Practice Transition Accreditation Program (PTAP®)
Cost Estimator Resource Guide

Practice Transition Accreditation Program

American Nurses Credentialing Center

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As a community of transition-to-practice (TTP) program directors (PD's), you have been asking the American Nurses Credentialing Center (ANCC) Practice Transition Accreditation Program (PTAP) team for a tool that could help you further understand the expenses associated with running a residency/fellowship program. We are happy to announce that we have created a basic tool to meet your needs! **Download the PTAP Cost Estimator Tool** today.

As you know, it is important to have a baseline understanding of expenses related to conducting a TTP program. However, collecting financial data may be difficult when you have input from a variety of stakeholders (e.g., finance department, human resources, nursing administration).

We hope this basic tool will help you identify key costs associated with your TTP program. The tool has three main areas:

- **Planning for a TTP program**

- **Maintaining a TTP program**

- **Attaining initial accreditation with ANCC PTAP**

By identifying the annual financial impact on your organization per resident and/or cohort, you will be better-equipped to represent your residency/fellowship in discussions with colleagues about the costs associated with running a TTP program.

We look forward to seeing how you use this tool!

ANCC PTAP & APPFA team

DOWNLOAD COST ESTIMATOR TOOL

> **Pressures on staff development departments to demonstrate efficiency, productivity, and value to the organization will only increase in the future.**
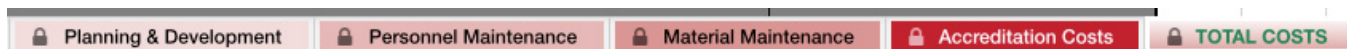>
> -Roberta Abruzzese

QUESTIONS? The ANCC PTAP & APPFA team hopes you find the cost estimator and resource guide helpful. Please reach out to practicetransition@ana.org with any questions.

HOW TO USE THE ANCC PTAP COST ESTIMATOR

The tool is comprised of five tabs at the bottom of the Excel workbook:

- **Planning and Development**
- **Personnel Maintenance**
- **Material Maintenance**
- **Accreditation Costs**
- **Total Costs**

Each tab contains a sheet that examines a different component of the TTP program.

🔒 Planning & Development	🔒 Personnel Maintenance	🔒 Material Maintenance	🔒 Accreditation Costs	🔒 TOTAL COSTS

Within each sheet, you will be prompted to enter financial and other data. Enter the data in any cell with blue font. Each sheet has been set up to auto-populate any cell with **red** or **black** font. Each category will auto-populate a subtotal. At the bottom of each sheet in the gray cells, the total for the tab will auto-populate based on the data from the categories.

Enter the data in any cell with **blue** font

Cells with **red** or **black** font auto-populate

Each category will auto-populate a subtotal

At the bottom of each sheet in the **gray** cells, the total for the tab will auto-populate based on the data from the categories

Total number of attendees	0	
TOTAL PRE-APPLICATION COSTS		**$0**
APPLICATION PHASE		
Application Fee	$0.00	
ANCC Loyalty Discount for Affiliations (Magnet®, Pathway, APPFA, ANCC NCPD Provider or Joint Accreditation™)	$0.00	$0.00
Self-Study Preparation		
PD and writing team hourly wage	$0.00	
Total estimated number of hours writing and editing	0	
PDF Program Software License (e.g. Adobe Pro, $29.99/month)	$0.00	
TOTAL APPLICATION AND PREPARATION COSTS		**$0**
TOTAL ANCC PTAP ACCREDITATION APPLICATION COSTS		**$0**

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PLANNING AND DEVELOPMENT

It is important for TTP PDs and key stakeholders to understand costs associated with building a residency/ fellowship program. There are a variety of planning and development costs to consider. Most stem from salaries of the PD, faculty team, and others. It is important to ensure adequate time and resources are allocated for this phase.

In general, building a successful TTP program requires time spent organizing a planning committee or key stakeholder group, conducting literature searches for best practice ideas, performing organization and learner needs assessments, and establishing program competencies and curriculum. Other program planning costs include equipment/software needs determined through organizational assessment. It is important to know that some expenses will be start-up costs and **only occur once**!

