**Worksheet for Annual Data Report to ACOTE – OT/OTA Programs**

Accreditation is a system for recognizing educational institutions and professional programs affiliated with those institutions for a level of performance, integrity, and quality which entitles them to the confidence of the educational community and the public they serve. ACOTE is recognized as the accrediting agency for occupational therapy education by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). Since accreditation status goes through a comprehensive review every 5, 7 or 10 years, USDE recognized institutions and professional programs are encouraged to maintain self-study and improvement mechanisms on a continuous basis, which may include collecting data on student debt, distance education, and demographics. ACOTE utilizes the Annual Reports for this purpose.

Program Directors will be notified by email once the electronic version is available for data input.

**Submission Instructions:**

* Annual Reports must be submitted in the eAccreditation system on or before **February 1, 2024**.
* The program director is the only individual that has access to enter the data in the eAccreditation system.
* Ensure all sections are complete.
* Ensure faculty tab is marked as ready for submission.
* The program director must submit the annual report and is the final (and only) sign-off.
* To submit the annual report, navigate to the HOME tab, then ANNUAL REPORT in the blue bar

**Please respond using the timeframe indicated in each question and if applicable, include all additional program locations.**

**“REPORTING PERIOD” refers to 1/1/2023-12/31/2023.**

**“CURRENT/CURRENTLY” refers to information as of the time you complete the survey.**

**SECTION I: General Program Information**

I.1. Degree level (Select only 1 level per survey)

☐ OT Doctorate (OTD)

☐ OT Masters (OTM)

☐ OTA Bachelors (OTA-B)

☐ OTA Associates (OTA)

I.2. Did you make any changes in the full-time or part-time program options offered during this reporting period?

☐ Yes

☐ No

If yes, please explain:

I.3. Indicate program options currently offered (check all that apply):

☐ Weekdays

☐ Part-time

☐ Full-time

☐ 3+2 (3 years of undergraduate and 2 years of graduate)

☐ 3+3 (3 years undergraduate and 3 years of graduate)

☐ Accelerated Program

☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_

1.4. Program models / formats (check all that apply):

☐ Traditional

 ☐ Bridge (OTA to OT education)

☐ Weekends

☐ Evenings (after 5pm)

☐ Hybrid (offered in distance and in person)

1.5. Does your program have a(n) (check all that apply):

☐ Accredited Additional Location

☐ Distance Education Cohort

☐ N/A

If so, please explain:

I.6. Did you make any changes to the program model and/or format offered during this reporting period?

☐ Yes

☐ No

If yes, please explain:

l.7.  Not including fieldwork, what percentage of your program is typically offered by distance education? *(This information is available to the public in the Distance Education Lists on ACOTE’s Schools page (*[*https://acoteonline.org/all-schools*](https://acoteonline.org/all-schools/)*/).* Distance education is a delivery method used in whole or in part within an academic program regardless of whether face-to-face, on ground or residential option.

***DISTANCE EDUCATION****: Education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the faculty and to support regular and substantive interaction (as informed by the Higher Learning Commission* [*https://www.hlcommission.org/General/glossary.html*](https://www.hlcommission.org/General/glossary.html)*) between the students and the faculty, either synchronously or asynchronously. The technologies that may be used to offer distance education include:*

1. *the internet;*
2. *one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;*
3. *audio conference; or*
4. *other media used in a course in conjunction with any of the technologies listed in items 1-3 above.*

☐0%

☐1-24%

☐25-49%

☐50-74%

☐75-100%

I.8.  Did the percentage of your program offered by distance education format change in this reporting period in comparison to the prior year?

☐Yes

☐No

If yes, please explain:

I.9. Did you make any permanent changes in the student cohorts admitted during this reporting period?

☐Same/unchanged

☐Reduced class size

☐Increased class size

☐Other, briefly describe:

I.10. During this reporting period, were any changes made to space available for classrooms, laboratories, offices, or private advising of students?

☐Yes

☐No

If yes, please explain:

1.11. Did you make any changes to the degree awarded during this reporting period?

☐Yes

☐No

If yes, please explain:

I.12.  How many total credits are required to complete the occupational therapy or occupational therapy assistant degree program of study? This number should include only the credits within the program and NOT prerequisites. \_\_\_\_\_\_\_\_\_

I.13. What system does the program follow?

