

Non-Substantive Change

Change in Practice Site or Setting

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 additional practice sites, or additional settings within existing sites, must notify ABPTRFE of this change, by completing and submitting the Notification of Change in Practice Site or Setting 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 Change in Practice Site or Setting must be accessed and completed through ABPTRFE's Accreditation Management System. This paper format is provided to programs for reference purposes only.

Practice Site or Setting

1. Indicate whether this change is the addition of a new practice site, or the addition of a new setting within an existing practice site: Choose an item.
 - a. Provide the name(s) of the new practice site(s): Click or tap here to enter text.
 - b. Provide the name(s) of the existing practice site(s) and the type of setting the program has added: Click or tap here to enter text.

Description of Change

1. Provide a detailed narrative of the rational for this change: Click or tap here to enter text.
2. Provide a narrative describing how this change supports the program's mission: Click or tap here to enter text.
3. Describe how the program director plans to assure adequate infrastructure, management, and administrative capacity to implement the above changes: Click or tap here to enter text.

4. Describe the program's financial capacity to support the implementation of this change: [Click or tap here to enter text.](#)

Quality Standards

- 2.1.1 **Program Structure (Clinical):** 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) or the Description of Fellowship Practice (DFP).

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

1. **For Clinical Residency and Fellowship Programs:** Describe how the program's didactic and clinical curriculum provides opportunities for participants to gain experience with a diverse and complex patient population as characterized by the DRP or DFP.

[Click or tap here to enter text.](#)

2. **For Non-Clinical Residency and Fellowship Programs:** Describe how the program provides opportunities for participants to gain experience with diverse and complex experiential practice activities as characterized by the DRP or DFP.

[Click or tap here to enter text.](#)

- 2.3 **Program Delivery (Clinical):** 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): 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.

- Click or tap here to enter text.

Complete the following chart by listing all new practice sites and/or settings listed on page 1 of this notification.

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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	Choose an item.	Upload chart.	Choose an item.
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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 Change in Practice Site or Setting is true and correct.

Last Updated: 07/22/2025

Contact: resfel@apta.org

SAMPLE. MUST BE COMPLETED WITHIN THE AMS