

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

Leslie Dan Faculty of Pharmacy, University of Toronto
1207 – 144 College St., Toronto, ON, Canada M5S 3M2
Phone (416) 946-5055 • Fax (416) 978-8511 • Website: www.ccapp.ca

ANNUAL REPORT

and

DIRECTORY OF ACCREDITED PROGRAMS

2020 - 2021



TABLE OF CONTENTS

	Page
Acknowledgements	4
CCAPP Mission, Vision and Goals	4
CCAPP Membership and Board of Directors 2020 - 2021	5
CCAPP Officers 2021 - 2021	5
Directory of CCAPP Accredited University Programs	6
University Site Visits and Accreditation Decisions 2020 - 2021	9
• University of Saskatchewan	9
• University of Waterloo	9
• University of Manitoba Interim Report	9
• International University Programs	9
Directory of CCAPP Accredited Pharmacy Technician Programs.....	10
Pharmacy Technician Site Visits and Accreditation Decisions 2020 - 2021	13
• Westervelt College, London, ON	13
• Fanshawe College, London, ON	13
• Anderson College, Mississauga, ON	13
• Stenberg College, Surrey, BC.....	13
• Okanagan College, Kelowna, BC.....	13
• Westervelt College, London, ON.	13
• Kingston Learning Centre, Kingston, ON.....	13
Report of the President – Dr. D. Edwards	14
Report of the Chief Executive Officer – Dr. K. Wayne Hindmarsh	17
Appendix 1 – The CCAPP Accreditation Program	19
• Introduction	
• Accreditation Standards	
• Significance of Accreditation	
• Accreditation as an Agent for Change	
The Accreditation Process (Degree and Technician Programs)	22
Accreditation Decision	23
Stages of Accreditation	24
• Pre-Accreditation	
• Qualifying Accreditation	
• Provisional Accreditation	



	Page
Accreditation Award Decisions.....	25
• Accreditation	
• Conditional Accreditation	
• Probationary Accreditation	
• Withdrawal of Accreditation	
Site Visit Cycle.....	26
Progress Report.....	26
Continuation of Accreditation Status.....	27
Reference to Accreditation Status	27
Implementation of New Standards	27
Appendix 2 – The CCAPP Audited Financial Statement 2020 - 2021.....	28

ACKNOWLEDGEMENTS

CCAPP acknowledges the 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 the Canadian Pharmacy Technician Educators Association position on the Board. A list of the accredited Colleges is found later in this report. In 2020-2021 there were 37 accredited programs across Canada and 1 international program.

Finally, CCAPP acknowledges, with sincere appreciation, the very generous support of the Pharmacy Examining Board of Canada (PEBC) in providing a grant in 2020 – 2021 for special CCAPP 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 2020 – 2021

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. Julee Joseph – Scarborough, ON

Canadian Society of Hospital Pharmacists

Dr. Curtis Harder – Victoria, BC

National Association of Pharmacy Regulatory Authorities

Mr. Sam Lanctin – Moncton, NB

Pharmacy Examining Board of Canada

Ms. Kendra Townsend – Regina, SK

CCAPP OFFICERS/STAFF 2020-2021

President – David Edwards

President-Elect – Nick Busing

Past President – Iris Krawchenko

Chief Executive Officer - 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, 2021 (Please note that as of July 2017, the term Full Accreditation 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. B. Flanagan

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 - 2021

Doctor of Pharmacy (entry-level) – Accreditation Status June 2020 - June 2026

Dalhousie University, Halifax, Nova Scotia

College of Pharmacy

President Dr. D. Saini

Director Prof. S. Mansour

Baccalaureate of Science in Pharmacy – Accreditation Status June 2020 - June 2024

Doctor of Pharmacy – Provisional Accreditation Status

Université Laval, Québec City, Québec

Faculté de pharmacie

Rectrice Dr. Sophie D'Amours

Doyenne Professor A. Dionne

Doctorat de premier cycle en pharmacie – Accréditation Status 2020 - 2024

The University of Manitoba, Winnipeg, Manitoba

College of Pharmacy

President Dr. M. Benarroch

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. V. Timmons
Dean Dr. Shawn Bugden

Baccalaureate in Pharmacy – Accreditation Status 2017 - 2022
Doctor of Pharmacy – Provisional Accreditation Status

