

PART II: ACADEMIC RESOURCES

NOTE: A program director meeting ACOTE requirements must be hired by the institution at the time the Application for Developing Program Status is submitted and must be present throughout the time the program is engaged in the initial accreditation process including the start of the first class of students, the initial review, and the initial on-site evaluation. If the program does not have a qualified program director during the initial accreditation process for new programs, the program must agree to delay the program progression to the next step in the program development process until the accreditation requirement of having a qualified program director hired and on staff can be met. Specifically, students may not begin occupational therapy coursework in a program having Developing Program Status unless there is a qualified occupational therapy program director on staff. The accreditation process shall not proceed to the initial on-site evaluation unless there is a qualified occupational therapy program director on staff.

1. Append the letter of appointment for the program director. State whether the director is assigned to the occupational therapy educational program on a full-time basis. [2006 OT Master's-Level Standard A.2.1.]

2. The program director is required to be an initially certified occupational therapist who is licensed or credentialed according to regulations in the state or jurisdiction in which the program is located. [2006 OT Master's-Level Standard A.2.2.]. Please explain how the program director meets these requirements:

Please indicate current state licensure information (state and number): _____

3. The program director must hold academic qualifications comparable to the majority of other program directors within the institutional unit (e.g., division, college, or school) to which the occupational therapy program is housed [2006 OT Master's-Level Standard A.2.2.]. Please list the names, credentials, and titles of all other program directors within the institutional unit housing the OT program.

4. The program director must have a minimum of 6 years of experience in the field of occupational therapy, including practice as an occupational therapist, administrative or supervisory experience, and at least 2 years of experience in a full-time academic appointment with teaching responsibilities. Append a comprehensive curriculum vitae for the program director that highlights practice as an occupational therapist, administrative or supervisory experience, and teaching experience in a full-time academic appointment [2006 OT Master's-Level Standard A.2.3.]. Indicate how many years of experience the program director has in:
 - (a) Practice as an OT _____ years
 - (b) Administration/supervision _____ years
 - (c) Post-secondary Teaching _____ years
FT Academic Appointment _____ years
 - (d) Other _____ years
(specify):

If the program director does not yet meet the requirements of 2006 OT Master's-Level Standard A.2.3., please detail plans (e.g., additional time in a full-time academic appointment with teaching responsibilities, plan for mentoring, co-teaching, additional coursework related to teaching skills, etc.) to ensure that the program director meets the requirements prior to starting the first class of students in occupational therapy coursework.

5. Append a complete position description for the program director. Indicate if the program director will be responsible for management and administration of the program, including planning, evaluation, budgeting, selection of faculty and staff, maintenance of accreditation, and commitment to strategies for professional development. [2006 OT Master's-Level Standard A.2.4.]
6. Append a complete plan (activities and timelines) for the non-discriminatory recruitment and hiring of OT program faculty and support staff that will meet the requirements of the Standards listed below. Indicate plans to identify a licensed/credentialed OT as academic fieldwork coordinator who will be responsible for the program's compliance with the fieldwork requirements of Standards Section B.10.0. Indicate whether the positions are full-time or part-time. Describe your anticipated faculty-to-student ratio in classes and laboratories, including the maximum number of students and classes to be accepted each year. [2006 OT Master's-Level Standards A.2.5. – A.2.13. and A.4.4.]
7. Append a 3-year start-up budget for the program (Form D, Financial Resources). Include personnel, equipment, supplies, library resources, and specify if any support comes from grants or awards outside institutional budget resources. [2006 OT Master's-Level Standards A.2.15., A.2.21.-A.2.24.]
8. Append a floor plan for designated OT spaces (classrooms, laboratory, storage, offices, and space for private advising). Indicate whether the space has priority use by the OT program or is exclusively designated to the OT program. [2006 OT Master's-Level Standards A.2.16. – A.2.20.]

PART III: STUDENTS AND OPERATIONAL POLICIES (If these are located in a handbook, append and reference accordingly.)

1. Append a copy of the institution's catalog. [2006 OT Master's-Level Standards A.3.1.-A.4.12.]
2. Append a complete description of anticipated OT admission policies and procedures. [2006 OT Master's-Level Standards A.3.1. - A.3.3. and A.4.4.]
3. Append a description of the institution's student support services. [2006 OT Master's-Level Standard A.3.7.]
4. Append a description of student advisement services/policies. [2006 OT Master's-Level Standard A.3.8.]
5. Append planned publication material that describes the accreditation status of the OT program and includes ACOTE's name, address, and telephone number. [2006 OT Master's-Level Standards A.4.1. and A.4.3.]
6. Append a description of institutional tuition, fees, and refund policies. [2006 OT Master's-Level Standards A.4.5. and A.4.8.]

PART IV: STRATEGIC PLAN

1. Append a strategic plan for the program (Form G, attached) that articulates the program's future vision and guides the program development (e.g., faculty recruitment and professional growth, changes in the curriculum design, priorities in academic resources, procurement of fieldwork sites, etc.). [Standard A.5.1.]

2. Append a faculty development plan (Form F, attached) for the program director that will ensure professional growth as a means of enhancing the knowledge and skills necessary to fulfill the duties of the program director. Briefly describe the institutional support for this plan. If the program director does not yet meet the requirements of 2006 OT Master's-Level Standard A.2.2. or A.2.3., include action steps in the professional development plan to ensure that the program director meets the requirements prior to starting the first class of students in occupational therapy coursework (e.g., plan for mentoring, co-teaching, additional coursework related to teaching skills, etc.) [2006 OT Master's-Level Standard A.5.2.]

