Applicant Program Process

Included below are the steps for becoming an applicant program with ACOTE

1. Select an available candidacy application due date using the available program slots chart found on the ACOTE website and include the date in the Letter of Intent.

2. Go to acote.aota.org/apply and create a new program eAccreditation account.

> If you are a transitioning program and/or your email (PD, Dean, CEO, etc.) is already in the system:

- Log out of your current eAccreditation account and go to acote.aota.org/apply.
- Use an alternative email as a temporary solution to create the eAccreditation account. Once the account is created, email accred@aota.org and Accreditation staff will provide dual user access to all officials and will merge the accounts with your institutional email address.
- Do not proceed with step 3 until the accounts are corrected by Accreditation staff.

3. Once the program account has been created, complete all application items.

> a. **Program Profile**: Please review the program's information on this page. Edit and click Submit buttons at the end of each section to save.

> b. **Chief Executive Officer and Dean:** To complete CEO and Dean info you will first need to add the CEO and Dean as users in your *Users* tab that can be found in the dark grey bar under our logo, then you may proceed with assigning them to their role in the *officials'* tab. You may reference the instructions "Adding New User or Changing Information" for guidance. **In the *officials'* tab, you must add the title and credentials to the CEO, Dean, Program Director, AFWC, and DCC (if applicable).**

> c. **Eligibility Data**: Please complete all questions. Question 6 of the eligibility application must match the chosen candidacy cycle by referencing the program slots chart. Be sure to click "Save" when complete. This must be completed before the Letter of Intent can be submitted.

> d. **Additional Sponsoring Institutions**: Please click yes or no.

> e. **Letter of Intent**: Please declare the intention of the institution(s) to develop and seek accreditation for the occupational therapy or occupational therapy assistant program and the degree level for which accreditation is sought in the space provided. This statement should include that the institution(s) agree not to admit students into the occupational therapy or occupational therapy assistant program until Candidacy Status has been obtained from the Accreditation Council for Occupational Therapy Education (ACOTE®). You may type the letter of intent or upload a document. If you upload a document, please write "See attached letter of intent" in the comment box and save, otherwise, the section won't indicate complete.

Application Phase

Welcome to the ACOTE eAccreditation System

Your program's application appears to be missing some information. Please complete the indicated sections below, and return here to submit your eligibility application.

APPLICATION ITEM	STATUS
Program Profile	Complete
Chief Executive Officer Info	Incomplete
Dean or administrator Info	Incomplete
Letter of Intent	Incomplete
Eligibility Data	Incomplete
Additional Sponsoring Institutions	Incomplete

4. Once all requested information is complete as reflected on the "Home" tab, the program representative (PD, Dean, CEO, etc.) should sign off on the Eligibility Application by checking the box to the left of their name, clicking the "Submit for Signature of Dean" button, the "Confirm Submit for DEAN's Signature" when the email appears, and the "OK" button. The Dean will receive a system-generated email with instructions.

5. Once the Dean receives the email notification, the Dean should log in and sign off on the Eligibility Application by checking the box to the left of their name, clicking the "Submit for Signature of CEO", the "Confirm Submit for CEO's Review" when the email appears, and the "OK" button. It will then be transmitted to the CEO for electronic approval. The CEO will receive a system-generated email with instructions.

6. Once the CEO receives the email notification, the CEO should log in and sign off on the Eligibility Application by checking the box to the left of their name, clicking the "Send to ACOTE" button, the "Confirm Submit to ACOTE" when the email appears, and the "OK" button. The Eligibility Application will be submitted to ACOTE.

7. Once the Letter of Intent and Eligibility Application is submitted by the CEO, the program will receive an invoice for a nonrefundable deposit. **Upon receipt of payment, the candidacy slot is secured, and the program will receive an email outlining the established timeline.** In addition, the Candidacy Application module will then become available in the eAccreditation account portal.

8. A program director must be hired one year in advance of the candidacy application due date. Once hired, please add the program director as a user and assign the program director in the *officials'* tab. A preliminary review will be conducted of the program director's qualifications. Please upload all supporting materials in the candidacy application in Standard A.2.1. Program Director and change the progress status to yellow: ready for local review. Once you have marked the progress status as yellow: ready for local review, navigate to the right-hand side of the screen and under the ACOTE Q&A post a question that says **"Program Director ready for preliminary review"**

9. An academic fieldwork coordinator and doctoral capstone coordinator (applicable to OTD programs only) must be hired 6 months prior to the candidacy application due date. Once hired, please add the AFWC and DCC as a user and assign them to the *officials'* tab. A preliminary review will be conducted of the AFWC and DCC qualifications. Complete the same process for the AFWC and DCC by uploading supporting materials in Standard A.2.4. Academic Fieldwork Coordinator and A.2.5. Doctoral Capstone Coordinator and changing the progress status to yellow: ready for local review. Once you have marked the progress status as yellow: ready for local review, navigate to the right-hand side of the screen and under the ACOTE Q&A post a question that says **"AFWC and/or DCC ready for preliminary review"**

< Previous (Standard 3)   Next (Standard 5) >

Question 4. 2018 Standard A.2.1. Program Director

▼ Standard

The program must identify an individual as the program director who is assigned to the occupational therapy educational program as a full-time core faculty member as defined by ACOTE. The director may be assigned other institutional duties that do not interfere with the management and administration of the program. The institution must document that the program director has sufficient release time to ensure that the needs of the program are being met. The program director must be an initially certified occupational therapist or occupational therapy assistant who is licensed or otherwise regulated according to regulations in the state(s) or jurisdiction(s) in which the program is located. The program director must hold a minimum of a master's degree awarded by an institution that is accredited by a a USDE-recognized institutional accrediting agency. The master's degree is not limited to a master's degree in occupational therapy. For degrees from institutions in countries other than the United States, ACOTE will determine an alternative and equivalent external review process. The program director must have a minimum of 5 years of documented experience in the field of occupational therapy. This experience must include:

- Clinical practice as an occupational therapist or occupational therapy assistant.
- Administrative experience including, but not limited to, program planning and implementation, personnel management, evaluation, and budgeting.
- Scholarship (e.g., scholarship of application, scholarship of teaching and learning).
- Understanding of and experience with occupational therapy assistants.
- At least 2 years of experience in a full-time academic appointment with teaching responsibilities at the postsecondary level.

The program director must be responsible for the management and administration of the program, including planning, evaluation, budgeting, selection of faculty and staff, maintenance of accreditation, and commitment to strategies for professional development. The program director position cannot be shared.

▼ Instructions

▸ Alerts

▼ ACOTE Q&A

No questions have been posted yet.

Post a question to ACOTE admins:

Post

▸ Program Notes

▸ Private Notes