Additional costs may be incurred if you choose to use a curriculum vendor to help with program development. Curriculum costs recorded in this section are for initial implementation fees associated with vendor programs. Ongoing, annual maintenance fees are recorded separately.

Now, let's break down the planning and development sheet and categories.

> **If you have an established program and have already completed the planning and development phase, you can move directly to the personnel maintenance sheet of the cost estimator tool.**

QUICK TIPS **The following terms will be used throughout this guide. The descriptions are meant to provide context.**

FACULTY
Professionals with an area of expertise in the clinical learning environment who participate in educating members of the interprofessional team (ANCC, 2022, pg. 53).

PROGRAM
A planned, comprehensive period of time during which registered nurses (RN)s can acquire the knowledge and skills to deliver safe, quality care in a specific workplace setting.

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Hourly Wages and Time Estimates for Key Planning Stakeholders

This category examines the wages and average time the **PD**, **faculty**, and **stakeholders** will spend planning and developing the **program**.

Planning and Development Costs		
Hourly Wages and Time Estimates for Key Planning Stakeholders		
Program Director (PD) - Planning/Development Costs		
PD hourly wage	$0.00	$0
Average number of hours the PD spends planning/developing the program	0	
Faculty - Planning/Development Costs		
Number of faculty members helping to plan/develop program	0	$0
Average faculty hourly wage	$0.00	
Average number of hours **each** faculty member spends planning/developing the program	0	
Key Stakeholder - Planning/Development Costs		
Number of key stakeholders helping to plan/develop program	0	$0
Average stakeholder hourly wage	$0.00	
Average number of hours **each** stakeholder spends planning/developing the program	0	
TOTAL PERSONNEL PLANNING/DEVELOPMENT COSTS		**$0**

▶ The first section focuses on the **PD**.

You will need to know the hourly salary of the PD and the average number of hours the PD will spend planning and developing the program.

Hourly Wages and Time Estimates for Key Planning Stakeholders		
Program Director (PD) - Planning/Development Costs		
PD hourly wage	$0.00	$0
Average number of hours the PD spends planning/developing the program	0	

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The second section looks at program **faculty**.

You will need to know the total number of faculty members, their average salary, and the average number of hours they will spend planning and developing the program.

- **You will most likely need the help of Human Resources (HR) to determine the average salary of faculty within the TTP program.**

Faculty - Planning/Development Costs		
Number of faculty members helping to plan/develop program	0	
Average faculty hourly wage	$0.00	$0
Average number of hours **each** faculty member spends planning/developing the program	0	

The last section in this category looks at program **stakeholders**.

Some stakeholders to consider for this category include the chief nursing officer, members of the nursing leadership team, HR partners, the marketing team, support team members, and others.

- **You will need to know the total number of stakeholders, their average salary, and the average number of hours they will spend planning and developing the program.**

- **You will most likely need the help of HR to determine the average salary of stakeholders within the program.**

Key Stakeholder - Planning/Development Costs		
Number of key stakeholders helping to plan/develop program	0	
Average stakeholder hourly wage	$0.00	$0
Average number of hours **each** stakeholder spends planning/developing the program	0	

THINGS TO CONSIDER IN THIS CATEGORY:

When estimating the number of hours the PD, faculty, or stakeholders will spend planning and developing the program, it is important to account for the following time spent:

- Conducting literature searches, performing needs assessments, and hosting group meetings

- Establishing/revising organizational competencies for registered nurses and/or advanced practice registered nurses

- Developing curriculum (NOTE: A general guide is to plan on three hours of development time for each hour of class.)

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ANCC PTAP Workshop Costs

This category examines the cost to **attend an ANCC PTAP workshop**. Anecdotally, the ANCC PTAP & APPFA team has found that when team members attend a workshop early in the planning and development phase, the team has a better understanding of standards and requirements for building a high-quality TTP program, which results in higher levels of confidence in seeking accreditation once ready to apply.

