



The ICA Course Accreditation Program (CAP)

THE CPTED COURSE ACCREDITATION PROGRAM OF THE INTERNATIONAL CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN ASSOCIATION (ICA)

EXECUTIVE SUMMARY

The International CPTED Association (ICA) has established a CPTED Course Accreditation Program (CAP), administered in a similar fashion to the long existing ICA Certified CPTED Practitioner Program (ICCP). The Course Accreditation Program is developed and administered by the ICA, the first and only global professional organization representing CPTED practitioners and experts around the world. As such, CAP is built on the same core competencies within the ICCP.

The program provides for two classes of course accreditation:

1. **Class A** in which an entire course can be accredited. This version is a full-course accreditation in which 8 designated core competencies are satisfied within ICCP; and
2. **Class B** in which a course is approved to teach a single (or up to 7) core competencies from within the ICCP. This classification can apply to one larger course, or it can comprise a series of linked courses.

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SECTION 1 – BACKGROUND HISTORY and CAP REVIEW BOARD

In October, 2015, the board of the ICA voted to investigate a CPTED Course Accreditation Program in which CPTED instructors or course developers may apply to the ICA for accreditation as an “ICA Approved CPTED Course”. The CAP is distinct from the well-established ICA CPTED Certification Program in which individual applicants apply to become a certified ICA CPTED Practitioner (**ICCP**).

Over the period of a year, an ICA research committee reviewed CPTED courses and practices in different parts of the world and assessed topics such as core competencies, depth of coverage, demonstration of competence, and methods of evaluation and administration. Committee members had extensive experience as CPTED instructors, professional educators, academics, and curricula developers. This resulted in the creation of the CAP program and the ICA board approved the program at the 2017 Annual Conference in Calgary, Canada. Members of that initial research committee now comprise the **ICA CAP Review Board** that will administer the program. The CAP Review Board is responsible for approving all submissions to the program and is comprised of experienced CPTED instructors within the ICA.

SECTION 2 – PROGRAM SUBMITTER REQUIREMENTS

Application into the Course Accreditation Program requires the following:

1. Full and current ICA membership by the course developer and course instructor(s);
2. Compliance with ICA regulations and codes of conduct, as applicable;
3. Payment to ICA of the application fee for course accreditation;
4. Full and verifiable disclosure of all course syllabus, curricula, and other teaching materials, as applicable, to the ICA CPTED Course Accreditation committee;
5. Agreement to allow the CAP Review Board to verify the course accreditation qualifications through interviews, surveys, audits or other means as determined by the ICA CAP committee;
6. Agreement to include additional CPTED core competencies as they become relevant and approved by the CAP Review Board.

Once approved by the CAP Review Board, the accredited course or competency topics will be enrolled in the ICA Course Accreditation Program at the Class A or Class B level. Any course instructors will advertise their course clearly indicating the ICA logo and the relevant Class A or Class B standing.

Students who successfully complete either Class A or Class B and then apply for their own personal ICCP certification will receive credit for those relevant competencies. In the case of Class B, ICCP applicants will accelerate through the Record Book process. In the case of Class A, ICCP applicants will be exempted from the Record Book process. In all cases the applicant must be a member in good standing with the ICA.

Accreditation of both Class A and Class B level curricula needs to be renewed every five (5) years.

SECTION 3 - DESCRIPTION OF PROGRAM TO STUDENTS

All approved CAP courses, or courses teaching approved competencies, will clearly display on course material specifically what the ICA has approved within that course. They will include the ICA Logo and the classification level (A or B). At the beginning of all CAP approved courses, the instructor will provide a short description of both the **Course Accreditation Program (CAP)** and the **ICCP Program**. That description must include:

1. A list of all the ICCP core competencies that students will require should they decide to apply to the ICA for ICCP status,
2. A summary of the approved ICCP core competencies taught within the curricula of the course they are about to complete,
3. For instructors of a Class B course: A summary about how students in a Class B course must document the relevant ICCP competencies from that course into their Record Book should they wish to apply to for ICCP status,
4. For instructors of a Class A course: A summary about how students in a Class A course must complete a CPTED project independent from that course, that they then document in a CPTED Project Report and submit that report to the ICCP Board upon applying for ICCP Certification.

