

Tandem for accreditation

2026/2027 visit cycle

September 24, 2025

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Agenda

- FAQs
- Access to Tandem
- Glossary of terms
- Training
- Demo
- Validation
- Pending items
- Q&A

FAQs

FAQs

1. Is there a best/most compatible browser to use with the software?
2. Can people be both a “primary” and a “trusted contact”?
3. Can we remove/archive an employee’s profile?



FAQs

4. Can the existing data in our current system be imported into Tandem using an API?
5. Can we do a bulk upload of faculty members and course information with an Excel file?
6. Is there a log of all changes affecting an individual program?



FAQs

7. If we input information for a course that is applicable to multiple programs, can we enter the details once and link that course to multiple programs?



FAQs

8. Will information not captured in the generic course information need to be manually entered for each course (e.g., GA assessment, GA indicators, failure rate, instructor, etc.)?



9. Does the system automatically save the information in the form?



FAQs

10. Concerning the Visit Required Materials, where do we submit the documentation about course syllabi, assigned work and assessments and examples of evaluated student work ?

The documentation must be submitted through each program-specific information form of the appropriate course.

FAQs

11. Are there any recommended naming conventions for files, course titles, etc.?

Please avoid using colons (:) when naming a course in Tandem.

FAQs

12. Will Tandem be accessible outside of the snapshot year, allowing us to update generic course and faculty information?



13. Will the information entered into Tandem be saved for future years, allowing us to use it as the starting point for submission files in subsequent years?



FAQs

14. Is there a limit to how many trusted contacts can be logged in and enter data into the same form?

There is no limit but be careful when working on the same form.

15. Is there a dashboard where we can check for errors?

We recommend using the program artifacts as a validation tool.

FAQs

16. Can users from different programs within the same faculty view data and information from other programs, or are they restricted to seeing data from their own program?

Trusted contacts can view and edit all data and information from all other programs included in the same request for accreditation.

FAQs

17. Is there a sequence of steps that we need to follow when entering data into Tandem?



Access to Tandem

Access to Tandem

- Access to Tandem's production environment
 - September 26, 2025
- Step 1
 - Validate course and faculty information
 - Enter data
 - › Start with setting the length of term factors
- Step 2
 - Enter program-specific information
 - Complete the Questionnaire

Glossary of terms

Glossary of terms

- Persona
 - Organization Representative
 - My Items
- Application
- Instrument
- Trusted contact
- Assignee

Glossary of terms

- Generic course information
- Program-specific information
- Program dashboard
- Program artifacts

Training

Training

- Two webinars
 1. September 17, 2025
 2. September 24, 2025
- Training materials and support
 - Tandem's [training environment](#)
 - Two training scenarios
 - One user guide
 - [Eight tutorials](#)
 - Two recorded webinars
 - Meeting as needed
 - Drop-in sessions (March, April, May)
- Training is optional, but highly recommended



Training

- Training scenario #1
 - Generic course data and faculty information
 - › How to create a trusted contact
 - › How to enter faculty information
 - › How to set the length of term factors
 - › How to enter generic course data

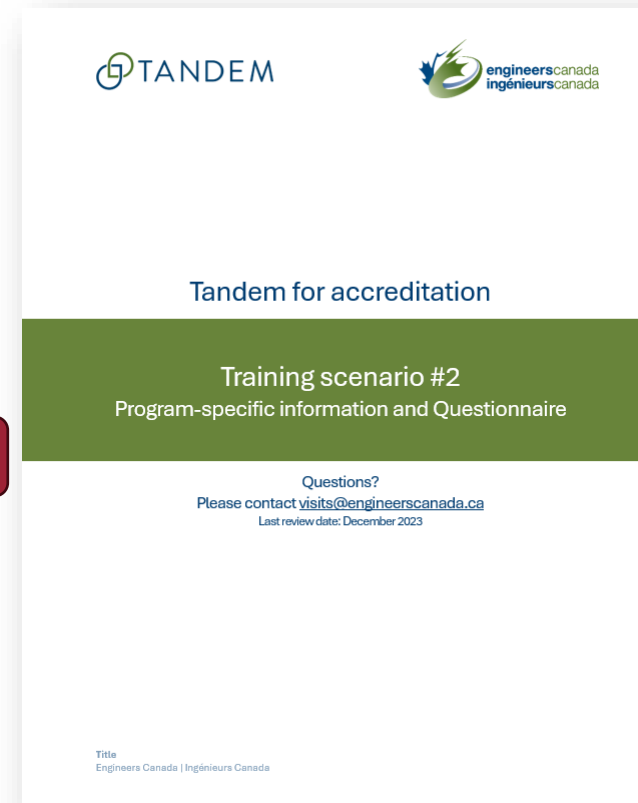
Step 1!



