**Clinical Postgraduate Change in the Class Size**

(standard E1.08d)

October 2022

Accredited Clinical Postgraduate PA programs are required to report changes in their program the ARC-PA as detailed in Section E of the *Clinical Postgraduate PA Programs Standards,* 3rd edition. **Changes to the maximum class size require ARC-PA approval six months prior to the implementation (standard E1.08d).**

The ARC-PA will review and consider program changes and any accompanying materials at its next regularly scheduled meeting in **March**, **June** or **September**. Changes submitted on or before **October 1** are considered for the March meeting. Changes submitted on or before **February 1** are considered for the June meeting. Changes submitted on or before **May 15** are considered for the September meeting.

**Programs should plan accordingly in order to receive approvals within the required timeframe. Taking into consideration the length of time between submission and review, it is recommended that programs begin the approval process one year before a change**.

Sample timelines for a program seeking ARC-PA approval for a change are below:

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| **SAMPLE 1** | |
| **Intended implementation of program change** | **May 2024** |
| **ARC-PA considers change at commission meeting** | **September 2023** |
| **Deadline for submitting change documentation for September 2023 meeting** | **May 15, 2023** |
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| **SAMPLE 2** | |
| **Intended implementation of program change** | **January 2025** |
| **ARC-PA considers change at commission meeting** | **June 2024** |
| **Deadline for submitting change documentation for June 2024 meeting** | **February 1, 2024** |

This form is to be used by clinical postgraduate PA program requesting changes in class size. This includes requests to increase number of PA trainees per cohort and/or number of cohorts per year.

The program director should submit this completed form and any required attachments as described below. Be sure to retain a copy at your program

**Program Name:** Click here to enter program name

**Program Director:** Click here to enter name

**Date of form completion**: Click here to enter date

**Date form submitted to ARC-PA:** Click here to enter date

Indicate any changes as directed below.

Note the following definition related to the completion of this form:

**Maximum class size:** Maximum potential number of PA trainees enrolled for each admission cycle as approved by the ARC-PA.

**Cohort:** Group of PA trainees who enter a clinical postgraduate program together and proceed through their coursework in the same sequence, at the same time.

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| Current approved maximum entering class size on file with ARC-PA and documented in portal | Proposed maximum entering class size | Effective Date |
| Enter current maximum class size | Enter proposed maximum class size | Enter effective date |
| Enter current # of cohorts per year | Enter proposed # of cohorts per year | Enter effective date |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of Cohorts and PA trainees **currently** enrolled in each year of the accredited program | | | |
| Cohort 1 | Enter starting month/year | Enter completion month/year | Enter # of PA trainees |
| Cohort 2 | Enter starting month/year | Enter completion month/year | Enter # of PA trainees |
| Cohort 3 | Enter starting month/year | Enter completion month/year | Enter # of PA trainees |
| TOTAL current enrollment | | | Enter total current enrollment |

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| --- | --- | --- | --- |
| Number of Cohorts and **proposed maximum entering class size** in each year of the accredited program | | | |
| Cohort 1 | Enter starting month/year | Enter completion month/year | Enter # of PA trainees |
| Cohort 2 | Enter starting month/year | Enter completion month/year | Enter # of PA trainees |
| Cohort 3 | Enter starting month/year | Enter completion month/year | Enter # of PA trainees |
| TOTAL proposed enrollment | | | Enter total current enrollment |

**Comment below as necessary**:

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| Click here to enter text |

**PA trainee Attrition**

**Complete** the table for the three most recent graduating cohorts and the current cohorts. **Use Comment** section to explain program nuances.

* Cohort of: insert cohort year will complete the program.
* Entering class size is the number of PA trainees newly enrolled for each admission cycle.
* Total attrition should reflect the number of PA trainees from the entering cohort who did not complete the program with the rest of the cohort, either due to leave of absence, deceleration, dismissal or withdrawal.
* Number joining cohort who began with different cohort reflects those who began with a previous cohort and either decelerated or took a leave of absences and returned to join a different class.
* Graduates or anticipated graduates is the total of the entering cohort size minus attrition plus number joining from another cohort.

|  | **Graduated Cohorts** | | | **Current Cohorts** | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Cohort of** Year | **Cohort of** Year | **Cohort of** Year | **Cohort of** Year | **Cohort of** Year | **Cohort of** Year |
| **Maximum entering class size**  **(as approved by ARC-PA)** | **#** | **#** | **#** | **#** | **#** | **#** |
| Entering class size | # | # | # | # | # | # |
| Total attrition | # | # | # | # | # | # |
| Number joining cohort who began with different cohort | # | # | # | # | # | # |
| Graduates | # | # | # |  |  |  |
| Anticipated graduates |  |  |  | # | # | # |

Provide a narrative that includes a brief analysis of PA trainee attrition.

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| Click here to enter text |

**Provide a** **narrative** description referenced to the *Standards* that describes the following:

**NOTE:** Do not attempt to embed any tables into the boxes as the formatting does not allow for their integrity to be maintained.

1. Will there be a change in the curriculum sequence? Response should address how the program handles any cohort overlaps.

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| Click here to enter text |

Complete Clinical Postgraduate Curriculum Schematic TEMPLATE Appendix for the **current** class maximum size. (Attached)

Complete Clinical Postgraduate Curriculum Schematic TEMPLATE Appendix for the **proposed** change in the maximum class size. (Attached)

1. Discussion of the adequacy of resources to support the proposed change and/or of resources that will be added. Be sure to refer to the *Standards* in considering the resources to address**.**

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| Click here to enter text |

* + 1. Discussion of how budget will change with class size change, providing details as needed to explain where increased funds will be utilized. (Also, MUST complete separate ARC-PA budget template. Use text box below only for discussion of budget, not to enter the budget.) (standard A2.02)

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| Click here to enter text |

b) Personnel to include current number/FTE of faculty (program director, medical director, and principle and instructional faculty) and staff and how it will change with the change in class size. Discuss the anticipated role of each new faculty and/or staff member and how the program determined sufficiency of faculty and staff needed to support the increase. Include anticipated faculty attrition of which the program has received notification.

**Append** a tabular representation of: the current faculty and staff, the proposed faculty and staff after the change, and any anticipated faculty attrition. (To develop this tabular representation, the program will use the Personnel tab of the Portal. Export the data to Excel as a baseline, editing columns and rows to show the two sets of faculty and staff [current and planned]. The columns User Name, Email and Phone are deleted.) (standards A2.01, A2.03 and A3.18)

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c) Classrooms and laboratories, to include current capacity of these areas and if any new areas will be needed to accommodate proposed increase in class size. (standard A1.03, A2.01, A2.04, A2.05)

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| Click here to enter text |

d) Describe the design of your program’s curriculum. Narrative should address how the program handles any cohort overlaps, specifically related to allocation of resources such as classroom or computer lab space and availability of clinical practice sites. Include any impact remediation efforts, such as repeating a required clinical practice experiences or didactic course work would have on resource availability. (standards A1.03, A2.04, A2.05,)

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e) Technology resources, to include current capacity at computer labs, if used, and if current capacity will accommodate proposed class size increase. (standards A2.04)

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| Click here to enter text |

f) Sites for clinical experiences to include the current number of such sites used for the current class size and plans to add sites if needed for the increased class size. Append a SCPE table by following the attached “Directions for Using SCPE Portal Tab to Create Excel Document in Support of Expansion in Class Size.”  **Programs must demonstrate that they have secured sufficient clinical sites with agreements for the increased maximum class size.** (standards A1.02 and A1.03)

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1. Any other changes to be made in support of the change in enrollment.

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| Click here to enter text |