

2020 Addendums for 2020 Application Manual Practice Transition Accreditation Program®

Updated: September 4, 2020

The following pages are the addendums issued by the ANCC Commission on Accreditation in Practice Transition Program (COA-PTP) in 2020:

February 2020	RN Residency and RN Fellowship Definitions	
May 2020	Update to 2020 Eligibility Criteria – Revision	
May 2020	Accreditation with Distinction - Clarifications	
July 2020	Update to 2020 Eligibility Criteria – Revision	Implementation date September 1, 2020
August 2020	Update to 2020 Eligibility Criteria – Revision	Implementation date December 1, 2020
August 2020	Program Definition	Implementation date December 1, 2020
September 2020	Appendix A	Implementation date December 1, 2020

All addendums issued in 2020 **are not** included in the current version of the 2020 Application Manual Practice Transition Accreditation Program®.

The current version of the 2020 Application Manual Practice Transition Accreditation Program® can be found here:

<https://www.nursingworld.org/organizational-programs/accreditation/ptap/download-ptap-manual/>

To: Accredited PTAP Programs, Applicant PTAP Programs, and Interested Programs

From: Sheryl Cosme DNP, RN-BC
Director, Accreditation Program
Practice Transitions Accreditation Program and Nursing Skills Competency Program

Re: 2020 Manual Addendums

Date: February 3, 2020

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2020 Practice Transitions Accreditation Program® Application Manual.

In early March 2020, a second version of the 2020 Practice Transitions Accreditation Program® Application Manual will be released integrating all revisions from 2019 and 2020. An email will be sent out to anyone who has already downloaded the 2020 Practice Transitions Accreditation Program® Application Manual.

Implementation date: February 3, 2020

RN Residency and RN Fellowship Definitions

	2020 PTAP Manual Language	Updated Language
RN Residency	RN Residency: Planned, comprehensive program through which currently licensed RNs with less than 12 months of relevant experience can demonstrate the knowledge, skills, and attitudes that meet the standards of practice defined by a professional society or association or the applicant organization. The program must be at least 6 months in length, encompassing organizational orientation , practice-based experience, and supplemental activities to promote nursing professional development . All RNs (or international equivalent) who have graduated from an accredited school of nursing are eligible (associate’s degree, diploma, baccalaureate	RN Residency: Planned, comprehensive program through which currently licensed RNs with less than 12 months can demonstrate the knowledge, skills, and attitudes that meet the standards of practice defined by a professional society or association or the applicant organization. The program must be at least 6 months in length, encompassing organizational orientation , practice-based experience, and supplemental activities to promote nursing professional development . All RNs (or international equivalent) who have graduated from an accredited school of nursing are eligible (associate’s degree, diploma, baccalaureate degree, or master’s degree).

	degree, or master's degree).	COA-PTP removed the term relevant from the new definition.
RN Fellowship	RN Fellowship: Planned, comprehensive program through which currently licensed RNs with <i>6 or more months</i> of relevant experience can demonstrate the knowledge, skills, and attitudes that meet the standards of practice defined by a professional society or association or the applicant organization. The program may include organizational orientation and must include practice-based experience and supplemental activities to promote nursing professional development. All RNs (or international equivalent) who have graduated from an accredited school of nursing are eligible (associate's degree, diploma, baccalaureate degree, or master's degree).	RN Fellowship: Planned, comprehensive program through which currently licensed RNs with <i>6 or more months</i> of relevant experience can demonstrate the knowledge, skills, and attitudes that meet the standards of practice defined by a professional society or association or the applicant organization. The program may include organizational orientation and must include practice-based experience and supplemental activities to promote nursing professional development. All RNs (or international equivalent) who have graduated from an accredited school of nursing are eligible (associate's degree, diploma, baccalaureate degree, or master's degree). <ul style="list-style-type: none"> • When a nurse has between 6-12 months experience the program may consider placing the nurse in either a residency or a fellowship program.

