ANCC | AMERICAN NURSES CREDENTIALING CENTER
ACCREDITATION

PRACTICE TRANSITION ACCREDITATION PROGRAM®

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Silver Spring, MD 20910

1.800.284.2378
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2019 and 2020 Addendums for

2020 Application Manual Practice Transition

Accreditation Program®

Updated: March 2, 2021

The following pages are the addendums issued by the ANCC Commission on Accreditation in Practice Transition Program (COA-PTP) in 2019 and 2020.

All addendums issued in 2019 and 2020 **have been integrated** into the manual available on the ANCC website, rev 2:
https://www.nursingworld.org/organizational-programs/accreditation/ptap/download-ptap-manual/

February 2019	Length of Accreditation under 2020 application manual	
March 2019	Timeframe requirement for examples under 2020 application manual	
May 2019	Change in single site and multi-site definitions in 2020 PTAP Application Manual	
September 2019	Update to 2020 Eligibility Criteria – Revision	
October 2019	Accreditation with Distinction – Appendix B	
October 2019	Faculty and clinical learning environment definition	
February 2020	RN Residency and RN Fellowship Definitions	

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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
September 2020	Appendix B – Revision/clarification	Implementation date December 1, 2020

To: All Accredited and Applicant Organizations

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

Addendum: Length of Accreditation under 2020 Application Manual

Date: February 26, 2019

The Commission on Accreditation for Practice Transition Programs (COA-PTP) has been recognizing PTAP programs since 2014. Applicants accredited under the 2016 Application Manual are currently accredited for a period of up to 3 years.

With the release of our 2020 Application Manual on February 1, 2019, the COA-PTP has recognized an opportunity to increase the length of accreditation and has voted accordingly.

As of January 1, 2020, applicants accredited under the 2020 Application Manual will be eligible for an accreditation period of up to 4 years.

Note: An addendum will be released for the current 2020 Application Manual to reflect this change.

The PTAP team strives to provide excellent customer services. We are committed to raising the bar for all transition to practice programs across the globe.

If you have any questions regarding the change to length of accreditation under the 2020 Manual, please contact Sheri Cosme at sheryl.cosme@ana.org.

March 25, 2019

Addendums for 2020 Practice Transition Accreditation Program Manual
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Timeframe requirements for examples under 2020 Application Manual

As of January 1, 2020, for *new* programs applying under the 2020 Application Manual examples must have occurred within the 24-month time frame prior to self-study submission.

As of January 1, 2020, for *reaccrediting* programs applying under the 2020 Application Manual examples must have occurred within the 48-month time frame prior to self-study submission.

Length of Accreditation under 2020 Application Manual

As of January 1, 2020, applicants accredited under the 2020 Application Manual will be eligible for an accreditation period of up to 4 years.

To: All Accredited and Applicant Organizations

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

Re: Update to 2020 Eligibility Criteria – Revision

Date: September 4, 2019

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to update the eligibility criteria within the 2020 Practice Transition Accreditation Program Application Manual.

Eligibility criteria from 2020 PTAP Application Manual found on page 6:

To be eligible to apply, an applicant must:

- Have a program that meets the ANCC definition of an RN Residency, RN Fellowship, or APRN Fellowship Program;

- Define the scope of the program (as described above) where the RN Residency / RN or APRN Fellowship Program is operationalized; if applying as a multi-site program applicant, must be able to demonstrate that the program is operationalized consistently across all sites;

- 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;

- Verify that a minimum of one resident or fellow has completed the RN Residency / RN or APRN Fellowship Program;

- 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.

Updated/Revised Eligibility Criteria for 2020 PTAP Application Manual (September 4, 2019)

To be eligible to apply, an applicant must:

- 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.

  o All site(s) must have a resident/fellow who had completed the program to be include in the application.

  o *If applying as a multi-site program, applicants must be able to demonstrate that the program is operationalized consistently across all sites;*

- Define the workplace setting(s) of the program where the RN Residency / RN or APRN Fellowship is **currently** operationalized.

  o 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.

