

Self-Study Preparation Workshop

Occupational Therapy: Living Life To Its Fullest

When: Tuesday, October 1, 2013 – 8:00am-5:00pm

Wednesday, October 2, 2013 – 8:00am-3:30pm

Preceding the Program Directors Meeting and Education Summit

Continental breakfast provided at 7:30 each day

Where: Hyatt Regency Atlanta

Atlanta, GA

Who: OT/OTA program directors and faculty preparing for

upcoming ACOTE reports of self-study and onsite visit.

Agenda: The workshop will include:

How to get started on a report of self-study

What to consider when writing the report

What are the key elements in the self-study?

How much detail is needed?

What are the reviewers looking for in the self-study?

How to prepare for the onsite visit

What do I need to show the onsite reviewers?

Review of the E-Accreditation System

Format: The workshop will include didactic instruction and

interactive sessions with mock a review of sample

materials and interviews.

Instructors: Joyce Wandel, MS, OTR/L is a past member of

ACOTE and has been an OTA program director for over

21 years. Joyce has chaired numerous self-study

reviews and onsite visits.

Neil Harvison, PhD. OTR/L. FAOTA is the Chief

Academic and Scientific Affairs Officer at AOTA.

Previously, Neil served on ACOTE and chaired self-

study reviews and onsite visits.

Registration: Workshop is limited to 30 participants. Registrations

are accepted in the order that they are received.

Contact vnjoroge@aota.org for space availability prior to

registering

Fee: \$625.00 AOTA members: \$725.00 nonmembers

Continental breakfast & breaks included

Contact:

Valeta Njoroge

Academic & Scientific Affairs

AOTA

4720 Montgomery Lane

P.O. Box 31220

Bethesda, MD, 20824-1220 **Phone:** 800-729-2682

Fax: 301-652-7711

E-mail:

vnjoroge@aota.org



REGISTRATION INFORMATION

Self-Study Preparation Workshop

October 1-2, 2013 Hyatt Regency Atlanta- Atlanta, GA

Workshop is limited to 30 participants.

Contact vnjoroge@aota.org for space availability prior to registering.

Registration

Complete the enclosed registration form for each registrant. Mail or fax with payment to:

Valeta Njoroge, Education Operations Coordinator AOTA, 4720 Montgomery Lane, Bethesda, MD 20814

Fax: 301-652-7711

Payment

Payment may be made by check (payable to AOTA) or by credit card. The following policies are in effect regarding payment:

- An appropriate form of **payment must accompany the Registration Form**.
- If you expect your employer to pay your registration fee, give your employer ample notice so that AOTA receives payment before the registration deadline, or pre-pay your fees and receive reimbursement from your employer.

Confirmation/Receipt of Registration

Confirmation/receipt of registration will be sent via e-mail to each registrant. If you do not receive a confirmation letter within 2 weeks of sending your registration, contact vnjoroge@aota.org.

Cancellation/Refund Policy

Cancellation requests should be submitted in writing to <u>vnjoroge@aota.org</u> by **September 20, 2013**. A processing fee of 20% will be applied to the refund. Fees are nonrefundable after **September 20, 2013**. Substitutions can be made by providing written notice.

HOTEL INFORMATION

Housing reservation deadline: September 6, 2013

Hyatt Regency Atlanta

265 Peachtree Street, NE Atlanta, GA 30303

Click **here** for more information and to make your reservation.

AOTA room rates: \$159 single/double; \$20 for each additional person.

\$199 Regency Club Single/Double

Plus 16% state and local room tax (subject to change without notice).

REGISTRATION FORM

Self-Study Preparation Workshop

October 1-2, 2013

Hyatt Regency Atlanta • Atlanta, GA

Participant Information		
Name:		Credentials:
AOTA Member ID:		
Institution:		Program Level: OT OTA
Address:		
City:	State:	Zip:
Business Phone:	E-mail: (required) (Confirmation will be sent via e-mail)	
Accessibility/Dietary Needs: Please provi	ide written instructio	ns to vnjoroge@aota.org.
Workshop Fee AOTA Member Non	member	
Invdividual \$\begin{array}{ c c c c c c c c c c c c c c c c c c c	\$725	
Method of Payment Full payment must accompany your registr Check VISA MasterCard	ration form. Make cl	hecks (U.S. funds only) payable to AOTA.
Card number	Expiration date	
Cardholder's name and address		
Signature		

REGISTRATION DEADLINE

September 13, 2013

(or until workshop is full, whichever comes first).

By mail:

AOTA

Attn: Valeta Njoroge 4720 Montgomery Lane Bethesda, MD 20814

By Fax 301-652-7711

By E-mail vnjoroge@aota.org

Reminder: Incomplete information on the registration form or underpayment will delay processing from to AOTA.