



Pi Theta Epsilon

Occupational Therapy Honor Society

Chapter in a Box

a how-to guide to starting and
maintaining your chapter

(Updated 2024)



Pi Theta Epsilon Chapter-in-a-Box Introduction

Welcome to Pi Theta Epsilon Chapter-in-a-Box!

Thank you for joining your local Pi Theta Epsilon Chapter as faculty advisor or as a member of the chapter leadership. We recognize and appreciate your commitment to Pi Theta Epsilon and to the advancement of occupational therapy.

Pi Theta Epsilon endeavors to:

- ✓ Recognize and encourage scholastic excellence of occupational therapy students.
- ✓ Contribute to the advancement of the field of occupational therapy through scholarly activities such as research development, continuing education, and information exchange between student and alumni members; and
- ✓ Provide a vehicle for students enrolled in accredited programs in occupational therapy to exchange information and to collaborate regarding scholarly activities.

Enclosed are resources to help you advance these purposes within your Pi Theta Epsilon chapter. Note that the Chapter-in-a-Box is intended as a guide, with the most [Up to date content](#). Please customize documents or add information that is specific to your chapter as needed. Contact the [PTE National Coordinator](#) or officers with questions at any time.

Best wishes for a successful year!

Sincerely,

The Pi Theta Epsilon National Executive Committee

Contact Information:

AOTF – Pi Theta Epsilon
12300 Twinbrook Pkwy, Suite 520
Rockville, MD 20852

Email: pte@aotf.org **Phone:** (240) 292-1077

PTE Website: <https://www.aotf.org/Pi-Theta-Epsilon>

Table of Contents

Background.....	2
Mission.....	2
Ideals.....	2
Purpose.....	2
History.....	3
Trademark.....	5
Code of Ethics.....	6
PTE and the Association of College Honor Societies.....	6
Functions of Honor Societies.....	7
Constitution.....	8
PTE Standard Operating Procedures.....	14
Frequently Asked Questions of the Executive Committee (National).....	19
Frequently Asked Questions of the Annual Business Meeting.....	20
Frequently Asked Questions by New Members.....	21
Benefits of Membership.....	22
Membership.....	23
Eligibility.....	23
Types of Membership.....	25
Member Handbook.....	26
Criteria for Examination of Member Applications.....	27
Application for Membership.....	28
Sample letter to Applicant.....	30
Certificates.....	32
Membership Fees and Dues.....	33
Paying Membership Fees and Dues.....	34
List of Chapters by State.....	35
Invitation to faculty member to serve as chapter advisor.....	39
Chapter Structure and Organization.....	40
Example Chapter Structure.....	40
Petition for Establishing a Chapter.....	41
Chapter Communication at a Distance.....	45
Chapter Meeting Resources.....	46
Examples of Meeting Agendas.....	46
Fundraising Ideas for PTE Chapters.....	47
Guidelines for PTE Induction Ceremony.....	48
Examples of Induction Ceremony Programs.....	49
Examples of Induction Ceremony Script.....	52

Pi Theta Epsilon Resolution Form.....	55
Awards and Scholarships Overview	56
Glossary of Terms	57

Background

Mission

The mission of Pi Theta Epsilon (PTE) is to:

Support the practice of occupational sciences and the practice of authentic occupational therapy by promoting research, leadership and scholarly activities by its members. In this way, the organization serves not only the profession, but helps to ensure quality health care services for the general public.

Ideals

The ideals of Pi Theta Epsilon are to stimulate, recognize, and reward:

- Clinical practice that demonstrates the principles of authentic occupational therapy; and
- Educational systems that support excellence in scholarship, research, and critical thinking (related to authentic Occupational Therapy) in its students and faculty.

For example, we want to support educational systems which prepare students to:

- Become practitioners of authentic occupational therapy.
- Endeavor to conduct research.
- Strive to attain the ideals of PTE; and
- Stimulate research through a program of awards and mentorship.