PTAP Workshop Costs		
ANCC PTAP workshop registration	$0.00	$0
Total number of attendees	0	
TOTAL PTAP WORKSHOP COSTS		**$0**

THINGS TO CONSIDER IN THIS CATEGORY:

- You may want to use the ANCC PTAP accreditation framework to maximize the planning and development phase. The *ANCC PTAP Application Manual* is based on fundamental TTP concepts and best practices that structure the standards. ANCC is the only TTP accreditor to use a conceptual model to structure its accreditation standards.

- Think about who should attend a workshop alongside the PD. Faculty members and other key stakeholders are invaluable during the brainstorming phase!

- **PRO TIP:** Remember, we offer downloadable **FREE PTAP** resources you can share with your planning and development colleagues. Check out our *PTAP Application Manual*, Gap Analysis Tool, Timeline and Accreditation Review Checklist, and Student Guide when working with graduate nurses (**nursingworld.org**).

- **PRO TIP:** The ANCC PTAP & APPFA team has found that program directors who attend a workshop typically have fewer additional documentation requirements.

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Optional Curriculum Vendor Start-Up Costs

There are a variety of vendors (e.g., Versant, HealthStream, Vizient) that offer products to assist TTP programs in creating competencies, curriculum, data analysis, and more.

There are also vendors (e.g., AORN, ONS, AWOHNN) that offer specialty nursing practice products to assist in transitioning nurses to a specific area of practice.

Optional Curriculum Vendor Start-Up Costs		
TTP curriculum vendor "start-up" fees (if applicable)	$0.00	$0
"Other" curriculum product "start-up" fees (if applicable)	$0.00	$0
TOTAL CURRICULUM VENDOR PLANNING COSTS *(if applicable)*		**$0**

In this category, you will input **TTP curriculum vendor** and **"other" curriculum vendor** (i.e., specialty nursing practice products) **start-up fees**.

Other Start-Up Costs

Once the planning phase is nearly complete, consider any other costs in this category associated with your chosen program layout, curriculum delivery, competency assessment, etc. This could include start-up costs associated with purchasing any new equipment and/or teaching modalities.

Other Start-Up Costs		
Human Resource Costs for Program Marketing and Advertising	$0.00	$0.00
New Equipment Costs	$0.00	$0.00
New Computer/Software Costs	$0.00	$0.00
Miscellaneous	$0.00	$0.00
TOTAL OTHER START-UP COSTS		**$0**

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Once you have entered all data onto this sheet, a total will auto-populate for the planning and development stage of your TTP program.

PTAP Workshop Costs		
ANCC PTAP workshop registration	$0.00	$0
Total number of attendees	0	
TOTAL PTAP WORKSHOP COSTS		**$0**
Optional Curriculum Vendor Start-Up Costs		
TTP curriculum vendor "start-up" fees (if applicable)	$0.00	$0
"Other" curriculum product "start-up" fees (if applicable)	$0.00	$0
TOTAL CURRICULUM VENDOR PLANNING COSTS *(if applicable)*		**$0**
Other Start-Up Costs		
Human Resource Costs for Program Marketing and Advertising	$0.00	$0.00
New Equipment Costs	$0.00	$0.00
New Computer/Software Costs	$0.00	$0.00
Miscellaneous	$0.00	$0.00
TOTAL OTHER START-UP COSTS		**$0**
TOTAL PLANNING AND DEVELOPMENT COSTS		**$0**

Now it is time to implement and maintain your TTP program!

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If you have an established program and have already completed the planning and development phase, start here!

Think of personnel maintenance costs as the human capital needed to run your program per cohort, based on the number of participating residents/fellows.

This sheet tabulates the maintenance costs **per cohort as well as annual program totals**.

There are a lot of things to consider for personnel maintenance. We explore the information you need to collect, below.

Cost per Resident/Fellow to Participate in the Program

This category examines cost based on the number of residents/fellows in the TTP program.

First, you need to know the average number of hours participants will spend in the **program** (include precepted and didactic time) and the average hourly salary of the resident/fellow.

