| **row** | **Attach to Element(s)** | **AFC APPENDIX LIST (November 2024)****Required AFC Appendices for PT Programs** | **Required File Name** |
| --- | --- | --- | --- |
| **1** | **Preface** | **Signature AFC Page** | Signature Page.pdf |
| **2** | **Preface** | **AFC Eligible for Further Review Form** (*forms packet)* AS A WORD DOCUMENT | AFC Eligible for Further Review.doc |
| **3** | **Preface** | Needs Assessment Data  | Needs Assessment.pdf |
| **4** | **2A** | Strategic Planning document | Strategic Planning Document.pdf |
| **5** | **2C, 2D** | [Program Assessment Matrix](#ProgramAssessmentMatrix) *(forms packet)* | Program Assessment Matrix.pdf |
| **6** | **2C, 2D** | Survey forms used to collect data from stakeholders. Combine into one PDF. | Survey Forms.pdf |
| **7** | **2D8** | [Clinical Education Placements Available](#CEAvailablePLacementTable) Table *(forms packet)* that delineates available placements at each physical location. This is a required table that documents contractual access to sufficient (at least 150% of enrolled students) clinical placements **to meet the needs** of the first full-time clinical experience and any part-time clinical experiences that may precede it. Only include facilities for which signed contracts are in place AND for which complete Letters of Intent are provided. Do NOT indicate a range in the number of student placements as CAPTE will always use the smallest number.  | CE Available Placements Table.pdf |
| **8** | **2D8** | Copies of signed and dated [Letters of Intent](#LOIForm) from the individual physical therapy sites that agree to provide at least one clinical placement **prior to** the program’s achievement of initial accreditation. Letters of Intent must be on the letterhead of the site and include the title and credentials of the individual who signs it. Hospitals, health care systems and health care companies, including private practices that provides physical therapy services at multiple sites must provide individual Letters of Intent from each site that will take students, signed by the individual located at that site who is responsible for providing the clinical education experience**. Refer to CAPTE’s Rules of Practice and Procedures regarding the current requirement for Letters of Intent delineated under §7.10 AFC Submission Requirements.****NOTE: Effective December 1, 2021,** Signature dates on LOI must be within one year of required CAPTE submission date of the Application for Candidacy. If dates are older than one year; the re-confirmation section of the LOI form must be completed. If an older LOI form was used, have the clinical site complete the reconfirmation section of the current form and submit both forms.**IMPORTANT:** Note the following:* If the Letter of Intent identifies a range in the number of students at a given site, CAPTE will use the lower number when calculating available placements.
* Incomplete Letters of Intent will not be accepted.
* Names of individuals identified as the “CCCE” on the Available Clinical Education Placement Table MUST be the same as (or included in) the names of signatories on the respective Letters of Intent.
* The names and signatures of administrative officials, HR representatives, business owners, or any other similar representatives of sites that do not provide clinical experiences may be included in Letters of Intent, but are not acceptable as the sole signatories of Letters of Intent.
* LOIs are to be signed by the CCCE. If clinical site is more than 60 miles/one hour away from the CCCE, a PT who could be a CI at the site must ALSO sign the LOI.
* If this expectation is not met, the AFC will NOT be eligible for review by the Commission.