Eligibility Criteria

2020 PTAP Manual Language	Updated Language
<ul style="list-style-type: none"> • Have a program that meets the ANCC definition of an RN Residency, RN Fellowship, or APRN Fellowship Program; • Eligibility criteria for program applicants, must include graduation from an accredited nursing program, current unencumbered licensure (or international equivalent) as an RN/APRN, and certification as applicable to the program. • Verify that a minimum of one resident or fellow has completed the RN Residency / RN or APRN Fellowship Program; • Define the site(s) included in the program 	<ul style="list-style-type: none"> • Have a program that meets the ANCC definition of an RN Residency, RN Fellowship, or APRN Fellowship Program; • Eligibility criteria for program applicants, must include graduation from an accredited nursing program, current unencumbered licensure (or international equivalent) as an RN/APRN, and certification as applicable to the program. • Verify that a minimum of one resident or fellow has completed the

<p>where the RN Residency / RN or APRN Fellowship is currently operationalized.</p> <ul style="list-style-type: none"> ○ All site(s) must have a resident/fellow who had completed the program to be include in the application. ○ <i>If applying as a multi-site program, applicants must be able to demonstrate that the program is operationalized consistently across all sites;</i> ● Define the workplace setting(s) of the program where the RN Residency /RN or APRN Fellowship is currently operationalized. <ul style="list-style-type: none"> ○ All workplace settings must have a resident/fellow who had completed the program to be include in the application. ● Have a Program Director who holds a current, unencumbered license as an RN (or international equivalent), a graduate degree or higher with either the baccalaureate or graduate degree in nursing (or international equivalent), and education or experience in adult learning; ● Have a Program Director who has primary accountability within the organization or practice setting(s) to ensure compliance with ANCC PTAP criteria; ● Be in compliance with all federal, state, and local laws (or international equivalents) and regulations that affect the ability of the organization or practice setting(s) to meet the ANCC PTAP criteria; and ● Disclose previous program denials, suspensions, or revocations of ANCC accreditation or accreditation/approval by any other accrediting organization. 	<p>RN Residency / RN or APRN Fellowship Program;</p> <ul style="list-style-type: none"> ● Define the site(s) included in the program where the RN Residency / RN or APRN Fellowship is currently operationalized. <ul style="list-style-type: none"> ○ All site(s) must have a resident/fellow who had completed the program to be include in the application. ○ <i>If applying as a multi-site program, applicants must be able to demonstrate that the program is operationalized consistently across all sites;</i> ○ New programs applying must have had a resident/fellow at the site within the 24-month time frame prior to self-study submission. ○ Reaccrediting programs must have had a resident/fellow at the site within the 48-month time frame prior to self-study submission ● Define the workplace setting(s) of the program where the RN Residency /RN or APRN Fellowship is currently operationalized. <ul style="list-style-type: none"> ○ All workplace settings must have a resident/fellow who had completed the program to be include in the application. ○ New programs applying must have had a resident/fellow in the workplace setting within the 24-month time frame prior to self-study submission. ○ Reaccrediting programs must have had a resident/fellow in the workplace setting within the 48-month time frame prior to
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	<p>self-study submission.</p> <ul style="list-style-type: none"> • Have a Program Director who holds a current, unencumbered license as an RN (or international equivalent), a graduate degree or higher with either the baccalaureate or graduate degree in nursing (or international equivalent), and education or experience in adult learning; • Have a Program Director who has primary accountability within the organization or practice setting(s) to ensure compliance with ANCC PTAP criteria; • Be in compliance with all federal, state, and local laws (or international equivalents) and regulations that affect the ability of the organization or practice setting(s) to meet the ANCC PTAP criteria; and • Disclose previous program denials, suspensions, or revocations of ANCC accreditation or accreditation/approval by any other accrediting organization.
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Updates to standards

