

# Candidacy Physical Therapist Assistant Education Programs 2020 ANNUAL ACCREDITATION REPORT – With Instructions

**DUE DATE: Tuesday, 12/01/20**

Submitted on CAPTE Accreditation Portal (revised 9/18/20, 10/16/20 pg 10)

The Annual Accreditation Report is used by the Department of Accreditation to collect statistical data from programs and to monitor compliance. All responses are to be entered into the CAPTE Accreditation Portal accessed at:

<https://capteportal.capteonline.org/Pages/Login.aspx>. The program's username and password are required to access the Portal.

This report is divided into the following 3 sections that must be completed by all **candidacy** programs:

Part 1: Vital Statistics/General Information

Part 2: Faculty Information

Part 3: Compliance Questions

Please carefully follow the instructions provided on this copy of the AAR. While the Portal includes the questions, only this document includes instructions for specific questions. Therefore, you **MUST** use this document to collect your responses before completing the web survey.

## Instructions:

- This document must be used to collect the requested data as it contains instructions that are not found on the Portal.**
- YELLOW HIGHLIGHTED** items represent change in language from previous AAR; in some cases, changes represent an attempt to clarify and do not always represent a change in requested data.
- Key to Timeframe References:**

Term:	Refers to:
This Calendar Year or This Year	The <b>2020</b> calendar year
This Academic Year	The academic year of <b>2020-2021</b> (based on whenever that begins and ends for your institution)
Class of YYYY	Graduating class for year indicated. For example, class of <b>2020</b> refers to the class that graduated in <b>2020</b> .

- Technical questions** about the use of the Portal should be sent to: [teichana@apta.org](mailto:teichana@apta.org)
- It is the program's responsibility to download and save the AAR once it is submitted. It is suggested that you convert the downloaded report to a PDF.
- Before starting the AAR on the Portal, review **Helpful Tips for Using the Portal** for important information regarding compatible web browsers, pop-up blocker settings and compatibility settings. This document can be accessed at: <http://www.capteonline.org/AAR/>
- A Signature Page is NOT required.**

## Definitions

**Admitted Student:**

An individual who has been offered a seat in the incoming class of an institution or program after meeting the admissions requirements.

**Enrolled Student:**

An admitted student who registers for, and begins, program courses identified in the established PTA program of study.

**Cohort:**

A group of students who matriculate at the same time with the expectation that they will also complete the program at the same time.

**Core Faculty:**

Core faculty are those individuals appointed to and employed primarily in the program, including the program director, the academic coordinator of clinical education (ACCE) and other faculty who report to the program director. The core faculty have the responsibility and authority to establish academic regulations and to design, implement, and evaluate the curriculum. The core faculty include physical therapists and physical therapist assistants and may include others with expertise to meet specific curricular needs. Members of the core faculty typically have full-time appointments, although some part-time faculty members may be included among the core faculty. The core faculty may hold tenured, tenure track, or non-tenure track positions.

**Associated Faculty:**

Associated Faculty are those individuals who have classroom and/or laboratory teaching responsibilities in the curriculum and who are not core faculty or clinical education faculty (ie clinical instructors). The associated faculty may include individuals with full-time appointments in the unit in which the program resides or in other units of the institution, but who have primary responsibilities in programs other than the PTA program. Adjuncts are considered associated faculty.

**Full Time Equivalent Calculations:**

In order to foster consistency of data, the Commission requires that FTE allocations be calculated based on the following schedule:

Full-Time Appointments	FTE
11/12 month appointment	1.33
9/10 month appointment	1.0
8 month appointment	.80
7 month appointment	.78
6 month appointment	.67
5 month appointment	.56
4.5 month appointment	.5
4 month appointment	.45
3 month appointment	.34

Part-Time Appointments Calculated based on the length of the appointment and the extent of contribution to the program; program determines the extent of contribution.	FTE
Half time for 12 months	0.67
Half-time for 9 months	0.5 (1.00 x 0.5)
One course (determined to be 30% contribution) in a semester	.15 (0.5 x 0.3)

**PTA Candidacy Program**  
**Part 1: Vital Statistics/General Information**

Q #	PTA Questions	Instructions	Options
	<b>General Information (Portal Page 1)</b>		
	<b>CONFIRMATION OF CONTACT AND OTHER INFORMATION</b>		
1.1.	<p>Verify that the following URL is correct and points <b>directly</b> to the <b>required</b> pre-accreditation statement? If not, replace with corrected URL before moving to question 1.1b.</p> <p>[The Portal will pull in the URL previously provided to the Accreditation Department]</p>	<p>All programs with Candidacy Status are <b>required</b> to use the following statement in its entirety that is found in Part 7 of the Accreditation Handbook:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Effective (insert date), (Name of Program/Institution) has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: <a href="mailto:accreditation@apta.org">accreditation@apta.org</a>) Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation. Candidacy is not an accreditation status nor does it assure eventual accreditation. If needing to contact the program/institution directly, please call [INSERT ONE Direct Program Phone Number] or email [INSERT ONE Direct Program Email Address].</p> </div>	
1.1b	<p>Verify that the following URL is correct and points directly to the program's main web page. If not, replace with correct URL.</p> <p>[The Portal will pull in the URL previously provided to the Accreditation Department]</p>	<p>A current, working link to the program's main/home web page. If the program's main web page also displays the pre-accreditation statement, this URL may be the same as the URL in question 1.1.</p>	

