

## DESCRIPTION OF THE PROCESS

### IV. B. 3. ACCREDITED ADDITIONAL LOCATIONS TRANSITIONING TO INDEPENDENT ACCREDITATION

#### ACCREDITATION PROCESS FOR ACCREDITED ADDITIONAL LOCATIONS TRANSITIONING TO INDEPENDENT ACCREDITATION

Accredited additional locations of occupational therapy or occupational therapy assistant programs that are seeking to transition to independent accreditation must follow an abbreviated accreditation process that will require submission of a Report of Self-Study and an on-site evaluation.

#### STEP 1: LETTER OF INTENT

Accredited additional locations seeking independent accreditation must submit a Letter of Intent that declares the intention of the institution(s) to seek independent accreditation for the additional location. The Letter of Intent must be signed by 1) the chief executive officer of the sponsoring institution(s) and 2) the occupational therapy or occupational therapy assistant program director **AND/OR** dean overseeing the proposed program. A completed Letter of Intent Data Form for Additional Locations must accompany the Letter of Intent.

#### STEP 2: REPORT OF SELF-STUDY

Upon receipt of the Letter of Intent, the program will be provided with instructions for submission of an online Report of Self-Study that addresses compliance with all of the current *ACOTE Accreditation Standards*. The program will be provided with a target date for submission of the Report of Self-Study and timeframe for the on-site evaluation. The actual submission date for the Report of Self-Study will be 3 months prior to the date of the on-site evaluation, but no earlier than the target date. That actual submission date will be provided to the program director as soon as the dates for the on-site evaluation are finalized.

#### STEP 3: ON-SITE EVALUATION (INDEPENDENT ACCREDITATION VISIT)

The process for the independent accreditation visit of the additional location will follow the steps outlined in [ACOTE Policy III.A.3. The Initial On-Site Evaluation](#). Since the accredited program location has been paying Annual Accreditation Fees that are designed to cover the cost of the on-site visit, no on-site fee will be charged.

#### STEP 4: ACOTE ACCREDITATION ACTION

Programs transitioning from an additional location to an independent program may be granted 5-, 7-, or 10-year cycles.

At the time of ACOTE action, ACOTE awards an accreditation period based on the following criteria:

- 5-year review cycles are given to programs that are reaccredited, but raise significant concerns as determined by ACOTE.
- 7-year review cycles are the standard number of years for reaccreditation.
- 10-year review cycles are granted to those programs that have no areas of noncompliance and have demonstrated exceptional educational quality.

Programs cited with no more than two areas of noncompliance that are given a 7-year accreditation term may be granted an extension to a 10-year term by ACOTE. This decision will be based on ACOTE's review of the Plan of Correction or Progress Report submitted by the program and a determination that the program has fully resolved the cited areas of noncompliance. ACOTE will also consider any pre-existing areas of noncompliance or program changes that have occurred subsequent to the on-site evaluation that affect or are likely to affect the program's full compliance with the Standards. This extension option is only available within 1 year of ACOTE's accreditation action on the program's Report of On-Site Evaluation.