Université de Montréal, Montréal, Québec
Faculté de pharmacie

Recteur Dr. Daniel Jutras
Doyen Dr. L. Lalonde

Doctorat de premier cycle en pharmacie – Accreditation Status 2018 - 2023

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

President Dr. P. Stoicheff
Dean Dr. J. Alcorn

Baccalaureate in Pharmacy – Accreditation Status 2017 - 2021
Doctor of Pharmacy – Accreditation Status 2021-2026

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

President Dr. M. Gertler
Dean Dr. L. Dolovich

Doctor of Pharmacy (Post Baccalaureate Program) – Accreditation Status 2020 - 2023
Doctor of Pharmacy (entry-level) – Accreditation Status 2020 - 2026

University of Waterloo, Waterloo, Ontario
School of Pharmacy

President Dr. F. Hamdullahpur
Director Dr.D. Edwards (until Dec. 2020)
Dr. A. Edginton (from Jan. 2021)

Doctor of Pharmacy – Accreditation Status 2021-2027



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 2020 - 2021

Canadian University Programs

University of Saskatchewan

An evaluation of the College of Pharmacy and Nutrition Doctor of Pharmacy Program at the University of Saskatchewan was conducted on February 1-3, 2021 (Virtual Visit).

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

On June 17, 2021 - *"The Doctor of Pharmacy Program of the College of Pharmacy and Nutrition at the University of Saskatchewan was awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a five-year term ending June 30, 2026."*

The College of Pharmacy and Nutrition will provide an Interim Progress Report by March 1, 2023, 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.

University of Waterloo

An evaluation of the Doctor of Pharmacy Program at the University of Waterloo was conducted on March 29-31, 2021 (Virtual Visit).

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

On June 17, 2021 - *"The Doctor of Pharmacy program of the School of Pharmacy at the University of Waterloo has been awarded Accreditation status by the Canadian Council for Accreditation of Pharmacy Programs for a six-year term ending June 30, 2027."*

The School of Pharmacy will provide an Interim Progress Report by March 1, 2022, 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 some specific Standards.

Interim Reports:

An interim report was received from the University of Manitoba, College of Pharmacy outlining the progress made on the partially/not met Standards identified during the on- site visit in 2019. The Board acknowledged the many achievements over the past two years.

International University Programs

There were no International University reviews conducted during 2020-2021.

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

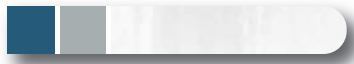
The following Colleges offer pharmacy technician programs that have been accredited by The Canadian Council for Accreditation of Pharmacy Programs. Included in each listing is the current accreditation award and term. The listing reflects the status of each program as of June 30, 2021. Please note that as of July 2017, the term Full Accreditation 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
Accreditation Status July 2021-June 2025
4. **Bow Valley College** – Calgary, Alberta
Accreditation Status January 2018 - December 2022
5. **CDI College** – Burnaby, British Columbia
Accreditation Status January 2020 - December 2021
6. **Centennial College** – Toronto, Ontario
Full Accreditation Status January 2019 - December 2023
7. **CHN College Inc.** – Winnipeg, Manitoba
Qualifying Accreditation effective June 2020
8. **Collège Communautaire du Nouveau-Brunswick** – Campbellton, New Brunswick
Accreditation Status January 2020 - December 2022
9. **CTS Canadian Career College** – North Bay, Ontario
Accreditation Status January 2019 - December 2023
10. **Eastern College** – Halifax, Nova Scotia
Full Accreditation Status – January 2017 - December 2021. Extension of Accreditation Status to June 30, 2022
11. **Georgian College** – Barrie, Ontario
Accreditation Status – January 2020 - December 2024
12. **Fanshawe College of Applied Arts & Technology** – London, Ontario
Accreditation Status to July 1, 2021-June 30, 2026
13. **Fleming College** – Peterborough, Ontario
Accreditation Status – January 2020 - December 2024
14. **Humber Institute of Technology & Advanced Learning** – Toronto, Ontario
Accreditation Status – July 2017 - June 2022



