



Interim Reports

Winter 2024

(report due April 19, 2024)

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Accreditation – Quality Manager

AGENDA

- Purpose
- Resources
- Reminders and Clarifications
- Standards
- Q&A

Purpose of Interim Reports

- The purpose of the Interim Report is to facilitate reflection by a program of its curriculum, monitor programs between on-site evaluations and to document continuing compliance with the ACOTE Standards
- Questions are designed to elicit self-evaluation of continuing compliance with each Standard
- For maximum benefit to the program, the report should be discussed by the entire program faculty and incorporated into, or flow directly from, a program's ongoing evaluation

Welcome

- Staff introductions
- Welcome

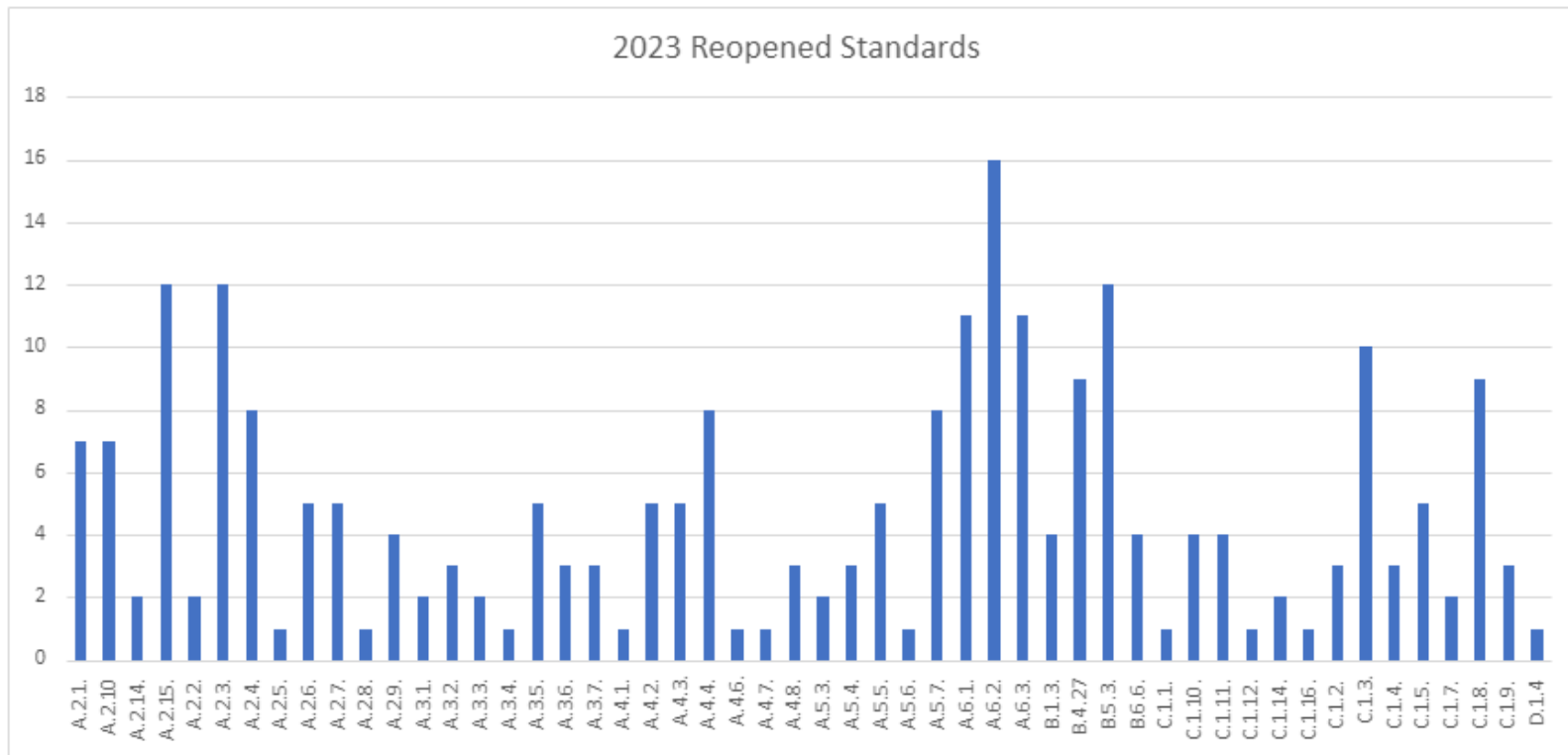
Process

- Interim Report modules are opened approximately 8 months before the April due date
 - (Example: 2024 Interim Report would open in September of 2023)
- After the Interim Report is submitted, reviewers have the option to mark as:
 - Reopen (this occurs before the ACOTE meeting)
 - Compliant
 - Area of non-compliance
- Interim Reports are reviewed by ACOTE at its summer meeting
- Actions taken by ACOTE include:
 - Acceptance of the report with no further action
 - Deferral of action with a request for clarification
 - Acceptance of the report with a request for a Plan of Correction