Next, you need to know the average number of residents/fellows you have per cohort.

Finally, this section will aggregate the cost of one cohort based on the data provided.

Maintenance Costs - Personnel Costs _Per Cohort_		
Cost per Resident/Fellow to Participate in the Program		$0
Average number of hours the resident/fellow spends in the program	0	
Average resident/fellow hourly wage	$0.00	
Cost per Cohort for Resident/Fellow Participation		
Average number of residents/fellows in one cohort	0	
TOTAL COST FOR PARTICIPATION FOR ONE COHORT		$0

THINGS TO CONSIDER IN THIS CATEGORY:

- If you run the TTP program monthly or have a rolling admission program, average the number of residents/fellows who start each month.

- For time spent in the program, consider hours in orientation (organization, nursing, and unit), didactic learning, web-based classes, and simulation.

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Program Director Costs

This category looks at costs associated with time spent by the PD maintaining the program. Within the ANCC PTAP framework, the PD is the critical person accountable for running a successful residency/fellowship program. As with the planning and development sheet, it is important to capture the time the PD spends per cohort leading, guiding, directing, and teaching the program.

- **You will need to know the PD's hourly salary and the average number of hours the PD will spend maintaining the program.**

Program Director (PD) Costs		
PD hourly wage	$0.00	$0
Average number of hours the PD spends maintaining the program for one cohort	0	
Faculty Instructional Costs		
Average number of faculty in the program	0	$0
Average faculty hourly wage	$0.00	
Average number of hours faculty spends to prepare and teach curriculum in the program	0	
TOTAL PD AND FACULTY COSTS		$0

Faculty Instructional Costs

The third category looks at the time a faculty member spends preparing for, and instructing in, the TTP program per cohort.

- **You will need to know the total number of faculty members, their average salary, and the average number of hours spent preparing for, and teaching in, the TTP program per cohort.**

- **You will most likely need the help of HR to determine the average salary of faculty within the program.**

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Preceptor Costs per Cohort

The final category looks at the time a preceptor spends with residents/fellows in the TTP program per cohort.

- **You will need to know the total number of preceptors used, preceptor hourly differential (if provided within the organization), and the average number of hours spent with the resident/fellow per cohort.**

Preceptor Costs per Cohort		
Average number of preceptors used for one cohort	0	$0
Hourly differential for precepting a resident/fellow in the program	$0.00	
Average number of hours the preceptor spends with a resident/fellow in the program	0	
TOTAL PRECEPTOR COSTS		**$0**

THINGS TO CONSIDER IN THIS CATEGORY:

- Please note this category does not account for the preceptor's full salary. You may consult with your finance department for a more advanced look at preceptor costs associated with operationalizing the TTP program.

Once you have entered all the data onto this sheet, a total will auto-populate for your personnel maintenance cost per cohort.

The sheet will also help you determine your annual personnel maintenance cost. Just enter your annual number of cohorts in the cell, and the cost will auto-populate. If you run the TTP program monthly or have a rolling admission program, enter the number 12 in the prompt "annual number of cohorts conducted in program."

Preceptor Costs Per Cohort		
Average number of preceptors used for one cohort	0	$0
Hourly differential for precepting a resident/fellow in the program	$0.00	
Average number of hours the preceptor spends with a resident/fellow in the program	0	
TOTAL PRECEPTOR COSTS		**$0**
TOTAL PERSONNEL MAINTENANCE COST - PER COHORT		**$0**
Annual number of cohorts conducted in program	0	
TOTAL PERSONNEL MAINTENANCE COST - ANNUALLY		**$0**

Now it is time to check out the material maintenance costs for your TTP program!

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Think of material maintenance costs as the "things" you need to run your program per residency/fellowship cohort. This sheet reviews maintenance costs **per cohort** and tabulates **annual program totals**.

There are a lot of things to consider for material maintenance. Below, we explore what types of information you'll need to collect. Now, let's break down the material maintenance sheet by categories!

