

**CANDIDACY APPLICATION**

#### **(Step 1 of the 3-Step Process)**

**2023 Standards**



**This application is not intended to address all 2023 Accreditation Standards. It is the institution’s responsibility to become thoroughly apprised of each Standard as it progresses through the 3‑step process.**

**DIRECTIONS**

This document is intended to assist the program in preparing the Candidacy Application materials. The program will electronically submit requested information through the eAccreditation system (<https://acote.aota.org>). Please respond to all requested information as indicated; the program will receive separate instructions for submission of these materials.

**OVERVIEW OF THE PROGRAM**

Provide an overview of the program organized using the headings below. Programs must respond within the provided narrative box, and not upload as an attachment.

* **Overview** (size of the school, location (rural or urban), sponsorship (public or private and by whom), mission (research, public service, adult learner), and if the program will meet a specific need in that area of the state or country)
* **Mission and philosophy of the program**
* **Curriculum design and threads**
* **Student cohort** (Number of student cohorts, number of students in each cohort, and start dates)
* **Length of the program**
* **Current staffing pattern**
* **Institutional support and approval**
* **Strengths of the program and the greatest barriers to program development**

**PROVIDE AN ACTIVE WEB LINK TO THE PROGRAM’S HOMEPAGE**

URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For each Standard, provide a narrative response that addresses the program’s compliance with that Standard and prepare the documents in the “Prepare to Upload” sections. The narrative statements and all requested documentation must then be uploaded to the program’s eAccreditation portal (<https://acote.aota.org>).

