



**Commission on Accreditation in Physical Therapy Education
American Physical Therapy Association**

SUMMARY OF ACTION

Physical Therapist Assistant Program
Terra State Community College
2830 Napoleon Road
2900 Community College Avenue, MHCS 126
Fremont, OH 43420

On October 29, 2019, the Commission on Accreditation in Physical Therapy Education made the following decision regarding the physical therapist assistant education program at Terra State Community College.

Status: ACCREDITATION
Action Taken: Reaffirm Accreditation
Effective Date: October 29, 2019
Information Used to Make Decisions: Self-study Report received January 18, 2019
Visit Report with Institution Response received June 103, 2019
Comments from the Program Director
Comments from the Team Leader
Additional Materials received October 7, 2019

Reason for Decision: The Commission's decision to reaffirm accreditation status [for a period of ten years] is based on the program's general compliance with the intent of the Standards and Required Elements and on the expectation that the program can and will, within the next two years, bring itself into compliance with the following elements noted in the Commission's Findings: 3F and 5A.

That compliance must be appropriately documented in a Compliance Report which will be used by the Commission to determine compliance with the elements noted in the Findings and to monitor compliance with all the required elements.

Graduate Performance: The Commission notes the following:
1) The performance of the program graduates, as reported by the program in the 2018 Annual Accreditation Reports unless otherwise noted. (Data is included only from those years for which there is complete national data.)

Student Achievement	Program graduates
Graduation Rate for students graduating in 2017, 2018	82%
Licensure Examination Pass Rate- ultimate Pass rate for students graduating in 2017, 2018*	100%
Employment Rate for students graduating in 2016, 2017	100%

*Reported by the Federation of State Boards of Physical Therapy; data current as of 10/1/2019

CAPTE Set Class Size of Student Cohort to be Admitted: 20
Set class size includes all new students admitted to the program.

Next Activity: Compliance Report due February 15, 2020

NOTICES

REQUIRED STATEMENT OF ACCREDITATION STATUS

Once a program has been accredited, and for as long as it remains accredited, the program must use the statement provided in §8.20 on all educational and promotional materials, including the institution/program web site, where the program's accreditation status is disclosed.

[INSERT Name of Program] at [INSERT Name of Institution] is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call [INSERT Direct Program Phone Number] or email [INSERT Direct Program Email Address].

NOTE: If the institution offers other physical therapy programs not subject to accreditation by CAPTE (e.g., transitional DPT, post-professional degree program, residency or fellowship), the above statement must be edited to clearly indicate that the additional programs are not accredited by CAPTE. Additionally, the information available to the public regarding these programs must clearly state that they are not accredited by CAPTE.

TWO YEAR LIMITATION ON BEING OUT OF COMPLIANCE

CAPTE's recognition by the United States Department of Education requires a limitation of two years for programs to be out of compliance with a required element [34 CFR 602.20(a)(2)(iii)]. When, after review of a Compliance Report, the program remains out of compliance with any required element and sufficient progress toward compliance has not been demonstrated, CAPTE may act to place the program on probationary accreditation or withdraw accreditation. CAPTE will place the program on probationary accreditation when a program remains out of compliance for 18 months. If the program continues to be out of compliance with any required element at the end of the two year period following the initial finding that the program is out of compliance, CAPTE will withdraw accreditation unless CAPTE judges the program, for good cause, to be making significant efforts to come into compliance with the standards and required elements. CAPTE defines a good cause effort as:

- (a) a completed comprehensive assessment of the problem/issue under review,
- (b) an appropriate plan for achieving compliance within a reasonable time frame not to exceed two years,
- (c) a detailed timeline for completion of the plan,
- (d) evidence that the plan has been implemented according to the established timeline, and
- (e) evidence that the implemented plan is showing results that provide reasonable assurance the program will achieve compliance within the allotted time frame.

It is the program's responsibility to make the case that a good cause effort has been made and continues to be in effect. During the extension for good cause, probationary accreditation status will be maintained and the program's progress will be monitored. In no case, however, will an extension for good cause be longer than two years.

PUBLIC NOTICE OF REASONS FOR DECISIONS

Pursuant to expectations of the Council for Higher Education Accreditation, CAPTE provides public notice of the reasons for its decisions to grant candidacy, or grant or reaffirm accreditation. These notices

are in addition to the notices of reasons for probation and for final adverse actions as required by the US Department of Education. The front page of this Summary of Action will be used for this purpose.

