

Addendums for
2023 Application Manual Advanced
Practice Provider Fellowship
Accreditation® (APPFA)
Updated: December 5, 2024

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

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
<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 data, 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 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

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.



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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
<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 (Co)-Program Director(s) facilitate publication and/or presentation about fellowships.</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: November 1, 2023

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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
<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 APPFA 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: 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.

	<p>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.</p>
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Effective date: February 1, 2024

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