



## **Policy on Change in Program Sponsorship or Ownership**

**Area:** Accreditation

**Subject:** Change in Program Sponsorship or Ownership: Accreditation Status and Compliance with CDAC Requirements

**Board Approved Date:** April 28, 2025

### **Purpose**

The Commission on Dental Accreditation of Canada (CDAC) is committed to establishing standards for accrediting oral health professional programs to ensure quality education and readiness of practitioners for the workforce. This policy aims to guide decision making regarding accreditation status and compliance with CDAC requirements when there has been a change in program sponsorship or ownership.

### **Overarching Principle**

Accredited educational programs must notify the Commission on Dental Accreditation of Canada (CDAC) of any changes in program sponsorship/ownership to maintain program accreditation, as program accreditation is not automatically transferrable. Failure to notify CDAC of significant changes in advance may result in changes to the existing program accreditation status up to and including withdrawal of accreditation or an accreditation status of 'intent to withdraw'.

### **Compliance with CDAC Accreditation Requirements.**

To maintain any accredited program, adherence to all relevant accreditation standards as set forth by CDAC is required. This includes reporting changes or updates to the program that may have occurred since the most recent survey visit and review conducted by CDAC. It also requires the new owner of the program to complete and submit to CDAC additional information and documentation.

### **Ongoing Reporting and Documentation Requirements**

The new owner of the program is responsible for ensuring that all accreditation-related reports are submitted according to established timelines. This includes annual progress reports and the annual program review (APR).

### **Updates on Program Changes**

Ongoing program accreditation requires that any significant changes be communicated promptly to CDAC to ensure that the program continues to meet the accreditation standards. Examples of significant Program changes include, but are not limited to, changes in ownership, budgetary support, curriculum and/or delivery methods, faculty member complement, enrolment cohort sizes, and facilities modifications. After reviewing any reported Program changes, CDAC, at its sole

discretion, may request additional information or report, or initiate a survey visit, all of which may be limited or broad in scope.

#### **Accreditation Fees**

New owners will be billed according to established payment terms. New owners are expected to contact CDAC for payment details and schedules. CDAC Program fees are found [here](#).

#### **Next Review Cycle (Survey)**

The new owner is responsible for ensuring that the Program is prepared for any CDAC survey review by addressing potential areas of concern identified in previous reports and submitting all pre-survey documentation according to the deadlines set by CDAC.

#### **No Disruption to Program and Communication**

During the transfer of ownership, the Program must continue to operate in accordance with the standards set by CDAC without disruption. Changes in ownership must be communicated promptly and appropriately to students, faculty, and any other relevant stakeholders to ensure transparency.

#### **Confirmation of Continued Commitment**

New owners of accredited Programs are expected to continue to uphold the commitments made by the previous owner concerning the Program's accreditation. This includes but is not limited to adhering to all policies and procedures outlined by CDAC; continuing to engage with CDAC in a transparent and collaborative manner regarding accreditation matters; and, designating a responsible contact person, with contact information, for all accreditation-related matters.

#### **Required Steps for New Owners**

Upon transfer of ownership, the new owner will be expected to confirm ownership, including the names and roles of the new owners and any key management personnel who will be responsible for the accredited Program, as requested or required by CDAC, and complete and sign an attestation in the form set by CDAC. New owners may schedule a meeting or call with the accreditation team for introductory purposes and to discuss any specific questions they may have about our accreditation processes.

Initial \_\_\_\_\_ Date \_\_\_\_\_



**Change in Program sponsorship or ownership:  
Owner and Program Information and Attestation**

The \_\_\_\_\_ (the "Program") holds accreditation from CDAC. CDAC is aware that the ownership of this Program was recently transferred and as a result requires additional information and attestation from \_\_\_\_\_, the new owner. Please complete Parts 1 and 3, after reading the preceding document entitled "Accreditation Status and Compliance with CDAC Accreditation Requirements; Change in Program Sponsorship or Ownership" and sign the attestation.

**Part 1: New Owner and Program Information (please complete items (a)-(n)):**

- a) Name of Institution:
- b) Program Type:
- c) Address:
- d) Date Program was established:
- e) Date of original accreditation:
- f) Date of renewed accreditation (list all):
- g) Name of previous owner with telephone number:
- h) Name of previous President/Chief Executive Officer with telephone number:
- i) Effective date of change in Program ownership:

- j) Name of new owner with telephone number and email address:
- k) Name of new President/Chief Executive Officer with telephone number and email address:
- l) Name of new Program dean/Program administrator or equivalent:
- m) Name of new Program coordinator/lead:
- n) Name and contact information for designated contact with CDAC:

Initial \_\_\_\_\_ Date \_\_\_\_\_

## **Part 2: CDAC Program Information**

The \_\_\_\_\_ (the “Program”), was most recently accredited on \_\_\_\_\_.

The next payment to CDAC is due on \_\_\_\_\_.

The Program’s accreditation status is: \_\_\_\_\_.

The Program’s most recent Accreditation Report is dated \_\_\_\_\_ and was provided by CDAC to the previous owner on \_\_\_\_\_.

The next online Annual Program Review (APR) report is due to CDAC by: \_\_\_\_\_.

The next Progress Report (if applicable) is due to CDAC by: \_\_\_\_\_.

The next Program accreditation survey visit by CDAC is scheduled to take place in (year): \_\_\_\_\_.

## **Part 3: Attestation**

On behalf of \_\_\_\_\_ in respect of the \_\_\_\_\_ (the Program), which was most recently accredited on \_\_\_\_\_, as the new owners of the Program, we understand and agree as follows:

1. We will maintain and comply with all CDAC accreditation policies and procedures and will maintain or exceed the Program’s current accreditation status.
2. We are aware of and assume responsibility of all accreditation-related fees. The CDAC fees schedule is accessible online [here](#).
3. We are in receipt of CDAC’s most recent accreditation report for the Program, dated \_\_\_\_\_ and are aware of any outstanding recommendations and will make plans to comply with those requirements on or before the next survey date, or sooner as may be requested or required by CDAC.
4. We are in receipt of all documentation with respect to our CDAC accreditation status. Documentation includes, but is not limited to, our current accreditation report, progress reports and any prior reports, requests for significant changes (if applicable) transmittal letters and certificates of accreditation.
5. We will cooperate with CDAC in all matters relating to accreditation of the Program.
6. CDAC, at its sole discretion, may initiate a survey visit at any time prior to the visit scheduled for \_\_\_\_\_ to confirm that the Program, under the new ownership, continues to meet accreditation requirements.
7. We will report to CDAC on the required dates via our Annual Program Reviews (APR) and our progress reports as applicable.

8. We will provide CDAC with any additional required information about the dean/Program administrator or equivalent, and about the Program coordinator/lead, upon request from CDAC, to ensure that such individuals meet the accreditation requirements.
9. We are receiving support from the original owners/operators/leadership of the Program(s) [please select all that apply] for a period of a minimum of one academic year, from \_\_\_\_\_ to \_\_\_\_\_.
10. We agree to provide CDAC with any information required by CDAC and related to continued accreditation of the Program.

We have read and understood all the above, including the CDAC “Accreditation Status and Compliance with CDAC Accreditation Requirements: Change in Sponsorship or Ownership”, and agree to comply with the terms of both documents.

Signed \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Corporation Name (if applicable)

\_\_\_\_\_  
Date

“I have authority to bind the Corporation”  
(if applicable)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date