



## COMMITTEE ON APPROVAL PROCEDURAL GUIDELINES

### TRANSITION TO ALTERNATE ROUTE COURSE APPROVAL: REVISED STANDARDS

EFFECTIVE: April 6, 2019      REVISED: October 2022

#### I. Policies Governing Transition to Revised Alternate Route Standards

The *ADTA Standards for Education and Clinical Training* are designed to be revised regularly. When preparing to submit an alternate route course for approval, educators should contact the Chair of the Education Committee at [education@adta.org](mailto:education@adta.org) for the most current version of the *ADTA Standards for Education and Clinical Training*. While standards are in the process of being revised, prior to being ratified by the ADTA Board, courses will continue to be held in compliance with the pre-revised standards.

*Use of New Standards are Encouraged:* Whenever the ADTA ratifies and implements new standards, ADTA approved courses are encouraged to immediately transition toward compliance with the revised standards for education and clinical training.

1. The ADTA Subcommittee for Approval of Alternate Route Courses (SAARC) will be responsible for regulating compliance with new standards. To that end, all previously approved alternate route courses will need to revise course materials and resubmit an application for alternate route course approval using new standards in order to continue using the “ADTA Approved” designation.
2. Over a span of five (5) years, by July 15, 2025, all alternate route courses will be in compliance with the 2019 *ADTA Standards for Education and Clinical Training* Section I-B: Alternate Route Education Input Based Standards and Section II: Core Curriculum and Competencies.
3. Revisions to the standards have occurred and will continue to be made prior to the July 15, 2025 deadline. Educators will be responsible for continuously updating their courses to reflect any newly ratified standards when they submit their course every 5 years for reapproval.

## II. Policies Governing Course Revision for Alternate Route Courses

### 1. Timeline of Implementation

- a. *Brand New Courses*: The ADTA Subcommittee for Approval of Alternate Route Courses (SAARC) will expect all applications for *new* alternate route courses to be submitted in compliance with new standards effective October 15, 2019.
- b. *Previously Approved Courses*: Starting in 2020, *previously* approved alternate route courses that are still actively being taught must be revised to reflect the new standards. This will take place over a five (5) year period, allowing the SAARC members to systematically and comprehensively review all courses for compliance with new standards.
- c. *Deadlines*: The timeline for course revision is based on the initial date of approval for the course.
  - i. Over a five (5) year period, all Alternate Route Educators of previously approved courses are expected to apply for revisionary approval. All approval applications are expected to be submitted following new SAARC approval guidelines which can be found on the ADTA website or by contacting SAARC at [arapproval@adta.org](mailto:arapproval@adta.org).
  - ii. Applications for approval must be accompanied by revised course syllabi that reflect compliance with new alternate route standards, as well as the submission of requested supporting documents, including but not limited to the educator's curriculum vitae.
  - iii. Deadlines for alternate route course approval applications are listed below, starting with the oldest approved courses first.
    1. Courses approved in 2010 or earlier will be due for revisionary approval by December 31, 2020.
    2. Courses approved in 2011 and 2012 will be due for revisionary approval by December 31, 2021.
    3. Courses approved in 2013 and 2014 will be due for revisionary approval by December 31, 2022.
    4. Courses approved in 2015 and 2016 will be due for revisionary approval by December 31, 2023.
    5. Courses approved in 2017, 2018 and those approved in 2019 using the old standards will be due for revisionary approval by July 15, 2025.

- d. Educators of alternate route courses may opt to submit for reapproval *prior* to the deadlines listed above. Please check for any newly ratified standards when submitting for reapproval.
- e. Any approved alternate route courses that have not submitted their application for revisionary approval by October 15, 2024 will lose their ADTA Approval status at that time and will be removed from the list of ADTA approved alternate route courses.
- f. Educators must resubmit all ADTA approved alternate route courses for reapproval every 5 years. At that time, courses must be adjusted to reflect any changes in standards that occurred during that period.

### **III. Subcommittee Procedures for Review of Alternate Route Revised Courses**

1. In the spring of 2019, the Alternate Route Approval application and guidelines for submission will be revised by SAARC to address the regulation of new standards and subsequently disseminated to the Alternate Route Educators.
2. Prior to October 15, 2019, the members of SAARC will develop and subsequently implement new review templates and rubrics that have been revised to reflect the new standards.
3. The Chair of SAARC will electronically receive applications for approval per the usual procedure as defined in the ADTA Committee on Approval Procedural Guidelines.
4. Upon receipt and review of an application for approval by the SAARC reviewers, the SAARC Chair reserves the right to request more information or clarification from educators as needed in order to assess compliance with new standards.
5. Per the standard procedures, SAARC members who are affiliated with an alternate route course must recused themselves from the course review panel. This must be taken into consideration carefully when delegating large batches of courses for review.
6. Communication regarding course approval would then follow the regular alternate route course approval procedures as outlined in Section C. Course Review and Approval Procedure found in the ADTA Committee on Approval Procedural Guidelines.

7. By July 15, 2025, the SAARC Chair, in conjunction with the Chair of the COA and the ADTA National Office, will compile a list of alternate route courses that have demonstrated compliance with new alternate route education and clinical training standards and met approval. This full roster of approved courses will then be offered for publication to the membership.