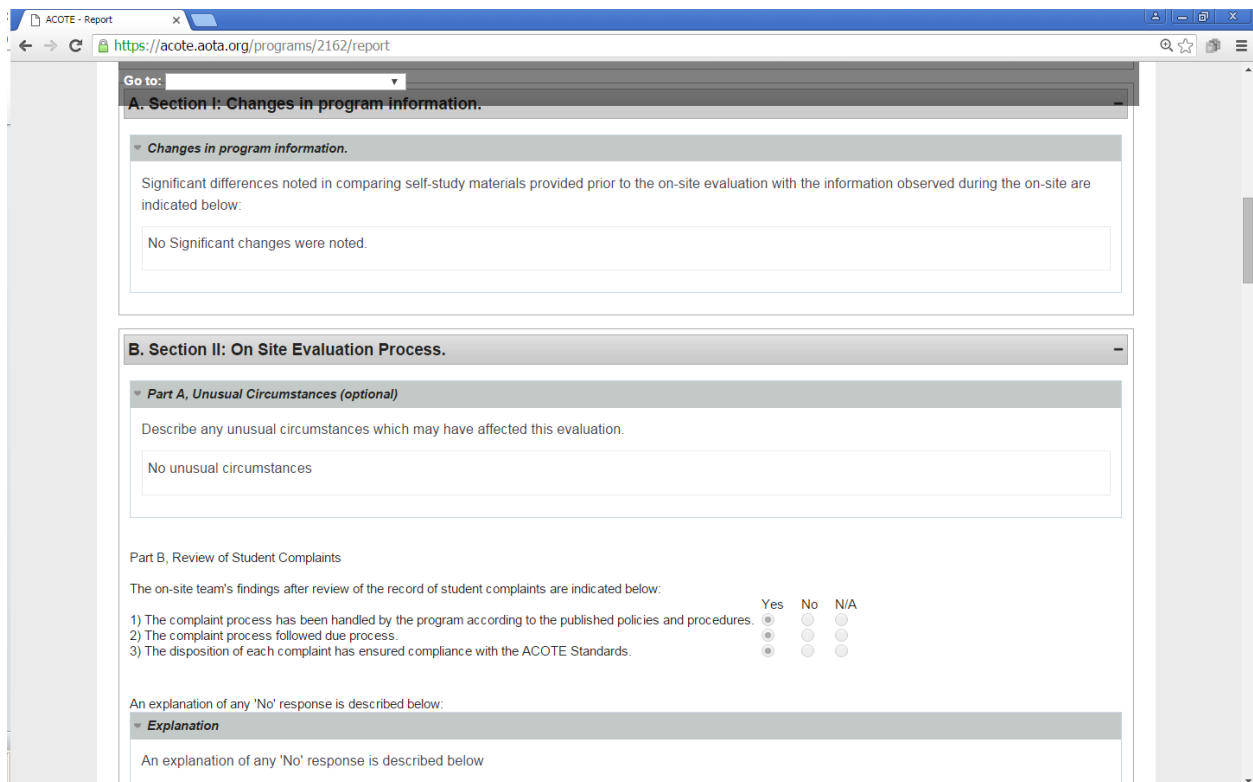
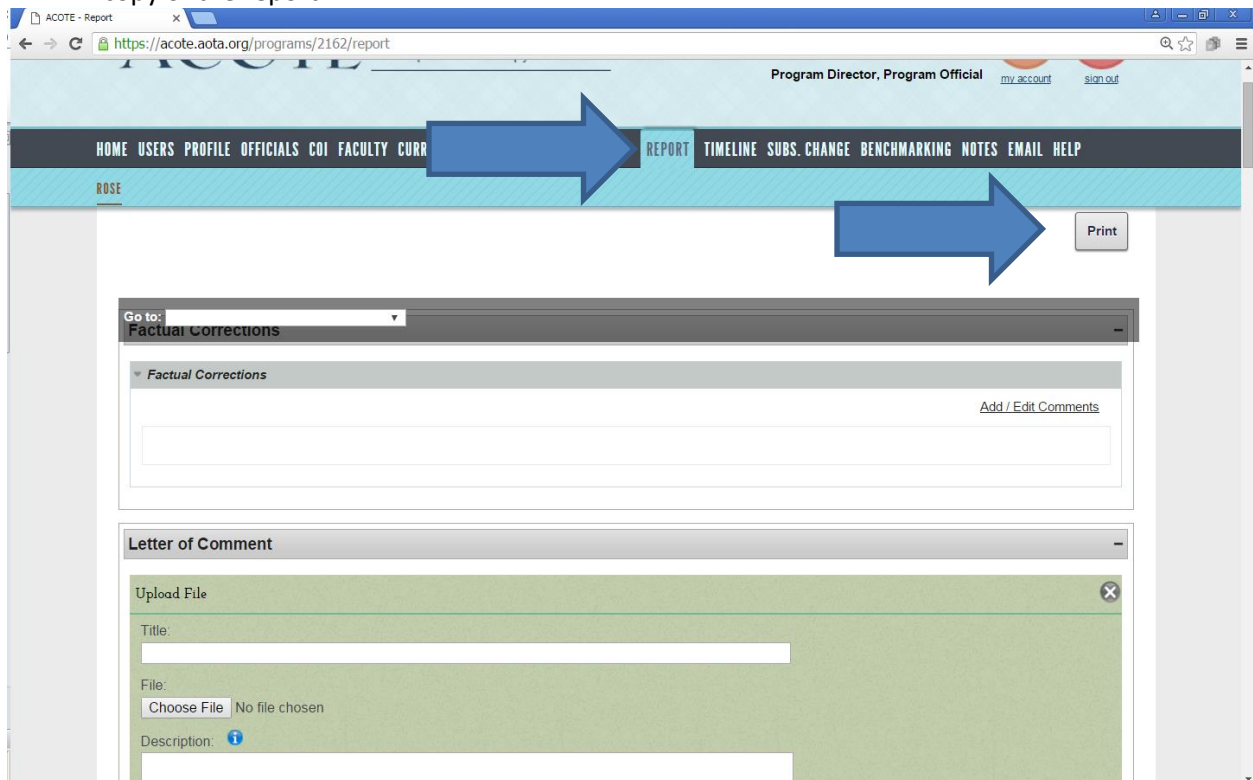


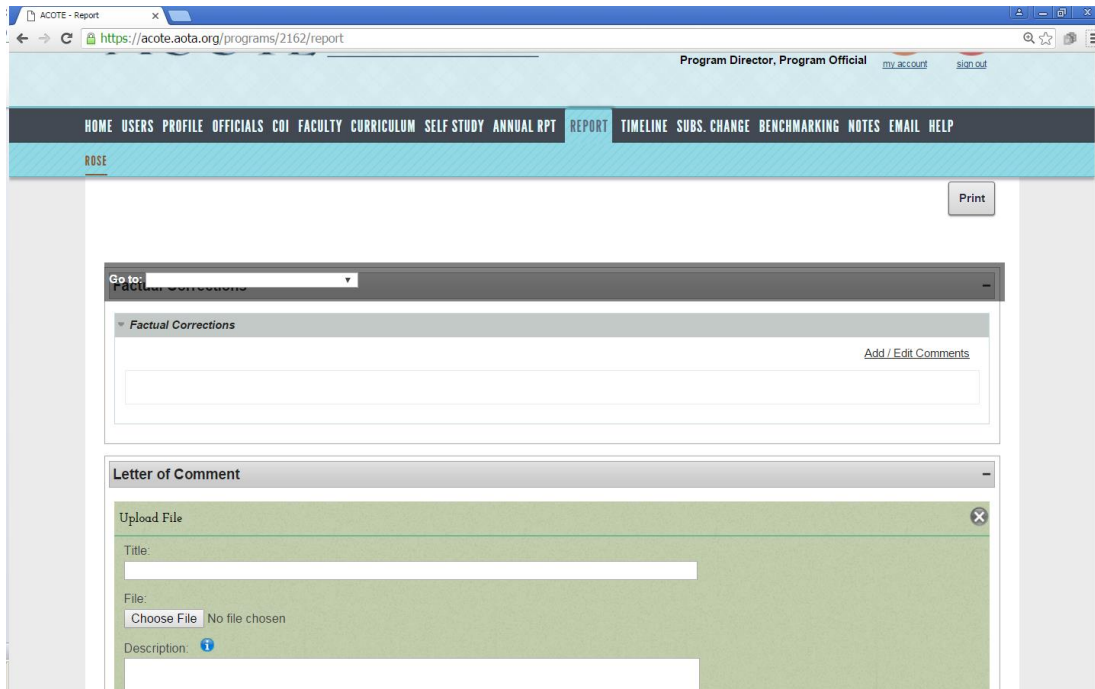
## Program Director's Instructions for Submitting Factual Corrections to a ROSE

- 1) Log into ACOTE Online (<https://acote.aota.org>), then click on the "REPORT" tab in the black box.
- 2) Under "ROSE", scroll down to review the ROSE. You may also click the "Print" button to print a copy of the report.

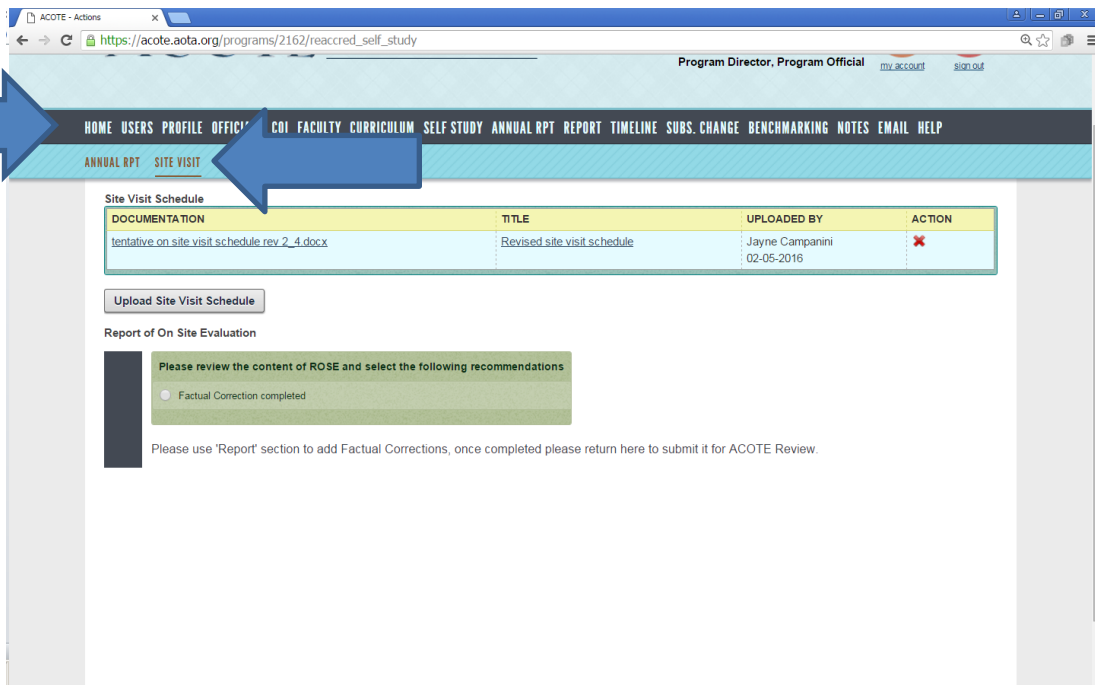


- 3) Enter any factual corrections in the box labeled “Factual Corrections” by clicking the “Add / Edit Comments” button. Make sure to save your comments.
- 4) If you wish to upload a Letter of Comment, add a Title for your document, click on “Choose File” to select the document from your computer, then click “Upload Document”.

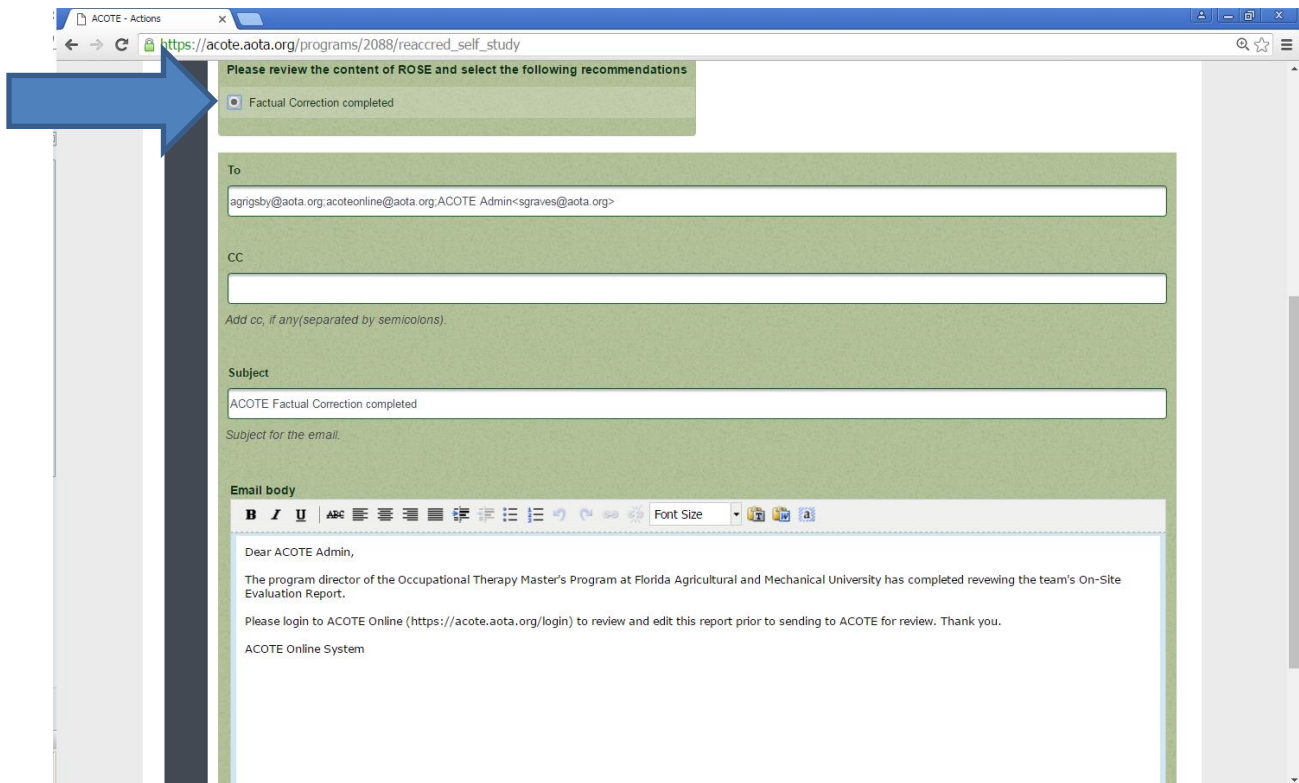
*IMPORTANT NOTE: You may submit a written response to the On Site Report if there are special considerations or circumstances you wish to be brought to the attention of ACOTE. However, additional material or documents will not be considered for the ROSE decision. ACOTE will only consider actions based upon those materials the On Site Team had the opportunity to review and discuss during the On Site visit.*



- 5) Once you have completed the above steps, click on the “HOME” tab, then “SITE VISIT” to submit your factual correction.

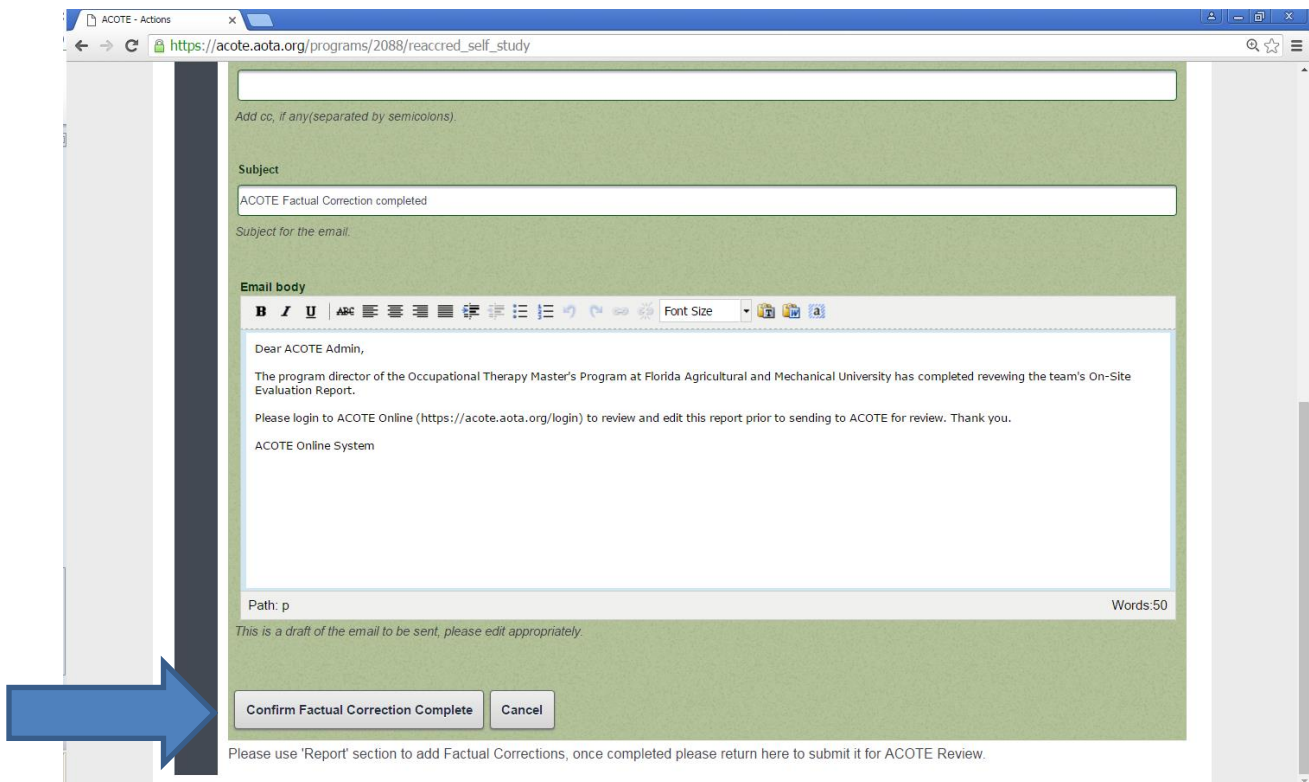


6) Click on the radio button to the left of "Factual Correction completed". Scroll down.



The screenshot shows a web browser window with the URL [https://acote.aota.org/programs/2088/reaccred\\_self\\_study](https://acote.aota.org/programs/2088/reaccred_self_study). At the top, a green box contains the instruction: "Please review the content of ROSE and select the following recommendations". Below this, a radio button is selected next to the text "Factual Correction completed". A blue arrow points to this radio button. Below the radio button are fields for "To" (containing "agrigsby@aota.org;acoteonline@aota.org;ACOTE Admin<sgraves@aota.org>"), "CC", and "Subject" (containing "ACOTE Factual Correction completed"). Below these fields is an "Email body" section with a rich text editor containing the following text: "Dear ACOTE Admin, The program director of the Occupational Therapy Master's Program at Florida Agricultural and Mechanical University has completed reviewing the team's On-Site Evaluation Report. Please login to ACOTE Online (<https://acote.aota.org/login>) to review and edit this report prior to sending to ACOTE for review. Thank you. ACOTE Online System".

7) You may edit the e-mail if you wish, then click "Confirm Factual Correction Complete" to send the e-mail.



The screenshot shows the same web browser window as above. The "Email body" section is visible, containing the same text as in the previous screenshot. Below the email body, there is a "Path: p" field and a word count of "Words:50". A blue arrow points to the "Confirm Factual Correction Complete" button at the bottom of the form. Below the button is a note: "Please use 'Report' section to add Factual Corrections, once completed please return here to submit it for ACOTE Review."