Training

- Training scenario #2
 - Program-specific information and Questionnaire
 - › How to assign courses to a program
 - › How to enter program-specific information
 - › How to review a program dashboard
 - › How to complete and submit a Questionnaire

Step 2!



Step 1

HEI trusted contact(s)

1. Set the length of term factors
 2. Enter faculty information
 3. Enter generic course data
- * Can all be updated outside of accreditation cycle

EC staff

- A. Open an application in Tandem, based on the information provided in the RFA
- B. Grant access to the Questionnaire for each program seeking accreditation

Step 2

HEI trusted contact(s)

4. Assign courses to program
 5. Enter program specific-information
 6. Review program dashboard
- * Once an application is available

Start to fill out the Questionnaire

Create/remove trusted contact(s)

Demo

Demo: Step 1

1. How to create a trusted contact
2. How to enter faculty information
3. How to set the length of term factors
4. How to enter generic course data

Demo: Step 2

1. How to assign courses to a program
2. How to enter program-specific information
3. How to review a program dashboard
4. How to complete and submit a Questionnaire

Assign courses to a program

 **TANDEM**
by Engineers Canada | par Ingénieurs Canada

Training

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Home

Profile

Structure

Faculty

Courses

Applications

Programs

Processes

T-Engineers Canada University (T-Engineers Canada University) 

Program and program options  

 Search 

Program Name	Program option	Accreditation cycle	Certificate number (for Engineers Canada)	Accreditation end date
Engineers Canada Engineering	--	2024 (APP-50)	--	--

Assign courses to a program

Request accreditation

➔

Accreditation visit cycle

2024 (APP-50)

➔

Program/program option

Engineers Canada Engineering

Courses

[Select all](#) | [Select none](#)

☐ 1234 - Test Jan 09 2024

☒ BIO3203 - Bioelectrical Systems

☒ BIO4201 - Ethics, Research Methods and Standards for Biomedical Engineering

☒ BIOM1103 - Foundations of Biology I

☒ CEGEP100 - Chemistry 1

☒ Civil 1111 - Civil engineering

☒ CIVIL3205 - Design of Structural Steel Components

☒ COM3100 - Communication Skills for Engineering Students

☒ CORE1056 - Introduction to Engineering Disciplines II

Save

Cancel

Assign courses to a program



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Training | For

[Home](#) [Profile](#) [Structure](#) [Faculty](#) [Courses](#) [Applications](#) [Programs](#) [Processes](#) [Instrumen](#)

T-Engineers Canada University (T-Engineers Canada University) 

Program and program options

 Search

Program Name	Program option	Accreditation cycle	Courses
Engineers Canada Engineering	--	2024 (APP-50)	8

Enter program-specific information

Training | For

[Home](#) [Profile](#) [Structure](#) [Faculty](#) [Courses](#) [Applications](#) [Programs](#) [Processes](#) [Instrumen](#)

T-Engineers Canada University (T-Engineers Canada University) 

Program and program options

 Search

Program Name	Program option	Accreditation cycle	Courses
Engineers Canada Engineering	--	2024 (APP-50)	8



Enter program-specific information

Home Profile Structure Faculty Courses Applications **Programs** Processes Instruments Certifications Documents

T-Engineers Canada University (T-Engineers Canada University) 

Program/program option: Engineers Canada Engineering Accreditation cycle: 2024 (APP-50)

CEAB course type	Academic credit	Lecture hours per week	Lab/tutorial hours per term	AU total	CEAB content category (AU)								Specific AUs		
					Math	NS	M+NS	CS	ES	ED	ES+ED	Other	ES	ED	ES+ED
Compulsory	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Elective courses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prior studies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Program totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Minimum AU requirement	0	0	0	1850	195	195	420	225	225	225	900	0	225	225	600

Course manifest

	Search		
Course number	Course title	Course type	
BIO3203	Bioelectrical Systems	Compulsory	

Enter program-specific information

BIO3203 - Bioelectrical Systems

Course Information Form Program-Specific Information Form

Course type

Elective ▼

Compulsory

Elective

Elective Group

A ▼ 1 ▼

Note: Information entered in this "Program-specific information form" is sp

Summary graduate attribute curriculum map

	Graduate Attribute	Learning Level	Term of instruction	
⊖	Knowledge Base - Fundamental engineering science	Developed/Intermediate		✎
⊖	Knowledge Base - Specialized engineering science	Developed/Intermediate		✎
⊖	Communication	Developed/Intermediate		✎

Enter program-specific information

Summary graduate attribute curriculum map

	Graduate attribute	Term of instruction	Learning level	Student achievement
	Knowledge Base - Fundamental engineering science		Developed/Intermediate	☐ Assessed
	List graduate attribute indicator(s) for the course			
	+ ADD ROW			
				 DONE ADD Cancel < 1 of 10 >

Enter program-specific information

BIO3203 - Bioelectrical Systems

Instructors - Course Contact

Faculty member name	Curriculum committee member	Hire date	Licensure status	Highest degree	Academic rank
	Select an option ▾	Select an option ▾	Select an option ▾	Select an option ▾	Select an option ▾



Import Faculty Details

Manual entry!

OtherInstructors

Instructors - Other Contacts

Faculty member name	Curriculum committee member	Hire date	Licensure status	Highest degree	Academic rank
+ ADD ROW					

Enter program-specific information

Course delivery and outcomes

Number of students per supervisor in:		Average grade for the course		Failure rate for the course
 Laboratory	 Tutorial	%	Letter	%
Select an option... ▾	Select an option... ▾	Select an option... ▾	Select an option... ▾	Select an option... ▾

Does this course include a lab experience?

☐ Yes ☐ No [Clear](#)

Required text(s) only; not a reading list

	<i>Author: Title : Publisher: Year:</i>
	+ ADD ROW

Enter program-specific information

➡ Do you want to submit detailed syllabi and additional information for this course (Criteria 3.1, 3.4) ?

[Click here for help instructions](#)

☐ Yes ☐ No [Clear](#)

➡ Do you want to submit documentation of assigned work and assessments for this course (Criteria 3.1, 3.4.4, 3.4.6, 3.4.7) ?

[Click here for help instructions](#)

☐ Yes ☐ No [Clear](#)

➡ Do you want to submit evaluated student work for this course (Criteria 3.1, 3.4.4, 3.4.6, 3.4.7) ?

[Click here for help instructions](#)

☐ Yes ☐ No [Clear](#)

Take notes!

Program dashboard page

T-Engineers Canada University

Program/program option: CEAB Engineering - LC

Admission date: 2024 (12-28)

CEAB course type	Academic credit	Lecture hours per week	Lab/tutorial hours per term	AU total	CEAB content category (AU)								Other	Specific AUs		
					Math	NS	M+NS	CS	ES	ED	ES+ED	ES		ED	ES+ED	
Compulsory	27	22	74	372	60	42	102	24	106	140	246	0	106	140	246	
Elective courses	6	6	6	78	0	0	0	0	8	8	16	0	8	8	16	
Prior studies	3	3	0	36	0	36	36	0	0	0	0	0	0	0	0	
Program totals	36	31	80	486	60	78	138	24	114	148	262	0	114	148	262	
Minimum AU requirement	0	0	0	1850	195	195	420	225	225	225	900	0		225	600	

Course manifest			
	Search		 
	 BIO3203	Bioelectrical Systems	Compulsory
	BIO4201	Ethics, Research Methods and Standards for Biomedical Engineering	Compulsory
	BIOM1103	Foundations of Biology I	Compulsory
	CEGEP100	Chemistry 1	Prior Studies
	Civil 1111	Civil engineering	Compulsory

Instruments
Name
Questionnaire - CEAB Engineering - C
Program artifacts
Summary graduate attribute map (3.1.1, 3.1.1.a)
Graduate attribute learning-level (3.1.1b/c)
Indicators and learning activities assessed (3.1.2)
Instructors (4.1)
Laboratory experience (4.2)
Enrolment and degree data (4.3) 
Minimum path compulsory and elective courses (4.4a/b)
Minimum path summary (4.4c)
Curriculum committee members (4.5)
Average grade and failure rate (4.6)

