

## ADDITIONAL REPORTS

### IV. E. 3. BIENNIAL REPORTS TO ACOTE

#### BIENNIAL REPORTS REQUIREMENTS

Each program that is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE®) is required to submit a Biennial Report to document continuing compliance with 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*.

The current Biennial Report submission requirements follow:

- OT and OTA programs located in states beginning with A-M are required to submit a Biennial Report in the spring of odd-numbered years.
- OT and OTA programs located in states beginning with N-W are required to submit a Biennial Report in the spring of even-numbered years.
- Newly accredited OT and OTA programs will be required to complete a report annually for 2 years after initial accreditation regardless of the state in which the program is located.

Exceptions to this policy are limited to the following:

- OT and OTA programs having full reaccreditation on-site evaluations are exempted from Biennial Report requirements the academic year prior to, the academic year of, and the academic year following the on-site evaluation. For example, programs having full reaccreditation on-site evaluations between August 1, 2008 and July 31, 2009 will be exempt from the 2008, 2009, and 2010 Biennial Report requirement.

The purpose of the Biennial Report is to facilitate ongoing monitoring of programs in the interval between on-site evaluations. Questions are designed to elicit self-evaluation of continuing compliance with each Standard. For maximum benefit to the program, the report should be discussed by the entire program faculty and should be incorporated into, or flow directly from, a program's ongoing evaluation.

Forms for completion of the Biennial Report to the ACOTE are mailed early in the year and are due in the spring. (See ACOTE Accreditation Manual Section VII.F.)

#### ACOTE ACTION ON BIENNIAL REPORTS

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

- Acceptance of the report with no further action required.
- Acceptance of the report with no further action required; however, an item or items will be monitored on future reports.
- 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.