ADMINISTRATIVE PROCEDURES
V. E. STANDARDS REVISION PROCESS

ACOTE EDUCATIONAL STANDARDS REVIEW COMMITTEE (ESRC)

Within 5 years after new accreditation standards are adopted, the Accreditation Council for Occupational Therapy Education (ACOTE®) will appoint members to serve on the ACOTE Educational Standards Review Committee (ESRC). This Committee will conduct a complete evaluation and revision of the *Accreditation Standards for a Doctoral-Degree-Level Educational Program for the Occupational Therapist, Accreditation Standards for a Master's-Degree-Level Educational Program for the Occupational Therapist, Accreditation Standards for a Baccalaureate-Degree-Level Educational Program for the Occupational Therapy Assistant* and *Accreditation Standards for an Associate-Degree-Level Educational Program for the Occupational Therapy Assistant.*

STANDARDS REVIEW AND REVISION TIMELINE

The following is a suggested review and revision timeline. The timeline may be expanded as needed.

Year One:

1. Publish an article on the ACOTE® website (www.acoteonline.org) and in relevant publications (e.g., OT Practice) announcing the revision of the Standards, including the details on the review process and the timeline for Standards review/revision.

2. Disseminate a call for comment to all relevant communities of interest, specifying the deadline for submitting feedback and providing clear instructions on how to submit input to the ESRC. Communities of interest include bodies within the OTA organizational structure; related bodies or organizations (the American Occupational Therapy Foundation, the American Occupational Therapy Political Action Committee, the National Board for Certification in Occupational Therapy); OT and OTA educational program representatives (CEOs, deans, program directors, fieldwork and doctoral capstone coordinators; occupational therapy fieldwork educators; practitioners; consumers; employers; regulators (licensure boards, state higher education commissions); recognition bodies (U.S. Department of Education, Council for Higher Education Accreditation); accreditors (Association of Specialized and Professional Accreditors, institutional and specialized accreditors); students; and the public at large.

3. First meeting of the ESRC:
   - Develop a timeline and methodology for the Standards revision process.
   - Review comments and feedback received from communities of interest.
   - Review Standards for compliance with current United States Department of Education (USDE) and Council for Higher Education Accreditation (CHEA) criteria for recognition.
   - Review ACOTE's recommendations for Standards change made by ACOTE and make initial changes to the Standards.

4. Second meeting of the ESRC:
   - Review and discuss the data collected from all communities of interest, including survey data, correspondence, e-mails, or telephone calls received by ACOTE regarding the Standards.
   - Identify the Standards determined to have greatest concerns.
   - Prepare Draft I Standards for ACOTE to review and discuss.

5. ACOTE meeting
   - Council reviews and discusses the Draft I ACOTE Standards.
   - Council provides feedback to the ESRC regarding recommendations for changes to the Standards.

Year Two:

6. Third meeting of the ESRC:
   - Revise the Draft I Standards based on input from ACOTE.
   - Develop an online survey for comment and feedback on Draft I of the revised Standards.

7. Publish Draft I of the ACOTE Standards on the ACOTE website and disseminate with a survey instrument to invite feedback from all communities of interest.

8. Hold a Standards Open Hearing (that open to the public and send ACOTE representatives to a variety of meetings (e.g., OT and OTA Program Directors' Council meetings, regional fieldwork council meetings, Faculty Forum, Education Special Interest Section, etc.) to present identified Standards issues and request input on the Draft I Standards revision.

9. Fourth meeting of the ESRC:
   - Review feedback regarding Draft I Standards.
   - Revise the Draft I Standards based on input and develop Draft II Standards.

10. ACOTE meeting: Review and discuss the Draft II Standards.

11. Fifth meeting of the ESRC:
   - Finalize the Draft II Standards based on ACOTE input.
   - Develop an online survey for comments and feedback on the Draft II Standards.

12. Post draft II Standards on the ACOTE website and invite comment.

13. Sixth meeting of the ESRC:
   - Review feedback regarding Draft II Standards.
   - Revise Draft II Standards (if necessary) based on input.

14. ACOTE meeting:

   - Approval of Draft II Standards: ACOTE will vote on approval of the revised Standards and establish a transition timeline (usually a minimum of 18 months). An implementation date of July 31st is set so that each academic year of on-site evaluations (August-July) is conducted using the same set of Standards.
   - Disapproval of ACOTE Standards: ESRC will be charged to develop Draft III Standards.
   - Implementation for Programs Undergoing Initial Accreditation: During the transition period, programs undergoing initial accreditation that have initial on-site evaluations scheduled after the implementation date will be required to prepare both the Candidacy Application (if not already submitted) and the initial Report of Self-Study for Preaccreditation Review under the new Standards. If the initial on-site evaluation is scheduled prior to the implementation date of the new Standards, both the Candidacy Application and initial Report of Self-Study for Preaccreditation Review must be prepared using the current Standards.
   - Implementation for Programs Undergoing Reaccreditation: Programs scheduled for reaccreditation on-site evaluations after the implementation date will be required to prepare the Report of Self-Study under the new Standards. If the reaccreditation on-site evaluation is scheduled prior to the implementation date of the new Standards, the Report of Self-Study must be prepared using the current Standards.

15. Post the revised Standards on the ACOTE website and send an e-mail announcement to all communities of interest regarding the revised Standards.

Year Three

16. ACOTE provides workshops to program directors and all accreditation evaluators on implementing the new Standards.

17. ACOTE will assess compliance with the new Standards as part of the regular on-site and interim report review process.

ONGOING REVIEW

Once the new Standards have been adopted, the ongoing review of the Standards becomes the responsibility of a standing committee of ACOTE. The committee is responsible reviewing feedback obtained through surveys and other communications to determine:

1. The need for immediate change to the Standards. If ACOTE determines, at any point during its systematic program of review, that it needs to make changes to the Standards, ACOTE will initiate action within 12 months to make the changes and will complete that action within a reasonable period of time. Before finalizing any changes to the Standards, ACOTE will provide advance public notice of proposed new or revised Standards. ACOTE will provide adequate opportunity for broad comment from the academic community and the public prior to adoption of proposed changes to ACOTE Standards.

2. Continue compliance with USDE and CHEA recognition criteria. ACOTE will notify the Secretary of USDE in writing of any changes in its policies, procedures, or accreditation standards which might alter ACOTE's scope of recognition or its compliance with the USDE requirements for notification to the Secretary.

3. The need for an ACOTE interpretation of the Standards or changes to the Glossary Interpretations will be included in ACOTE's Standards Interpretive Guide. Any changes to the Standards Interpretive Guide and Glossary will be immediate unless otherwise indicated by an implementation date. In determining the implementation date, ACOTE will take the following guidelines into consideration:
   - If the interpretation is to the benefit of the programs, it will be implemented immediately.
   - If the interpretation potentially requires changes by the program to be in compliance, then an implementation date will be determined by ACOTE that provides all programs reasonable time with which to come into compliance.

4. The need for a change to any of ACOTE's policies, procedures, or forms.