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

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

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

Re: Change in single site and multi-site definitions in 2020 PTAP Application Manual

Date: May 31, 2019

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to change the definition of single site and multi-site in the 2020 PTAP Application Manual.

New Definition:

A **single-site** program is conducted and operationalized in one location.

A **multi-site** program is conducted and operationalized in multiple locations.

> A multi-site program is managed through a central office for all sites involved in the program. The **Program Director** must have oversight of the program in all participating sites. **Site Clinical Coordinators** (SCCs) may be utilized within the multi-site program to ensure program consistency. Each site included in the program application must demonstrate that the program meets all required accreditation criteria. Applicants must write one response for each criterion item that demonstrates multi-site integration. Separate responses are not required from each site participating in the multi-site program; however, responses must be representative of the entire program.

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

Practice Transition Accreditation Program® (PTAP)

Accreditation with Distinction

Appendix B

Effective February 1, 2020

Introduction/Summary

The ANCC Practice Transition Accreditation Program® (PTAP) is committed to excellence. Over the last five years, PTAP has formally recognized organizations that provide high-quality nurse residency/fellowship program and APRN fellowship programs. To date more than seventy five percent of our accredited programs have earn accreditation with distinction.

As transition to practice programs evolve the Commission on Accreditation in Practice Transition Programs (COA-PTP) has developed distinction criteria for PTAP applicants/reaccrediting programs to achieve. Accreditation with distinction criteria for PTAP will require demonstration of exemplary and innovative practice in the domains of program leadership, quality outcomes, organizational enculturation, development and design and practice-based learning.

Background

PTAP continues to promote robust transition to practice programs that give residents or fellows time and support to be successful in their practice area. During the initial accreditation and reaccreditation process, narratives and specific examples illustrate how programs implement the criteria. Previously organizations were awarded accreditation with distinction by the Commission on Accreditation in Practice Transition (COA-PTP) based on an objective review that required evidence of exemplary and/or innovative practice(s). To provide all applicant/reaccrediting programs with an opportunity to plan prospectively for their organization to achieve distinction, the award of accreditation with distinction will require the applicant/reaccrediting program to submit evidence of innovative and exemplary practices from a menu of accreditation with distinction criteria.

Eligibility

All organizations are eligible to apply for accreditation with distinction.

*The COA-PTP will **only** review submissions if the applicant/reaccrediting program meet the below criteria:*

- Full compliance with **all** eligibility requirements to apply for accreditation or reaccreditation.
- Full compliance with **all** accreditation criteria in program leadership, quality outcomes, organizational enculturation, development and design and practice-based learning.
- No identified deficiencies during the accreditation review that require a progress report submission.

- The organization is in good standing.

Process

Applicant/reaccrediting programs will state to the ANCC PTAP team their intent to apply for accreditation with distinction on their part 2 call.

Accreditation with distinction criteria must be submitted as a separate PDF at the time the self study is submitted.

Accreditation with Distinction Decision

The COA-PTP is responsible for all accreditation and accreditation with distinction decisions.

1. The COA-PTP will conduct an independent review of all materials (final report) submitted by the appraiser team on applicant/reaccrediting program.
   a. The appraiser team **will not** review or provide comments on any accreditation with distinction documentation.
2. The COA-PTP determines if the the applicant or reaccreditation program meets the eligibility for accreditation with distinction.
3. The COA-PTP will independently conduct a thorough review of the submitted documentation.
4. The COA-PTP votes to determine whether the organization has met the accreditation with distinction criteria.
5. The applicant program will be notified of the accreditation decision by the PTAP team.

Provided the applicant meets the accreditation with distinction criteria set forth herein, accreditation with distinction is awarded for a period of up to four years.

Effective date

Accreditation with distinction criteria to be fully implemented with the February 2020 cycle (February 1, 2020).