☐Semester

☐Quarter

☐Trimester

☐Other, please explain: \_\_\_\_\_\_\_\_\_\_

I.14. Indicate program length beginning when students are considered enrolled in the program:

a. Only include the weeks that classes are in sessions and the weeks students are on fieldwork, baccalaureate project or capstone (e.g., 96 weeks): \_\_\_\_\_\_

b. Include all weeks including breaks (e.g., 112 weeks): \_\_\_\_\_

c. If the program does not meet the commonly accepted Standard for the occupational therapy educational degree level, provide a rationale for the length (enter N/A if it does): \_\_\_\_\_\_\_\_\_

I.15. If you have a master’s or doctoral degree program, are students required to complete their baccalaureate degree before they start the master’s program?

☐ Yes

☐ No

☐ N/A

**Section II:  Applicants and Enrollment**

II.1. What was the number of annual slots available for admission to the program during this reporting period (including all accredited program locations)?

Annual Admission Slots #\_\_\_\_\_\_\_\_\_\_

II.2. For the slots indicated in question II.1., what was the number of completed applications for admission to the program (including all accredited program locations)?

Completed Applications #\_\_\_\_\_\_\_\_\_\_\_

II.3. For the slots indicated in question II.1, what was the number of students who were admitted and enrolled in the program (including all accredited program locations)?

Students Admitted and Enrolled #\_\_\_\_\_\_\_\_\_

II.4. The total number of students CURRENTLY enrolled in this program. Include students from all current cohorts, including fieldwork students if they are considered enrolled during fieldwork. (Include all accredited program locations):

Current Total Enrollment #\_\_\_\_\_\_\_\_\_\_

II.5. The number of student admission cycles offered during the reporting period: #\_\_\_\_\_\_\_\_\_\_

II.6. The student cohort size (average number of available slots) per admission cycle: #\_\_\_\_\_\_\_\_\_\_

II.7. Did the total annual student enrollment increase by 25% or more from the number last approved by ACOTE through a report (e.g., substantive change reporting, self-study)?

☐Yes

☐No

If yes, please explain and describe the impact on faculty and resources and indicate if this increase was reported to ACOTE as a significant program change:

II.8. The total number of all currently enrolled students in the program that identify with the following racial groups. *Enter numbers only. This question addresses race rather than ethnicity. You may list a student in more than one racial group.*

American Indian or Alaska Native #\_\_\_\_\_\_\_\_\_\_

Asian #\_\_\_\_\_\_\_\_\_\_

Black or African American #\_\_\_\_\_\_\_\_\_\_

Native Hawaiian or Other Pacific Islander #\_\_\_\_\_\_\_\_\_\_

White #\_\_\_\_\_\_\_\_\_\_

Decline to state #\_\_\_\_\_\_\_\_\_\_\_\_

II.9. The total number of all currently enrolled students in the program that identify with the following ethnic groups. *This question addresses ethnicity rather than race. The total of the numbers entered should equal the head count of your program, including all locations (total of the numbers entered for question II.4).*

Hispanic/Latino #\_\_\_\_\_\_\_\_\_\_

Non-Hispanic/Non-Latino #\_\_\_\_\_\_\_\_\_\_

Decline to state # \_\_\_\_\_\_\_\_\_\_\_\_

II.10. The gender, as self-identified by the student, of all students currently enrolled in the program (*numbers only). The total of the numbers entered should equal the head count of your program, including all locations (total of the numbers entered for question II.4).*

Male#\_\_\_\_\_\_\_\_\_\_

Female #\_\_\_\_\_\_\_\_\_\_

X #\_\_\_\_

Decline to state # \_\_\_\_\_\_

Comments (optional):

**SECTION III: Faculty and Staff**

**You must update the FACULTY tab to include ALL faculty (adjunct, part-time, full-time) and mark the faculty tab as complete before submitting your annual report.**

III.1. Have there been any faculty changes during this reporting period?

☐Yes

☐No

If yes, please list new faculty, credentials, and title:

III.2. Do you currently have clerical and support staff, consistent with institutional practices in accordance with Standard A.2.10. Clerical and Support Staff?

