

**DOCTORAL CAPSTONE COORDINATOR DATA FORM (NEW PROGRAMS)**

**For doctoral programs that submitted a Letter of Intent on or after January 1, 2022, this form must be submitted to the Accreditation Department (****accred@aota.org****) at least
6 months prior to the assigned date of submission of the Candidacy Application.**

**Submit this completed form and the following to** **accred@aota.org****:**

* **Evidence of hiring (e.g., offer letter, employment contract)**

**Hiring Information:**

**Date the Doctoral Capstone Coordinator is scheduled to start full time:**

**New Doctoral Capstone Coordinator**

 Salutation (e.g., Dr., Ms., Mr.):

 Name:

 Credentials (e.g., PhD, OTR/L):

 Title:

 Program/Department:

 Institution:

 Telephone:

 E-mail Address

**New OT/OTA Doctoral Capstone Coordinator’s Qualifications:**

1. Highest Degree Earned:

 Date:       College/University:

2. Year of initial national certification (by AOTA/AOTCB/NBCOT) as an OTR or COTA:

3. Current state licensure (indicate state and license/registration number):

**Former Doctoral Capstone Coordinator**

**If applicable, please indicate the name of the Doctoral Capstone Coordinator being replaced:**

 Name:

**Please indicate if the above individual’s access to the program’s record in ACOTE Online (**[**https://acote.aota.org**](https://acote.aota.org)**) should be disabled:**

[ ]  **Yes, please disable access to ACOTE Online**

[ ]  **No, this individual still needs access to ACOTE Online**