Accreditation with Distinction Criteria

Applicant and reaccrediting programs seeking accreditation with distinction must demonstrate evidence of exemplary and/or innovative practice in **5** accreditation with distinction criteria.

- Choose **1** criteria from **3 of the 4** domains:
    1. Program Leadership
    2. Development and Design
    3. Practice Based Learning
    4. Organizational Enculturation
- Choose **2** criteria from Quality Outcomes

Applicants will submit the required supporting documentation and write a separate narrative to address each program criterion. A narrative consists of a succinct narrative description of the process used and a written example that illustrates how the criterion is operationalized in the RN Residency / RN or APRN Fellowship Program. Include examples from different sites and workplace settings within the program, as applicable.

All documentation must follow Appendix A.

Program Leadership

PL D1. Describe and demonstrate how more than 50% of faculty in the program hold a certification in nursing professional development, certified nurse educator, or a specialty area of practice (*excludes APRN's initial practice certification*).

PL D2. Describe and demonstrate how the Program Director has advanced theoretical knowledge of adult learning principles (e.g. PhD., certification in Nursing Professional Development or Nurse Educator, or DNP with adult learning principles).

PL D3. Describe and demonstrates how the Program Director is an active leader at the community, state, or national level through board appointments, councils, or taskforces related to the program.

PL D4. Describe and demonstrate how the Program Director is engaged in strategic planning practices for the residency/fellowship program detailing plans for sustainability.

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.

Organizational Enculturation (OE)

OE D1. Describe and demonstrate how residents/fellows engage in nursing strategic planning at the unit, organization, or system level.

OE D2. Describe and demonstrate how residents/fellows participate on councils, taskforces, project teams related to organizational or system goals.

OE D3. Describe and demonstrate how residents/fellows engage in community outreach, specific to nursing practice.

Development and Design

DD D1. Describe and demonstrate how technology (e.g. simulation) is used to facilitate competency.

DD D2. Describe and demonstrate how the program integrates an interprofessional approach during the design phase of developing the program.

DD D3. Describe and demonstrate how the program collaborates with one or more academic institutions to achieve program goals.

DD D4. Describe and demonstrate how the program develops preceptors through support and continuing professional development.

Practice Based Learning

PBL D1. Describe and demonstrate how the program engages in addressing social determinants of population health.

PBL D2. Describe and demonstrate how contact hours are offered for 50% or more of the program curriculum.

PBL D3. Describe and demonstrate how interprofessional education is integrated into the program to enhance a positive clinical learning environment.

PBL D4. Describe and demonstrate the impact of a wellness program focused on the resident/fellow.

PBL D5. Describe and demonstrate how the program addresses disruptive behaviors within the workplace setting (e.g. incivility, bullying, workplace violence).

Quality Outcomes

QO D1. Describe and demonstrate how the residents/fellows engage in evidenced base practice, quality improvement, or research projects with interprofessional teams that result in practice change.

QO D2. Describe and demonstrate how the residents/fellows add 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.

QO D3. Describe and demonstrate how former residents/fellows are engaged in supporting the program through professional development (e.g. precepting, subject matter expert, mentor)

QO D4. Describe and demonstrate how the residents/fellows actively participate in a patient safety analysis within the organization.

QO D5. Describe and demonstrate how the program contributes to patient outcomes.

QO D6. Describe and demonstrate the process for integrating the National Collaborative for Improving the Clinical Learning Environment (NCICLE.org) briefings or guidance documents into the program.

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

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

Re: Faculty and Clinical Learning Environment Definitions

Date: October 28, 2019

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to define faculty and clinical learning environments in the 2020 Practice Transitions Accreditation Program® Application Manual

Faculty - Professionals with an area of expertise in the clinical learning environment who participate in educating members of the interprofessional team.

