



THE CANDIDACY VISIT AND REPORT

(See also CAPTE Rules, Part 7)

(Revised 10/08, 4/09, 4/10, 11/10, 1/12, 7/13, 8/13, 11/14, 4/15, 7/15, 9/15, 5/15, 11/15, 12/16)

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 email to Candidacy Reviewers prior to the visit.
- C. Make hotel reservations for the Candidacy Reviewers. Communicate the hotel arrangements to the Candidacy Reviewers and Accreditation Department staff using the On-site Visit Travel Information Form.
- D. Make final schedule after contact with Candidacy Reviewers.
- E. Provide the Candidacy Reviewers and Accreditation Staff with a copy of the final schedule.
- F. **ONLY** provide additional material on the Portal if requested by the Candidacy Reviewers. Note that only materials specifically and explicitly requested by the Candidacy Reviewers may be uploaded to the Portal after the AFC has been submitted.
- G. Gather and organize the on-site materials requested in the AFC or by the Candidacy Reviewers; discuss with Candidacy Reviewers materials that can be brought to the hotel.

During the Candidacy Visit:

- A. At the start of the visit, provide the Candidacy Reviewers with an electronic (Word) copy and a paper copy of the forms found in the Items Provided On Site.doc file; these include the (1) Persons Interviewed Form, (2) Materials Provided On Site Form, and (3) General Information Form; 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 Reviewers. To facilitate review, any on-site materials that can leave the campus must be left at/brought to the hotel the day the Candidacy Reviewers arrive. These materials will be returned to campus by the Candidacy Reviewers on the last day of the visit.
- C. Provide a secure location for the Candidacy Reviewers where materials can be left safely and where interviews and discussions will be private.
- D. Provide the Candidacy Reviewers with a brief orientation to the program and familiarize them 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 Reviewers begin 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) that is requested or required by the Candidacy Reviewers 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 daily noon meal accommodation (e.g., have lunch sent in).
- I. Supervise tour of program facilities.

Following the Candidacy Visit:

- A. Distribute Candidacy Reviewers Assessment survey to appropriate faculty and administrators for completion after the visit and encourage completion/submission.
- 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 Reviewers 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, beginning with "IR_" and then the file name (see specific instructions on last page of the Candidacy Visit Report). **Only materials that exist at the time of the candidacy visit and that were reviewed by the Candidacy Reviewers are to be provided in response to this request.**

Responsibilities of the Candidacy Reviewers during the Candidacy Process

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

Prior to the Candidacy Visit:

- A. Determine, with input from the program director, 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. **Please do not advise the program to make changes to evidence submitted in the AFC.** By CAPTE Rules, the AFC is the document of record for the candidacy application and cannot consist of significant changes after it is submitted.
- D. Negotiate the visit schedule submitted by the program director and agree on the final schedule several weeks prior to the visit. The program should provide a final schedule to both the Candidacy Reviewers and the Accreditation Department.

During the Candidacy Visit:

- A. Briefly explain in each interview session the purpose of the site visit; function of the Candidacy Reviewers, i.e., to clarify and verify the AFC and ascertain the program's progress toward compliance with the Standards and Required Elements; and that the final decision is determined by CAPTE.
- B. Maintain the established schedule insofar as possible.
- C. Request additional clarifying documents as required. Substantive changes to the AFC or documents submitted with the AFC are not permitted.
- D. Return **all** program/institutional materials that had been brought to the hotel to facilitate review.
- E. Facilitate the interview process during each interview session.
- F. Develop the Exit Summary, which is presented by the Candidacy Reviewer – Team Leader.
- G. Supply a list of any additional materials that the program is requested to submit to CAPTE for review.

Following the Candidacy Visit:

- A. The Candidacy Reviewer - Team Leader will submit an electronic copy of the *Candidacy Visit Report* to the Accreditation Staff within 14 calendar days of the completion of the site visit. Also, submit electronic copies by email of the (1) Persons Interviewed Form, (2) Materials Provided On-site Form, and (3) General Information Form as provided by the program and verified by you.
- B. Provide input, if requested by staff, to clarify the *Candidacy Visit Report*.
- C. Participate in a phone call with staff or another CAPTE representative, if requested.

The candidacy visit schedule should be arranged by the program director in collaboration with the Candidacy Reviewers who will conduct the visit. Opportunities on the schedule should provide time for the Candidacy Reviewers to review materials on site, tour facilities on campus, meet with all significant individuals involved with the program, and have some breaks for reflection, meals, and organizing the information the Candidacy Reviewers have collected. The Candidacy Reviewers can arrive the day before the visit is scheduled to begin

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 Reviewers to ensure privacy when meeting with:

core faculty (excluding program director) 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 science (PT Programs) and general education (PTA) faculty responsible for teaching in the program to discuss their role in the program.

associated faculty responsible for teaching in the first two years of the program to discuss their role in the program.

key administrative officials, including those to whom the program director reports, to discuss administrative relationships for the program, plans for the program, and to clarify any issues raised in earlier interviews. These interviews are to occur toward the end of day two so that issues identified can be discussed.

