

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

2021 - 2022





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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 Educator position on the Board. A list of the accredited Colleges is found later in this report. In 2021-2022 there were 36 accredited Pharmacy Technician 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 2021 – 2022 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 2021 – 2022

Association of Faculties of Pharmacy of Canada

Dr. Marie-France Beauchesne – 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

Ms. Tana Yoon – Calgary, AB

Pharmacy Examining Board of Canada

Ms. Kendra Townsend – Regina, SK

CCAPP OFFICERS/STAFF 2021-2022

President – Nick Busing

President-Elect – Curtis Harder

Past President – David Edwards

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, 2022.

Canadian Programs

University of Alberta, Edmonton, Alberta

Faculty of Pharmacy and Pharmaceutical Sciences

President Dr. B. Flanagan

Dean Dr. C. Hughes (Interim)

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

The University of British Columbia, Vancouver, British Columbia

Faculty of Pharmaceutical Sciences

President Dr. S. J. Ono

Dean Dr. M. Coughtrie

Doctor of Pharmacy (Post-Baccalaureate) - Full Accreditation Status 2013 - 2021

Doctor of Pharmacy (Entry-Level) – Accreditation Status 2020 - 2026

Dalhousie University, Halifax, Nova Scotia

College of Pharmacy

President Dr. D. Saini

Director Prof. S. Mansour

Baccalaureate of Science in Pharmacy - Accreditation Status 2020 - 2024

Doctor of Pharmacy – Provisional Accreditation Status 2020 -

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 - 2022

Doctor of Pharmacy Program – Provisional Accreditation Status 2019 -



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 - 2021
Doctor of Pharmacy Program - Accreditation Status 2022 - 2027

Université de Montréal, Montréal, Québec
Faculté de pharmacie

Recteur Dr. Daniel Jutras
Doyen Dr. S. de Denus

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

University of Ottawa, Ottawa, Ontario
l'École des sciences pharmaceutiques

President Dr. B. Tsutsui
Dean Dr. Daniel Figey

Doctorat de premier cycle en pharmacie – Qualifying Accreditation Status 2022 -

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

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

Baccalaureate in Pharmacy - Accreditation Status 2017 - 2022
Doctor of Pharmacy Program (PharmD). – 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. V. Goel
Director Dr. A. Edginton

Doctor of Pharmacy (PharmD) – 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 - 2023

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 - 2023

King Abdulaziz University, Jeddah, SA

Faculty of Pharmacy

President Dr. A.O.Al-Youbi

Dean Dr. 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. F. Alali (Acting)

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

Memorial University

An evaluation of the Doctor of Pharmacy Program at the School of Pharmacy at Memorial University of Newfoundland was conducted on January 24-26, 2022 (Virtual Visit),

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

On June 16, 2022 - *"The Doctor of Pharmacy Program of the School of Pharmacy at Memorial University was awarded Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs for a five-year term ending 2027"*.

The School of Pharmacy will provide an Interim Progress Report by March 1, 2024, 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.

Université d'Ottawa

An application for a new pharmacy program at the Université d'Ottawa was received. This is a new program slated to begin in September 2023.

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

On June 16, 2022 - *"The Doctorat de premier cycle en pharmacie (PharmD) of the l'École des sciences pharmaceutiques at the Université d'Ottawa has been awarded Qualifying Accreditation Status by the Canadian Council for Accreditation of Pharmacy Programs."*

The l'École des sciences pharmaceutiques will be required to apply for Provisional Accreditation Status when their first cohort of students has been admitted.

Interim Reports:

Interim Reports were received from Dalhousie University, Université Laval, University of British Columbia and the University of Toronto. The Board acknowledged the achievements of each program in addressing the Standards that were deemed Partially or Not Met at the time of their last site visit.

International University Programs

There were no International University reviews conducted during 2021-2022.

Yearly reports are required outlining 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, 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, 2022.

