



Procedures for a Change in Program Director for Residency Program

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

All documentation should be submitted as a Substantive Change within eAccreditation. The CAATE Office will update the Program Director information in eAccreditation after review and acceptance of the appropriate materials.

- If an individual hired by an organization/institution as the AT Residency Program Director is a new faculty member at the institution, the institution must complete Steps 1 and 2 as listed below.
- If the existing Residency Program Director takes a leave of absence (e.g. sabbatical, medical leave, military leave), an Interim Program Director must be named, and the organization/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 3.
- If an existing faculty/employee is appointed permanently as the Residency Program Director, and/or an existing faculty/employee is used or a new person is hired to, fill the vacant position left by the person who becomes the Program Director, then the institution/organization must complete Steps 1, and 2, as listed below.

Step 1: Documentation Requirement from Institution

1. Administrator submits a formal letter to CAATE on organizational/institutional letterhead informing the CAATE about the change in program leadership.
2. This letter should include:
 - The effective date that the new person will assume the Residency Program Director position,
 - The full name and credentials of the person being named as Residency Program Director.
 - Verification, signed and dated by the Administrator, that the new Program Director is a full-time employee and meets all CAATE Standards.
 - Complete contact information for the new Residency Program Director (i.e. office address, phone/fax/email), and

Step 2: Documentation of Requirements for new Program Director

The organization must:

1. Submit letter of acceptance from the new Residency Program Director with start date.
2. Submit a current curriculum vita (full vitae required) for the new Residency Program Director.
3. Submit copy of new Residency Program Director's BOC card (or online verification) of current certification.
4. Submit copy of new Residency Program Director's state practice credential (or online verification)

5. Submit the workload distribution for the Residency Program Director by completing the Program Director Workload Table.
 - a. Please ensure accuracy in documenting the workload and the computation of percentages by following the directions on the Table.

Step 3: Documentation Requirement When Program Director Resumes Duties Following Leave of Absence

1. The returning Residency 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 a completed AT Program workload.