

## **POLICY 312: Closing an Advanced Practice Provider Program**

When a sponsoring organization makes the decision to close an advanced practice provider program, current trainees should be notified of the decision as soon as possible. Trainees who have not completed the advanced practice provider program should be advised regarding available options, if any.

When a sponsoring organization makes the decision to close an advanced practice provider program a Closing Report that fully describes the plan for closing must be submitted to the ACEN and ARC-PA. The Closing Report must describe how the advanced practice provider program will fulfill any outstanding obligations to the trainees enrolled in the program.

Based on the information provided in the Closing Report, the accreditation status of the advanced practice provider program, and the date of the next scheduled accreditation visit, the ACEN and ARC-PA will take one of the following actions:

1. When the advanced practice provider program is accredited without stipulations, the ACEN Chief Executive Officer and ARC-PA Executive Director will:
  - a. Cancel the next visit and continue joint accreditation until closing; or
  - b. Reaffirm the originally scheduled visit.
  
2. When the status of the advanced practice provider program is continuing accreditation with contingency, the ACEN Chief Executive Officer and ARC-PA Executive Director will:
  - a. Extend the contingency status if the advanced practice provider program is scheduled to close within 12 months after the scheduled visit; or
  - b. Determine the date of a next visit if the advanced practice provider program is scheduled to close beyond a year after the scheduled visit.
  
3. If a program planning to close fails to submit a Closing Report to the ACEN and ARC-PA or comply with Commissions' request(s), such action will constitute a declaration to have accreditation status withdrawn, and the ACEN Chief Executive Officer and ARC-PA Executive Director will act accordingly.
  
4. If a program previously scheduled to close extends its operation beyond the original closing date, a site visit will be scheduled at the earliest possible date. The procedure to be followed will depend on the advanced practice provider program's status at the time the announcements about the closing and the change of plans were made.

5. If a program closes in the interim between Commissions' meetings and without prior notice to the ACEN and ARC-PA, the closing automatically terminates and ARC-PA Executive Director the joint ACEN and ARC-PA accreditation.

Policy 312 History

Initial Approval: \_\_\_\_ 2023