Canadian Pharmacy Technician Programs

1. **Algonquin Careers Academy – Ottawa, Ontario**
Accreditation Status – July 2022 - June 2027
2. **Algonquin Careers Academy – Mississauga, Ontario**
Accreditation Status – July 2022 - June 2027
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 2021 - June 2027
6. **Centennial College – Toronto, Ontario**
Accreditation Status January 2019 - December 2023
7. **Collège Communautaire du Nouveau-Brunswick – Campbellton, New Brunswick**
Accreditation Status – January 2020 - December 2022
8. **CTS Canadian Career College – North Bay, Ontario**
Accreditation Status – January 2019 - December 2023
9. **Eastern College – Halifax, Nova Scotia**
Accreditation Status – July 2022 - June 2027
10. **Georgian College – Barrie, Ontario**
Accreditation Status – January 2020 - December 2024
11. **Fanshawe College of Applied Arts & Technology – London, Ontario**
Accreditation Status – July 2021 - June 2026
12. **Fleming College – Peterborough, Ontario**
Accreditation Status – January 2020 - December 2024
13. **Humber Institute of Technology & Advanced Learning – Toronto, Ontario**
Accreditation Status – July 2022 - June 2027
14. **Keyin College – Grand Falls-Windsor, Newfoundland**
Accreditation Status – January 2022 - June 2025
15. **Keyin College – St. John's, Newfoundland**
Accreditation Status – July 2022 - June 2024

- 
16. **Kingston Learning Centre – Kingston, Ontario**
Probationary Status effective July 1, 2021
 17. **La Cité Collégiale – Ottawa, Ontario**
Accreditation Status – January 2018 - December 2022
 18. **Lambton College – Sarnia, Ontario**
Accreditation Status – January 2018 - December 2022
 19. **Manitoba Institute of Trades and Technology – Winnipeg, Manitoba**
Provisional Accreditation Status – June 2020 (new 2- year program)
 20. **Mohawk College of Applied arts and Technology – Hamilton, Ontario**
Accreditation Status – July 2018 - June 2023
 21. **New Brunswick Community College – Moncton, New Brunswick**
Accreditation Status – January 2022 - June 2027
 22. **New Brunswick Community College – Saint John, New Brunswick**
Accreditation Status – January 2020 - June 2023
 23. **Niagara College of Applied Arts and Technology – Welland, Ontario**
Accreditation Status – July 2022 - June 2027
 24. **Norquest College – Edmonton, Alberta**
Accreditation Status – July 2022 - June 2027
 25. **Nova Scotia Community College – Dartmouth, Nova Scotia**
Accreditation Status – July 2019 - June 2024
 26. **Okanagan College – Kelowna, British Columbia**
Accreditation Status – July 2021 - June 2023
 27. **Red Deer College – Red Deer, Alberta**
Accreditation Status – January 2018 - December 2022
 28. **Robertson College – Calgary, Alberta**
Accreditation Status – July 2022 - June 2025
 29. **Saskatchewan Polytechnic Saskatoon Campus – Saskatoon, Saskatchewan**
Accreditation Status – July 2022 - June 2027
 30. **Selkirk College – Castlegar, British Columbia**
Accreditation Status – January 2022 - June 2025
 31. **Sheridan Institute of Technology and Advanced Learning – Brampton, Ontario**
Accreditation Status – January 2022 - June 2027
 32. **St. Clair College of Applied Arts and Technology – Windsor, Ontario**
Accreditation Status – July 2022 - June 2025
 33. **Stenberg College – Kamloops, British Columbia**
Accreditation Status – January 2018 - December 2022



34. **Stenberg College – Surrey, British Columbia**
Accreditation Status – July 2021 - June 2024
35. **Vancouver Community College – Vancouver, British Columbia**
Accreditation Status – July 2019 - June 2024
36. **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 2021 - 2022

Canadian programs:

Based on the reviews of the Pharmacy Technician Programs visited before the December 2021 CCAPP Board Meeting the following were approved:

Selkirk College – Castlegar, BC

On December 15, 2021, the Pharmacy Technician Program of Selkirk College, Castlegar, BC, be awarded Accreditation Status for 3.5 years from January 2022 - June 2025 with the following condition(s).

- That a progress report be submitted by January, 2023.

Keyin College – Grand Falls – Windsor, NL

On December 15, 2021, the Pharmacy Technician Program of Keyin College, Grand Falls- Windsor, NL be awarded accreditation Status for 3.5 years from January 2022 - June 2025, with the following condition(s).

- That a progress report be submitted by January, 2023.

Sheridan College – Brampton, ON

On December 15, 2021, the Pharmacy Technician Program of Sheridan College, Brampton, ON, be awarded Accreditation Status for 5.5 years from January 2022 - June 2027 with the following condition(s):

- That a progress report be submitted by January, 2024.

