

Addendums for
2023 Application Manual Advanced
Practice Provider Fellowship
Accreditation® (APPFA)
Updated: August 4, 2025

The following pages are the addendums issued by the ANCC Commission on Accreditation in Practice Transition Program (COA-PTP) in 2024 and 2025.

These addendums **are not integrated** into the version found on the website.

Date Issued	Change	Effective Date
May 9, 2024	Monitoring for Compliance	May 9, 2024
October 23, 2024	PC 5	May 1, 2025
December 5, 2024	Clarifications on Demonstrations (PBL and AWD)	August 1, 2025
January 9, 2025	Monitoring for Compliance, Notification of Changes, & Probation, Suspension and Revocation	July 9, 2025
August 4, 2025	Clarifications on Demonstrations (PBL and AWD)	November 1, 2025

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

From: Sheryl Cosme DNP, RN, NPD-BC
Sr. Director, ANCC PTAP & APPFA

Re: Monitoring for Compliance

Date: May 9, 2024

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2023 Advanced Practice Provider Fellowship Accreditation™ Application Manual.

Current Language (page 42)	New Approved Language
<p>Monitoring Compliance with Program Requirements</p> <p>Program Directors are expected to notify the ANCC PTAP/APPFA team of changes or events that might affect their ability to meet or continue to meet APPFA requirements.</p> <p>Changes must be reported throughout all phases of the appraisal process or at any point during the 4-year accreditation period.</p>	<p>Program Directors are expected to notify the ANCC PTAP/APPFA team of significant changes to an accredited program that include but are not limited to:</p> <ul style="list-style-type: none"> • How the program changes continue to meet all standards • Additions or changes to sites, settings, specialties, or service lines • Changes in curriculum (i.e. going from a vendor to non-vendor or vice versa) <p>The Program Director must contact the PTAP/APPFA Director and/or Assistant Director at appfa@ana.org for further information.</p> <p>The Program Director must disclose significant changes to the program to the ANCC PTAP/APPFA team. The Program Director may be required to submit additional documentation to the commission if the change is deemed significant by the ANCC PTAP/APPFA director and/or assistant director.</p>



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Effective date: May 9, 2024

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

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

From: Sheryl Cosme DNP, RN, NPD-BC
Sr. Director, ANCC PTAP & APPFA

Re: Accreditation with Distinction PC 4 Addendum

Date: October 23, 2024

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2023 Advanced Practice Provider Fellowship Accreditation™ Application Manual.

Current Language (page 39)	New Approved Language
PC 5. Describe and demonstrate how learners engage in evidence-based practice, quality improvement, or research projects with interprofessional teams that result in practice change. a. Submit evidence demonstrating how a learner impacted the organization through the practice change using pre-data, intervention data, and post-data.	PC 5. Describe and demonstrate how learners engage in evidence-based practice, quality improvement, or research projects with interprofessional teams that result in practice change. a. Submit evidence demonstrating how a learner impacted the organization through the practice change using pre- and post-intervention data. The learner's project implementation date must occur during the program.

Effective date: May 1, 2025

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

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

From: Sheryl Cosme DNP, RN, NPD-BC
Sr. Director, ANCC PTAP & APPFA

Re: Clarification on Demonstrations (PBL and AWD)

Date: December 5, 2024

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2023 Advanced Practice Provider Fellowship Accreditation™ Application Manual.

