IV. B. 3. ACCREDITED ADDITIONAL LOCATIONS TRANSITIONING TO INDEPENDENT ACCREDITATION

ACCREDITATION PROCESS FOR ACCREDITED ADDITIONAL LOCATIONS TRANSITIONING TO INDEPENDENT ACCREDITATION

Accredited additional locations of occupational therapy or occupational therapy assistant programs that are seeking to transition to independent accreditation must follow an abbreviated accreditation process.

Since accredited additional locations already have students in the program, the program is NOT required to complete step 1 (the application review) of the 3-step initial accreditation process. The program would begin with step 2, which will require submission of a Report of Self-Study and an initial review by ACOTE.

STEP 1: LETTER OF INTENT

Accredited additional locations seeking independent accreditation must submit a Letter of Intent that:

- Declares the intention of the institution(s) to seek independent accreditation for the additional location.
- Requests entry into the second step of the accreditation process for new programs (the Initial Review).

The Letter of Intent must be signed by 1) the chief executive officer of the sponsoring institution(s) and 2) the occupational therapy program director **AND/OR** dean overseeing the proposed program.

STEP 2: THE INITIAL REVIEW

Upon receipt of the Letter of Intent, the program will be provided with instructions for submission of an online Report of Self-Study that addresses compliance with all of the current *ACOTE Accreditation Standards.* The program must pay the initial review fee that is in effect at the time the Report of Self-Study is submitted.

Assigned reviewers will conduct a comprehensive assessment of the program's compliance with the *ACOTE Accreditation Standards* and will make a recommendation to ACOTE regarding the status of the program. If ACOTE determines that the proposed program appears to be in substantial compliance with the *ACOTE Accreditation Standards*, ACOTE may grant a status of accreditation without conducting an on-site evaluation. Factors that ACOTE will consider when making this decision include the history of the program, the date of the last on-site evaluation, the date of the next scheduled on-site evaluation, and the ACOTE Standards that were in effect when the additional location had its last on-site evaluation.

STEP 3: THE ON-SITE EVALUATION

If ACOTE determines that an on-site evaluation must be conducted prior to making an accreditation decision, the process will follow the steps outlined in ACOTE Policy III.A.3. The Initial On-Site Evaluation. Since the accredited program location has been paying Annual Accreditation Fees that are designed to cover the cost of the on-site visit, no on-site fee will be charged.