

Business Technology Management Accreditation Council  
Request for Evaluation (RFE)

## INITIATING THE PROCESS

Programs that have met the eligibility requirements can submit a Request for Evaluation (RFE) to secure a review. On-site reviews typically take place between September and March.

## RENEWING AN EXISTING ACCREDITATION

Programs with an existing accreditation must submit a Request for Evaluation (RFE) for general/comprehensive visits, interim visits, or interim reports. The BTMAC Secretariat will contact the school one year prior to the expiry of the accreditation to start the renewal process.

## WHEN CAN A NEW PROGRAM SEEK INITIAL BTMAC ACCREDITATION?

BTMAC accreditation can be granted only to programs with at least one graduated student. Retroactive accreditation may be granted to cover students who graduated during the academic year prior to the on-site visit. Typically, these are the students whose sample work and transcripts have been evaluated.

If a new program desires to have its first graduates covered by accreditation, the program’s initial visit should be arranged for the September–March time period immediately following the academic year in which the first student graduates.

## WHEN CAN A NEW PROGRAM SEEK INITIAL BTMAC RECOGNTION?

The Business Technology Management Accreditation Council (BTMAC) will offer an informal review to programs that have not yet produced graduates and do not qualify for an accreditation visit. The sole purpose of the informal evaluation is to provide comment and advice to the institution with respect to the program. The review will solely focus on the alignment of the curriculum to the BTM Learning Outcomes.

Request for Evaluation

**Check one**

Accreditation  
Recognition

Name of the educational institution:

Name of the program(s) to be considered:

# Contact Information

List information for the primary pre-visit contact person for the program(s).

Name:  
Mailing Address:  
Telephone:  
Email:

**Send RFE to:**

BTMAC Canada

CIPS National Office

1375 Southdown Road

Unit 16 – Suite 802

Mississauga, Ontario

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Telephone: (905) 602-1370

Toll Free: 1-877-ASK-CIPS (275-2477)