Current Language (page 18)	New Approved Language
<p>A narrative response that verifies how the described structure and processes were operationalized in the program through a specific event or lived experience.</p> <ul style="list-style-type: none"> Only one narrative demonstration is allowed per criterion—all participating sites and practice settings must be represented in a minimum of one demonstration within the entirety of the APPFA self-study. Demonstrations must include names, roles, and credentials (if applicable) for any individual program stakeholder or learner. Narrative demonstrations cannot be anonymous. The narrative demonstration should be congruent with the processes included in the description. <p>DEMONSTRATION TIME FRAME</p> <p>For new programs seeking accreditation, the demonstration must have occurred within the 24-month time frame prior to</p>	<p>A narrative response that verifies how the described structure and processes were operationalized in the program through a specific event or lived experience.</p> <ul style="list-style-type: none"> Only one narrative demonstration is allowed per criterion—all participating sites and practice settings must be represented in a minimum of one demonstration within the entirety of the APPFA self-study. Demonstrations must include names, roles, and credentials (if applicable) for any individual program stakeholder or learner. All demonstrations within the Practice-Based Learning domain and Accreditation with Distinction standards PC 2, 3, and 4 must include the following elements: learner name, practice setting, program start date, and program completion date. The knowledge learned during the program must be applied in the practice setting <u>during</u> the program for all the



self-study submission. For reaccrediting programs, the demonstration must have occurred within the 48-month time frame prior to self-study submission.

demonstrations for the Practice-Based Learning domain.

- The knowledge learned during the program must be applied in the practice setting **during the program or within 6 months post completion** for all the **demonstrations** for the Accreditation with Distinction standards PC 2, 3, and 4.
- Narrative demonstrations cannot be anonymous.
- The narrative demonstration should be congruent with the processes included in the description.

DEMONSTRATION TIME FRAME

For new programs seeking accreditation, the demonstration must have occurred within the 24-month time frame prior to self-study submission. For reaccrediting programs, the demonstration must have occurred within the 48-month time frame prior to self-study submission.

Effective date: August 1, 2025

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



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

From: Sheryl Cosme DNP, RN, NPD-BC
Sr. Director, ANCC PTAP & APPFA

Re: Monitoring for Compliance, Notification of Changes, & Probation, Suspension and Revocation

Date: January 9, 2025

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2023 Advanced Practice Provider Fellowship Accreditation™ Application Manual.

Monitoring for Compliance

May 9, 2024 Addendum	New Approved Language
<p>Program Directors are expected to notify the ANCC PTAP/APPFA team of significant changes to an accredited program that include but are not limited to:</p> <ul style="list-style-type: none">• How the program changes continue to meet all standards• Additions or changes to sites, settings, specialties, or service lines• Changes in curriculum (i.e. going from a vendor to non-vendor or vice versa) <p>The Program Director must contact the PTAP/APPFA Director and/or Assistant Director at practicetransition@ana.org for further information.</p> <p>The Program Director must disclose significant changes to the program to the ANCC PTAP/APPFA team. The Program Director may be required to submit additional documentation to the commission if the change is deemed significant by the ANCC PTAP/APPFA director and/or assistant director.</p>	<p>Program Directors are expected to notify the ANCC PTAP/APPFA team of significant changes to an accredited program that might impact their ability to meet or continue to meet APPFA requirements. include but are not limited to:</p> <ul style="list-style-type: none">• How the program changes continue to meet the standards• Additions or changes to sites, settings, specialties, or service lines• Changes in the curriculum (i.e., going from a vendor to a non-vendor or vice versa) <p>The Program Director must contact the PTAP/APPFA Director and/or Assistant Director at practicetransition@ana.org for further information. If the change is deemed significant by the ANCC PTAP/APPFA director and/or assistant director, the program director may be required to submit additional documentation to the Commission on Accreditation in Practice Transition Programs.</p>

