

Non-Substantive Change

Addition of New Mentor

Non-substantive changes are those changes that require a program to notify ABPTRFE of the change but does not require prior approval. A program adding new mentors must notify ABPTRFE of this change, by completing and submitting the Notification of Addition of New Mentor document through the Accreditation Management System, within 30 days of implementing the change.

A program is responsible for maintaining ongoing compliance with all published Quality Standards, policies, and procedures.

NOTE: The Notification of Addition of New Mentor must be accessed and completed through ABPTRFE's Accreditation Management System. This paper format is provided to programs for reference purposes only.

Quality Standards

2.4 **Mentoring Focus (Clinical Programs):** The program emphasizes the professional benefit of advanced clinical education through mentoring. The curriculum offers the participant individualized guidance on emerging and current best practices, patient care, and evidence-based practice in a defined area of practice. Mentors provide comprehensive oversight and consistent feedback throughout the length of the program focused on advancing the participant's knowledge and expertise in a defined area of practice.

Mentoring Focus (Non-Clinical Programs): The program emphasizes the professional benefit of advanced education through mentoring. The curriculum offers the participant individualized guidance on emerging and current best practices in a defined area of practice. Mentors provide comprehensive oversight and consistent feedback throughout the length of the program focused on advancing the participant's knowledge and expertise in a defined area of practice.

1. Describe how the program matches the mentor to the participant.

Insert Response

2. Describe the mentoring model(s) used over the length of the program.

Insert Response

3. Describe how the program's mentoring offers participants individualized guidance in a defined area of practice.

Insert Response

4. Describe how mentors advance participants' knowledge and expertise throughout the length of the program.

Insert Response

5. Describe how and when mentors provide consistent feedback to the participant.

Insert Response

3.6.3 **Mentor Qualifications (Non-Clinical Programs):** Mentors for residency/fellowship programs possess significant and current experience (minimum of 3 years) in the program's defined area of practice.

3.6.5 **Residency Program Mentors Qualifications (Clinical Programs):** Mentors for residency programs are required to be physical therapists who are either: 1) ABPTS board-certified specialists in the program's area of practice, or 2) graduate of an ABPTRFE-accredited residency/fellowship program in that area of practice, or 3) possess significant and current experience (minimum of 3 years) in the program's area of practice.

3.6.6 **Fellowship Program Mentors Qualifications (Clinical Programs):** Mentors for fellowship programs are required to be physical therapists who are either: 1) ABPTS board-certified specialists in the program's related area of practice and with experience in the area of subspecialty, or 2) graduate of an ABPTRFE-accredited residency/fellowship program in that related area of practice and with experience in that area of subspecialty, or 3) possess significant and current experience (minimum of 2 years) in the subspecialty area.

3.6.7 **Professional Development:** The program provides ongoing professional development experiences for faculty to support their role(s) within the program. Faculty professional development experiences are designed to maintain and improve the effectiveness of the leadership and mentorship that results in program improvement. The program fosters growth in faculty through mentoring for career advancement.

5.4 **Faculty Evaluation:** The program establishes an annual process for evaluating faculty which may include an assessment of teaching ability, professional activities, clinical expertise, mentoring, and adequate participant support. When determining faculty effectiveness, the program identifies benchmarks and gathers data from multiple sources. Mentor performance is evaluated through direct observations by the program director/coordinator. Annually, faculty receive feedback results for continuous improvement purposes.

For each new faculty mentor, complete the following Faculty Qualifications Chart. Add additional rows as needed.

Instructions for Completing the Chart:

- Qualifying Professional Experience: select the relevant ABPTRFE Quality Standard that qualifies this faculty member to be a mentor. **NOTE: Complete the column associated with the type of program you are submitting this notification for.**
- Professional Development (Remain Current in the Field): list all professional development for the last 3 years only that demonstrate faculty is current in the defined area of practice.
- Mentor Evaluation: Evaluations must be conducted utilizing the ABPTRFE Mentor Observation Evaluation.

Faculty Mentor Name	Qualifying Professional Experience <i>Key Element 3.6.3 (Non-Clinical Programs)</i>	Qualifying Professional Experience (Select One) <i>Key Element 3.6.5 (Clinical Residency Programs)</i>	Qualifying Professional Experience (Select One) <i>Key Element 3.6.6 (Clinical Fellowship Programs)</i>	Professional Development (Remain Current in the Field) <i>Key Element 3.6.7</i>	Mentor Evaluation <i>Key Element 5.4</i>
Insert Response	Choose an item.	Choose an item.	Choose an item.	Insert Response	Upload evaluation.

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.

<input type="checkbox"/>	Voluntarily submits itself for review and decision by ABPTRFE;
<input type="checkbox"/>	Has reviewed the ABPTRFE Quality Standards, processes, and procedures;
<input type="checkbox"/>	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;
<input type="checkbox"/>	Assumes the obligation to be honest, forthcoming, complete, and accurate in presenting information, answering prompts, and submitting information to ABPTRFE;
<input type="checkbox"/>	Voluntarily accepts responsibility to comply with ABPTRFE Quality Standards and fulfill all the obligations of an accredited program;
<input type="checkbox"/>	Agrees to remain in compliance with all requirements set forth in the ABPTRFE Quality Standards, processes, and procedures; and
<input type="checkbox"/>	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 Notification of Addition of New Mentor is true and correct.

Last Updated: 07/22/2025

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