New Brunswick Community College – Moncton, NB

On December 15, 2021, the Pharmacy Technician Program of New Brunswick Community College, Moncton, NB, be awarded Accreditation Status for 5.5 years from January 2022 - June 2027 with the following condition(s):

- That a progress report be submitted by January, 2024.

Kingston Learning Center – Kingston, ON

On December 15, 2021, the Pharmacy Technician Program of Kingston Learning Center, Kingston, ON, be awarded Probationary Status until December 2022 with the following condition(s):

- That a progress report be submitted by June, 2022.

CDI Burnaby College – Burnaby, BC

On December 15, 2021, the Pharmacy Technician Program of CDI Burnaby College, Burnaby, BC, be awarded Accreditation Status for 5.5 years from January 2022 - June 2027 with the following condition(s):

- That a progress report be submitted by January, 2024.



Based on the reviews of the Pharmacy Technician Programs visited before the June 2022 CCAPP Board Meeting the following were approved:

Keyin College, St. Johns, NL

On June 16, 2022, the Pharmacy Technician Program of Keyin College, St. Johns, NL, be awarded Accreditation Status for 2 years from July 2022 - June 2024 with the following condition(s):

- That a progress report be submitted by January, 2023.

Algonquin Careers Academy – Mississauga, ON

On June 16, 2022, the Pharmacy Technician Program of Algonquin Careers Academy, Mississauga, ON, be awarded Accreditation Status for 5 years from July 2022 - June 2027 with the following condition(s):

- That a progress report be submitted within two years.

Algonquin Careers Academy – Ottawa, ON

On June 16, 2022, the Pharmacy Technician Program of Algonquin Careers Academy, Ottawa, ON, be awarded Accreditation Status for 5 years from July 2022 - June 2027 with the following condition(s):

- That a progress report be submitted within two years.

NorQuest College – Edmonton, AB

On June 16, 2022, the Pharmacy Technician Program of NorQuest College, Edmonton, AB, be awarded Accreditation Status for 5 years from July 2022 - June 2027 with the following condition(s):

- That a progress report be submitted within two years.

St. Clair College – Windsor, ON

On June 16, 2022, the Pharmacy Technician Program of St. Clair College, Windsor, ON, be awarded Accreditation Status for 3 years from July 2022 - June 2025 with the following condition(s):

- That a progress report be submitted within one year.

Niagara College – Welland, ON

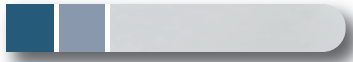
On June 16, 2022, the Pharmacy Technician Program of Niagara College, Welland, ON, be awarded Accreditation Status for 5 years from July 2022 - June 2027 with the following condition(s):

- That a progress report be submitted within one year.

Eastern College – Halifax, NS

On June 16, 2022, the Pharmacy Technician Program of Eastern College, Halifax, NS, be awarded Accreditation Status for 5 years from July 2022 - June 2027 with the following condition(s):

- That a progress report be submitted within one year.



Robertson College – Calgary, AB

On June 16, 2022, the Pharmacy Technician Program of Robertson College, Calgary, AB, be awarded Accreditation Status for 3 years from July 2022 - June 2025 with the following condition(s):

- That a progress report be submitted within one year.

Saskatchewan Polytech – Saskatoon, SK

On June 16, 2022, the Pharmacy Technician Program of Saskatchewan Polytech, Saskatoon, SK, be awarded Accreditation Status for 5 years from July 2022 - June 2027 with the following condition(s):

- That a progress report be submitted within two years.

Humber College – Toronto, ON

On June 16, 2022, the Pharmacy Technician Program of Humber College, Toronto, ON, be awarded Accreditation Status for 5 years from July 2022 - June 2027 with the following condition(s):

- That a progress report be submitted within two years.



REPORT OF THE PRESIDENT

Annual Meeting - June 16, 2022

It has been an honour and privilege to serve as the CCAPP President for the 2021-2022 term. The year unfolded like last year – with no face-to-face meetings for the Board or any of our Committees until this AGM. Our CEO Dr Wayne Hindmarsh has led us so well through our virtual year. He and Ms. Cathy Shuster have done many site visits virtually, as well as an increasing number in the last half of this past year in person.

The work of the Board and our committees continued throughout the year, There were 3 Board of Directors Meetings, 3 Executive Committee Meetings, 2 Standards Committee meetings, 2 Pharmacy Technician Programs Committee Meetings and 1 Nominations Committee Meeting. In addition, I met regularly with our CEO Dr. Hindmarsh at least a dozen times over the year.