☐Yes

☐No

Comments:

III.3. If you are an OTA program – Do you currently have a core faculty who is an occupational therapist and a core faculty who is an occupational therapy assistant in accordance with Standard A.2.2. FTE Faculty Composition?

☐Yes

☐No

☐ N/A (for OT programs)

Comments:

III.4.  What is the program's average faculty-student ratio in lab courses during this reporting period (for an average ratio of 1 faculty member per 10 students, enter 1:10, for an average ratio of 2 faculty members per 30 students, enter 1:15, for an average ratio of 2.5 faculty members per 30 students, enter 1:12):

Average faculty-student ratio in lab courses \_\_\_\_\_\_\_\_\_\_

Comments (optional):

III.5. Are all core faculty who are occupational therapists or occupational therapy assistants currently licensed or otherwise regulated in the state or jurisdiction in which the program is located?

☐Yes

☐No

If no, please explain:

III.6. Do all full-time faculty in the program hold the minimum degree required by 2018 Standard A.2.7. that was awarded by an institution that is accredited by a USDE-recognized institutional accrediting body?

☐Yes

☐No

If no, please explain:

**SECTION IV: Program Operations**

IV.1. Have there been any changes to your budget since your last report?

☐Yes

☐No

If yes, please describe how budget changes have impacted the program during this reporting period:

IV.2. Has your program been awarded federal funds or a grant that requires accreditation by ACOTE?

☐Yes

☐No

IV.3. If yes to IV.2., indicate the federal grant program (select N/A if you selected no to IV.2.):

☐Research Enhancement Award Program (REAP) for Health Professional Schools and Graduate Schools

☐Allied Health Projects Grant Program

☐Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ N/A

**SECTION V: Outcomes**

V.1. The total number of students who graduated from the program in calendar year 2023:

Graduates #\_\_\_\_\_\_\_\_\_\_\_\_\_

 ☐ N/A New Programs Only

V.2. The total number of students who graduated from the program in calendar year 2022:

Graduates #\_\_\_\_\_\_\_\_\_\_\_\_\_

 ☐ N/A New Programs Only

V.3. Graduation rates for:

**Graduation Rate Definitions**

**OT Programs:** The average program graduation rate over the 3 most recent calendar years for the percentage of students who are enrolled in the institution’s official enrollment date (ten-day census date) at the start of the student’s program and complete the program within the program’s published academic terms.

**OTA Programs:** The total number of students who graduated from a program within 150% of the published length of the program, divided by the number of students on the roster who started in the program:

2021 \_\_\_\_\_\_\_\_\_\_%

2022\_\_\_\_\_\_\_\_\_\_\_%

2023 \_\_\_\_\_\_\_\_\_\_\_%

 ☐ N/A (New Programs Only)

Comments regarding graduation rates (optional):

V.4. What percentage of **2022** graduates are employed in an OT/OTA or OT/OTA-related position?

☐0%

☐1-24%

☐25-49%

☐50-74%

☐75-100%

☐New program - no data available

V.5.  Indicate the employment status of the **2022** graduates using the following categories. If your program did not have graduates in **2022**, please enter "0" in each response box and explain in the comment box. Include each graduate in only 1 of the categories below so that the total matches your response to question V.2.

1. Number of graduates employed in an OT/OTA-traditional practice area \_\_
2. Number of graduates employed in an OT/OTA nontraditional or emerging practice area \_\_\_
3. Number of graduates employed but not in an OT/OTA related position: \_\_
4. Number of graduates still seeking employment in an OT/OTA or OT/OTA-related position: \_\_
5. Number of graduates who will be continuing their higher education: \_\_
6. Number of graduates whose employment status is unknown: \_\_
7. How many OTA-B and OTD student graduates accepted positions based on or created by the Doctoral Capstone or Baccalaureate Projects\_\_\_

V.6. Total number of students reporting on employment for this survey? \_\_\_\_\_\_\_\_\_\_\_\_

Comment (optional):

V.7. Enter the following information to determine the **RETENTION** rate (the # of students who remained in the program)

a. The total headcount of students who newly enrolled in the program in academic year 2022/2023: #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. The number of newly enrolled students in 2022/2023 that returned to the program in academic year 2023/2024: #\_\_\_\_\_\_\_\_\_\_\_\_

V.8. If below 80% is this being addressed in your strategic plan?

