

# GUIDELINES AND POLICY STATEMENTS

## VI. F. PUBLIC CORRECTION OF INCORRECT OR MISLEADING STATEMENTS REGARDING ACCREDITATION STATUS

### PUBLIC DISCLOSURE

Any institution or program making a public disclosure of the accreditation status of its occupational therapy or occupational therapy assistant program must accurately disclose the status; the specific academic program covered by that status; and the name, address, and telephone number of the accrediting agency as follows:

Accreditation Council for Occupational Therapy Education (ACOTE®)  
American Occupational Therapy Association  
7501 Wisconsin Avenue, Suite 510E  
Bethesda, MD 20814  
301-652-6611

Any institution or program that elects to make a public disclosure of the results of any ACOTE report, including Reports of Application Review, Reports of Preaccreditation Review, and Reports of On-Site Evaluation, must accurately disclose:

- For on-site evaluations: Statements from the final report, the Report of the Accreditation Council (RAC)—not the Evaluators' Report of On-Site Evaluation (ROSE).
- For all ACOTE reports: Complete information regarding ACOTE's findings (i.e., strengths, suggestions, areas of concern, possible areas of noncompliance, cited areas of noncompliance, and ACOTE's final accreditation action). Strengths cited in the report may not be published without also publishing any suggestions, areas of concern, possible areas of noncompliance, or cited areas of noncompliance.

### PUBLIC CORRECTION

The following are requirements of the *Accreditation Standards for a Doctoral-Degree-Level or Master's-Degree-Level Educational Program for the Occupational Therapist*, and *Accreditation Standards for a Baccalaureate-Degree-Level or Associate-Degree-Level Educational Program for the Occupational Therapy Assistant*:

*Standard A.4.1.: All program publications and advertising—including, but not limited to, academic calendars, announcements, catalogs, handbooks, and websites—must accurately reflect the program offered.*

*Standard A.4.2.: Accurate and current information regarding student and program outcomes must be readily available to the public on the program's web page. At a minimum, the following data must be reported separately as well as totaled for each of the previous 3 years:*

- Program graduates
- Graduation rates

*The program must provide the direct link to the National Board for Certification in Occupational Therapy (NBCOT®) program data results on the program's home page.*

*PROGRAMS MAY USE EITHER CALENDAR YEAR OR ACADEMIC YEAR WHEN PUBLISHING THE TOTAL NUMBER OF PROGRAM GRADUATES AND GRADUATION RATES FROM THE PREVIOUS 3 YEARS AS LONG AS THE TIME FRAME IS CLEARLY DELINEATED. THE NUMBER OF PROGRAM GRADUATES MUST BE TOTALED FOR THE 3-YEAR REPORTING PERIOD. IF THE PROGRAM HAS ONLY ONE OR TWO YEARS OF GRADUATE DATA, THIS MUST BE MADE AVAILABLE AND TOTALED. THE TOTAL MAY BE IN THE FORM OF A NARRATIVE OR WITHIN A GRID. THE TOTAL NUMBER OF PROGRAM GRADUATES AND GRADUATION RATES MUST BE POSTED ON THE PROGRAM'S WEB PAGE. THE PROGRAM MUST PROVIDE AN ACTIVE DIRECT LINK TO THE NBCOT PROGRAM DATA RESULTS ON THE PROGRAM'S HOME PAGE:  
[HTTPS://WWW.NBCOT.ORG/EN/EDUCATORS/HOME#SCHOOLPERFORMANCE](https://www.nbcot.org/en/educators/home#schoolperformance) (PREFERRED LINK) OR  
[HTTPS://SECURE.NBCOT.ORG/DATA/SCHOOLSTATS.ASPX](https://secure.nbcot.org/data/schoolstats.aspx).*

*Standard A.4.3.: The program's accreditation status and the name, address, and telephone number of ACOTE must*

*be published in all of the following materials used by the institution: catalog, website, and program-related brochures or flyers available to prospective students. An active link to [www.acoteonline.org](http://www.acoteonline.org) must be provided on the program's home page.*

*SAMPLE WORDING: "THE OCCUPATIONAL THERAPY/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)."*

In the case that a program accredited by ACOTE does not comply with any of the above requirements, ACOTE may cite an area of noncompliance. The program must then demonstrate compliance with Standard A.4.1, A.4.2, and/or A.4.3 to remove the area of noncompliance.

If any occupational therapy or occupational therapy assistant program (ACOTE accredited or not) fails to make public correction of incorrect or misleading information regarding its accreditation status, the contents of reports of site team visitors, reports of application or preaccreditation review, or the accreditation actions taken, the AOTA Accreditation Department will post an article providing correct information to the public on the ACOTE website ([www.acoteonline.org](http://www.acoteonline.org)).