

CONTINUING ACCREDITATION

IV. A. 4. MAINTAINING ACCREDITATION

MAINTAINING ACCREDITATION

Administrative requirements for maintaining accreditation are detailed in Standard A.1.5. of the *Accreditation Standards for a Doctoral-Degree-Level Educational Program for the Occupational Therapist*, *Accreditation Standards for a Master's-Degree-Level Educational Program for the Occupational Therapist*, and *Accreditation Standards for an Associate-Degree-Level Educational Program for the Occupational Therapy Assistant*.

All reports and documentation must be submitted in English.

In summary, to maintain accreditation, the sponsoring institution or program must do the following.

- Inform the Accreditation Council for Occupational Therapy Education (ACOTE®) of the transfer of program sponsorship or change of the institution's name within 30 days of the transfer or change.
- Inform ACOTE within 30 days of the date of notification of any adverse accreditation action taken to change the sponsoring institution's accreditation status to Probation or Withdrawal of Accreditation.
- Submit a Letter of Intent to add or change a program degree level at least 1 year prior to the planned admission of students into that level.
- Inform ACOTE within 30* days of the resignation of the program director or appointment of a new or interim program director.
- Pay accreditation fees within 90 days of the invoice date.
- Submit a Report of Self-Study and other required reports (e.g., Annual Report, Interim Report, Plan of Correction, Progress Report) within the period of time designated by ACOTE. All reports must be complete and contain all requested information.
- Agree to a site visit date before the end of the period for which accreditation was previously awarded.
- Demonstrate honesty and integrity in all interactions with ACOTE.

*Thirty days is the maximum amount of time for programs to notify ACOTE of a change in program director. However, it is ACOTE's expectation that institutions will notify the AOTA Accreditation Department immediately of a vacancy in the program director position and provide information regarding the appointment of an interim, acting, or permanent program director. The information to be submitted is detailed in [ACOTE Policy IV.E.4. Program Director Changes](#).

ACOTE may require additional reports or schedule a fact-finding visit if indicated by information provided in reports, as a result of a formal complaint (see [ACOTE Policy V.B. Procedure for Complaints](#)), or a potential violation of ACOTE's Doctrine of Integrity Policy (see [ACOTE Policy VII. Doctrine of Integrity](#).) A fact-finding visit may also be scheduled if ACOTE is unable to determine a program's compliance with one or more Standards through written documentation and finds it necessary to obtain information via on-site data gathering.

The cost of the fact-finding team's travel and per diem will be divided equally between ACOTE and the educational program.