It is the responsibility of programs to contact the Accreditation Department staff to clarify this expectation if needed.  | CE Letters of Intent.pdf |
| **9** | **2D8** | [Clinical Education Placements Needed](#ClinEdPlacementsNeeded) for Full Program Implementation Form (forms packet) identifies the number and variety of clinical education placements that will be needed when the program is fully implemented.  | CE Placements Needed Full Implementation.pdf |
| **10** | **2D9** | Copies of the first page and signature page of each fully executed (date and signed by all parties) clinical education contract/written agreement that are available at the time of AFC submission. Must be submitted in a single PDF document, in alphabetical order by name of clinical site/corporation; PDF must be bookmarked with name on each contract. If a contract delineates multiple physical sites, a copy of that information is to be included, including the name of the facility, city & state.  | CE Contracts.pdf |
| **11** | **2D9** | List the document(s) where the blank, sample program or university‐specific written agreement can be found. Include the name of the document(s) and page number(s) and/or specific URL reference(s). If not located in supporting document(s), provide the blank sample program or university‐specific written agreement. | CE Written Agreement.pdf |
| **12** | **2E** | Curriculum Assessment Matrix  | Curriculum Assessment Matrix.pdf |
| **13** | **3A** | Copy of institutional authorizations from the state to provide (1) postsecondary education & (2) the physical therapy professional PT program. If institution is in a collaborative arrangement with another institution to award degrees, provide requested information for the degree granting institution. | Institutional State Authorization.pdf |
| **14** | **3A** | (For private institutions) Evidence of the most recent USDE Financial Responsibility Composite Score (a PDF from the USDE website is acceptable). | Institutional Financial Responsibility Composite Score.pdf |
| **15** | **3B** | Copy of the most recent institutional accreditation action. | Institutional Accreditation.pdf |
| **16** | **3B** | If institutional accrediting agency approval is necessary, provide a copy of the institutional accrediting agency approval for offering the physical therapy education program; if institutional accrediting agency approval is not necessary, provide a statement from the institutional accrediting agency to that effect. | Institutional Accreditation Program Approval.pdf |
| **17** | **3B** | If the program is located in an institution that is not the degree-granting institution, provide a copy of a written agreement with the degree-granting institution. Also, provide required evidence listed in line **8 & 9.** | Institution Not Degree Granting.pdf (if applicable) |
| **18** | **3C** | Provide an organizational chart that includes the location of the program within the organizational structure of the institution. | Organizational Chart.pdf |
| **19** | **3C** | Include in [Policy Location Chart](#PolicyLocationChart) and [URL Listing Table](#URLListingTable) *(forms packet****)* the institutional policies and practices that allow for faculty to employ academic freedom when making decisions.** Identify, as applicable, where the policies are found, including the name of the document, page number and/or URL. | Policy Location Chart.pdfURL Listing Table.pdf |
| **20** | **3C, 3D, 3E, 4E, 4F, 4H, 4I**  | Handbook Institutional Faculty  | Handbook Institution Faculty.pdf |
| **21** | **3C, 3D, 3E, 4E, 4F, 4H, 4I, 4J**  | Handbook Program Faculty, if available | Handbook Program Faculty.pdf |
| **22** | **3C, 3D, 3E, 4I, 4J, 4L**  | If the policies delineated in these Elements are not found in supporting documents or are located in a Union Contract, provide a copy of the relevant policies or Contract provisions in the bookmarked document titled: Other Policies.pdf. (Do not provide entire Contract) | Other Policies.pdf |
| **23** | **3C, 3E, 3F, 3H1‐3H5, 4E, 4F, 4H, 4I, 4J, 4L, 4M, 4N, 4O, 5A, 5C, 5E**  | Program Policies and Procedures Manual, if available  | Policies and Procedures Program.pdf |
| **24** | **3C, 3E, 4I, 4J, 4L, 4N, 4O, 5A, 5D, 5E**  | If the policies delineated in these Elements are not found in supporting documents, provide a copy of the relevant policies in the bookmarked document titled: Other Policies.pdf. | Other Policies.pdf |
| **25** | **3D** | Include in [Policy Location Chart](#PolicyLocationChart) and [URL Listing Table](#URLListingTable) *(forms packet****)*** the **policies and procedures related to** **equal opportunity and nondiscrimination for faculty, staff, and prospective/enrolled students and the public**. Identify, as applicable, where they are found, including the name of the document, page number and/or URL.  | Policy Location Chart.pdfURL Listing Table.pdf |
| **26** | **3E**  | Workload Form - Core Faculty *(forms packet).* | Workload Form – Core Faculty.pdf |
| **27** | **3E** | Include in [Policy Location Chart](#PolicyLocationChart) and [URL Listing Table](#URLListingTable) *(forms packet****)*** the **policies and procedures** **related to academic standards, faculty roles, and faculty workload.** Identify, as applicable, where the policies are found, including the name of the document, page number and/or URL. | Policy Location Chart.pdfURL Listing Table.pdf |
| **28** | **3E** | Include in [Policy Location Chart](#PolicyLocationChart) and [URL Listing Table](#URLListingTable) *(forms packet****)*** the **policies and procedures related to the rights, responsibilities, safety, privacy, and dignity of program faculty and staff.** Identify, as applicable, where they are found, including the name of the document, page number and/or URL. At a minimum, provide policies/procedures that relate to:• Policies related to due process;• Policies describing confidentiality of records and other personal information;• Policies applicable to core faculty, including but not limited to:* Personnel policies, including merit, promotion, tenure;
* Faculty evaluation and development;
* Policies related to and opportunities for the participation of core faculty in the governance of the program and institution, including the responsibility for academic regulations specific to the program and the curriculum;
* Program planning; and
* Fiscal planning and allocation of resources.

