

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/resource_documents.

[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 or 800-999-2782, ext. 3244 or 703-706-3244 or the PTA program manager or specialist.

| 1. AFC Appendix List | Instructions | Attach in Portal to |
|---|----------------------|---------------------|
| AFC Full Documents list | Link to Instructions | N/A |

| | Instructions | Attach in Portal to |
|--|--------------------------------------|---|
| AFC Signature Page (available from CAPTE Resource Page) | Available on CAPTE Resource Page | Preface |
| AFC Check in Form-2024 version (form used to confirm eligibility requirements are met) | Link to Instructions | Preface AS A WORD DOCUMENT (do NOT change to a PDF). |
| Program Assessment Matrix | Link to Instructions | Element 2A |
| Core – 2024 version & Associate Faculty Workload Forms | Link to instructions | 3C (Attach in Portal to First Related Element only) |
| CV: Required format-2024 version | Link to Instructions | Core or Associated Faculty Detail Page |
| Policy Location Chart | Link to Instructions | Multiple Elements, see Appendix List (Attach in Portal to First Related Element only) |
| Plan of Study-2024 version | Link to Instructions | 6D (PTA) & 6E (PT) |
| 7A Content Chart | Link to Instructions | Element 7A & 7C |
| 7C Content Chart | | |
| 7B Content Chart | Link to Instructions | Element 7B |
| Curriculum Map | Link to Instructions | Element PTA: 6D, PT: 6E, PT/PTA 7D |
| Letters of Intent (LOI) | Link to Instructions | Element 8F |
| Available Clinical Education Placement Table | Link to Instructions | Element 8F |
| Clinical Ed Placements Needed at Full Program Implementation | Link to Instructions | Element 8F |
| Professional Development Plans for Each Employed Core and Associated Faculty | Link to Instructions | Elements 4E, 4F, and 4K |
| URL Listing Table | Link to instructions | Related Elements (Attach in Portal to First Related Element only) |

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

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|--|--------------------------------------|
| General Information Section of AFC | Link to Instructions |
| Core or Associated Faculty Information Sheet | Link to Instructions |
| Course List/Course Details | Link to Instructions |
| Allocations & Expense Statements | Link to Instructions |
| 7D – Sample Narrative response | Link to instructions |

ON-SITE FORMS REQUIRED AT THE START OF THE VISIT

The following three forms **MUST** be provided to the team **as electronic Word documents** using a virtual platform determined by the program at least 14 days prior to the visit. In addition to the forms, programs also will need to provide electronic access to all On-site Materials using the virtual platform.

General Information Form:

This form provides an overview of your program and is required even if there have been no changes since submission of your Application for Candidacy. It is one of three forms provided to the team at the start of the visit and **MUST** be provided electronically as a Word document.

Persons Interviewed Form:

This form identifies the names, credentials, and titles (or areas of responsibility) of those individuals whom the team will interview during the site visit and becomes part of the Visit Report. The program can update this form as the on-site visit date nears or the program should update this form as the on-site visit concludes and provide the on-site visit team with a final version of the form.

AFC Full Documents List:

This form identifies the materials that are expected to be available on site for the team to review and becomes part of the Visit Report. The items listed on this form are required and must be made available 14 days prior to the on-site visit, unless the item does not exist, in which case, the form should indicate that the item does not exist (i.e., N/A). The program should add to the form any additional materials being made available on-site and provide the on-site visit team with a final version of the form.

Sharing of Materials Virtually:

Possible options for sharing documents with the team include, but are not limited to, a learning management system (e.g., Blackboard or Canvas) or a cloud-based secure document-sharing platform (e.g., SharePoint, Google Drive, Dropbox). Confidential documents that cannot be shared virtually, such as student and faculty files, should be noted on the Required On-Site Materials Form and will need to be available during the on-site visit. Required material and documents that may be too large to share virtually, such as clinical contracts, can have samples included in the virtual submission of documents to the team members. The entire set of confidential files and large documents will then be reviewed during the on-site visit.

| | Link to Instructions | Required Format |
|---------------------------------|--------------------------------------|--------------------------------|
| General Information Form | Link to Instructions | Electronic Word version |
| Persons Interviewed Form | Link to Instructions | Electronic Word version |
| AFC Full Documents List | Link to Instructions | Electronic Word version |