

CHAPTER 2

ELIGIBILITY REQUIREMENTS

ELIGIBILITY CRITERION 1: PROGRAM REQUIREMENTS

A transition-to-practice program is a planned, comprehensive period during which PA and/or APRN **learners** may acquire the knowledge and skills to deliver safe, quality care in their specialty area of practice. The **program** encompasses the entire transition-to-practice experience, including, but not limited to, orientation, didactic instruction, **simulation**, and practice-based learning. The program is consistently operationalized across all participating **sites** and specialty settings.

The program's duration **must** be **at least nine months**.

Learners must receive compensation that meets or exceeds the applicable local, state, and federal minimum wage requirements after deducting any required **program** participation expenses (*if applicable*).

NOTES:

ADULT LEARNING PRINCIPLES

The basis for or the beliefs underlying the teaching of and learning approaches for adults as **learners** based on recognition of the adult individual's autonomy and self-direction, life experiences, readiness to learn, and problem orientation to learning. Approaches include mutual respectful collaboration of educators and **learners** in the assessment, planning, implementation, and **evaluation** of educational activities. (Knowles, 1984).

ELIGIBILITY CRITERION 2: PROGRAM DIRECTOR (OR CO-PROGRAM DIRECTORS) REQUIREMENTS

The applicant program must designate an APP as the Program Director (or Co-Program Directors), who is **accountable** for ensuring program compliance with APPFA standards.

The Program Director (or Co-Program Directors) must meet the following requirements upon program application:

- Possesses a current, unencumbered license as a PA or an APRN (or international equivalent)
- Possesses a national certification as a PA or an APRN (or international equivalent)
- Has **education** or experience in **adult learning principles**
- Maintains **accountability** and oversight of **all** participating **sites** and specialty settings
- Maintains **accountability** for the **education** design process (development, design, implementation, and **evaluation**) of the program
- Agrees to serve as the primary point of contact with the ANCC PTAP & APPFA team

In some organizations, a Co-Program Director model may be employed. A maximum of two Co-Program Directors is allowed.

The program is required to designate a primary point of contact with the ANCC PTAP & APPFA team.

CREDENTIALING

Confirmation of the learner's qualifications.

ELIGIBILITY CRITERION 3: LEARNER REQUIREMENTS

The Program Director ensures that **learners** in the program meet the following requirements upon application:

- Have graduated from an accredited PA or APRN academic program
- Hold a current, unencumbered license as a PA or APRN (or international equivalent)
- Hold a national certification as a PA or APRN (or international equivalent)
- Have completed the **credentialing** process (if applicable)

ELIGIBILITY CRITERION 4: COHORT REQUIREMENTS

The Program Director must verify that at least one learner has completed the program in its entirety before applying for accreditation.

NOTES:

SITE

The location where the APP fellowship is operationalized.

**ELIGIBILITY CRITERION 5:
PARTICIPATING SITE REQUIREMENTS**

APPFA recognizes both single-site and multisite programs. Upon application, the Program Director (or Co-Program Directors) must identify the participating program site(s). A **site** is defined as the location where the APP fellowship is operationalized. The location of **sites** includes the addresses where **learners** provide clinical care, not where they receive **education** through the program or where the Program Director is physically located.

NOTES:



APPFA recognizes both single-site and multi-site programs.

SINGLE-SITE

Single specialty or service line at one site

Multiple specialties or service lines at one site

MULTISITE

Single specialty or service line at multiple sites

Multiple specialties or service lines at multiple sites

Examples

Single-site program with one specialty or service line

Cosme NICU Fellowship

NICU at Cosme Hospital

Single-site program with one specialty that rotates among sites*

APP Critical Care Fellowship

Site A — 50% time here

Site B — 25% time here

Site C — 25% time here

Multi-site program with multiple specialties

Cosme HealthCare APP

Pediatrics Fellowship

Site A

Neurology Fellowship

Site B

Primary Fellowship

Site C

Site D

Site E

Site F

***Learners** must spend the majority of their time at one site. Please reach out to APPFA@ana.org with any questions.

Single-site versus Multisite

Single-site: The program is conducted and operationalized in **one location** at **one address**, but may have single or multiple specialties located at this single address.

Multisite: The program is conducted and operationalized in **multiple locations** at **more than one address**, and it may have single or multiple specialties. The program is managed through a central office.

- For a **site** to be eligible, **learners** must spend **at least 50%** of their clinical time at this location.
- The maximum size of an accreditable program is **30 sites**.