SECTION 4 - CORE COMPETENCIES

The core competencies needed for ICA course accreditation are the same competencies already approved within in the ICCP program, identified as units of instruction. The full details on the competency requirements and what is entailed, are already included within the ICCP on the ICA website and can be viewed there. Specifically, the currently approved ICCP core competencies are:

- Competency Unit #01 Define the scope of the task/project
- Competency Unit #02 Work as part of a multidisciplinary team
- Competency Unit #03 Undertake research in the nominated environment
- Competency Unit #04 Read and interpret plans and drawings
- Competency Unit #05 Read and interpret plans and drawings – *Advanced*
- Competency Unit #06 Apply knowledge of regulatory processes
- Competency Unit #07 Analyze and assess local conditions
- Competency Unit #08 Compile written report
- Competency Unit #09 Assess and apply CPTED options
- Competency Unit #10 Apply CPTED principles in a specialist setting
- Competency Unit #11 Prepare a crime prevention/CPTED implementation plan

SECTION 5 – CLASS A ACCREDITATION

An ICA CPTED accredited course at the Class A level must contain a minimum of the following 8 units of the core competencies (see below). As well, the course should contain a field project that puts these 8 units of competency into practice. The field project does not need to result in actual implementation of recommendations at the completion of the course. However, the field project must include a written CPTED Project Report with the name(s) of students who completed the project and wrote the report.

When applying for competency at this level, course developers or instructors select all 8 units of core competency and then submit the curricula, lesson plans and documentation indicating how they will cover those 8 competencies.

The 8 Core Competency Units needed for approval as an ICA accredited course at the Class A level are:

- Competency Unit #01 Define the scope of the task/project
- Competency Unit #02 Work as part of a multidisciplinary team
- Competency Unit #03 Undertake research in the nominated environment
- Competency Unit #06 Apply knowledge of regulatory processes
- Competency Unit #07 Analyze and assess local conditions
- Competency Unit #08 Compile written report
- Competency Unit #09 Assess and apply CPTED options
- Competency Unit #11 Prepare a crime prevention/CPTED implementation plan

As described above, at the start of the course instructors must advise students that upon successful completion of their Class A course, students choosing to apply for ICCP status will need a) proof of their successful completion of the course, and b) a CPTED field project report about an additional field project that they complete following, and independent from, their Class A CPTED course. That additional CPTED project/project report will likely include many core competencies, but it **MUST** also include the core Competency Units that were not part of the Class A course – these include:

- Competency Unit #04 Read and interpret plans and drawings
- Competency Unit #05 Read and interpret plans and drawings – *Advanced*
- Competency Unit #10 Apply CPTED principles in a specialist setting

SECTION 6 – CLASS B ACCREDITATION

An ICA CPTED accredited course at the Class B level will contain one, or up to seven, Competency Units. When applying for Class B accreditation, course developers or instructors may submit their curricula, lesson plans, and other documentation about any of the core Competency Units that they wish approved.

For example, if an instructor wants to teach a CPTED course covering site reviews, safety audits, crime analysis, and other forms of CPTED site analysis, that instructor may apply for approval of core Competency Unit #03 – “Undertake research in the nominated environment”.

In this example, the instructor will submit to the ICA CAP Review Committee the relevant course material indicating what they will teach, how they will teach, and how they will evaluate students on that topic. They will need to demonstrate to the CAP Review Committee how their course covers the underpinning knowledge and skills specified in the ICCP core competency requirements. They also need to demonstrate to the ICA committee, within their curricula, how those skills and how that knowledge is achieved in their class.

Note that, if an instructor of a Class B course later applies to the CAP Review Board for the remaining competencies within the Class A program, that Class B course will become a Class A course upon approval.

SECTION 7 - APPLYING FOR ACCREDITATION

Applicants wishing to apply for Class A or Class B accreditation will download the Application and Agreement form from the Course Accreditation Program section of the ICA website. The Application and Agreement form will specify the program submitter requirements described above in Section 2. They will also require the course curricula, lesson plans, teaching materials, teaching methodology, evaluation forms, and a means of verification proving the material is authentic (for example, a reference letter from an independent authority).

Once the required documentation has been received, the CAP Review Board will assess the material and the extent to which the instructional curricula, lesson plans and supporting teaching methods satisfy the relevant core Competency Units. The applicant will be notified of the status of the review in the form of three categories: *Approved*; *Not Approved*; and *Incomplete*. All submitters receiving a Not Approved or Incomplete are welcome to make necessary changes and then resubmit for consideration within 3 months of being informed of the status of the review.

CAP Review Board evaluators are aware that the teaching delivery method is in the hands of each instructor, however, the evaluators will pay attention to whether instructors use adult learning and multiple teaching methods beyond simple PowerPoint lectures such as group work, design charrettes, classroom exercises, online courses, and field projects. No single method applies to all topics, therefore instructors should explain their rationale for their teaching method and how students will be examined for proficiency.

