PD Newsletter

Spring 2018

From the Director of Accreditation:

For those who don't know me, my name is Sabrina Salvant and it is with great excitement that I have officially started as the Director of Accreditation this past week. I have been an occupational therapist for 24 years, an academic for 21 years, and served on the Roster of Accreditation Evaluators (RAE) as well as the Educational Standards Review Committee (ESRC). This is an exciting time in occupational therapy and I look forward to working with you.

Over the past few months, the Educational Standards Review Committee (ESRC) completed its revisions of the third and final draft of the Standards and have submitted them to ACOTE for their review. The Standards will be reviewed by ACOTE and the new Standards will come into effect by July 31, 2020.

ACOTE continues to see unprecedented growth in the number of programs, especially at the OTD and OTA levels. Over the past 10 years, there has been an 9.6% increase in OTD programs, from 5 in 2007 to 52 in 2018. (This number includes accredited programs and those in the Candidacy and Preaccreditation phases). Among OTA programs, we have seen a 51.2% growth over the same time span moving from 128 to 250 programs (either accredited or in the Candidacy and Preaccreditation phases). Overall, ACOTE is working with 502 programs at various stages in the accreditation process. If you missed the accreditation updates presentation at the 2018 AOTA conference, you can check out the slides here. The most up to date program numbers can be found on page 4.

The application period for new accreditation volunteers has ended, ACOTE will make its final decisions on new RAE members and the accreditation staff will contact applicants by August 2018. This year, ACOTE is placing a strategic emphasis on expanding the diversity of practice areas and education levels of its evaluators. Additionally, the AOTA Residency (Fellowship) Program is also accepting applications to become residency evaluators. Please encourage those who may be interested to apply now. More on page 3.

In an attempt to make accreditation information more accessible, the accreditation staff will be soliciting comments on ways to make information clearer and more accessible to programs. A brief survey will be developed in the near future to accomplish this task. Thank you for your continued work on behalf of occupational therapy education.

Sabrina Salvant, EdD, MPH, OTR/L
Director of Accreditation

New Resources!

Coming Soon! Beginning in the fall, ACOTE will offer several webinars designed to help new programs develop with an additional focus on resources for programs transitioning from the OTM to OTD level of education. First up will be:

Moving from the Masters to the Doctorate: Why are these programs different?

Followed by: Curriculum Design, The Capstone Experience, & Strategic Planning

Available Now! FAQ for Accredited Programs Transitioning from the OTM to the OTD Level

Updated Policy IV.B.4. Transitioning to the Doctoral Level

Based on feedback from the community, ACOTE revised Policy IV.B.4. Transitioning to the Doctoral Level to allow programs to submit their letter of intent prior to receiving degree-granting authority. This will allow programs to develop a timeline to transition and be eligible for an abbreviated 1 day on-site visit for their master's level program.

LETTER OF INTENT
An occupational therapy program seeking accreditation for an entry-level doctoral-degree-level program should first seek approval to offer the doctoral degree from the institution, the educational licensing and/or governing board(s) of the state(s) in which the program is to be offered, and the institutional accrediting body. **The program does not need to have doctoral-degree granting authority at the time of the Letter of Intent, but must have that authority at the time the Candidacy Application is submitted.**

Updated Policy V.E. Standards Revision Process

ACOTE Policy V.E. Standards Revision Process was recently revised to clarify the transition process for newly adopted ACOTE Standards:

- Approval of New Standards: ACOTE will vote on approval of the new Standards and establish a transition timeline (usually a minimum of 18 months). Typically, an implementation date of July 31st is set so that each academic year of on-site evaluations (August-July) is conducted using the same set of Standards.
- Implementation for Programs Undergoing Initial Accreditation: During the transition period, programs undergoing initial accreditation that have initial on-site evaluations scheduled after the implementation date will be required to prepare both the Candidacy Application (if not already submitted) and the initial Report of Self-Study for Preaccreditation Review under the new Standards. If the initial on-site evaluation is scheduled prior to the implementation date of the new Standards, both the Candidacy Application and initial Report of Self-Study for Preaccreditation Review must be prepared using the current Standards.
- Implementation for Programs Undergoing Reaccreditation: Programs scheduled for reaccreditation on-site evaluations after the implementation date will be required to prepare the Report of Self-Study under the new Standards. If the reaccreditation on-site evaluation is scheduled prior to the implementation date of the new Standards, the Report of Self-Study must be prepared using the current Standards.

