



ACCREDITATION REVIEW CHECKLIST

The ANCC Practice Transition Accreditation Program® (PTAP) checklist is intended to guide applicants through major achievements of accreditation application and review.

PLEASE NOTE:

- ▶ The **pre-application phase** can last varying amounts of time depending on preparation time required for a program to meet PTAP standards and eligibility requirements.
- ▶ The **application and review phase** generally lasts 10 months or less, with 4-months of self-study writing/cycle preparation and 6-months or less of the accreditation review.
- ▶ Applicants can expect an accreditation decision within 6 months of submitting their self-study document.

PRE-APPLICATION PHASE

PREPARE

Start communicating with the ANCC PTAP Team early. Prepare your team for your application:

- Review the [2020 PTAP Application Manual](#). Ensure your program meets eligibility.
- Complete the accompanying [Gap Analysis Tool](#).
- Consider attending a [PTAP Introductory Workshop](#).

APPLY

Choose one of our four annual [application cycles](#); communicate your plan to the PTAP Team.

For questions about what is expected on the application form, contact us at practicetransition@ana.org

- Download and begin to fill out the application form.
 - Finalize your application form and required application documents (e.g., organizational charts).
 - Set up your application email to send to the PTAP Team.

TIP Space in each cycle is limited; don't delay sending your application.

- Send your completed application form and required documents to practicetransition@ana.org.
 - Check the application open date on the website. The PTAP Team accepts applications at 9:00 a.m. ET. The cycle will remain open until it fills or until the date indicated on the website.

TIP Programs receive a response within one week of application form submission. The PTAP Team may communicate during this time to ask for program clarifications. Official applicants are accepted into the review cycle via issuance of an eligibility letter.



APPLICATION AND ACCREDITATION REVIEW PHASE

The resources below are given to applicants after their eligibility has been confirmed and they are in a cycle. All resources mentioned below are available only to confirmed ANCC PTAP applicants and are copyright of the American Nurses Credentialing Center.

SELF-STUDY WRITING AND CYCLE PREPARATION

MONTH 1 • APPLICATION AND ELIGIBILITY

MONTH _____ /YEAR _____

- Review your Eligibility Letter sent by the PTAP Team.
- Open access link to the PTAP Applicant Resource Center. View, download, or share the following resources with your team:
 - Download and begin using the REQUIRED self-study and Accreditation with Distinction (if applicable) documentation templates.
 - View template tutorials and webinars focused on starting your accreditation journey.
 - Download and share *Applicant Resource Guide* with your team.
- Participate in the *Welcome Call* with a member of the PTAP Team. Prior to the call:
 - Review *Welcome Call* webinar in Resource Center.
 - Prepare questions.
 - Review Accreditation with Distinction criteria from the *2020 PTAP Manual*.
- Develop a writing timeline. (See your cycle-specific *Writing Timeline* in the Resource Center).
- Begin writing self-study; consider gathering your supporting documentation (SD) first.

TIP Collecting SD is an easy win — most documents already exist as you developed them before implementing your program.
- Prepare your organization for the *Resident/Fellow Survey* coming in month 5.
- Determine if your organization will submit responses for consideration of Accreditation with Distinction.

MONTH 2 • DOCUMENTATION PREPARATION AND WRITING

MONTH _____ /YEAR _____

- Continue to communicate process/manual questions to the PTAP Team using the special applicant email.
- Plan to have an outline of your full self-study document drafted early; track names/roles/organization of persons mentioned in self-study examples to ensure representative sample of workplace settings and sites is achieved.
- Continue to write your self-study; supporting documents should be finalized.
- If applicable, choose your Accreditation with Distinction criteria (5 total, see *Appendix A* for full requirements). Draft your AWD document.

MONTH 3 • DOCUMENTATION EDITING

MONTH _____ /YEAR _____

- View tutorials and webinars focused on your appraisal journey to come.

TIP Listen for an overview of how your appraisal review will flow with topics covered such as appraiser assignment and conflict assessment, document submission, resident/fellow survey, additional documentation requests, and Virtual Visit assessment.
- Watch *PTAP PDF Bookmarking Tutorial* in the Resource Center:
 - Download and review formatting from sample bookmarked document.
 - Practice bookmarking.



