



**CoA** Commission on Accreditation

## Commission on Accreditation Update December 2013

Elizabeth A. Klonoff, Ph.D.  
*Chair*

Carl Paternite, Ph.D.  
*Associate Chair, Program Review*

Linda K. Knauss, Ph.D.  
*Associate Chair, Quality Assurance*

### CoA October 2013 Meeting

The [Commission on Accreditation](#) (CoA) held its third program review meeting of the year October 17-20, 2013 in Washington, DC. A total of 114 doctoral, internship, and postdoctoral residency programs were reviewed for either initial or continued accreditation, as well as four requests for changes to programs' accredited status (e.g., "Accredited, inactive" status for a training year). Decisions made at the meeting are available on the Office of Program Consultation and Accreditation (OPCA) [website](#). Complete listings of [accredited](#) and [applicant](#) programs were updated to reflect actions taken at the October meeting on November 19, 2013.

### Revising the G&P: The Standards of Accreditation in Health Service Psychology (SoA)

Building on the draft outlines prepared at the summer 2013 CoA meeting (see Page 5), the Commission continued its work during the fall and finalized a set of proposed Standards of Accreditation in Health Service Psychology (SoA) at its fall meeting.

The proposed SoA represents a culmination of the two prior phases of public comment occurring during 2012 and 2013, conversations with training councils, and other discussions with stakeholders on the future of the discipline and profession. The proposed SoA represents the next step forward and continued opportunity to further build upon the dialogue between the CoA and constituents; Thus, the proposed SoA will be made available for at least 6 months of public comment beginning on or about January 15, 2014.

Comments received from the prior two phases of comment continue to be available on the Accreditation [webpage](#). Stay tuned for more information about the rollout of the proposed SoA early in 2014!

## Fall Spotlight

### Accreditation Responsibilities Top 5 List

#### Top 5 Responsibilities for Training Directors

*With the end of the calendar year and preparations underway for the upcoming academic and training years, now is a good time to highlight the top 5 accreditation responsibilities for new (and continuing) training directors.*

#### 5. Report Substantive Changes

Consistent with Domain H.2 of the [G&P](#) and Implementing Regulation (IR) [C-19](#), accredited programs at all levels of accreditation are reminded to notify the CoA of changes that could affect quality of training and education. With the provision of additional funds to accredited internships, it is especially important for these programs to notify the CoA in order to ensure that with the addition of new internship positions (often linked with new rotations, different learning experiences, or changes in training personnel), the program continues to meet the standards of the profession for continued accreditation. Further [guidance](#) is available on the OPCA webpage.

#### 4. Provide Narrative Responses

At the time a program is notified of the final decision regarding its periodic review, the CoA often identifies reporting issues to which the program is expected to respond to prior to the next periodic review and site visit. In general, internship and postdoctoral residency programs are expected to address these issues by June 1 and doctoral programs by September 1 of the year following the decision. Interim review items ensure the program continues to meet the standards of the G&P and that any remaining issues from the periodic review have been addressed.

*(Spotlight continues on Page 2, Column 1)*

(Spotlight continued from Page 1, Column 2)

### 3. Update C-20 Data

To enable prospective students and the public to make informed decisions about a program, IR C-20 articulates the presentation and content of required data elements that each accredited doctoral program is required to post; these data must be available within one-click of the program's website homepage and be updated by October 1 of each year. These elements include time to completion, program costs, internship placement, attrition, and licensure attainment. The CoA reviews each doctoral program's data to ensure compliance on an annual basis. The CoA provides a required template for reporting these data and programs are able to access the new template by May 1 of each year.

### 2. Complete Annual Report Online

Did you know that each accredited program undergoes an annual review? The Annual Report Online (ARO) is the mechanism by which the CoA determines whether to reaffirm each program's accreditation for another year. It also identifies issues that may require a response from the program, and to allow programs to respond proactively to maintenance issues impacting quality. The period for ARO completion typically opens by mid-May of each year and closes by mid-September. The new ARO system has now undergone two complete iterations and has resulted in the highest compliance rates ever.

*and of course...*

### 1. Pay the Annual Fee

Annual Accreditation fee invoices were mailed to all accredited programs during the summer. Annual Accreditation fees are due by Dec. 31, 2013. Please email the office if you have not received your program's invoice or if you have any questions.

Please be sure to include identifying information with your payment, such as the full name of your program along with you invoice number and/or customer ID number. Programs not submitting payment by this due date may be subject to withdrawal from accredited status as described in Section 2.3 of the [Accreditation Operating Procedures \(AOP\)](#). Effective **January 1, 2013**, annual accreditation fees are as follows:

- **\$2250** (internship and postdoctoral residency programs);
- **\$3750** (doctoral programs with 1-50 students); and
- **\$4250** (doctoral programs with 50+ students).