PART V: CURRICULUM FRAMEWORK

1. Indicate the length of the program in months and describe how the length of study is appropriate to the expected learning and competencies of the graduates [2006 OT Master's-Level Standard A.6.2.]
2. Append the OT program's statement of philosophy that reflects the current published philosophy of the profession and includes a statement of the program's fundamental beliefs about human beings and how they learn [2006 OT Master's-Level Standard A.6.3.]
3. Append the institution's and the OT program's mission statements. Briefly describe how the mission of the occupational therapy program is consistent with and supportive of the mission of the sponsoring institution. [2006 OT Master's-Level Standard A.6.4.]
4. Append the OT program's curriculum design that reflects the mission and philosophy of both the occupational therapy program and the institution; provides the basis for program planning, implementation, and evaluation; identifies educational goals; and describes the selection of the content, scope, and sequencing of coursework. [2006 OT Master's-Level Standard A.6.5.]

PART VI: CONTENT REQUIREMENTS AND FIELDWORK EDUCATION

1. Append the OT program's planned course sequence to include course titles, descriptions, credits, semester/quarter offered. [2006 OT Master's-Level Standards B.1.0. – B.9.13.]
2. Append a detailed description relating how Level I and II fieldwork will be integrated into the total curriculum. Describe a plan (activities/timelines) for securing agreement with fieldwork sites that reflect themes of the curriculum design and realities of the healthcare environment affecting the program. [2006 OT Master's-Level Standards B.10.0. – B.10.22.]
3. How many fieldwork sites have expressed interest or have committed via letter of agreement/contract to the OT program? [2006 OT Master's-Level Standards B.10.0. – B.10.22.]
 - (a) Number of sites interested _____
 - (b) Number of sites committed _____

(Use FORM D, including categories as they are stated in your institution. Please note whether the institution prepares multi-year budgets. If you have no indication of the budget for the next year, please state that.)

1. Indicate fiscal year (e.g., October-September) _____
2. Obtain or develop a three-year budget utilizing categories appropriate to the program.

Budget Categories	Previous Year	Present Year	Next Year (est.)
	FY:	FY:	FY:
Faculty Salaries and Benefits			
Other Salaries and Benefits			
Budget Categories*			
Other funds to which the program has access (Specify how such funds are used)			
TOTAL			
% Institutional Funds			
% Restricted Use Funds (i.e., grants, special program funds)			

* Please provide information on the following areas: supplies, travel for fieldwork coordinator, travel for continuing education, purchased services, equipment, library books, other. Explain, if appropriate.

FACULTY/PROGRAM DIRECTOR PROFESSIONAL DEVELOPMENT PLAN

2006 STANDARDS - FORM F

(Completed forms must be signed by both parties in order to be considered valid.)

(Program Title) _____

(College/University Name) _____

Name: _____

Title: _____

Number of Hours worked (*FTE equivalent*): _____

Number of Credits Taught (*per academic year*): _____

Supervisor's Signature: _____
(Signature required)

Date

Faculty/PD's Signature: _____
(Signature required)

Date

Date Developed: _____

Date Revised: _____

Connection to Program's Strategic Plan	Goals	Action Steps To Achieve Goal	Timeline	Outcomes/ Revisions/Results

OT/OTA PROGRAM STRATEGIC PLAN

2006 STANDARDS - FORM G

(Program Title) _____
(College/University Name) _____
 Years: _____

Analysis of program evaluation, internal and external environments:

	Program Evaluation Results	Internal Institutional Environment	External Environment
Strengths			
Concerns			
Opportunities			
Threats			

Institution's Strategic Goal: _____.

Long Term Program Goal	Action Steps	Person(s) Responsible	Due Date for Action	Results / Update

Institution's Strategic Goal: _____.

Long Term Program Goal	Action Steps	Person(s) Responsible	Due Date for Action	Results / Update

PART VI: APPROVALS / ENDORSEMENTS

By our signatures we verify that:

- 1) The institution will not admit students to the OT program or for OT coursework until ACOTE grants Developing Program Status.
- 2) The sponsoring institution(s) and affiliates, if any, are accredited by recognized national, regional, or state agencies with accrediting authority.
- 3) The sponsoring institution is authorized under applicable law or other acceptable authority to provide a program of postsecondary education and has appropriate degree-granting authority.
- 4) The occupational therapy master's-level program will be established within a senior college, university, or medical school.
- 5) The sponsoring institution will assume primary responsibility for appointment of faculty, admission of students, and curriculum planning. This would include course content, satisfactory completion of the educational program, and granting of the degree. The sponsoring institution will also be responsible for the coordination of classroom teaching and supervised fieldwork practice and for providing assurance that the practice activities assigned to students in a fieldwork setting are appropriate to the program.
- 6) The program has a director who is assigned to the occupational therapy educational program on a full-time basis.
- 7) The program director meets either 7a or 7b as indicated below:
 - a) The program director is an initially certified occupational therapist who is licensed or credentialed according to regulations in the state or jurisdiction in which the program is located. The director holds academic qualifications comparable to the majority of other program directors within the institutional unit (e.g., division, college, school) to which the program is assigned.
 - b) The program director will meet all of the above requirements prior to the start of the first class of students in occupational therapy coursework.
- 8) The program director meets either 8a or 8b as indicated below:
 - a) The program director has a minimum of 6 years of experience in the field of occupational therapy, including practice as an occupational therapist, administrative or supervisory experience, and at least 2 years of experience in a full-time academic appointment with teaching responsibilities.
 - b) The program director will meet all of the above requirements prior to the start of the first class of students in occupational therapy coursework.
- 9) All information provided in this application is to the best of our knowledge accurate and complete.

Signatures:

Signature of President/CEO _____
Date

Signature of Dean or Administrator _____
Date

Signature of OT Program Director _____
Date