

November 1, 2017

Effective Date February 1, 2018

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
 - **ANCC PTAP Template:** Use of the ANCC narrative template **is required.**
 - 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.
 - **No more than 3 pieces** of supporting evidence can be presented under an example
- **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.

- **Page length:** The final document **cannot exceed 800 pages**. Anything beyond the page limit will be returned to the applicant.
- **PDF bookmarking is required.** Self-study submissions must be one comprehensive document.
 - Bookmarks 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).
- Send **one** USB drives containing the full self-study to:

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

 - **Electronic submission** through ShareFile is available upon request.
- **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.