Complete and submit a Questionnaire



The screenshot displays the TANDEM website interface. At the top left is the TANDEM logo, which consists of a stylized 'G' icon followed by the word 'TANDEM' in large blue capital letters, and the text 'by Engineers Canada | par Ingénieurs Canada' below it. To the right of the logo, the text 'Training | Form' is partially visible. Below the logo and text is a horizontal navigation bar with several menu items: 'Home', 'Profile', 'Structure', 'Faculty', 'Courses', 'Applications', 'Programs', 'Processes', and 'Instruments'. The 'Instruments' menu item is highlighted with a light blue background. Below the navigation bar, there is a section titled 'T-Engineers Canada University (T-Engineers Canada University)' with a link icon. Below this, there is a section titled 'Instrument'. Under the 'Instrument' section, the text 'Questionnaire - CEAB Engineering - C' is displayed. Two red arrows are pointing to the 'Instruments' menu item and the 'Questionnaire - CEAB Engineering - C' text.

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Home Profile Structure Faculty Courses Applications Programs Processes Instruments

T-Engineers Canada University (T-Engineers Canada University)

Instrument

Questionnaire - CEAB Engineering - C

Complete and submit a Questionnaire

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Training

Home Profile Structure Faculty Courses Applications **Programs** Processes

T-Engineers Canada University (T-Engineers Canada University)

Program and program options

Search

Program Name	Program option	Accreditation cycle
Engineers Canada Engineering	--	2024 (APP-50)

Complete and submit a Questionnaire


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[Programs](#)
[Processes](#)
[Instruments](#)
[Certifications](#)
[Documents](#)

[T-Engineers Canada University \(T-Engineers Canada University\)](#)

Program/program option: Engineers Canada Engineering Accreditation cycle: 2024 ([APP-50](#))

CEAB course type	Academic credit	Lecture hours per week	Lab/tutorial hours per term	AU total	CEAB content category (AU)								Specific AUs		
					Math	NS	M+NS	CS	ES	ED	ES+ED	Other	ES	ED	ES+ED
Compulsory	3	3	4	40	0	0	0	24	16	0	16	0	0	0	0
Elective courses	3	3	6	42	0	0	0	0	21	21	42	0	0	0	0
Prior studies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Program totals	6	6	10	82	0	0	0	24	37	21	58	0	0	0	0
Minimum AU requirement	0	0	0	1850	195	195	420	225	225	225	900	0	225	225	600

Instruments

Name

Questionnaire - Engineers Canada Engineering

Program artifacts

[Summary graduate attribute map \(3.1.1, 3.1.1.a\)](#)

[Graduate attribute learning-level \(3.1.1b/c\)](#)

[Indicators and learning activities assessed \(3.1.2\)](#)

[Instructors \(4.1\)](#)

[Laboratory experience \(4.2\)](#)

Complete and submit a Questionnaire



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Summary Documents Assignees Reports

Overview

T-Engineers Canada University (T-Engineers Canada University)

Ottawa, ON

<https://engineerscanada.ca/>

Coordinator

--

Opens

09/18/2024

Closes

--

Status

Not started

Progress

	---	Glossary of terms
	---	General instructions
	0%	1.3 Program objectives and plans
	0%	1.4 Resolution of previous issues
	0%	2. Self-appraisal

Complete and submit a Questionnaire



The screenshot displays the TANDEM application interface. At the top, the logo features a stylized 'G' icon followed by the word 'TANDEM' in large blue letters, with the text 'by Engineers Canada | par Ingénieurs Canada' underneath. A navigation bar contains links for 'Home', 'Profile', 'Structure', 'Faculty', and 'Courses'. Below this, a sidebar on the left shows a back arrow, 'APPLICATION APP-50', and 'Instrument Overview'. The main content area is titled 'Questionnaire - Engineers Canada Engineering' and includes tabs for 'Summary', 'Documents', 'Assignees' (which is selected and highlighted in light blue), and 'Reports'. At the bottom of the 'Assignees' tab, there is a blue button with a plus icon and the text 'Add assignee'. A red arrow points directly to this button.

