March 11, 2016

Effective Date July 1, 2016

Addendum: Practice Transition Accreditation Program™ (PTAP) Appendix A: Electronic Documentation Submission Requirements

Practice Transition Accreditation Program™ (PTAP) applications must be submitted electronically and meet the following requirements:

- **Files must be compatible with Microsoft Office applications.**

- **Required components:**
  - Practice Transition Accreditation Program Application
  - PTAP Self-Study (including Program Overview and narrative responses to Program Criteria)
    - Describe and, using an example, demonstrate how each of the criteria is met. Each response must include a succinct narrative description of the process used **AND** an example that illustrates how the criterion is operationalized in the RN Residency/RN or APRN Fellowship Program.
    - Self-study responses should be clear, concise and complete. A minimum of one paragraph per item (description and example) is required. One to two sentences is not a sufficient amount of evidence and will constitute a missing response.
    - Examples must be in narrative format. One example per criteria is needed. Referencing attachments or items in the program overview is not an acceptable response without an accompanying explanation and/or description.
  - Personnel Form for the RN Residency/RN or APRN Fellowship Program (or similar listing)
  - Faculty Form for the RN Residency/RN or APRN Fellowship Program (or similar listing)
  - Preceptor Form for the RN Residency/RN or APRN Fellowship Program (or similar listing)

- **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.

- **PDF bookmarking is required.** Self-study submissions must be one comprehensive document.

  - Include instructions on how to navigate the files located in the electronic submission.

  - Table of Contents must be organized in the same order as in the Application Manual (i.e., Program Overview by Domain, then criteria narratives: Program Leadership, Organizational Enculturation, Development and Design, Practice-Based Learning, Nursing Professional Development, and Quality Outcomes).

- Prepare three separate USB drives containing the full application. One should be mailed to:

  American Nurses Credentialing Center
  ATTN: Accreditation Program Office - PTAP
  8515 Georgia Ave., Suite 400
  Silver Spring, MD 20910

- The other two should be mailed directly to the assigned appraisers.

- Glossary terms may be either built into the narrative or linked to the glossary.

- Graphs must be loaded into the document. Copy graphs from Excel into Word or create them in Word; do **not** embed a link to an Excel graph in the electronic document.

- All graphs, tables, and diagrams must be labeled by domain and criteria.

- No videos can be submitted.

- No laptops, tablets, or notebooks can be submitted.