Site Eligibility Clarifications

Please contact the ANCC PTAP & APPFA team prior to application at APPFA@ana.org for guidance regarding:

- Reaccrediting programs expanding into new sites
- Classification of campuses or community-based care into APPFA-eligible **sites**
- Determination of **ambulatory**/home health/hospice **sites**
- Rotational learning in relation to participating program **sites**
- Telehealth clinics
- All other site-related concerns

NOTES:

Prior to applying for accreditation, multisite applicants must meet the following additional requirements:

- Have a standardized **educational design** across all participating **sites** and specialties without program deviation or variability
- Complete one program cohort in its entirety under the standardized **educational design** at all participating **sites**
- Maintain the integrity of program structures and processes at all participating **sites**
- Have a Program Director (or Co-Program Directors) who oversees and is **accountable** for the program at all participating **sites**

The Program Director (or Co-Program Directors) must verify that all **sites** in review have had program **learners** in the following time frame:

- **New Applicant:** At least one learner must have completed the program at each **site** within the 24-month time frame prior to application submission.
- **Reaccrediting Applicant:** At least one learner must have completed the program at each **site** within the 48-month time frame prior to application submission.

Site Coordinators **may** be utilized within a multisite program to ensure program consistency.

If utilized, **Site Coordinators** must maintain a current valid license and certification as a PA or APRN and have **education** or experience in **adult learning principles**.

EDUCATIONAL DESIGN

The translation of learning **goals** into structured content and activities that align with an organization's standards and learner needs. **Educational design** should strive for consistency across at least the program **curriculum**, specialty **curriculum**, competencies, and evaluation tools.

SITE COORDINATOR

An APRN or PA with a current valid license as an APRN or PA and **education** or experience in adult learning who acts as the site representative for a multisite program and who has responsibility for ensuring that all components of the program are consistently operationalized within their assigned site. The **Site Coordinator** can have a dual role as a Practice Setting Coordinator if they are an expert in that setting.

ADULT LEARNING PRINCIPLES

The basis for or the beliefs underlying the teaching of and learning approaches for adults as **learners** based on recognition of the adult individual's autonomy and self-direction, life experiences, readiness to learn, and problem orientation to learning. Approaches include mutual respectful collaboration of educators and **learners** in the assessment, planning, implementation, and evaluation of educational activities (Knowles, 1984).

SPECIALTY COORDINATOR

An APRN or PA with a current valid license as an APRN or PA and **education** or experience in adult learning who acts as the specialty representative for either a single- or multisite program and who has responsibility for ensuring that all components of the program are consistently operationalized within their assigned specialty. The individual must have expertise in the specialty they represent. The **Specialty Coordinator** can be the Program Director, but the specialty they cover must be their area of expertise. The **Specialty Coordinator** may have a dual role as a **Site Coordinator** and **Specialty Coordinator** or Program Director and **Specialty Coordinator**.

ELIGIBILITY CRITERION 6: Participating Specialty(ies) Requirements

The Program Director (or Co-Program Directors) must identify a participating specialty(ies) where the APP fellowship is operationalized upon application.

Specialties are not exclusive to the clinical environment and may include areas of transition such as **leadership**, management, research, and other identifiable areas. The ANCC PTAP & APPFA team provides a list of approved specialty definitions in the [Appendix on page 62](#).

APPFA recognizes both single-specialty and multispecialty applicants. Prior to applying for accreditation, applicants must meet these additional requirements:

- Have a standardized **educational design** across all **sites** and specialties without program deviation or variability
- Complete one program cohort in its entirety under the standardized **educational design** in all participating specialties
- Maintain the integrity of program structures and processes in all participating specialties
- Have a single Program Director (or Co-Program Directors) who oversees and is **accountable** for the program in each participating specialty

Specialty Coordinators *may* be utilized within the multispecialty program to ensure program consistency.

If utilized, each **Specialty Coordinator** must maintain a current valid license and certification as a PA or APRN and have **education** or experience in **adult learning principles**.

The Program Director (or Co-Program Directors) must verify that all specialties in review have had a learner participant during the following time frames:

- **New Applicant:** A minimum of one learner must have completed the program in each specialty within the 24-month time frame prior to application submission.
- **Reaccrediting Applicant:** A minimum of one learner must have completed the program in each specialty within the 48-month time frame prior to application submission.

ELIGIBILITY CRITERION 7: COMPLIANCE REQUIREMENTS

The Program Director (or Co-Program Directors) maintains oversight over program compliance and is responsible for maintaining **communication** with the ANCC PTAP & APPFA team.

The Program Director (or Co-Program Directors) must ensure:

- Disclosure of previous program denials, suspensions, or revocations of any ANCC credential, upon application and during the accreditation term
- Disclosure of previous denials, suspensions, or revocations by any other accrediting bodies, upon application and during the accreditation term
- Compliance with APPFA requirements and standards ([see Chapter 6](#))
- Compliance with all federal, state, and local laws (or international equivalents) and regulations that pertain to the ability of the site(s) or specialty(ies) to meet APPFA requirements and standards
- Compliance with federal, state, and local laws (or international equivalents) pertaining to equal opportunity employment
- Compliance with all other applicable federal, state, and local laws (or international equivalents) and regulations, and must not be excluded or barred by federal law.