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| **SECTION A: GENERAL REQUIREMENTS** | |
| **A.1.0.** **SPONSORSHIP AND ACCREDITATION** | |
| **A.1.1. Institutional Accreditation**  Degree Level: All | |
| Narrative Response: | Indicate sponsoring institution’s accrediting body and year of last full accreditation review. |
| Prepare to Upload: | Documentation (e.g., institutional accreditor’s webpage, copy of accreditation certificate) that the sponsoring institution holds current accreditation from a recognized institutional accrediting agency. |
| **A.1.2. Institutional Authority and Setting**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | * Evidence (e.g., catalog page) that the program is located in a community, technical, junior, or senior college; university; medical school; vocational school or institution; or military institution. * Documentation that the sponsoring institution is legally authorized to provide a program of postsecondary education and holds appropriate degree granting authority. |
| **A.1.3. Sponsoring Institution Responsibilities**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | Documentation in handbooks or policies and procedure manuals that the institution assumes responsibility for the program or department, including functions specified in the Standard. |
| **A.1.4. Program Integrity and Policy Adherence**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | Narrative only |
| **A.2.0. ACADEMIC RESOURCES** | |
| **A.2.1. Program Director**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | * Assignment as a full-time faculty member. * Release time from the institution that specifies the numerical release time provided (e.g., signed letter from administration, employment/annual contract, job description that specifies the percentage, credit hours compared to regular faculty hours). * Initial or current certification. * Current license for the state(s) in which the program is located or evidence of regulation otherwise in accordance with regulations in the state(s) or jurisdiction(s) in which the program is located. * Diploma or transcript indicating the highest degree level obtained from an accredited institution. * Curriculum vitae indicating work history, experience as an occupational therapy practitioner, description of administrative experiences and duties, evidence of scholarship (as defined in the Standards Glossary), and years of experience in an academic appointment with teaching responsibilities at the postsecondary level. * Position description indicating responsibility for all aspects of 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. |
| **A.2.2. Program Director and Faculty Qualifications**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | * Update the faculty profiles in the "FACULTY" tab for the program director and all faculty involved in the program to document evidence of academic preparation, practice experience, related experience, or continuing education for specified teaching responsibilities. |
| **A.2.3. Academic Fieldwork Coordinator**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | * Assignment as a full-time faculty. * Release time from the institution that specifies the numerical release time provided (e.g., signed letter from administration, employment/annual contract, job description that specifies the percentage, credit hours compared to regular faculty hours). * Current license for the state(s) in which the program is located or evidence of regulation otherwise in accordance with regulations in the state(s) or jurisdiction(s) in which the program is located. * Diploma or transcript indicating the highest degree level obtained from an accredited institution. * Documentation of the years of clinical experience and fieldwork education. * Position description indicating responsibility for fieldwork. |
| **A.2.4. Doctoral Capstone Coordinator**  Degree Level: OTD | |
| Narrative Response: |  |
| Prepare to Upload: | Provide a narrative response regarding compliance under "Compliance Statement", then upload the following evidence specific to the doctoral capstone coordination under "Supporting Material".   * Documentation of full-time appointment and responsibility for the capstone program. * Release time from the institution that specifies the numerical release time provided (e.g., signed letter from administration, employment/annual contract, job description that specifies the percentage, credit hours compared to regular faculty hours). * Current license for the state(s) in which the program is located. * Diploma or transcript indicating the highest degree level obtained from an accredited institution. * Documentation of the years of clinical experience, teaching at a post-secondary level, and scholarship. |
| **A.2.5.** **OT and** **OTA Faculty License and Faculty Degrees**  Degree Level: All | |
| Narrative Response |  |
| Prepare to  Upload: | * Copy of the current occupational therapy license for all faculty who are occupational therapy practitioners and teaching occupational therapy content. |
| **A.2.7. Sufficient Faculty**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | * List of the faculty at each location where the program is offered, including degree held, and FTE (Full Time Equivalent) designation of each faculty member. * Curriculum vitae for all faculty involved in the program. * Evidence that the faculty reflect institutional recruitment and hiring policies regarding diversity, equity, inclusion, and justice. |
| **A.2.8. Clerical and Support Staff**  Degree Level: All | |
| Narrative Response: | * Explain how the support provided is in alignment with institutional practice and is equally reflective of the support provided to other programs similar to the program at the institution. * Describe the support provided for distance learning technology if any portion of the program is offered by distance education. |
| Prepare to Upload: | * Documentation (e.g., job description) for the clerical and support staff provided to the program. |
| **A.2.9. Budget**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | Provide a narrative response indicating whether sufficient institutional funds are budgeted and available to fulfill the objectives of the program and meet the needs of the students. Complete the Financial Resources Form (in eAccreditation) to provide the program's 3-year budget for the previous year, present year, and next year (estimated). |
| **A.2.10. Adequate Space**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | * A floor plan indicating the classroom and laboratory space, including designated space to store and secure program equipment and supplies, office space for the program director and faculty, and space for private advising of students. * Documentation that classroom and laboratory space provided by the institution is assigned to the program on a priority basis. * If applicable, a written and signed agreement to ensure assignment of space for program use that is provided by another institution or agency. |
| **A.2.11. Equipment, Supplies, and Evaluative and Treatment Methodologies**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | An inventory list of equipment, supplies, and evaluative and treatment methodologies available to the OT/OTA program. |
| **A.2.12. Resources, Reference Materials, Instructional Aids, and Technology**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | A list of current and relevant books, journals, periodicals, computers, software, electronic resources, assistive technology, other reference materials, and instructional aids and technology that are available to the program at all locations where education is provided. |
| **A.2.13. Distance Education Delivery Model**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | * Documentation of the process through which the program will verify the identity of the student (e.g., in-person proctored examinations, audio/video conferencing using a webcam and live proctors, biometric/hardware scanning using fingerprint, eye, typing pattern or digital photograph recognition, challenge questions based on third party data) and protect student privacy. * Documentation of available technology and resources to support a distance learning environment. * A process to ensure that faculty are adequately trained and skilled to use distance education methodologies. * A policy that notifies students of any additional charges. |
| **A.3.0. STUDENTS** | |
| **A.3.1. Admission Criteria**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | Published program admission materials (e.g., program brochure/flyer, website, catalog). |
| **A.3.2. Admission Policies**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | * Standards for admission, advanced placement, transfer of credit, credit for experiential learning (if applicable), and prerequisite educational or work experience requirements (e.g., program brochure/flyer, website, catalog). * Evidence that the admissions process aligns with the institutional mission and vision and reflect efforts to recruit and admit a diverse student population as defined by the program. |
| **A.3.3. Criteria for Successful Completion**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | • Documentation (e.g., handbook, catalog) that includes the criteria for successful completion of each segment of the program and for graduation (e.g., courses, credits, retention criteria, retention grade point).  • A statement that all Level II fieldwork (and doctoral capstone and baccalaureate project for OTD and OTA-B) must be completed within a time frame established by the program. |
| **A.3.4. Student Support Services**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | Documentation that includes a description of available support services as required by the Standard. |
| **A.3.5. Student Advising by Faculty**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | * Documentation of a process for student advisement. * Evidence that advisement occurs on a regular basis. |
| **A.4.0. PUBLIC INFORMATION AND POLICIES** | |
| **A.4.4. Published Policies and Procedures**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | A copy of the institution's or program's published policies and procedures as identified in the Standard. |
| **A.5.0. CURRICULUM FRAMEWORK** | |
| **A.5.1. Curriculum – Preparation to Practice as a Generalist**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | * A list indicating which courses address current practice settings and which courses address emerging practice areas. * A list indicating which courses prepare students to work with infants, children, adolescents, adults, and older adults. * A list indicating which courses prepare students to work in areas of physical and mental health. |
| **A.5.2. Program Length**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | Provide a statement explaining the system and rationale for determining that the length of study is appropriate to the expected learning objectives and competence of the graduate. |
| **A.5.3. Program Mission and Philosophy**  Degree Level: All | |
| Narrative Response: | * How the program's mission is consistent with and supportive of the mission of the sponsoring institution. * The unique nature of the program and how it helps fulfill or advance the mission of the sponsoring institution, including religious missions. * How the philosophy statement reflects the current published philosophy of the profession and the program’s fundamental beliefs about human beings and how they learn. |
| Prepare to Upload: | * Mission statement of the program that addresses the requirements of the Standard. * Mission statement of the sponsoring institution. * Program's statement of philosophy. |
| **A.5.4. Curriculum Design**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | * Major content areas (e.g., threads or themes) to be taught in the curriculum. * Content themes are consistent with the program's mission statement and reflect the essential concepts of the profession's philosophy of occupational therapy. * Content (e.g., threads or themes) and program's beliefs about learning clearly demonstrate the rationale for courses offered, sequencing of courses, and evaluation strategies. * Student learning outcomes (goals) are stated for the curriculum content themes. * Content threads show the scope (depth and breadth) of the program offered. * How the instructional design reflects the curriculum and ensures appropriate content delivery is included. * How to curriculum design provides the basis for program planning, implementation, and evaluation. |
| **A.6.0. STRATEGIC PLAN AND PROGRAM ASSESSMENT** | |
| **A.6.1. Strategic Plan**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | The program’s current strategic plan (see Strategic Plan template) includes all of the requirements of the Standard. |
| **A.6.2. Professional Development Plans**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | Copies of current signed professional development plans (see Professional Development Plan template) for the program director and each faculty member who teaches two or more courses. |

