**Suggested Schedule for CAPTE Visits** (4/30/20, 5/18/20)

Note: It is CAPTE’s preference to have clinical instructors and students interviewed prior to faculty interviews. This allows the team to follow up on issues, if any are identified by those groups. The program director creates a schedule that identifies specific times, allowing 10 minutes between interviews.

**Pre-Visit**

Program director: provides an electronic Word document of the forms found in the Items Provided On Site.doc; these include the General Information, Persons Interviewed On Site and Materials Reviewed forms.

Team: Plans visit; reviews on-site materials

**Sunday afternoon**

1 hour: Program director (review schedule, identify topics of consultative session, if scheduled;

1 hour: Clinical education faculty (CIs and CCCEs); program director and DCE/ACCE are not present; minimum of 5, must be representative of different practice settings. **For initial accreditation visits, additional individuals may be necessary to ensure a broad representation of clinical education instructors used throughout the curriculum and from a variety of practice settings.**

1 hour: **Established program:** Recent Graduates

**New Program:** Advisory committee members, individuals instrumental in developing and evaluating the curriculum and implementing the program

1 hour: **Established program:** Employers of Graduates (minimum of 5)

**New Program:** (no employers at this point)

**Monday**

½ hour: Program director

½ hour: All core faculty, including the program director. Faculty and team introductions; team leader provides overview of accreditation process, purpose and value of accreditation, and objectives of the visit.

½ hour: President and/or Provost

45 min: Students enrolled in 1st year of program (6 to 10 students)

15 min: Break

1 hour: Students enrolled in 2nd year of program (6 to 10 students)

45 min: Lunch, executive session for team

1 hour: Students enrolled in 3rd year of program (6 to 10 students) **(PT Programs)**

1 hour: Dean

½ hour: Program director, if needed; discuss additional information needed, review next day schedule

**Tuesday**

½ hour: Program director, if needed

2-3 hours: Core faculty – individual core faculty, can be small groups of core faculty or 3 concurrent sessions with individual faculty, excludes program director. *Size of faculty will determine time needed and format of interviews (e.g., small groups for large faculty)*

15 min: Break (between faculty interviews)

1 hour: Concurrent sessions:

 Clinical education coordinator (DCE/ACCE) (without program director)

 Associated faculty

 General education faculty **(PTA Programs)**

30 min: Lunch

1 hour: Concurrent sessions:

 Support staff for program

 Student services personnel: Admissions, Financial Aid, Career Services, Tutoring-Testing Services, Library, etc. **(PTA Programs)**

 Admissions Committee or Chair, Admissions Committee (if applicable) **(PT Programs)**

½ hour: Program director, if needed

**Wednesday morning**

½ hour Program director, if needed to clarify findings/request additional information

2 hours: Executive session for team: to reach consensus on what to include in team’s report; finalize summary; prepare presentation of exit summary

½ hour: Preview exit summary with program director

45 min: Exit summary to institutional administrators, program director, and core faculty regarding overall findings

1 hour: Consultative session, if requested