



Q&A with Accreditation: Interim Reports

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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

Process

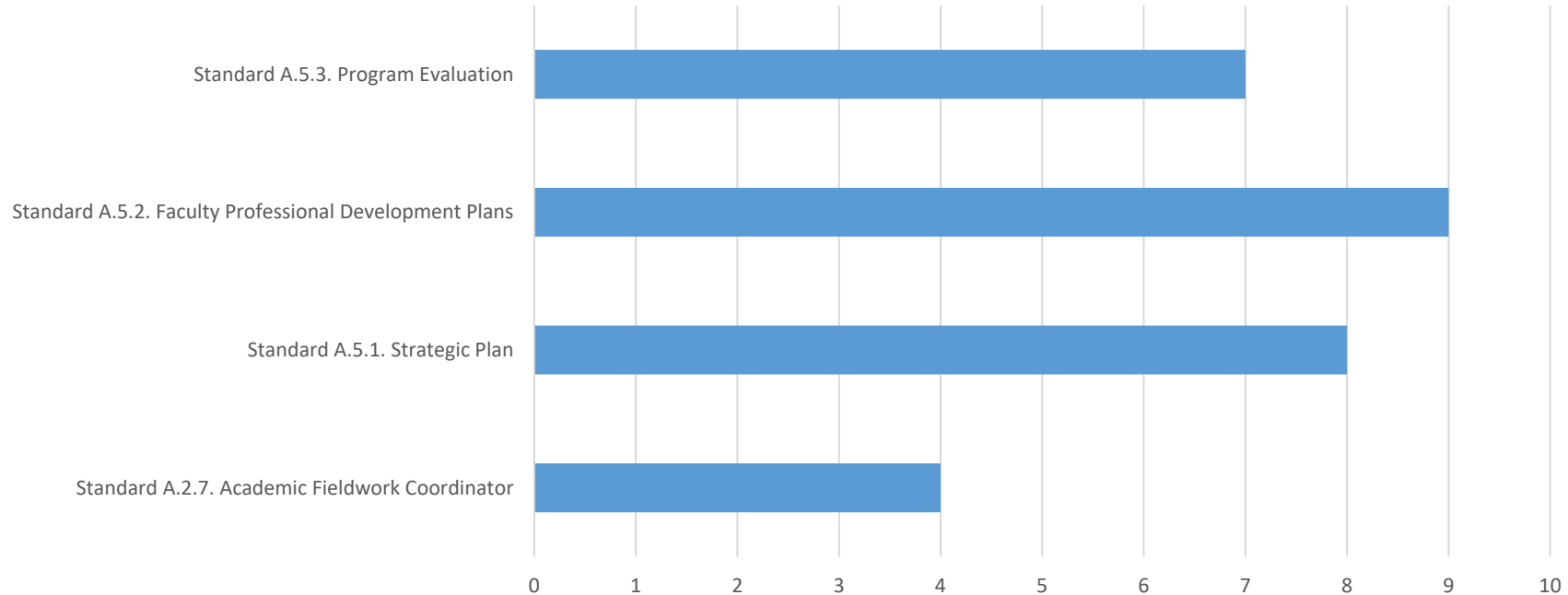
- After you submit your Interim Report, reviewers have the option to mark as:
 - Compliant
 - Re-open
 - Area of non-compliance
- Interim Reports are reviewed by the ACOTE at its summer meeting
- Actions taken by ACOTE include:
 - Acceptance of the report with no further action
 - Deferral of action with a request for clarification
 - Acceptance of the report with a request for a Plan of Correction