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| **SECTION B: CONTENT REQUIREMENTS** | |
| **B.1.0.-B.5.4. Course Sequence**  Degree Level: All | |
| Narrative: |  |
| Prepare to upload: | * Upload the program’s planned course sequence to include course titles, descriptions, credits, semester/quarter offered. * Upload a sample course syllabus. |

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| **SECTION C: FIELDWORK EDUCATION** | |
| **C.1.1. Fieldwork Program Reflects the Curriculum Design**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | Documentation of how the fieldwork reflects the sequence and scope of content in the curriculum design. |
| **C.1.4. Sufficient Fieldwork Written Agreements**  Degree Level: All | |
| Narrative Response: |  |
| Prepare to Upload: | * Written agreements for two or more fieldwork placements, in a variety of settings consistent with the curricular design, for each student of each cohort during the first year. * For example, if a program anticipates accepting 3 cohorts of 20 students (60 students) during the first year, the program must upload written agreements for a minimum of 120 student fieldwork placements in the Candidacy Application. * Written agreements must include the practice area, number of students the site will accept, timeframes for the student placements, and signatures from both parties. |
| **SECTION D: DOCTORAL CAPSTONE OR BACCALAUREATE PROJECT** | |
| **D.1.3. Design and Preparation of Doctoral Capstone Project/D.1.3. Design and Preparation of Baccalaureate Project**  Degree Level: OTD and OTA-B | |
| Narrative Response: |  |
| Prepare to Upload: | Documentation that the doctoral capstone or baccalaureate project experience is an integral part of the curriculum design, meets the requirement of the Standard, and is started after completion of all coursework and level II fieldwork. |