**Suggested Schedule for Candidacy Visits** ( 3/2/2022)

Note: It is CAPTE’s preference to have clinical instructors interviewed prior to faculty interviews. This allows the team to follow up on issues, if any are identified by those groups. The program director creates a schedule that identifies specific times, allowing 10 minutes between interviews.

**Day 1 (half day, typically in the afternoon)**

(1hr): Meet with Program director to review schedule, identify issues that will need further

clarification and request additional information if needed.

(30 min): Group meeting with administrative stakeholders (president, provost, dean) and

 collective core and associated/adjunct faculty, including the program director. The sole purpose of this meeting is to review the purpose of visit and do introductions.

BREAK

(1hr): Meet with DCE/ACCE (without PD) to discuss the clinical education program and the

 individual’s role in the program.

(30 min): President and/or Provost

(30 min): Meet with prospective students, if any have been accepted into the program. Otherwise use time for faculty interviews.

(1hr): Clinical education faculty (CIs and CCCEs); program director and DCE/ACCE are not

present; minimum of 5, must be representative of different practice settings.

(30 min): Program director, if needed; discuss additional information needed, review next day

Schedule.

**Day 2 (full day)**

(1hr): Program director

(1hr PTA/2 hr PT): Core faculty – individual core faculty, can be small groups of core faculty or 2 concurrent sessions with individual faculty, excludes program director. *Size of faculty will determine time needed and format of interviews (e.g., small groups for large faculty).*

(1 hr): Lunch Break

(1hr): Concurrent sessions:

 Continue individual meetings with core and associated faculty **(PT Programs)**

 Meet with representatives of the General Education faculty (for courses required in the

 PTA degree plan) **(PTA Programs).**

(1hr): Meet with the institutional administrator to whom program director directly reports (e.g., dean) to discuss administration relationships, plans for the program, and to clarify any issues raised in earlier interviews.

BREAK

(1 hr): Concurrent sessions:

 Support staff for program

 Student services personnel: Admissions, Financial Aid, Career Services, Tutoring-Testing Services, Library, etc.

(30 min): Admissions Committee or Chair, Admissions Committee (if applicable)

(1 hr): Advisory committee members, individuals instrumental in developing and evaluating the

curriculum and implementing the program.

(30 min): Program director, if needed; discuss additional information needed, review next day schedule.

**Day 3 (half day, typically in the morning)**

(30 min): Program director, if needed

(2hrs): Time for interviews if needed or use for Executive session for team: to reach consensus on what to include in team’s report; finalize summary; prepare presentation of exit summary.

(30 min): Preview exit summary with program director

(45 min): Exit summary to institutional administrators, program director, and core faculty regarding overall findings.