

# Substantive Change

## Change in Curriculum Application Part 2

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 Program Curriculum Application Part 2 must be accessed and completed through ABPTRFE's Accreditation Management System. This paper format is provided to programs for reference purposes only.**

### Description of Change

1. Provide a detailed narrative describing how the program implemented the curriculum changes following ABPTRFE approval: [Click or tap here to enter text.](#)
2. Describe if these changes reflect what the program outlined within the Change in Program Curriculum Part 1 application: [Click or tap here to enter text.](#)
3. Describe any challenges during the implementation of the curriculum changes and how the program handled those challenges: [Click or tap here to enter text.](#)
4. Describe how faculty were oriented to the changes in curriculum: [Click or tap here to enter text.](#)

### Quality Standard 4: Program Commitment and Resources

4.2 **Educational Resources:** The program provides the participant and faculty access to current publications and other relevant materials in appropriate media to support the curriculum.

1. [Provide a list of educational resources available to participants.](#) Insert Response

2. Provide a list of educational resources available to faculty. Insert Response
3. Describe the procedures for regularly reviewing and updating publications and relevant materials. Insert Response

4.3 **Support Services:** The program and sponsoring organization provides adequate support services that encourage and promote the participant's successful completion.

1. Describe the support services provided to participants. Insert Response

### **Distant Education Only**

The program provides the following information if offering distant education:

1. Provide link to the online learning platform: Click or tap here to enter text.
2. Provide username for the online learning platform: Click or tap here to enter text.
3. Provide password for the online learning platform: Click or tap here to enter text.
4. Provide navigation instructions for the online learning platform: Click or tap here to enter text.

### **Documentation**

1. Upload a copy of a Blank Contract/Agreement/Letter of Appointment for participants that reflects the curriculum changes: Upload blank contract/agreement/letter of appointment.
2. Upload a copy of the Participant Handbook that reflects the curriculum changes: Upload Participant Handbook.
3. Provide a link to the program's website describing program completion requirements: 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 Program Curriculum Application Part 2 and supporting documentation is true and correct.

**Last Updated:** 07/07/2025

**Contact:** [resfel@apta.org](mailto:resfel@apta.org)