MONTH 3 • DOCUMENTATION EDITING (CONTINUED)

MONTH _____ /YEAR _____

- If needed, request a follow-up call with a member of the PTAP Team.
 - Review information in the Resource Center prior to request.
 - Prepare questions; send ahead of request.
- Determine if your organization will submit responses for consideration of Accreditation with Distinction.
- The PTAP Team will contact the Program Director regarding AWD decisions and documentation submission.
 - Respond to the PTAP Team regarding our inquiry about your AWD decision. Follow up with any questions that arise from our cycle reminder communications.
- Continue to write self-study and AWD narratives and prepare for final document editing and formatting.

MONTH 4 • DOCUMENTATION EDITING AND FORMATTING

MONTH _____ /YEAR _____

- Have final drafted document(s) (self-study and AWD documentation, if applicable) early this month (a few weeks before self-study due date).
- Seek approval/input of final drafts from your nursing executive (CNO), Program Advisory Committee, or others as applicable.
- Complete bookmarking of your self-study and AWD documentation (if applicable).
 - Combine your self-study template file with your supporting documents into one PDF.
 - Create required bookmarks and format in same process as seen in sample document.
 - Review *PTAP PDF Bookmarking Tutorial* again or reach out to your internal IT team for support.
- Complete bookmarking of your AWD documentation (if applicable), repeating the processes used for finalizing the self-study.

ACCREDITATION REVIEW

MONTH 5 • DOCUMENTATION SUBMISSION, SURVEY,
AND SCHEDULING THE VIRTUAL VISIT

MONTH _____ /YEAR _____

- Submit your self-study and AWD documentation (if applicable) before or on due date, specified in your eligibility letter, by 12:00 p.m. ET.
- A quantitative review will be completed by PTAP Team (template and formatting quality control check).
 - Send any missing items to PTAP Team by extension due date.
- After all documentation have been cleared by PTAP Team, the Program Director will receive the survey link for distribution to N (survey participants). Immediately distribute survey link to residents/fellows.
 - Monitor progress throughout month via weekly updates from PTAP Team; respond according to survey participation rates through organizational/programmatic efforts.
 - Ensure survey participation threshold is met within timeframe (51% of N number complete the survey within 4-week time period). **Note: Appraisal review process will stop if participation threshold is not met.**
- Select Virtual Visit date and time from options given by appraisers,
 - Establish audio/video conferencing system for visit; provide login information to appraisers and backup phone number for Program Director.
 - Block calendars of those expected to participate.
 - Review *Virtual Visit FAQ*.



MONTH 6 OR 7 • VIRTUAL VISIT

MONTH _____ /YEAR _____

- Complete and send in any additional documentation requested by Appraiser Team.
- Prepare your team for their Virtual Visit:
 - Reread FAQ sheet on Virtual Visit.
 - Share your self-study document for full team review.
 - Consider hosting mock Virtual Visit.
- Review Virtual Visit agenda (sent 2 weeks before Virtual Visit Date);
 - Confirm audio/video conferencing system information is correct as listed on agenda.
 - Make final preparations for the visit; provide appraisers with any required information (e.g., attendance roster).
 - Reach out to anyone specifically requested for interview by appraiser team.
- Host Virtual Visit.
- Complete an ANCC PTAP survey providing feedback about your overall experience as an applicant.
- Celebrate that your review is complete!

MONTH 7, 8, OR 9 • ACCREDITATION DECISION

MONTH _____ /YEAR _____

- Confirm calendar invitation from PTAP Director for Decision Call.
 - Arrange for team to be present for call.

FOR PROGRAMS WITH DECISIONS OF ACCREDITED PROVISIONAL, ACCREDITED, OR ACCREDITATION WITH DISTINCTION

MONTHS 10-12

MONTH _____ /YEAR _____

- Review Accreditation Decision letter to ensure proper use of your accreditation statement.
- Login to the PTAP Accredited Program Learning Community (access given to Program Director only).
 - Create your learning community profile and introductory post.
- View, download, or share the following Learning Community resources with your team:
 - Review *Accredited Program Resource Guide*.
 - Download and utilize the *Marketing Toolkit* for use of PTAP accredited logos and marketing language.
- Create calendar reminders for important accreditation-related requirements, including:
 - Attendance at Program Director webinars, hosted quarterly for accredited programs by ANCC PTAP Team.
 - Payment of annual fee (to be paid in either February or August; check review decision letter for due date).
 - Submission of annual report (requirements of report announced in August; program data will be collected in November with a due date of December 1).
 - Reaccreditation timeline and application.