

Information for Applicants

Program Review - College Application Process, Documentation Requirements and Expert Report

PART A – Application Process and Provision of Documentation

Step One: Application Process

1. Complete College Application form (included) requesting review of course or program.
2. Clearly specify the exemption sought.
3. Send the form and applicable fee to the College office.
4. Arrange to have an official transcript, showing successful completion of all courses or program being reviewed, sent DIRECTLY to the College office from the academic institution. This is also a document required through the application process.

The College will notify the applicant when the application form has been received and the fee has been successfully processed.

Step Two: Documents to be Reviewed:

The following documents are to be sent to the Registrar by the applicant upon the applicant's receipt of notification that the application form has been received and the fee has been successfully processed:

1. An academic calendar or syllabus that provides detailed information about all applicable courses that were taken in the program. It should include specific information such as course content; hours of instruction; teaching objectives; instruction method (on-site lecture, distance, combination). The documents must indicate if there is a clinical component to the courses;
2. Similar course materials for any other courses the applicant deems relevant for the review and that covers topics such as clinical diagnoses, treatment plans and so on; and
3. A list of the program faculty, including their academic credentials

Once the College is in receipt of all the required documents, the application will be considered complete. The information will not be forwarded to the Expert for review until the application is

completed. Any deficiency in providing the required documentation may lead to a determination of non-equivalence by the Expert.

Part B – The Written Report and Council

Step Three: Written Report of the Expert:

The written report will demonstrate an “apples to apples” comparison between the Michener program and the program the applicant has provided documentation for. It should contain:

1. Where possible, a side by side chart. This chart will compare the criteria considered (e.g. didactic hours of instruction, course material covered by each, comparisons of clinic hours and so on) between the Michener program and the program the applicant is seeking approval for. It will highlight the equivalencies or deficiencies of the program being reviewed;
2. A description of any other factors that were taken into consideration and their relevance to the conclusion derived;
3. An analysis and comment on the testing methodology that was employed to determine a passing grade for the program; and
4. A very clear conclusion and recommendation to Council.

The written report will be distributed to Council prior to the meeting when the review will be discussed. Councillors are encouraged to send any questions regarding the report to the Expert in advance of the Council meeting to allow appropriate time for the Expert to respond.

Step Four: Oral Report to Council

The Expert must attend the Council meeting to present the report and respond to questions.