

POLICY 311: Reporting Program Changes for Advanced Practice Provider Programs

Advanced Practice Provider Program Obligations

It is the responsibility of each advanced practice provider program to notify the ACEN and ARC-PA of major changes in an advanced practice provider program to ensure maintenance of joint accreditation status and protection of trainees in accordance with policy. Failure to report a program change places the accreditation status of an advanced practice provider program in jeopardy.

The ACEN/ARC-PA reserves the right to reconsider the accreditation status of an advanced practice provider program at any time. The ACEN Board of Commissioners and ARC-PA Commissioners may also take action to require formal monitoring of an advanced practice provider program due to non-compliance with any Accreditation Standard.

Based on this policy, a program change is a significant modification or expansion of the nature and scope of an advanced practice provider program. The different types of program change, the specific procedure to be used for each, the respective approval/notification requirement, and the reporting timeline are included in the following table:

Type of Program Change	Focused Visit (See Policy #314)	Timeframe for Submission to the ACEN/ARC-PA
MISSION-GOVERNANCE-RESOURCES		
A change in the program administrator	No	No later than 30 calendar days after permanent or interim program administrator assumes duties/responsibilities
A significant change in the organizational structure of the advanced practice provider program that would place an advanced practice provider program in non-compliance with the Advanced Practice Provider Standards and Criteria and/or a policy	Possible	No later than 30 calendar days after the change in organizational structure is finalized
Entering into a contractual or consortia relationship with an entity to jointly offer all or part of an advanced practice provider program; see Policy #322	Possible	No later than 30 calendar days after the contractual or consortia relationship is finalized

Type of Program Change	Focused Visit (See Policy #314)	Timeframe for Submission to the ACEN/ARC-PA
PROGRAM		
Addition of a new advanced practice provider program type	Possible	Within 60 calendar days of the decision to offer a new advanced practice provider program type
Closing an advanced practice provider program (See Policy #312)	No	Within 60 calendar days of the decision to close an advanced practice provider program
PROGRAM OUTCOMES		
A decline of 20% or more below the expected level of achievement in advanced practice provider program completion rates	Possible	Within 60 calendar days of the advanced practice provider program identifying the decline
A decline of 20% or more below the expected level of achievement in trainee program satisfaction	No	Within 60 calendar days of the advanced practice provider program identifying the decline
A decline of 20% or more below the expected level of achievement in employer program satisfaction	No	Within 60 calendar days of the advanced practice provider program identifying the decline
A decline in employee retention (as applicable)	Possible	Within 60 calendar days of the advanced practice provider program identifying the decline
A decline of 20% or more below the expected level of achievement in job placement (as applicable)	Possible	Within 60 calendar days of the advanced practice provider program identifying the decline
REGULATORY APPROVAL STATUS		
A change in the approval status with any institutional regulatory agency (as applicable)	Possible	Within 60 calendar days of the program receiving notification

Procedure for Reporting a Program change: An Overview

The program administrator with responsibility for the advanced practice provider program should submit a letter of notification to the ACEN and ARC-PA within the specified timeframe. The letter of notification should include details about the change for the ACEN and ARC-PA to review and evaluate the program’s compliance with the Advanced Practice Provider Standards and Criteria, including but not limited to the rationale or reason for the change and the date the change occurred or will occur. If the program change is related to a decline in program

outcomes, the letter of notification should include any plans developed to address the area(s) of decline.

Policy Statements Regarding Program change

1. The Advanced Practice Provider Standards and Criteria apply to all ACEN and ARC-PA accredited advanced practice provider programs wherever the advanced practice provider program is located or however the advanced practice provider program is delivered.
2. Failure to comply with the Advanced Practice Provider Standards and Criteria or with the procedures referred to in this policy could result in the advanced practice provider program being removed from the list of accredited advanced practice provider programs.
3. This program change advanced practice provider policy applies only to accredited advanced practice provider programs. The program change advanced practice provider policy does not apply to programs in Candidacy. Advanced practice provider programs that have achieved Candidacy status should refer to Policy #324 for information about program changes that should be reported to the ACEN and ARC-PA prior to achieving joint initial accreditation.
4. The ACEN and ARC-PA reserves the right to classify significant changes other than those described above as substantive in nature and to follow up accordingly. The follow-up procedure may include a focused visit. See Policy #314.
5. An advanced practice provider program may withdraw/discontinue a program change at any time prior to the review by either the ACEN and ARC-PA staff and ACEN Board of Commissioners and ARC-PA Commissioners, by submitting a formal letter of withdrawal to the ACEN Chief Executive Officer and ARC-PA Executive Director.
6. ACEN and ARC-PA staff will conduct a review of all program changes upon receipt. Program change submissions may be referred to the Commissioners if the ACEN and ARC-PA staff determine the program change may affect the program's compliance with the Advanced Practice Provider Standards and Criteria.
7. The ACEN and ARC-PA staff acceptance of a program change is effective as of the date on the acceptance letter sent to the sponsoring organization/advanced practice provider program.

8. If indicated, the Commissioners' approval of a program change is effective as of the date of the Commissioners' approval; this date will be noted in the approval letter sent to the sponsoring organization/advanced practice provider program.
9. Extensive program changes by an advanced practice provider program may accelerate the date for the advanced practice provider program's next joint continuing accreditation. Examples of triggers for an accelerated joint continuing accreditation include but are not limited to frequent changes in ownership, mergers or consolidations or rapid proliferation of new advanced practice provider program types.

Advanced Practice Provider Program Responsibilities

It is the responsibility of an advanced practice provider program to follow the program change procedures and inform the ACEN and ARC-PA of program changes as specified in this policy and procedures. If a program administrator is unclear as to whether a change is substantive in nature, he or she should contact the ACEN/ARC-PA staff for consultation.

ACEN and ARC-PA Commission Responsibilities

The ACEN and ARC-PA jointly accredits advanced practice provider programs wherever an advanced practice provider program is located or however an advanced practice provider program is delivered. The ACEN and ARC-PA is responsible for reviewing all program changes that occur, determining whether the change has affected the quality of the advanced practice provider program, and assuring the public that all aspects of the advanced practice provider program continue to meet the Advanced Practice Provider Standards and Criteria.

Policy 311 History
Initial Approval: ___ 2023