



Commission on Accreditation
of Athletic Training Education

Procedures for a Change in Program Director

Institutional administrators are responsible to notify the CAATE within 30 days of anticipated departure or actual departure of the Athletic Training Education Program Director. Failure to do so will result in the program being placed on Administrative Probation.

- **If an individual hired by an institution as the ATEP Program Director is a new faculty member** at the institution, the institution must complete Steps 1 and 2 as listed below.
- **If the existing Program Director takes a leave of absence** (e.g. sabbatical, medical leave, military leave), an Interim Program Director must be named, and the institution must complete Steps 1 and 2, and 3 if the Interim Program Director is a current faculty member. Upon the return of the Program Director from a leave of absence, the institution must notify the CAATE and complete Step 4.
- **If an existing faculty member is appointed permanently as the Program Director**, and a new person is hired to fill the vacant position left by the person who becomes the Program Director, then the institution must complete Steps 1, 2, and 3 as listed below.

Step 1: Documentation Requirement from Institution

1. Institution administrator submits a formal letter to CAATE, on institutional letterhead (general mail or scanned copy sent via email is appropriate), informing the CAATE about the change in program leadership. This letter should include:
 - The effective date that the new person will assume the Program Director position,
 - The full name and credentials of the person being named as Program Director,
 - Verification, signed and dated by the Dean, that the new Program Director is a full-time faculty member who has all the rights, privileges and responsibilities of a full-time faculty member as described in the CAATE Standards,
 - Complete contact information for the new Program Director (i.e. office address, phone/fax/email), and
 - Verification of the number of credit hours per year required for all full-time faculty members at the institution.

Step 2: Documentation of Requirements for Interim Program Director (PD) or Official Hire

The institution must:

Submit letter of acceptance from the new Program Director with start date.

1. Submit a current curriculum vitae (full vitae required) for the new Program Director.
2. Submit copy of new Program Director's BOC card verifying current certification and year of initial accreditation
3. Submit copy of new Program Director's state practice credential.
4. Submit the workload distribution for the Program Director by completing Table B1.2b – Program Director Workload Table for AY [applicable academic year].
 - a. Please ensure accuracy in documenting the workload and the computation of percentages by following the directions on the Table and reviewing the examples provided.

Step 3: Documentation Requirement If Current Faculty/Staff Becomes Program Director (PD)

If an existing faculty/staff moves into the PD position, and a new person is added to replace the faculty/staff who became the PD, then the institution must:

- Submit a completed A-1 vita form for the new faculty/staff member,
- Submit a copy of the new faculty/staff member's BOC card verifying current certification and year of initial certification,
- Submit a copy of the new faculty/staff member's State practice credential, and
- Submit a completed Table B2.1a (Faculty and Instructional Staff) for the ATEP faculty workload for the AY (applicable academic year)

Step 4: Documentation Requirement When Program Director Resumes Duties Following a Leave of Absence

1. The returning Program Director must submit a letter to the CAATE indicating the effective date that he/she resumes the Program Director position and include all current contact information (i.e. address, phone/fax, and email).
2. Submit completed Table B1.2b (PD Workload) for the applicable/current academic year.