Complete and submit a Questionnaire

Edit Assignee(s)

Assignee	Role	
Prof A		
Prof A		
Prof B		
Prof C		

Save

Cancel

Complete and submit a Questionnaire



Training | Formation



Questionnaire - Engineers Canada Engineering

T-Engineers Canada University



B i U A: [text alignment icons] [list icons] [link icon] [image icon] [table icon] [font color icon]

3.3 Students

[Expand Criteria](#) | [View Standard](#)

3.3 Students Accredited programs must have functional policies and procedures that deal with quality, admission, counselling, promotion, and graduation of students. Although all accreditation criteria connect directly and indirectly with their education, attention is drawn to the following in particular: admission; promotion and graduation; and academic advising.

Instructions and responses for criterion 3.3:

Compliance shall be based a review of the documents that contain a description of processes and policies for admission, promotion, and graduation, as well as academic advising. Provide information that describes the procedures to evaluate transfer credits (advanced standing, prior studies, transfer credits and/or exchange studies).

project management














































































































































































































































































































































Complete and submit a Questionnaire



Training | Formation

Questionnaire - Engineers Canada Engineering

T-Engineers Canada University



Save

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Instructions and response for criterion 3.3.3:

Summarize the process involved in academic advising and counselling students. Include any approved list(s) of courses from which students make their selection and describe the use of such list(s). Please summarize below:

It is recommended that you limit your response to no more than 12 lines.



Complete and submit a Questionnaire



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Export

Exit

Questionnaire - Engineers Canada Engineering

T-Engineers Canada University

Save

B i U A: [text alignment icons] [list icons] [link icon] [table icon] [font color icon]

2. Self-appraisal

2. Self-appraisal

Briefly describe the current strengths and opportunities for improvement for the program.

Progress

Documents

Filters

⌵	---	Glossary of terms
⌵	---	General instructions
⌵	0%	1.3 Program objectives and plans
⌵	0%	1.4 Resolution of previous issues
⌵	0%	2. Self-appraisal
⌵	0%	3.1 Graduate attributes - Overall GA/CI process
⌵	0%	3.1 Graduate attributes - Organization and engagement

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NEXT

Save

Submit

Complete and submit a Questionnaire



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HomeProfileStructureFacultyCoursesInstrumentsCertificationsDocuments

←APPLICATION APP-50Instrument Overview

Questionnaire - Engineers Canada Engineering

SummaryDocumentsAssigneesReports

Overview	Progress		
T-Engineers Canada University (T-Engineers Canada University) Ottawa, ON https://engineerscanada.ca/ OpensCloses		---	Glossary of terms
		---	General instructions
		0%	1.3 Program objectives and plans

Edit

Archive

Import previous responses

Validation

Validation

- Validation of data imported in Tandem
 - Adding missing information
 - › « Faculty » tab
 - › « Courses » tab
- Validation of the program and option name(s)
 - Please reach out to our support team:
visits@engineerscanada.ca

Validation



Home Profile Structure Faculty Courses **Applications** Programs

T-Engineers Canada University (T-Engineers Canada University)

APP-28

Application for Canadian engineering program(s) seeking CEAB

Application Info - APP-28

T-Engineers Canada University (T-Engineers Canada University)

