

ACOTE PROCEDURES FOR VIRTUAL INITIAL ON-SITE EVALUATIONS

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

SELF-STUDY MATERIALS

Instructions regarding the submission of any updated self-study materials in preparation for the initial on-site evaluation will be contained in the Report of Initial Review. If your initial review has not yet been conducted, you will receive a copy of that report as soon as possible after the ACOTE meeting.

If the Report of Initial Review requests that you submit additional materials prior to the on-site, the materials are to be submitted via ACOTE Online (<https://acote.aota.org/login>) **TWO MONTHS** prior to the on-site evaluation.

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 and list of on-site participants in the ACOTE Online (<https://acote.aota.org/login>) Self-Study Home tab at least one month prior to the on-site evaluation. 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

The fee for the initial on-site evaluation is charged per the [current fee schedule](#). An invoice for this amount will be sent after the on-site evaluation. 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. *The host school does not pay for any of the costs incurred.*

MATERIAL FOR REVIEW ON-SITE

The following materials should be available 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 prior to the on-site evaluation. Staff will create a dropbox folder, so that the program can upload any documents the team may request.

PREPARATION OF THE REPORT OF ON-SITE EVALUATION

The Report of On-Site Evaluation (ROSE) is prepared while the on-site is taking place.

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 letter of 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.*