Student count for doctoral programs is based on data submitted by programs to the ARO as of September 15, 2012. Remember: Programs on "accredited, inactive" status continue to pay annual fees during the inactive period which must be requested by the program and approved by the CoA annually.

## APA Accreditation in Canada Ends in 2015

### First Street Accord

The CoA will no longer accredit programs in Canada after September 1, 2015 and most of the remaining Canadian programs will continue accredited status until that date. The phase-out process of accreditation involved a multi-year process during which the [Canadian Psychological Association \(CPA\)](#) formulated its own standards and principles for professional psychology programs in that nation. As a means of continuing shared understanding of the core elements of quality upon which specialized accreditation is founded, the APA and the CPA signed the [First Street Accord](#) in 2012 establishing mutual recognition of each association's accreditation systems. Although no reciprocal accreditation status is extended to individual programs, the Accord confirms to the public and prospective students equivalency in accreditation activities of the APA and CPA. Further, the Accord reiterates this equivalency to state licensing boards and employers, communicating that graduates from both APA- and CPA-accredited programs have completed education and training meeting the shared definition of quality in professional psychology.

### Important Accreditation Dates

|                                          |                                                                       |
|------------------------------------------|-----------------------------------------------------------------------|
| <b>November 1, 2013-January 31, 2014</b> | <b>ARO Archives open for review and editing</b>                       |
| <b>December 31</b>                       | <b>Annual fees for accredited programs due</b>                        |
| <b>January 1, 2014</b>                   | <b><a href="#">Spring/Summer Cycle 2014 Self-Study Due Date</a></b>   |
| <b>Mid-February 2014</b>                 | <b>Cycle assignments for 2015 periodic reviews mailed to programs</b> |
| <b>January 8, 2014</b>                   | <b>Third-Party Comment for Spring Cycle 2014 Self-Studies Due</b>     |
| <b>April 3-6, 2014</b>                   | <b>Spring CoA Program Review Meeting</b>                              |
| <b>May 1, 2014</b>                       | <b>Fall Cycle 2015 Self-Study Due Date</b>                            |
| <b>May 8, 2014</b>                       | <b>Third-Party Comment for Spring Cycle 2014 Self-Studies Due</b>     |

## REMINDERS TO ACCREDITED PROGRAMS

### New Accreditation Statuses

Revisions to the [Accreditation Operating Procedures \(AOP\)](#) that allow for an “eligible” status and accredited “accredited, on contingency” status for internships and post-doctoral residency programs became effective on January 1, 2013. The CoA has prepared application instructions for “eligible” status, which consists of essential elements from Domains A-D. Applicants for “accredited, on contingency” will use the existing self-study instructions, except for the data requirements contained in Domain F. All [forms for the new statuses](#) are available on the CoA website. Programs considering applying under one of the new statuses are encouraged to contact the Office of Program Consultation and Accreditation for guidance prior to submitting an application and the required fees at (202) 336-5979.

### Site Visitors

The Commission on Accreditation (CoA) continues to actively identify and recruit individuals to become accreditation site visitors. As those of you who have scheduled a site visit for your program in recent years may know, the pool of visitors faces a critical shortage and it is becoming increasingly difficult to find site visitors. If you are not already involved, please consider attending a site visitor training workshop and becoming a part of the [APA Site Visitor Corps](#). If you are a current site visitor, consider attending the Site Visitor Chair workshop to update your training and learn more about the Chair role. The CoA also recommends that current site visitors attend a training workshop every three years to remain current on accreditation policies and procedures.

Site Visitor training [workshops](#) are typically held concurrently with training council and other meetings of professional psychology in the fall and winter of each year. Additional information on becoming an APA site visitor is available on the [OPCA webpage](#).

### Annual Report Online (ARO) and ARO Archives

The 2013 Annual Report Online (ARO) is now closed. All programs required to submit annual data have completed the annual requirement. Although the ARO is closed (and data are locked), you can still log on to the [CoA Portal](#) and view your data. You can also download your 2013 data by going to the Submit tab and pressing the “Download ARO Data to Excel” button that is located in the top right corner of the screen.

Doctoral programs also can view their ARO threshold data by going to the Dashboard tab.

- You will be able to compare your program's time to degree, attrition, student-core faculty ratio, and internship placement with the thresholds outlined in [IR D.4-7\(b\)](#).
- To get the full report, click on “Program View of Threshold Summary Report” located beneath the Thresholds for 2013 table.