15. **Keyin College** – Grand Falls-Windsor, Newfoundland
Accreditation Status – July 2018 - December 2021
16. **Keyin College** – St. John's, Newfoundland
Accreditation Status – January 2019 - June 2022
17. **Kingston Learning Centre** – Kingston, Ontario
Probationary Status effective July 1, 2021
18. **La Cité Collégiale** – Ottawa, Ontario
Accreditation Status – January 2018 - December 2022
19. **Lambton College** – Sarnia, Ontario
Accreditation Status – January 2018 - December 2022
20. **Manitoba Institute of Trades and Technology** – Winnipeg, Manitoba
Provisional Accreditation Status (new 2 year program)
21. **Mohawk College of Applied Arts and Technology** – Hamilton, Ontario
Accreditation Status – July 2018 - June 2023
22. **New Brunswick Community College** – Moncton, New Brunswick
Full Accreditation Status – July 2016 - December 2021
23. **New Brunswick Community College** – Saint John, New Brunswick
Accreditation Status effective January 2020 - June 2023
24. **Niagara College of Applied Arts and Technology** – Welland, Ontario
Accreditation Status – July 2017 - June 2022
25. **Norquest College** – Edmonton, Alberta
Accreditation Status – July 2017 - June 2022
26. **Nova Scotia Community College** – Dartmouth, Nova Scotia
Accreditation Status – July 2019 - June 2024
27. **Okanagan College** – Kelowna, British Columbia
Accreditation Status – July 2021 - June 2023
28. **Red Deer College** – Red Deer, Alberta
Accreditation Status – January 2018 - December 2022
29. **Robertson College** – Calgary, Alberta
Accreditation Status – January 2020 - June 2022
30. **Saskatchewan Polytechnic Saskatoon Campus** – Saskatoon, Saskatchewan
Accreditation Status – July 2017 - June 2022
31. **Selkirk College** – Castlegar, British Columbia
Accreditation Status – July 2018 - June 2020 (one-year program);
Provisional Accreditation Status effective June 22, 2019 (fifteen-month program).



32. **Sheridan Institute of Technology and Advanced Learning** – Brampton, Ontario
Accreditation Status – July 2017 - June 2021
33. **St. Clair College of Applied Arts and Technology** – Windsor, Ontario
Accreditation Status – July 2017 - June 2022
34. **Stenberg College** – Kamloops, British Columbia
Accreditation Status – January 2018 - December 2022
35. **Stenberg College** – Surrey, British Columbia
Accreditation Status – July 2021 - June 2024
36. **Vancouver Community College** – Vancouver, British Columbia
Accreditation Status – July 2019 - June 2024
37. **Westervelt College** – London, Ontario
Accreditation Status – July 2021 - June 2026 (in-person Program). Qualifying Status (on-Line Program)

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 2020 - 2021

Canadian programs:

Based on a virtual review of the following Colleges, conducted during the Fall of 2020, the CCAPP Board approved the following:

Westervelt College – London, ON

On December 7, 2020, the Pharmacy Technician Program of Westervelt College, London, ON, be awarded Provisional Accreditation Status.

A new distance education Pharmacy Technician program being planned by Westervelt College was awarded Qualifying Accreditation Status.

Based on virtual reviews conducted in the Spring of 2021 the CCAPP Board approved the following:

Fanshawe College – London, ON

On June 17, 2021, the Pharmacy Technician Program of Fanshawe College, London, ON, be awarded Accreditation Status for 5 years from July 2021-June 2026, with the following condition(s):

That a progress report on the Unmet and Partially Met Standards be submitted by March 1, 2023.

Anderson College – Mississauga, ON

On June 17, 2021, the Pharmacy Technician Program of Anderson College, Mississauga, ON, be awarded Accreditation Status for 4 years from July 2021-June 2025 with the following condition(s):

That a progress report on the Partially Met Standards be submitted by March 1, 2023.

Stenberg College, Surrey Campus, BC

On June 17, 2021, the Pharmacy Technician Program of Stenberg College – Surrey, BC, be awarded Accreditation Status for 3 years from July 2021-June 2024 with the following condition(s):

That a progress report on the Unmet and Partially Met Standards be submitted by March 1, 2022.

Okanagan College – Kelowna, BC

On June 17, 2021, the Pharmacy Technician Program of Okanagan College, Kelowna, BC be awarded Accreditation Status for two years, July 2021-June 2023 with the following conditions(s):

That a progress report on the Unmet and Partially Met Standards be submitted by March 1, 2022.

