

University of Wisconsin – La Crosse Occupational Therapy Program
Accreditation Process

1. The program will remain in good standing with the Accreditation Council for Occupational Therapy Education (ACOTE). The program director is responsible to:
 - a. Inform ACOTE if sponsorship of the program is transferred or if UW-L changes its name within 30 days of the action
 - b. Inform ACOTE of any adverse UW-L accreditation action (probation or withdrawal of accreditation) within 30 days
 - c. Notify and receive ACOTE approval for any significant program changes prior to admission of students into the new/changed program
 - d. Inform ACOTE within 30 days of the resignation of program director or appointment of a new or interim program director.
 - e. Pay Accreditation fees within 90 days of invoice due date.
 - f. Submit required ACOTE documents (self-study, interim report, plan of correction, progress report, and annual report) in ACOTE designated time frame. All reports must be complete and contain all requested information.
 - g. Agree to a site visit date before the end of the accreditation period.
 - h. Demonstrate honesty and integrity in all interactions with ACOTE.

2. Faculty are responsible for timely contributions to self-study, annual report, and interim report as follows:
 - a. Update syllabi each semester maintaining coverage of standards assigned to the course. Requests to eliminate coverage of a standard in a particular course must be brought to the curriculum committee.
 - b. Provide assessment raw data and participate in annual assessment review. Contribute to annual strategic plan review.
 - c. Create professional development plans including assigned actions steps from the strategic plan. Review PDP's annually with program director
 - d. Collaborate on updating program philosophy, mission, and curricular design discussions
 - e. Complete course summary sheet (Old Form B) for each assigned course
 - f. Complete course grid that details coverage of standards assigned to each course
 - g. Contribute to demonstration of competencies/knowledge supporting assignment of courses
 - h. Review and update policies/procedures as needed
 - i. Other duties for the self-study as assigned by the program director.

3. AFWC is responsible for faculty responsibilities above plus the following accreditation tasks:
 - a. Maintain procedures as designed including maintaining appropriate documentation
 - b. Assume responsibility to provide documentation/data for Fieldwork Standards.
 - c. Notify program director if processes change affecting coverage of a fieldwork standard.