**Application for Approval of Substantive Change**

**June 2016; May 2017; Jan 2021, Feb 2022, Nov 2022, Feb 2024**

**PURPOSE**

The purpose of the Application for Approval of Substantive Change (AASC) is two-fold:

1. To foster appropriate planning for, and implementation of, proposed program changes that are subject to review by the Commission on Accreditation in Physical Therapy Education (CAPTE) as outlined in Part 9 of CAPTE’s Rules of Practice and Procedure.
2. To provide CAPTE with sufficient information upon which to determine that the institution and program have the necessary capacity to implement the proposed change in a manner that preserves the program’s compliance with the Standards. To that end, **required** documentation (both narrative and appendices) is delineated and outlined in the AASC Change Guide with Key February 2022 document. Failure to provide required documentation can lead to the AASC not being approved.
3. The AASC Change Guide with Key February 2024 document has been created to guide programs with creating responses to each of the required elements based upon the type of AASC, such as a request to increase cohort size, add a cohort, delivery change, separation of a program. On page 1 (repeated on page 6) is the key to the subsequent pages that outline by individual SRE the type of response needed for that element based on the type of AASC. This chart corresponds with the bolded language presented in the AASC narrative below.

**If the AASC includes the development of a consortia, a two-step process is required. Refer to §9.13 in CAPTE's Rules of Practice and Procedure for the submission of initial proposal, which may be submitted at any time.**

**SUBMISSION REQUIREMENTS**

**The AASC is submitted through an electronic platform of the program’s choosing (i.e., Google Drive, Drop Box or OneDrive).** No paper copies will be accepted, nor will email attachments be accepted. Folders, and any file not in a folder, must be labeled with the type of document(s) being submitted, name of the institution, and date (i.e., AASC narrative, required documents, appendices). See AASC formatting instructions below.

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| **Required AASC Deadlines**CAPTE only reviews AASCs twice a year at its Spring & Fall meetings |
|  | **Due Dates for Review at Spring** **CAPTE Meeting** | **Due Dates for Review at Fall** **CAPTE meeting**  |
| Email reconfirmation of intent to submit due  | **January 15** | **July 15** |
| \*AASC due  | **February 1**  | **August 1** |
| \*AASC fee due (see Part 16 of Accreditation Handbook for fee) | **February 1**  | **August 1** |

\*If the due date falls over a weekend or on a holiday, the AASC is due the next business day.

**AASC fee:** The fee must be received prior to or at the same time as the AASC submission on February 1 and August 1. Failure to submit the fee by the appropriate due date will result in delay of the review to the next meeting. The fee is to be mailed to the address found on the invoice:

Commission on Accreditation in Physical Therapy Education

c/o American Physical Therapy Association

PO Box 70520

Philadelphia, PA 19176-0520

**Eligibility for CAPTE Review:** Accreditation staff will screen the AASC to determine if it is complete and formatted as requested. If, during review of the AASC, staff discover that required responses, formatting or documents have not been provided, the program will be notified by phone and email. On the assumption that the missing information exists and is only missing due to a clerical/uploading error, the program will be given a maximum of twenty-four (24) hours to provide the missing information. Failure to provide the missing information in the allotted time will result in the automatic determination that the AASC is not eligible for further review. **Incomplete AASCs will not be reviewed by CAPTE.**

**AASC Formatting Instructions:**

1. The narrative and appendices **must** be provided in PDF file format, except for the two documents noted below, and **bookmarked** for ease of navigation. This requires use of Adobe Acrobat® or the equivalent. **The following documents must be provided in Word (or equivalent):**
	1. **The AASC Summary Chart:** This document, if the AASC is approved, becomes part of the document utilized in the annual follow-up reports.
	2. **The Appendix List:** This document is used by staff to check in the AASC and determine if the AASC is eligible for review.

**Bookmarks** should clearly represent the document; extraneous subtitles, if any, created during the development of the PDF must be deleted.

1. Specific reference about where to find provided information (e.g., document name and page numbers) must be noted in the narrative.
2. When referencing information that is available on the internet through use of a URL, the URL must be active in the AASC, e.g., when clicked on, the reader should be taken to the identified location on the internet.
3. The AASC should be formatted as follows:
	1. Narrative in one PDF; in order of the Elements; each Element must be bookmarked. Utilize the relevant Standards and Required Elements to paste in the full wording of the element.
	2. One PDF of the \*required forms; each form bookmarked
	3. One folder with course syllabi; syllabi labelled with course prefix, number, and title in a consistent manner.
	4. One folder with faculty CVs, and for PT Programs, Scholarship forms for new faculty,
	5. One PDF of the remaining appendices, **bookmarked.** As stated above, the exception to this is the submission of the AASC Summary Chart and the Appendix List, which are to be submitted as Word (or equivalent) documents.
4. All pages (narrative, forms, & appendices) should easily be readable on a computer screen. Pages with text that runs vertically (e.g., bottom to top of screen) must be rotated so that all text runs horizontally.
5. See the AASC Forms packet for information regarding naming of appendices.

\* Required forms are in the AASC Forms Pack