Standard	2020 PTAP Manual Language	Updated Language
SD DD 1.	Submit an outline of the program curriculum including all specialties (if applicable).	Submit an outline of the program curriculum including all workplace settings (if applicable).
SD DD 2.	Submit tool(s) used to evaluate the performance of individuals developing and delivering curriculum.	Submit tool(s) used to evaluate the performance of faculty .
SD DD 3.	Submit the curriculum outline for the program used to prepare individuals (i.e., preceptors) evaluating resident/fellow performance in the practice setting(s).	Submit the curriculum outline for the program used to prepare individuals evaluating resident/fellow performance in the workplace setting(s) (i.e., preceptors) .
SD DD 4.	Submit tool(s) used to evaluate the performance of individuals	Submit tool(s) used to evaluate the performance of individuals evaluating

	(i.e., preceptors) evaluating resident/fellow performance in the practice-based learning environment .	resident/fellow performance in the practice-based learning environment (i.e., preceptors) .
DD 2.	Describe and demonstrate how the Program Director or designee evaluates faculty.	Describe and demonstrate how the Program Director or designee evaluates faculty .
DD 3.	Describe and demonstrate how the Program Director or designee selects individuals (i.e., preceptors) responsible for validating competencies.	Describe and demonstrate how the Program Director or designee selects individuals responsible for validating competencies (i.e., preceptors) .
DD 4	Describe and demonstrate how the Program Director or designee educates individuals (i.e., preceptors) responsible for validating competency assessment for residents/fellows.	Describe and demonstrate how the Program Director or designee educates individuals responsible for validating competency assessment for residents/fellows (i.e., preceptors) .
DD 5.	Describe and demonstrate how the Program Director or designee evaluates individuals (i.e., preceptors) responsible for validating competency assessment for residents/fellows.	Describe and demonstrate how the Program Director or designee evaluates individuals responsible for validating competency assessment for residents/fellows (i.e., preceptors) .
DD 6.	Describe and demonstrate how competency assessment tools integrate the appropriate scope and standards of practice (or consensus-based competencies) in applicable practice area(s) and national competencies (i.e., QSEN, IOM, NONPF, etc.).	Describe and demonstrate how competency assessment tools integrate the appropriate scope and standards of practice (or consensus-based competencies) in applicable workplace setting(s) and national competencies (i.e., QSEN, IOM, NONPF, etc.).
Workplace setting definition	The location in which the resident/fellow is transition to within the program.	The location(s) within the organization where a resident/fellow transitions as a part of the program.
AWD PL D5.	Describe and demonstrate how the Program Director adds to the body of knowledge on transition to practice through publishing in peer-reviewed journals or presentations (at a local, state, national, and international) within the last 12 months.	Describe and demonstrate how the Program Director adds to the body of knowledge on transition to practice through publishing in peer-reviewed journals or presentations (at a local, state, national, or international level) within the last 12 months.
AWD QO D2.	Describe and demonstrate how the residents/fellows add to the body of knowledge on transition to	Describe and demonstrate how the residents/fellows add to the body of knowledge on transition to practice

	<p>practice through publishing in peer-reviewed journals or presentations (at a local, state, national, and international) within the last 12 months.</p>	<p>through publishing in peer-reviewed journals or presentations (at a local, state, national, or international level) within the last 12 months.</p>
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Clarification on demonstration timeline in Accreditation with Distinction self-study

New programs applying under the 2020 Accreditation with Distinction Standards must use examples that have occurred within the 24-month time frame prior to self-study submission.

Reaccrediting programs applying under the 2020 Accreditation with Distinction Standards must use examples must have occurred within the 48-month time frame prior to self-study submission.

Please contact Sheri Cosme with any questions at sheryl.cosme@ana.org.

To: Accredited PTAP Programs, Applicant PTAP Programs, and Interested Programs

From: Sheryl Cosme DNP, RN-BC
Director, Accreditation Program
Practice Transitions Accreditation Program and Nursing Skills Competency Program

Re: 2020 Manual Addendum – Eligibility Criteria

Date: May 19, 2020

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2020 Practice Transitions Accreditation Program® Application Manual.