Reopened Standards in 2023

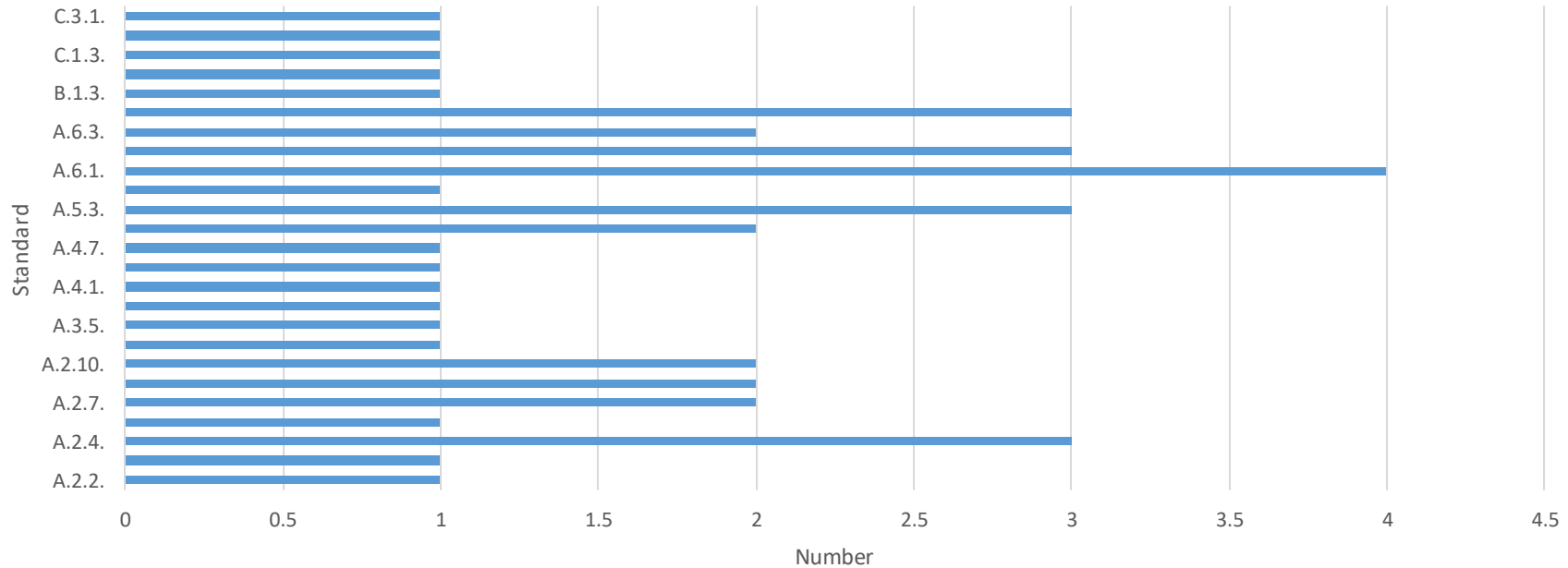
- 39 Interims for 2023
- 36 programs had Standards reopened
- ~244 Standards reopened
 - down from ~307 in 2022
- 25 Standards cited as noncompliant
- 18 programs with Standards cited

2023 Reopened Standards



Areas of Noncompliance

Standards Cited from 2023 Interim Report



RESOURCES



 Online eAccreditation System  CommunOT RAE/ACOTE

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ACOTE Website

Educators



Resources for educators and administrators to assist with the accreditation process.

Become Accredited



Resources for institutions that want to develop a program in occupational therapy.

Students



Resources for students to find a school and learn more about occupational therapy. Includes Student FAQ.



