DATE: October 1, 2019
TO: Physical Therapist and Physical Therapist Assistant Program Directors
FROM: Sandra L Wise, Sr Director, Accreditation Department
SUBJECT: The 2019 Annual Accreditation Report DUE DECEMBER 2, 2019

The CAPTE Accreditation Portal (https://capteportal.capteonline.org/Pages/Login.aspx) is now available for data entry of your 2019 Annual Accreditation Report (AAR). The AAR will be due December 2, 2019. 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 a 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 2020 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.

8. PT Programs: Data sharing with ACAPT is no longer taking place. Therefore, the response to 1.2b will not be reviewed. Portal will require a Yes or No response, either may be selected.

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.