☐ Yes

☐ No

☐ N/A

d. Must supply a response if retention rate is below 80% (enter N/A if retention rate is above 80%):

Additional information regarding retention rate (optional) (for example, explain if a 1-year program or a transitioning program.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

V.9. Fieldwork Level II placement during this reporting period:

1. Total number of FW Level II placements PASSED: #\_\_\_\_\_\_\_\_
2. Total number of FW Level II placements FAILED: #\_\_\_\_\_\_\_\_\_\_
3. Total number of FW Level II placements students were WITHDRAWN (without failing)
4. Comment regarding FW Level II pass rate (optional):

V.10. Doctoral Capstone or Baccalaureate Projects completed during this period?

☐ N/A for OTA and OTM Programs

1. Total number of Doctoral Capstone or Baccalaureate Projects PASSED: #\_\_\_\_\_\_\_\_
2. Total number of Doctoral Capstone or Baccalaureate Projects FAILED: #\_\_\_\_\_\_\_\_\_\_
3. Total number of Doctoral Capstone or Baccalaureate Projects students were WITHDRAWN (without failing)

V.11. What percentage of Doctoral Capstone or Baccalaureate Projects were completed in the following focus areas:

☐ N/A for OTA and OTM Programs

a. Education \_\_\_\_

b. Research \_\_\_\_\_

c. Program Development and Evaluation \_\_\_\_

d. Policy Development \_\_\_\_

e. Advocacy \_\_\_\_

V.12. How many of the Doctoral Capstone sites were continued from past cohorts (i.e. program used the same site for multiple years)? (#)\_\_\_\_\_\_\_\_\_\_

☐ N/A for OTA, OTA-B and OTM Programs

V.13. As a result of the Doctoral Capstone or Baccalaureate Projects how many students have had:

☐ N/A for OTA and OTM Programs

a. a paper accepted for publication \_\_\_\_\_

b. presented at a professional conference or meeting \_\_\_\_\_\_

c. obtained job at capstone site or similar site as a direct result of Doctoral Capstone or Baccalaureate Projects \_\_\_\_\_\_\_

V.14. The median student debt load for all students who graduated from your program in **2022**?

☐ $0 - 20,000

☐ $20,001 - $40,000

☐ $40,001 - $60,000

☐ $60,001 - $80,000

☐ $80,001 - $100,000

☐ $100,001 - $120,000

☐ $120,001 - $140,000

☐ $140,001 - $160,000

☐ $160,001 - $180,000

☐ $180,001 - $200,000

☐ >$200,000

☐ New program - no data available

Total number of students reporting: \_\_\_\_\_\_

Percentage of students reporting (**enter as decimal**): \_\_\_\_\_\_\_

V.15. For those students who graduated from your program in **2022** and are employed in an OT/OTA or OT/OTA-related position, please indicate the average graduate’s full-time starting salary:

☐ $0 - 20,000

☐ $20,001 - $40,000

☐ $40,001 - $60,000

☐ $60,001 - $80,000

☐ $80,001 - $100,000

☐ $100,001 - $120,000

☐ >$120,000

☐ New program - no data available

Total number of students reporting: \_\_\_\_\_\_

Percentage of students reporting (**enter as decimal**): \_\_\_\_\_\_

**SECTION VI: Access to Information**

Programs will be cited with an Area of Noncompliance if the program’s websites do not meet the requirements of 2018 Standards A.4.2., A.4.3., and A.4.4.

VI.1. Provide an active link to the program’s homepage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I have verified that this webpage meets all the requirements of 2018 Standard A.4.2.: Publication of Program Outcomes.

☐ Yes

☐ No

1. I have verified that this webpage meets all the requirements of 2018 Standard A.4.3.: Publication of ACOTE Information.

☐Yes

☐No

1. As required by Standard A.4.4.: Published Policies and Procedures, I have verified that the cost of attendance for the OT/OTA program is displayed on the program’s **homepage** or there is a link to the information posted on the program’s **homepage**.

☐Yes

☐No