

# **Program Onboarding Form**

We are excited to welcome you into RF-PTCAS! To help complete the setup of your program in the RF-PTCAS application, please enter in the required information below and return the completed form to RF-PTCAS at <u>rfptcas@apta.org</u>.

\* = Required information

## **Program Information**

- \* Program Name (must be entered exactly as it appears on ABPTRFE accreditation documents):
- \* Program City:
- \* Program State:
- \* Program Zip Code:
- Fellowship \* Program Type: Residency \* Area of Practice: Residency **Fellowship** Acute Care Critical Care Cardiovascular & Pulmonary Hand Therapy **Higher Education Leadership Clinical Electrophysiology** Faculty Neonatology Geriatrics **Neurologic Movement Disorders Orthopaedic Manual Physical Therapy** Neurology Oncology **Performing Arts** Orthopaedics Spine Pediatrics Sports Division 1 Sports Upper Extremity Athlete Women's Health Wound Management
- \* Number of Available Positions Program is Seeking to Fill Annually:
- \* Anticipated Number of Annual Applicants:

### Important Dates

The RF-PTCAS application is available annually between October 1 of a calendar year and September 15 of the following calendar year, unless these dates fall on a weekend or federal holiday. All participating programs are required to select dates that fall within this range on which their application will both open and close to prospective candidates. RF-PTCAS is closed annually between September 16 and September 30 for updates and enhancements.

\* Desired Application Open Date (must be within cycle dates of October 1 - September 15):

\* Application Deadline Date (must be within cycle dates of October 1 - September 15):

\* Program Start Term:

\* Program Start Year:

## Primary Contacts for RF-PTCAS Staff

RF-PTCAS maintains a database of primary contacts at each participating program to which staff may reach out with important information and updates through the application cycle. These contacts are used by RF-PTCAS staff only, and are not shared with candidates at any time. The program director and program coordinator (if applicable) on file with ABPTRFE will automatically be added as primary contacts and have all communications sent to them. Program may provide up to two additional contacts to receive these communications, as well. Examples of additional contacts often included an admissions committee chairperson, admissions director, institutional director of residency/fellowship education, or other staff member involved with the day-to-day administration of RF-PTCAS functions and processes.

#### Additional Contact 1:

Contact Prefix: Contact Name: Contact Title: Contact Email Address: Contact Phone Number:

#### Additional Contact 2:

**Contact Prefix:** 

**Contact Name:** 

**Contact Title:** 

**Contact Email Address:** 

**Contact Phone Number:**