Summary of Activities

Our **accreditation activities** continued unabated, despite the need to do some of the visits virtually. Over the year there was one university accreditation visit and sixteen Pharmacy Technician Program accreditation visits and Ms. Shuster and Dr Hindmarsh handled these most effectively.

A decision was taken by the Board to formally change the potential **length of accreditation** for a university program from 8 years to 6 years, recognizing that this length is more in keeping with the rapid changes in the profession and is more in line with the longest accreditation decisions that have historically been determined.

A process to **review the University Accreditation Standards** has been launched under the excellent leadership of Dr Dave Edwards, our Past President. At the time of writing this report a small group is collating feedback from the participants who Dr Edwards has recruited to review the standards. The review will identify areas for change, and areas for addition or subtraction. The robust process will hopefully conclude with a set of recommendations for updating our standards by the end of this calendar year.

Our CEO received notification that the **University of Ottawa** will be starting a **French language University Degree Program in Pharmacy**. A formal application to CCAPP for this program was recently received. The intent of the program is to train more French speaking pharmacists to provide service to the large Franco Ontario population.

There had a been a delay in **strategic planning** for at least a year, but it was decided to launch the planning this year and a strategic planning event will take place on June 15, 2022. Dr. Hindmarsh has successfully hired a seasoned facilitator to conduct the session. The facilitator has reached out to all board members and to a considerable number of partner organizations and stakeholders to gather information to inform the strategic planning discussions.

An **investment policy** was developed and approved by the Board. It provides for investment decisions to be made by the CEO, with the assistance of the Executive. The policy aims at maintaining our capital by investing conservatively, in fixed income sources of revenue, while allowing for modest other investments, if considered helpful. Adequate funds need to be readily available for ongoing operating costs for CCAPP.

Our CEO has made the necessary changes to ensure appropriate and safe electronic storage (on a SharePoint site) of all relevant CCAPP documents relating to the functioning of CCAPP and to the program decisions for the University and the Pharmacy Technician programs.

The Board approved the **2022-2023 budget** for CCAPP in March 2022, with a 0% increase in fees charged to our programs. There have been significantly less costs incurred over the past year due to less travel for our CEO, for the



Board, for site visits and for other meetings. That has left CCAPP in a healthy financial situation and a 0% increase in fees from our programs helps recognize our financial situation and the fiscal needs of the programs we accredit.

I participated in a meeting with the **NAPRA** Board, which provided an update to NAPRA of our ongoing activities and challenges and likewise an update from NAPRA highlighting their priorities.

With the assistance of Iris Krawchenko, Dave Edwards and Wayne Hindmarsh, I created a **Summary of yearly activities for guidance to CCAPP Presidents**. This road map for the life of our Presidents will serve as a helpful orientation document for incoming Presidents and for those who might consider this role.

This was the first full year working with **Megram Consulting Services** and has proved extremely helpful. Megram provides assistance organizing meetings, preparing agendas and taking minutes, as well as invoicing, providing receipts and banking of our accreditation fees.

We will be saying goodbye to one Board Member, **Iris Krawchenko** (CPA member). Iris has been a great support to me and has been extremely helpful leading a number of activities during her time on the Board. Iris led a highly successful Task Force on International Accreditation, taking us through a process that, in the end, demonstrated the benefit of CCAPP continuing to provide international accreditation to countries around the world.

I would like to thank our **Executive Committee** (Dave Edwards, Iris Krawchenko and Curtis Harder) for their hard work, their dedication to CCAPP and most importantly for providing me with thoughtful and sound advice and being willing to pick up whatever jobs were needed to be done.

Although I did not interact often with **Ms. Cathy Shuster** over the year because of our virtual environment, it is apparent that she is right on top of all the issues relating to our Pharmacy Technician Programs and is an invaluable member of our team.

Our CEO, **Dr Wayne Hindmarsh** has moved into the virtual world and out of it (with some site visits) with ease and aplomb. He is a huge asset for CCAPP and we so much appreciate his wisdom, his guidance, and his steady hand.

Thank you to all our **Board members** who have worked virtually during the past year. Some of us have not yet met in person since this year's Board was constituted. That will soon be rectified at our June 2022 meetings.

