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NEXT MEETING DATES:

October 26-31, 2018

April 26 – May 1, 2019

STAFF:

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Senior Director

Candy Bahner, PT, DPT, MS
Lead PT Programs Specialist

Lisa Finnegan, PTA
Lead PTA Programs Specialist

Anastasia DiCicco
Lead Pre-Accreditation Specialist

DATE: September 28, 2018
TO: Physical Therapist and Physical Therapist Assistant Program Directors
FROM: Sandra L Wise, Sr Director, Accreditation Department
SUBJECT: The 2018 Annual Accreditation Report **DUE DECEMBER 3, 2018**

The CAPTE Accreditation Portal (<https://capteportal.capteonline.org/Pages/Login.aspx>) is now available for data entry of your 2018 Annual Accreditation Report (AAR). The AAR will be due December 3, 2018. The following are important things to remember/consider:

1. Use your existing **username and password** to access the Portal. If necessary, use the Forgot My Password link on the login page (you will need your email address). For **Expansion Program AARs**: a separate username and password were previously provided to access the expansion program's AAR. **Please DON'T use** the forgot password link for expansion AARs; contact accreditation staff at accreditation@apta.org.
2. It is **imperative to use the previously provided Word/PDF version of the AAR questions** to collect your data as it contains instructions NOT found on the Portal.
3. **All accredited and candidacy programs are required to do the AAR**, even if you are working on or have recently submitted a Self-study Report (SSR). If both the AAR and SSR are in progress, data entered into one will automatically be entered in the other.
4. **Expanded AARs are no longer required. All accredited programs will complete the standard AAR, previously known as the Abbreviated AAR.**
5. **CAPTE uses the AAR to monitor compliance** or in the case of Candidacy Programs to monitor development. Any information that has a direct link to an Element or that has been identified as a trigger for review (see CAPTE Rules Part 9.4(f)) will be considered by CAPTE at its Spring 2019 meeting. Your responses may generate a Request for Additional Information or a citation. You are strongly encouraged to provide explanations if your AAR response will raise questions about compliance as it may prevent the need for CAPTE to ask for additional information.
6. **All questions must be answered except for the salary data.** We encourage you to provide salary data. Without good data, we cannot assist you when you need information about salaries for hiring purposes, equity adjustments, or other reasons.
7. **Signature Pages are no longer required when submitting an AAR.**

If you experience any technical difficulties when using the CAPTE Portal, please contact Tej Chana at tejchana@apta.org. Questions about the AAR questions should be sent to accreditation@apta.org.