RESOURCES



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[eAccreditation System including eAccred FAQ/ Resources Policies and Procedures](#)

[Policies and Procedures](#)

[Program FAQ for C Standards](#)

[Education](#)

RESOURCES



Report Forms

- [OTA Summary of Program Director Credentials](#) – Download
- [OT Summary of Program Director Credentials](#) – Download

Additional Report Form to be used as instructed:

- [Progress Report Form](#) – Download

Report Templates (Optional)

- [Annual Report Guide](#) – Download
- [Curriculum Design Template](#) – Download
- [Faculty Professional Development Plan Template](#) – Download
- [Program Evaluation Plan Template](#) – Download
- [Program Evaluation Report Template-OTA](#) – Download
- [Program Evaluation Report Template-OTA-B](#) – Download
- [Program Evaluation Report Template-OTM](#) – Download
- [Program Evaluation Report Template-OTD](#) – Download
- [Program Strategic Plan Template](#) – Download
- [Scholarship Agenda Template](#) – Download

Examples

- [Sample Program Webpage](#) – Download

Self-Study Guide and Related Forms

- [2022 Self-Study and Interim Report Guide](#) – Download
- [Course Summary](#) – Download
- [Faculty Profile Form](#) – Download
- [Fieldwork Sites](#) – Download
- [Financial Resources](#) – Download

Personnel Changes

AFWC, DCC, CEO, Dean, or Faculty Member Changes: See “Adding New User or Changing Information” under [Resources](#). Changes to these individuals should be made in the eAccreditation portal. There will be a delay when removing an official as Accreditation staff processes the pending edit. Users that require access to more than one portal require dual user access. To gain dual user access, email accred@aota.org

AFWC, DCC, or PD Listserv: To be added or removed email EDleadership@aota.org

Program Director Changes: Submit a copy of the Program Director Data Form to accred@aota.org and follow [ACOTE Policy IV.E.4. Program Director Changes](#) to submit required documentation for review of credentials.

- [Program Director Data Form](#)

RESOURCES



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Education

This page includes educational resources for updates, interpreting the Standards, and completing ACOTE required reports.

Reports

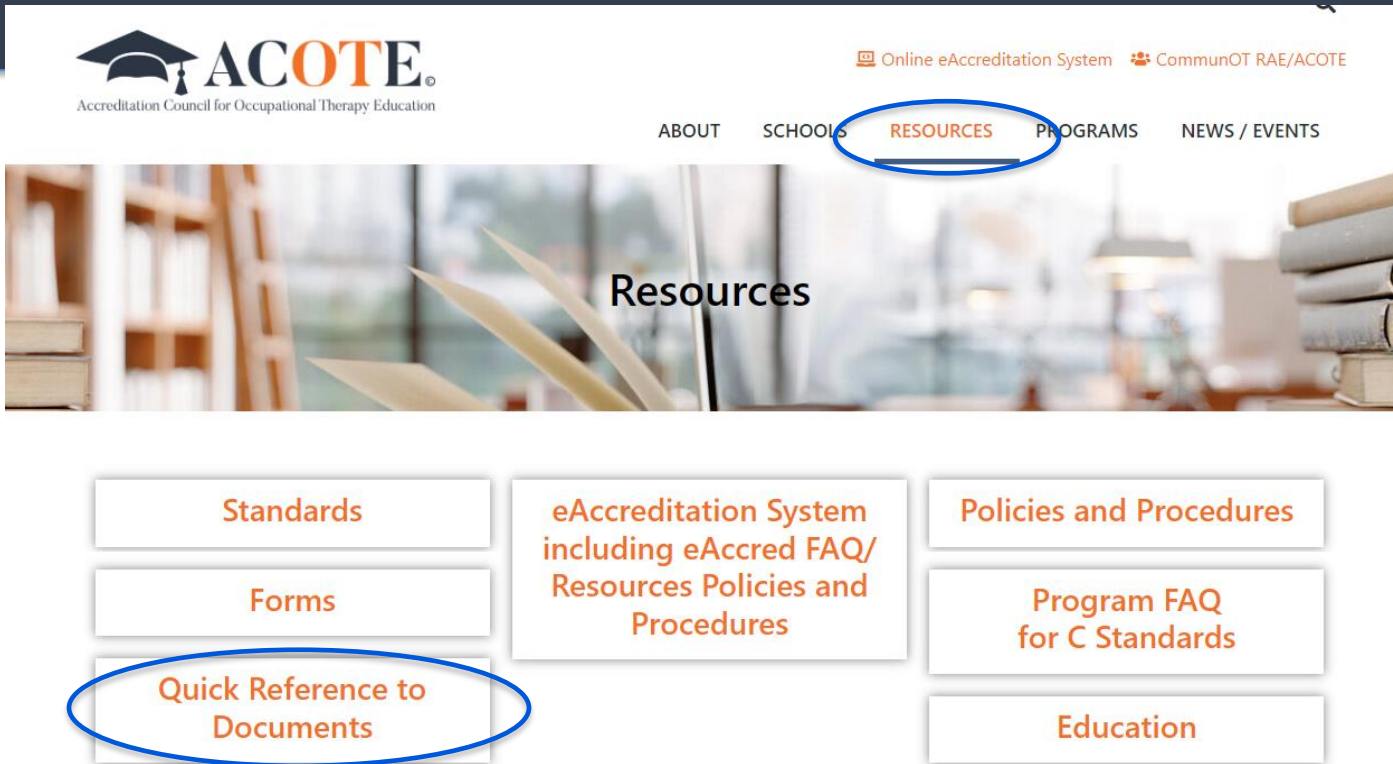
[2023 Interim Report Information – Download](#)

