



**Professional Standards Board**  
for the Planning Profession in Canada  
**Orientation for Site Visit Team**  
**Members**

# Short History of PSB

- Part of CIP's Planning for the Future Project (2006)
- CIP signed administrative services contract December 2011
- Board named March 2012
- Inaugural Board meeting April 30, 2012
- PSB incorporated September 10, 2012

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PROFESSIONAL STANDARDS BOARD

# Legal Structure

- Federally incorporated
- Operates under Shared Services Agreements with its members
- Members are API, APPI, MPPI, OPPI, PIBC, SPPI and CIP
- All Shared Services Agreements with member PTIAs and CIP have been signed
- PSB and CIP will also sign Association Management Services Agreement for provision of administrative services

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# PSB Structure

- Reporting to the Board of Directors, PSB has two standing Committees:
  - Professional Education and Examinations Committee (PEEC)
    - Members nominated by PSB members in August 2012 and appointed by PSB Board December 2012
    - Oversees Ethics & Professionalism Course and Professional Exam
  - Accreditation Program Committee (APC)
    - Members nominated by PSB members in August 2012 and by ACUPP in September 2012 and appointed by PSB Board December 2012
    - Oversees accreditation of university planning degrees
- PSB implements and administers standards approved by the Professional Standards Committee, which consists of representatives of CIP and all PTIAs except OUQ

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# Overview of Accreditation Process

- Accreditation of university planning degree programs has two components
  - First-time accreditation of new programs
  - Re-accreditation of existing programs
- Accreditation may be given for up to five (5) years
- For first-time accreditations, and re-accreditation upon expiry of the accreditation period, the Accreditation Program Committee (APC) appoints a Site Visit Team to conduct an intensive review
- In between intensive reviews, each accredited program must file an annual report (reviewed by the Chair of that program's Site Visit Team)
- Site Visit Team reports reviewed by APC and the PSB Board
- Universities have an opportunity to appeal Site Visit Team reports and recommendations
- Three recommendations are possible:
  - Deny accreditation
  - Confirm unconditional accreditation for up to five (5) years
  - Confirm accreditation subject to conditions for up to five (5) years

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# Accreditation Process Details

- Accreditation process is supervised by the Accreditation Program Committee (APC)
- APC will contact the University planning degree program administration ahead of expiration of accreditation with a request for an application for re-accreditation
- APC will appoint a three-person site visit team
  - One out-of-PTIA member
  - One in-PTIA member
  - One ACUPP member

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# Accreditation Process Details (cont'd.)

- The Chair of the site visit team (appointed by APC) will contact the program administration to arrange the site visit
  - Site visit takes place only after the application for re-accreditation is received by APC
  - Site visit (estimate two to three days for a single program) includes:
    - Meeting with the program administration
    - One-on-one interviews with faculty
    - Interviews with at least five (5) current students (ideally, SVT will meet with the program's entire student body)
    - Interviews with at least five (5) alumni
    - Interviews with at least five (5) area employers
    - Facilities tour
    - Meeting with PTIA
    - Follow-up meeting with the program administration

# Accreditation Process Details (cont'd.)

- Site visit team consults after the visit and votes on a recommendation.  
Possible recommendations:
  - Accredite the program unconditionally for up to five (5) years
  - Accredite the program with conditions for up to five (5) years
  - Do not accredit the program
- Team Chair drafts report
- Draft report circulated to program administration for comment on the merits
- University comments addressed; final report prepared
- University may appeal the final report on procedural (fairness) grounds
  - PSB appoints an *ad hoc* Appeals Committee to hear the appeal
- APC votes on the final report
- PSB reviews the final report (and the result of the appeal, if any) and makes its determination on accreditation/re-accreditation

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# Accreditation Process Details (cont'd.)

- For existing accredited programs, the first review conducted by PSB will apply the 2004 rules (2004 competencies, 2004 staffing levels, etc.; university may request review under 2010 rules)
- Subsequent reviews will apply the 2010 rules in full
- Programs applying for first-time accreditation will meet the 2010 rules in full
- The rules to be applied will be reflected in the application submitted by the planning program

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# Resources for Site Visit Teams

- Application forms
- Site Visit Team manual
- Site Visit report template
- Sample Site Visit reports
- Site Visit Team area on the PSB virtual boardroom, with sub-areas for each program review
- Assistance with logistics (travel, hotel, teleconference, etc.)

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## Contact PSB

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