Eligibility Criteria

2020 PTAP Manual Language	Revised PTAP Eligibility Language
<ul style="list-style-type: none"> • Have a program that meets the ANCC definition of an RN Residency, RN Fellowship, or APRN Fellowship Program; • Eligibility criteria for program applicants, must include graduation from an accredited nursing program, current unencumbered licensure (or international equivalent) as an RN/APRN, and certification as applicable to the program. • Verify that a minimum of one resident or fellow has completed the RN Residency / RN or APRN Fellowship Program; • Define the site(s) included in the program where the RN Residency / RN or APRN Fellowship is currently operationalized. <ul style="list-style-type: none"> ○ All site(s) must have a resident/fellow who had completed the program to be include in the application. ○ <i>If applying as a multi-site program, applicants must be</i> 	<ul style="list-style-type: none"> • Have a program that meets the ANCC definition of an RN Residency, RN Fellowship, or APRN Fellowship Program; • Eligibility criteria for program applicants, must include graduation from an accredited nursing program, current unencumbered licensure (or international equivalent) as an RN/APRN, and certification as applicable to the program. <ul style="list-style-type: none"> ○ All residents or fellows will be paid at least the applicable minimum wage (according to Federal, State, and local requirements) as part of their employment. • Verify that a minimum of one resident or fellow has completed the RN Residency / RN or APRN Fellowship Program; • Define the site(s) included in the program where the RN Residency / RN or APRN Fellowship is currently operationalized.

<p><i>able to demonstrate that the program is operationalized consistently across all sites;</i></p> <ul style="list-style-type: none"> ○ New programs applying must have had a resident/fellow at the site within the 24-month time frame prior to self-study submission. ○ Reaccrediting programs must have had a resident/fellow at the site within the 48-month time frame prior to self-study submission <ul style="list-style-type: none"> ● Define the workplace setting(s) of the program where the RN Residency /RN or APRN Fellowship is currently operationalized. <ul style="list-style-type: none"> ○ All workplace settings must have a resident/fellow who had completed the program to be include in the application New programs applying must have had a resident/fellow in the workplace setting within the 24-month time frame prior to self-study submission. ○ Reaccrediting programs must have had a resident/fellow in the workplace setting within the 48-month time frame prior to self-study submission. ● Have a Program Director who holds a current, unencumbered license as an RN (or international equivalent), a graduate degree or higher with either the baccalaureate or graduate degree in nursing (or international equivalent), and education or experience in adult learning; ● Have a Program Director who has primary accountability within the organization or practice setting(s) to ensure compliance with ANCC PTAP criteria; 	<ul style="list-style-type: none"> ○ All site(s) must have a resident/fellow who had completed the program to be include in the application. ○ <i>If applying as a multi-site program, applicants must be able to demonstrate that the program is operationalized consistently across all sites;</i> ○ New programs applying must have had a resident/fellow at the site within the 24-month time frame prior to self-study submission. ○ Reaccrediting programs must have had a resident/fellow at the site within the 48-month time frame prior to self-study submission <ul style="list-style-type: none"> ● Define the workplace setting(s) of the program where the RN Residency /RN or APRN Fellowship is currently operationalized. <ul style="list-style-type: none"> ○ All workplace settings must have a resident/fellow who had completed the program to be include in the application New programs applying must have had a resident/fellow in the workplace setting within the 24-month time frame prior to self-study submission. ○ Reaccrediting programs must have had a resident/fellow in the workplace setting within the 48-month time frame prior to self-study submission. ● Have a Program Director who holds a current, unencumbered license as an RN (or international equivalent), a graduate degree or higher with either the baccalaureate or graduate degree in nursing (or international equivalent), and education or experience in adult
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<ul style="list-style-type: none"> • Be in compliance with all federal, state, and local laws (or international equivalents) and regulations that affect the ability of the organization or practice setting(s) to meet the ANCC PTAP criteria; and disclose previous program denials, suspensions, or revocations of ANCC accreditation or accreditation/approval by any other accrediting organization. 	<p>learning;</p> <ul style="list-style-type: none"> • Have a Program Director who has primary accountability within the organization or practice setting(s) to ensure compliance with ANCC PTAP criteria; • Be in compliance with all federal, state, and local laws (or international equivalents) and regulations that affect the ability of the organization or practice setting(s) to meet the ANCC PTAP criteria; and disclose previous program denials, suspensions, or revocations of ANCC accreditation or accreditation/approval by any other accrediting organization. <ul style="list-style-type: none"> ○ The program complies with Federal, State, and local laws pertaining to equal opportunity employment.
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All programs seeking accreditation must meet the revised eligibility criteria effective June 1, 2020.

