

ACOTE ONLINE ELIGIBILITY PROCESS

- 1) Open the ACOTE eAccreditation portal: <https://acote.aota.org/login>. Log in using your username (your full e-mail address) and the provided password.
- 2) For security, please reset your password so others can't use your log in. To reset your password, click on the "My Account" button at the top right of the page and add a new password that you will remember.
- 3) In the black bar, click on "Officials". Click on each official's name to review the contact information and edit as necessary. To edit, click the "Edit" button under "ACTION", then make the necessary edits. Click the "Save" button on the lower left-hand side.
- 4) Click on the "Eligibility Data" tab and complete all requested information. Click "Save".
- 5) Click on the "Additional Institution" tab and respond to the question about whether the program has multiple sponsoring institutions.
- 6) Once all requested information is complete as reflected on the "Home" tab, the program director should sign off on the Letter of Intent by checking the box to the left of their name, clicking the "Submit for Signature of DEAN" button, the "Confirm Submit for DEAN's Signature" when the email appears, and the "OK" button. The Dean will receive a system-generated email with instructions.
- 7) The Dean should sign off on the Letter of Intent by checking the box to the left of their name, clicking the "Submit for Signature of CEO", the "Confirm Submit for CEO's Review" when the email appears, and the "OK" button. It will then be transmitted to the CEO for electronic approval. The CEO will receive a system-generated email with instructions.
- 8) The CEO should sign off, then click the "Send to ACOTE" button, the "Confirm Submit to ACOTE" when the email appears, and the "OK" button. The Letter of Intent and Eligibility Application will be submitted to ACOTE.
- 9) Once submitted, ACOTE staff will prepare instructions for the next step in the process and will grant access to the online Candidacy Application.

If you need assistance, please contact accred@aota.org