Westervelt College – London, ON

On June 17, 2021, the Pharmacy Technician Program of Westervelt College, London, ON be awarded Accreditation Status for five years, July 2021-June 2026 with the following condition(s):

That a progress report be submitted by March 1, 2023.

Kingston Learning Centre – Kingston, ON

On June 17, 2021, the Pharmacy Technician Program of Kingston Learning Centre, Kingston, On, be placed on Probationary Status.



REPORT OF THE PRESIDENT

Annual Meeting - June 17, 2021

It has been an honour for me to serve as the President of CCAPP during 2020-21. This has been perhaps the most unusual year in CCAPP history with no face-to-face meetings for the Board or for any of our committees. In addition, all site visits have been conducted virtually. Despite the challenges that the COVID pandemic has posed, I believe that CCAPP has adapted well thanks to the flexibility and creativity of our CEO Dr. Wayne Hindmarsh, the excellent support from Ms. Cathy Shuster, and the dedication of all members of the Board.

Summary of Activities

I am pleased to report that CCAPP was able to continue our fundamental work related to the accreditation of pharmacy and pharmacy technician programs in 2020-21. With travel and other restrictions in place, the organization was able to develop a process for virtual site visits and successfully employed that strategy to review 5 pharmacy technician programs and 2 university programs. I was able to participate as a member of the site visit team for one of the PT programs and was on the other side of the table as a participant in the CCAPP review of the University of Waterloo program. From my perspective, the virtual site visits were quite effective. Faculty, staff and students appeared to be highly engaged in the new process with the biggest challenge relating to the evaluation of physical facilities and resources available to programs without being able to be present on site.

The CCAPP Executive Committee met 5 times throughout 2020-21 (August, November, December, February, and May) and the Board met in June, December, and March. The following actions are highlighted:

- Continued development and approval of Board policies: A new remuneration policy was approved in March and a revised policy related to Code of Conduct will be reviewed at the June 2021 meeting. A policy related to Information Management is also under development pending input from ACPE who are also revising their current policy.
- At the suggestion of last year's Board, a Board Orientation Manual was developed and used to orient new members during 2020-21.
- Delay in strategic planning: The current CCAPP strategic plan is scheduled to expire in 2021. It was expected that discussions to develop a new strategic plan for the organization would take place in winter 2021 but the Executive Committee recommended to the Board that this be postponed until such time as travel restrictions are lifted and it becomes feasible to schedule in person strategic planning sessions. At this time, it appears that we will be able to resume strategic planning in late 2021 or early 2022.
- The Board approved the 2021-22 budget in March with a 0% increase in fees. CCAPP is in an excellent financial position as a result of the prudent fiscal management of the CEO along with a significant reduction in costs in 2020-21 mainly due to decreased costs associated with travel restrictions during the pandemic.
- In response to inquiries from CPTEA, the Board confirmed its position that students enrolled in pharmacy technician programs are expected to complete all experiential requirements outlined in the accreditation standards for the 2020-21 academic year.

In 2018, CCAPP established an International Accreditation Resource and Strategy Task Force, chaired by Past-President Iris Krawchenko. This committee has recommended a number of changes to the CCAPP website to clarify the requirements and implications for Canadian licensure of graduates from programs receiving "International Accreditation". Dr. Hindmarsh and I met with the President and the Executive Director of NAPRA on April 12, 2021, to discuss this issue and we agreed to continue to maintain an open dialog as CCAPP moves towards resuming activities in this area. This will be discussed further at the June 2021 Board meeting, and I would like to thank Iris for her strong leadership of this committee.



In addition to those meetings mentioned earlier in this report, I attended the following additional meetings in my role as CCAPP President:

- Committee on Accreditation of Canadian Medical Schools, September 2, 2020. This meeting involved an exchange of thoughts and ideas regarding how best to conduct program accreditation and site visits in the face of travel restrictions during the pandemic
- Pharmacy Technician Program Committee, November 12, 2020. Thanks to committee chair Julee Joseph for inviting me to attend this excellent and informative meeting.
- Colleges Ontario, May 18, 2021. This meeting was requested by Colleges Ontario to discuss ongoing challenges that some pharmacy technician programs are continuing to have during the pandemic related to experiential education. Representatives from the colleges provided an overview of a proposal that would introduce additional simulations and scenarios into the curriculum to better prepare students for entry into the workplace. CCAPP representatives responded positively to this initiative but reiterated CCAPP's position that the experiential education requirements outlined in the standards are minimal expectations to allow graduates to meet competencies and that simulations do not exempt students from completing these experiential requirements. Both parties agreed to continue discussions and additional meetings are being planned for late June or July.
- Canadian Pharmacy Education and Research Conference (CPERC), June 9, 2021. I presented an update on current and future CCAPP activities to a virtual audience of AFPC faculty and staff members.

