Date: September 24, 2021
To: Physical Therapist and Physical Therapist Assistant Program Directors
From: Mary Romanello, Director, Accreditation
Subject: The 2021 Annual Accreditation Report Due November 15, 2021

The CAPTE Accreditation Portal (https://capteportal.capteonline.org/Pages/Login.aspx) will be available for data entry of your 2021 Annual Accreditation Report (AAR) the week of October 4. The AAR will be due Monday, November 15, 2021, due to CAPTE’s transition from old portal software to new portal software in early December. 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 provided Word 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 2022 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 or have questions about the AAR, please contact accreditation staff at accreditation@apta.org.