Standards

[Capstone and Baccalaureate Presentation – Download](#)



RESOURCES



The image shows a screenshot of the ACOTE website's 'Resources' page. The header features the ACOTE logo (a graduation cap icon followed by 'ACOTE' and 'Accreditation Council for Occupational Therapy Education' below it) on the left. On the right, there are links for 'Online eAccreditation System' and 'CommunOT RAE/ACOTE'. A navigation bar below the header contains links for 'ABOUT', 'SCHOOLS', 'RESOURCES' (which is circled in blue), 'PROGRAMS', and 'NEWS / EVENTS'. Below the navigation bar is a large banner image of a library with the word 'Resources' centered in black text. Underneath the banner is a grid of eight white buttons with orange text. The buttons are arranged in three rows: the first row has 'Standards', 'eAccreditation System including eAccred FAQ/ Resources Policies and Procedures', and 'Policies and Procedures'; the second row has 'Forms', 'Program FAQ for C Standards', and an empty space; the third row has 'Quick Reference to Documents' (circled in blue), 'Education', and an empty space.

ACOTE®
Accreditation Council for Occupational Therapy Education

Online eAccreditation System CommunOT RAE/ACOTE

ABOUT SCHOOLS **RESOURCES** PROGRAMS NEWS / EVENTS

Resources

Standards

Forms

Quick Reference to Documents

eAccreditation System including eAccred FAQ/ Resources Policies and Procedures

Policies and Procedures

Program FAQ for C Standards

Education

RESOURCES

Quick Reference to Documents

ACOTE Downloads Page

This page serves as a quick reference to all documents found on the ACOTE website

Accreditation Actions (12)

1. October 2020 ACOTE Actions (1595)
2. December 2020 ACOTE Actions (1551)
3. Summer 2020 ACOTE Actions (1134)
4. April 2021 ACOTE Actions (804)

Accreditation Resources (3)

1. AOTA Resources for Recruiting a New Program Director (710)
2. Sample Program Webpage (446)
3. Annual Report Guide (7)

Accredited Program Optional Templates (9)

1. Faculty Professional Development Plan Template (1655)
2. Program Strategic Plan Template (1221)
3. Scholarship Agenda Template (1209)
4. Program Evaluation Plan Template (1113)

Accredited Program Report Forms (4)

1. Progress Report Form (886)
2. OTA Summary of Program Director Credentials (154)
3. OT Summary of Program Director Credentials (143)
4. Program Director Data Form (87)

RESOURCES

- Accreditation Department: accred@aota.org
 - Program questions contact:
 - Melissa Tilton (mtilton@aota.org)
 - Teresa Brininger (tbrininger@aota.org)
 - Technical Questions (eAccred) contact:
 - Kristen Brown (kbrown@aota.org)

Reminders

- Use the 2018 Standards Interpretive Guide
 - Yellow boxes
 - Grey boxes
 - Glossary
- Start early
 - The dean/administrator needs to sign and submit to ACOTE
- ~ 49-56 Standards depending on degree level
- Submit by April 19, 2024

General Information

- Provide a narrative and ensure **upload** of all evidence
- Pay close attention to what is being asked for evidence and read the **instructions** in the eAccred system
 - If the Standard states “document” then the program must provide documentation (policy, memo, procedure, etc.)
- Address all aspects of the Standards