Application for Canadian engineering program(s) seeking CEAB accreditation

Activities

Certifications

Artifacts

AVAILABLE CERTIFICATIONS

APPLYING FOR

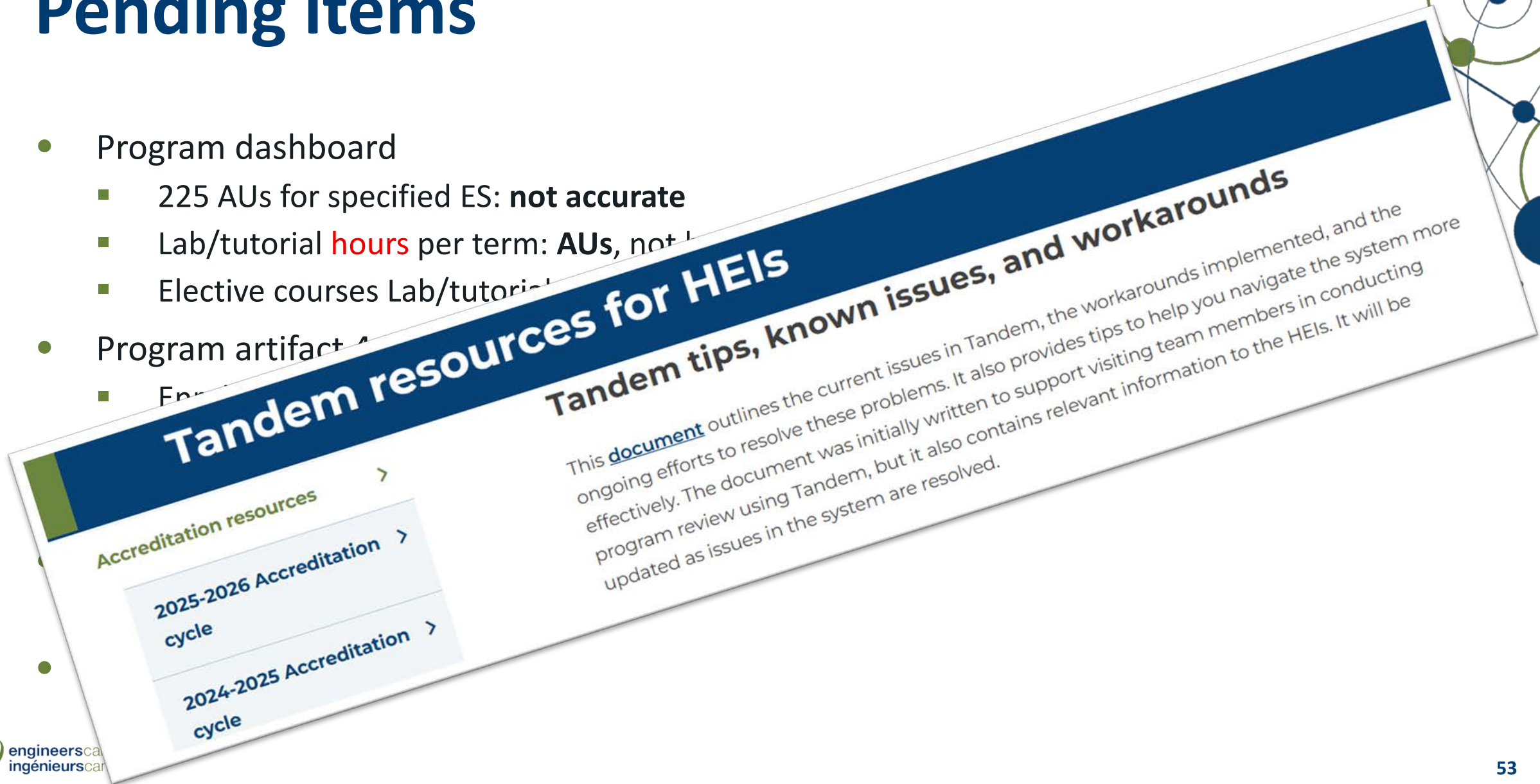
CEAB Engineering - C - INITIAL

CEAB Engineering - D - INITIAL

Pending items

Pending items

- Program dashboard
 - 225 AUs for specified ES: **not accurate**
 - Lab/tutorial **hours** per term: **AUs**, not **hours**
 - Elective courses Lab/tutorial **hours**
- Program artifact
 - En...



The screenshot shows a webpage titled "Tandem resources for HEIs" with a subtitle "Tandem tips, known issues, and workarounds". The page content includes a paragraph about a document outlining current issues and workarounds. On the left side, there is a sidebar with a green header "Accreditation resources" and two menu items: "2025-2026 Accreditation cycle" and "2024-2025 Accreditation cycle", both with right-pointing chevrons.

Tandem resources for HEIs

Tandem tips, known issues, and workarounds

This [document](#) outlines the current issues in Tandem, the workarounds implemented, and the ongoing efforts to resolve these problems. It also provides tips to help you navigate the system more effectively. The document was initially written to support visiting team members in conducting program review using Tandem, but it also contains relevant information to the HEIs. It will be updated as issues in the system are resolved.

Accreditation resources >

- 2025-2026 Accreditation cycle >
- 2024-2025 Accreditation cycle >

Conclusion

Q&A