		
Interest paid	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

See accompanying notes to the financial statements.

The Canadian Council for Accreditation of Pharmacy Programs

Notes to Financial Statements

March 31, 2019

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.

(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 (2018 - \$NIL).

(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, 2019

2. Significant Accounting Policies (continued)

(g) 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.

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 fulfil 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.

The Canadian Council for Accreditation of Pharmacy Programs

Notes to Financial Statements

March 31, 2019

3. Financial Risk Management (continued)

(c) Market Risk (continued)

(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.

4. Investments

	<u>2019</u>	<u>2018</u>
Guaranteed income certificates	\$ 617,891	\$ 507,372
Less: current portion	<u>336,481</u>	<u>-</u>
	<u>\$ 281,410</u>	<u>\$ 507,372</u>

The effective interest rate on the investments during the year varied from 1.04% to 2.50% (2018 - 1.20% to 2.00%). The average interest rate for the year was 2.23% (2018 - 1.25%). Interest accrued on the investments at year end amounted to \$7,691 (2018 - \$5,658).

5. Accounts Payable and Accrued Liabilities

Accounts payable and accrued liabilities consist of:

	<u>2019</u>	<u>2018</u>
Accounts payable and accrued liabilities	\$ 4,500	\$ 4,500
Government remittances	<u>-</u>	<u>-</u>
	<u>\$ 4,500</u>	<u>\$ 4,500</u>

The Canadian Council for Accreditation of Pharmacy Programs

Notes to Financial Statements

March 31, 2019

6. Capital Disclosures

The Council considers its capital to be the balance maintained in its Unrestricted Net Assets. The balance on March 31, 2019 is \$799,830 (2018 - \$730,712). 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.

7. Commitments

The Council leases its premises subject to a lease expiring June 30, 2021. Future minimum annual payments under the lease are as follows:

2020	13,200
2021	3,300