Date: October 10, 2022  
To: Physical Therapist and Physical Therapist Assistant Program Directors  
From: Mary Romanello, Director, Accreditation  
Subject: The 2022 Annual Accreditation Report **Due December 1, 2022**

The CAPTE Accreditation Portal  
https://capteportal.capteonline.org/Login.aspx?ReturnUrl=/Login.aspx will be available for data entry of your 2022 Annual Accreditation Report (AAR) after 1:00 PM Eastern Time on Tuesday, October 11, 2022. The AAR is due December 1, 2022. Please read the entirety of this message for important items relevant to the new portal.

1. The portal is new and functions differently for those of you who used the previous system. Refer to the **Helpful Tips for Using the Portal**. Access the **Helpful Tips for Using the Portal** document and the **AAR Questions and Instructions** at: https://www.capteonline.org/about-capte/policies-and-procedures/annual-accreditation-report.

2. **Username and password**: Your username is your email address. Your password is your firstnamelastname unless you changed your password since your initial login. 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 are not necessary.

3. It is imperative to use the provided Word version of the AAR questions to collect your data as it contains instructions NOT found on the Portal.

4. **All accredited and candidacy programs are required to complete the AAR**, even if you are working on or have recently submitted a Self-study Report (SSR).

5. **Expanded AARs are no longer required.** All accredited programs will complete a standard AAR, previously known as the Abbreviated AAR.

6. **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 2023 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.

7. **All questions must be answered.** If choosing not to report salary data, answer the question with the narrative ‘Choose not to report’. 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.

8. **Signature Pages are no longer required when submitting an AAR.**