IV. E. 4. PROGRAM DIRECTOR CHANGES

NOTIFICATION OF PROGRAM DIRECTOR CHANGE

A requirement for maintaining accreditation is that prompt notification be sent to the AOTA Accreditation Department if the program director of an accredited occupational therapy or occupational therapy assistant program changes. (Programs must inform ACOTE within 30 days of the resignation of the program director or appointment of a new or interim program director.) If the position is vacant, written notification should include the plan for filling the position and the name, credentials, and contact information of the individual who will serve as the primary point of contact for the program.

Upon the appointment of an acting or permanent program director or individual who is primarily responsible for handling the duties of the program director, the following written notification must be submitted to ACOTE c/o the AOTA Accreditation Department (3 copies each):

1. The name, credentials, title, contact information (mailing address, telephone, fax, e-mail address), and effective date of appointment of the new program director or the individual who is primarily responsible for handling the duties of the program director.

2. The curriculum vitae of the new program director or the individual who is primarily responsible for covering the duties of the program director. The curriculum vitae should detail occupational therapy experience, and should give particular attention to experience and qualifications in clinical practice, administration, and teaching.

3. A summary of experience and qualifications that is pertinent to 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 Educational Program for the Occupational Therapy Assistant.* See the "Summary of Program Director Credentials" form in the "Accreditation Surveys, Forms, and Templates" section of the ACOTE Web site (www.acoteonline.org).

ACOTE REVIEW OF PROGRAM DIRECTOR CREDENTIALS

The assigned Accreditation Council for Occupational Therapy Education (ACOTE®) reviewers will assess the information and determine compliance with the relevant ACOTE Standards as follows:

Doctoral-Degree-Level Educational Program for the Occupational Therapist

A.2.1. *The program must have a director who is assigned to the occupational therapy educational program on a full-time basis. The director may be assigned other institutional duties that do not interfere with the management and administration of the program. The institution must ensure that the needs of the program are being met.*

A.2.2. *The program director must 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. The director must hold a doctoral degree.*

A.2.3. *The program director must have a minimum of 8 years of documented experience in the field of occupational therapy. This experience must include clinical practice as an occupational therapist, administrative or supervisory experience, clinical research, and at least 3 years of experience in a full-time academic appointment with teaching responsibilities at the postbaccalaureate level.*

Master's-Degree-Level Educational Program for the Occupational Therapist

A.2.1. *The program must have a director who is assigned to the occupational therapy educational program on a full-time basis. The director may be assigned other institutional duties that do not interfere with the management and administration of the program. The institution must ensure that the needs of the program are being met.*

A.2.2. *The program director must 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. The director must hold 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. By July 1, 2012, the program director must hold a doctoral degree.*

A.2.3. *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..*

Educational Program for the Occupational Therapy Assistant

A.2.1. *The program must have a director who is assigned to the occupational therapy educational program on a full-time basis. The director may be assigned other institutional duties that do not interfere with the management and administration of the program. The institution must ensure that the needs of the program are being met.*

A.2.2. *The program director must be an initially certified occupational therapist or occupational therapy assistant who is licensed or credentialed according to regulations in the state or jurisdiction in which the program is located. The director must hold 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. By July 1, 2012, the program director must hold a minimum of a master's degree.*

A.2.3. *The program director must have a minimum of 5 years of experience in the field of occupational therapy, including practice as an occupational therapist or occupational therapy assistant, administrative or supervisory experience, and at least 1 year of experience in a full-time academic appointment with teaching responsibilities.*

A.2.4. *The program director must have an understanding of and experience with occupational therapy assistants.*

If review of credentials for a director of an established occupational therapy educational program reveals compliance with the Standards, no further action is taken. If the credentials indicate noncompliance and ACOTE agrees, an area of noncompliance will be cited and the program will be required to submit a Plan of Correction to ACOTE.