**Self-study Report Check in form**

**Required Form – upload to Preface in the portal**

This checklist is used by staff and reviewers to ensure all Required Documents with Required Naming Conventions are present in the AFC/SSR.

|  |  |
| --- | --- |
| Institution Name: |  |
| Date: |  |

| Place ✓ here if file or info is attached in AFC/SSR | |  |  |
| --- | --- | --- | --- |
| Program | Staff |  |  |
|  |  | **Program Information** | **Comment** |
|  |  | Allocations and Expenses form (2D6)   * Correct years: AY of visit, previous AY, next AY * Data provided each category; Allocations don't indicate 0 dollars |  |
|  |  | 1 page list (by term) of the curriculum plan (PTA: 6C; PT: 6E) |  |
|  |  | Description of program's required clinical experiences (PTA: 6A; PT: 6L) |  |
|  |  | **Narrative description** of where and how content is taught for each practice expectation (7D: PT and PTA); list of learning activities is insufficient |  |
|  |  | A sample (2-5) of course objectives for each 7D practice expectation (if a curricular thread, provide up to 10); **PTA ONLY:** objectives show a progression (introduction to expected level of performance) |  |
| **Required Appendices** | | | |
|  |  | [7A PTA Content Chart.pdf](#Chart7APT) **(PT)** 7A PTA Content Chart.pdf **(PTA optional)** |  |
|  |  | [7B PTA Content Chart.pdf](#Chart7BPTA) OR [7B PT Content Chart.pdf](#Chart7BPT) |  |
|  |  | [7C PT Content Chart.pdf](#Chart7CPT) **(PT)** 7C PTA Content Chart.pdf **(PTA optional)** |  |
|  |  | Catalog Undergraduate.pdf |  |
|  |  | Catalog Graduate.pdf **(PT ONLY)** |  |
|  |  | [CE Sites Available Chart.pdf](#ClinEdPlacementsAvailable) |  |
|  |  | CE Student Experiences.pdf |  |
|  |  | Clin Ed Written Agreement.pdf |  |
|  |  | Clinical Education Handbook.pdf |  |
|  |  | [Curriculum Map](#CurriculumMap).pdf |  |
|  |  | [CV‐Last Name First Name.pdf](#CV) |  |
|  |  | Exam‐Course Prefix & Number.pdf |  |
|  |  | Enrollment agreement.pdf |  |
|  |  | Handbook Institution Faculty.pdf |  |
|  |  | Handbook Institution Student.pdf |  |
|  |  | Handbook Program Faculty.pdf |  |
|  |  | Handbook Program Student .pdf |  |
|  |  | Organizational Chart.pdf |  |
|  |  | Other Policies.pdf |  |
|  |  | [Plan of Study.pdf](#RequiredPlanofStufy) |  |
|  |  | Planning Document.pdf |  |
|  |  | Policies and Procedures Program.pdf |  |
|  |  | [Policy Location Chart.pdf](#PolicyLocationChart) |  |
|  |  | [Program Assessment Matrix.pdf](#AssessmentMatrix) |  |
|  |  | Relevant Student Information.pdf |  |
|  |  | [Scholarship-Last Name First Name](#ScholarshipForm).pdf (PT ONLY) |  |
|  |  | Syllabus‐Course Prefix & Number.pdf |  |
|  |  | Signature Page.pdf |  |
|  |  | Skill List-Expected To Be Competent.pdf |  |
|  |  | Student Recruitment Materials.pdf |  |
|  |  | Survey Forms.pdf |  |
|  |  | [Workload Form – Core Faculty.pdf](#CoreFacultyWorkloadDistributionForm) |  |
|  |  | [Workload Form – Associate Faculty.pdf](#AssociatedFacultyWorkloadDistributionFor) |  |
|  |  |  |  |
| **Required Appendices for Initial Accred Only**  **\*Provided to CAPTE 30 days before CAPTE Review** | | | |
|  |  | \*CE Student Experiences.pdf |  |
|  |  | \*CE Student Performance Summary.pdf |  |
|  |  | \*CE Analysis of Student Performance.pdf |  |
|  |  | [Retention Rate.pdf](#RetentionRateTable) |  |
|  |  |  |  |