Notification of Changes

Page 15 and 44	New Approved Language
<p>Accredited Program Directors must notify the ANCC PTAP/APPFA team within 10 business days of the occurrence or discovery of:</p> <ul style="list-style-type: none"> • Changes that alter the information provided in the current accreditation, including: <ul style="list-style-type: none"> • Site(s) address • Organization name • Program name; • Change in CNO/CMO, Program Director, or SLC/SC (as applicable to practice setting); <ul style="list-style-type: none"> • <i>Note:</i> The new Program Director or SLC/SC must comply with the requirements of APPFA eligibility. • Loss of license or other disciplinary action for the Chief Nursing Officer (CNO) and/or Chief Medical Officer (CMO), Program Director, or <u>SLC/SC</u>; • Change in ownership; • Changes or events that impair the ability to meet or continue to meet APPFA requirements or that make the program ineligible for accreditation or reaccreditation; • Indication of potential instability (e.g., labor strike, reduction in workforce, bankruptcy); • Change in an organization's status within a system; • Adverse media coverage related to the program; • Any finally and fully adjudicated unfair labor-practice charges or adverse decisions related to discrimination or other legal violations involving registered 	<p>Notification of Changes</p> <p>Accredited Program Directors must notify the ANCC PTAP/APPFA team within 10 business days of the occurrence or discovery of:</p> <ul style="list-style-type: none"> • Changes that alter the information provided in the current accreditation, including: <ul style="list-style-type: none"> ○ Site(s) address ○ Organization name ○ Program name • Change in CNO/CMO, Program Director, or SC/PSC (as applicable to practice setting); <ul style="list-style-type: none"> ○ <i>Note:</i> The new Program Director or SLC/SC must comply with the requirements of APPFA eligibility. • Loss of nursing license or other disciplinary action for the CNO/CMO, Program Director, SLC, and SC (as applicable to practice setting); • Change in ownership; • Significant changes to the accredited program that include but are not limited to: <ul style="list-style-type: none"> ○ How the program changes continue to meet the standards ○ Additions or changes to sites, settings, specialties, or service lines ○ Changes in the curriculum (i.e., going from a vendor to non-vendor or vice versa) • Changes or events that impair the ability to meet or continue to meet



nurses, practitioners, or physicians in the workplace; and

- Suspension or exclusion from federal or state health care programs.

Written notification of such changes and events must be documented on the required change notification form and submitted within **10 business days**.

APPFA requirements or that make the program ineligible for accreditation or reaccreditation;

- Indication of potential instability (e.g., labor strike, reduction in workforce, bankruptcy);
- Change in an organization's status within a system;
- Adverse media coverage related to the program;
- Any finally and fully adjudicated unfair labor-practice charges or adverse decisions related to discrimination or other legal violations involving registered nurses, practitioners, or physicians in the workplace; and
- Suspension or exclusion from federal or state health care programs.

Failure to provide timely written notification under this section could result in fines, denial of an application for accreditation or reaccreditation, probation, suspension, and/or revocation of accreditation.

Written notification of such changes and events must be documented on the required change notification form and submitted by email, to practicetransition@ana.org, within **10 business days**.



Probation, Suspension, Revocation

Page 46	New Approved Language
<p>An accredited program may be placed on probation or its accreditation may be suspended and/or revoked as a result of any of these actions:</p> <ul style="list-style-type: none">• Violation of any federal, state, or local laws(or international equivalents) or regulations that affect the program's ability to adhere to APPFA accreditation criteria;• Failure to maintain compliance with accreditation criteria;• Failure to pay outstanding investment fees;• Failure to submit the annual report;• COA-PTP investigation and verification of written complaints or charges by consumers or others;• Refusal to comply with a COA-PTP investigation;• Misrepresentation;• Misuse of the APPFA accreditation statement; or• Misuse of ANCC intellectual property, including but not limited to trademarks, trade names, and logos. <p>The COA-PTP, at its discretion, may decide to place an accredited program on probation for a defined period of time when it deems a violation or misconduct to be curable. An accredited program that is placed on probation will still be able to state that it is accredited during the probationary period; however, during the probationary period, the accredited program is expected to take steps to correct the issues giving rise to the decision to place the accredited program</p>	<p>An accredited program may be placed on probation, or its accreditation may be suspended and/or revoked as a result of any of these actions:</p> <ul style="list-style-type: none">• Failure to provide notification as provided in this manual• Significant changes to the program that impact the ability to maintain accreditation criteria. Examples include but are not limited to the following:<ul style="list-style-type: none">○ How the program changes do not continue to meet the standards○ Changes in the curriculum (i.e., going from a vendor to a non-vendor or vice versa)• Violation of any federal, state, or local laws (or international equivalents) or regulations that affect the program's ability to adhere to ANCC accreditation criteria;• Failure to pay outstanding investment fees;• Failure to submit the annual report;• COA-PTP investigation and verification of written complaints or charges by consumers or others;• Refusal to comply with a COA-PTP investigation;• Misrepresentation;• Misuse of the ANCC accreditation statement; or• Misuse of ANCC intellectual property, including but not limited to trademarks, trade names, and logos.