Q #	PTA Questions	Instructions	Options
1.2.	Is the information on the program's contact information page on the CAPTE Portal correct?	From program's home page on CAPTE Portal, click on View Program Contacts to review contact information. If not accurate, email corrections to <a href="mailto:accreditation@apta.org">accreditation@apta.org</a> .	Yes/No
<b>DEGREE TO BE AWARDED:</b>			
1.3.	Is a cohort of students scheduled to graduate this year?	<b>See definition of cohort. 'This Year' refers to the calendar year 2020.</b>	Yes/No
1.4.	Has the graduation date for the first graduating class that you entered on your application for candidacy changed? If Yes, enter the new date.	<b>Use MM/YYYY format.</b>	
1.5.	Has the start date of the last term for the first graduating class that you entered on your application for candidacy changed? If Yes, enter the new date.	<b>Use MM/YYYY format.</b>	
	UNLESS OTHERWISE INSTRUCTED, ALL RESPONSES TO THE FOLLOWING QUESTIONS SHOULD REFLECT THE PROGRAM EXPERIENCED BY STUDENTS THAT HAVE GRADUATED OR WILL GRADUATE THIS <b>CALENDAR</b> YEAR. IF THERE ARE NO GRADUATES THIS <b>CALENDAR</b> YEAR, RESPONSES SHOULD REFLECT THE PROGRAM TO BE EXPERIENCED BY CURRENTLY ENROLLED STUDENTS.	This Year refers to the calendar year <b>2020</b> .	
<b>PROGRAM LENGTH: (Portal Page 2)</b>			
2.1.	Overall format of the program	All program formats assume students will be entering the program from high school. Select the option that most closely represents the format of the program curriculum. <ul style="list-style-type: none"> <li>In a 1+1 model, students complete pre-requisites and general education courses in the first (freshman) year before enrolling in the technical education courses.</li> <li>In a .5 + 2 model, students complete a semester of prerequisites and then complete two years of integrated coursework [general education and technical courses].</li> <li>In an integrated two-year (0+2) design, students are enrolled in prerequisite, general education and technical education courses in the first (freshman) year and may be enrolled in general</li> </ul>	.5 + 2, 1+1, integrated 2-year (0+2)

Q #	PTA Questions	Instructions	Options
		education and technical education courses during part or all of the second (sophomore) year.	
2.2.	The institutional academic calendar is based on:	<p>Semesters = calendar system with 2 semesters during academic year with about 16 weeks for each semester of instruction; may have additional summer term.</p> <p>Quarters = calendar system with 3 sessions called quarters of about 12 weeks each. May range from 10-15 weeks; may have additional summer quarter.</p> <p>Trimesters = calendar system with 3 terms of about 15 weeks each.</p>	<p>Semesters</p> <p>Quarters</p> <p>Trimester</p>
2.3.	Number of terms (semesters, quarters, trimesters) required for completion of the program:	<p>INCLUDE <b>all terms</b> required for the typical student to complete all pre-requisites, general education and technical education courses required in the degree plan, assuming that students enter the program from high school. Programs that deliver the program in modules or other non-traditional formats should report the number of "traditional" terms required for completion of the program.</p>	
2.4.	Total length (in weeks) of the complete program (including general education, pre-requisite and technical education courses) either academic weeks or calendar weeks.	<p>INCLUDE: all weeks that students participate in class/laboratory/distance learning/independent study, exam weeks, and clinical education. Please review this response to ensure that it corresponds to the response to the previous questions regarding number of terms and type of academic calendar.</p>	
2.4a.	Total length in weeks of the technical component of the program		
2.4b.	If the total program length (question 2.4) exceeds 5 semesters or 80 academic weeks or 104 calendar weeks, provide evidence that the additional length is required to address problems with student outcomes.		
2.5.	Number of CREDITS required for completion of the program.	<p><b>If program is on the quarter system, enter quarter credits.</b></p>	
2.5a.	General education / prerequisite credits (both types of courses):	<p>If on the quarter system, enter quarter credits.</p> <p>If students are required to take courses prior to admission to the institution, those credits must be</p>	

Q #	PTA Questions	Instructions	Options
		included here unless all students entering the institution, not the program, are required to take similar courses.	
2.5b.	Technical education credits: Classroom/Laboratory courses (including independent study, distance learning courses, etc.)	If on the quarter system, enter quarter credits.	
2.5c.	Technical education credits: Clinical Education courses	If on the quarter system, enter quarter credits.	
2.6.	Length of full-time Clinical Education (answered in 2.6a and 2.6b)		
2.6a.	Total number of weeks spent in FULL-TIME (35 or more hours per week) clinical education:		
2.6b.	Length (in weeks) of the terminal clinical education experience(s):	<p>INCLUDE: ALL experiences that occur at, or near, the end of the program, regardless of number of sites to which students are assigned or number of courses included in the final clinical education series. For example, students complete two 8-week clinical experiences near the end of the program and then return to campus for a final course, complete exit surveys and take a comprehensive exam. In this case, the length in weeks of the terminal clinical education experiences is 16 weeks.</p> <p>Note: Portal requires whole number; it will not accept decimals.</p>	
<b>SCHEDULING FORMAT and CURRICULUM MODEL (Portal Page 3)</b>			
3.1.	Indicate which one of the following most closely describes the curriculum model:		Case-based; Lifespan-based; Problem-based; Modified Problem-based; Systems-based; Guide-based; Traditional; Hybrid

