GUIDELINES AND POLICY STATEMENTS

VI. E. SAMPLE STATEMENTS REGARDING ACCREDITATION STATUS AND USE OF THE ACOTE LOGO

SAMPLE STATEMENTS FOR APPLICANT PROGRAMS

APPLICANT PROGRAMS:

The following are samples of university/college catalog statements concerning accreditation and credentialing mechanisms for new programs that have submitted an acceptable Letter of Intent to the Accreditation Council for Occupational Therapy Education (ACOTE®) c/o the AOTA Accreditation Program.

DOCTORAL-DEGREE-LEVEL OCCUPATIONAL THERAPY PROGRAM (Applicant Program)

The entry-level occupational therapy doctoral degree program has applied for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org.

The program must be granted Candidacy Status, have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

NOTE: In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation, fieldwork, and experiential component requirements in a timely manner. This must include a statement that all Level II fieldwork and the experiential component of the program must be completed within a time frame established by the program. Sample wording: “Students must complete Level II fieldwork and experiential requirements within 24 months following completion of the didactic portion of the program.”

MASTER’S-DEGREE-LEVEL OCCUPATIONAL THERAPY PROGRAM (Applicant Program)

The entry-level occupational therapy master’s degree program has applied for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. The program must be granted Candidacy Status, have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.
NOTE: In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation and fieldwork requirements in a timely manner. This must include a statement that all Level II fieldwork be completed within a time frame established by the program. Sample wording: “Students must complete Level II fieldwork within 24 months following completion of the didactic portion of the program.”

OCCUPATIONAL THERAPY ASSISTANT PROGRAM (Applicant)

The occupational therapy assistant program has applied for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. The program must be granted Candidacy Status, have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

NOTE: In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation and fieldwork requirements in a timely manner. This must include a statement that all Level II fieldwork be completed within a time frame established by the program. Sample wording: “Students must complete Level II fieldwork within 18 months following completion of the didactic portion of the program.”

SAMPLE STATEMENTS FOR PROGRAMS WITH CANDIDACY STATUS

PROGRAMS WITH CANDIDACY STATUS:
The following are samples of university/college catalog statements concerning accreditation and credentialing mechanisms for new programs that have been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE).

DOCTORAL-DEGREE-LEVEL OCCUPATIONAL THERAPY PROGRAM (Program with Candidacy Status)

The entry-level occupational therapy doctoral degree program has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. The program must have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

NOTE: In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation, fieldwork, and experiential component requirements in a timely manner. This must include a statement that all Level II fieldwork and the experiential component of the program must be completed within a time frame established by the program. Sample wording: “Students must complete Level II fieldwork and experiential requirements within 24 months following completion of the didactic portion of the program.”
MASTER’S-DEGREE-LEVEL OCCUPATIONAL THERAPY PROGRAM (Program with Candidacy Status)

The entry-level occupational therapy master’s degree program has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. The program must have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

NOTE: In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation and fieldwork requirements in a timely manner. This must include a statement that all Level II fieldwork be completed within a time frame established by the program. Sample wording: “Students must complete Level II fieldwork within 24 months following completion of the didactic portion of the program.”

OCCUPATIONAL THERAPY ASSOCIATE PROGRAM (Program with Candidacy Status)

The occupational therapy assistant program has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. The program must have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

NOTE: In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation and fieldwork requirements in a timely manner. This must include a statement that all Level II fieldwork be completed within a time frame established by the program. Sample wording: “Students must complete Level II fieldwork within 18 months following completion of the didactic portion of the program.”

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**DOCTORAL-DEGREE-LEVEL OCCUPATIONAL THERAPY PROGRAM** (Program with Preaccreditation Status)

The entry-level occupational therapy doctoral degree program has applied for accreditation and has been granted Preaccreditation Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its
Web address is www.acoteonline.org. The program must complete an on-site evaluation and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

NOTE: In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation, fieldwork, and experiential component requirements in a timely manner. This must include a statement that all Level II fieldwork and the experiential component of the program must be completed within a time frame established by the program. Sample wording: “Students must complete Level II fieldwork and experiential requirements within 24 months following completion of the didactic portion of the program.”

MASTER’S-DEGREE-LEVEL OCCUPATIONAL THERAPY PROGRAM (Program with Preaccreditation Status)

The entry-level occupational therapy master’s degree program has applied for accreditation and has been granted Preaccreditation Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. The program must complete an on-site evaluation and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

NOTE: In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation and fieldwork requirements in a timely manner. This must include a statement that all Level II fieldwork be completed within a time frame established by the program. Sample wording: “Students must complete Level II fieldwork within 24 months following completion of the didactic portion of the program.”

OCCUPATIONAL THERAPY ASSISTANT PROGRAM (Program with Preaccreditation Status)

The occupational therapy assistant program has applied for accreditation and has been granted Preaccreditation Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. The program must complete an on-site evaluation and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

NOTE: In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation and fieldwork requirements in a timely manner. This must include a statement that all Level II fieldwork be completed within a time frame established by the program. Sample wording: “Students must complete Level II fieldwork within 18 months following completion of the didactic portion of the program.”
ACCREDITED PROGRAMS:

The following are samples of university/college catalog statements concerning accreditation and credentialing mechanisms for programs that are accredited by the Accreditation Council for Occupational Therapy Education (ACOTE):

ACCREDITED DOCTORAL-DEGREE-LEVEL OCCUPATIONAL THERAPY PROGRAM

The entry-level occupational therapy doctoral degree program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

NOTE: In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation, fieldwork, and experiential component requirements in a timely manner. This must include a statement that all Level II fieldwork and the experiential component of the program must be completed within a time frame established by the program. Sample wording: “Students must complete Level II fieldwork and experiential requirements within 24 months following completion of the didactic portion of the program.”

ACCREDITED MASTER’S-DEGREE-LEVEL OCCUPATIONAL THERAPY PROGRAM

The entry-level occupational therapy master’s degree program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

(Sample paragraph if transitioning to the OTD and admission is closed to the master’s-level program):

In response to the mandate that the entry-level degree requirement for the occupational therapist will move to the doctoral level by July 1, 2027, the occupational therapy program is in the process of transitioning to the doctoral level. New admissions to the master’s degree program are no longer being accepted. Please refer to the following webpage for further information about the occupational therapy doctoral program [list webpage].

NOTE: In addition to the above statements, the program must have a documented and published policy to ensure that students complete all graduation and fieldwork requirements in a timely manner. This must include a statement that all Level II fieldwork be completed within a time frame established by the program. Sample wording: “Students must complete Level II fieldwork within 24 months following completion of the didactic portion of the program.”

ACCREDITED OCCUPATIONAL THERAPY ASSISTANT PROGRAM

The occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301)
652-AOTA and its Web address is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

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**GUIDELINES FOR USE OF THE ACOTE LOGO**

**ACOTE**

ACOTE-accredited programs are invited to use the ACOTE logo when reflecting the program’s ACOTE accreditation status in written or Web-based publications. However, the use of the logo is governed by the following guidelines:

1. The ACOTE logo may only be used by currently accredited occupational therapy and occupational therapy assistant educational programs. The logo may NOT be used by programs that have applied for, but not yet received accreditation, including programs granted Candidacy Status or Preaccreditation Status.

2. When programs or program levels are included in the publication or Web page that are not accredited by ACOTE, the accompanying text must clearly indicate which programs or levels are ACOTE-accredited.

3. Use of the logo is subject to revocation and withdrawal by ACOTE when, in its sole judgment, its continued use would not serve the best interests of ACOTE or the public.