on probation. A program placed on probation will be notified in writing by the PTAP/APPFA Director of the cause for probation, the duration of the probation, and the required corrective action. If, at the conclusion of the probationary period, the accredited program cannot demonstrate that sufficient corrective action has taken place, the COA-PTP reserves the right to suspend or revoke accreditation.

Suspended or revoked programs must immediately cease:

- Referring to themselves in any way as ANCC accredited;
- Using the ANCC accreditation statement; and
- Using ANCC intellectual property, including but not limited to trademarks, trade names, and logos.

Suspended or revoked programs will be considered “not in good standing with the ANCC.”

The PTAP/APPFA Director will notify the accredited program in writing of probation, suspension, or revocation of accreditation. Neither probation nor suspension is a prerequisite to revocation. At its sole discretion, the COA-PTP may revoke accreditation without first suspending accreditation.

Suspended programs may apply for reinstatement within 120 days of the suspension date. To apply for reinstatement of accreditation, the accredited program must submit the applicable reinstatement fee and documentation demonstrating violation correction. Reinstatement may be granted if the suspended program adequately

Probation

The COA-PTP, at its discretion, may decide to place an accredited program on probation for a defined period of time when it deems a violation or misconduct to be curable. An accredited program that is placed on probation will still be able to state that it is accredited during the probationary period; however, during the probationary period, the accredited program is expected to take steps to correct the issue(s) giving rise to the decision to place the accredited program on probation. A program placed on probation will be notified in writing by the PTAP/APPFA Director of the cause(s) for probation, the duration of the probation, and the required corrective action. If, at the conclusion of the probationary period, the accredited program cannot demonstrate that sufficient corrective action has taken place, the COA-PTP reserves the right to suspend or revoke accreditation.

Suspended or revoked programs must immediately cease:

- Referring to themselves as ANCC accredited;
- Using the ANCC accreditation statement; and
- Using ANCC intellectual property, including but not limited to trademarks, trade names, and logos.

Suspended or revoked programs will be considered “not in good standing with the ANCC.” The PTAP/APPFA Director will notify the accredited program in writing of probation, suspension, or revocation of accreditation. Neither probation nor suspension is a prerequisite to revocation. At its sole discretion, the COA-PTP may



demonstrates that it will fully adhere to the ANCC PTAP criteria and requisites upon reinstatement. Accredited programs that have been reinstated may be required to submit progress reports to the COA-PTP. Suspended programs that fail to apply for reinstatement within 120 days shall have their accreditation revoked.

Accredited programs that have had their accreditation status revoked may not apply for ANCC accreditation for 2 years from the date of revocation. Programs seeking accreditation after revocation are considered new applicants.

Programs that have had their accreditation status suspended or revoked will be removed from the ANCC/APPFA Directory of Accredited Practice Transition Programs. If an accredited program believes that its suspension or revocation is improper, the program (appellant) may submit an appeal in writing and pay the associated fee. Please contact the ANCC PTAP/APPFA team for further information regarding the appeal process. The appellant will retain the accreditation status held prior to the COA-PTP decision that it appeals.

revoke accreditation without first suspending accreditation.