Please contact Sheri Cosme with any questions at sheryl.cosme@ana.org.

To: Accredited PTAP Programs, Applicant PTAP Programs, and Interested Programs

From: Sheryl Cosme DNP, RN-BC
Director, Accreditation Program
Practice Transitions Accreditation Program® and Nursing Skills Competency Program

Re: Accreditation with Distinction - Clarifications

Date: May 21, 2020

The Commission on Accreditation in Practice Transition Programs (COA-PTP) would like to clarify the requirements for Accreditation with Distinction.

1. Quality outcome standards
 - a. **All examples** should demonstrate pre (if available), intervention date, and post data to showcase the change in practice.
2. Narrative format
 - a. The format of the Accreditation with Distinction self-study should follow the narrative format as described in the 2020 PTAP manual.
 - b. A self-study template has been created by the PTAP team.
3. The template will be optional for the August cycle and required for future cycles.
4. Demonstration (examples) – submitting multiple examples
 - a. Only **one example** will be read by the COA-PTP.
 - b. All other examples provided in the self-study will be blacked out prior to the Commission review.

Effective dates:

All August 2020 cycle can use the above solutions as a recommendation due to the cycle already in process.

All changes to be fully implemented for the November 2020 cycle.

If you have any questions please reach out to Sheri at sheryl.cosme@ana.org.

To: Accredited PTAP Programs, Applicant PTAP Programs, and Interested Programs

From: Sheryl Cosme DNP, NPD-BC, RN
Director, Accreditation Program
Practice Transitions Accreditation Program® and Nursing Skills Competency Program

Re: 2020 Manual Addendum – Eligibility Criteria

Date: July 8, 2020

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2020 Practice Transitions Accreditation Program® Application Manual.

Eligibility Criteria

2020 PTAP Manual Language	Revised PTAP Eligibility Language
<ul style="list-style-type: none"> • Have a program that meets the ANCC definition of an RN Residency, RN Fellowship, or APRN Fellowship Program; • Eligibility criteria for program applicants, must include graduation from an accredited nursing program, current unencumbered licensure (or international equivalent) as an RN/APRN, and certification as applicable to the program. <ul style="list-style-type: none"> ○ All residents or fellows will be paid at least the applicable minimum wage (according to Federal, State, and local requirements) as part of their employment. • Verify that a minimum of one resident or fellow has completed the RN Residency / RN or APRN Fellowship Program; • Define the site(s) included in the 	<ul style="list-style-type: none"> • Have a program that meets the ANCC definition of an RN Residency, RN Fellowship, or APRN Fellowship Program; • Eligibility criteria for program applicants, must include graduation from an accredited nursing program, current unencumbered licensure (or international equivalent) as an RN/APRN, and certification as applicable to the program. <ul style="list-style-type: none"> ○ All residents or fellows will be paid at least the applicable minimum wage (according to Federal, State, and local requirements) as part of their employment. • Verify that a minimum of one resident or fellow has completed the RN Residency / RN or APRN Fellowship Program; • Define the site(s) included in the

