

The Education Committee of the Alliance for Excellence in Information Technology (IT Alliance) is responsible for accrediting IT programs and courses. These policies and guidelines have been prepared to assist education providers who would like to submit their programs and courses for Alliance Accreditation.

If you have any questions regarding the accreditation process, please email IT.Alliance@cica.ca or contact Anne-Marie Laderoute at 416.204.3329.

Note: This document is available for download at www.cica.ca/IT.

Accreditation Objectives

- To identify and recognize educational opportunities for CAs applying for membership to the IT Alliance
- To establish appropriate criteria and policies permitting the IT Alliance to accredit programs and courses of a sufficiently high quality to adequately prepare CAs to become CA-designated IT specialists
- To ensure Alliance-accreditation criteria are consistently applied
- To provide a basis for cooperation between the IT Alliance and IT education providers of quality IT programs and courses

Accreditation Policies

1. The Education Committee of the IT Alliance will accredit only programs and courses. The educational provider itself will not be accredited.
2. Programs or courses submitted for accreditation will be evaluated based on information submitted by the educational provider in the form of a “self-assessment” report (referred to in this document as “Request for Accreditation”), which must include a completed copy of the “Course Mapping to the IT Competency Map” form. The Request for Accreditation should follow the Accreditation Guidelines described below.
3. The Education Committee of the IT Alliance has final authority for granting IT Alliance Accreditation.
4. Program accreditation will be granted for a period of five (5) years. Course accreditation will be granted for three (3) years. Both accreditations are based on the assurance of the education provider to continue to meet the accreditation criteria during the period of accreditation.
5. Accreditation will be revoked where information upon which the accreditation has been based changes materially.
6. All accredited programs and courses will be added to a published list of accredited programs or courses, which will be made available to all candidates. The listing will indicate specific courses, the related education provider, the area(s) of the *IT Competency Map* they are accredited to cover and the time period for which the accreditation is effective.
7. Programs or courses that are denied accreditation will not be published.

Accreditation Criteria

The program or course “Request for Accreditation” must be submitted by the education provider and, at a minimum, must address all of the three primary accreditation criteria described below.

Throughout the accreditation process, courses will be considered in the context of whether or not they may be considered to be equivalent to a “university-level” course. For the purposes of this document, the Education Committee considers that a “university-level” course is one that comprises approximately 120 hours of time. (For example, this might include 40 contact hours plus 80 hours spent on preparation for class, doing homework assignments and projects, and engaging in other relevant study activities individually or in a group.) Although the course need not be provided in a university setting, the amount of time devoted to the competency areas identified and the level of material presented should be equivalent to those that would be provided through formal courses at a university.

While there is no prescribed number of courses that must be completed by each applicant, it is estimated that the equivalent of six university-level courses would adequately address all of the areas in the *IT Competency Map*. This equates to approximately one course per major area of the *IT Competency Map*. A copy of the *IT Competency Map* is included in this document.

Primary Accreditation Criteria

There are three primary accreditation criteria against which the programs and courses will be assessed:

- Curriculum Coverage
- Attendee Evaluations
- Governance

1. CURRICULUM COVERAGE

The following information should be provided to assist the Education Committee in its assessment of the program’s or course’s curriculum coverage of the *IT Competency Map*:

- 1.1. To illustrate curriculum coverage, the education provider should map the course(s) included in its submission to the *IT Competency Map* using the form provided: “[Course Mapping to the IT Competency Map](#)”. For additional detail on the competencies underlying the major headings listed on the form, education providers should refer to the complete *IT Competency Map*.

IT Programs submitted for accreditation will be required to show which courses address which specific competencies. The mapping for the entire program should indicate that **100% of the required competencies** are addressed by all of the courses making up the program.

Individual Courses submitted for accreditation should be similarly mapped to identify the competencies addressed by each course.

In addition to completing the “Course Mapping to the IT Competency Map” form, education providers should ensure that the following information is provided for each course included in the submission.

- 1.2. Detailed course description(s) and content, including a list of texts and materials used as well as any prerequisite requirements.
- 1.3. The number of contact hours expected of candidates as well as the number of additional preparation hours expected of candidates, including completing assignments and projects and engaging in other relevant study activities, individually or in a group.
- 1.4. Current CV of the instructors/professors involved in delivery, design or ongoing development of the course.
- 1.5. Description of the teaching methodologies and related objectives used to enable candidates to learn the competencies and the underlying knowledge.

2. ATTENDEE EVALUATIONS

Each course must include a meaningful and unbiased evaluation of the course attendees. Attendee evaluations may take many forms, including, but not limited to:

- Written case reports;
- Written tasks, assignments and projects;
- Demonstration of research skills through projects or theses; and
- Written examinations.