Suspended programs may apply for reinstatement within 120 days of the suspension date. To apply for reinstatement of accreditation, the accredited program must submit the applicable reinstatement fee and documentation demonstrating violation correction.

Reinstatement may be granted if the suspended program adequately demonstrates that it will fully adhere to the ANCC PTAP criteria and requisites upon reinstatement. Accredited programs that have been reinstated may be required to submit progress reports to the COA-PTP. Suspended programs that fail to apply for reinstatement within 120 days shall have their accreditation revoked.

Accredited programs that have had their accreditation status revoked may not apply for ANCC accreditation for 2 years from the date of revocation. Programs seeking accreditation after revocation are considered new applicants.

Programs that have had their accreditation status suspended or revoked will be removed from the ANCC/APPFA Directory of Accredited Practice Transition Programs. If an accredited program believes that its suspension or revocation is improper, the program (appellant) may submit an appeal in writing and pay the associated fee. Please contact the ANCC PTAP/APPFA team for further information regarding the appeal process. The appellant will retain the accreditation status held prior to the COA-PTP decision that it appeals.



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Effective date: July 9, 2025

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

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

From: Sheryl Cosme DNP, RN, NPD-BC
Sr. Director, ANCC PTAP & APPFA

Re: Monitoring for Compliance, Notification of Changes, & Probation, Suspension and Revocation

Date: August 4, 2025

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2023 Advanced Practice Provider Fellowship Accreditation™ Application Manual.

Monitoring for Compliance

December 5, 2024 Addendum	New Approved Language
<p>A narrative response that verifies how the described structure and processes were operationalized in the program through a specific event or lived experience.</p> <ul style="list-style-type: none"> Only one narrative demonstration is allowed per criterion—all participating sites and practice settings must be represented in a minimum of one demonstration within the entirety of the APPFA self-study. Demonstrations must include names, roles, and credentials (if applicable) for any individual program stakeholder or learner. All demonstrations within the Practice-Based Learning domain and Accreditation with Distinction standards PC 2, 3, and 4 must include the following elements: learner name, practice setting, program start date, and program completion date. 	<p>A narrative response that verifies how the described structure and processes were operationalized in the program through a specific event or lived experience.</p> <ul style="list-style-type: none"> Only one narrative demonstration is allowed per criterion—all participating sites and practice settings must be represented in a minimum of one demonstration within the entirety of the APPFA self-study. All demonstrations must include names, roles, and credentials (if applicable) for any individual program stakeholder or learner. Demonstrations for standards within the Practice-Based Learning (standards 3-11) and Accreditation with Distinction standards PC 2, 3, and 4 must include the following elements: learner name, practice setting, program start date, and program completion date. The knowledge learned during the program must be applied in the practice setting during the program



- The knowledge learned during the program must be applied in the practice setting during the program for all the demonstrations for the Practice-Based Learning domain.
- The knowledge learned during the program must be applied in the practice setting during the program or within 6 months post completion for all the demonstrations for the Accreditation with Distinction standards PC 2, 3, and 4.
- Narrative demonstrations cannot be anonymous.
- The narrative demonstration should be congruent with the processes included in the description.

DEMONSTRATION TIME FRAME

For new programs seeking accreditation, the demonstration must have occurred within the 24-month time frame prior to self-study submission. For reaccrediting programs, the demonstration must have occurred within the 48-month time frame prior to self-study submission.

for Practice Based Learning standards 3-11.

- The knowledge learned during the program must be applied in the practice setting during the program or within 6 months post completion for all the demonstrations for the Accreditation with Distinction standards PC 2, 3, and 4.
- Narrative demonstrations cannot be anonymous.
- The narrative demonstration should be congruent with the processes included in the description.

DEMONSTRATION TIME FRAME

For new programs seeking accreditation, the demonstration must have occurred within the 24-month time frame prior to self-study submission.

For reaccrediting programs, the demonstration must have occurred within the 48-month time frame prior to self-study submission.

