



THE CANDIDACY VISIT AND REPORT

(See also CAPTE Rules, Part 7)

(Revised 10/08, 4/09, 4/10, 11/10, 1/12)

Institutions considering the development of a physical therapy education program are responsible for obtaining and using the most recent edition of the *Application for Candidacy* and other pertinent accreditation forms and information from the Accreditation Department at the American Physical Therapy Association.

Responsibilities of the Program Director/Administrator during the Candidacy Process

Prior to the Candidacy Visit:

- A. Fulfill responsibilities related to completion of the *Application for Candidacy*.
- B. Plan tentative schedule and mail to Candidacy Reviewer prior to the visit.
- C. Make final schedule after contact with Candidacy Reviewer.
- D. Make hotel reservations for the Candidacy Reviewer. Communicate the hotel arrangements to the Candidacy Reviewer and Accreditation Department staff using the On-site Visit Travel Information Form.
- E. Provide the Candidacy Reviewer and Accreditation Department with a copy of the final schedule.
- F. Provide additional material when requested by the Candidacy Reviewer.
- G. Gather and organize the on-site materials requested in the AFC or by the Candidacy Reviewer; discuss with Candidacy Reviewer having materials that can leave the campus at the hotel.

During the Candidacy Visit:

- A. Provide the Candidacy Reviewer with copies of the (1) General Information Form, (2) Persons Interviewed Form, and (3) Materials Provided On-site Form in both electronic and hard copy at the start of the visit; the electronic copy should be one Word file that contains all three documents.
- B. Make available on-site materials requested in the AFC or by the Candidacy Reviewer.
- C. Provide a secure location for the Candidacy Reviewer where materials can be left safely and where interviews and discussions will be private.
- D. Provide the Candidacy Reviewer with a brief orientation to the program and familiarize him/her with any special arrangements regarding the visit. Provide additional information or insights that might be deemed important but not included in the *Application for Candidacy* prior to the time the Candidacy Reviewer begins meeting with faculty and administrative personnel. This activity may occur the evening before the site visit is to begin.
- E. Provide additional information (orally or in printed form) as requested or required by the Candidacy Reviewer throughout the site visit.
- F. Adapt the schedule to fit unforeseen changes and arrange with others for necessary modifications of individual schedules.
- G. Facilitate adherence to the schedule and verify appointment times with faculty and administrators as needed.
- H. Arrange for noon meal accommodation (authorization to eat in hospital or university dining facility or have lunch sent in, etc.).
- I. Supervise tour of program facilities.

Following the Candidacy Visit:

- A. Distribute Candidacy Reviewer Assessment forms to appropriate faculty and administrators for completion after the visit. Return completed assessment forms to the Accreditation Department.
- B. Review the *Candidacy Visit Report* for accuracy of content and submit the institution's response to the *Candidacy Visit Report* on the CAPTE Accreditation Portal utilizing the electronic version of the report provided by the Accreditation Department.
- C. Upload on the CAPTE Accreditation Portal any additional materials requested by the Candidacy Reviewer using the Upload Additional Materials button under the AFC grid on the program's home page of the Portal. Please name all additional documents appropriately (see specific instructions on last page of the Candidacy Visit Report).

Responsibilities of the Candidacy Reviewer during the Candidacy Process

The Candidacy Reviewer is expected to be thoroughly familiar with the Evaluative Criteria for accreditation, the evidence needed to demonstrate compliance, instructions for preparation of the *Application for Candidacy*, and the *Application for Candidacy* submitted by the institution and program. The Candidacy Reviewer is expected to carry out an objective and impartial assessment of the program's progress toward compliance with the Evaluative Criteria and their readiness to proceed with the initial accreditation process.

Prior to the Candidacy Visit:

- A. Determine, with input from the program director/administrator, the dates for the visit, keeping within the timelines for the candidacy decision cycle. Submit the dates on the CAPTE Accreditation Portal.
- B. Make flight arrangements through APTA's travel agency at least three (3) weeks before the visit.
- C. Thoroughly review all materials related to the site visit. Request additional materials if deemed necessary.
- D. Negotiate the visit schedule submitted by program director/administrator and agree on final schedule several weeks prior to the visit. The program should provide a final schedule to both Candidacy Reviewer and the Accreditation Department.

During the Candidacy Visit:

- A. Briefly explain in each interview session the purpose of the site visit and function of the Candidacy Reviewer, i.e., to clarify and verify the AFC and ascertain the program's progress toward compliance with the Evaluative Criteria.
- B. Maintain the established schedule insofar as possible.
- C. Request additional clarifying/substantiating documents as required.
- D. Facilitate the interview process during each interview session.
- E. Develop and present the Exit Summary.
- F. Participate in the discussion following presentation of the Exit Summary, including the consultative session if requested by the program.
- G. Supply a list of any additional materials that the program is requested to submit to CAPTE for review.

Following the Candidacy Visit:

- A. Submit an electronic copy of the *Candidacy Visit Report* to the Accreditation Department within ten (10) days of the completion of the site visit. Also submit electronic copies of the (1) General Information Form, (2) Persons Interviewed Form, and (3) Materials Provided On-site Form as provided by the program and verified by you.
- B. Provide input, if requested, to clarify the *Candidacy Visit Report*.
- C. Participate in a phone call with a CAPTE representative, if requested.

Candidacy Visit Schedule

The candidacy visit schedule should be arranged by the program director/administrator in collaboration with the Candidacy Reviewer who will conduct the visit. Opportunities on the schedule should provide time for the Candidacy Reviewer to review materials on site, tour facilities on and off campus, meet with all significant individuals involved with the program, and have some breaks for reflection, meals, and organizing the information the Candidacy Reviewer has collected. The initial meeting should be with the program director/administrator to discuss philosophy, goals, curriculum, and organization of educational program within the institution.

