

**Addendums for
2024 Application Manual Practice Transition
Accreditation Program® (PTAP)**

Updated: December 5, 2024

The following pages contain the addendums issued by the ANCC Commission on Accreditation in Practice Transition Program (COA-PTP) in 2024. These addendums **are not integrated** into the website's version (Ver 3).

Date Issued	Change	Effective Date
January 23, 2024	Update to Practice Setting Coordinator requirements	August 7, 2024
May 9, 2024	Monitoring for Compliance	May 9, 2024
October 23, 2024	Accreditation with Distinction - PC 5	May 1, 2025
December 5, 2024	Clarification on Demonstrations (PBL and AWD)	August 1, 2025

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

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

Re: January 2024 Addendums

Date: January 23, 2024

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2024 Practice Transitions Accreditation Program® Application Manual.

Current Language	New Approved Language
<ul style="list-style-type: none"> In a <i>multisite, multi-practice setting program</i>, each eligible practice setting must have a centralized person, called the Practice Setting Coordinator (PSC), coordinating the practice setting curriculums across all sites within the program. The Practice Setting Coordinator (PSC) must have a dotted or direct line of authority to the Program Director. In a single site multi-practice setting program, Practice Setting Coordinators (PSC) may be utilized to ensure program consistency. 	<ul style="list-style-type: none"> In a <i>multisite, multi-practice setting program</i>, each eligible practice setting functioning in multiple sites must have a centralized person, called the Practice Setting Coordinator (PSC), coordinating the practice setting curriculums across all sites within the program. The Practice Setting Coordinator (PSC) must have a dotted or direct line of authority to the Program Director. In a single site multi-practice setting program, Practice Setting Coordinators (PSC) may be utilized to ensure program consistency.

Effective date: August 7, 2024

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
Sr. Director, ANCC PTAP & APPFA

Re: May 9 Addendums

Date: May 9, 2024

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2024 Practice Transitions Accreditation Program® Application Manual.

Current Language (page 44)	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 ANCC PTAP requirements. 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 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>



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Effective date: May 9, 2024

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
Sr. Director, ANCC PTAP & APPFA

Re: Accreditation with Distinction - PC 5 Addendum

Date: October 23, 2024

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2024 Practice Transitions Accreditation Program® Application Manual.

Current Language (page 40)	New Approved Language
<p>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.</p> <p>a. Submit evidence demonstrating how a learner impacted the organization through the practice change using pre-data, intervention date, and post-data.</p>	<p>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.</p> <p>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.</p>

Effective date: May 1, 2025

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
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 2024 Practice Transitions Accreditation Program® Application Manual.

Current Language (page 19)	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 ANCC PTAP 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 self-study submission. For reaccrediting</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 ANCC PTAP 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

<p>programs, the demonstration must have occurred within the 48-month time frame prior to self-study submission.</p>	<p>demonstrations for the Practice-Based Learning domain.</p> <ul style="list-style-type: none"> • The knowledge learned during the program must be applied in the practice setting <u>during the program or within 6 months post completion</u> 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. <p>DEMONSTRATION TIME FRAME</p> <p>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.</p>
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Effective date: August 1, 2025

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

The following pages are the addendums issued by the ANCC Commission on Accreditation in Practice Transition Program (COA-PTP) in 2023. The addendums below **are integrated** into our website's current manual (Ver 3). The current version of the 2024 Application Manual Practice Transition Accreditation Program® (PTAP) can be found [here](#).

Date Issued	Change	Effective Date
June 1, 2023	Accreditation with Distinction Standards: CR2b Language update	January 1, 2024
June 1, 2023	Accreditation with Distinction Standards: PC1 & 1a language update	January 1, 2024
June 1, 2023	ANCC PTAP Standards: PG/OM 1 SDa language update	January 1, 2024
June 27, 2023	ANCC PTAP Standards: PL 1 language update	January 1, 2024
June 27, 2023	Accreditation with Distinction Standards: CR2a. language update	January 1, 2024
August 8, 2023	ANCC PTAP Standards <ol style="list-style-type: none"> 1. Sites from same healthcare system and healthcare system definition 2. Maximum size of a program 3. New standard: PL 8 4. Updated Site Coordinator definition 5. Updated Practice Setting Coordinator 6. PL 1 language update and quality assurance definition 	January 1, 2024
September 11, 2023	ANCC PTAP Standards <ol style="list-style-type: none"> 1. Glossary term – Dotted Line of Authority 2. Glossary term – Direct Line of Authority 3. Site Coordinator clarification 4. Glossary term – Site Coordinator 	January 1, 2024



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	5. Glossary term – Practice Setting Coordinator	
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To: Accredited PTAP Programs, Applicant PTAP Programs, and Interested Programs

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

Re: Accreditation with Distinction Standards – CR 2b

Date: June 2, 2023

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2024 Practice Transitions Accreditation Program® Application Manual.