Effective date: November 1, 2025

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

The current version of the 2023 Application Manual Advanced Practice Provider Fellowship Accreditation® (APPFA) can be found [here](#). All addendums **are integrated** into the APPFA manual, Version 3.0.

The following pages are the addendums issued by the ANCC Commission on Accreditation in Practice Transition Program (COA-PTP) in 2022 and 2023:

Date Issued	Change	Effective Date
November 2022	Additional Glossary Terms	November 29, 2022
November 2022	Organizational Enculturation 8 removal	November 29, 2022
November 2022	Program Type update	November 29, 2022
December 2022	DD 1 SDa and DD 1-4 SDa	May 1, 2023
December 2022	PG/OM SD 1a	May 1, 2023
June 2023	CR 2b	November 1, 2023
June 2023	Physician Associate	June 1, 2023
June 2023	PC 1 and PC1a	February 1, 2024
June 27, 2023	PL 1	February 1, 2024
June 27, 2023	CR2a	February 1, 2024
June 27, 2023	PG/OM 1 SDa	February 1, 2024



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

From: Sheryl Cosme DNP, RN, NPD-BC
Director
Practice Transitions Accreditation Program® (PTAP)
Advanced Practice Provider Fellowship Accreditation™ (APPFA)

Re: Additional Glossary Terms

Date: November 29, 2022

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted on the below areas in the 2023 Advanced Practice Provider Fellowship Accreditation™ Application Manual.

Effective November 29, 2022 the following terms have been added to the glossary:

advisory board - A structured formal group of internal and external participants that meets regularly to provide advice to the program. At minimum this group must include a current or former learner from the program.

academic partnership - An individual or group from an academic setting(s) that regularly collaborate with the program leadership.

foundations of safety science - The body of knowledge that describes the human performance in complex systems, with foundational elements, including Jens Rasmussen's three types of human performance (skill-based, rule-based, knowledge-based) and James Reason's Generic Error Modeling System for human error and related human error prevention themes; James Reason's Swiss Cheese Model of Accident Causation; Geert Hofstede's Five Dimensions of Power Distance; and Karl Weick and Kathleen Sutcliffe's Five Principles of High Reliability Organizations.

universal nontechnical skills - Behaviors that, when practiced by the entire workforce, can prevent human errors that lead to poor safety, quality, efficiency, and patient experience. There are two types of Universal non-technical skills: **Universal Relationship Skills** and **Universal Reliability Skills**.

Universal Relationship Skills - Skills for collegiality, empathy, and moderating power distance and authority gradient that allow for better relationships and teamwork among caregivers and with patients/families.



APPFA ADVANCED PRACTICE
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Universal Reliability Skills - Skills that reduce the incidence of human errors and mistakes and at least include (1) attention to detail, (2) clear communications, (3) questioning attitude, (4) peer checking and peer coaching, and (5) awareness and escalating when there is a safety concern.

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



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

From: Sheryl Cosme DNP, RN, NPD-BC
Director
Practice Transitions Accreditation Program® (PTAP)
Advanced Practice Provider Fellowship Accreditation™ (APPFA)

Re: Organizational Enculturation 8 Removal

Date: November 29, 2022

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted on the below areas in the 2023 Advanced Practice Provider Fellowship Accreditation™ Application Manual.

The standards labeled Organization Enculturation 8 (OE 8), describe and demonstrate how learners are introduced to the application of legal requirements, has been removed for the required standards.

Effective November 29, 2022.

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



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

From: Sheryl Cosme DNP, RN, NPD-BC
Director
Practice Transitions Accreditation Program® (PTAP)
Advanced Practice Provider Fellowship Accreditation™ (APPFA)

Re: Program Type Update

Date: November 29, 2022

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted on the below areas in the 2023 Advanced Practice Provider Fellowship Accreditation™ Application Manual.

