**Suggested Schedule for CAPTE Candidacy On-site Visits - PT/PTA Programs**

Note: It is CAPTE’s preference to have clinical instructors, and potential students (if available), interviewed prior to faculty interviews. This allows the team to follow up on issues if any are identified by those groups. The program director creates a schedule that identifies specific times, allowing 10 minutes between interviews.

**Pre-Visit**

Program director: provides at least two weeks before the visit an electronic Word document of the forms found in the Items Provided On Site.doc; these include the General Information, Persons Interviewed On-Site and Materials Reviewed forms; **uploads any requested information from the Document (Paper) Reviewers no later than the Saturday before the on-site visit.**

On-site Reviewers: Hold hand-off meeting with document (paper) reviewers; Plan visit; review on-site materials available at least two weeks before and prepare for new materials requested by the document (paper) reviewers before the start of the visit.

**Day 1 - Afternoon**

These meetings can be conducted virtually, in-person, or a blend of both. A tour of teaching, lab, and research spaces.

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| 1:00PM | Program Director | (Review schedule); tour of teaching and research spaces used by program. |
| 2:00PM | Stakeholder Group 1 |  |
| 2:40PM | Stakeholder Group 2 |  |
| 3:30PM | Stakeholder Group 3 |  |
| 4:00PM | Stakeholder Group 4 |  |
| 4:40PM | Stakeholder Group 5 |  |
| **Stakeholder groups 1-5 include:*** Group meeting with administrative stakeholders (president, provost, dean) and collective core and associated/adjunct faculty, including the program director. The sole purpose of this meeting is to review the purpose of visit and do introductions. (Stakeholder Group 1)
* Meet with DCE/ACCE (without PD) to discuss the clinical education program and the

 individual’s role in the program. (Stakeholder Group 2)* President and/or Provost (Stakeholder Group 3)
* Meet with prospective students, if any have been accepted into the program. Otherwise use time for faculty interviews. (Stakeholder Group 4)
* Clinical education faculty (CIs and CCCEs); program director and DCE/ACCE are not present; minimum of 5, must be representative of different practice settings. (Stakeholder Group 5)
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| 5:30PM | Program Director | 15-minute wrap up and preparatory instructions for Day 2 morning, if needed. |

**Day 2 (full day)**

Full day of interviews; a tour of teaching and research spaces if not possible on Day 1.

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| 8:00AM | Program Director | Include extra time here for the tour if not completed on Day 1 |
| 9:00AM | All core faculty, including the program director.  | Faculty and team introductions; team leader provides overview of accreditation process, purpose and value of accreditation, and objectives of the visit. Individual core faculty, can be small groups of core faculty or 2 concurrent sessions with individual faculty, excludes program director. *Size of faculty will determine time needed and format of interviews (e.g., small groups for large faculty).* |
| 10:50AM | Break |  |
| 11:00AM | Continue individual meetings with core and associated faculty | Continue individual meetings with core and associated faculty **(PT Programs)** Meet with representatives of the General Education faculty (for courses required in the PTA degree plan) **(PTA Programs).** |
| 12:30PM | Lunch, executive session for team |  |
| 1:15PM | Meet with the institutional administrator to whom program director directly reports (e.g., dean) to discuss administration relationships, plans for the program, and to clarify any issues raised in earlier interviews |  |
| 2:00PM | Concurrent sessions:  Support staff for program Student services personnel: Admissions, Financial Aid, Career Services, Tutoring-Testing Services, Library, etc. |  |
| 2:45PM | Break |  |
| 3:00PM | Admissions Committee or Chair, Admissions Committee (if applicable) |  |
| 3:45PM | Advisory committee members, individuals instrumental in developing and evaluating the curriculum and implementing the program. |  |
| 4:30PM | Program Director | if needed; discuss additional information needed, review next day schedule |

**Day 3**

Complete interviews with all stakeholders; sessions may be held individually or as concurrent sessions. Conclude Visit: Present Exit Summary

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| 8:00AM | Program Director, if needed |  |
| 8:30AM | Time for interviews if needed or use for Executive session for team: to reach consensus on what to include in team’s report; finalize summary; prepare presentation of exit summary. |  |
| 10:30AM | Preview exit summary with program director |
| 11:00AM  | Exit summary to institutional administrators, program director, and core faculty regarding overall findings. |  |