<p>program where the RN Residency / RN or APRN Fellowship is currently operationalized.</p> <ul style="list-style-type: none"> ○ All site(s) must have a resident/fellow who had completed the program to be include in the application. ○ <i>If applying as a multi-site program, applicants must be able to demonstrate that the program is operationalized consistently across all sites;</i> ○ New programs applying must have had a resident/fellow at the site within the 24-month time frame prior to self-study submission. ○ Reaccrediting programs must have had a resident/fellow at the site within the 48-month time frame prior to self-study submission <ul style="list-style-type: none"> ● Define the workplace setting(s) of the program where the RN Residency /RN or APRN Fellowship is currently operationalized. <ul style="list-style-type: none"> ○ All workplace settings must have a resident/fellow who had completed the program to be include in the application New programs applying must have had a resident/fellow in the workplace setting within the 24-month time frame prior to self-study submission. ○ Reaccrediting programs must have had a resident/fellow in the workplace setting within the 48-month time frame prior to self-study submission. ● Have a Program Director who holds a current, unencumbered license as an 	<p>program where the RN Residency / RN or APRN Fellowship is currently operationalized.</p> <ul style="list-style-type: none"> ○ All site(s) must have a resident/fellow who had completed the program to be include in the application. ○ <i>If applying as a multi-site program, applicants must be able to demonstrate that the program is operationalized consistently across all sites;</i> ○ New programs applying must have had a resident/fellow at the site within the 24-month time frame prior to application submission. ○ Reaccrediting programs must have had a resident/fellow at the site within the 48-month time frame prior to application submission <ul style="list-style-type: none"> ● Define the workplace setting(s) of the program where the RN Residency /RN or APRN Fellowship is currently operationalized. <ul style="list-style-type: none"> ○ All workplace settings must have a resident/fellow who had completed the program to be include in the application New programs applying must have had a resident/fellow in the workplace setting within the 24-month time frame prior to application submission. ○ Reaccrediting programs must have had a resident/fellow in the workplace setting within the 48-month time frame prior to application submission. ● Have a Program Director who holds a current, unencumbered license as an
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All programs seeking accreditation must meet the revised eligibility criteria effective September 1, 2020. A new application form application will be available on September 1, 2020 reflective the above change.

Please contact Sheri Cosme with any questions at sheryl.cosme@ana.org.



To: Accredited PTAP Programs, Applicant PTAP Programs, and Interested Programs

From: Sheryl Cosme DNP, NPD-BC, RN
Director, Accreditation Program
Practice Transitions Accreditation Program® and Nursing Skills Competency Program

Re: 2020 Manual Addendum – Eligibility Criteria

Date: August 28, 2020

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2020 Practice Transitions Accreditation Program® Application Manual.

Eligibility Criteria

Current 2020 PTAP Manual Language	Revised PTAP Eligibility Language
<ul style="list-style-type: none"> • Have a program that meets the ANCC definition of an RN Residency, RN Fellowship, or APRN Fellowship Program; • Eligibility criteria for program applicants, must include graduation from an accredited nursing program, current unencumbered licensure (or international equivalent) as an RN/APRN, and certification as applicable to the program. <ul style="list-style-type: none"> ○ All residents or fellows will be paid at least the applicable minimum wage (according to Federal, State, and local requirements) as part of their employment. • Verify that a minimum of one resident or fellow has completed the RN Residency / RN or APRN Fellowship Program; • Define the site(s) included in the program where the RN Residency / RN or APRN Fellowship is currently operationalized. <ul style="list-style-type: none"> ○ All site(s) must have a resident/fellow who had completed the program to be include in the application. 	<ul style="list-style-type: none"> • Have a program that meets the ANCC definition of an RN Residency, RN Fellowship, or APRN Fellowship Program; • Eligibility criteria for program applicants, must include graduation from an accredited nursing program, current unencumbered licensure (or international equivalent) as an RN/APRN, and certification as applicable to the program. <ul style="list-style-type: none"> ○ All residents or fellows will be paid at least the applicable minimum wage (according to Federal, State, and local requirements) as part of their employment. • Verify that a minimum of one resident or fellow has completed the RN Residency / RN or APRN Fellowship Program; • Define the site(s) included in the program where the RN Residency / RN or APRN Fellowship is currently operationalized. <ul style="list-style-type: none"> ○ All site(s) must have a resident/fellow who had completed the program to be include in the application;

