COMMISSION ON ACCREDITATION IN PHYSICAL THERAPY EDUCATION (CAPTE) BOD Y08-15-02-04 [Amended BOD Y06-14-03-04; BOD G12-11-06-03; BOD G12-11-06-02; BOD G07-10-02-04; BOD G07-09-12-10; BOD 09-06-02-03; BOD 03-06-27-69; BOD 03-05-21-59; BOD 09-04-02-03; BOD 08-02-02-04; BOD 02-02-26-43; BOD 03-01-25-84; BOD 11-98-26-94; BOD 03-96-34-100] [Policy]

(31 members; 4-year term, elected by CAPTE; BOD liaison)

Size and Composition: The Commission on Accreditation in Physical Therapy Education (CAPTE) shall consist of 31 members, who shall serve 4-year terms, plus any ad hoc members as described below. The Commission shall have a Board of Directors (Board) liaison. The members are elected by CAPTE. Either the Commission or the Board may remove a member if it determines that doing so would be in the best interests of the Commission. The Commission is composed of panels, with assigned tasks such as review of physical therapist (PT) and physical therapist assistant (PTA) programs for candidacy and initial and continued accreditation and other activities that support the mission of CAPTE.

The panels are organized based on the current and projected needs of the Commission. The panels consist of members with expertise in multiple areas. Such members may include individuals who are PT and PTA educators (including experts in basic sciences, curriculum development, and academic administration), PT and PTA clinical educators and clinicians (including PT clinicians who supervise PTAs), institutional members (i.e., administrators in higher education/health science), public members, and at least 1 consumer of accreditation services (such as program administrator).

Members elected to positions on the review panels should reflect representation from varying types of institutions providing PT and PTA education programs.

Ad Hoc Members
As needed to meet anticipated, time-limited workload increases, additional member(s) may be appointed to the PT or PTA review panels by the Chair of the Commission in consultation with the panels and staff. Typically, such appointments will be made for a 2-year term, but may be extended up to 2 addition years.

Meetings: Two 4- or 5-day meetings (that include weekends) annually at headquarters and additional teleconference and face-to-face meetings as needed.

Purpose: To operate a nationally recognized accreditation agency for physical therapy education programs.

Tasks:
1. Formulate, adopt and manage the timely revision of the evaluative criteria for accreditation of physical therapy education programs, with input and feedback from internal and external communities of interest, including appropriate Association appointed groups.
2. Establish rules of practice and procedure for operation of the accreditation agency.
3. Manage the preaccreditation process by: a) defining the process, b) evaluating all pertinent data sources, and c) acting on application for Candidate for Accreditation status of developing education programs for physical therapists and physical therapist assistants in the U.S and its territories.
4. Manage the accreditation process by a) defining the process, b) evaluating all pertinent data sources, and c) determining the accreditation status of education programs for physical therapists and physical therapist assistants in the U.S. and territories and of education programs for physical therapists in Canada, and Scotland, if those programs offer a post-baccalaureate degree and were accredited on or before December 31, 2001.
5. Communicate with internal and external communities of interest to inform and educate them about the evaluative criteria, accreditation processes and Commission decisions.
6. Respond to formal complaints about programs and about the agency.
7. Assist in the development of documentation needed to maintain recognition by the U.S. Department of Education and the Council for Higher Education Accreditation.
8. Oversee and participate in the training of on-site reviewers.

Work other than at meetings: May require 40-60 hours during the two months preceding each meeting for review of reports and recommendations for education programs for physical therapists and physical therapist assistants.

Qualifications: Elected and ad hoc members of CAPTE, with the exception of the public members and the consumer member(s), must have been appropriately trained and must have made a minimum of 3 on-site visits in addition to having appropriate expertise. The public and consumer members elected to CAPTE shall attend a site visit or self-study workshop as an observer within 6 months of election to the Commission.

Amendment of this policy: This policy may be amended in the ordinary manner at CAPTE’s request or by the Board in consultation with CAPTE.

(Accreditation Department, ext 3245)

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.