

Substantive Change

Change in Program Mission Application Part 1

A program seeking to substantively depart from its core mission requires prior approval because the program's accreditation is predicated on its core mission. A significant revision to the program's core mission signals a change throughout the program.

A program submits a Change of Program Mission 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 mission and submits a Change of Program Mission 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 of Program Mission 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.

Quality Standards

1.1 The mission statement communicates the program's purpose and commitment to providing quality advanced education to physical therapists in a defined area of practice that results in enhanced patient care.

1. Provide the current program mission statement.

Insert current program mission

2. Provide the proposed new program mission statement:

Inset proposed new mission statement.

- 1.2 The program's mission statement aligns with the sponsoring organization's mission statement.

1. Provide the sponsoring organization's mission statement.

Insert Sponsoring Organization's Mission Statement

Description of Change

1. Provide a detailed narrative of the rationale for the change of program mission: Click or tap here to enter text.
2. Describe how the revised program mission will impact the program's curriculum and future growth: Click or tap here to enter text.
3. Describe the program's capacity to remain in compliance with ABPTRFE Quality Standards during the implementation of the proposed new program mission: Click or tap here to enter text.
4. Describe whether the proposed new program mission will affect or change the program's target participant population: Click or tap here to enter text.
5. Provide the timeline for implementing the proposed new program mission including the revision of website and promotional materials (***the change cannot be implemented prior to obtaining ABPTRFE approval through this Part 1 application***): 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 of Program Mission Application Part 1 is true and correct.

Fees

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

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Contact: resfel@apta.org