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

Multiple opportunities should be scheduled for brief 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 Reviewers can prepare the outline of their report of findings and impressions. A private meeting should be scheduled so the Candidacy Reviewers can meet with the program director to discuss the report prior to the final exit meeting with administrative officials and program faculty representatives where the Candidacy Reviewers will review the findings and impressions.

Sample Schedule for Candidacy Visit: adjust to reflect individual program needs

Day 1:

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| 1:00 – 2:00 | Initial meeting with program director to identify issues that will need further clarification and request additional information, if needed. |
| 2:00 – 2:30 | 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. |
| 2:30 – 2:45 | Break |
| 2:45 – 3:45 | Meet with DCE/ACCE to discuss the clinical education program and the individual's role in the program |
| 3:45 – 4:15 | Tour program-related facilities (classroom, laboratory, faculty office spaces, and library or study center) |

4:15 – 4:30	Break
4:30 - 5:00	Meet with advisory committee
Evening:	Review on-site materials made available at the hotel; work on report as appropriate <u>Day 2</u>
8:30 – 9:30	Meet with program director to obtain clarification as needed
9:30-10:30	Meet individually with core faculty, typically excludes DCE/ACCE since interviewed the previous day (1/2 hour to 1 hour per person)
10:30 – 10:45	Break
10:45 - 12:00	Meet individually with core and associated faculty teaching in the first year of the technical program for PTA programs and first two years for PT programs.
12:00 - 1:00	Lunch; review on-site documents (to save time, the program should arrange for lunch to be brought in for the Candidacy Reviewers)
1:00-1:30	PTA Programs: Meet with representatives of the General Education faculty (for courses required in the PTA degree plan) PT Programs: Continue individual meetings with core and associated faculty
1:30– 2:00	Meet with Student Services Personnel (e.g., admissions, financial aid, academic counseling)
2:00 - 2:30	Meet with prospective students, if any have been accepted into the program
2:30 – 3:00	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
3:00 – 3:15	Break, travel to President’s office if needed
3:15 – 3:45	Meet with President/Provost/Vice President for Academic Affairs
4:00 - 4:30	Meet with 2-4 clinical instructors to discuss their role in planning and supervising learning experiences and evaluating student performance
4:30 - 5:30	Meet with program director to obtain clarification as needed
Evening:	Work on Report

Day 3

8:00 - 9:00	Breakfast with program director, if needed 9:30 -
10:30	Preparation time for Exit Summary
10:30 - 11:00	Meet program director/administrator to review findings and impressions 11:00
- 12:00	Presentation of Exit Summary

NOTE: There will be no consultative session following the exit summary or during the visit.

The Exit Summary

At the end of the candidacy visit, the findings of the Candidacy Reviewers are reported orally to administrative officials and program representatives by the Team Leader. The Exit Summary focuses on the candidacy visit

and opinion of the Candidacy Reviewers with respect to the program's progress toward compliance with the Standards and Required Elements. The Candidacy Reviewers are expected to be objective in comments and to examine all evidence provided in the AFC in order to render an opinion as to the extent to which satisfactory progress toward compliance has been made. Candidacy Reviewers are expected to verify information in the AFC and identify missing or incomplete evidence, which the program will be given the opportunity to provide in their response to the Candidacy Visit Report. (Any additional evidence provided after submission of the AFC must exist prior to the candidacy visit and be reviewed by the Candidacy Reviewers while on site. Evidence/documentation must not be submitted that was created or revised after the visit.) Program representatives may ask for clarification of statements made by the Candidacy Reviewers – Team Leader during the Exit Summary, but **should not** expect guidance from the Candidacy Reviewers on how to improve the quality of any aspect of program development or instruction on how to revise any materials originally submitted in the AFC.

NOTE: It is not the role of the Candidacy Reviewers to consult or advise the program to make changes to improve its chances of achieving Candidacy. The findings of the Candidacy Reviewers may not be the same as the findings of the Commission. The Candidacy Reviewers do not make recommendations as to whether the program should be granted Candidacy status. The findings of the Candidacy Reviewers are reported to CAPTE, who then makes that determination.

The Written Report

The *Candidacy Visit Report* identifies areas where the Candidacy Reviewers believe the program is or is not making satisfactory progress toward compliance and identifies any Element where progress toward compliance cannot be determined because of conflicting, unclear, or insufficient information. The summary is intended to serve as a composite of the findings related to the program's progress toward achieving compliance with the Standards and Required Elements.

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 Standards and Required Elements.

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