

CMTCA Virtual Site Visit Policy

Policy

All education programs participating in the CMTCA accreditation process must complete a site visit prior to receiving an accreditation decision. For new programs, and programs that have been granted preliminary accreditation, a site visit takes place prior to the first accreditation decision. For accredited programs, a site visit must be completed prior to the expiration of the previous accreditation decision.

Education programs may choose a virtual site visit instead of an in-person site visit for any reason, subject to the following limitations:

1. The accreditation decision following a virtual site visit will be limited to a three-year accreditation, regardless of the threshold achieved via the CMTCA Decision Making Framework. Five-year accreditation decisions will not be available following a virtual site visit.
2. Virtual visits will be offered only for every second accreditation visit. Programs may not complete two consecutive site visits virtually.
3. Following a non-accredited decision, the subsequent site visit must be completed on-site and may not be completed virtually.
4. The fee for virtual site visit will be defined in the CMTCA Fee Schedule, updated annually, and posted on the CMTCA website.
5. In the case of a public health or other safety concern that impacts a planned site visit, a change from an in-person site to a virtual site visit may be required by CMTCA.
6. CMTCA may revoke this policy at any time, pending further evaluative data assessing the effectiveness of virtual site visits.

Procedure

- 1) An education program wishing to choose a virtual site visit must inform CMTCA at the time of scheduling.
- 2) Virtual site visits will be scheduled for three consecutive days (in-person site visits are scheduled for two days).
- 3) The Survey team for a virtual site visit will be comprised of two CMTCA surveyors and two CMTCA staff.
- 4) Two weeks prior to the virtual site visit, education programs will submit documentation that the Survey team would normally have reviewed on campus as



requested by the CMTCA. Additional documents may be requested during virtual site visit meetings.

- 5) CMTCA will provide guidance as to the accepted format of any requested documents, and will provide a secure folder for uploading files.
- 6) The virtual site visit meeting schedule will be prepared by CMTCA staff in collaboration with the education program accreditation lead.
 - a. Education programs will provide names, titles and email addresses for meeting participants as needed for CMTCA staff to coordinate virtual visit meetings.
 - b. Education programs choosing a virtual site visit will make participants aware that some virtual site visit meetings may be scheduled without notice, during the visit, as required to complete CMTCA's Tracer accreditation review process.
 - c. Education programs choosing a virtual site visit will ensure that all faculty, staff, students and other stakeholders are available to meet with the Survey team and equipped for videoconference meetings, including a meeting space and equipment as needed to ensure confidentiality of the discussion
 - d. The Education program will provide a contact person to assist in addressing technical issues before or during the virtual site visit. Meetings by telephone can be offered in case of technical issues such as an internet outage.
 - e. Education programs will inform virtual site visit participants that they may be requested to attend more than one videoconference meeting with the Survey team during the virtual site visit.
 - f. Meeting times for the virtual visit may require reasonable compromise between the time zone of the program, and that of the Survey team.
- 7) The education program will advise virtual site visit participants to monitor for additional meeting invitations throughout the virtual site visit.
- 8) The education program will prepare and present an informal introduction to their program to begin the virtual site visit, which orients the Survey team to the program and campus facilities.
- 9) Following the virtual visit, the accreditation decision report will indicate that the review was completed virtually, but accreditation certificates and seals will not make this distinction.