A tour of proposed or assigned classrooms, laboratories, faculty office spaces, the library, and spaces for independent study should be arranged. Interviews should be scheduled for the Candidacy Reviewer to assure privacy when meeting with:

primary physical therapy faculty (excluding program director/administrator) to discuss their teaching, advisory and administrative responsibilities; the objectives and content of specific courses; the means used to evaluate students' achievement of objectives; and opportunities for professional development.

the director of clinical education/academic coordinator of clinical education to discuss his/her role and the clinical education program.

clinical instructors to discuss their role in planning and supervising learning experiences and evaluating student performance.

basic sciences faculty responsible for teaching in the program to discuss their role in the program.

selected associated/adjunct faculty responsible for teaching in the program to discuss their role in the program.

key administrative officials (those to whom the program director/administrator reports) to discuss administrative relationships for the program, plans for the program, and to clarify any issues raised in earlier interviews.

prospective students, if students have been accepted into the program to discuss information provided related to the program, including the accreditation process.

Multiple brief opportunities should be scheduled for meetings with the program director/administrator to clarify any questions raised in other sessions. A significant period of time should be scheduled so the Candidacy Reviewer can prepare the outline of their report of findings and his/her impressions. A private meeting should be scheduled so the Candidacy Reviewer can meet with the program director/administrator to discuss the report prior to the final exit meeting with administrative officials and program faculty representatives where the Candidacy Reviewer will review the findings and impressions.

Sample Schedule for Two Day Candidacy Visit

Afternoon before: Tour facilities (classroom, laboratory, faculty office spaces, and library or study center); review on-site materials made available at the hotel!

Evening Before Dinner with program director/administrator and Candidacy Reviewer

Day 1

8:00 - 9:00 Initial meeting with program director/administrator to discuss philosophy, goals, curriculum and organization of educational program within the institution

- 9:00 - 10:30 Meet with primary physical therapy faculty (excluding program director/administrator) to discuss their teaching, advisory and administrative responsibilities; the objectives and content of specific courses; the means used to evaluate students' achievement of objectives; and opportunities for professional development
- 10:30-11:00 Break, review on-site documents
- 11:00 - 11:30 Meet with basic sciences faculty responsible for teaching in the program to discuss their role in the program
- 11:30 - 12:00 Meet with selected associated/adjunct faculty responsible for teaching in the program to discuss their role in the program
- 12:00 - 12:30 Brief meeting with program director/administrator to clarify any questions raised in morning sessions
- 12:30 - 1:00 Lunch
- 1:00 - 1:30 Meeting with key administrative officials (those to whom program director/administrator reports) to discuss administration relationships, plans for the program, and to clarify any issues raised in earlier interviews
- 1:30 - 2:30 Opportunity to review additional materials or meet with program director/administrator to seek additional information or clarify questions raised in earlier sessions
- 2:00 - 2:30 Meet with prospective students, if any have been accepted into the program
- 2:30 - 3:00 Meet with director of clinical education/academic coordinator of clinical education to discuss his/her role and the clinical education program
- 3:00-3:30 Meet with 2-4 clinical instructors to discuss their role in planning and supervising learning experiences and evaluating student performance
- 3:30 - 4:30 Meet with program director/administrator to discuss findings, request additional information
- 4:30 - 5:00 Meet with advisory committee

Evening to work on Report

Day 2 (Flexible scheduling depending on program's consultation needs)

- 8:00 - 9:00 Breakfast with program director/administrator
- 9:30 - 10:30 Preparation time for Exit Summary
- 10:30 - 11:00 Meet with administrative officials, program director/administrator and program faculty representatives to review findings and impressions
- 11:00 - 12:00 Presentation of Exit Summary
- 12:00 - 1:00 Lunch
- 1:00 - 3:00 Consultation with program director/administrator and faculty

The Exit Summary

At the end of the candidacy visit, the findings of the Candidacy Reviewer are reported orally to administrative officials and program representatives. The Exit Summary focuses on the candidacy visit and findings of the Candidacy Reviewer with respect to the program's progress toward compliance with the specific Evaluative Criteria. The Candidacy Reviewer is expected to be objective in comments, as critical as necessary, and as helpful as possible to the program and institution in order to clarify expectations for changes and/or items that must be changed to reflect satisfactory progress toward compliance with the criteria. In addition to reporting the findings, the Candidacy Reviewer may make recommendations specific to portions of the *Application for Candidacy* or to information obtained on site during the visit.

NOTE: The Candidacy Reviewer does not make a recommendation as to whether the program should be granted candidacy status. The findings of the Candidacy Reviewer are reported to CAPTE, who makes that determination.

The Written Report

The *Candidacy Visit Report* identifies areas where the program is or is not making satisfactory progress toward compliance and identifies any criterion where progress toward compliance cannot be determined because of conflicting information or because of a lack of information. In addition, the Candidacy Reviewer identifies issues related to the continued development of the program. The summary is intended to serve as a composite of the findings related to the program's progress toward achieving compliance with the Evaluative Criteria.

The report is expected to contain relevant and specific information and supporting evidence for areas judged as not demonstrating satisfactory progress toward compliance with the criteria.

A copy of the report is sent by the Accreditation Department to institution and program officials for correction of any factual errors and for comment on the report before the CAPTE takes action on the program. The *Candidacy Visit Report*, along with the institution's response, and the *Application for Candidacy* are used by CAPTE in reaching Candidate for Accreditation status decisions.

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