Old Language	New Language
<p>CR 2b. Describe how the Program Director publishes or presents about transition to practice.</p> <p>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).</p>	<p>CR 2b. Describe how the Program Director facilitates publications and/or presentations about transition to practice.</p> <p>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).</p>

Effective date: January 1, 2024

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, ANCC PTAP & APPFA

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

Date: June 2, 2023

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

Effective date: January 1, 2024

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, ANCC PTAP & APPFA

Re: PTAP Standards – PG/OM 1 SDa

Date: June 2, 2023

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2024 Practice Transitions Accreditation Program® Application Manual.

Old Language	New Language
<p>PG/OM 1 Supporting Documentation (PG/OM 1 SD)</p> <p>a. Submit five program goals in SMART 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 <i>brief description of the outcome measure,</i> • A <i>target benchmark, and</i> • <i>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.</i> <p>Required categories:</p> <ol style="list-style-type: none"> 1. Nursing Professional Development 2. Learner Competency 3. Self-Reported Measure (learner-focused; RN Residency ONLY: using a valid and reliable instrument) 	<p>PG/OM 1 Supporting Documentation (PG/OM 1 SDa)</p> <ul style="list-style-type: none"> ▪ a. Submit one program goal in SMART format with associated outcomes measures and data for each of the following required categories: <p>Required categories:</p> <ol style="list-style-type: none"> 1. Nursing Professional Development 2. Learner Competency 3. Self-Reported Measure (learner-focused) 4. Stakeholder Evaluation 5. Financial <p>Optional Category:</p> <ol style="list-style-type: none"> 6. Patient Outcomes <p>For each goal, include:</p> <ul style="list-style-type: none"> • A brief description of the outcome measure, • A target benchmark, and

<p>4. Stakeholder Evaluation 5. Financial <i>Optional category:</i> 6. Patient Outcomes</p> <p>To meet the requirements of PG/OM 1 SD, 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 SD must be referenced.</p>	<ul style="list-style-type: none"> 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. For at least one of the five required categories, include a reference to the use of a valid and reliable tool. <p>To meet the requirements of PG/OM 1 SD, 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 SD must be referenced.</p>
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Effective date: January 1, 2024

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, 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 2024 Practice Transitions Accreditation Program® Application Manual.

Old Language	New Language
<p>CR2a. Describe and demonstrate how the Program Director is required to be certified in Nursing Professional Development or Nurse Educator and/or has advanced education (e.g., PhD, EdD, or DNP).</p> <p>a. Submit evidence of current Program Directors certification in Nursing Professional Development or Nurse Educator and/or advanced education (e.g., PhD, EdD, or DNP).</p>	<p>CR2a. Describe and demonstrate how the Program Director 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 the current Program Director 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: January 1, 2024

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, ANCC PTAP & APPFA

Re: PTAP 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 2024 Practice Transitions Accreditation Program® 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 participating practice setting(s) and/or site(s).	PL 1. <i>(multisite/multi-practice setting only)</i> Describe and demonstrate how the Program Director is accountable for ensuring that the program is consistently operationalized throughout all participating practice setting(s) and/or site(s).

Effective date: January 1, 2024

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, ANCC PTAP & APPFA

Re: August 2023 Addendums

Date: August 8, 2023

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2024 Practice Transitions Accreditation Program® Application Manual.

Addendum 1- Sites from Healthcare System

Each site within a program must be from the same **healthcare system**.

Definition - Healthcare System

“A multi-hospital system is two or more hospitals owned, leased, sponsored, or contract managed by a central organization” (American Hospital Association, 2021).

Addendum 2 - Maximum size of a program

The maximum size of an accreditable program to up to 30 sites.

Addendum 3 - New standard under Program Leadership

PL 8. (*multisite program only*) Describe and demonstrate how the Program Director meets regularly with the system's highest-ranking nursing leader(s) (e.g., CNE, CNO, Nursing Leadership Council) to report on the program.

Addendum 4 - Site Coordinator definition revision

- In a *multisite multi-practice setting program*, each site **must** have a Site Coordinator (SC). The Site Coordinator (SC) must have a direct or dotted line of authority to the Program Director.

- In a *multisite single practice setting program*, each site **may** utilize Site Coordinators (SC) to ensure program consistency.

