ACOTE PROCEDURES FOR REACCREDITATION ON-SITE EVALUATIONS

The following are detailed procedures for program directors to follow when preparing for a reaccreditation on-site evaluation.

TRAVEL ARRANGEMENTS
Program directors should send the following information to the evaluators with a copy to the AOTA accreditation department (accred@aota.org) at least 4 months prior to the on-site date so that appropriate travel arrangements can be made.

- Closest/best airport for the team members to fly into and specific directions from the airport to the hotel (to be arranged by the program director as noted below) and directions from the hotel to the school. Please include a map.
- Information regarding shuttle or taxi service between the airport and hotel and its cost. Keep in mind that public transportation (i.e., subways, buses, rail systems) may be more difficult for team members than for those who frequently use it.
- Transportation arrangements for each day of the on-site evaluation. Because hotel shuttles are not reliable, we do not recommend that you depend on a hotel shuttle to transport the team to and from the institution. The team will need specific directions, room number, and/or map to the location of the meeting with the program director on the first morning of the on-site.
- If it is advisable for the team to rent a car, please notify the team chairperson.
- Please include information regarding access to off-campus restaurants.

The on-site team will make their own travel arrangements and the team chairperson will notify program directors of the travel schedules after they are arranged.

HOTEL RESERVATIONS
Room reservations should be made for the evaluators at least 3 months prior to the on-site. Confirmation of reservations and the name, address, and telephone number of the hotel should be sent to each evaluator and to AOTA accreditation department.

Reservations should be made for a minimum of three (3) nights, commencing the day before the on-site evaluation is scheduled to begin. The on-site team may request an additional night depending on travel arrangements. When selecting a hotel for the on-site team, select one that is moderately priced, but safe, clean, and comfortable. Please consider the following factors:

- Complimentary breakfast or restaurant services that are open early morning and late evening. Restaurants located within a safe walking distance (1-2 blocks) from the hotel.
- Because the team prepares the Report of On-Site Evaluation at the hotel, please be sure that the hotel room is equipped with a table, desk, or work area that will accommodate two persons.
- Proximity to your institution. Please inform the team chairperson of the time needed to travel between the hotel and institution.
- Bed and Breakfast accommodations are generally not recommended.
- Access to hotel shuttle, if available.
- Availability of ironing board, hair dryer, exercise or swimming facilities, and Internet access.

Upon receipt of the Hotel Information for Accreditation Evaluators, AOTA accreditation department will make arrangements for payment of the hotel rooms. Please be sure to include the hotel's blank credit card authorization form.

SCHEDULE FOR ON-SITE EVALUATION
A tentative on-site schedule should be prepared as soon as possible due to the many priorities of all involved. Because the Evaluators' Report of On-Site Evaluation will include a list of individuals interviewed, please include an attachment to the on-site schedule that lists full names, credentials, and titles (if appropriate) of those individuals scheduled to meet with the team. The list of fieldwork educators should include the facility in which they work. This will expedite the preparation of the final report.

When you talk with the individuals with whom the on-site team will meet, please stress the importance of their participation in the interviews as part of the on-site evaluation, explain the need for the team to begin and end interviews promptly as scheduled, and encourage all participants, particularly administrative officials, to attend the exit conference.

Prior to exit conference, programs may request a time for informal consultation. Consultation must take place **after** the ROSE has been completed and presented to the program director. Please inform the team chairperson if you are interested in this opportunity.

Please ensure that you upload your tentative schedule in the ACOTE Online (https://acote.aota.org/login) Self-Study Home tab at least <u>one month prior to the on-site evaluation</u>. Contact the on-site evaluation team chairperson to finalize the schedule prior to confirming appointments since the team chairperson may wish to make adjustments to the schedule.

TELEPHONE CONTACTS

In addition to the hotel telephone number, team members and AOTA accreditation department should be furnished with a telephone number at the institution where the team can be reached in case of emergency. The team and AOTA accreditation department should also have your office and home telephone numbers.

GIFTS/SOCIAL INVITATIONS

In order to avoid any perception of conflict of interest, on-site evaluators are not allowed to accept gifts or social invitations in conjunction with the accreditation process. Your cooperation is appreciated.

FEES

Under AOTA's accreditation fee schedule, the cost of the on-site visit for continuing accreditation is incorporated into the annual fee. Therefore, <u>no fee</u> is charged for reaccreditation on-site evaluations.

