# IV. E. 5. ANNUAL REPORTS TO ACOTE

## ANNUAL REPORT REQUIREMENTS

Each program that is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE®) is required to submit an Annual Report to provide trend data on key indicators including:

- General program information
  - Degree awarded
  - Program options (e.g., full-time, part-time)
  - Program format (e.g., weekdays, weekends, evenings)
  - Program length
  - Number of student cohorts
  - Percentage of content delivered by distance education
  - Percentage of program delivered by correspondence education
  - Changes to space (e.g., classrooms, laboratories, offices, etc.)
- Applicants and student enrollment:
  - Slots available for admission
  - Completed applications for admission
  - Students admitted and entered into the program
  - Total student enrollment
  - Increases in enrollment compared to the prior year
  - Student ethnicity, race, and gender
  - Student admission cycles per year
- Faculty resources
  - Faculty positions
  - Faculty vacancies
  - Faculty-student ratio in lecture and lab
  - Average teaching load
- Program Operations:
  - Budget & resources
- Outcomes:
  - Retention rates
  - Fieldwork Level II pass rates
  - Number of graduates
  - Employment rates
- Access to Information:
  - URL link for NBCOT Exam Data
  - URL link for ACOTE contact information

ACOTE receives an annual report on certification exam pass rates of all programs directly from the National Board for Certification in Occupational Therapy (NBCOT).

## ACOTE ACTION ON ANNUAL REPORTS

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

- Acceptance of the report with no further action required.
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- 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.