With respect to CCAPP administration, it was recognized in 2020 that additional administrative support was needed to support the work of CEO Dr. Wayne Hindmarsh. Rather than hire an additional part-time employee, the CEO identified and hired Megram Consulting Services, a full-service association management company based in Ontario, to provide administration services to CCAPP. This arrangement appears to be working well and will be more fully utilized in the post-pandemic future when we resume CCAPP activities such as in-person committee meetings and site visits.

Acknowledgements

Two board members will complete their terms on the CCAPP Board at the conclusion of the 2021 Board meeting. Mr. Sam Lanctin has served as the NAPRA representative for the past 5 years and has done a superb job of bringing forward issues and concerns from NAPRA. Sam has been an active participant in meetings of the Board as well as being a member of the International Accreditation Resource and Strategy Task Force. Sam is stepping down from his current role as Registrar with the New Brunswick College of Pharmacists and I thank him for his service to CCAPP and wish him well in the next phase of his career. Dr. Chantal Pharand has represented AFPC over the past 6 years including serving as CCAPP President in 2018-19 and a member of the Executive Committee from 2017-2020. Among her many accomplishments during her time on the Board, Chantal led the development of the scorecard for Pharmacy and Pharmacy Technician programs. Thank you for your dedicated support of CCAPP over the past six years, Chantal!

I would like to thank the Executive Committee for their hard work over the past year under trying circumstances. It has been a pleasure for me to work with Dr. Nick Busing as our incoming President. His perspective as a non-pharmacy member of the Board has been refreshing and most welcome. I have also very much valued the guidance that Past-President Iris Krawchenko has provided based on her experience as President. Thanks for always being available and sharing your knowledge, Iris.

We have dealt with several issues that relate to pharmacy technician programs over the past year and it has been extremely helpful to be able to turn to Ms. Cathy Shuster for advice. Cathy's experience and expertise related to the education of pharmacy technicians has been invaluable in addressing some of the unique challenges associated with pharmacy technician education during COVID.



CCAPP has been very fortunate to have been led by CEO Dr. Wayne Hindmarsh for many years and I believe that it was hugely beneficial for this organization to have had such an experienced leader during the past year. As a faculty member and Dean at two different pharmacy programs during his academic career, Wayne had the opportunity to learn from a wide range of experiences including the 2003 SARS outbreak which also disrupted pharmacy education in Canada. He led our transition to virtual site visits while also addressing a number of other issues unique to accreditation during the time of COVID. It was a valuable learning experience for me to be able to meet with Wayne bi-weekly over the past year. Thank you, Wayne, for your generosity in sharing your time and knowledge and making it easy for me to do my job as President.

Last but certainly not least, a big thank you to all of our Board members for your continued support of the mission of CCAPP. All of you hold down other positions related to pharmacy practice, regulation or education and you have all had to deal with a huge increase in your professional workload while in many cases also coping with additional personal challenges brought by the pandemic. Despite this unprecedented situation, your support for CCAPP has not wavered even a bit and as President, I thank you for your continuing commitment to the success of our organization.

Respectfully Submitted,

David Edwards
CCAPP President 2020-2021



REPORT OF THE CEO

Board Meeting - June 17, 2021

Who would have thought that the COVID pandemic would still be with us in the summer of 2021? At the June 2020 meeting we optimistically thought we could be back to normal by January of 2021. Unfortunately, that was not the case!

During the June 2020 Board meeting, a number of pharmacy technician accreditation awards were extended with the hope they would occur in 2021. The importance of maintaining the schedule of visits required conducting visits virtually during the 2020-2021 year.