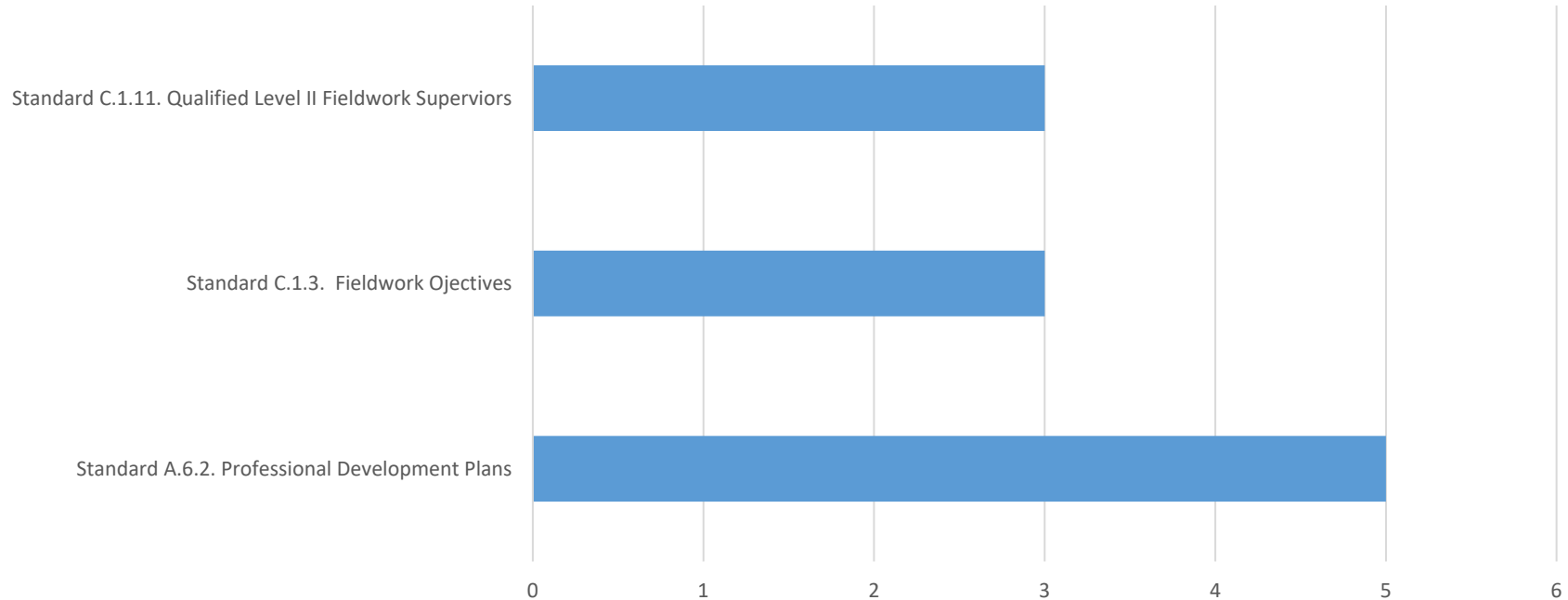
Common Re-Opened Standards



Areas of Non-Compliance



Areas of Non-Compliance 2021

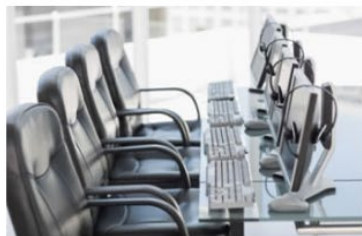


RESOURCES



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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.

[ACOTE Standards](#)

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Forms

Report Forms

- [Progress Report Form](#) – docx
- [Plan of Correction Form](#) – docx
- [OTA Summary of Program Director Credentials](#) – docx
- [OT Summary of Program Director Credentials](#) – docx

Self-Study Guide and Related Forms

- [2020 Self-Study Guide](#) – Download
- [Course Summary](#) – Download
- [Faculty Profile Form](#) – Download
- [Fieldwork Sites](#) – Download
- [Financial Resources](#) – Download

RESOURCES

- Accreditation Department: accred@aota.org
 - Barb Ostrove (bostrove@aota.org) or Teresa Brininger (tbrininger@aota.org) for program questions
 - Sue Graves (sgraves@aota.org) for technical questions
- If you email an individual recommend you cc the department email (accred@aota.org)

Reminders

- Use the 2018 Standards
- Start early
 - The dean needs to sign and send to ACOTE
 - There are multiple components to the 2018 Standards
- ~ 49-56 Standards depending on degree level

General Information

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

A.5.7 Clarification

- Do not update the Curriculum Tab for the interim report in the e-accreditation system
 - System will not allow you to link to the B Standards
- 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

Signatures

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

A Standards: Section A.2.0

- All about Faculty
 - Program director and academic fieldwork coordinator
 - **Ensure release time is documented**
 - Provide evidence of 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

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 did you ensure the faculty were properly trained
 - How did you 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
 - ACOTE recently moved – ensure ACOTE address is correct
 - A.4.4. Published Policies and Procedures
 - Ensure cost of attendance is displayed on their webpage or a link is provided on the webpage

A Standards: Section A.5.0.

- **STANDARD A.5.7.**

- You do not need to update the Curriculum Tab for the interim report in the e-accreditation system
- In the "Compliance Statement" box of A.5.7, include a brief statement of how each course relates to the curriculum design and upload all syllabi in the "Supporting Material" section.

A Standards: Section A.6.0.

- Strategic Plan
 - Ensure you have 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 4 B STANDARDS TO ADDRESS**
 - New B Standards
- Upload the requested information under each of the 4 B Standards within the Interim Report

C Standards

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

D Standards

- 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

Q&A