Q #	PTA Questions	Instructions	Options
	<b>FINANCES: COST TO STUDENT (Portal Page 4)</b>	<b>Enter number, do not include \$ sign.</b>	
4.1.	Indicate the ANNUAL TUITION (excluding fees) for a full-time student enrolled in the technical phase of the program, utilizing September 1 through August 31 as the timeframe to calculate the annual tuition; enter 0 if not applicable:	Provide costs for the cohort that has or is expected to graduate this calendar year.  If costs are different for each year of the program, provide the average amount.  <b>Do not enter total tuition costs for the program; only provide the annual tuition.</b>	
4.1a.	Public institution, in-district or in-state student:	If the program is in a 4-year institution, provide in-state tuition	
4.1b.	Public institution, out-of-district or out-of-state student:	If the program is in a 4-year institution, provide out of state tuition	
4.1c.	Private institution:	If not applicable, enter 0 (zero).	
4.2.	Indicate the annual institutional fees for a full-time student enrolled in the technical phase of the program:	INCLUDE: General institutional fees (health insurance, recreation, etc.). If applicable, use fees for in-state students. If costs are different for each year of the program, provide the average annual costs related to the cohort that has or is expected to graduate this calendar year.  DO NOT INCLUDE: Program specific fees, laboratory fees. Enter 0 (zero) if appropriate.	
4.3.	Indicate the expected total cost of other program-related expenses:	INCLUDE: Required texts, laboratory fees, other program costs for the entire technical program. If costs are different for each year of the program, provide the average annual costs related to the cohort that has or is expected to graduate this calendar year.  DO NOT INCLUDE: Meals, housing, clinical education travel.	

Q #	PTA Questions	Instructions	Options																																								
4.4.	Indicate the expected total cost of the program for students scheduled to graduate in the first graduating class:	<p>INCLUDE: Tuition, fees, other program costs for the ENTIRE technical program. If costs are different for each year of the program, provide the costs related to the cohort that has or is expected to graduate this calendar year. See Example.</p> <p>DO NOT INCLUDE: Meals, housing, clinical education travel.</p> <p><b>EXAMPLE</b> to determine the total costs of the program:</p> <table border="1" data-bbox="951 526 1570 812"> <thead> <tr> <th>Term</th> <th>Tuition</th> <th>General Fees</th> <th>Program-related Expenses</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1: Fall</td> <td>3000</td> <td>500</td> <td>800</td> <td>4300</td> </tr> <tr> <td>2: Spring</td> <td>3000</td> <td>500</td> <td>400</td> <td>3900</td> </tr> <tr> <td>3: Summer</td> <td>1500</td> <td>250</td> <td>0</td> <td>1750</td> </tr> <tr> <td>4: Fall</td> <td>3200</td> <td>500</td> <td>450</td> <td>4150</td> </tr> <tr> <td>5: Spring</td> <td>3200</td> <td>500</td> <td>300</td> <td>4000</td> </tr> <tr> <td>6: Summer</td> <td>3200</td> <td>500</td> <td>50</td> <td>3750</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>17100</b></td> <td><b>2750</b></td> <td><b>2000</b></td> <td><b>21850</b></td> </tr> </tbody> </table>	Term	Tuition	General Fees	Program-related Expenses	Total	1: Fall	3000	500	800	4300	2: Spring	3000	500	400	3900	3: Summer	1500	250	0	1750	4: Fall	3200	500	450	4150	5: Spring	3200	500	300	4000	6: Summer	3200	500	50	3750	<b>TOTAL</b>	<b>17100</b>	<b>2750</b>	<b>2000</b>	<b>21850</b>	
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4.4a.	Public institution, in-district/in-state student (lowest rate):	Provide in-district or in-state tuition, whichever is lower.																																									
4.4b.	Public institution, out-of-district/out-of-state student (highest rate):	Provide out-of-district or out-of-state tuition, whichever is higher.																																									
4.4c.	Private institution:																																										
<b>FINANCES PROGRAM BUDGET (Portal Page 5)</b>																																											
5.1.	Has there been a decrease (10% or more) in the past year in the total program budgeted salary expenses (excluding benefits)?		Yes/No																																								
5.1a	If Yes to 5.1, describe the change, <b>list the budgeted amounts for 2019 and 2020</b> , the reason for the change and the effect of the change. If the impact is adverse, describe the program's response to the change.																																										
5.2.	Has there been a decrease (10% or more) in the past year in the total program budgeted operating expenses (excluding salary and benefits)?	INCLUDE all budgeted expenses related to the program (overhead, equipment, travel, compensation for associated faculty, etc.), other than salary and benefits.	Yes/No																																								



Q #	PTA Questions	Instructions	Options
5.2a	If Yes to 5.2, describe the change, list the budgeted amounts for 2019 and 20120, the reason for the change and the effect of the change. If the impact is adverse, describe the program's response to the change.		
<b>Program Director Qualifiers</b>			
6.1.	Does the Program Director have a minimum of a master's degree?		Yes/No
6.2.	Does the Program Director have a current license/certification to practice as a PT or PTA in any US jurisdiction?		Yes/No
6.2a.	Does the Program Director have a minimum of five years (or equivalent), full-time, post licensure experience that includes a minimum of three years (or equivalent) of full-time clinical experience?		Yes/No
6.2b.	Does the Program Director have didactic and/or clinical teaching experience?		Yes/No
6.2c.	Does the Program Director have experience in administration/management?		Yes/No
6.3a.	Does the Program Director have experience in educational theory and methodology, instructional design, student evaluation and outcome assessment, including the equivalent of nine credits of coursework in educational foundations?		Yes/No
6.3b.	If any answer in section 6 is No, list the question number(s) and describe the process(es) and timeline to come into compliance.		

