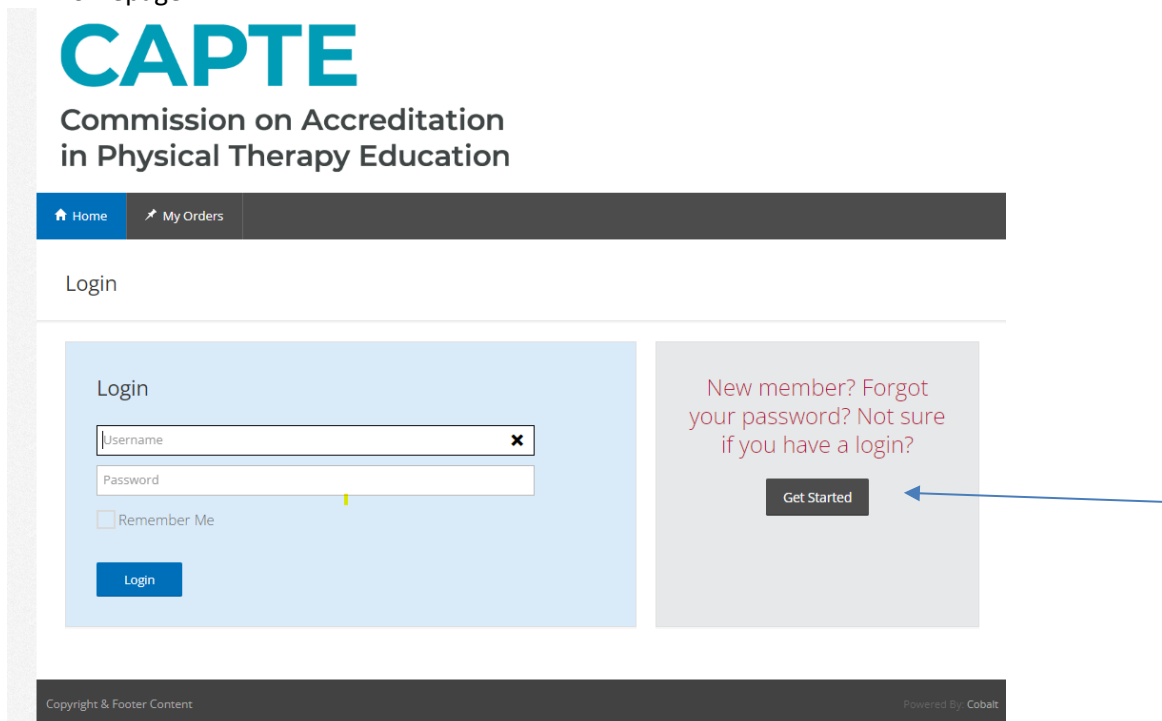


**Department of Accreditation 2022
Annual Accreditation Report Helpful Tips for
Using the Portal**

Here are some things you need to know about the 2022 AAR:

- The recommended web browsers are, Microsoft Edge and Google Chrome.
- Adjust your Internet Settings so that the CAPTE Accreditation Portal site is set as a trusted site and allows pop ups, if applicable to your browser.
- Your username is your email address as recorded in CAPTE’s accreditation system. Your password is your firstnamelastname unless you changed it when previously logging into the portal. If you don’t remember your username or your password, you can click on the Forgot Password link on the CAPTE Accreditation Portal homepage.



- You only need your email address to reset your password. If you do not receive an email response within half an hour, please contact accreditation@apta.org. Remember to check your spam/junk folders as automated messages may be filtered by your in-box.
- **If you have an expansion program**, a separate AAR for the expansion program has been created. Your log-in credentials for the expansion program are the same as for the primary program.
- Please use the instructions for individual questions in the Word version of the AAR that are printed in the 2022 Annual Accreditation Report – with Instructions document. These documents are posted on CAPTE web pages at <https://www.capteonline.org/about-capte/policies-and-procedures/annual-accreditation-report>. Also, **if there are any instructions at the top of a portal page, read them carefully.**
- When moving through pages on the portal, use the tab to move to the next question. If you click the enter key, it will take you back to the Home page. Clicking on the ‘save’ button at the bottom of the page will save entered data and keep you on the same page. Clicking on the ‘submit and validate’ button will save the data entered and return you to the page list. The system requires that you complete all questions on a page. The system will give an error message if any question is unanswered on a page.

in Physical Therapy Education

Confirmation of Contact and Other Information

Confirmation of Contact

1.1. Verify that the following URL is correct and points directly to the program's accreditation statement. If not, replace or add correct URL before moving to question 1.1b.