Five Pharmacy Technician and two University Pharmacy programs were reviewed virtually. While the virtual mode of review worked reasonably well, there were some drawbacks: getting a good sense of the physical facilities, debriefing and socializing with the team members (who put considerable time and energy into the visits), adjusting for time changes across the country, and sitting in front of a computer screen for most of the day (for technician visits) or days (university visits).

Accreditation Activities – Canadian Degree Programs

The accreditation visits for the University of Saskatchewan and the University of Waterloo were held in February and March respectively. The faculty of both programs were able to respond to our written reports in an expeditious manner, allowing us to have their response in time for determination of their accreditation award at today's meeting.

There is one University program to be reviewed in 2021-2022 – Memorial.

Accreditation Activities – Pharmacy Technician Programs

The Pharmacy Technician programs reviewed this past year included: Westervelt College (London, ON), Stenberg College (Surrey, BC), Anderson College (Mississauga, ON), Fanshawe College (London, ON) and Okanagan College (Kelowna, BC).

This next year there are a possible 15 Pharmacy Technician programs to be reviewed.

Preparing self-studies is still a challenge for some of the Pharmacy Technician Programs. Although we provide a Guidance document, it may be necessary to consider some changes to the Standards document to assure we get the required information 'up front'. During the exit report a list of missing information is shared with the coordinator and College management team. Often, we are told they have that information. Providing it after the visit and adjusting our responses to the 'partially met' or 'not met' standards is time-consuming and not something our teams should have to do.

A breakdown of the number of schools by province:

British Columbia	6
Alberta	4
Saskatchewan	1
Manitoba.....	2
Ontario	17
New Brunswick.....	3
Newfoundland.....	2
Nova Scotia	2
International (CNA-Qatar campus).....	1
Total.....	38 (37 Canadian and 1 International)



International Activities

There were no formal visits of our international schools during 2020-2021. Our contact with them was through e-mail and their annual follow-up report.

President Edwards and I met (Zoom meeting) with the Executive Director and President of NAPRA in April. In early June, our President, Dr. Dave Edwards, provided an update on CCAPP activities at the Canadian Pharmacy Education and Research Conference (AFPC) virtual meeting, and I provided an update to the Canadian Pharmacy Technician Educators Association (CPTEA) membership (virtually). Unfortunately, meetings with the other member organizations were not possible.

Megram Consulting Services Ltd

During our budget planning for 2020-2021, approval was given to hire part-time support for the CCAPP office. On further reflection we reached out to Megram Consulting Services and found they could assist us in more ways than possible with a single part-time hire. We signed on with them in September and the working relationship has been excellent. Our 'point person' is Kayla Wright, a Senior Association Manager. Megram has provided us with secretarial, financial and website development/management services. The French portion of our website was recently completed. Our thanks to Canadian Heritage (Government of Canada) for their financial support, which partially offset the costs associated with the translation.

In Conclusion

As we move into the 2021-2022 year, we are hopeful we can move on some of the issues we had to defer - particularly strategic planning, the process for renewal of the pharmacy accreditation standards, the quality of virtual learning, and pharmacy technician self-study reports.

I wish to thank President Edwards, the Executive and Board for your excellent leadership during this unusual year. Some challenging issues were 'put on our plate'. It has indeed been a privilege working with all of you. A special thank you to Cathy Schuster for her superb leadership as our Pharmacy Technician Coordinator and to Kayla Wright for assistance with office support.

Sadly, two members of the Board will be leaving us at the end of today: Dr. Chantal Pharand and Sam Lanctin. Thank you for your many contributions to CCAPP as a member of the Board, a member on site visitations, and your involvement in committee work. Now that we are familiar with your strengths, don't be surprised if we call on you in the future for other duties! I wish you the best!

Respectfully submitted,

K. Wayne Hindmarsh
Chief Executive Officer



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. With the exception of Quebec, 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. In June 2019 the title of Executive Director was replaced with Chief Executive Officer.

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 2020-2021 there were 37 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” took effect in January 2018. The Faculty of Pharmacy and Pharmaceutical Science at the University of Alberta was the first school to be assessed utilizing 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. New Standards were approved in 2018 which became effective July 1, 2019. There was an increase in the number of Standards from 16-25 under three main components – Academic Program, Governance and Program Management and Resources.