Q #	PTA Questions	Instructions	Options
	<b>SPACE ALLOCATION (Portal Page 7)</b>		
7.1	Square Footage		
7.1a.	Has there been a decrease in the square footage of laboratory space routinely used by the program of 25% or more?		Yes/No
7.1b.	If Yes, indicate the impact of the change on the program:		Highly Beneficial; Slightly Beneficial; No Perceivable Impact; Slightly Adverse; Extremely Adverse
7.1c	If Yes, describe the change, the reason for the change and the effect of the change. If the impact is adverse, describe the program's response to the change including the current and previous square footage.		
	<b>CLINICAL EDUCATION INFORMATION (Portal Page 8)</b>	The following questions refer to clinical education sites, not the number of slots available or used by the program. Include sites that provide both part-time and full-time experiences. When calculating clinical education sites for corporate clinical education agreements where there is the potential to utilize multiple sites, include only the clinical education sites typically used by the program and NOT the total number of all possible clinical education sites. Provide information for the timeframe specified in the question regardless of the reason.	
8.1.	Number of clinical education sites with which the program had a clinical education agreement as of September 1 of this year:		#
8.2.	Were students placed in clinical education experiences during the last academic year?	If No, go to question 9.1.	Yes/No
8.3.	Since October of last year (2019):		
8.3a.	Are you experiencing difficulty in maintaining access to sufficient part-time and/or full-time clinical education sites for student placements?		Yes/No
8.3b.	Have any students been placed in clinical sites for which they have not received prior didactic instruction		Yes/No

Q #	PTA Questions	Instructions	Options
	regardless of part-time or full-time assignment?		
8.3c.	Have any students been assigned a clinical instructor who has had less than one year of clinical experience regardless of part time or full-time assignment?		Yes/No
8.3d.	Have any students been assigned a CI of record who is not a PT or PTA regardless of part-time or full-time assignment?		Yes/No
8.3e.	If Yes to any of the above questions in Section 8, identify the question # and provide specific information regarding the extent of the problem and the impact on the program.		Yes/No
<b>ADMISSION INFORMATION (Portal Page 9)</b>			
9.1.	How many times per year do you matriculate a new cohort of students in the TECHNICAL PHASE of the program?	See Definitions Section for the definition of cohort.	#
9.2.	Provide the month (MM) admitted for the cohort(s) entering this year. If there are multiple cohorts, provide the information for each cohort. Planned Class Size will pre-populate from existing program data, where available, and cannot be changed on the Portal. If there have been changes to the class size, contact CAPTE staff for further instructions.	Your response to Question 9.1 will be used to validate the number of cohorts for which a response will be required.  <b>Use the Enter Data link(s) on the right side of the grid to provide responses to Questions 10.1-10.5</b>	MM
<b>APPLICANT ADMISSION INFORMATION (Portal Page 10)</b>			
		As indicated in question 9.2, portal page 10 is accessed by clicking the Enter Data link at the end of the row for each cohort.  <b>This section only pertains to NEW students and not decelerating or re-entry students.</b>	
10.	For the class of students admitted to the technical phase of the program this year, indicate the following:		
10.1.	Number of applicants:		
10.2.	Number of applicants who met all admission requirements, including timely submission of required documentation:		
10.3.	Number of applicants offered a place in the class:	Include both initial offers and offers to applicants on an "alternate" or "waiting" list.	

Q #	PTA Questions	Instructions	Options																				
10.4.	From the applicants who were offered a place in the class (Q10.3), what is the number of new students who enrolled in the technical phase of the program:		#																				
10.5.	Average age of new (Q10.4) students who enrolled in the technical phase of the program:	Note: Portal requires whole number; it will not accept decimals. While your institution may not collect this information, programs are expected to provide this data as it can be obtained in a manner that does not identify individuals.																					
	<b>ENROLLMENT INFORMATION AS OF OCTOBER 1 OF THIS CALENDAR YEAR (Portal Page 11)</b>	FOR ALL ENROLLMENT QUESTIONS: A response will be required for each item; therefore, enter zero (0) if none for any item.  <b>Include all students enrolled in the technical phase of the program.</b>																					
11.1.	Indicate the enrollment as of October 1 of this calendar year for each class of students IN THE TECHNICAL PHASE OF THE PROGRAM. Note that there is now a third gender choice for those who do not identify with an existing option or choose not to answer:  <b>GRAND TOTAL Q 11.1 MUST EQUAL TOTAL FOR Q 11.2</b>	<table border="1"> <thead> <tr> <th></th> <th>Men</th> <th>Women</th> <th>Other/Choose Not To Answer</th> </tr> </thead> <tbody> <tr> <td>Freshman</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sophomore</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Grand Total</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Men	Women	Other/Choose Not To Answer	Freshman				Sophomore				Total				<b>Grand Total</b>				
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11.2.	Indicate the total number of students enrolled IN THE TECHNICAL PHASE OF THE PROGRAM (as of October 1 of this calendar year) who are of the following race or ethnic origin:  <b>GRAND TOTAL Q 11.1 MUST EQUAL TOTAL FOR Q 11.2</b>	<table border="1"> <tbody> <tr> <td>Hispanic/Latino of any race</td> <td></td> </tr> <tr> <td>American Indian/Alaskan Native</td> <td></td> </tr> <tr> <td>Asian</td> <td></td> </tr> <tr> <td>Black or African-American</td> <td></td> </tr> <tr> <td>Native Hawaiian or other Pacific Islander</td> <td></td> </tr> <tr> <td>White</td> <td></td> </tr> <tr> <td>Two or more races</td> <td></td> </tr> <tr> <td>Unknown</td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> </tr> </tbody> </table>	Hispanic/Latino of any race		American Indian/Alaskan Native		Asian		Black or African-American		Native Hawaiian or other Pacific Islander		White		Two or more races		Unknown		<b>TOTAL</b>				
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11.3.	Indicate the total number of students enrolled IN THE TECHNICAL PHASE OF THE PROGRAM (as of October 1 of this calendar year) who, upon entering the program, held the following highest earned degree:																						
11.3a.	Baccalaureate degree																						
11.3b.	Master's degree																						