1.1. Accreditation Status URL

https://AccreditationStatusURL.com

1.1b. Verify that the following URL is correct and points directly to the program's main web page. If not, replace or add correct URL.

1.1b. Website URL

https://WesiteURL.com

1.1c. Verify that the following URL is correct and points directly to the program's Student Financial Fact Sheet. If not, replace or add correct URL.

1.1c. Student Financial Fact Sheet URL

https://StudentDebtURL.com

1.1d. Verify that the following URL is correct and points directly to the program's web posting of graduation, licensure and employment rates. If not, replace or add correct URL.

1.1d. Program Outcome URL

https://StudentDebtURLTest.com

1.2. Is the information on the program's contact info page on the CAPTE Portal correct? If NO, e-mail correct information to accreditation@apta.org

1.2. Program Contact Info Up to Date

Yes

No

Back Save Submit and Validate

- You will need to complete the faculty list page for each faculty member. Faculty data did not migrate over from the previous system. Click on the Faculty List page. Click Add.

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Home My Orders

Faculty List

If you do not see your newly added Faculty member on the Faculty List, please log out of the portal and log back in. Please do not add duplicate Faculty members.

Name	Last Modified		
chevallet, michelle	10/6/2022	Edit	Delete
Gilbert, Max	10/5/2022	Edit	Delete
Obradovic, Danijel	10/5/2022	Edit	Delete
Smith, Dado	10/5/2022	Edit	Delete

Add Back

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Complete each section including uploading the faculty CV and Scholarship Form per the instructions. Be sure to click on Save. NOTE: If you do not see your newly added Faculty member on the Faculty List, please log out of the portal and log back in. Please do not add duplicate Faculty members.

- The page to provide salary data is accessed from the Faculty List page; please don't skip it. Requests for salary information are the most frequent requests we receive. Once you have entered the salary data and click on

save, the response will change to asterisks (*****).

- Questions/fields have been added for you to provide explanations to certain responses with the intent that it could help prevent CAPTE from needing to ask for further information in the form of a Compliance Report. If necessary, email any additional information to accreditation@apta.org. If emailing additional AAR information, include the institution name and the letters AAR in the subject line.
- **It is critical that you print the AAR and carefully confirm, and if necessary correct, your data PRIOR TO submitting the AAR!**

1. Once you complete the Go to the AAR Main page.

John Anthony | Logc

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Home My Orders

	Status
Confirmation of Contact and Other Information	Complete
Degree To Be Awarded, Program Length and Curriculum Model	Complete
Cost to Student	Complete
Program Budget	Complete
50/50 Faculty Rule and Space Allocation	Complete
Clinical Education	Complete
Admission Information	Complete
Matriculating Cohorts	Complete
Applicant Admission Information Statistics - Enrollment by Class/Gender	Complete
Applicant Admission Information Statistics - Enrollment by Ethnicity	Complete
Applicant Admission and Program Graduates	Complete
Program Graduates Statistics - by Ethnicity	Complete
Graduating Cohorts	Complete
Employment Information	Complete

Scroll to the bottom of the page and click on Print Preview. Print your annual report for your records. You can print the report and save it as a PDF. We recommend printing the document for review prior to submission. The system also allows you to print the report after submission.

Graduating Cohorts	Complete
Employment Information	Complete
Core Faculty and Current Vacancies	Complete
Turnover, Projected Vacancies and Faculty-to-Student Ratios	Complete
Associated Faculty, Scholarly Productivity and Grants	Complete
Faculty List	Complete
Compliance Questions for Candidacy Programs ONLY	Complete
COVID Changes	Complete

Print Preview ←
 Back
Submit Report

For those programs with expansion programs, note the document currently does not show on each page whether you are working in the primary program annual accreditation report or the expansion program annual accreditation report. We continue working with our vendor to add this feature.

Most of our communication is now primarily via email from our database server. To make certain that our communications are received as intended, we have two requests:

- Please make certain we have the correct email addresses for you, the person to whom you report (e.g., Dean), the Chief Academic Officer (e.g., Provost, VP for Academic Affairs), and the Chief Executive Officer (e.g., President, Chancellor). You can view the data on record from the portal (“View Program Contacts”). If any information is incorrect, please send the correct information to: accreditation@apta.org.
- Please make certain that emails from our server can get through your firewall, spam filters, etc. The emails will come from **accreditation.org**.

Use the tab key when moving from one question to the next. Clicking **enter** will return you to the home page and not save your data.

We are aware the portal system is running slower than we would like. We asked the vendor to investigate and enhance the speed moving from one page to another and in saving the documents.

Questions? Feel free to contact us at accreditation@apta.org.