Clinical learning environments (CLE) - Are the settings in which health care professionals are enculturated to provide high-quality, safe, and efficient patient care. "It is much more than a set of places and resources; it includes the people, their values, and the sense of dedication to team and community." (p11)

a. Wagner R, Patow C, Newton R, Casey BR, Koh NJ, Weiss KB; CLER Program. The overview of the CLER Program: CLER National Report of Findings 2016. J Grad Med Educ. 2016;8(2 suppl 1):11-13. doi:10.4300/1949-8349.8.2s1.11

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 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 *6 or more 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 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 *6 or more 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 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). • 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
• 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	• 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

where the RN Residency / RN or APRN Fellowship is **currently** operationalized.
- All site(s) must have a resident/fellow who had completed the program to be include in the application.
- *If applying as a multi-site program, applicants must be able to demonstrate that the program is operationalized consistently across all sites;*

- Define the workplace setting(s) of the program where the RN Residency /RN or APRN Fellowship is **currently** operationalized.
  - 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.

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.
  - All site(s) must have a resident/fellow who had completed the program to be include in the application.
  - *If applying as a multi-site program, applicants must be able to demonstrate that the program is operationalized consistently across all sites;*
  - ==**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.
  - 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; • 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.

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

	practice through publishing in peer-reviewed journals or presentations (at a local, state, national, **and** international) within the last 12 months.	through publishing in peer-reviewed journals or presentations (at a local, state, national, **or** international level) within the last 12 months.

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.

Re*accrediting* 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
- 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. - All site(s) must have a resident/fellow who had completed the program to be include in the application. *If applying as a multi-site program, applicants must be*	- 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. 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.

- *able to demonstrate that the program is operationalized consistently across all sites;*
    - *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.
    - 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;

- All site(s) must have a resident/fellow who had completed the program to be include in the application.
- *If applying as a multi-site program, applicants must be able to demonstrate that the program is operationalized consistently across all sites;*
- *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.
    - 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

• 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.	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. o The program complies with Federal, State, and local laws pertaining to equal opportunity employment.

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.

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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 others 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

• 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.
   ○ 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
	• 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.
	   ○ 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.
 	
    ○ All site(s) must have a resident/fellow who had completed the program to be include in the application.
    ○ *If applying as a multi-site program, applicants must be able to demonstrate that the program is operationalized consistently across all sites;*
    ○ ***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.
    ○ 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
	program where the RN Residency / RN or APRN Fellowship is **currently** operationalized.
	
	    ○ All site(s) must have a resident/fellow who had completed the program to be include in the application.
	    ○ *If applying as a multi-site program, applicants must be able to demonstrate that the program is operationalized consistently across all sites;*
	    ○ ***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.
	    ○ 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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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. ○ The program complies with Federal, State, and local laws pertaining to equal opportunity employment.	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. ○ The program complies with Federal, State, and local laws pertaining to equal opportunity employment.

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**
- 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. - 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. - All site(s) must have a resident/fellow who had completed the program to be include in the application.	- 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. - 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. - All site(s) must have a resident/fellow who had completed the program to be include in the application;

- - *If applying as a multi-site program, applicants must be able to demonstrate that the program is operationalized consistently across all sites;*
  - ***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.
  - 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

- - If applying as a multisite program:
    - *Applicants must be able to demonstrate that the program is operationalized consistently across all sites;*
    - *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.*
  - ***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.
  - 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

ANCC PTAP criteria; and disclose previous program denials, suspensions, or revocations of ANCC accreditation or accreditation/approval by any other accrediting organization. • The program complies with Federal, State, and local laws pertaining to equal opportunity employment.	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. o The program complies with Federal, State, and local laws pertaining to equal opportunity employment.

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

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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.

Implementation date: December 1, 2020

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

	QO D1a. Submit evidence demonstrating how a resident/fellow impacted the organization through the practice change using pre data, intervention date, post data.
QO D5. Describe and demonstrate how the program contributes to patient outcomes	QO D5. Describe and demonstrate how the program contributes to patient outcomes QO D5a. Submit evidence demonstrating how the program impacted patient outcomes through the practice change using pre data, intervention date, post data.

Implementation date: December 1, 2020

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