While class participation – in groups, teams or as an individual – may be a component of an attendee’s evaluation, evaluations based solely on participation will not be sufficient to meet the test of meaningful evaluation.

The Request for Accreditation should include:

- 2.1. A detailed description of the candidate evaluation methods used by each course.
- 2.2. Historical results of previous attendee evaluations.

3. GOVERNANCE

The governance over the education program or course must be of a sufficiently high standard to ensure the delivery of quality education courses and meaningful evaluations.

The Request for Accreditation should include:

- 3.1. A description of the Ethics Policies of the education provider that apply to students and instructors.
- 3.2. A description of the Quality Assurance Policy or Procedures of the educational provider indicating the objectives, measures of achievement, recent reviews and results of those reviews.

3.3.A description of the educational provider’s process for academic staff selection and appraisal, including hiring policies and procedures.

3.4.Other accreditations that the education provider has earned.

4. OTHER INFORMATION

The Request for Accreditation should also include:

4.1.Contact information for the appropriate individual(s) who is/are in a position to comment on or verify the information presented.

4.2.An accreditation fee. Accreditation fees are:

<u>PROVIDER</u>	<u>PROGRAM ACCREDITATION</u>	<u>COURSE ACCREDITATION</u>
Provincially Recognized Degree-Granting Educational Institutions	\$500 / program	\$100 / course
Other Education Providers	\$1,000 / program	\$200 / course

Submissions should be made electronically to IT.Alliance@cica.ca. If submitted in hard copy, please mail three (3) complete copies to:

**IT Alliance – Education Committee
CICA
277 Wellington Street West
Toronto ON M5V 3H2**

Supplementary Accreditation Criteria

If the initial submission is considered insufficient to allow the Education Committee to come to a conclusion, that committee will communicate directly with the education provider and may request additional evidence to support the accreditation request. Such evidence might include

- additional information to satisfy the three primary criteria;
- information on the provider’s
 - o faculty,
 - o students,
 - o graduates, and
 - o resources; and
- a site visit.

The need for any additional information as described above will be discussed fully with the provider. Should a site visit be agreed upon, all out of pocket expenses for the site visit will be borne by the education provider.

Communication Process

Initial receipt of submissions will be confirmed to the education provider. The Education Committee will maintain all information provided in the Request for Accreditation on a confidential basis.

Preliminary findings of the Education Committee will be communicated in writing to the education provider. The provider will have an opportunity to respond to those preliminary findings if it so chooses.

Once the provider has had the opportunity to respond, the Education Committee will send the final result of the accreditation review to the education provider.

If Alliance accreditation is denied, the Education Committee will provide the education provider with an explanation.

Accreditation Results

Alliance accredited programs and courses will be added to a published list of accredited programs and courses that will be made available to all candidates. The listing will indicate specific course names and numbers, the education provider, the specific competencies addressed by the accredited courses and the time period for which the accreditation is effective.

Programs or courses that are denied Alliance accreditation will not be published.

Accreditation Appeal Process

Education providers whose courses have been denied Alliance accreditation and who would like their submission reviewed will be able to provide evidence in support of their claim through an accreditation appeal process. An appeal fee of \$100 (which will be refunded if the appeal is successful), should accompany the documentation supporting the Appeal.

	Course #	###	###	###	###	###	###	###	###	###	###	###
Course Name	OVERALL PROGRAM	Course Name	Course Name	Course Name	Course Name	Course Name	Course Name	Course Name	Course Name	Course Name	Course Name	Course Name
<i>IT Competency Map</i>												
1. BUSINESS INFORMATION TECHNOLOGY STRATEGIC PLANNING												
1a) Understand enterprise or business strategy and vision												
<ul style="list-style-type: none"> i) Understand the business focus of the entity ii) Understand the position of the entity within its industry iii) Understand the relationship between IT strategy and business strategy iv) Understand the operational dynamics that influence the business v) Understand the business processes as they relate to the strategic plan vi) Understand the internal and external business drivers that impact IT 												
1b) Assess current IT environment												
<ul style="list-style-type: none"> i) Determine the current status of the entity's use of IT to support its business processes ii) Assess IT risk and opportunity iii) Assess stakeholder attitude 												
1c) Envision future IT environment												
<ul style="list-style-type: none"> i) Assess external environment ii) Envision future status of the entity's system iii) Align future IT strategy with business strategy 												
1d) Assess IT strategic plan												
<ul style="list-style-type: none"> i) Assess IT management's goals and objectives ii) Assess overall feasibility and scope iii) Identify business constraints iv) Assess action plans and timelines v) Identify the elements of transition vi) Determine process for creating and executing the IT strategic plan vii) Determine critical success factors viii) Determine appropriate measurements for the IT strategy ix) Align IT strategic plan with business and IT strategy x) Obtain sponsor and stakeholder approval 												

