IV. E. 3. INTERIM REPORTS TO ACOTE

INTERIM REPORT REQUIREMENTS

Each active program that is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE®) is required to submit an Interim Report to document continuing compliance with the *ACOTE Accreditation Standards for a Doctoral-Degree-Level Educational Program for the Occupational Therapist, a Master's-Degree-Level Educational Program for the Occupational Therapist,* or *an Associate-Degree-Level Educational Program for the Occupational Therapy Assistant.* Programs on Inactive Status are not required to complete an Interim Report, but must complete Inactive Status Reports as required by ACOTE.

The current Interim Report submission requirements follow:

- For programs granted a 10-year accreditation term, an Interim Report would be due at the completion of year 4 and the Report of Self-Study would be prepared in year 9. The on-site visit would occur in year 10.

- For programs granted a 7-year accreditation term, an Interim Report would be due at the completion of year 3 and the Report of Self-Study would be prepared in year 6. The on-site visit would occur in year 7.

- For programs granted a 5-year accreditation term, an interim report would be due at the completion of year 2 and the Report of Self-Study would be prepared in year 4. The on-site visit would occur in year 5.

* Note: The period between reports will not exceed 5 years for any program.

The purpose of the Interim Report is to facilitate ongoing monitoring of programs in the interval between on-site evaluations. Questions are designed to elicit self-evaluation of continuing compliance with each Standard. For maximum benefit to the program, the report should be discussed by the entire program faculty and should be incorporated into, or flow directly from, a program's ongoing evaluation.

Forms for completion of the Interim Report to the ACOTE are made available early in the year and are due in the spring. Completed Interim Reports must be signed by both the program director and administrator to whom the program director reports.

ACOTE ACTION ON INTERIM REPORTS

Interim Reports are reviewed by the ACOTE at its summer meeting. Actions that may be taken by the ACOTE include:

- Acceptance of the report with no further action required.
- Acceptance of the report with no further action required; however, an item or items will be monitored on future reports.
- Deferral of action on the report with a request for clarification of one or more items. Following receipt of the requested information, the ACOTE will act upon the report a second time. **It is the program's responsibility to supply all requested information. If it is not provided subsequent to this request, ACOTE may cite an area of noncompliance.**
- Acceptance of the report with a request for a Plan of Correction regarding one or more areas of noncompliance with the Standards.