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ON-SITE VISIT PREPARATION GUIDELINES FOR PROGRAMS

TEAM HOUSING ARRANGEMENTS

1. Hotel reservations for members of the team are to be made by the program director. Information about the accommodations should be conveyed to the on-site team members using the On-site Visit Travel Information Form. Your arrangements should take into account the following:
   - The hotel should be as convenient to the campus as possible.
   - Reserve rooms for Saturday arrival and Wednesday departure, unless your visit does not follow the typical schedule. It will be the team members' responsibility to make changes, if needed.
   - There should be easy access to restaurants for evening meals (e.g., in the hotel, within safe walking distance or within a short cab ride).
   - We would appreciate that, if possible, hotel costs range between $125 and $150; however, we recognize that that this may not be possible in some areas. APTA does not authorize the booking of expensive hotel suites, so please do not suggest these types of arrangements. Moderately priced or all-suite hotels may have accommodations within an acceptable price.

2. Team members will pay for all transportation, meals and housing accommodations. (These expenses are reimbursed by APTA.) If the program provides meals to the team, an invoice for the cost may be forwarded to the Accreditation Department for reimbursement.

DURING THE VISIT

1. The preferred on-site visit schedule is available from the *Access to Additional Needed Materials* link above the Self-study grid on the CAPTE Accreditation Portal or from www.capteonline.org (click the Accreditation Handbook).

2. Please note that several activities are optional. Individuals responsible for planning the schedule are expected to adapt this sample schedule to fit the needs of the program and the team, while preserving to the extent possible, the plan for the team to meet with faculty after having met with others, such as students, clinicians, etc. The proposed schedule should be sent to each team member and negotiated with the team leader. A final copy should be forwarded to the Accreditation Department approximately six weeks prior to the on-site visit.

3. There is a link under the Self-study Report grid on the program's home page of the CAPTE Accreditation Portal to access additional materials, including the *Items to be Provided to the On-site Team* that the program provides to the team at the start of the visit. This file includes the following forms: (a) the General Information Form, (b) the Materials Provided to the On-site Team Form, and (c) the Persons Interviewed Form and becomes part of the Visit Report. Programs are **required** to provide the team with one copy of these materials in **both** electronic and paper formats.

4. With the exception of team visits to the President and Provost, all interviews should be held in a central conference room accessible to local personnel who will be interviewed. Beverages should be provided for the team and those that they are interviewing. It is helpful to the team, though not required, if a computer workstation can be made available to them in their primary meeting room.

5. The team will expect that the program administrator is available throughout the visit to provide information and clarification of questions raised during the interview sessions.
6. Please assist the team members, as appropriate, with transportation, lunch, and other needs during the site visit.
7. Evening activities of any nature involving members of the on-site team should **not** be scheduled. The team needs this time to work. A social activity may be arranged after the Exit Summary and consultation session have concluded, if desired.

REPORTS FROM THE TEAM

1. The team begins writing the Visit Report while on campus. This report will not be left at the end of the visit; once completed and reviewed by Accreditation Department, the Visit Report will be sent to the program.
2. The team will provide an oral Exit Summary on the last day of the visit. The Exit Summary includes a general discussion of the team's findings; it will not include all the specifics included in the written report. The Exit Summary will be given to the program administrator, core faculty of the program and academic administrator(s).