VI. H. POLICY ON THIRD-PARTY COMMENT

POLICY

The Accreditation Council for Occupational Therapy Education (ACOTE®) may consider written third-party comment concerning an institution's or program's qualifications for accreditation (i.e., whether a program appears to be in compliance with the current ACOTE Accreditation Standards or ACOTE accreditation policy).

Notice of the dates of all initial accreditation and reaccreditation visits to occupational therapy and occupational therapy assistant educational programs will be posted on ACOTE's Web site (www.acoteonline.org) and published in *OT Practice*, the official bimonthly publication of AOTA. This provides interested parties an opportunity to submit written third-party comment concerning a program's compliance with the ACOTE Accreditation Standards or ACOTE accreditation policy prior to the accreditation team's on-site evaluation of that program.

PROCEDURES FOR SUBMITTING THIRD-PARTY COMMENT

To receive formal consideration, all third-party comment shall be clearly labeled as such, shall be submitted in writing, and shall be forwarded to the following address:

ACOTE
c/o AOTA Accreditation Department
4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449

To be eligible for consideration, all third-party comments must be received by the AOTA Accreditation Department 20 days before the program's scheduled on-site evaluation.

AOTA accreditation staff will acknowledge receipt of the third-party comment and will copy the letter of comment to the relevant program director and on-site evaluation team.

Any issues related to the program's compliance with the ACOTE Accreditation Standards or ACOTE accreditation policy will be reviewed by the accreditation team while on-site.

Individuals with questions regarding third-party comment may call the AOTA Accreditation Department at 301-652-2682 or send an e-mail to accred@aota.org.