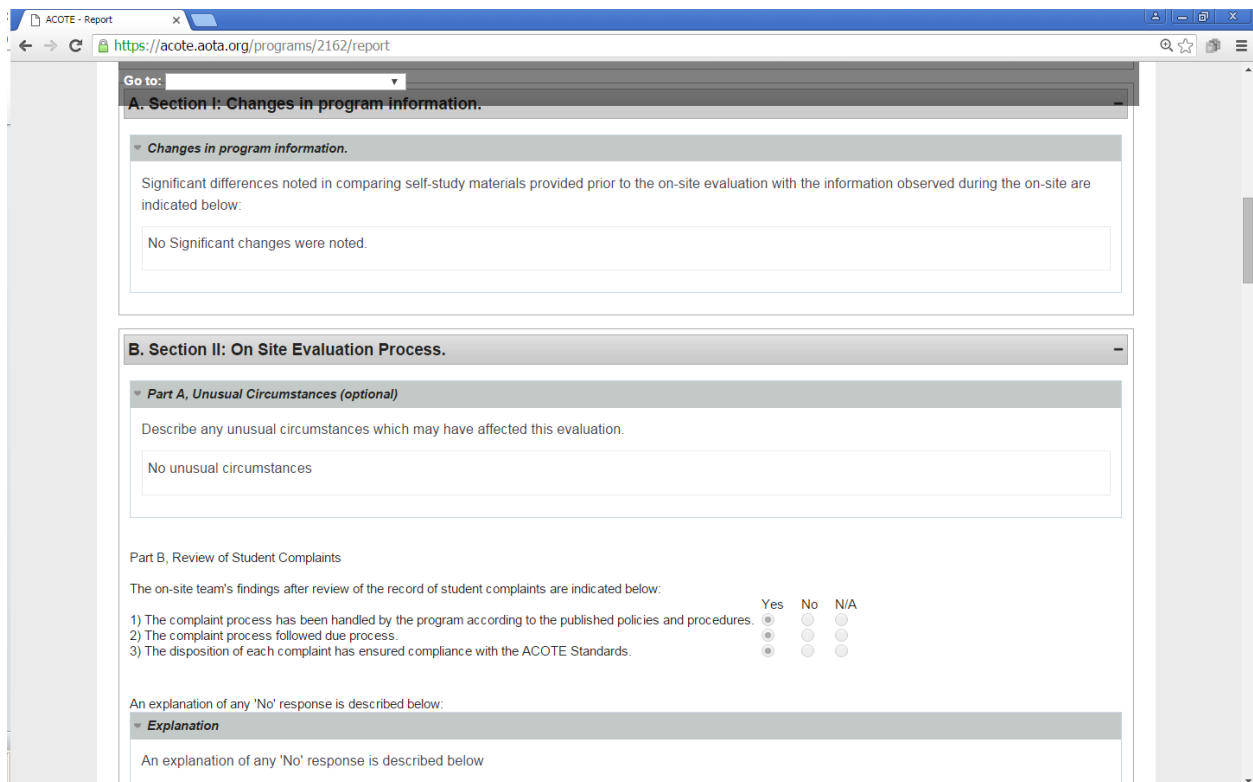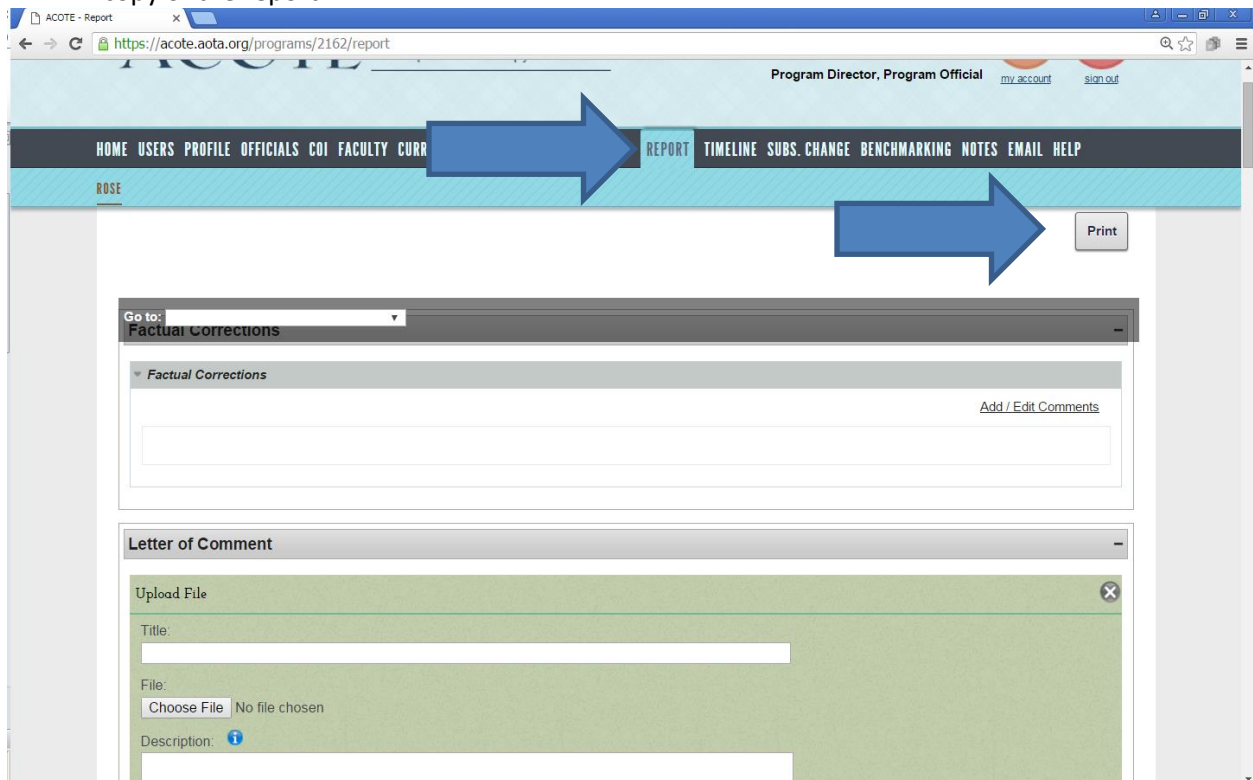## Program Director's Instructions for Submitting Factual Corrections to a ROSE

1) Log into ACOTE Online (https://acote.aota.org), then click on the "REPORT" tab in the black box.
2) Under "ROSE", scroll down to review the ROSE. You may also click the "Print" button to print a copy of the report.