• Policies applicable to associated faculty• Policies applicable to clinical education faculty• Policies related to staff• Other relevant policies including patients and human subjects used in demonstrations and practice for educational purposes. | Policy Location Chart.pdfURL Listing Table.pdf |
| **29** | **3F**  | Include in [Policy Location Chart](#PolicyLocationChart) and [URL Listing Table](#URLListingTable) *(forms packet****)*** the **policies and procedures policies and procedures are compatible with institutional policies and with applicable law.** Identify, as applicable, where they are found, including the name of the document, page number and/or URL. At a minimum, provide policies/procedures that relate to:• Relevant policies including patients and human subjects used in demonstrations and practice for educational purposes.• Policies and procedures are compatible with applicable state and federal laws and regulations (e.g., Title IX, Health Insurance Portability and Accountability Act of 1996, NC-SARA)• Clinical Education policies for students; Tools used to assess performance of students | Policy Location Chart.pdfURL Listing Table.pdf |
| **30** | **3G** | Include in [Policy Location Chart](#PolicyLocationChart) and [URL Listing Table](#URLListingTable) (forms packet) the policies and procedures **for handling complaints including a prohibition of retaliation following complaint submission.** Identify, as applicable, where they are found, including the name of the document, page number and/or URL | Policy Location Chart.pdfURL Listing Table.pdf |
| **31** | **4D**  | [Workload Form](#AssociatedFacultyWorkloadDistributionFor) - Associate Faculty *(forms packet).* | Workload Form – Associate Faculty.pdf |
| **32** | **4E**  | Include in [Policy Location Chart](#PolicyLocationChart) and [URL Listing Table](#URLListingTable) (forms packet) the policies and procedures for core faculty **including faculty evaluation and development.** Identify, as applicable, where they are found, including the name of the document, page number and/or URL. | Policy Location Chart.pdfURL Listing Table.pdf |
| **33** | **4F** | Include in [Policy Location Chart](#PolicyLocationChart) and [URL Listing Table](#URLListingTable) (forms packet) the policies and procedures for associated faculty **including faculty evaluation and development.** Identify, as applicable, where they are found, including the name of the document, page number and/or URL. | Policy Location Chart.pdfURL Listing Table.pdf |
| **34** | **4E, 4F, 4K** | [Professional Development Plan](#ProfessionalDevelPlanForm). For Each Core and Associated Faculty Member employed at time of AFC submission.  | Professional Development Plans.pdf |
| **35** | **4H**  | Program Director job description, if available | Job Description Program Director.pdf |
| **36** | **4J**  | Include in [Policy Location Chart](https://apta1111-my.sharepoint.com/personal/doreenstiskal_apta_org/Documents/Documents/00_working%20doc_general/2024%20SRE%20-%20new%20docs/1_%20final%20Nov%204%20SSR%20AFC%20PRR%20docs/AFC%20Instructions-and-Forms-Standards%202024%20draft%20nov%202024%20-%20MLR%20edits%20ds%20edits.docx#PolicyLocationChart) and [URL Listing Table](https://apta1111-my.sharepoint.com/personal/doreenstiskal_apta_org/Documents/Documents/00_working%20doc_general/2024%20SRE%20-%20new%20docs/1_%20final%20Nov%204%20SSR%20AFC%20PRR%20docs/AFC%20Instructions-and-Forms-Standards%202024%20draft%20nov%202024%20-%20MLR%20edits%20ds%20edits.docx#URLListingTable) *(forms packet****)*** the **policies and procedures related to maintaining compliance with accreditation policies and procedures.** Identify, as applicable, where they are found, including the name of the document, page number and/or URL. Note: it is acceptable for these to be part of a job description. | Policy Location Chart.pdfURL Listing Table.pdf |