Optional Curriculum Fees

This category encompasses the expenses incurred when using a vendor product per cohort.

There are a variety of vendors (e.g., Versant, HealthStream, Vizient) that offer products to assist TTP programs in creating competencies, curriculum, data analysis, and more.

There are also vendors (e.g., AORN, ONS, AWOHNN) that offer specialty nursing practice products to assist in transitioning nurses to a specific area of practice.

In this category, you will input the **TTP curriculum vendor** and **"other" curriculum vendor** (i.e., specialty nursing practice products) **annual fees per cohort** (please refer to your vendor contracts for specific details).

Material Maintenance Costs - Per Cohort		
Optional Curriculum Fees		
TTP curriculum vendor fees for one cohort	$0.00	
Other curriculum product fees for one cohort	$0.00	
TOTAL OPTIONAL CURRICULUM FEES		**$0.00**

Other Costs

This category captures any other variable costs you may encounter per cohort (e.g., food, classroom materials, equipment).

Preceptor Costs per Cohort		
Average number of preceptors used for one cohort	0	$0
Hourly differential for precepting a resident/fellow in the program	$0.00	
Average number of hours the preceptor spends with a resident/fellow in the program	0	
TOTAL PRECEPTOR COSTS		**$0**

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THINGS TO CONSIDER IN THIS CATEGORY:

- Estimate material that will need to be purchased for residents/fellows, such as binders and/or course books.

- Consider food costs. Will you provide food during classes, learning events, and/or celebrations?

- Record any other costs as miscellaneous with comments detailing the source of each.

- **PRO TIP:** Record all the costs incurred when running each cohort so you have a better understanding of your overall variable and fixed expenses.

Once you have entered all the data onto this sheet, a total will auto-populate for your material maintenance costs per cohort.

ANCC PTAP COST ESTIMATOR		
Material Maintenance Costs - Per Cohort		
Optional Curriculum Fees		
TTP curriculum vendor fees for one cohort	$0.00	
Other curriculum product fees for one cohort	$0.00	
TOTAL OPTIONAL CURRICULUM FEES		**$0.00**
Other Costs		
Average materials cost for one cohort	$0.00	
Average food cost for one cohort	$0.00	
Average equipment costs for one cohort	$0.00	
Miscellaneous costs for one cohort	$0.00	
TOTAL OTHER COSTS FOR ONE COHORT		**$0.00**
TOTAL MATERIAL MAINTENANCE COST - _PER COHORT_		**$0**
Annual number of cohorts conducted in program	0	
TOTAL MATERIAL MAINTENANCE COSTS - ANNUALLY		**$0.00**

The sheet will also help you determine your annual material maintenance cost. Just enter the annual number of cohorts you have in the cell, and the cost will auto-populate. If you run the TTP program monthly or have a rolling admission program, enter the number 12 in the prompt "annual number of cohorts conducted in program."

Now it is time to check out how much you need to allocate for accrediting your TTP with ANCC!

ACCREDITATION COSTS

ANCC PTAP Accreditation is available to any organization that transitions nurses within its environment, regardless of organizational size, setting, or location. Programs that use the PTAP framework find value in improving TTP structures and processes through the creation of robust, comprehensive programs for nurses and nurse practitioners.

Attaining ANCC PTAP Accreditation demonstrates that your organization provides an exemplary program for nurses transitioning to practice. Nurses and nurse practitioners entering practice are beginning to look for the ANCC PTAP logo as a symbol of a high-quality residency/fellowship program! ANCC PTAP Accreditation provides your program with many benefits, including:

- Networking opportunities with accredited programs across the United States

- Best practice guidelines for TTP

- Resources for literature dissemination, advertising, etc.

Now, let's break down the accreditation cost sheet and categories!

Pre-Application

This category looks at the cost to **purchase a manual and attend an ANCC PTAP workshop**.

The ANCC PTAP & APPFA team strongly recommends that any program seeking accreditation attend a workshop. You will learn firsthand about each standard and how to write the self-study. Participants repeatedly tell us how valuable the two-day experience is in helping them write a successful document.