<ul style="list-style-type: none"> ○ <i>If applying as a multi-site program, applicants must be able to demonstrate that the program is operationalized consistently across all sites;</i> ○ New programs applying must have had a resident/fellow at the site within the 24-month time frame prior to application submission. ○ Reaccrediting programs must have had a resident/fellow at the site within the 48-month time frame prior to application submission ● Define the workplace setting(s) of the program where the RN Residency /RN or APRN Fellowship is currently operationalized. <ul style="list-style-type: none"> ○ All workplace settings must have a resident/fellow who had completed the program to be include in the application ○ New programs applying must have had a resident/fellow in the workplace setting within the 24-month time frame prior to application submission. ○ Reaccrediting programs must have had a resident/fellow in the workplace setting within the 48-month time frame prior to application submission. ● Have a Program Director who holds a current, unencumbered license as an RN (or international equivalent), a graduate degree or higher with either the baccalaureate or graduate degree in nursing (or international equivalent), and education or experience in adult learning; ● Have a Program Director who has primary accountability within the organization or practice setting(s) to ensure compliance with ANCC PTAP criteria; ● Be in compliance with all federal, state, and local laws (or international equivalents) and regulations that affect the ability of the organization or practice setting(s) to meet the 	<ul style="list-style-type: none"> ○ If applying as a multisite program: <ul style="list-style-type: none"> ▪ <i>Applicants must be able to demonstrate that the program is operationalized consistently across all sites;</i> ▪ <i>All sites must have completed a minimum of one cohort together (under the same multisite requirements) for the full length of the program prior to application submission.</i> ○ New programs applying must have had a resident/fellow at each site within the 24-month time frame prior to application submission. ○ Reaccrediting programs must have had a resident/fellow at each site within the 48-month time frame prior to application submission. ● Define the workplace setting(s) of the program where the RN Residency /RN or APRN Fellowship is currently operationalized. <ul style="list-style-type: none"> ○ All workplace settings must have a resident/fellow who had completed the program to be include in the application ○ New programs applying must have had a resident/fellow in the workplace setting within the 24-month time frame prior to application submission. ○ Reaccrediting programs must have had a resident/fellow in the workplace setting within the 48-month time frame prior to application submission. ● Have a Program Director who holds a current, unencumbered license as an RN (or international equivalent), a graduate degree or higher with either the baccalaureate or graduate degree in nursing (or international equivalent), and education or experience in adult learning; ● Have a Program Director who has primary accountability within the organization or
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<p>ANCC PTAP criteria; and disclose previous program denials, suspensions, or revocations of ANCC accreditation or accreditation/approval by any other accrediting organization.</p> <ul style="list-style-type: none">• The program complies with Federal, State, and local laws pertaining to equal opportunity employment.	<p>practice setting(s) to ensure compliance with ANCC PTAP criteria;</p> <ul style="list-style-type: none">• Be in compliance with all federal, state, and local laws (or international equivalents) and regulations that affect the ability of the organization or practice setting(s) to meet the ANCC PTAP criteria; and disclose previous program denials, suspensions, or revocations of ANCC accreditation or accreditation/approval by any other accrediting organization.<ul style="list-style-type: none">○ The program complies with Federal, State, and local laws pertaining to equal opportunity employment.
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All programs seeking accreditation must meet the revised eligibility criteria effective December 1, 2020. A new application form application will be available on December 1, 2020 reflective the above change.

