

# ADMINISTRATIVE PROCEDURES

## V. C. POLICY AND PROCEDURE FOR DELAY OF ON-SITE EVALUATION

### POLICY AND PROCEDURE FOR DELAY OF ON-SITE EVALUATION

The Accreditation Council for Occupational Therapy Education (ACOTE®) occasionally receives requests for delays of on-site evaluation from educational programs. As the schedule for on-site evaluation is known far in advance, delays other than requests for joint or coordinated surveys will only be granted under special circumstances. All requests are decided on a case-by-case basis with consideration being given to the following factors:

1. Request for participation in a joint or coordinated survey.
2. Changes in program level since the last on-site evaluation (e.g., transition from a master's-degree level to a doctoral-degree level).
3. Number of years since the last on-site evaluation.
4. Impact on current students.
5. Frequency and history of asking for delays.
6. Status at the last on-site evaluation.

Whenever possible, rescheduling will be done within the on-site year, rather than postponing to the following year. This provides considerable flexibility in scheduling and is an administrative decision not requiring ACOTE consideration.

The procedure for handling a request for a delay to the next on-site year follows:

1. Requests for delay must be submitted in writing to ACOTE, c/o the AOTA Accreditation Department, *at least* 6 months prior to the scheduled on-site evaluation.
2. The request is forwarded by AOTA Accreditation staff to the ACOTE reviewers assigned to the program.
3. Until a decision is made, the program must proceed with preparations as though the on-site were occurring as originally scheduled.
4. A letter indicating the final decision regarding the request for delay will be sent to the program director and copied to the CEO and dean. If the delay is granted, a new ACOTE Certificate of Accreditation reflecting the extension of accreditation will be included with the program director's copy of the letter. Subsequent administrative adjustments will be coordinated by AOTA accreditation staff.