American Occupational Therapy Association
Fellowship Program

OVERVIEW OF 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) member for their review and decision..
5. The FPRC takes action on the candidacy application. If favorable, the fellowship program is granted **Candidate or Provisional** status, and may accept its first fellow 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 to review.
8. The FPRC takes action on the site visit report. If favorable, the fellowship program is granted **APPROVAL** status for up to 10 years.
9. Each year, the approved fellowship program completes and submits an Annual Data Report.
10. In the 5th year of approval, the fellowship program completes and submits an Interim Data Report.
11. In the 10th year of approval, the fellowship program completes and submits a renewal application.

Please contact the AOTA Fellowship Program for additional information and details .