Q #	PTA Questions	Instructions	Options
11.3c.	Doctoral degree		
	<b>PROGRAM GRADUATES (Portal Page 12)</b>		
	If there is a class graduating this calendar year, indicate the following:	Enter zero (0) if "none" for any item. Totals are auto-calculated after all fields have values. The total for question 12.1. MUST equal the total for question 12.2.	
12.1.	Number of students who graduated or are expected to graduate this calendar year.	This number must equal total for the next question.	#
12.2.	Number of students who are expected to graduate this calendar year who are of the following race or ethnic origin:	12.2a Hispanic/Latino of any race	
		12.2b American Indian/Alaskan Native	
		12.2c Asian	
		12.2d Black or African-American	
		12.2e Native Hawaiian or other Pacific Islander	
		12.2f White	
		12.2g Two or more races	
		12.2h Unknown	
	<b>TOTAL</b> (auto calculate on Portal; must equal number of grads in previous question)		
12.3.	Should your program achieve accreditation, please provide an estimate of the number of graduates expected over the next five calendar years. (If No graduates in a given year, enter "0" (zero):	12.3a. 2021	
		12.3b. 2022	
		12.3c. 2023	
		12.3d. 2024	
		12.3e. 2025	
	<b>FACULTY INFORMATION (Portal Page 13)</b>		
	<b>CORE FACULTY INFORMATION</b>	Core faculty are those individuals appointed to and employed primarily in the program, including the program director, the academic coordinator of clinical education (ACCE) and other faculty who report to the program director. The core faculty have the responsibility and authority to establish academic regulations and to design, implement, and evaluate the curriculum. The core faculty include physical therapists and physical therapist assistants and may include others with expertise to meet specific curricular needs. Members of the core	

Q #	PTA Questions	Instructions	Options
		faculty typically have full-time appointments, although some part-time faculty members may be included among the core faculty. The core faculty may hold tenured, tenure track, or non-tenure track positions.	
13.1.	Regarding the core faculty allocation for this academic year:		
13.1a.	Total number of FULL-TIME core faculty positions allocated (budgeted) to the program that are filled by a Physical Therapist/Physical Therapist Assistant:	INCLUDE: Full-time positions that are currently filled (including positions held by faculty members on sabbatical leave) or are currently vacant or filled with temporary personnel.	#
13.1b.	Total number of PART-TIME core faculty positions allocated (budgeted) to the program that are filled by a Physical Therapist/Physical Therapist Assistant:	INCLUDE: Part-time positions that are currently filled, or are currently vacant or filled with temporary personnel. (Most part-time faculty will be considered associated faculty and should be reported in a later question.)	#
13.1c.	Total number of FULL-TIME core faculty positions allocated (budgeted) to the program that are NOT filled by a Physical Therapist or Physical Therapist Assistant:	INCLUDE: Full-time positions that are currently filled (including positions held by faculty members on sabbatical leave) or are currently vacant or filled with temporary personnel.	#
13.1d.	Total number of PART-TIME core faculty positions allocated (budgeted) to the program that are NOT filled by a Physical Therapist or Physical Therapist Assistant:	INCLUDE: Part-time positions that are currently filled, or are currently vacant or filled with temporary personnel. (Most part-time faculty will be considered associated faculty and should be reported in a later question.)	#
13.1e	How many FTEs do the above number of core faculty (both full-time and part-time) represent?	If the program's accreditation has been expanded to include additional program(s), include all core faculty only for the parent program. If a faculty member ROUTINELY has an appointment beyond the usual faculty appointment (e.g., summer or overload), include that time in the Full-Time Equivalency (FTE) calculation. Use table provided earlier in instructions.	#
13.2.	Regarding vacancies (this academic year) in currently allocated faculty positions:		
13.2a.	Number of vacancies (this academic year) in currently allocated (budgeted) core faculty positions:	Include the program director and Clin Ed Coordinator (ACCE/DCE) if applicable.	#

Q #	PTA Questions	Instructions	Options
13.2b.	<b>Faculty Turnover:</b> What percent (%) of core faculty positions have turned over since October of last year?	Enter percentage as whole numbers (i.e., "25", not "0.25");	%
13.3.	Regarding <b>projected vacancies:</b>		
13.3a.	For the next academic year, <b>provide</b> the number of projected vacancies in currently allocated (budgeted) core faculty positions:	Include the program director and Clin Ed Coordinator (ACCE/DCE) if applicable.	#
13.3b.	For the next academic year, <b>provide</b> the number of projected vacancies due to new core faculty positions, if any:		#
13.4.	Regarding <b>faculty to student ratios:</b>		
13.4a.	What is the core faculty to student ratio?	When determining this value, use (1) the number of full-time and part-time core faculty positions allocated to the program (regardless of the number of cohorts) and (2) the total number of students enrolled in the technical phase of the program (regardless of the number of cohorts). Portal will allow response to include a decimal. Do not include a percent sign. Example: If the ratio is 1:20, enter 20.	
13.4b.	What is the AVERAGE faculty to student ratio during laboratory experiences?	Do not include a percent sign. Example: If the ratio is 1:20, enter 20.	