The program type definition has been updated (page 9):

APP Fellowship: A program designed for licensed and certified PAs **and/or** APRNs (or international equivalent) to attain the knowledge, skills, and attitudes to meet standards of practice relevant to their specialty(ies). The duration of the program should be at least nine months and may include organizational orientation but must include practice-based learning experiences and supplemental activities to promote professional development.

Effective November 29, 2022.

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



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

From: Sheryl Cosme DNP, RN, NPD-BC
Director
Practice Transitions Accreditation Program® (PTAP)
Advanced Practice Provider Fellowship Accreditation™ (APPFA)

Re: DD 1 SDa and DD 1-4 SDa

Date: December 20, 2022

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted on the below areas in the 2023 Advanced Practice Provider Fellowship Accreditation™ Application Manual.

The standard labeled **Development and Design Supporting Documentation a (DD 1 SDa)**, submit learner evaluation tools with competency statements that reflect applicable specialty-specific Standards of Practice, has been **removed** for the required standards.

DD 1-4 SD a has been **revised** to the following: Submit the blank competency evaluation tool used to assess learner competency for each participating service line/specialty(ies) that reflects applicable specialty-specific Standards of Practice.

Effective May 1, 2023.

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, RN, NPD-BC
Director
Practice Transitions Accreditation Program® (PTAP)
Advanced Practice Provider Fellowship Accreditation™ (APPFA)

Re: PG/OM 1 SD a

Date: December 20, 2022

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted on the below areas in the 2023 Advanced Practice Provider Fellowship Accreditation™ Application Manual.

The COA-PTP has revised PG/OM 1 SD a. They have removed the required key stakeholder evaluation. All programs must now have 4 program goals.

New language:

PG/OM 1. Supporting Documentation (PG/OM 1 SD):

- a. Submit four program goals in SMART goal format with associated outcome measures and data for each of the following categories:
- b.

For each goal, include:

- A brief description of the outcome measure;
- A target benchmark;
- Aggregate outcome measure data representing 24 months of data prior to self-study submission or from initiation of program to self-study submission for new programs operating less than 24 months.

Required categories:

1. Learner Professional Development
2. Learner Competency
3. Self-Reported Measure (learner focused)
4. Financial

Effective May 1, 2023.

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

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

From: Sheryl Cosme DNP, RN, NPD-BC
Director, ANCC PTAP & APPFA

Re: Accreditation with Distinction Standards – CR 2b

Date: June 1, 2023

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2023 Advanced Practice Provider Fellowship Accreditation™ Application Manual.

Old Language	New Language
CR 2b. Describe how the Program Director publishes or presents about transition to practice. a. Submit evidence of one publication or presentation (state, national, or international level) within the last 24 months new applicant) or 48 months (reaccrediting applicant).	CR 2b. Describe how the (Co)-Program Director(s) facilitate publication and/or presentation about fellowships. A. Submit evidence of one publication or presentation (state, national, or international level) from the program within the last 24 months (new applicant) or 48 months (reaccrediting applicant)

Effective date: November 1, 2023

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



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

From: Sheryl Cosme DNP, RN, NPD-BC
Director, ANCC PTAP & APPFA

Re: Physician Associate

Date: June 1, 2023

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2023 Advanced Practice Provider Fellowship Accreditation™ Application Manual.

Additional Language: At any instance of Physician Assistant the phrase Physician Associate will be added.

Effective date: June 1, 2023

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

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

From: Sheryl Cosme DNP, RN, NPD-BC
Director, ANCC PTAP & APPFA

Re: Accreditation with Distinction Standards – Program Choice 1 and 1a (PC 1 & 1a)

Date: June 14, 2023

Old Language	New Language
PC 1. Describe and demonstrate how the program utilizes an advisory board and/or academic partnership to achieve program goals. a. Submit a list of members (advisory board or academic partner and their current roles, as applicable).	PC 1. Describe and demonstrate how the program utilizes an advisory board and/or academic partnership to achieve program goals. a. Submit PG/OM 1 SD a. from APPFA self-study. b. Submit evidence of your advisory board or academic partnership influencing at least one of the programmatic goals (e.g., meeting minutes).

