

Substantive Change

Change in Program Mission Application Part 2

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

Quality Standard 1: Mission, Goals, and Outcomes

- 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.

Upload Exhibit 2: Mission and Goals Chart that reflects the program's new mission approved by ABPTRFE within the Change of Program Mission Application Part 1.

- 1.3 The program identifies goals that are reflective of the defined area of practice. The program goals support the achievement of the mission and communicate the ongoing efforts necessary to support continued sustainability.

[No response required. Provided within EXHIBIT 2: Mission and Goals Chart. **Goals should be modified, if applicable, to ensure alignment and achievement of the program's new mission.**]

- 1.4 The program develops outcomes that identify measurable behaviors reflective of the defined area of practice which describe the knowledge, skills, and affective behaviors participants gain upon completion of the program.

Upload EXHIBIT 3: [Assessment Table](#). *Program outcomes should be modified, if applicable, to ensure alignment with program goals and new program mission.*

- 1.5 The program identifies key indicators it uses to annually monitor and measure the achievement of the program's mission, goals, and outcomes. Key indicators form the basis for evaluating participant performance and determining program effectiveness.

[No response required. Provided within EXHIBIT 2: Mission and Goals Chart and EXHIBIT 3: Assessment Table]

Documentation

1. Upload a copy of the Participant Handbook that reflects the new program mission:
Upload Participant Handbook.
2. Provide a link to the program's website that demonstrates the new program mission has been published: [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"/>	<p>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.</p>
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Certification

- ☐ I certify that all of the information contained in this Change of Program Mission Application Part 2 and supporting documentation is true and correct.

Last Updated: 07/04/2025

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SAMPLE. MUST BE COMPLETED WITHIN THE AMS