ACCURATE PUBLIC DISCLOSURE OF THIS DECISION BY THE INSTITUTION

The institution and program must make accurate public disclosure of the accreditation or pre-accreditation status awarded to the program. Further, the United States Department of Education (USDE) requires all recognized accrediting agencies to provide for the public correction of incorrect or misleading information an institution or program releases about accreditation or pre-accreditation status, contents of reports of on-site reviews, and accreditation or pre-accreditation actions with respect to the institution or program [34 CFR 602.23(d) and 602.23(e)]. If the institution or program chooses to disclose any additional information, beyond the accreditation or pre-accreditation status that is within the scope of the USDE rule, such disclosure also must be accurate. Any public disclosure of information within the scope of the rule must include the agency's street address, email address and phone number: Commission on Accreditation in Physical Therapy Education, 1111 North Fairfax Street, Alexandria, Virginia 22314; accreditation@apta.org; (703) 684-2782 or (703) 706-3245. If the Accreditation staff finds that an institution or program has released incorrect or misleading information within the scope of the USDE rule, then, acting on behalf of CAPTE the Accreditation staff will make public correction, and reserves the right to disclose this Summary of Action in its entirety for that purpose.

PUBLIC NOTICE OF DECISIONS BY CAPTE

Following all decisions, including decisions to place a program on warning, probation or show cause, or to deny candidacy, withdraw candidacy, withhold accreditation, or withdraw accreditation, the Accreditation staff will, within 24 hours of the official notification of the programs and institutions of the decisions, provide notice to the public by placing notice of the decisions on its web site.

RESPONSIBILITY TO REPORT CHANGE(S)

The institution and program are responsible for notifying CAPTE of all reportable changes in the program prior to implementation. Unexpected changes are to be reported immediately after they occur. Reportable changes, some of which may require pre-approval, are described in Part 9 of CAPTE's *Rules of Practice and Procedure* (<http://www.capteonline.org/AccreditationHandbook/>). **It is the program's responsibility to be familiar with these expectations and to provide notification of program changes as required.**

Commission’s Findings and Reasons for Decision:

The Commission on Accreditation in Physical Therapy Education judged the program to be in compliance with the Standards and Required Elements for Accreditation of Physical Therapist Assistant Education Programs except those noted below.

The program was judged to be in CONDITIONAL COMPLIANCE with the following required elements. Conditional compliance means that the program has in place a substantial portion, but not all, of the components necessary to meet all aspects of the elements.

- 1. 3F Policies, procedures, and practices exist for handling complaints that fall outside the realm of due process, including a prohibition of retaliation following complaint submission. The policies are written, disseminated, and applied consistently and equitably. Records of complaints about the program, including the nature of the complaint and the disposition of the complaint, are maintained by the program.**

The Commission acknowledges the program’s efforts to revise policies relative to complaints that fall outside the realm of due process, including the anticipated approval date in 2019 for the revised policies.

In the Compliance Report due February 15, 2020, provide evidence that the revised policies have been approved and disseminated and, if complaints have been received, that the policies have been applied consistently and equitably.

INSTITUTION RESPONSE:

- 2. 5A Program policies, procedures, and practices related to student recruitment and admission are based on appropriate and equitable criteria and applicable law, are written and made available to prospective students, and are applied consistently and equitably. Recruitment practices are designed to enhance diversity of the student body.**

The Commission acknowledges that the Admission process had previously included a point system. More than half of the points were assigned through a subjective assessment of letters of recommendation from observation experiences, an interview, and an essay. The program, with their advisory Board, revised the Admission Packet by deleting the letters of recommendation, and by developing rubrics for assigning points to both the interview as well as the essay that will continue. A “mark up” draft of the changes was provided as an attachment in the Visit Report with Institutional Reponse with plans to implement the new packet for the 2020 admission cycle.

In a Compliance Report due February 15, 2020, provide the completed Admissions Packet with a description of the procedure for prospective students to obtain the packet to apply.

INSTITUTION RESPONSE:

Consultative Comment:

The onsite team noted that the program director's position description included an element of responsibility for faculty development and assessment. However, the institution adheres to a collective bargaining agreement whereby evaluation of faculty is reserved for the Dean. The Commission recommends the program director's position description be reviewed and clarified to preclude possible conflict in documentation of administrative roles relative to faculty evaluation (ELEMENT 4E).