Finally, I want to wish **Curtis Harder** all the very best as he takes over as President of CCAPP. Curtis will bring a wealth of experience and perspective to the job, and I know that he will lead us very well.

Respectfully Submitted,



Nick Busing
CCAPP President 2021-2021



REPORT OF THE CEO

Board of Directors Meeting – June 16, 2022

It is a pleasure to report ‘in person’ to the Board this year. It is hard to believe that it has been three years since our last ‘in person’ meeting

Accreditation Activities – Canadian Degree Programs

A virtual accreditation visit for the Doctor of Pharmacy Program at Memorial University was held in January. The time differences across the country presented a bit of a challenge for the reviewers and the School, but the visit went well except for getting a good look at their physical facilities for both faculty and students.

Two University programs will be reviewed in the fall of 2022 – the Université de Montréal and the University of Alberta.

An application has been received from the University of Ottawa for their PharmD program. The School of Pharmaceutical Sciences is housed within the Faculty of Medicine. They expect to admit students in the fall of 2023.

Accreditation Activities – Pharmacy Technician Programs

Sixteen Pharmacy Technician programs were reviewed during 2021-2022. Virtual visits were held for Algonquin Careers Academy (Ottawa), Algonquin Careers Academy (Mississauga), Keyin College (St. Johns) and Niagara College (Welland). The reviews of CDI (Burnaby), NBCC (Moncton), Keyin College (Grand Falls-Windsor), Kingston Learning Centre (Kingston), Selkirk College (Castlegar), Norquest College (Edmonton), St. Clair College (Windsor), Eastern College (Halifax) Sheridan College (Brampton), Saskatchewan Polytechnic College (Saskatoon) and Humber College (Toronto) were all ‘in person’ visits.

Eight pharmacy technician programs are scheduled for this fall.

One new application has been received – Canadian Imperial College – Edmonton. This application will be discussed at today’s meeting.

The following Table shows a slight decrease in the number of accredited programs from that reported last year – the loss of one program in Manitoba.

A breakdown of the number of Accredited PT Programs by Province

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

International Activities

There were no international accreditation visits during 2021-2022.



CCAPP Member Relations

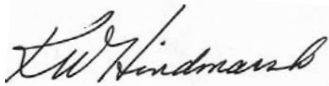
CCAPP Executive met (virtually) in April with the NAPRA's Executive Director and most of the PRA's from across Canada to exchange updates from our two organizations and to answer questions/concerns of the PRA's. Adele Fifield and I also corresponded and met (Zoom) a number of times during the year. My office was in contact with AFPC and PEBC during the year. I presented (virtually) to the CPTEA annual meeting in early June. I was also able to connect informally with CPhA and CSHP at the recent CPhA Conference in Ottawa.

Appreciation

I wish to express my sincere appreciation to all the members of our Board for your support during the past year. A special thank you to Iris Krawchenko who will be retiring from the Board this year. Her leadership on the executive and in strategic planning initiatives provided valuable contributions to the growth of CCAPP.

A huge thank you to Cathy Schuster, our Coordinator of Pharmacy Technician Programs. It was one of our busiest years for Pharmacy Technician site visits and Cathy was the one who made sure deadlines were met and the follow-up reports completed within record time. Thank you David Edwards for your leadership in chairing the Standards Committee. The processes you put in place will serve CCAPP well for future updates. Thank you Jenna Parachoniak for the excellent support from Megram. This year presented some unusual challenges which you so ably got us through. To our President, Dr. Busing, thank you for your leadership. It has been a pleasure working with you. I will miss our biweekly Zoom meetings!

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 36 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.

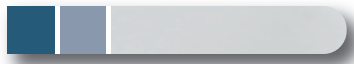
Recognizing the importance of having a built-in mechanism for the regular review and updating of standards to guard against rigidity and stagnation of the academic program, A Standards Committee is charged with the responsibility of ensuring that its accreditation standards reflect contemporary pharmacy/pharmacy 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 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 CEO 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 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, 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 six 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 possible 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 six 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 six 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 six year period (for University programs) of 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 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 2022



Financial Statements

The Canadian Council for Accreditation of
Pharmacy Programs

March 31, 2022

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Independent Auditor's 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, 2022, 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, 2022, 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.

