
Practice Transition Accreditation Program™ (PTAP) Sample Applicant Timeline

Before the application form is due:

- Start communicating with the PTAP Office early. Begin filling out the application form.
- If you have questions about what is expected on the application form, contact practicetransition@ana.org.
 - Be sure to get questions answered about the application form before the month is up!
- Finalize the Application Form.
- Set up your email to send to the ANCC!

Month 1 (application month):

- Send Application Forms to practicetransition@ana.org. Application forms are accepted from the first of the month at 9 AM EST until the cycle is full or the month ends. Space in each cycle is limited; don't delay sending your application!
- You will have confirmation of eligibility within 2 business days. The PTAP Office may ask for clarifications.
- You will participate in the "Applicant Webinar Part 1" sometime this month.
 - Prepare for your applicant webinar by having questions ready.
- By the end of the month you/your program team should have a plan of work division.
- Consider gathering all PO items first. This is an easy win, you already have them!

Month 2:

- Continue to send questions to PTAP Office.
- Plan to have an outline drafted early.

Month 3:

- Continue to send questions to PTAP Office.
- Your "Applicant Webinar Part 2" may be scheduled at the end of this month.
 - Prepare for your applicant webinar by having questions ready.
 - This webinar will also cover the correct formatting of your self-study.

Month 4:

- Your "Applicant Webinar Part 2" will be scheduled by the first half of this month.
- Continue to send questions to PTAP Office.
- Plan to have a final draft a few weeks before the self-study due date. You may find you want to change things as you edit/seek feedback.
- If you will need to seek approval/input of your final draft from the CNO/Advisory Committee or other, plan to send it to them no later than 3 weeks before the self-study due date. Ensure that you will have time for them to review your document and to incorporate any of their feedback.
- Plan to have your final version complete at least a few days before the self-study due date.

Month 5 (Self-Study month):

- Your self-study is due on the first of the month **by 12pm Eastern time**.
- The Resident/Fellow survey opens when your self-study is deemed complete (the correct formatting has been verified and no portion of the document is missing).
- If anything is missing from your self-study, provide it to the PTAP Office by the due date given.

February Cycle	May Cycle	August Cycle	November Cycle
Accepting applications starting October 1 at 9 am EST through October 31 or when the cycle is full	Accepting applications starting January 2 at 9 am EST through January 31 or when the cycle is full	Accepting applications starting April 1 at 9 am EST through April 30 or when the cycle is full	Accepting applications starting July 1 at 9 am EST through August 31 or when the cycle is full
Submit self-study on February 1	Submit self-study on May 1	Submit self-study on August 1	Submit self-study on November 1

Depending on application volume, you may be placed into the next available cycle when we reach documentation review capacity. Notification will be provided on the PTAP website when a cycle is full. Contact the PTAP Office with any questions.