| **37** | **4O**  | List of the skills in which students are expected to be able to perform safely and competently. If this information is found in program document(s) or course syllabi, identify the document(s) where this information is made available to students. | Skill List\_Expected To BeCompetent.pdf |
| **38** | **4P**  | Clinical Education Handbook, if available | Handbook Clinical Education.pdf |
| **39** | **4P** | Include in [Policy Location Chart](https://apta1111-my.sharepoint.com/personal/doreenstiskal_apta_org/Documents/Documents/00_working%20doc_general/2024%20SRE%20-%20new%20docs/1_%20final%20Nov%204%20SSR%20AFC%20PRR%20docs/AFC%20Instructions-and-Forms-Standards%202024%20draft%20nov%202024%20-%20MLR%20edits%20ds%20edits.docx#PolicyLocationChart) and [URL Listing Table](https://apta1111-my.sharepoint.com/personal/doreenstiskal_apta_org/Documents/Documents/00_working%20doc_general/2024%20SRE%20-%20new%20docs/1_%20final%20Nov%204%20SSR%20AFC%20PRR%20docs/AFC%20Instructions-and-Forms-Standards%202024%20draft%20nov%202024%20-%20MLR%20edits%20ds%20edits.docx#URLListingTable) *(forms packet****)*** the **policies and procedures related to clinical education** including, but not limited to, policies:• related to clinical instructor qualifications;• related to clinical instructor responsibilities; and• tools used in assessing the performance of students and the clinical instructor.Identify, as applicable, where they are found, including the name of the document, page number and/or URL. | Policy Location Chart.pdfURL Listing Table.pdf |
| **40** | **5A** | Include in [Policy Location Chart](https://apta1111-my.sharepoint.com/personal/doreenstiskal_apta_org/Documents/Documents/00_working%20doc_general/2024%20SRE%20-%20new%20docs/1_%20final%20Nov%204%20SSR%20AFC%20PRR%20docs/AFC%20Instructions-and-Forms-Standards%202024%20draft%20nov%202024%20-%20MLR%20edits%20ds%20edits.docx#PolicyLocationChart) and [URL Listing Table](https://apta1111-my.sharepoint.com/personal/doreenstiskal_apta_org/Documents/Documents/00_working%20doc_general/2024%20SRE%20-%20new%20docs/1_%20final%20Nov%204%20SSR%20AFC%20PRR%20docs/AFC%20Instructions-and-Forms-Standards%202024%20draft%20nov%202024%20-%20MLR%20edits%20ds%20edits.docx#URLListingTable) *(forms packet****)*** the **policies and procedures related to student recruitment and admission,** including but not limited to:• student recruitment and admission• maintenance of planned class size and prevention of over‐enrollment. Identify, as applicable, where they are found, including the name of the document, page number and/or URL. | Policy Location Chart.pdfURL Listing Table.pdf |
| **41** | **5A** | Student Recruitment Materials, if available | Student Recruitment Materials.pdf |
| **42** | **5B** | Indicate where each of the items identified in the narrative is located; include the name of document(s) and the page number and/or specific URL reference(s) where the policies can be found ([URL Listing Table](https://apta1111-my.sharepoint.com/personal/doreenstiskal_apta_org/Documents/Documents/00_working%20doc_general/2024%20SRE%20-%20new%20docs/1_%20final%20Nov%204%20SSR%20AFC%20PRR%20docs/AFC%20Instructions-and-Forms-Standards%202024%20draft%20nov%202024%20-%20MLR%20edits%20ds%20edits.docx#URLListingTable)). If the items are not located in supporting document(s), provide a copy of the relevant information; a URL by itself is NOT sufficient for requested items. | Relevant Student Information.pdfURL Listing Table.pdf |
| **43** | **5B, 6A, 6D, 6N**  | Relevant Catalog(s) **Note:** At the very least, all Catalog pages relevant to the program must be combined and provided as a PDF; **URLs by themselves are insufficient as a permanent record is required.** | Catalog Undergraduate.pdfCatalog Graduate.pdf |
