

IV. E. 1. PLANS OF CORRECTION

PLAN OF CORRECTION REQUIREMENTS

Whenever areas of noncompliance are identified as a result of an on-site evaluation, fact-finding visit, or other form of program review, a Plan of Correction is required. A form for the Plan of Correction and a completed example is included in ACOTE Accreditation Manual Section VII.C. An electronic version of the Plan of Correction format is available on the ACOTE Accreditation section of the AOTA Web site (www.acoteonline.org). Forms may also be requested from the AOTA Accreditation Department.

For each area of noncompliance, the report must include a description of the plan for bringing the program into compliance with each Standard cited, a projected timeline, and a description of the documentation to be submitted to demonstrate compliance. If progress has been made toward correcting the area of noncompliance, a summary of the progress may also be included.

Because one of the U.S. Department of Education (USDE) recognition criteria mandates that ACOTE withdraw accreditation from a program if all areas of noncompliance are not corrected within the specified period of time (unless the period for achieving compliance is extended for good cause), it is strongly recommended that the program develop a Plan of Correction with a timeline for correction that does not exceed:

- 8 months if the program is less than 1 year in length;
- 14 months if the program is at least 1 year in length, but less than 2 years in length; or
- 20 months if the program is at least 2 years in length.

The Plan of Correction must be submitted in typewritten format, dated, and signed by the program director and the appropriate administrator. The original and two copies of the report and any attachments should be forwarded to ACOTE, c/o the AOTA Accreditation Department.

ACOTE ACTION ON PLANS OF CORRECTION

The reviewers assigned to the program will assess the Plan of Correction and present a motion to ACOTE for consideration and vote at its next scheduled meeting. If ACOTE determines that execution of the Plan of Correction is likely to bring the program into compliance with the cited Standard(s) in a timely manner, the report is accepted and a due date is established for a Progress Report. If ACOTE determines that the Plan has inadequately addressed the area(s) of noncompliance or that execution of the Plan is not likely to bring the program into compliance with the cited area(s) of noncompliance in a timely manner, the report is not accepted and a due date is established for a revised Plan of Correction. The letter notifying the program director that the Plan of Correction has not been accepted will specify the reasons why the Plan was considered inadequate.

If the Plan of Correction is determined by ACOTE to correct all cited areas of noncompliance, it may be accepted with no further report. Accreditation terms for programs that were cited with no more than two areas of noncompliance may be extended if the areas are corrected within 1 year of ACOTE's action on the Report of On-Site Evaluation. For initial programs, terms may be extended from 5 to 7 years; for reaccredited programs, terms may be extended from 5 to 7 or from 7 to 10 years. This decision will be based on ACOTE's review of the Plan of Correction or Progress Report submitted by the program and a determination that the program has fully resolved the cited areas of noncompliance. ACOTE will also consider any preexisting areas of noncompliance or program changes that have occurred subsequent to the on-site evaluation that affect or are likely to affect the program's full compliance with the Standards.