Evaluators will carefully assess how the competencies are taught and the depth of coverage (length of time on each, type of teaching methods, method of evaluation). Especially for Class A accreditation, evaluators will expect a field project, formal presentations, in-class exercises, group discussions, handout material, and references for further study.

In both Class A and Class B courses evaluators expect acknowledgement on the written course material that states the CAP approval status of that course (i.e. accreditation level). As well, evaluators expect evidence on how students demonstrate their proficiency. Further, evaluators require that instructors outline how they will present the ICCP program to the class and the means by which their students can apply to the ICA for membership.

SECTION 8 – PROOF OF MATERIAL

Instructors and course developers for both Class A and B accreditation must provide adequate proof their course(s) do what they claim. Proof must include:

1. a copy of the course curricula (evaluation material, background material, readings),
2. a lesson plan with a breakdown of learning modules,
3. how the course is taught such as
 - √ team projects,
 - √ formal presentations/lectures,
 - √ in-class exercises,
 - √ group discussions,
 - √ handout material, and
 - √ references for further study in respect to the competency under consideration.

Note that all submitted material is considered confidential by ICA and will not be shared beyond the members of the Review Board.

Note also that the ICA does not sanction or warrant student proficiency of students within a Class A or Class B course, beyond entry into the ICA Certified CPTED Practitioner Program for individuals (ICCP). The completion of any ICA CAP course provides only a necessary pre-requisite for approval of the Record Book status in the ICCP program.

In addition, both Class A and Class B instructors/course developers must complete a checklist describing how their lesson plan and curricula satisfy the various elements of the competency or competencies, and provide evidence of these curricula materials. That checklist will be made available to applicants upon acceptance into the CAP program contingent on signing and submission of Application and Agreement form, and payment of the accreditation fee.

Materials Required for ICCP Applicants

For **Class A** accreditation, students applying for ICCP will submit their a) proof of successful completion of the CAP course (i.e. written documentation from the course instructor attesting to successful completion, project reports from the course), and b) a CPTED field project report from a separate project following that course with written documentation attesting to their primary role in that project. Upon approval of these documents, the applicant is exempted from the ICCP Record Book process and will proceed directly to the final ICCP exam.

For **Class B** accreditation, students applying for ICCP will submit their application through regular channels outlined on the ICA website. They provide documentation of

successful projects, completion of courses, and other relevant activities into their Record Book as evidence they satisfied all required competencies. For the competency in the Class B course, they submit their course certificate along with written approval from the course instructor that they satisfied that competency in class. Once all relevant competencies are satisfied in their ICCP Record Book, the applicant will proceed to the final ICCP exam.

SECTION 9 - REQUIREMENTS OF INSTRUCTORS AND COURSE DEVELOPERS

To obtain **ICA CPTED Course Accreditation Class A**, applicants will satisfy the following:

1. All Class A accredited courses will be taught by an ICA Certified CPTED Practitioner (ICCP);
2. All Class A accredited courses will contain the 8 units of required core competencies;
3. All Class A courses will include a team project with their students and the project report documenting how students are competent in all 8 required core competencies;
4. All Class A accredited courses will provide students with instructions regarding requirement of a supplementary project and project report for those students wishing to certify under ICCP Program. The applicant must have a primary role in that supplementary project/report and the project must be conducted within 2 years following the Class A course. That supplementary project/project report must include:
 - √ a description of CPTED principles,
 - √ an analysis of the problem along with any plans, diagrams, photos or data,
 - √ a description of how CPTED principles are applied to the problem at hand,
 - √ material demonstrating how the applicant satisfied the remaining 3 Competency Units needed for ICCP that were not included in their Class A course, such as plan reading skills;
5. Class A instructors must attest that a supplementary project/report beyond the class project is conducted primarily by the applicant and that the work was completed as stated;
6. Class A instructors must retain a list of successful students and, if a student wishes to apply to ICCP, attest to the fact that this student has successfully completed Class A course as well as an independent project they completed following completion of the course in which they had a significant/lead role.

To obtain **ICA CPTED Course Accreditation Class B**, applicants will satisfy the following:

1. All Class B courses may be taught by a general member of the ICA;
2. All Class B courses will describe clearly to students the approved ICA competency;
3. All Class B course instructors will retain a list of successful students and, if a student wishes to apply to ICCP, attest to the fact that this student successfully completed the instruction on the approved competency/ies.

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