| **44** | **5C** | Include in [Policy Location Chart](https://apta1111-my.sharepoint.com/personal/doreenstiskal_apta_org/Documents/Documents/00_working%20doc_general/2024%20SRE%20-%20new%20docs/1_%20final%20Nov%204%20SSR%20AFC%20PRR%20docs/AFC%20Instructions-and-Forms-Standards%202024%20draft%20nov%202024%20-%20MLR%20edits%20ds%20edits.docx#PolicyLocationChart) and [URL Listing Table](https://apta1111-my.sharepoint.com/personal/doreenstiskal_apta_org/Documents/Documents/00_working%20doc_general/2024%20SRE%20-%20new%20docs/1_%20final%20Nov%204%20SSR%20AFC%20PRR%20docs/AFC%20Instructions-and-Forms-Standards%202024%20draft%20nov%202024%20-%20MLR%20edits%20ds%20edits.docx#URLListingTable) *(forms packet****)*** the **policies and procedures related** rights, responsibilities, safety, privacy, and dignity of program students | Policy Location Chart.pdfURL Listing Table.pdf |
| **45** | **5C** | Include in [Policy Location Chart](https://apta1111-my.sharepoint.com/personal/doreenstiskal_apta_org/Documents/Documents/00_working%20doc_general/2024%20SRE%20-%20new%20docs/1_%20final%20Nov%204%20SSR%20AFC%20PRR%20docs/AFC%20Instructions-and-Forms-Standards%202024%20draft%20nov%202024%20-%20MLR%20edits%20ds%20edits.docx#PolicyLocationChart) and [URL Listing Table](https://apta1111-my.sharepoint.com/personal/doreenstiskal_apta_org/Documents/Documents/00_working%20doc_general/2024%20SRE%20-%20new%20docs/1_%20final%20Nov%204%20SSR%20AFC%20PRR%20docs/AFC%20Instructions-and-Forms-Standards%202024%20draft%20nov%202024%20-%20MLR%20edits%20ds%20edits.docx#URLListingTable) *(forms packet****)*** the **policies and procedures related to students including, but not limited to:**• Policies related to due process;• Policies describing confidentiality of records and other personal information;• Safety of students when in the role of subjects or patient‐simulators;• Policies related to calibration and safety check of laboratory equipment;• Policies on what student information is shared with the clinical facility (e.g., criminal background check, academic standing) and the process used to share this information;• Policies addressing requests for accommodation (in the classroom or clinical education) for students with disabilities;• Information provided to students regarding potential health risks they may encounter throughout the education program and in clinical practice;• Policies governing use of standard precautions;• Policies governing the storage and use of any hazardous materials;• Safety regulations and emergency procedures;• Policies governing the use and maintenance of equipment;• Policies related to clinical education experiences, including HIPAA and a patient’s right to refuse treatment by a student; and• Policies regarding laboratory access by students outside scheduled class time. | Policy Location Chart.pdfURL Listing Table.pdf  |
| **46** | **5C, 5D** | Handbook Institution Student  | Handbook Institution Student.pdf |
| **47** | **5C, 5D** | Handbook Program Student, if available | Handbook Program Student .pdf |
| **48** | **5D** | Include in [Policy Location Chart](https://apta1111-my.sharepoint.com/personal/doreenstiskal_apta_org/Documents/Documents/00_working%20doc_general/2024%20SRE%20-%20new%20docs/1_%20final%20Nov%204%20SSR%20AFC%20PRR%20docs/AFC%20Instructions-and-Forms-Standards%202024%20draft%20nov%202024%20-%20MLR%20edits%20ds%20edits.docx#PolicyLocationChart) and [URL Listing Table](https://apta1111-my.sharepoint.com/personal/doreenstiskal_apta_org/Documents/Documents/00_working%20doc_general/2024%20SRE%20-%20new%20docs/1_%20final%20Nov%204%20SSR%20AFC%20PRR%20docs/AFC%20Instructions-and-Forms-Standards%202024%20draft%20nov%202024%20-%20MLR%20edits%20ds%20edits.docx#URLListingTable) *(forms packet****)*** the **policies and procedures related to student retention, progression and dismissal**. Identify, as applicable, where they are found, including the name of the document, page number and/or URL. | Policy Location Chart.pdfURL Listing Table.pdf |
| **49** | **5E** | Copy of enrollment agreement, if used. | Enrollment Agreement.pdf |