Effective date: February 1, 2024

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



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

From: Sheryl Cosme DNP, RN, NPD-BC
Director, ANCC PTAP & APPFA

Re: APPFA Standards – PL 1

Date: June 27, 2023

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2023 Advanced Practice Provider Fellowship Accreditation™ Application Manual.

Old Language	New Language
PL 1. Describe and demonstrate how the Program Director is accountable for ensuring that the program is consistently operationalized throughout all sites and/or service lines and specialty(ies).	PL 1. (<i>multisite or multi-service line/specialty only</i>): Describe and demonstrate how the Program Director is accountable for ensuring that the program is consistently operationalized throughout all sites and/or service lines and specialty(ies).

Effective date: February 1, 2024

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

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

From: Sheryl Cosme DNP, RN, NPD-BC
Director, ANCC PTAP & APPFA

Re: Accreditation with Distinction Standards – CR 2a

Date: June 27, 2023

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2023 Advanced Practice Provider Fellowship Accreditation™ Application Manual.

Old Language	New Language
<p>CR2a. Describe and demonstrate how the Program Director is required to have advanced education in adult learning (e.g., nationally recognized certification in adult learning, PhD, EdD, or DNP).</p> <p>a. Submit evidence of current Program Director's advanced education in adult learning (e.g., nationally recognized certification in adult learning, PhD, EdD, or DNP).</p>	<p>CR 2a. Describe and demonstrate how the (Co) Program Director(s) is required to participate in accredited continuing professional development (or international equivalent) related to adult learning principles or program development.</p> <p>a. Submit evidence of current (Co) Program Director(s) 8 hours (new applicant) or 16 hours (reaccrediting applicant) accredited professional development (or international equivalent) related to adult learning principles or program development within the last 24 months (new applicant) or 48 months (reaccrediting applicant).</p>

Effective date: February 1, 2024

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

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

From: Sheryl Cosme DNP, RN, NPD-BC
Director, ANCC PTAP & APPFA

Re: APPFA Standards – PG/OM 1 SDa

Date: June 27, 2023

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2023 Advanced Practice Provider Fellowship Accreditation™ Application Manual.

Old Language	New Language
<p>PG/OM 1. Supporting Documentation (PG/OM 1 SD):</p> <p>a. Submit four program goals in SMART goal format with associated outcome measures and data for each of the following categories:</p> <p>For each goal, include:</p> <ul style="list-style-type: none"> • A brief description of the outcome measure; • A target benchmark; • Aggregate outcome measure data representing 24 months of data prior to self-study submission or from initiation of program to self-study submission for new programs operating less than 24 months. <p>Required categories:</p> <ol style="list-style-type: none"> 1. Learner Professional Development 2. Learner Competency 3. Self-Reported Measure (learner focused) 4. Financial 	<p>PG/OM 1 Supporting Documentation (PG/OM 1 SDa):</p> <p>a. Submit one program goal in SMART format with associated outcomes measures and data for each of the following required categories:</p> <p>Required categories:</p> <ol style="list-style-type: none"> 1. Learner Professional Development 2. Learner Competency 3. Self-Reported Measure (learner focused) 4. Financial <p>For each goal, include:</p> <ul style="list-style-type: none"> • A brief description of the outcome measure, • A target benchmark, and • Aggregate outcome measure data representing 24 months of data prior to self-study submission or from initiation of program to self-study submission for new programs operating less than 24 months.



	To meet the requirements of PG/OM 1 SDa, programs utilizing published research tools for SMART goals must follow author requirements for tool use and data reporting. Author requirements for tool use must be followed to maintain its psychometric properties (validity and reliability) and the integrity of its measures. All research tools used in PG/OM 1 SDa must be referenced.
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Effective date: February 1, 2024

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