

# GUIDELINES AND POLICY STATEMENTS

## VI. E. SAMPLE STATEMENTS REGARDING ACCREDITATION STATUS AND USE OF THE ACOTE LOGO

### SAMPLE STATEMENTS FOR APPLICANT PROGRAMS

**The following are samples of university/college catalog statements concerning accreditation and credentialing mechanisms for new programs that have submitted an acceptable Letter of Intent to the Accreditation Council for Occupational Therapy Education (ACOTE®) c/o the AOTA Accreditation Department.**

#### DOCTORAL-DEGREE-LEVEL OCCUPATIONAL THERAPY PROGRAM

*The entry-level occupational therapy doctoral degree program has applied for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org).*

*The program must be granted Candidacy Status, have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.*

In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation, fieldwork, and doctoral capstone requirements in a timely manner. This must include a statement that all Level II fieldwork and the doctoral capstone must be completed within a time frame established by the program. Sample wording: "Students must complete 24 weeks of Level II fieldwork and an individual 14-week capstone experience within [##] months following the completion of the didactic portion of the program. The doctoral capstone experience must be started after completion of all coursework, Level II fieldwork and preparatory activities defined in 2018 ACOTE OTD Standard D.1.3."

#### MASTER'S-DEGREE-LEVEL OCCUPATIONAL THERAPY PROGRAM

*The entry-level occupational therapy master's degree program has applied for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). The program must be granted Candidacy Status, have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.*

In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation and fieldwork requirements in a timely manner. This must include a statement that all Level II fieldwork must be completed within a time frame established by the program. Sample wording: "Students must complete 24 weeks of Level II fieldwork within [##] months following completion of the didactic portion of the program."

## BACCALAUREATE-DEGREE-LEVEL OCCUPATIONAL THERAPY ASSISTANT PROGRAM

*The baccalaureate-degree-level occupational therapy assistant program has applied for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). The program must be granted Candidacy Status, have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.*

In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation, fieldwork, and baccalaureate project requirements in a timely manner. This must include a statement that all Level II fieldwork and the baccalaureate project must be completed within a time frame established by the program. Sample wording: “*Students must complete 16 weeks of Level II fieldwork and a baccalaureate project within [##] months following the completion of the didactic portion of the program.*”

## ASSOCIATE-DEGREE-LEVEL OCCUPATIONAL THERAPY ASSISTANT PROGRAM

*The associate-degree-level occupational therapy assistant program has applied for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). The program must be granted Candidacy Status, have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.*

In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation and fieldwork requirements in a timely manner. This must include a statement that all Level II fieldwork must be completed within a time frame established by the program. Sample wording: “*Students must complete 16 weeks of Level II fieldwork within [##] months following the completion of the didactic portion of the program.*”

## **SAMPLE STATEMENTS FOR PROGRAMS WITH CANDIDACY STATUS**

**The following are samples of university/college catalog statements concerning accreditation and credentialing mechanisms for new programs that have been granted Candidacy Status by ACOTE.**

### DOCTORAL-DEGREE-LEVEL OCCUPATIONAL THERAPY PROGRAM

*The entry-level occupational therapy doctoral degree program has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). The program must have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or*

*attain state licensure.*

In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation, fieldwork, and doctoral capstone requirements in a timely manner. This must include a statement that all Level II fieldwork and the doctoral capstone must be completed within a time frame established by the program. Sample wording: “*Students must complete 24 weeks of Level II fieldwork and an individual 14-week capstone experience within [##] months following the completion of the didactic portion of the program. The doctoral capstone experience must be started after completion of all coursework, Level II fieldwork and preparatory activities defined in 2018 ACOTE OTD Standard D.1.3.*”

#### MASTER’S-DEGREE-LEVEL OCCUPATIONAL THERAPY PROGRAM

*The entry-level occupational therapy master’s degree program has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). The program must have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.*

In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation and fieldwork requirements in a timely manner. This must include a statement that all Level II fieldwork must be completed within a time frame established by the program. Sample wording: “*Students must complete 24 weeks of Level II fieldwork within [##] months following completion of the didactic portion of the program.*”

#### BACCALAUREATE-DEGREE-LEVEL OCCUPATIONAL THERAPY ASSISTANT PROGRAM

*The baccalaureate-degree-level occupational therapy assistant program has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). The program must have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.*

In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation, fieldwork, and baccalaureate project requirements in a timely manner. This must include a statement that all Level II fieldwork and the baccalaureate project must be completed within a time frame established by the program. Sample wording: “*Students must complete 16 weeks of Level II fieldwork and a baccalaureate project within [##] months following the completion of the didactic portion of the program.*”

#### ASSOCIATE-DEGREE-LEVEL OCCUPATIONAL THERAPY ASSISTANT PROGRAM

*The associate-degree-level occupational therapy assistant program has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). The program must have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational*

therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation and fieldwork requirements in a timely manner. This must include a statement that all Level II fieldwork must be completed within a time frame established by the program. Sample wording: "Students must complete 16 weeks of Level II fieldwork within [##] months following the completion of the didactic portion of the program."