Signatures

- Before submitting the Interim Report, **it must be** electronically signed by the dean/administrator to whom you report
- After signing, the dean/administrator will submit the report electronically to ACOTE
- The CEO signature **is not** required for interim reports

Submission Reminders

- Ensure the information regarding the dean/administrator is accurate in the official's tab
- Ensure the dean/administrator have access to the system
- To submit your interim report, turn all Standards to "ready for submission" and navigate to the HOME tab to submit to the dean/administrator

A Standards: Section A.2.0

- All about Faculty
 - Program director and academic fieldwork coordinator
 - **Ensure release time is documented**
 - Provide evidence of current license, degree, and initial certification
 - Provide evidence of qualifications – CV
 - Faculty
 - Ensure Faculty tab is updated
 - Evidence of licenses and degrees
 - Evidence of sufficient faculty
 - Core faculty identified

A Standards: Section A.2.0.

- Distance Education
 - Provide in the narrative how your program typically operates
 - The technology and resources to support the students
 - How does the program ensure the faculty are properly trained
 - How does the program verify the identity of the student

A Standards: Section A.4.0.

- Provide evidence that information is published and made available to the students/stakeholder
 - A.4.3. Publication of ACOTE information
 - A.4.4. Published Policies and Procedures

Programs are required to display the cost of attendance for the current academic year for OT/OTA program, which includes current tuition and fees as well as the total cost of attending and completing the occupational therapy or occupational therapy assistant program(s).

SAMPLE:

Current Cost	OTD Program 20xx Fall Semester	OTD Program 20xx Spring Semester	OTD Program 20xx-20xx Academic Year	Total Cost of Program (3-yr program 20xx-20xx)
Tuition	20,000	20,000	40,000	123,636
Student Fee	500	500	1,000	3120
Books & Supplies	1200	1350	2550	7881.80
Loan Fees	750	750	1500	4636.35
Distance Ed Fees	0	0	0	0
Total				139,274

Illustration based on a 3% increase annually, however fees are subject to change.

According to FASFA (Free Application for Federal Student Aid), cost of attendance is defined as total amount of attending the program, which includes tuition and fees, books, supplies, transportation, loan fees as well as fees associated with distance education.

[Sample Program Webpage](#)

A Standards: Section A.5.0.

- **STANDARD A.5.3.**

- The program must document a system and rationale for ensuring that the length of study of the program is appropriate to the expected learning and competence of the graduate
- See interpretative guide in the 2018 Standards for OTD, OTM, OTA-B and OTA-A details
- No supporting materials upload section, narrative only.

A Standards: Section A.5.0.

- **STANDARD A.5.7.**

- Do not need to update the Curriculum Tab for the interim report in the e-accreditation system
- In the "Compliance Statement" of A.5.7.
 - Include a brief statement of how each course relates to the curriculum design
 - Upload **All** syllabi in the "Supporting Material" section

A Standards: Section A.6.0.

- Strategic Plan
 - Ensure there are measurable actions steps - **NOT** ongoing (see interpretative guide in the 2018 Standards)
- Professional Development Plans
 - Ensure professional development plans are signed by faculty and program director (electronic signatures are acceptable)
 - Ensure actions steps are measurable

B Standards

- **ONLY Four B Standards to Address**
 - B.1.3.
 - B.4.27.
 - B.5.3.
 - B.6.6.
- Must include an ***assessment measure*** for **ALL** aspects of the Standard
- Upload the requested information under each of the Standards within the Interim Report (**do not** update curriculum tab)

C Standards

- Fieldwork
 - Sufficient FW agreements
 - FW in behavioral health or psychological and social factors

D Standards (OTD)

- D.1.6. Mentor for Doctoral Capstone
 - A policy outlining the process for assuring that the student is mentored by an individual with appropriate expertise
 - Individual must have expertise consistent with the student's focus
 - The mentor does not have to be an occupational therapist
 - The mentor does not have to be employed by the Institution
- D.1.7. Evaluation of Doctoral Capstone Experience
 - Document a formal evaluation mechanism for objective assessment

D Standards (OTA-B)

- D.1.1. Baccalaureate Project Reflects Curriculum Design
- D.1.7. Evaluation of Baccalaureate Project
 - Document a formal evaluation mechanism for objective assessment
- D.1.8. Baccalaureate Project
 - Documentation of the policy/procedure for ensuring completion and presentation of the report of the individual or group project that demonstrates in-depth knowledge in the focused area of study.

Q&A



- Reach out to us with any questions:
accred@aota.org