| **50** | **6A, 6D, 6G, 7A, 7B, 7C, 7D** | The [Plan of Study](#RequiredPlanofStufy) that list courses by term and includes prefix, #, title, credits, and student contact hours broken down by lecture, lab, independent study and clinical hours. | Plan of Study.pdf |
| **51** | **7A** | [7A PT Content Chart](#ContentChart7A) *(forms packet)* that identifies sample course objectives that demonstrate the progression to the highest expected level of student performance for each content area delineated in Element 7A. | 7A PT Content Chart.pdf |
| **52** | **7B** | [7B PT Content Chart](#ContentChart7B) (*forms packet*) that identifies sample course objectives that demonstrate the progression to the highest expected level of student performance for each content area delineated in Element 7B.  | 7B PT Content Chart.pdf |
| **53** | **7C** | [7C PT Content Chart](#ContentChart7C) *(forms packet)* that identifies sample course objectives that demonstrate the progression to the highest expected level of student performance for each content area delineated in Element 7C. | 7C PT Content Chart.pdf |
| **54** | **7D** | [PT Curriculum Map](#PTCurriculumMap) *(forms packet)* | Curriculum Map.pdf |
|  | **Related Elements** | **The following appendices are NOT attached to individual Elements but are uploaded as per the Application for Candidacy instructions. The related elements are provided here to inform programs as to how these documents are used by the Reviewers** |  |
| **55** | **Related Elements; DO NOT ATTACH to elements:****4A, 4D, 4G, 4K, 4M**  | [CV](#CVRequiredFormat) *(forms packet)* **uploaded on the appropriate Core Faculty Information Page OR Associated Faculty Information Page**; the latter for each associated faculty member who is involved in 50% or more of the contact hours of a course including lab assistants in courses where they are responsible for working with students for 50% or more of lab contact hours. | CV‐Last Name First Name.pdf(for example: CV‐Smith Mary.pdf) |
| **56** | **PT ONLY****Related Element:****4B** | [Core Faculty Scholarship Form](#FacScholarshipForm) *(forms packet)*; uploaded on the Core Faculty Information page for each core faculty member. Where appropriate, use the narrative row of the form to clarify the peer-reviewed mechanism for completed and planned products.  | Scholarship-Last Name First Name.pdf (for example: Scholarship-Smith Mary.pdf) |
| **57** | **Related Elements; DO NOT ATTACH to elements:****4A, 4D, 6D, 6E, 6F, 6G, 6H, 7A, 7B, 7C, 7D** | Course syllabi; **uploaded on the Course Details page for each course**. See the relevant Element 6E/6G for what each syllabus must contain:PT = Element 6G | Syllabi‐Course Prefix & Number.pdf(for example: S‐PTA256.pdf) |
| **59** | **Related Elements; DO NOT ATTACH to elements:****4A, 4D, 4O, 6D, 6H, 7A, 7B, 7C, 7D**  | A sample examination for each course; **uploaded on the Course Details page for each course**. A cumulative final, if given, is preferred. If no examination is given in the course: upload an assignment and its grading rubric.**For lab courses that include practice of clinical skills**: provide a sample practical examination **and** its grading rubric. If a course has written and practical exams, a sample written and practical exam, with the grading rubric for the practical exam, are to be combined into one PDF document, **bookmarked,** and **uploaded** **on** **the** **Course** **Detail** **Page** **for** **each relevant** **course**.**For clinical education courses**: only upload the student performance evaluation instrument if it is NOT the CPI or PT Mac. **Note**: The Portal will not require an exam for any course identified as a clinical education course. If a validation error occurs indicating an exam is required for a clinical education course, check that the course has been coded correctly. | Exam‐Course Prefix & Number.pdf(For example: Exam‐PT656.pdf) |