

Substantive Change

Change in Program Ownership Application Part 2

After receiving approval for the proposed substantive change from ABPTRFE based on the program's Change of Program Ownership Application Part 1, and once the change of ownership is completed, the program submits the following Change of 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 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.

New Ownership

Name of Sponsoring Organization: Click or tap here to enter text.

Type of Sponsoring Organization: Select appropriate entity.

Sponsoring Organization URL: Click or tap here to enter text.

Name of sponsoring organization's external agency accreditation*, both institutional and/or programmatic (if applicable): Click or tap here to enter text.

Name of 2nd Sponsoring Organization (if applicable): Click or tap here to enter text.

Type of 2nd Sponsoring Organization (if applicable): Select appropriate entity.

2nd Sponsoring Organization URL (if applicable): Click or tap here to enter text.

Name of 2nd sponsoring organization's external agency accreditation*, both institutional and/or programmatic (if applicable): Click or tap here to enter text.

**External agency accreditation includes any educational accrediting organization recognized by the U.S. Department of Education or Council for Higher Education Accreditation (CHEA) or medical accrediting organization (e.g., Joint Commission, Commission on Accreditation of Rehabilitation Facilities (CARF), Medicare provider or provider network standards, CAPTE).*

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

Documentation

1. Upload a copy of the Participant Handbook that reflects the new sponsoring organization and any changes to program policies as a result of the new sponsoring organization: Upload Participant Handbook.
2. Provide a link to the program's website that reflects disclosure of new program ownership: 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;
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<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 2 and supporting documentation is true and correct.

Last Updated: 07/07/2025

Contact: resfel@apta.org