3) Enter any factual corrections in the box labeled "Factual Corrections" by clicking the "Add / Edit Comments" button. Make sure to save your comments.

4) If you wish to upload a Letter of Comment, add a Title for your document, click on "Choose File" to select the document from your computer, then click "Upload Document".
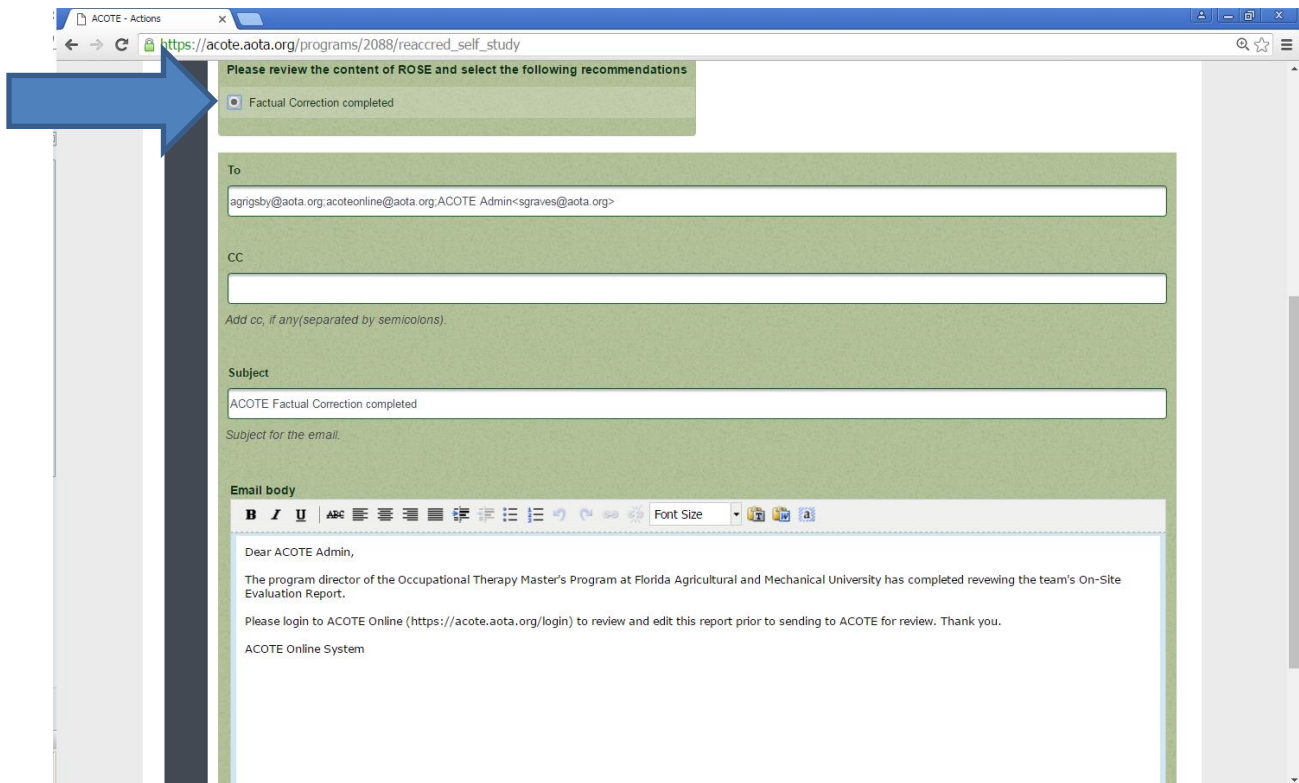*IMPORTANT NOTE: You may submit a written response to the On Site Report if there are special considerations or circumstances you wish