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.