Please contact Sheri Cosme with any questions at sheryl.cosme@ana.org.



To: Accredited PTAP Programs, Applicant PTAP Programs, and Interested Programs

From: Sheryl Cosme DNP, RN-BC
Director, Accreditation Program
Practice Transitions Accreditation Program and Nursing Skills Competency Program

Re: Definition of Program

Date: August 28, 2020

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2020 Practice Transitions Accreditation Program® Application Manual.

The COA-PTP has issued a new glossary term, **program**.

Program Definition: Set of related measures, experiences, and activities with a specific long-term aim. The residency/fellowship is the entire experience (i.e. orientation, classroom/didactic lessons, simulation, enculturation, and practice experiences) that a resident/fellow participates in which is consistent for every RN/APRN at a single site or multisite entity.

Implementation date: December 1, 2020

Please contact Sheri Cosme with any questions at sheryl.cosme@ana.org.

To: Accredited PTAP Programs, Applicant PTAP Programs, and Interested Programs

From: Sheryl Cosme DNP, RN, NPD-BC
Director, Practice Transitions Accreditation Program

Re: Appendix A – Revision

Date: September 4, 2020

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2020 Practice Transitions Accreditation Program® Application Manual.

The COA-PTP has issued a revision to Appendix A.

Appendix A

Practice Transition Accreditation Program® (PTAP) documentation must be submitted electronically and meet the following requirements:

- **Files must be compatible with Microsoft Office applications.**
- **ANCC PTAP Templates:** Use of the ANCC self-study, and if applicable Accreditation with Distinction (AWD), templates are required.
 - Templates are for text-only narrative responses; Graphs, tables, and diagrams should not be inserted into the template.
 - Templates cannot be altered in any way.
 - Applicants are provided templates after eligibility is determined via the Applicant Resource Center.
- Electronic submission of self-study documents occurs through ShareFile.
- **Documentation Requirements:**
 - Both the self-study and AWD documents require written narrative responses to ANCC PTAP criteria.
 - Narratives require a description and, **one example**, to demonstrate how each criterion is met.
 - Each narrative response must include a succinct description of the programmatic process **and one example** that illustrates how the

criterion is operationalized in the RN Residency / RN or APRN Fellowship Program.

- Responses should be clear, concise, and complete; however, a minimum of one paragraph per item (description and example) is required. *A few sentences is not a sufficient amount of evidence and will constitute a missing response.*
- Examples must be in narrative format. **One example** per criterion is needed. Referencing attachments or items in the program overview is not an acceptable response without an accompanying explanation or description.
 - Examples for **new programs** seeking accreditation must have occurred within the 24-month time frame prior to self-study submission.
 - Examples for **reaccrediting programs** must have occurred within the 48-month time frame prior to self-study submission.
- All graphs, tables, and diagrams must be labeled and bookmarked as **additional supporting evidence** by domain and criteria.
 - **No more than three pieces** of additional supporting evidence can be presented under any given narrative. This includes tables, graphs, and charts.
 - **No videos, pictures, or hyperlinks can be submitted.**
- **Formatting Requirements:**
 - **Document length:** The final self-study document **cannot exceed 500 pages.**
 - The self-study will be returned to the applicant if page limit has been exceeded.
 - **PDF bookmarking is required.** Self-study submissions must be one comprehensive document.
 - Bookmarks must be organized in the same order as in the *Application Manual*.
 - **Any additional documentation requests must be submitted in PDF format with bookmarks.**
 - **Font:** Use a common, easy-to-read, 12-point font such as Arial, Times New Roman, Garamond, or Courier.
 - **Page size:** Format as 8.5 inches by 11 inches with 1-inch margins.
 - **Glossary terms** may be either defined within the narrative or in a separate glossary document if applicable.



PRACTICE TRANSITION
ACCREDITATION
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