

Substantive Change

Change in Curriculum Application Part 1

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.

NOTE: The Change in 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: [Click or tap here to enter text.](#)

Type of Curriculum Change

Select one or more of the following types of proposed changes the program is proposing:

- 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 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 (types, lengths, and sequencing of education and practice components) promotes participant achievement of the program outcomes. Click or tap here to enter text.

[See EXHIBIT 3: [Assessment Table](#) that reflects the planned curriculum changes as indicated within columns Curricular Activities and Relationship to DRP or DFP.]

- 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) or the Description of Fellowship Practice (DFP).

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) or the Description of Fellowship Practice (DFP).

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: Click or tap here to enter text.

- 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) 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.

The participant is the primary patient/client care provider for 100 of the minimum 150 mentoring hours.

- At least 100 of the 150 mentoring hours must be in-person (1:1)
- The remaining mentoring hours may occur in-person or using synchronous or asynchronous methodologies.

Residency Program Hours: 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 (e.g., didactic, journal club, research, etc.) and 1,500 practice hours within the defined area of practice (e.g., leadership, faculty job activities) 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 mentoring hours. Of these 100 hours:

- At least 75 hours must occur in-person (1:1)
- At least 25 hours may occur using synchronous video technology (1:1)

The remaining mentoring hours may occur in-person or using synchronous or asynchronous methodologies without the participant being the primary individual completing non-clinical practice area tasks.

1. [Indicate the total program hours.](#) Click or tap here to enter text.
2. [Indicate the total educational hours.](#) Click or tap here to enter text.
3. [Indicate the total patient-care clinic \(clinical programs\) / practice \(non-clinical programs\) hours.](#) Click or tap here to enter text.
4. [Indicate the total mentoring hours.](#) Click or tap here to enter text.
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 \(non-clinical programs\).](#) Click or tap here to enter text.

6. For sports residency programs, indicate the total athletic event coverage hours. Click or tap here to enter text.

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.

The participant is the primary patient/client care provider for 75 of the minimum 150 mentoring hours.

- At least 75 of the 150 mentoring hours must be in-person (1:1)
- The remaining mentoring hours may occur in-person or using synchronous or asynchronous methodologies.

Fellowship Program Hours: 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 (e.g., didactic, journal club, research, etc.) and 850 practice hours within the defined area of practice (e.g., leadership, faculty job activities) 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 mentoring hours. Of these 75 hours:

- At least 50 hours must occur in-person (1:1)
- At least 25 hours may occur using synchronous video technology (1:1)

The remaining mentoring hours may occur in-person or using synchronous or asynchronous methodologies without the participant being the primary individual completing non-clinical practice area tasks.

1. Indicate the total program hours. Click or tap here to enter text.
2. Indicate the total educational hours. Click or tap here to enter text.

3. Indicate the total patient-care clinic (clinical programs) / practice (non-clinical programs) hours. Click or tap here to enter text.
4. Indicate the total mentoring hours. Click or tap here to enter text.
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). Click or tap here to enter text.

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) sites and identify who is responsible for this oversight. Click or tap here to enter text.

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.

1. Describe the program's financial capacity to support the implementation of the proposed change in curriculum. Click or tap here to enter text.

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.

1. Describe how the sponsoring organization demonstrates its support for the program. Click or tap here to enter text.

Description of Change

1. Provide a detailed narrative of the rationale for the requested substantive change:
Click or tap here to enter text.
2. Provide a narrative describing how this substantive change supports the program's mission: Click or tap here to enter text.
3. Describe whether this substantive change will impact the program's future growth:
Click or tap here to enter text.
4. Describe whether the proposed change in curriculum will affect or change the program's target participant population: Click or tap here to enter text.
5. 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***): Click or tap here to enter text.
6. 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.

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 Change in Curriculum Application Part 1 is true and correct.

Fees

The program will pay a non-refundable [substantive change fee](#).

Last Updated: 07/07/2025

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