The **ARO Archives** section will be open between **November 1, 2013 and January 31, 2014** for programs to review and edit their Archived records. The Archives section contains records that were entered previously into the ARO but no longer require annual updates. We recommend programs edit their Archived records because ARO data will be used to populate self-study tables once they are moved online. Please see the [Archives edit tip sheet](#) on the APA website for more information on how to edit the Archives. The extent to which you edit the Archives is up to program discretion and may depend on when your next self-study is due. The opportunity to edit your archived records is a one-time event. Archived data will be locked starting with the 2014 ARO and onward.

The CoA publishes annual summary data on doctoral, internship and postdoctoral residency programs. Data for 2012 will soon be available on the APA accreditation website. 2013 ARO summary tables will be posted in 2014. Visit the [ARO Statistics](#) page for ARO summary data and results from [additional research requests](#).

### Office of Program Consultation and Accreditation (OPCA)

American Psychological Association  
750 First Street NE  
Washington, DC 20002

Phone: (202) 336-5979 Fax: (202) 336-5978

E-mail (General): [APAAccred@apa.org](mailto:APAAccred@apa.org) E-mail (ARO): [ARO@apa.org](mailto:ARO@apa.org)

Web: <http://www.apa.org/ed/accreditation>

## Current Program Counts

| <i>As of November 20, 2013</i>         |                                             | <u>Accredited Programs</u> |      | <u>Applicant Programs Under Review</u> |      |
|----------------------------------------|---------------------------------------------|----------------------------|------|----------------------------------------|------|
|                                        |                                             | PhD                        | PsyD | PhD                                    | PsyD |
| <b>Doctoral Programs</b>               | <i>Clinical</i>                             | 173                        | 64   | 2                                      | 3    |
|                                        | <i>Counseling</i>                           | 65                         | 4    | 1                                      | 2    |
|                                        | <i>School</i>                               | 57                         | 6    | 4                                      | 0    |
|                                        | <i>Combined</i>                             | 6                          | 3    | 1                                      | 0    |
|                                        | Total Doctoral                              | <b>378</b>                 |      | <b>13</b>                              |      |
| <b>Internship Programs</b>             | Total Internship                            | <b>481</b>                 |      | <b>33</b>                              |      |
| <b>Postdoctoral Residency Programs</b> | <i>Traditional – Clinical</i>               | 52                         |      | 17                                     |      |
|                                        | <i>Specialty—Clinical Child Psychology</i>  | 8                          |      | 1                                      |      |
|                                        | <i>Specialty—Clinical Health Psychology</i> | 8                          |      | 1                                      |      |
|                                        | <i>Specialty--Clinical Neuropsychology</i>  | 21                         |      | 3                                      |      |
|                                        | <i>Specialty—Forensic Psychology</i>        | 1                          |      | 0                                      |      |
|                                        | <i>Specialty—Rehabilitation Psychology</i>  | 5                          |      | 1                                      |      |
|                                        | Total Postdoctoral                          | <b>95</b>                  |      | <b>23</b>                              |      |
| <b>TOTAL</b>                           |                                             | <b>954</b>                 |      | <b>69</b>                              |      |

## Proposed Standards of Accreditation in Health Service Psychology (SoA)

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The proposed Standards of Accreditation (SoA) contain five “areas” consistent across the three levels of training: doctoral, internship, and postdoctoral. The specifics contained within the areas will be tailored to the unique needs for each education/training level. Diversity will be integrated throughout the standards as relevant to the particular area. **As mentioned on page 1 of this Update, public comment on the full-text proposed Standards of Accreditation in Health Service Psychology opens on or about January 15, 2014.**

### **I. Institutional and Program Context**

- A. Type of program
- B. Institutional & program setting and resources
- C. Program context and policies
- D. Institutional/program context and diversity

### **II. Curriculum, Outcomes and Evaluation**

- A. Goals of the program
- B. Competencies: This will include core competencies as defined by the profession as well as program-defined competencies. Postdoctoral programs seeking accreditation in a recognized specialty (e.g., neuropsychology) will also address specialty-defined competencies.
- C. Evaluation of student/intern/resident competencies and ongoing continuous quality evaluation of the program

### **III. Students/Interns/Residents**

- A. Selection processes and criteria
- B. Educational environment and climate
- C. Program efforts to maximize student/trainee success
- D. Student/Intern/Resident diversity

### **IV. Faculty/Staff Credentials and Sufficiency**

- A. Program leadership
- B. Faculty qualifications
- C. Faculty sufficiency
- D. Faculty diversity

### **V. Communication Practices**

- A. Public disclosure
- B. Communication with program applicants
- C. Communication and relationship with the accrediting body