GUIDELINES: AMERICAN BOARD OF PHYSICAL THERAPY RESIDENCY AND FELLOWSHIP EDUCATION BOD G12-18-03-07
[Amended BOD G09-15-02-04; BOD G03-14-09-07; BOD 02-14-12-09; BOD G12-13-05-11; BOD G10-10-02-03; EC G08-10-01-02; G05-10-03-04; Initial: BOD G08-09-05-12] [Guideline]

Members and Terms:
Ten members – 8 physical therapist members and 2 public members appointed by APTA Board of Directors, each serving a 4-year term; APTA Board of Directors Liaison. A member may not serve more than 2 consecutive terms.

Member Qualifications:
Each physical therapist member will have served a minimum of 2 years on the Candidacy Review Council or served as a member on the former Committee on Clinical Residency and Fellowship Program Credentialing, former Accreditation Services Council, or the former Program Services Council. Members must hold active membership in APTA. Public members may not be physical therapists.

Meetings:
One 3-day meeting and one 2-day meeting at headquarters per year, 1 teleconference meeting per year, and additional teleconference meetings as needed.

Purpose:
To promote and provide for the development, oversight, and accreditation of quality residency and fellowship education programs in physical therapy.

Tasks:
The American Board of Physical Therapy Residency and Fellowship Education (ABPTRFE) is responsible for the following as a part of its oversight responsibilities:

1. Determining the quality standards, policies, and procedures with which a residency or fellowship education program must comply to be accredited, and amending these requirements as appropriate.

2. Providing an efficient and credible system for the evaluation, accreditation, and renewal of accreditation of physical therapy residency and fellowship education programs.

3. Developing and maintaining the policies and procedures for the implementation and evaluation of the accreditation process including, but not limited to, the development and/or maintenance of processes for:
   A. Accrediting residency and fellowship programs.
   B. Selecting Candidacy Review Council members.
   C. Documenting findings of written review and site visit.
   D. Auditing accredited residency and fellowship programs.
   E. Renewal of accreditation for residency and fellowship programs.

4. Providing formal recognition of ABPTRFE-accredited residency and fellowship programs.

5. Overseeing the activities of the Candidacy Review Council and evaluating effectiveness of processes and initiatives.
6. Addressing the demand for accredited residency and fellowship programs by promoting wide regional representation and access to all specialty and subspecialty practices.

7. Fostering retention of accredited residency and fellowship programs.

8. Identifying new and existing resources for residency and fellowship programs.

9. Acting upon all grievance issues (appeals process).

10. Appointing members of the Candidacy Review Council.

Work Other Than at Meetings:
Review all necessary materials in advance of in-person and virtual meetings, approve substantive change requests, respond to electronic communications, interact with other APTA groups as requested.

CANDIDACY REVIEW COUNCIL

Members and Terms:
Candidacy Review Council (CRC) members serve 4-year terms. The number of members selected to serve on the CRC is determined by the number of new program applicants.

Member Qualifications:
Licensed physical therapists with expertise in physical therapy education, clinical or nonclinical education, or defined area of practice. Members must have completed a minimum of 3 onsite visits and 1 onsite visit serving as a team lead. Member must hold active membership in APTA.

Purpose:
The CRC is responsible for comprehensively reviewing a program prior to participant enrollment to evaluate its initial quality and the likelihood that developed curriculum, policies, and procedures will lead to an award of initial accreditation. The CRC provides a comprehensive report along with a recommendation to ABPTRFE whether to grant or deny candidacy status using the Accreditation Report Rubric.

Tasks:
The CRC is responsible for the following as a part of its oversight responsibilities:

1. Evaluating residency and fellowship programs seeking ABPTRFE initial accreditation by completing comprehensive reviews of the Self-Evaluation Report and Exhibits.

2. Providing recommendations to ABPTRFE on whether developing residency and fellowship programs should be granted or denied candidacy status.

Explanation of Reference Numbers:
BOD P00-00-00-00 stands for Board of Directors/month/year/page/vote in the Board of Directors Minutes; the "P" indicates that it is a position (see below). For example, BOD P11-97-06-18 means that this position can be found in the November 1997 Board of Directors minutes on Page 6 and that it was Vote 18.