Q #	PTA Questions	Instructions	Options
	<b>ASSOCIATED FACULTY</b>	Associated faculty are those individuals who have classroom and/or laboratory teaching responsibilities in the curriculum and who are not core faculty or clinical education faculty. The associated faculty may include individuals with full-time appointments in the unit in which the program resides or in other units of the institution, but who have primary responsibilities in programs other than the PTA program.	
13.5.	Regarding <b>ASSOCIATED faculty</b> for this academic year:		
13.5a.	Number of associated faculty for this <b>academic year</b> who are involved with one-half, or more, of the contact hours of one course:		
13.5b.	How many FTEs do the above number of associated faculty for this <b>academic year</b> represent?	For the sake of consistency, please determine this number based on the following: 1 contact hour= 0.003 FTE, or 1 credit =0.033 FTE, or One (1) 3 credit course = 0.1 FTE.	



## Part 2: Faculty Information: Faculty List (Portal Page 16)

### DATA FOR INDIVIDUAL CORE & ASSOCIATED FACULTY MEMBERS FOR CURRENT ACADEMIC YEAR

To obtain a printed copy of what the program submitted for each faculty member in the last Annual Accreditation Report (AAR):

- From the Home Page, click on the validate/preview/print button that is under the Annual Report Grid.
- On the Annual Report Validation Page, scroll down to the bottom and click the preview/print preview button.
- Click the Download Annual Report button.
- Either print entire report, OR save as a PDF, and print relevant pages.

Include core and associated faculty for the program represented in this AAR, regardless of the number of cohorts.

**CORE FACULTY DATA:** See *Definitions at beginning of the document for a definition of core faculty.*

- The Portal will show data entered last year.
- Delete any individuals that are no longer core faculty (or if status has changed to Associated Faculty).
- Add new core faculty members, if any.
- **Update previously entered data as appropriate.**
- **Use the following Core Faculty Data Sheet to collect information prior to data entry if applicable; make copies of this sheet as needed.**

#### IMPORTANT:

- (1) The ONLY person(s) who should be designated as the Chair/Director must be the individual(s) who has been identified as the program administrator with the Accreditation Department. **Regardless** of the titles used at your institution, all other individuals **MUST** be designated as either the Clin Ed Coordinator (ACCE/DCE) or Other Faculty.
- (2) Please use the Clin Ed Coordinator designation on the Portal for ACCE/DCEs.
- (3) If an individual's status has changed from core to associated or vice versa, you will need to delete the faculty record and add a new faculty member for the appropriate classification in order for the relevant fields to show.
- (4) **Regarding Earned Degrees:** Since the DPT is a clinical degree – and tDPT programs were designed to give an individual the knowledge and skills equivalent to the current entry-level DPT degree, the tDPT degree is being included in the *Entry Level PT Degree (clinical) category and NOT in the Highest Earned Academic Degree category*. Even if the tDPT program included content beyond entry-level, it is to be included in the entry level category. If a faculty member who is a physical therapist does not have an academic degree higher than an entry-level DPT or tDPT degree, please use the Not Applicable option in the *Highest Earned Academic Degree category*. **Please keep in mind that the purpose of collecting this data is to accurately report faculty degrees as part of the Fact Sheets.**
- (5) **Percent of workload for core faculty should be determined in a consistent manner.**
- (6) **FTE calculations: see instructions at the beginning of the AAR.**
- (7) **There is a new field on individual faculty pages called 'Faculty Member Not Yet Identified'. This field is not used for Annual Reports and MUST BE LEFT BLANK FOR ALL FACULTY RECORDS.**

#### SALARY DATA:

While this information is not required, we strongly urge you to provide it as it allows us to provide programs with important data to use in hiring. Enter salary data for the current academic year **ONLY** for those full-time core faculty members who have an institutional FTE of .75 or greater; provide the annual salary regardless of time devoted to the professional program. Once saved, salary data shows on the Portal only as asterisks (\*\*\*\*\*) to ensure confidentiality.

#### **ASSOCIATED FACULTY DATA FOR THOSE WHO ARE INVOLVED IN 50% OR MORE OF AT LEAST ONE COURSE:**

See *Definitions in the beginning of the document for a definition of Associated faculty.*

- The Portal will show data entered last year. Delete any individuals that are no longer associated faculty. If status has changed from Associated to Core Faculty, delete the associated record and add a new core faculty record.
- Add new associated faculty members, if any.
- **Update previously entered data as appropriate.**
- **Use the Associated Faculty Data Sheet to collect information prior to data entry; make copies as needed.**

