

### IV. E. 4. PROGRAM DIRECTOR CHANGES

#### NOTIFICATION OF PROGRAM DIRECTOR CHANGE FOR DEVELOPING AND ACCREDITED PROGRAMS

*\*This policy is not applicable for Applicant programs, refer to [ACOTE Policy III.A.1. Step 1: The Application Review](#).*

Programs must formally notify the Accreditation Department within 30 days of the resignation of the program director or appointment of a new program director (or individual who is primarily responsible for handling the duties of the program director) by submitting notification through the substantive tab in the eAccreditation portal. If the position is vacant, written notification should include the plan for filling the position and the name, credentials, and contact information of the individual who will serve as the primary point of contact for the program.

The program must:

1. Submit a completed [Program Director Data Form](#).
2. Submit through [eAccreditation](#) using the Substantive Change (SUBS. CHANGE) tab:
  - A letter of appointment, including the effective date of appointment.
  - Documentation that the program director is assigned as a full-time faculty member to the occupational therapy educational program.
  - Documentation of sufficient numerical release time (e.g., percentage, credit hours compared to regular faculty hours) from the institution (e.g., signed letter from administration, employment/annual contract, job description).
  - Copy of initial or current certification (National Board for Certification in Occupational Therapy).
  - Copy of current occupational therapy or occupational therapy assistant license for the state(s) in which the program is located
  - Copy of diploma or transcript indicating the highest degree obtained from an accredited institution.
  - A completed [Summary of Program Director Credentials Form](#).
  - A curriculum vitae demonstrating occupational therapy experience in clinical practice, scholarship, administration, and teaching as required by [2023 ACOTE Standard A.2.1. Program Director](#).
  - A position description clearly indicating responsibility for all aspects of management and administration of the program, including planning, evaluation, budgeting, selection of faculty and staff, maintenance of accreditation, and commitment to strategies for professional development.

#### ACOTE REVIEW OF PROGRAM DIRECTOR CHANGES

The assigned Accreditation Council for Occupational Therapy Education (ACOTE®) reviewers will assess the information and determine compliance with the relevant [2023 ACOTE Standards A.2.1. Program Director](#).

#### Alternative and Equivalent External Review Process

For degrees from institutions in countries other than the United States, ACOTE will recognize the two competent authorities for recognition matters:

1. *The National Board for Certification in Occupational Therapy (NBCOT)*, for individuals seeking to practice in a jurisdiction of the United States and who are presenting degrees or other qualifications earned abroad; and

2. *The hiring employer*, for individuals seeking work and who are presenting degrees or other qualifications earned abroad.

<b>ACOTE ACTION ON PROGRAM DIRECTOR CHANGES</b>
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Upon review, ACOTE may:

- Validate compliance with no further action required.
- Defer action and request additional information.
- Cite an area of noncompliance and request a plan of correction.

ACOTE's decision will be sent to the CEO, dean, and program director within 4–6 weeks of its meeting.