**Worksheet for Annual Data Report to ACOTE**

Accredited OTD, OTM, OTA-B, OTA-A 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 **via Formstack survey** on or before **February 7, 2025**. Please submit it early to ensure the report is received on time.
* Ensure your faculty tab in the eAccreditation portal is updated and marked as ready for submission.

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

**“REPORTING PERIOD**” refers to 1/1/2024-12/31/2024.

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

**SECTION I: General Program Information**

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

☐ OT Doctorate (OTD)

☐ OT Masters (OTM)

☐ OTA Bachelors (OTA-B)

☐ OTA Associates (OTA)

2. Does your program offer a bridge format (specific to OTA to OT education)?

☐ Yes

☐ No

3. Is your program considered:

☐ HBCU (Historically Black Colleges and Universities)

☐ HSI (Hispanic-Serving Institute)

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

☐ None of the above

1. 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:*
2. *the internet*
3. *one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices*
4. *audio conference*
5. *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%

1. 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:

1. 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. 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. \_\_\_\_\_\_\_\_\_
2. 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): \_\_\_\_\_\_ numbers only

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

c. If the program does not meet the [Commonly Accepted Standard](https://acoteonline.org/download/3751/) for the occupational therapy educational degree level provide a rationale for the length (enter N/A if it does): \_\_\_\_\_\_\_

1. 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 coursework?

☐ Yes

☐ No

☐ N/A

**Section II:  Applicants and Enrollment**

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 #\_\_\_\_\_\_\_\_\_\_

1. 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 #\_\_\_\_\_\_\_\_\_\_\_

1. 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 #\_\_\_\_\_\_\_\_\_

1. 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 #\_\_\_\_\_\_\_\_\_\_

1. The number of student cohorts offered during the reporting period: #\_\_\_\_\_\_\_\_\_\_
2. The student cohort size (if there are multiple cohorts with different sizes, average the number of available slots) per admission cycle: #\_\_\_\_\_\_\_\_\_\_
3. The total number of all currently enrolled students in the program who identify with the following racial groups. *Enter numbers only. This question addresses race rather than ethnicity.*

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

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

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

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

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

Identifies with more than 1 race #\_\_\_\_\_\_\_\_\_

Other # \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. The total number of all currently enrolled students in the program who 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 # \_\_\_\_\_\_\_\_\_\_\_\_

1. 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 # \_\_\_\_\_\_

Section II Comments (optional):

**SECTION III: Faculty and Staff (Current)**

**You must update the FACULTY tab to include ALL faculty (adjunct, part-time, full-time) that are in the program (do not include faculty or adjuncts that are no longer teaching in the program) and mark the faculty tab as complete before submitting your annual report. Professional development plans are not requested for upload in the Annual Report.**

1. Did you have faculty changes during this reporting period that were **NOT** previously reported to ACOTE?

☐ Yes à

☐ No

If yes:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Change to a… | Name of the departing faculty member: | Name of replacement: | Compliant with 2018 Standards? | Noncompliant with 2018 Standards? |
| Academic Fieldwork Coordinator |  |  | ☐Compliant | ☐Noncompliant |
| Doctoral Capstone Coordinator |  |  | ☐Compliant | ☐Noncompliant |
| Full-time Faculty Member |  |  | ☐Compliant | ☐Noncompliant |
| Part-time Faculty Member |  |  | ☐Compliant | ☐Noncompliant |

1. Do you currently have clerical and support staff, consistent with institutional practices in accordance with 2018 Standard A.2.10. Clerical and Support Staff?

☐ Yes

☐ No

 Comments:

1. If you are an OTA-A 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 2018 Standard A.2.2. FTE Faculty Composition?

☐ Yes

☐ No

☐ N/A (for OT programs)

Comments:

1. If you are an OTA-A program, do you currently have at least two full-time equivalent (FTE) faculty positions at each accredited location where the program is offered in accordance with 2018 Standard A.2.2. FTE Faculty Composition?

☐ Yes

☐ No

☐ N/A (for OT programs)

1. If you are an OTA-B program, do you currently have at least three full-time equivalent (FTE) faculty positions at each accredited location where the program is offered in accordance with 2018 Standard A.2.2. FTE Faculty Composition?

☐ Yes

☐ No

☐ N/A (for OT programs)

1. 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 \_\_\_\_\_\_\_\_\_\_

If the program’s faculty-student ratio in lab courses is more than 1:15, please provide a rationale:

1. 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:

1. 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**

1. Have there been any changes to your budget that have **negatively** impacted the operations of your program since your last report?