SCs must maintain a current, valid license as an RN, hold a baccalaureate degree or higher in nursing, and have education and/or experience in adult learning principles.

Addendum 5 – Practice Setting Coordinator definition revision

- In a *multisite, multi-practice setting program*, each eligible practice setting **must** have a centralized person, called the Practice Setting Coordinator (PSC), coordinating the practice setting curriculums across all sites within the program. The Practice Setting Coordinator (PSC) must have a dotted or direct line of authority to the Program Director.
- In a single site multi-practice setting program, Practice Setting Coordinators (PSC) **may** be utilized to ensure program consistency

Addendum 6 – Updated PL 1 – Quality Assurance

PL 1. (*multi-site and multi-practice setting only*) Describe and demonstrate how the Program Director is accountable for ensuring that the program is consistently operationalized throughout all participating practice setting(s) and site(s) without deviation or variability* through the **quality assurance process**.

Site/practice setting variations in workflow, equipment, documentation, or local/state requirements are all allowed but must be documented during the **quality assurance process.*

- **PL 1 Supporting Documentation a.** Submit evidence from each site that the quality assurance process has been conducted at a minimum annually within the program.

Definition - Quality Assurance Process – The Program Director ensures the program is effectively and consistently conducted at all sites. The Program Directors must meet regularly with all sites to review congruence with the standardized program.

The **Quality Assurance Process** must include a review of the following:

1. Curriculum review of each practice setting
 - a. **Site/practice setting variations in workflow, equipment, documentation, or local/state requirements are all allowed but must be documented during the quality assurance process.*

2. Competency evaluation requirement of each practice setting
3. Program orientation
4. Preceptor selection, education, and evaluation
5. Mentorship process
6. Monitoring plan for recognition of deviation (review of PG/OM 1 SD a. data at each site)
7. Process improvement plan for the deviation (if a deviation is found during the quality assurance process)

Effective date: January 1, 2024

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, ANCC PTAP & APPFA

Re: September 2023 Addendums

Date: September 11, 2023

The Commission on Accreditation in Practice Transition Programs (COA-PTP) has voted to clarify the below areas in the 2024 Practice Transitions Accreditation Program® Application Manual.

These addendums further clarify what was posted on August 8, 2023, by the COA-PTP.

Addendum 1- Glossary Term – Dotted Line of Authority

An indirect or secondary reporting structure of a position(s) that defines accountability and responsibility for the program. However, the overall supervision, management, and evaluation of the position rests with the position's permanent, immediate supervisor, which is reflected by a direct line of authority.

Addendum 2 – Glossary Term – Direct Line of Authority

A direct reporting structure of a position(s) that defines accountability and responsibility for the program, including the supervision, management, and evaluation of the position.

Addendum 3 - Site Coordinator (SC) Clarification

- In a *multisite multi-practice setting program of 11 sites or larger*, each site **must** have a Site Coordinator. The Site Coordinator must have a direct or dotted line of authority to the Program Director. The Program Director **may not** be a Site Coordinator.
- In a *multisite multi-practice setting program of 2-10 sites*, each site **may** have a Site Coordinator. The Site Coordinator must have a direct or dotted line of authority to the Program Director. The Program Director **may** be a Site Coordinator.

- In a *multisite single practice setting program*, each site **may** utilize Site Coordinators to ensure program consistency. **The Program Director may be a Site Coordinator.**
- The Site Coordinator(s) must maintain a current, valid license as an RN, hold a baccalaureate degree or higher in nursing, and have education and/or experience in adult learning principles.

Addendum 4 – Glossary Term – Site Coordinator (SC)

*A registered nurse with a current, valid license as an RN, a baccalaureate degree or higher in nursing, and education or experience in adult learning who acts as the site representative for a multi-site program, and who has responsibility for ensuring that all components of the program are consistently operationalized within their assigned site. **The Site Coordinator can have a dual role as a Practice Setting Coordinator if they are an expert in that setting.***

Addendum 5 – Glossary Term - Practice Setting Coordinator

A registered nurse with a current, valid license as an RN, a baccalaureate degree or higher in nursing, and education or experience in adult learning who acts as the practice setting representative for either a single or multi-site program, and who has responsibility for ensuring that all components of the program are consistently operationalized within his or her assigned practice setting. **The individual must have expertise in the specialty they represent. The Practice Setting Coordinator can be the Program Director, but the practice setting they cover must be their area of expertise. The Practice Setting Coordinator may have a dual role as a Site Coordinator and Practice Setting Coordinator or Program Director and Practice Setting Coordinator.**

Effective date: January 1, 2024

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