Please note that all travel and meal costs are to be the *responsibility of the visiting team*. Reimbursement of expenses is handled directly through AOTA. *<u>The host school does not pay for any of the costs incurred.</u>*

MATERIAL FOR REVIEW ON-SITE

The following materials should be available on-site for review by the evaluation team:

1. All signed memorandums of understanding and fieldwork information.
2. Sample forms used in the student selection process.
3. Student records.
4. Course materials organized in one place that contain syllabi, assignment instructions, exams, and quizzes. Samples of student work such as papers, completed exams, and assignments may also be provided. (Provide the team with electronic access, i.e., guest pass, to the program's library and any course materials that are presented online.)
5. Materials such as exams and fieldwork evaluation forms used to evaluate and document students' progress.
6. Any forms and reports used as part of program evaluation, such as students' evaluations of courses, fieldwork analysis of graduates, graduate and employer surveys, faculty evaluations, etc.

The on-site team may request the opportunity to review course materials as well as other non-confidential materials at the hotel the day prior to the on-site evaluation.

MEETING ROOM

It is extremely helpful to have a secure room assigned to the team. Arrangements should be made for all interviews and conferences to be held there, with the exception of those with the president and/or dean. In this way, time is not lost in moving about. This room should be equipped with adequate lighting, a large table, chairs, a telephone, and light refreshments. If telephone interviews are scheduled as part of the on-site, please ensure that there is a speakerphone available and that any codes, passwords, or special dial features are made known to the team. The room should also allow for wireless internet access and be equipped with a printer.

LUNCH
Please let the team chairperson know what options are available to obtain a quick, light lunch. Most teams opt for a working lunch, either having something delivered or walking to an on-campus location. Please note that the team expects to pay for their meals. Also note that the team is unable to eat with faculty, administrators, or other institution representatives during this time.

PREPARATION OF THE REPORT OF ON-SITE EVALUATION
The Report of On-Site Evaluation (ROSE) is prepared online while the on-site is taking place. The on-site team may require a laptop for use both on campus and at the hotel to prepare the ROSE. If a password is required, be sure to inform the team. The team may request access to the computer the day before the on-site begins.

EXIT CONFERENCE
The on-site team will present its findings with respect to strengths, suggestions, and areas of noncompliance at the exit conference on the last day of the on-site evaluation. The exit conference normally takes 10-20 minutes. The program director and appropriate others will be asked to review the report and make any factual corrections necessary. In addition, program directors may submit a response to the on-site visit if there are special considerations or circumstances they wish to be brought to the attention of ACOTE. Additional material or documents will not be considered by ACOTE, however. ACOTE will only consider action on the program based on those materials the on-site team had the opportunity to review and discuss during the on-site visit. The results of the program director's review should be submitted online within one week after the on-site evaluation. Additional response time is available, if needed.

Please note that if the program elects to make a public disclosure of the results of the ACOTE accreditation visit, statements from the final report, the Report of ACOTE, not the Evaluators' Report of On-Site Evaluation (ROSE), must be accurately and completely disclosed (i.e., strengths, suggestions, areas of noncompliance, and ACOTE's final accreditation action). Strengths cited in the report may not be published without also publishing any cited suggestions or areas of noncompliance.

Also note that areas of noncompliance cited by the on-site team are not final until action is taken by ACOTE. At its next meeting if areas of noncompliance are cited, program directors should plan to submit a Plan of Correction after they receive notification of final ACOTE action on the report.

ACCREDITATION ACTION
At its next scheduled meeting, ACOTE will review the Evaluators' Report of On-Site Evaluation, make any amendments, and vote on an accreditation status for the program. If areas of noncompliance are cited in the final report, a due date for the required Plan of Correction will be established. The notification regarding the action of ACOTE will be sent to the institution within 4-6 weeks after the meeting.

PROGRESS REPORTS
After the Plan of Correction is submitted by the program and accepted by ACOTE, progress reports will be required periodically until all areas of noncompliance have been corrected.

PROGRAM SITE-VISIT QUESTIONNAIRE (PSQ)
ACOTE has the responsibility for evaluating the effectiveness of its accreditation process. To assist in these evaluation efforts, we request that program directors, the CEO, and dean each complete the Program Site-Visit Questionnaires (PSQs) at the conclusion of the visit. This information will be shared with ACOTE as part of their ongoing review process. AOTA Accreditation staff will supply program directors with the link to the PSQ survey form. *Please note that survey responses will not be shared with ACOTE or the on-site team until after ACOTE accreditation action is taken on your program.*