



# Tips for Completing the Annual Report

# WHAT IS ACCREDITATION?

*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.*

# SUBMISSION INSTRUCTIONS

- **ALL** accredited Programs must submit an Annual Report (including inactive programs and programs with reports due).
- Annual Reports must be submitted in the eAccreditation system (<https://acote.aota.org/login>) on or before **February 1, 2024**.
- The program director is the only individual that has access to enter the data in the e-Accreditation system and is the final (and only) sign-off.
- Ensure all sections are complete.
- Ensure faculty tab is marked as ready for submission.
- To submit the Annual Report, navigate to the HOME tab, then ANNUAL REPORT in the blue bar.

# PREPARING THE REPORT

- A word document of the report is posted on the website under resources.
- Start early!
- Ensure you read all questions CAREFULLY.
- Use the comment box to clarify information or to provide additional information.
- Check your websites! Over 250 programs were cited with areas of noncompliance in 2023 due to inaccurate/missing website information.
- If you have questions, please email the Accreditation Department at [accred@aota.org](mailto:accred@aota.org).

# TERMS

- **REPORTING PERIOD** - The calendar year prior. The Annual Report is due February 1, 2024, the reporting period is January 1, 2023, through December 31, 2023.
- **CURRENT/CURRENTLY** - The information as of the time you complete the survey.
- **PREVIOUS YEAR** - The calendar year prior to the reporting period. The reporting period is January 1, 2023, to December 31, 2023, the previous year is January 1, 2022-December 31, 2022.
- **COMMENT BOX** - To add clarifying information or provide additional details.

# SECTION I: GENERAL PROGRAM

- I.4 Program Models/Formats
  - Check all that apply.
  - Review ACOTE's definition of Distance Education in the Glossary of the 2018 ACOTE Standards.
- I.7 Percentage of distance education
  - This information is available to the public in the Distance Education Lists on ACOTE's Schools page at <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.

# SECTION I: GENERAL PROGRAM

- 1.12 How many **Total Credits** vs Credit Hours
  - Do not include prerequisites.
  - **NUMBERS ONLY** in the text box.
- 1.14 Program length in **WEEKS**
  - If the program does not meet commonly accepted Standards for the degree level, provide a rationale.
  - Enter N/A if you have no further comment.

# SECTION II: APPLICATIONS

- Read each question carefully!!
- II.8 - categorized racial groups
  - You may list a student in more than one racial group.
  - The numbers do not need to add up to the program's total enrollment.
- II.9 must add up to the program's total enrollment that was entered for question II.4.
- II.10 must add up to the program's total enrollment that was entered for question II.4.



# SECTION III FACULTY & STAFF

- **NEW\*\*** III.2 – Clerical and Support Staff - If you answer “NO” you must provide comment.
- **NEW \*\*** III.3 – Core faculty who is an OTA - if you answer “NO” you must provide a comment.

# SECTION IV: PROGRAM OPERATIONS

- IV.1 – Budget – Provide a comment if the budget changes have impacted your program.
- IV.2 – Funds or Grants – List any federal funds and/or grants that the program has received that uses the agency's accreditation (ACOTE) to establish eligibility to participate in that Federal program.

# SECTION V: OUTCOMES

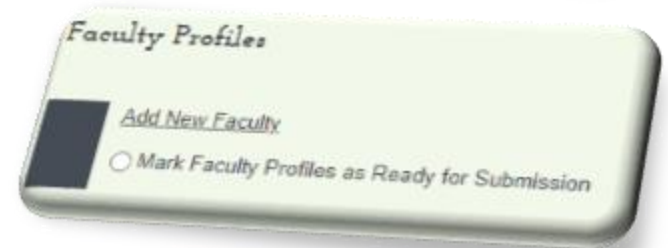
- **Read Each Question Carefully**
  - V.2, V.3, V.4, V.5, V.15 refer to **2022 graduates** as the data is collected during 2023.
  - V.7 asks for student **retention rate**. The answer must be in a percentage with two decimal places. The system **will not** accept an inaccurate calculation.
  - V.9 asks for **fieldwork pass rate**. The answer must be in a percentage with two decimal places. The system **will not** accept an inaccurate calculation.
- **New Questions** - V.10, V.11, V.12, and V.13 - Questions related to Capstone and Baccalaureate Projects.

# SECTION: VI ACCESS TO INFORMATION

- Provide an **ACTIVE** link to the Program's **HOMEPAGE**.
  - Verify that the link works before submission.
  - Ensure the program's homepage URL is accurate in the program's profile tab in eAccreditation.
- Programs will be cited with an Area of Noncompliance if the program's websites do not meet the requirements of the 2018 ACOTE Standards specifically Standards A.4.2., A.4.3., and A.4.4.
- Refer to the [Sample Program Webpage](#) for more information.

# FACULTY TAB

- Update and include all current faculty members, including active adjuncts.
  - To update the faculty tab, you must select "open faculty profiles for edits".
  - To submit the updated faculty profiles, "mark faculty profiles as ready for submission".
- To allow other faculty members to edit their profiles, ensure they have access by selecting the "Add Faculty" permission under the USERS tab within their user profile (see [Adding New User or Changing Information](#)).



# QUESTIONS? CONCERNS?

**Email the accreditation staff at:**

**[accred@aota.org](mailto:accred@aota.org)**