Change in Program Curriculum Application Part 1

ABPTRFE
American Board of Physical Therapy
Residency & Fellowship Education

A program seeking to change curriculum content that represents a significant departure from the existing curriculum; make a change in the delivery method of the program (e.g., program type, in-person to distance education, full-time to part-time, number of educational tracks); or a substantial increase or decrease in total program hours requires prior approval to verify the revised curriculum and support services continue to meet ABPTRFE Quality Standards.

A program submits a Change in Program Curriculum Application Part 1 and non-refundable application fee a minimum of 45 days prior to the next ABPTRFE meeting. The completed application and documentation are reviewed and presented to the Board for initial approval. ABPTRFE notifies the program in writing within 30 days of the Board's action.

Within 60 days of receiving Part 1 approval, the program fully implements the new curriculum and submits a Change in Program Curriculum Application Part 2, including required documentation.

To demonstrate continued program compliance with ABPTRFE standards, process, and procedures, programs must provide clear and complete responses within this application as ABPTRFE does not have access to previous documentation submitted by the program.

Please note: The Change in Program Curriculum Application Part 1 must be accessed and completed through ABPTRFE's Accreditation Management System. This paper format is provided to programs for reference purposes only.

Specific Curriculum Change

Provide a detailed narrative describing the specific curriculum change, or changes, the program is proposing:

Insert narrative.

Type of Curriculum Change

Select one or more of the following type(s) of proposed change in curriculum from the list below:

☐ Change in curriculum content that represents a significant departure from existing offerings of the program.

☐ Change in method of program delivery (changes to in-person versus distance learning).

☐ Change in method of program delivery (changes from full-time to part-time offering).

☐ Change in method of program delivery (changes to single-site, multi-facility, or multi-site program type).

☐ Substantial Increase or Decrease in Total Program Hours.

Quality Standards

2.1 **Curriculum Development (Clinical Programs):** The program's comprehensive curriculum is developed from and addresses the most recent version of the Description of Residency Practice (DRP) or the Description of Fellowship Practice (DFP). All curriculum components complement each other to enhance the participant's learning. The program's curriculum organization ensures congruency between didactic and clinical (clinical programs) / experiential (non-clinical) components. The curriculum provides a structure for the designation of types, lengths, and sequencing of learning experiences that ensures the achievement of the program's outcomes.

Curriculum Development (Non-Clinical Programs): The program's comprehensive curriculum is developed from and addresses the most recent version of the Description of Residency Practice (DRP) or the Description of Fellowship Practice (DFP). All curriculum components complement each other to enhance the participant's learning. The program's curriculum organization ensures congruency between didactic and experiential components. The curriculum provides a structure for the designation of types, lengths, and sequencing of learning experiences that ensures the achievement of the program's outcomes.

Describe how the program's curriculum organization reflects a logical sequence of didactic and clinical (clinical programs) /experiential (non-clinical programs) components so participants can achieve the program outcomes.

Insert Response

[Upload EXHIBIT 3: Assessment Table template that reflects the planned curriculum changes]

2.1.1 **Program Structure (Clinical Programs):** The didactic and clinical curriculum permits participants to gain experience with a diverse patient population and a range of complexity of patient populations as characterized by the Description of Residency Practice (DRP), the Description of Fellowship Practice (DFP), or an ABPTRFE-approved analysis of practice.

Program Structure (Non-Clinical Programs): The didactic and experiential curriculum permits participants to gain mentored experience as characterized by the Description of Residency Practice (DRP), the Description of Fellowship Practice (DFP), or an ABPTRFE-approved analysis of practice.

Describe how the program provides opportunities for participants to gain experience with a diverse and complex patient population (clinical programs) / experiential practice activities (non-clinical programs) as characterized by the DRP or DFP.

Insert Response

2.2.1 **Program Length:** The program provides a systematic set of learning experiences that address the knowledge, skills, and affective behaviors the participant needs to achieve the program outcomes within a set period of time. Residency/Fellowship programs are completed in no fewer than ten (10) full-time equivalent months and in no more than sixty (60) months.

Identify whether the program is full-time or part-time or both and the number of months required for completion of each (excluding time for remediation) consistent with Exhibit 3 by completing the chart below:

Program Format	Program Length (in months)
Select program format (full-time or part-time).	Enter length

Select program format (full-time or part-time).	Enter length

2.2.2 **Residency Program Hours (Clinical Programs):** The program offers a comprehensive curriculum that meets minimum required hours within the program's area of practice. Residency programs require participants to complete a minimum of 1,800 total program hours including 300 educational hours and 1,500 patient-care clinic hours inclusive of 150 hours of 1:1 mentoring throughout the program. Mentoring is conducted in-person and the participant is the primary patient/client care provider for 100 of the minimum 150 mentoring hours.

Residency Program Hours (Non-Clinical Programs): The program offers a comprehensive curriculum that meets minimum required hours within the program's defined area of practice. Residency programs require participants to complete a minimum of 1,800 total program hours including 300 educational hours and 1,500 practice hours within the defined area of practice inclusive of 150 hours of 1:1 mentoring throughout the program. The participant is the primary individual completing non-clinical practice area tasks for 100 hours of the minimum 150 hours.

1. Indicate the total program hours.

    Insert Response

2. Indicate the total educational hours.

    Insert Response

3. Indicate the total patient-care clinic (clinical programs) /practice (non-clinical) hours.

    Insert Response

4. Indicate the total mentoring hours.

    Insert Response

5. Indicate the total mentoring hours conducted in-person and the participant is the primary patient/client care provider (clinical programs)/individual completing non-clinical practice area tasks (non-clinical).

    Insert Response

2.2.3 **Fellowship Program Hours (Clinical Programs):** The program offers a comprehensive curriculum that meets minimum required hours within the program's area of practice. Fellowship programs require participants to complete a minimum of 1,000 total program hours including 150 educational hours and 850 patient-care clinic hours inclusive of 150 hours of 1:1 mentoring throughout the program. Mentoring is conducted in-person and the participant is the primary patient/client care provider for 75 of the minimum 150 mentoring hours.

Fellowship Program Hours (Non-Clinical Programs): The program offers a comprehensive curriculum that meets minimum required hours within the program's defined area of practice. Fellowship programs require participants to complete a minimum of 1,000 total program hours including 150 educational hours and 850 practice hours within the defined area of practice inclusive of 150 hours of 1:1 mentoring throughout the program. The participant is the primary individual completing non-clinical practice area tasks for 75 hours of the minimum 150 hours.

1. Indicate the total program hours.

Insert Response

2. Indicate the total educational hours.

Insert Response

3. Indicate the total patient-care clinic (clinical programs)/practice (non-clinical programs) hours.

Insert Response

4. Indicate the total mentoring hours.

Insert Response

5. Indicate the total mentoring hours conducted in-person and the participant is the primary patient/client care provider (clinical programs)/individual completing non-clinical practice area tasks (non-clinical programs).

Insert Response

2.3 **Program Delivery (Clinical Programs):** The program is conducted in settings or affiliated clinical sites where management and professional staff are committed to seeking excellence in education and patient care by demonstrating substantial compliance with professionally developed and nationally applied practice and operational standards while maintaining sufficient resources to achieve the mission, goals, and outcomes.

Program Delivery (Non-Clinical Programs): The program is conducted in settings where management and professional staff are committed to seeking excellence in education while maintaining sufficient resources to achieve the mission, goals, and outcomes.

Describe how the program ensures that the curriculum and learning experiences are delivered consistently across all clinical (clinical programs) /practice (non-clinical programs) sites and identify who is responsible for this oversight.

Insert Response

4.4 **Financial Resources:** The program maintains financial resources that are adequate to achieve the mission, goals, and outcomes and supports the academic integrity resulting in continued program sustainability.

Describe the program's financial capacity to support the implementation of the proposed change in participant positions.

Insert Response

4.4.1 **Sponsoring Organization:** For the protection of the program participant, the sponsoring organization demonstrates its support of the program, in part, by providing sufficient funding resources to sustain the program.

Describe how the sponsoring organization demonstrates its support for the program.

Insert Response

Description of Change

Provide a detailed narrative of the rationale for the requested substantive change: Insert narrative.

Provide a narrative describing how this substantive change supports the program's mission: Insert narrative.

Describe whether this substantive change will impact the program's future growth: Insert narrative.

Describe whether the proposed change in curriculum will affect or change the program's target participant population: Insert narrative.

Provide the timeline for beginning and completing the proposed change in curriculum (*the change cannot be implemented prior to obtaining ABPTRFE approval through this Part 1 application*): Insert narrative.

Describe how the program director plans to assure adequate infrastructure, management, and administrative capacity to implement the above changes: Insert narrative.

Program Affirmations

Accreditation is a voluntary, peer-review process. The program assumes the burden of proof in demonstrating compliance with ABPTRFE Quality Standards, processes, and procedures.

☐	Voluntarily submits itself for review and decision by ABPTRFE;
☐	Has reviewed the ABPTRFE Quality Standards, processes, and procedures;
☐	Has an opportunity, as a part of the accreditation process, to demonstrate it meets all ABPTRFE Quality Standards and assumes the burden of proof to demonstrate this compliance;
☐	Assumes the obligation to be honest, forthcoming, complete, and accurate in presenting information, answering prompts, and submitting information to ABPTRFE;
☐	Voluntarily accepts responsibility to comply with ABPTRFE Quality Standards and fulfill all the obligations of an accredited program;
☐	Agrees to remain in compliance with all requirements set forth in the ABPTRFE Quality Standards, processes, and procedures; and
☐	Agrees to cooperate with ABPTRFE in all aspects of the accreditation process and the program acknowledges that accreditation information may be shared with other accrediting organizations and government entities in accordance with ABPTRFE processes and procedures and applicable federal and state laws and regulations.

Certification

I certify that all of the information contained in this Change in Program Curriculum Application Part 1 is true and correct.

Last Updated: 1/4/2024
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