Core Faculty Information Sheet (make copies as needed) Note this form is used by both PT and PTA programs				
Name			Faculty Type	Core
Credentials (eg, PT, PhD, FAPTA)			Sex	
Position	Chair/Director Clin Ed Coordinator	Other Faculty Chair/Director & Clin Ed Coordinator	Race	Hispanic/Latino of any race American Indian/Alaskan Native Asian Black or African-American Native Hawaiian or other Pacific Islander White Two or more races Unknown
# Months Appointed Per Academic Year			FTE (program)	Do not include teaching or administrative responsibilities outside entry-level program
FTE (institution)	See instructions at beginning of AAR		PT or PTA	PT    PTA    Both    Neither
Year of Birth			Highest Earned Academic Degree (does NOT include any PT/PTA degrees)	1. Baccalaureate 2. Masters (advanced) 3. Professional Doctorate (EdD, DrPH, DSc, etc.) ( <b>NOT DPT or tDPT</b> ) 4. Doctor of Philosophy 5. <b>Other (NOT DPT or tDPT)</b> 6. Not Applicable (please use this option if no degree higher than entry level degree or tDPT has been earned)
Highest Earned Clinical (PT) Degree	1. Associate 2. Baccalaureate 3. Certificate 4. Masters 5. DPT	6. Bachelor + Transition DPT 7. Certificate + Transition DPT 8. Masters + Transition DPT 9. Not Applicable	Rank	Lecturer Instructor Assistant Professor Associate Professor Professor Graduate Research/TA Administrative Appointment Clinical Assistant Professor Clinical Associate Professor Clinical Professor Other
Discipline of Highest Earned Degree	Administration Anatomy Education (adult ed, allied health, higher ed, higher ed admin, etc.) Ethics; Humanistic Studies Ex Physiology; Ex Science; Sports Med Gerontology Health Sciences; Allied Health Kinesiology; Biomechanics; Pathokinesiology	Medicine, Other Health Discipline Motor Learning Neuroscience; Neuroanatomy Pediatric PT; Special Ed Public Health Physical Therapy Physiology Other Not Applicable	Total Yrs as Core Faculty in Program	Note: This field will automatically update based on previous year's data. Portal won't accept decimal; if less than 1 year, enter 1.
Total Years as Core Faculty in Any Program	Note: This field will automatically update based on previous year's data. Portal won't accept decimal; if less than 1 year, enter 1.		Secondary Area of Expertise Taught in Program (choose one)	Administration/Management Anatomy Cardiopulmonary Clinical Education Clinical Medicine Education Electrotherapy/Modalities Geriatrics Integumentary Musculoskeletal Neuromuscular Neuroscience Pathology Pediatrics Physiology Prof. issues, incl communications, ethics Psychosocial Aspects of Care Research Therapeutic Exercise Other None
Primary Area of Expertise Taught in Program (choose one)	Administration/Management Anatomy Cardiopulmonary Clinical Education Clinical Medicine Education Electrotherapy/Modalities Geriatrics Integumentary Musculoskeletal Neuromuscular	Neuroscience Pathology Pediatrics Physiology Professional issues, incl communications, ethics Psychosocial Aspects of Care Research Therapeutic Exercise Other None	Enrolled in Degree Education	Yes No
Enrolled in Degree Education	Yes, Baccalaureate Degree Yes, in tDPT program No	Yes, Masters Degree Yes, in other Doctoral program	Certified Clinical specialist	Yes No
Scholarly productivity	Not involved in scholarship Actively engaged but product(s) not disseminated Actively engaged, <5 peer reviewed disseminated products Actively engaged, 5-10 peer-reviewed disseminated products in last 10 yrs Actively engaged, >10 peer-reviewed disseminated products in last 10 yrs		Tenure Status	Tenured Non-tenured (on tenure track) Not eligible (on clinical track) Not eligible (for other reasons) No Tenure Track
Workload distribution: % Time:	% Teaching: Entry-level program % Service: Clinical Practice % Other: Administration	% Teaching: Other programs % Service Committee Work, General Advising, etc % Other: Scholarship	% Other: Enrolled in Degree Program (as part of workload)	

Associated Faculty Information Sheet (make copies as needed) Note this form is used by both PT and PTA programs)			
<b>Name</b>			
<b>Credentials (eg, PT, PhD, FAPTA)</b>			<b>Faculty Type</b> Associated
<b>PT or PTA</b>	PT PTA	Both Neither	<b>Sex</b>
<b>Total Teaching Contact Hours Per Year</b>			<b>Highest Earned Clinical (PT) Degree</b> 1. Associate 2. Baccalaureate 3. Certificate 4. Masters 5. DPT 6. Bachelor + Transition DPT 7. Certificate + Transition DPT 8. Masters + Transition DPT 9. Not Applicable Please note: this category is to identify the highest earned clinical degree held by faculty who are PT or PTAs. Basic science faculty should choose Not Applicable.
<b>Highest Earned Academic Degree (does NOT include any PT/PTA degrees)</b>	1. Baccalaureate 2. Masters (advanced) 3. Professional Doctorate (EdD, DrPH, DSc, etc.) (NOT DPT or tDPT) 4. Doctor of Philosophy 5. Other (NOT DPT or tDPT) 6. Not Applicable (please use this option if no degree higher than entry level degree or tDPT has been earned)		<b>Discipline of Highest Earned Degree</b> Administration Anatomy Education (adult ed, allied health, higher ed, higher ed admin, etc.) Ethics; Humanistic Studies Ex Physiology; Ex Science; Sports Med Gerontology Health Sciences; Allied Health Kinesiology; Biomechanics; Pathokinesiology Medicine, Other Health Discipline Motor Learning Neuroscience; Neuroanatomy Pediatric PT; Special Ed Public Health Physical Therapy Physiology Other Not Applicable
<b>Total Years as Faculty</b>	Note: <b>This field will automatically update based on previous year's data.</b> Portal won't accept decimal; if less than 1 year, enter 1.		<b>Total Yrs as Faculty in Program</b> Note: <b>This field will automatically update based on previous year's data.</b> Portal won't accept decimal; if less than 1 year, enter 1.
<b>Primary Area of Expertise Taught in Program (choose one)</b>	Administration/Management Anatomy Cardiopulmonary Clinical Education Clinical Medicine Education Electrotherapy/Modalities Geriatrics Integumentary Musculoskeletal Neuromuscular	Neuroscience Pathology Pediatrics Physiology Professional issues, incl communications, ethics Psychosocial Aspects of Care Research Therapeutic Exercise Other None	<b>Secondary Area of Expertise Taught in Program (choose one)</b> Administration/Management Anatomy Cardiopulmonary Clinical Education Clinical Medicine Education Electrotherapy/Modalities Geriatrics Integumentary Musculoskeletal Neuromuscular
<b>Enrolled in Degree Education</b>	Yes, Baccalaureate Degree Yes, in tDPT program No	Yes, Masters Degree Yes, in other Doctoral program	<b>Certified Clinical specialist</b>
<b>Race</b>	Hispanic/Latino of any race American Indian/Alaskan Native Asian Black or African-American	Native Hawaiian or other Pacific Islander White Two or more races Unknown	

