

## REQUIRED AFC MATERIALS

The forms needed for the Application for Candidacy and the Program Review are listed below. Templates of the required forms are also available at <https://www.capteonline.org/faculty-and-program-resources/accredited-programs> or by contacting the PT program manager or specialist.

[General instructions](#) are provided along with the actual forms or specific information requested. Please do not hesitate to contact the Department of Accreditation staff at [accreditation@apta.org](mailto:accreditation@apta.org) or 800-999-2782, ext. 3244 or 703-706-3244 or the appropriate PT program manager or specialist.

1. AFC Appendix List	Instructions	Attach in Portal to
<a href="#">AFC Appendix List</a>	<a href="#">Link to Instructions</a>	N/A

2. REQUIRED FORMS: UPLOADED AS PDFs TO THE PORTAL		
	Instructions	Attach in Portal to
<b>AFC Signature Page (available from CAPTE Resource Page)</b>	Available on CAPTE Resource Page	Preface
<a href="#">AFC Check in Sheet</a> (form used to confirm eligibility requirements are met)	<a href="#">Link to Instructions</a>	Preface AS A WORD DOCUMENT (do NOT change to a PDF).
<a href="#">Program Assessment Matrix</a>	<a href="#">Link to Instructions</a>	Element 2C
<a href="#">Workload Forms Core – 2024 version</a> & <a href="#">Associate Faculty Workload Forms</a>	<a href="#">Link to instructions</a>	3E (Attach in Portal to First Related Element only)
<a href="#">CV: Required format-2024 version</a>	<a href="#">Link to Instructions</a>	Core or Associated Faculty Detail Page
<a href="#">Faculty Scholarship Form-2024 version</a>	<a href="#">Link to Instructions</a>	Core Faculty Detail Page Element 4B
<a href="#">Policy Location Chart</a>	<a href="#">Link to Instructions</a>	Multiple Elements, see Appendix List (Attach in Portal to First Related Element only)
<a href="#">Plan of Study-2024 version</a>	<a href="#">Link to Instructions</a>	6A (Attach in Portal to First Related Element only)
<a href="#">7A, 7B &amp; 7C Content Chart</a>	<a href="#">Link to Instructions</a>	Element 7A, 7B & 7C
<a href="#">Curriculum Map</a>	<a href="#">Link to Instructions</a>	PT 7D
<a href="#">Letters of Intent (LOI)</a>	<a href="#">Link to Instructions</a>	Element 2D9
<a href="#">Available Clinical Education Placement Table</a>	<a href="#">Link to Instructions</a>	Element 2D8
<a href="#">Clinical Ed Placements Needed at Full Program Implementation</a>	<a href="#">Link to Instructions</a>	Element 2D8
<a href="#">Professional Development Plans for Each Employed Core and Associated Faculty</a>	<a href="#">Link to Instructions</a>	Elements 4E, 4F, and 4M
<a href="#">URL Listing Table</a>	<a href="#">Link to instructions</a>	Related Elements (Attach in Portal to First Related Element only)

**\*Note:** Information regarding CAPTE's expectations for scholarship are found in the CAPTE Position Paper on scholarship, which can be accessed at [https://www.capteonline.org/faculty-and-program-resources/resource\\_documents/accreditation-handbook](https://www.capteonline.org/faculty-and-program-resources/resource_documents/accreditation-handbook)

### **3. FORMS/INFORMATION PROVIDED TO FACILITATE COLLECTION OF DATA THAT IS ENTERED INTO PORTAL FIELDS**

<b>General Information Section of AFC</b>	<a href="#">Link to Instructions</a>
<b>Core or Associated Faculty Information Sheet</b>	<a href="#">Link to Instructions</a>
<b>Course List/Course Details</b>	<a href="#">Link to Instructions</a>
<b>Allocations &amp; Expense Statements</b>	<a href="#">Link to Instructions</a>
<b>7D – Sample Narrative response</b>	<a href="#">Link to instructions</a>