ANCC PTAP Accreditation Application Costs		
PRE-APPLICATION		
Program Guidance Workshop Attendance		
ANCC PTAP Workshop Registration	$0.00	$0.00
Total number of attendees	0	
TOTAL PRE-APPLICATION COSTS		$0

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THINGS TO CONSIDER IN THIS CATEGORY:

- Remember, we have a FREE downloadable *PTAP Application Manual* to share with your planning and development colleagues.

- When deciding whether to attend a PTAP workshop, consider bringing other faculty members and stakeholders with you!

- If you are part of a system, the ANCC PTAP & APPFA team offers on-site workshops customized to your program's needs.

Application Phase

This category breaks down the costs of applying for accreditation and the expense of preparing your self-study with your team. If you have a writing team, it is important to include writing time in this calculation.

APPLICATION PHASE		
Application Fee	$0.00	$0.00
ANCC Loyalty Discount for Affiliations (Magnet®, Pathway, APPFA, ANCC NCPD Provider or Joint Accreditation™)	$0.00	
Self-Study Preparation		$0.00
PD and writing team hourly wage	$0.00	
Total estimated number of hours writing and editing	0	
PDF Program Software License (e.g. Adobe Pro, $29.99/month)	$0.00	
TOTAL APPLICATION AND PREPARATION COSTS		**$0**
TOTAL ANCC PTAP ACCREDITATION APPLICATION COSTS		**$0**

THINGS TO CONSIDER IN THIS CATEGORY:

- There are forty-four standards (supporting documents and narratives). If you allocate one hour per standard, that equates to forty-four hours of work.

- **PRO TIP:** Always estimate more time than you think you'll need to write your self-study.

Once you have entered all the data onto this sheet, a total will auto-populate for your PTAP accreditation application costs.

APPLICATION PHASE		
Application Fee	$0.00	$0.00
ANCC Loyalty Discount for Affiliations (Magnet®, Pathway, APPFA, ANCC NCPD Provider or Joint Accreditation™)	$0.00	
Self-Study Preparation		
PD and writing team hourly wage	$0.00	$0.00
Total estimated number of hours writing and editing	0	
PDF Program Software License (e.g. Adobe Pro, $29.99/month)	$0.00	
TOTAL APPLICATION AND PREPARATION COSTS		$0
TOTAL ANCC PTAP ACCREDITATION APPLICATION COSTS		$0

IMPORTANT REMINDER

This tool does not account for the annual fees or additional fees a program will incur while accredited. Please use our website to reference any other fees: **nursingworld.org**.

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Congratulations, You Made It!

Doesn't it feel awesome to know how much it will cost to run your TTP? With a basic understanding of the finances involved, you can move forward with confidence. You are learning how to walk the walk and talk the talk, financially!

The last sheet will summarize and auto-populate the data from all sheets in the workbook. It will give you a quick, 30,000-foot view of the expenses associated with running a TTP.

ANCC PTAP COST ESTIMATOR	
TOTAL COST PER COHORT	
Planning Cost - Total	$0.00
Personnel Maintenance - Total	$0.00
Material Maintenance - Total	$0.00
TOTAL PER COHORT	$ -
TOTAL ANNUAL COST - *INCLUDING PLANNING/DEVELOPMENT*	
Planning/Development Cost - Total	$0.00
Personnel Maintenance - Total	$0.00
Materials Maintenance - Total	$0.00
TOTAL COST ANNUALLY	$ -
TOTAL ANNUAL COST - *EXCLUDING PLANNING/DEVELOPMENT*	
Personnel Maintenance - Total	$0.00
Material Maintenance - Total	$0.00
TOTAL COST ANNUALLY	$ -
ANCC PTAP Accreditation Application Costs	
TOTAL ANCC PTAP ACCREDITATION APPLICATION COSTS	$ -

QUESTIONS? The ANCC PTAP & APPFA team hopes you find the cost estimator and resource guide helpful. Please reach out to practicetransition@ana.org with any questions.

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