

Substantive Change

Change in Program Ownership Application Part 1

A “change of ownership” is any transaction or combination of transactions that would result in a change in the control of an accredited program. Accreditation does not automatically transfer with a program when all or a majority share of its interests are sold or when a program changes ownership or control. If the new ownership desires to continue the program’s accredited status, it must notify the Board before the change is made. Failure to obtain approval results in withdrawal of accreditation as of the date of the change of ownership.

The program’s proposed new owners and administrators possess sound reputations, record of integrity, and ethical conduct in their professional activities, business operations, and relations. The proposed new owners are free from any association with misfeasance, including owning, managing, or controlling any educational operations that entered bankruptcy or closed, to the detriment of participants.

A proposed transfer of ownership is approved based on the new owners’ capacity to oversee an ABPTRFE-accredited program. The new ownership’s financial condition includes sufficient resources to continue sound operations in fulfillment of all commitments to enrolled participants. The new ownership’s financial stability allows the program to remain in compliance with ABPTRFE Quality Standards.

A program submits a Change of Program Ownership 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.

Following the change of ownership, the program submits the Change of Program Ownership 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 Ownership 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 program's mission statement.

Click or tap here to enter text.

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

1. Provide the proposed new sponsoring organization's mission statement.

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.

- 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 procedures for maintaining financial resources that are adequate to achieve its mission, goals, and outcomes. 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 proposed new sponsoring organization demonstrates its support for the program. Click or tap here to enter text.

2. Describe the acquiring entity's projected financial stability and responsibility under the proposed new ownership by explaining the proposed financial transaction or acquisition. [Click or tap here to enter text.](#)

- 4.5 **Teach-Out Commitment:** The program and sponsoring organization commits to teaching out participants who are currently enrolled if it is deemed necessary to discontinue offering the program.

Complete the following ABPTRFE teach-out commitment:

ABPTRFE TEACH-OUT COMMITMENT

"WHEREAS, the program applied to the American Board of Physical Therapy Residency and Fellowship Education Board for accreditation, and achieved such accreditation,

"WHEREAS, said accreditation applies to the program and all corresponding instructional activities,

"NOW, THEREFORE, upon motion duly made and seconded and unanimously adopted, it is RESOLVED and COMMITTED that:

One *This program commits that all participants who enroll in this program will receive the education under the terms of their contracts, including receiving all curriculum and instructional materials on a timely basis, any subsequent change in this program's accredited status or any other circumstances notwithstanding; and,*

Two *With the understanding that the intent of this Commitment is to ensure that all participants enrolled by the program before and during its period of accreditation will have the opportunity to complete their program regardless of future circumstances, it is firmly resolved that the letter and spirit of this Commitment will be fulfilled."*

- ☐ I certify that this Commitment was duly and legally adopted at a meeting, duly and regularly convened at least annually during which the Program Director and designated representative from the sponsoring organization was present and acting throughout; and that said Commitment will continue in full force and effect.

Enter First and Last Name

Program Director

Enter First and Last Name
Representative Title

Sponsoring Organization

Description of Change

1. Describe the program's current ownership including the name(s): Click or tap here to enter text.
2. Describe the program's proposed new ownership including the name(s): Click or tap here to enter text.
3. Provide a detailed narrative of the rationale for the requested substantive change: Click or tap here to enter text.
4. Describe whether this substantive change will impact the program's curriculum: Click or tap here to enter text.
5. Describe the program's capacity to remain in compliance with ABPTRFE Quality Standards during the proposed change of ownership: Click or tap here to enter text.
6. Describe whether the proposed change of ownership will affect or change the program's target participant population: Click or tap here to enter text.
7. Provide the timeline for beginning and completing the change of ownership (***the change cannot be implemented prior to obtaining ABPTRFE approval through this Part 1 application***): Click or tap here to enter text.
8. Describe how the new owner plans to ensure adequate infrastructure, management, and administrative capacity to implement the proposed substantive change: Click or tap here to enter text.
9. Describe whether the new owner has had controlling interest in any other programs including disclosing accredited status and operating history: Click or tap here to enter text.
10. Describe any future changes planned for the program including growth plans, leadership, marketing, location, or changes that affect the program's mission: Click or tap here to enter text.

New Owner Background

1. Has any proposed new owner been directly or indirectly employed or affiliated with a program that either lost or was denied accreditation by any accrediting organization during the period of employment or affiliation? ☐ Yes; ☐ No

- a. If yes, please provide a detailed narrative disclosing the circumstances surrounding the program's loss or denial of accreditation.

Click or tap here to enter text.

2. Has any proposed new owner previously owned or been affiliated with any program that closed without appropriately completing and delivering the education for participants active in the program (e.g., teach-out agreement/plan) or entered into bankruptcy during the period of ownership or affiliation? ☐ Yes; ☐ No

- a. If yes, please provide a detailed narrative disclosing the circumstances surrounding the program's closure, bankruptcy, or both, as applicable.

Click or tap here to enter text.

3. Is any action pending (e.g., court action, audit, inquiry, review, administrative action) or has any action been taken by any court or administrative body (e.g., federal or state court, grand jury, special investigator, U.S. Department of Education, or any state agency) against the proposed new owner? ☐ Yes; ☐ No

- a. If yes, please provide a detailed narrative disclosing the person(s) and matters involved. Include a statement of the facts and circumstances surrounding the action identifying the owner and the program involved. If the matter is not yet final, please describe the procedural status of the matter (e.g., still under investigation, preliminary decision under appeal) and the position taken by the proposed new owner involved. If the matter is final, provide a copy of the final action documentation.

Click or tap here to enter text.

4. Has any proposed new owner been charged or indicted in a civil or criminal forum or proceeding alleging fraud, misappropriation, or any criminal act with regard to a program? ☐ Yes; ☐ No

- a. If yes, please provide a detailed narrative disclosing the person(s) and matters involved. Include a statement of the facts and circumstances surrounding the action identifying the owner and the program involved. If the matter is not yet final, please describe the procedural status of the matter (e.g., still under investigation, preliminary decision under appeal) and the position taken by the proposed new owner involved. If the matter is final, provide a copy of the final action documentation.

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 Ownership Application Part 1 is true and correct.

Fees

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

Last Updated: 07/07/2025

Contact: resfel@apta.org

SAMPLE. MUST BE COMPLETED WITHIN THE AMS