## **SAMPLE STATEMENTS FOR PROGRAMS WITH PREACCREDITATION STATUS**

**The following are samples of university/college catalog statements concerning accreditation and credentialing mechanisms for new programs that have been granted Preaccreditation Status by ACOTE.**

### DOCTORAL-DEGREE-LEVEL OCCUPATIONAL THERAPY PROGRAM

*The entry-level occupational therapy doctoral degree program has applied for accreditation and has been granted Preaccreditation Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). The program must complete an on-site evaluation and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.*

In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation, fieldwork, and doctoral capstone requirements in a timely manner. This must include a statement that all Level II fieldwork and the doctoral capstone must be completed within a time frame established by the program. Sample wording: "Students must complete 24 weeks of Level II fieldwork and an individual 14-week capstone experience within [##] months following the completion of the didactic portion of the program. The doctoral capstone experience must be started after completion of all coursework, Level II fieldwork and preparatory activities defined in 2018 ACOTE OTD Standard D.1.3."

### MASTER'S-DEGREE-LEVEL OCCUPATIONAL THERAPY PROGRAM

*The entry-level occupational therapy master's degree program has applied for accreditation and has been granted Preaccreditation Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). The program must complete an on-site evaluation and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.*

In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation and fieldwork requirements in a timely manner. This must include a statement that all Level II fieldwork must be completed within a time frame established by the program. Sample wording: "Students must complete 24 weeks of Level II fieldwork within [##] months following completion of the didactic portion of the program."

## BACCALAUREATE-DEGREE-LEVEL OCCUPATIONAL THERAPY ASSISTANT PROGRAM

*The baccalaureate-degree-level occupational therapy assistant program has applied for accreditation and has been granted Preaccreditation Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). The program must complete an on-site evaluation and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.*

In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation, fieldwork, and baccalaureate project requirements in a timely manner. This must include a statement that all Level II fieldwork and the baccalaureate project must be completed within a time frame established by the program. Sample wording: "Students must complete 16 weeks of Level II fieldwork and a baccalaureate project within [##] months following the completion of the didactic portion of the program."

## ASSOCIATE-DEGREE-LEVEL OCCUPATIONAL THERAPY ASSISTANT PROGRAM

*The associate-degree-level occupational therapy assistant program has applied for accreditation and has been granted Preaccreditation Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). The program must complete an on-site evaluation and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.*

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## **SAMPLE STATEMENTS FOR ACCREDITED PROGRAMS**

**The following are samples of university/college catalog statements concerning accreditation and credentialing mechanisms for programs that are accredited by ACOTE:**

### DOCTORAL-DEGREE-LEVEL OCCUPATIONAL THERAPY PROGRAM

*The entry-level occupational therapy doctoral degree program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.*

In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation, fieldwork, and doctoral capstone requirements in a timely manner. This must

include a statement that all Level II fieldwork and the doctoral capstone must be completed within a time frame established by the program. Sample wording: “*Students must complete 24 weeks of Level II fieldwork and an individual 14-week capstone experience within [##] months following the completion of the didactic portion of the program. The doctoral capstone experience must be started after completion of all coursework, Level II fieldwork and preparatory activities defined in 2018 ACOTE OTD Standard D.1.3.*”

#### MASTER’S-DEGREE-LEVEL OCCUPATIONAL THERAPY PROGRAM

*The entry-level occupational therapy master’s degree program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.*

Sample paragraph if transitioning to the OTD and admission is closed to the master’s-level program:

*The occupational therapy program is in the process of transitioning to the doctoral level. New admissions to the master’s degree program are no longer being accepted. Please refer to the following webpage for further information about the occupational therapy doctoral program [list webpage].*

In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation and fieldwork requirements in a timely manner. This must include a statement that all Level II fieldwork must be completed within a time frame established by the program. Sample wording: “*Students must complete 24 weeks of Level II fieldwork within [##] months following completion of the didactic portion of the program.*”

#### BACCALAUREATE-DEGREE-LEVEL OCCUPATIONAL THERAPY ASSISTANT PROGRAM

*The baccalaureate-degree-level occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.*

In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation, fieldwork, and baccalaureate project requirements in a timely manner. This must include a statement that all Level II fieldwork and the baccalaureate project must be completed within a time frame established by the program. Sample wording: “*Students must complete 16 weeks of Level II fieldwork and a baccalaureate project within [##] months following the completion of the didactic portion of the program.*”

#### ASSOCIATE-DEGREE-LEVEL OCCUPATIONAL THERAPY ASSISTANT PROGRAM

*The associate-degree-level occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony*

*conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.*

Sample paragraph if transitioning to the OTA baccalaureate level and admission is closed to the associate-degree-level program:

*The occupational therapy assistant program is in the process of transitioning to the baccalaureate level. New admissions to the associate degree program are no longer being accepted. Please refer to the following webpage for further information about the occupational therapy assistant baccalaureate program [list webpage].*

In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation and fieldwork requirements in a timely manner. This must include a statement that all Level II fieldwork must be completed within a time frame established by the program. Sample wording: "Students must complete 16 weeks of Level II fieldwork within [##] months following the completion of the didactic portion of the program."

## GUIDELINES FOR USE OF THE ACOTE LOGO



ACOTE-accredited programs are invited to use the ACOTE logo when reflecting the program's ACOTE accreditation status in written or web-based publications. However, the use of the logo is governed by the following guidelines:

1. The ACOTE logo may only be used by currently accredited occupational therapy and occupational therapy assistant educational programs. The logo may NOT be used by programs that have applied for, but not yet received accreditation, including programs granted Candidacy Status or Preaccreditation Status.
2. When programs or program levels are included in the publication or webpage that are not accredited by ACOTE, the accompanying text must clearly indicate which programs or levels are ACOTE-accredited.
3. Use of the logo is subject to revocation and withdrawal by ACOTE when, in its sole judgment, its continued use would not serve the best interests of ACOTE or the public.