# The AOTA Fellowship Program Approval Process

1. The sponsoring institution completes and submits an Intent to Seek Approval form for an existing or developing fellowship program.

2. The Intent to Seek Approval form is reviewed by AOTA. If accepted, the fellowship program is granted **APPLICANT** status.

3. The sponsoring institution completes and submits a candidacy application by the appropriate due date.

4. The candidacy application is reviewed by two members of the Roster of Fellowship Reviewers (RFR). Their reviews are submitted to the Fellowship Program Review Committee (FPRC).

5. The FPRC takes action on the candidacy application. If favorable, the fellowship program is granted **CANDIDATE** status and may accept its first fellow(s) to be recognized by AOTA.

6. The fellowship program completes and submits a Fellow Acceptance Notification form upon accepting its first fellow(s). AOTA schedules the site visit accordingly.

7. A site visit is conducted by two members of the RFR during the second half of the fellowship’s initial delivery. The RFR members prepare a site visit report for the FPRC.

8. The FPRC takes action on the site visit report. If favorable, the fellowship program is granted **APPROVAL** status for 10 years.

9. Each year, the approved fellowship program completes and submits an Annual Report.

10. In the 5th year of approval, the fellowship program completes and submits an Interim Report.

11. In the 10th year of approval, the fellowship program completes and submits an application for re-approval.

See the Schedule of Fees and the Fellowship Program Policy Manual for additional details.