to be brought to the attention of ACOTE. However, additional material or documents will not be considered for the ROSE decision. ACOTE will only consider actions based upon those materials the On Site Team had the opportunity to review and discuss during the On Site visit.*
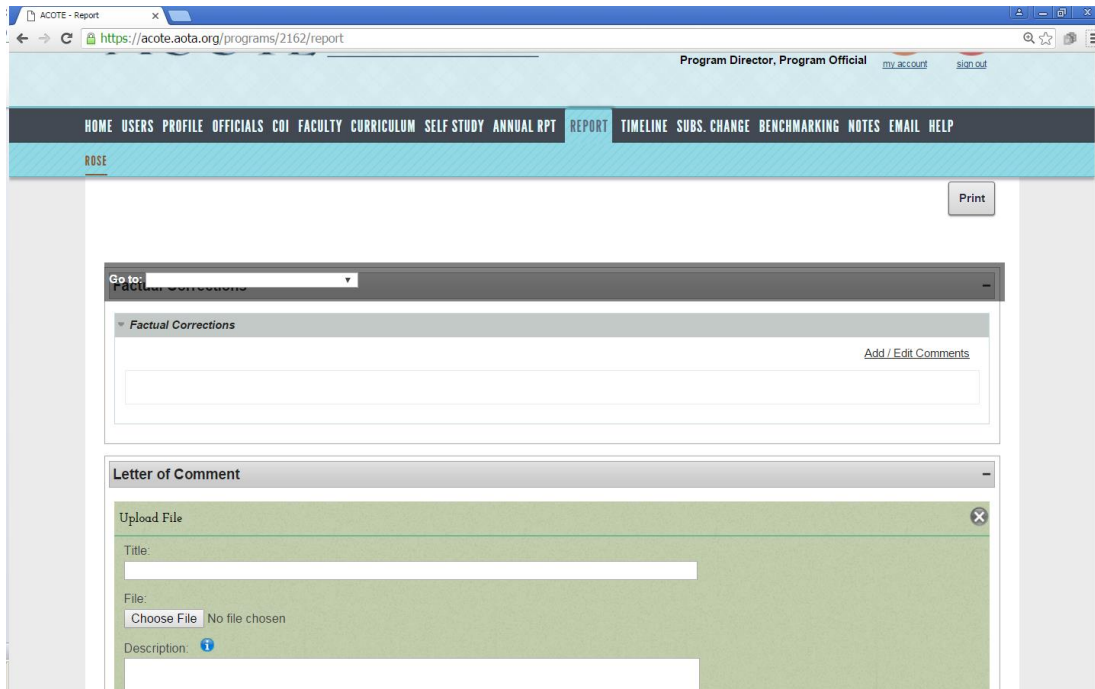
5) Once you have completed the above steps, click on the "HOME" tab, then "SITE VISIT" to submit your factual correction.