Standards Interpretive Changes

INTERPRETIVE CHANGES

The interpretation for Standard A.4.2 has been updated to reflect the current direct link to National Board for Certification in Occupational Therapy (NBCOT) program data results that must be posted program's home page. Although the previous link (HTTPS://SECURE.NBCOT.ORG/DATA/SCHOOLSTATS.ASPX) will re-direct users to the current location, HTTPS://WWW.NBCOT.ORG/EN/EDUCATORS/HOME#SCHOOLPERFORMANCE. is the preferred published link.

Standard A.4.2. Publication of Program Outcomes: Accurate and current information regarding student and program outcomes must be readily available to the public on the program's Web page. At a minimum, the following data must be reported for the previous 3 years:
- Total number of program graduates
- Graduation rates.

The program must provide the direct link to the National Board for Certification in Occupational Therapy (NBCOT) program data results on the program's home page.

Revised Interpretive Language:
PROGRAMS MAY USE EITHER CALENDAR YEAR OR ACADEMIC YEAR WHEN PUBLISHING THE TOTAL NUMBER OF PROGRAM GRADUATES AND GRADUATION RATES FROM THE PREVIOUS 3 YEARS AS LONG AS THE TIME FRAME IS CLEARLY DELINEATED. THE NUMBER OF PROGRAM GRADUATES MUST BE TOTALED FOR THE 3-YEAR REPORTING PERIOD. IF THE PROGRAM HAS ONLY ONE OR TWO YEARS OF GRADUATE DATA, THIS MUST BE MADE AVAILABLE AND TOTALED. THE TOTAL MAY BE IN THE FORM OF A NARRATIVE OR WITHIN A GRID. THE TOTAL NUMBER OF PROGRAM GRADUATES AND GRADUATION RATES MUST BE POSTED ON THE PROGRAM'S WEB PAGE. THE PROGRAM MUST PROVIDE AN ACTIVE DIRECT LINK TO THE NBCOT PROGRAM DATA RESULTS ON THE PROGRAM'S HOME PAGE: HTTPS://WWW.NBCOT.ORG/EN/EDUCATORS/HOME#SCHOOLPERFORMANCE *(PREFERRED LINK) OR* HTTPS://SECURE.NBCOT.ORG/DATA/SCHOOLSTATS.ASPX.

There has been one update to the Standards Glossary. Previously, ACOTE accepted institutions accredited by either USDE or CHEA. When an institution is only recognized b CHEA, the institution is not eligible for Title IV funds (student loans).
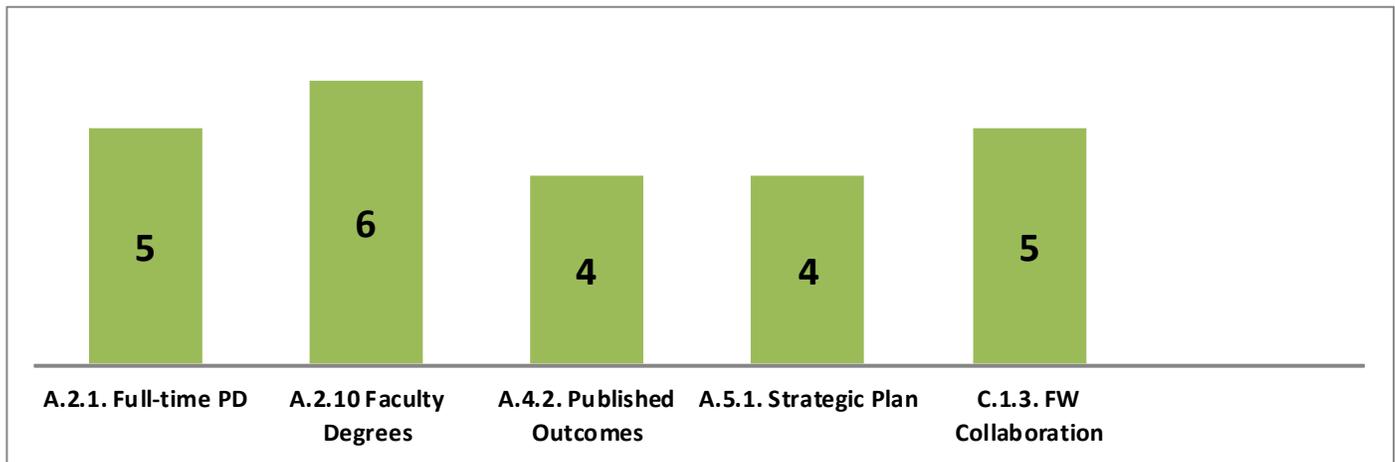
RECOGNIZED REGIONAL OR NATIONAL ACCREDITING AUTHORITY: *Regional and national accrediting agencies recognized by the USDE to accredit postsecondary educational programs/institutions. The purpose of recognition is to ensure that the accrediting agencies are reliable authorities for evaluating quality education or training programs in the institutions they accredit.*

The latest version of the ACOTE Standards and Interpretive Guide can be found here June 2018 Standards Interpretive Guide. Please remember to use the most recent Standards and Interpretive Guide as the interpretations, found in the grayed areas of the document, can and do change. The current document is the **June 2018** Interpretive Guide Version.

Most Frequently Cited Areas of Noncompliance April 2018

5	6	4	4	5
A.2.1. Full-time PD	A.2.10 Faculty Degrees	A.4.2. Published Outcomes	A.5.1. Strategic Plan	C.1.3. FW Collaboration

Program Numbers

As of June 12, 2018, the number of program locations in the accreditation process totaled 502.

Program Status	OT Doctor-	OT Mas-	OTA	TOTAL
Accredited Programs *NOTE: Transitioning Programs not included in count:* *4 OTM programs accredited as OTD programs*	22	166	218	406
Accredited Additional Locations	0	10	2	12
Candidate Programs *NOTE: Transitioning Programs not included in count:* *21 OTD program candidates*	8	11	13	32
Candidate Additional Locations	0	0	1	1
Applicant Programs *NOTE: Transitioning Programs not included in count:* *27 OTD program applicants*	24	10	16	50
Applicant Additional Locations	0	0	1	1
TOTAL	54	197	251	502

April 2018 ACOTE Meeting Actions

At the April 2018 meeting, ACOTE reviewed and took action on 564 program reports, including the following:

Initial Accreditation Visits:
- 2 programs were granted initial accreditation for a term of 7 years
- 7 programs were granted initial accreditation for a term of 5 years

Reaccreditation Visits:
- 1 program was reaccredited for a term of 10 years
  (*note: this accreditation period may not go past 2027 for OTM programs*)
- 6 programs were reaccredited for a term of 7 years
- 1 program was reaccredited for a term of 5 years

Candidacy Application (Step 1 of the Initial Accreditation Process):
- 8 programs were granted Candidacy Status

Preaccreditation Review (Step 2 of the Initial Accreditation Process):
- 5 programs were granted Preaccreditation Status

Accreditation Status Changes:
- 1 program had its accreditation status changed from Accreditation to Probationary Accreditation based on review of a Progress Report
- 3 programs had their accreditation status changed from Probationary Accreditation to Accreditation
- 2 programs had their accreditation withdrawn voluntarily

A full report on ACOTE actions is available online at April 2018 ACOTE Accreditation Actions.

Educational Standards Review Committee (ESRC)

The Educational Standards Review Committee (ESRC) held hearings at the Academic Leadership Council annual meeting and AOTA Annual Conference in Salt Lake City to receive stakeholder feedback on Draft III of the Standards. The survey for comments on Draft III of the Standards closed and the ESRC met in Bethesda, Maryland on May 31, 2018 to review the feedback in order to make revisions. The ESRC will present the revised Standards to ACOTE for review in August 2018 with an implementation date of July 31, 2020 if approved. Programs will be able to submit applications for baccalaureate OTA programs once the Standards are adopted by ACOTE, and all programs then will have 18 months to implement the new set of Standards.

Tech Tips by Sue Graves

List of Fieldwork Sites: For programs completing a Self-Study or Interim Report, Standard C.1.5, Sufficient Fieldwork Agreements, will request that you prepare a list of fieldwork sites that have been used in the most recent 3 years of Level I and Level II fieldwork placements.

Instead of filling out the form for each site in ACOTE Online, programs do have the option of uploading a list of fieldwork sites as a sortable Excel spreadsheet under the "Supporting Material" section of Standard C.1.5. If your program uses Fieldwork Clerk, the new Self-Study Fieldwork Report (for ACOTE submission) is now available. OT/OTA programs using old versions would need to upgrade to the latest version of Fieldwork Clerk to take advantage of this and other improvements.

Program/ACOTE Q&A: To the right of each Standard within the Self-Study, Interim Report, or Candidacy Application tab, there is a "Program/ACOTE Q&A" where you may ask questions related to that Standard. Accreditation staff will respond to your questions and the system will notify you by email that a response has been posted. You are welcome to use this means of communication or just send a direct email to Accreditation staff.

History Tab: Programs that previously submitted a Self-Study through the ACOTE Online system and are now working on a new Self-Study should see a new tab labelled "HISTORY". To see reports submitted in the previous review cycle, click on the "HISTORY" tab, then "Cycle 1". The previous Self-Study should appear in the "SELF STUDY" tab and Plans of Correction and Progress Reports will appear in the "REPORT" tab.

Important Message for Program Directors

ACOTE staff are always available to provide assistance when needed. If you are experiencing challenges with eAccreditation or the system does not seem to be working right, please contact Sue Graves (sgraves@aota.org) . If you have a question regarding information you are being asked to submit for a report, please contact Barb Ostrove (bostrove@aota.org). Please do not worry alone!

Remember that there are many **online resources** available to you. These include the listserv (if you are not currently included on either the PD or AFWC listserv, email Valeta Njoroge at vnjoroge@aota.org to join). Program directors of programs in candidacy and preaccreditation status are now able to join the listserv. Templates, forms, and guides are available at www.acoteonline.org as well as past issues of the PD Newsletter (dating back to fall 2012), and the most up-to-date version of the ACOTE Standards and Interpretive Guide. It is the **program director's responsibility** to remain current with the most recent Standards and Interpretive Guide as ACOTE can and does make changes to this document throughout the year. The most recent version of the 2011 ACOTE Standards and Interpretive Guide can be found here June 2018 Standards Interpretive Guide.

Any changes to ACOTE's policies and procedures are announced within this newsletter. Please **carefully review** all PD Newsletters to remain abreast of these changes, which affect **all programs**.

2018 ALC and AOTA Education Summit

The 2018 AOTA Education Summit provides a venue for educators, scholars, post professional graduate students, and clinicians who share the common vision of enhanced understanding of teaching and learning in occupational therapy education. A total of 51 peer-reviewed papers and 61 peer-reviewed posters will be presented in the following six topic categories:

Faculty Development & Resources	Pedagogy
Instructional Methods	Socialization to the Profession
Learner Characteristics & Competencies	Theory Building

The ALC meeting and the Education Summit will take place in Louisville, Kentucky, October 12-14, 2018. Registration for the ALC and Education Summit will open by mid-August.