☐ Yes

☐ No

 If yes, explain:

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

☐ Yes

☐ No

1. 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 & Graduate Schools

☐ Allied Health Projects Grant Program

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

☐ N/A

**SECTION V: Outcomes**

1. The total number of students who graduated from the program in calendar year 2024:

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

☐ N/A New Programs Only

1. The month(s) students typically graduate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The total number of students who graduated from the program in calendar year 2023:

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

 ☐ N/A New Programs Only

1. How many OTA-B and OTD student graduates accepted positions based on or created by the Doctoral Capstone or Baccalaureate Projects\_\_\_

Comment (optional):

1. 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 2023/2024: #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. The number of newly enrolled students in 2023/2024 that returned to the program in academic year 2024/2025: #\_\_\_\_\_\_\_\_\_\_\_\_

1. If retention is below 80%, is this being addressed in your strategic plan?

☐ Yes

☐ No

☐ N/A

 Require comments if retention rate is below 80%:

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

1. Fieldwork Level II placement during this reporting period:
2. Total number of FW Level II placements PASSED: #\_\_\_\_\_\_\_\_
3. Total number of FW Level II placements FAILED: #\_\_\_\_\_\_\_\_\_\_
4. Total number of FW Level II placements students were WITHDRAWN (without failing): #\_\_\_\_\_
5. Comment regarding FW Level II pass rate (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. 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): #\_\_\_\_\_\_\_\_
4. What percentage of Doctoral Capstone or Baccalaureate Projects were completed in the following focus areas:

 ☐ N/A for OTA and OTM Programs

1. Clinical \_\_\_\_%
2. Research \_\_\_\_%
3. Administration \_\_\_\_%
4. Program Development and Evaluation \_\_\_\_%
5. Policy Development\_\_\_\_%
6. Advocacy \_\_\_\_%
7. Education \_\_\_\_%
8. Leadership \_\_\_\_%
9. 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

1. As a result of the Doctoral Capstone or Baccalaureate Projects how many students;

☐ N/A for OTA and OTM Programs

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

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

c. obtained a job at the capstone site or similar site as a direct result of Doctoral Capstone or

Baccalaureate Projects \_\_\_\_\_\_\_

1. Graduation rates for:

**Graduation Rate Definitions**

**OT Programs:** *The number of students who graduate on time (G1) divided by the number of students admitted in the original cohort (G2) minus the number of students who withdrew due to military, health, family issues, death and other reasons not related to academic and clinical performance (G3). Calculation per calendar year is = G1 / (G2 – G3).*

**OTA Programs:** *The number of students who graduate on time (G1) plus the number of students who graduate within 150% of expected time (G2) divided by the number of students admitted in the original cohort (G3) minus the number of students who withdrew due to military, health, family issues, death, and other reasons not related to academic and clinical performance (G4). Calculation per calendar year is = (G1 + G2) / (G3 – G4).*

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

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

2024 \_\_\_\_\_\_\_\_\_\_\_%

 ☐ N/A (New Programs Only)

Comments regarding graduation rates (optional):

**The following questions (#13-16) are specific to 2023 graduates as the data would have been collected in 2024):**

1. What percentage of **2023** 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

1. Indicate the employment status of the **2023** graduates using the following categories. If your program did not have graduates in **2023**, 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.
2. Number of graduates employed in an OT/OTA-traditional practice area \_\_
3. Number of graduates employed in an OT/OTA nontraditional or emerging practice area \_\_\_
4. Number of graduates employed but not in an OT/OTA related position: \_\_
5. Number of graduates still seeking employment in an OT/OTA or OT/OTA-related position:\_\_
6. Number of graduates who will be continuing their higher education while employed in an OT/OTA position: \_\_
7. Number of graduates whose employment status is unknown: \_\_
8. Total number of students reporting on employment for this survey? \_\_\_\_\_\_\_\_\_\_\_\_

15. The median student debt load for all students who graduated from your program in **2023**?

☐ $0 - 25,000

☐ $25,001 - $50,000

☐ $50,001 - $75,000

☐ $75,001 - $100,000

☐ $100,001 - $1250,000

☐ $125,001 - $150,000

☐ $150,001 - $1750,000

☐ $1750,001 - $200,000

☐ >$200,000

☐ New program - no data available

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

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

16. For those students who graduated from your program in **2023** and are employed in an OT/OTA or OT/OTA-related position, please indicate the average graduate’s full-time starting salary:

☐ $0 - 25,000

☐ $25,001 - $50,000

☐ $50,001 - $75,000

☐ $75,001 - $100,000

☐ $100,001 - $125,000

☐ >$125,001

☐ 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.

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

\*Verify the link in the profile tab of your eAccreditation portal matches the link you provided on the annual report.

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

☐ Yes

☐ No

If graduation rates are not posted for 2024, provide an explanation:

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

**Section VII: Minor Program Changes**

1. Have you made any minor changes during this reporting period Per ACOTE Additions and changes policy?

☐ Yes

☐ No

1. If yes, identify the minor changes made to the program during this reporting period. Indicate how these changes were based on program evaluation data within the comment box below each option.

*Information on how the minor change or addition does or does not impact compliance with the ACOTE Standards must be included:*

☐ admission requirements and selection criteria.

Comments:

☐ reduction in frequency of student admissions (e.g., not admitting students for one admission cycle or reducing admissions from once a year to every other year).

Comments:

☐ elimination of an approved cohort or track.

Comments:

☐ changes in how the program is offered that do not change the degree level (e.g., move from a combined baccalaureate/master’s-degree-level program to a professional entry-level master’s program).

Comments:

☐ changes to the curriculum content or delivery model for less than 25% of credits of the didactic courses excluding Level II fieldwork and OTD and OTA-B capstones (e.g., curricular adjustments, changes between quarter/semester systems, change from in-classroom to distance education delivery model).

Comments:

☐ changing facilities on the same campus

Comments: