



Accreditation Council for Occupational Therapy Education (ACOTE®)  
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## **MEMORANDUM**

The Candidacy Application must be submitted through ACOTE eAccreditation Portal (<https://acote.aota.org>) by the program's due date, which can be found in the timeline tab of the eAccreditation Portal. Below is an overview of the application review process to guide you through the required steps.

The 2023 Standards are available for reporting via the eAccreditation portal.

### **PROGRAM OFFICIALS**

Ensure that the individuals listed in your program's OFFICIALS tab in the eAccreditation Portal are correct and complete. If an official needs to be changed or added, follow the instructions for adding a new user or changing an existing user in the eAccreditation portal. Those instructions are available on the "[Resources](#)" page of the ACOTE website. (See "**Adding New User or Changing Information**").

Six (6) months prior to the submission of the Candidacy Application, a qualified academic fieldwork coordinator must be hired full-time. For doctoral programs that submitted a Letter of Intent on or after January 1, 2022, a qualified doctoral capstone coordinator must be hired full-time at least six (6) months prior to the submission of the Candidacy Application. If you have hired an academic fieldwork coordinator and/or doctoral capstone coordinator and have not informed Accreditation staff, complete step 9 of the [Applicant Program Process Guide](#) for the preliminary review to be completed.

Programs must reference [ACOTE Policy and Procedures](#) for full details.

### **CANDIDACY APPLICATION SUBMISSION INSTRUCTIONS AND FEE INFORMATION**

- Once all requested information has been provided and all the Standards in the Candidacy Application are marked "Ready for Submission" (dark green), the Candidacy Application can be electronically approved by the program director. Once approved by the program director, the administrator/dean to whom the program director reports will receive an e-mail asking that they log in and provide an electronic approval. Finally, the chief executive officer will be notified to log in, add the final electronic approval, and submit the Candidacy Application to ACOTE.
- Prior to your Candidacy Application due date, you will be invoiced for the Candidacy Application Fee that will be due **on or before your Candidacy Application Due Date**. The invoice includes payment instructions. OTM and OTA-A programs transitioning to a higher degree level that submitted a Letter of Intent prior to July 1, 2022, are exempt from the initial accreditation fees.
- The Candidacy Application must be electronically submitted by the CEO no later than **5:00 p.m. Eastern Time on the Candidacy Application Due Date**.
- Candidacy Applications or fees received after the due date, may result in cancellation of the review.

## **CANDIDACY APPLICATION REVIEW**

Upon submission, an application review team, comprised of one member of the Accreditation Council for Occupational Therapy Education (ACOTE®) and one member of the Roster of Accreditation Evaluators (RAE), will be assigned to review your Candidacy Application. The reviewers may request that the program submit additional information to clarify one or more of the responses to the Standards. The candidacy review team's final recommendations for action will be presented to ACOTE for consideration.

## **ACOTE ACTION**

At the meeting, ACOTE will consider the reviewers' recommendations and will grant, defer action on, or deny Candidacy Status. Within 6 weeks post meeting, a statement of the action taken by the ACOTE will be forwarded by e-mail to the chief executive officer, administrator to whom the program reports, and program director. Any comments or recommendations for improvement of the program will be stated in the Report of Application Review.

- **Candidacy Status Granted**  
If Candidacy Status is granted, the Accreditation Department staff will confirm the timeline for the Preaccreditation Review process, including a submission date for the initial Report of Self-Study. **As soon as the institutional officials receive written notification from ACOTE that the program has been granted Candidacy Status, students may be notified of admission into the program according to the program's approved initial accreditation timeline.** The program's status will be changed from Applicant to Candidacy on the [Schools list](#) within ACOTE's webpage ([www.acoteonline.org](http://www.acoteonline.org)) and the program will be included in AOTA's next *Listing of Educational Programs in Occupational Therapy*.
- **Candidacy Status Deferred**  
If action on Candidacy Status is deferred, the program will receive a request for specific information to be submitted for review at ACOTE's next meeting.
- **Candidacy Status Denied**  
If Candidacy Status is denied, the program will not be able to admit students and will not be eligible to proceed to the Preaccreditation Review step. The program may reapply for Candidacy Status. Clearly delineated procedures for programs wishing to appeal an action of Denial of Candidacy Status will accompany the letter of notification.

An institution may withdraw its request for initial accreditation of an occupational therapy educational program at any time prior to final action by ACOTE. The request for withdrawal should be in writing and signed by the program director or dean overseeing the program and the chief executive officer of the sponsoring institution and submitted to ACOTE c/o the Accreditation Department ([accred@aota.org](mailto:accred@aota.org)). If the program wishes to reapply for initial accreditation, applicable fees will be assessed.

We offer you best wishes in the development of your program. Please do not hesitate to contact Accreditation staff at [accred@aota.org](mailto:accred@aota.org) should you have any questions about this information.