Join Us for the Next Self-Study Workshop

The AOTA Self-Study Preparation Workshop is designed to meet the needs of program directors and faculty preparing for an upcoming self-study review and new program directors wanting to understand more about the accreditation process. The workshop includes didactic instruction and interactive sessions with a mock review of sample materials and interviews.

Topics covered include:
(1) How to get started on a report of self-study;
(2) What to consider when writing the report;
(3) What are the key elements in the self-study;
(4) How much detail is needed;
(5) What the reviewers are looking for in the self-study;
(6) How to prepare for the on-site visit;
(7) What I need to show the on-site reviewers; and
(8) Review of the e-Accreditation System.

Next Workshop: October 10-11, 2018 (held prior to the ALC meeting in Louisville, Kentucky)
Attendance is limited to 30 participants and registration will open in mid-August. Please contact Valeta Njoroge at vnjoroge@aota.org for more information.

PD Newsletter

Notes for Program Directors

ACOTE **accepts electronic documents**. Therefore, if a document is submitted electronically, there is no need to also send in a paper copy of the document; the electronic submission is sufficient.

For any **temporary PD changes**, such as sabbatical or illness, please alert ACOTE of the interim PD so that they will be included on any email notifications or updates. A formal PD change is required for anyone serving for greater than one semester.

Although a **very nice gesture**, it is unnecessary to submit a thank you message in ACOTE Online when corresponding through the Q&A section of the website. When a message such as this is received by the accreditation staff, we must respond to close out the message.

Program Personnel Changes in ACOTE Online

Please ensure that you keep program personnel **current** in ACOTE Online (https://acote.aota.org) so that communications are sent to the **correct person**. New personnel **may be added** by clicking on the "USERS" tab and adding the requested information (including a new password) under "Add User". The individual should be given a role of "Program Official" if they will be assigned one of the following roles. Otherwise, they should be designated as an "Application User". Program Officials include the following:
- CEO
- Dean or Administrator (to whom the program director reports)
- Program Director
- Other Institutional Administrator
- Academic Fieldwork Coordinator
- Student Occupational Therapy Association Advisor

To remove an official, click on the "Edit" button to the right of their name in the "OFFICIALS" tab, then click "Replace Official". Once accreditation staff approve that change, you may designate another program official in that role. Once the new Official is added, click on the "Edit" button to add their credentials, official title, and mailing address. **Changes to program officials should also be reported by using the designated Program Data Forms available in the Accreditation Surveys, Forms, and Templates section of the ACOTE webpage. These forms should be emailed directly to accred@aota.org and not as a SUBS. CHANGE.**

Annual Fees

Annual fees are due each year, including the year in which an on-site evaluation is scheduled. For new programs, the annual fee becomes effective with the first full academic year for which the program has accreditation status. See the current Fee Schedule. Invoices for the 2018 annual fees will be mailed by **July 1, 2018** and payment is due **no later than October 15, 2018**. For accredited programs and all accredited program locations, the 2018/2019 annual fee is $4,065. For programs with a status of Accreditation-Inactive, the 2018/2019 annual fee is $2,030. The AOTA Accreditation Department should be notified if early notification is required to facilitate processing of a purchase order for payment.

New ACOTE Members

The individuals listed below will begin their term on ACOTE following the August 2018 meeting:

Elizabeth A. Cada, EdD, OTR/L, FAOTA
Patricia Coker-Bolt, PhD, OTR/L, FAOTA
Renee Ortega, MS, COTA/L, BC-DMT
C. Douglas Simmons, PhD, OTR/L, FAOTA

The following individuals will complete their term on ACOTE at the conclusion of the August 2018 meeting:

Tia Hughes, DrOT, MBA, OTR/L
Don Walkovich, DHSc, MS, OTR/L, FAOTA

A current list of ACOTE members is available here: ACOTE Members

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