Toronto, Canada

June 16, 2022



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	2022	2021
Revenue		
Accreditation fees	\$ 314,025	\$ 320,693
Membership fees	52,500	51,500
Interest income	12,895	9,215
Grant	<u>5,000</u>	<u>5,900</u>
	<u>384,420</u>	<u>387,308</u>
Expenses		
Administration fees	37,852	43,549
Insurance	7,937	7,635
Interest and bank charges	4,152	1,026
Meetings and travel	9,848	2,638
Office	22,427	8,703
Professional fees	5,136	4,815
Rent	14,400	14,100
Site visits	53,315	11,713
Travel - Executive Director	892	614
Wages and employee benefits	<u>138,484</u>	<u>134,935</u>
	<u>294,443</u>	<u>229,728</u>
Excess of revenue over expenses	89,977	157,580
Unrestricted net assets, beginning of year	<u>960,769</u>	<u>803,189</u>
Unrestricted net assets, end of year	<u>\$ 1,050,746</u>	<u>\$ 960,769</u>

**The Canadian Council for Accreditation of Pharmacy
Programs
Statement of Financial Position**

March 31	2022	2021
Assets		
Current		
Cash	\$ 448,539	\$ 136,165
Short-term investments (Note 3)	276,018	101,626
Accounts receivable	8,453	5,827
HST receivable	-	3,249
Prepaid expenses	<u>7,942</u>	<u>8,333</u>
	740,952	255,200
Investments (Note 3)	<u>569,956</u>	<u>734,079</u>
	<u>\$ 1,310,908</u>	<u>\$ 989,279</u>
Liabilities		
Current		
Accounts payable and accrued liabilities	\$ 5,000	\$ 6,115
HST payable	16,372	-
Deferred revenue	<u>238,790</u>	<u>22,395</u>
	260,162	28,510
Net assets		
Unrestricted net assets	<u>1,050,746</u>	<u>960,769</u>
	<u>\$ 1,310,908</u>	<u>\$ 989,279</u>

Lease commitments (Note 5)

Impact of COVID-19 (Note 7)

Approved on behalf of the Board of Directors:

_____ Director

**The Canadian Council for Accreditation of Pharmacy
Programs
Statement of Cash Flows**

Year ended March 31

2022

2021

Increase (decrease) in cash

Operating

Excess of revenue over expenses	\$ 89,977	\$ 157,580
Change in non-cash working capital items		
Accounts receivable	(2,626)	84
Net of HST receivable/payable	19,621	(1,186)
Prepaid expenses	391	(1,737)
Accounts payable and accrued liabilities	(1,115)	1,115
Deferred revenue	216,395	18,430
	322,643	174,286

Investing

Purchase of investments (net)	(10,269)	(109,526)
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Increase in cash	312,374	64,760
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Cash

Beginning of year	136,165	71,405
End of year	\$ 448,539	\$ 136,165

The Canadian Council for Accreditation of Pharmacy Programs

Notes to the Financial Statements

March 31, 2022

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 (2021 - \$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, 2022

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
- accounts receivable
- HST receivable/payable
- 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>2022</u>	<u>2021</u>
Guaranteed income certificates maturing within one year	\$ 276,018	\$ 101,626
Guaranteed income certificates maturing after one year	<u>569,956</u>	<u>734,079</u>
	<u>\$ 845,974</u>	<u>\$ 835,705</u>

The Canadian Council for Accreditation of Pharmacy Programs

Notes to the Financial Statements

March 31, 2022

3. Investments (continued)

The effective interest rates on the investments at year end varies from 0.60% to 2.40% (2021 - 0.50% to 2.10%) and have maturity dates ranging between May 2022 to June 2024. The average interest rate for the year was 1.53% (2021 - 1.18%).

Interest accrued on the investments at year end amounted to \$8,453 (2020 - \$5,827) 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, 2022 is \$1,050,746 (2020 - \$960,769). 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, 2022. Future minimum annual payments under the lease are as follows:

2023	\$ <u>3,600</u>
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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, 2022

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

The outbreak of a novel strain of coronavirus ("COVID-19") was declared a global pandemic by the World Health Organization in March 2020. COVID-19 has severely impacted many economies around the globe. In many countries, including Canada, businesses were forced to cease or limit operations for long periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown.

While COVID-19 had an impact on the Council during fiscal 2021, the Council was able to continue operations throughout various provincial orders throughout fiscal 2022. As such, the Council has seen operations that are comparable with those in existence before the pandemic was declared.
