CAPTE Data Request Policies

CAPTE
Commission on Accreditation
in Physical Therapy Education

Taken from [CAPTE Rules of Practice and Procedure](#)

The Aggregate Program Data is the demographic information collected about PT and PTA education programs, including program, student and faculty data and is collected on an annual basis from programs.

Data Requests

Accessibility of Data for Research Purposes

Accreditation staff will provide aggregate or raw data collected by CAPTE to individuals for legitimate research purposes (including institutional research) subject to receipt of a written request for the data as noted below.

- Requests for aggregate data must include:
  - Detailed description of the data being requested, including AAR year and question number(s), if applicable
  - Description of the purpose for which the data will be used.
  - Assurance that the data will be used only for the purpose described.
  - A description of how and where the data will be disseminated.
  - An indication of when the data is needed.
- Requests for raw data must include the following:
  - Detailed description of the data being requested.
  - Description of the purpose for which the data will be used.
  - Assurance that the data will be used only for the purpose described.
  - For research projects, a description of the study being proposed, including:
    - information regarding the process to assure the confidentiality of the data.
    - identification of sources of other data, if any, that will be used and the planned mechanism to relate the data sets.
  - For research projects, demonstration of IRB approval
  - For research projects, a commitment to provide the Accreditation staff with a copy of the results of the research (e.g., dissertation, submitted/published article, report of findings)
  - For institutional research purposes, a description of how and where the data will be disseminated.
  - An indication of when the data is needed.
- If the requested data is to be inserted into a specified format, that format must be an electronic spreadsheet.

In no case will data be provided that can reasonably be interpreted in a way to identify individual programs. When the requested data has not been provided for all programs, staff will notify the requester of the number of program records not included.

Typically, staff should be able to accommodate data requests within two weeks; however, other on-going primary activities may delay the response. Data will only be provided in an electronic spreadsheet.

Research and Development Administrative Fee

The fee for staff to provide aggregate data or analysis of aggregate data is calculated for each hour required to complete the requested project. Data request fees are assessed for providing aggregate data ($50/hour APTA member and $100/hour nonmember). An estimate and invoice will be provided to the requestor for approval ahead of work.

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