## Part 3: Compliance Questions

The questions in this section cover two separate but related considerations to assess the continued progress of **candidacy** education programs toward compliance with the Standards and Elements. The first purpose is to identify any deviation from the planned development as reported in your Application for Candidacy. The second purpose is to discuss progress made in areas where CAPTE had previously determined the program to be making insufficient progress at the time that Candidacy was granted.

You will have an opportunity to inform CAPTE about all developmental activities when you submit a Self-study Report for your initial accreditation decision. At this time, the following questions are intended to only solicit information regarding any **DEVIATION** from the planned development reported in your Application for Candidacy (i.e., any areas in which development or continued development **has NOT proceeded** as planned or previously reported). It is NOT intended for you to comment on the continued development that is proceeding as planned.

Please contact the Department of Accreditation staff if you have any questions regarding what to report.

Has there been any **DEVIATION** from **what was reported** in your Application for Candidacy OR what was reported in last year's **Candidacy** Program Annual Accreditation Report:

- CC1. In the program's assessment processes? Yes/No  
If Yes, provide a description of the change:  
  
If yes, describe the effect on the program:
- CC2. In the number of core faculty planned for the first year of the program or for subsequent years? Yes/No  
If Yes, provide a description of the change:  
  
If yes, describe the effect on the program:
- CC3. In the number of staff planned for the first year of the program or for subsequent years? Yes/No  
If Yes, provide a description of the change:  
  
If Yes, describe the effect on the program:
- CC4. In the program director? Yes/No  
If Yes, provide a description of the change, including the qualifications of the current program director:  
  
If Yes, describe the effect on the program:
- CC5. In the ACCE/DCE? Yes/No  
If Yes, provide a description of the change, including the qualifications of the current ACCE/DCE:  
  
If Yes, describe the effect on the program:
- CC6. In the program budgeted salary expenses (excluding benefits)? Yes/No  
If Yes, provide a description of the change:  
  
If Yes, describe the effect on the program:

- CC7. In the program budgeted operating expenses (excluding salary and benefits)? Yes/No  
**If Yes**, provide a description of the change:  
**If Yes**, describe the effect on the program:
- CC8. In institutional or program policies that affect students? Yes/No  
**If Yes**, provide a description of the change:  
**If Yes**, describe the effect on the program:
- CC9. In institutional or program policies that affect faculty and staff? Yes/No  
**If Yes**, provide a description of the change:  
**If Yes**, describe the effect on the program:
- CC10. In the number of students admitted into a cohort? Yes/No  
**If Yes**, provide a description of the change:  
**If Yes**, describe the effect on the program:
- CC11. In the number of times per year that a cohort is admitted? Yes/No  
**If Yes**, provide a description of the change:  
**If Yes**, describe the effect on the program:
- CC12. In the admission criteria or procedures? Yes/No  
**If Yes**, provide a description of the change:  
**If Yes**, describe the effect on the program:
- CC13. In the curriculum? Yes/No  
**If Yes**, provide a description of the change:  
**If Yes**, describe the effect on the program:
- CC14. In the clinical education component of the program? Yes/No  
Note: This includes, but is not limited to, sequencing of clinical education experiences; expectations of students during clinical education experiences; variety and number of clinical sites available to the program; timelines for continued development of the clinical education component.  
**If Yes**, provide a description of the change:  
**If Yes**, describe the effect on the program:
- CC15. In student services? Yes/No  
**If Yes**, provide a description of the change:  
**If Yes**, describe the effect on the program:
- CC16. In the library or learning resources available to students? Yes/No  
**If Yes**, provide a description of the change:  
**If Yes**, describe the effect on the program:

CC17. In the allocation or quality of space available to the program? Yes/No

**If Yes**, provide a description of the change:

**If Yes**, describe the effect on the program:

CC18. In the equipment available to the program (both didactic and office)? Yes/No

**If Yes**, provide a description of the change:

**If Yes**, describe the effect on the program:

CC19. If not already addressed in the above questions, provide an update on any area(s) that, at the time of the Candidacy Decision, **the program was cited for not having made sufficient progress towards compliance. If submitting response separately from the AAR, indicate this in the response to CC19 and provide the complete file name(s) and date of submission. File name must be in the following format: Name of institution-AddMat DevAAR-Date.pdf. Additional material must be e-mailed to [accreditation@apta.org](mailto:accreditation@apta.org).**