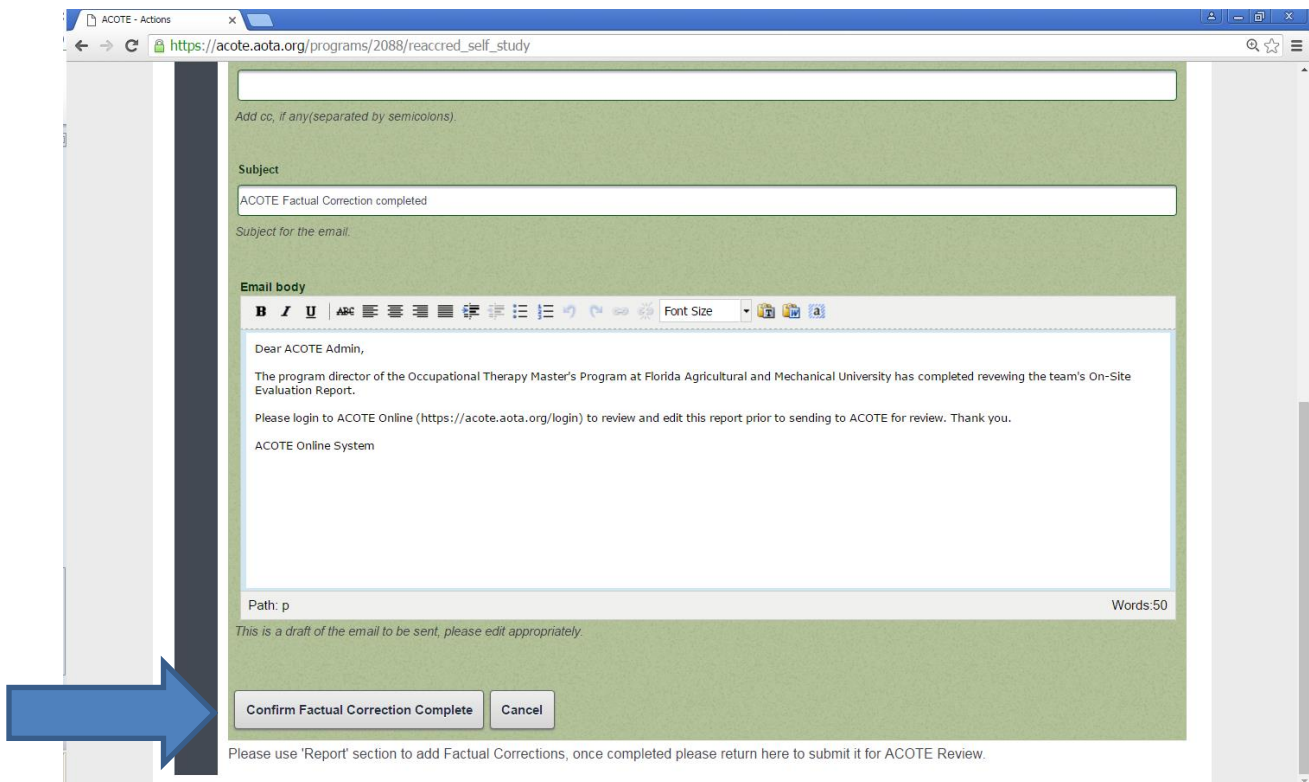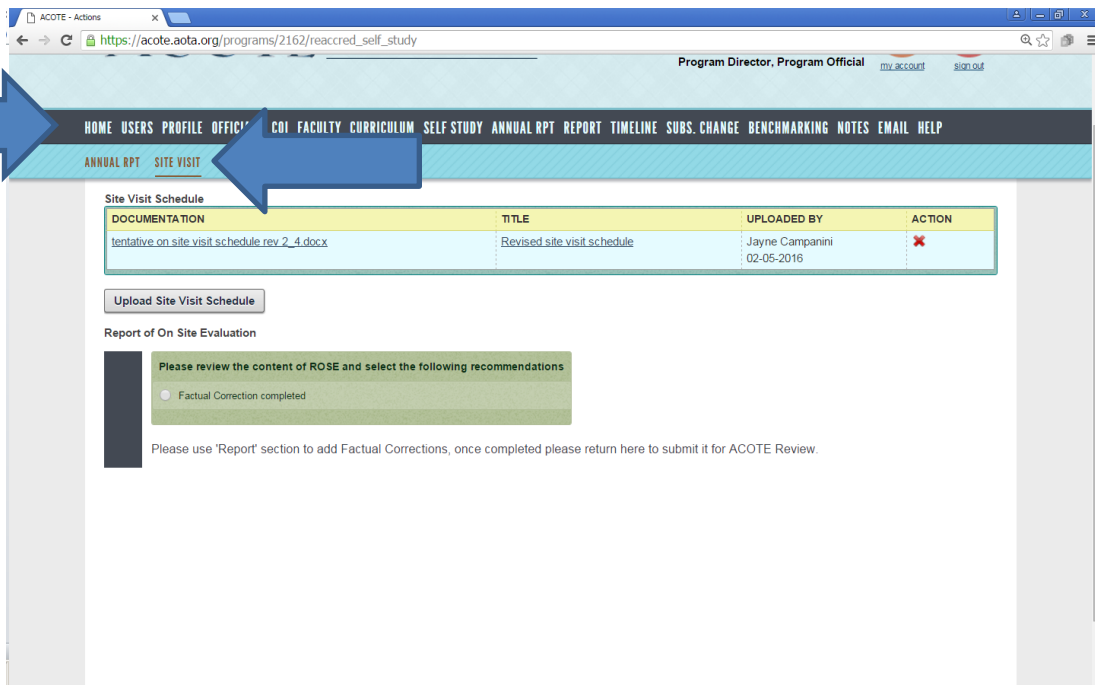
6) Click on the radio button to the left of "Factual Correction completed". Scroll down.

7) You may edit the e-mail if you wish, then click "Confirm Factual Correction Complete" to send the e-mail.