Accreditation standards reflect those professional and educational attributes identified by the Council as essential to the professional program in a pharmacy school or technician program. The standards embrace the philosophy that graduates should have acquired general and special knowledge; general to avoid the constraints of a too narrow 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, A Standards Committee is charged with the responsibility of ensuring that its accreditation standards reflect contemporary pharmacy/pharmacy technician practice and pharmaceutical knowledge.

It is also necessary to guard against specifying too narrowly what must be included in the actual curriculum. Each pharmacy/pharmacy technician school must be free to develop its program taking advantage of local opportunities and within the context of its own university/school 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, pharmacy technician programs, students and prospective students, licensing and examination bodies, the profession of pharmacy, and the general public.



For pharmacy programs and their universities/schools 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/school 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

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 CEO 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 CEO 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 CEO.

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 CEO 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 completing the site visit. 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 prior to the board meeting when their school will be discussed. Upon receipt of written comments from the Dean/Director, the CEO prepares a final report. The final report and any additional information about progress related to the Standards are submitted to the CCAPP Board.



Step 4: The Accreditation Award Decision

The CCAPP Board reviews the final report and decide 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 and the 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 CEO, and a Pharmacy Technician Coordinator from another program and/or a member of the Pharmacy Technician Programs Committee. 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 a proposed accreditation status for consideration by the CCAPP board of directors.
 - The board of directors decide 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 considered 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 CEO 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 or pharmacy technician program.

PROGRESS REPORT

The CCAPP CEO 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 2021



Financial Statements

The Canadian Council for Accreditation of
Pharmacy Programs

March 31, 2021

Contents

	Page
Independent Auditor's Report	1 - 2
Statement of Operations and Changes in Net Assets	3
Statement of Financial Position	4
Statement of Cash Flows	5
Notes to the Financial Statements	6 - 9

Independent Auditor's Report

Grant Thornton LLP
Suite 400
295 The West Mall
Toronto, ON
M9C 4Z4

T +1 416 599 7255
F +1 416 599 7268
www.GrantThornton.ca

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, 2021, 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 organization as at March 31, 2021, and its financial performance 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 Auditor's 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.

Auditor's 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 auditor's 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 judgment 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 audit 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 auditor's 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 auditor's 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.

Grant Thornton LLP

Toronto, Canada
June 17, 2021

Chartered Professional Accountants
Licensed Public Accountants

The Canadian Council for Accreditation of Pharmacy Programs

Statement of Operations and Changes in Net Assets

Year ended March 31

2021

2020

Revenue		
Accreditation fees	\$ 320,693	\$ 331,605
Membership fees	51,500	50,000
Interest income	9,215	6,508
Grant	5,900	5,000
	<u>387,308</u>	<u>393,113</u>
Expenses		
Administration fees	43,549	36,243
Insurance	7,635	8,898
Interest and bank charges	1,026	621
Meetings and travel	2,638	65,007
Office	8,703	16,871
Professional fees	4,815	5,318
Rent	14,100	13,200
Site visits	11,713	102,193
Travel - Executive Director	614	10,967
Wages and employee benefits	134,935	130,436
	<u>229,728</u>	<u>389,754</u>
Excess of revenue over expenses	157,580	3,359
Unrestricted net assets, beginning of year	<u>803,189</u>	<u>799,830</u>
Unrestricted net assets, end of year	<u>\$ 960,769</u>	<u>\$ 803,189</u>

See accompanying notes to the financial statements.

The Canadian Council for Accreditation of Pharmacy Programs

Statement of Financial Position

March 31 2021 2020

Assets

Current

Cash	\$ 136,165	\$ 71,405
Short-term investments (Note 3)	101,626	283,359
Accounts receivable	5,827	5,911
HST receivable	3,249	2,063
Prepaid expenses	8,333	6,596

255,200 369,334

Investments (Note 3) 734,079 442,820

\$ 989,279 \$ 812,154

Liabilities

Current

Accounts payable and accrued liabilities	\$ 6,115	\$ 5,000
Deferred revenue	22,395	3,965

28,510 8,965

Net assets

Unrestricted net assets 960,769 803,189

\$ 989,279 \$ 812,154

Lease commitments (Note 5)

Impact of COVID-19 (Note 7)

Approved on behalf of the Board of Directors:

Nick Busing

Director

The Canadian Council for Accreditation of Pharmacy Programs

Statement of Cash Flows

Year ended March 31	2021	2020
Increase (decrease) in cash		
Operating		
Excess of revenue over expenses	\$ 157,580	\$ 3,359
Change in non-cash working capital items		
Accounts receivable	84	1,780
HST receivable	(1,186)	7,225
Prepaid expenses	(1,737)	6,048
Accounts payable and accrued liabilities	1,115	500
Deferred revenue	<u>18,430</u>	<u>(6,628)</u>
	174,286	12,284
Investing		
Purchase of investments (net)	<u>(109,526)</u>	<u>(108,288)</u>
Increase (decrease) in cash	64,760	(96,004)
Cash		
Beginning of year	<u>71,405</u>	<u>167,409</u>
End of year	<u>\$ 136,165</u>	<u>\$ 71,405</u>

See accompanying notes to the financial statements.

The Canadian Council for Accreditation of Pharmacy Programs

Notes to the Financial Statements

March 31, 2021

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, and now operates under the Canada Not-for-profit Corporations Act. The Council is exempt from income taxes under Part I of the Income Tax 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

Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Cash

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

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.

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 (2020 - \$Nil).

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.

Accreditation and membership fees are recognized in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. These fees are deferred based on the date of the accreditation and membership year.

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

The Canadian Council for Accreditation of Pharmacy Programs

Notes to the Financial Statements

March 31, 2021

2. Significant accounting policies (continued)

Use of 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.

Financial instruments

The Council considers any contract creating a financial asset, liability or equity instrument as a financial instrument. The Council accounts for the following as financial instruments:

- cash
- short-term investments
- accounts receivable
- HST receivable
- investments
- accounts payable

A financial asset or liability is recognized when the Council becomes party to contractual provisions of the instrument.

Financial assets or liabilities obtained in arm's length transactions are initially measured at their fair value. In the case of a financial asset or liability not being subsequently measured at fair value, the initial fair value will be adjusted for financing fees and transaction costs that are directly attributable to its origination, acquisition, issuance or assumption.

The Council subsequently measures all of 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; investments in equity instruments that are not quoted in an active market, which are measured at cost less any reduction for impairment; derivative contracts, which are measured at fair value; and certain financial assets and financial liabilities which the Council has elected to measure at fair value. Changes in fair value are recognized in net income.

3. Investments

	<u>2021</u>	<u>2020</u>
Guaranteed income certificates maturing within one year	\$ 101,626	\$ 283,359
Guaranteed income certificates maturing after one year	<u>734,079</u>	<u>442,820</u>
	<u>\$ 835,705</u>	<u>\$ 726,179</u>

The Canadian Council for Accreditation of Pharmacy Programs

Notes to the Financial Statements

March 31, 2021

3. Investments (continued)

The effective interest rates on the investments at year end varies from 0.50% to 2.10% (2020 - 0.70% to 1.85%) and have maturity dates ranging between December 2021 to June 2024. The average interest rate for the year was 1.18% (2020 - 0.97%).

Interest accrued on the investments at year end amounted to \$5,827 (2020 - \$5,911) and is shown as accounts receivable on the Statement of Financial Position.

4. Capital disclosures

The Council considers its capital to be the balance maintained in its Unrestricted Net Assets. The balance on March 31, 2021 is \$960,769 (2020 - \$803,189). 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.

5. Lease commitments

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

2022	\$ 14,400
2023	<u>3,600</u>
	<u>\$ 18,000</u>

6. Financial instruments

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.

The Canadian Council for Accreditation of Pharmacy Programs

Notes to the Financial Statements

March 31, 2021

6. Financial instruments (continued)

(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. The Council is not exposed to currency and other price risk.

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 exposed to interest rate risk on its fixed term investments.

7. Impact of COVID-19

As of March 11, 2020, the World Health Organization declared a global pandemic (the "pandemic") as a result of the spread of COVID-19. Since that time, the spread of COVID-19 has severely impacted many local economies around the globe. In many countries, including Canada, businesses are being forced to cease or limit operations for long or indefinite periods of time. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

The duration and impact of the pandemic, as well as the effectiveness of government and central bank responses remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position of the Council for future periods.

Management considers the impact of the pandemic on the Council to be low as the Council continues to collect accreditation and membership fees. Management continues to monitor the potential impacts of the pandemic to the Council and will respond accordingly.