Purpose

The purposes of Pi Theta Epsilon, as stated in the society's constitution, are to:

- Recognize and encourage scholastic excellence of occupational therapy students;
- Contribute to the advancement of the field of occupational therapy through scholarly activities, such as research development, continuing education, and information exchange between student and alumni members; and
- Provide a vehicle for students enrolled in accredited programs in occupational therapy to exchange information and to collaborate regarding scholarly activities.



History

Pi Theta Epsilon is the national honor society for occupational therapists. Established in 1958, at the University of New Hampshire (UNH), Pi Theta Epsilon has evolved into a nationally recognized organization with purposes of which all occupational therapists can be proud and with a structure that supports these purposes and the resulting programs.

Why an honor society in occupational therapy? The students at UNH believed that it was important to recognize outstanding members of their classes; they had access to a biology honor society, but their records show that they felt it was “a bit remote.” They wanted to be able to bestow a unique honor upon their own graduates and those of other programs. Dr. Anne Henderson, former professor emerita at Boston University, was instrumental in helping to form the chapter, as were three founding members: Nancy Anne Morehouse (Marshall), Faith Barnett, and Mickey Lane Leavey (Gresh). Charter members included Penny Webb, Priscilla Radcliff, Betty Ann Caton, Janet Marie Allaire (Kay), and Elizabeth Ellen Bunker (Lovejoy). The Alpha Chapter at UNH, which served as national headquarters for Pi Theta Epsilon between 1959 and 1970, remains active today.

Beta Chapter, formed at Colorado State University, was the second chapter of Pi Theta Epsilon, followed by Gamma Chapter at Kalamazoo State University (now Western Michigan) and Delta Chapter at Texas Woman’s University. These pioneer chapters recognized that in a true profession, scholarship and research are necessary components in the development of the profession’s knowledge base, as well as the development of a scholarly-based practice standard for providing care. They maintained careful records of inductees and initiated several studies to determine the similarity of the occupational therapy programs of the time. For example, they made an effort to exchange information regarding curriculum content at the different programs.

However, the society had no national structure at the time. With the occupational therapy requirement for fieldwork education immediately upon completion of the academic portion of the program, no alumni were available to work toward the development of a national structure. The organization was seen as being for student members; students held office in their local chapters and made efforts to correspond with colleagues in other educational programs. A book of minutes from the Alpha Chapter indicated that members in 1959 created a poster about Pi Theta Epsilon for the next annual American Occupational Therapy Association (AOTA) conference. Pi Theta Epsilon members suggested holding annual Pi Theta Epsilon meetings in conjunction with the “AOTA Convention” in the future.

In 1983, national headquarters moved to the University of North Dakota where an occupational therapy faculty member, Dory Marken, provided an invaluable service by establishing a record-keeping system. Each chapter was asked to send her a list of inductees each year. These records have made it possible to trace many of the older members of Pi Theta Epsilon.

The urge to become a national organization arose periodically. Student members were eager to see Pi Theta Epsilon affiliated with the Association of College Honor Societies (ACHS). In 1987 the American Student Committee of the Occupational Therapy Association (ASCOTA), now the Assembly of Student Delegates (ASD), conducted a



survey of existing chapters, inquiring about standards to establish and maintain a national honor society. Respondents were strongly in favor of working to achieve the standards required by ACHS, which required a minimum of 10 chapters and adoption of a unified constitution and a uniform set of eligibility criteria by all chapters. In 1987, there were 19 chapters across the country, but they had no means of communication, no shared constitution, no standard eligibility requirements, and no recognition by universities as a national honor society.

In 1988, ASD asked the Board of Directors of the American Occupational Therapy Foundation (AOTF) to sponsor Pi Theta Epsilon toward achieving recognition as a national honor society. AOTF had already established the Academy of Research in 1983 for selected scholars whose work exemplified the highest academic and scientific work. Sponsorship of Pi Theta Epsilon was seen by AOTF as an opportunity to lay the groundwork for future scholars and Academy members.

In response to ASD's request, an advisory committee was established. This group first met in 1988 in Baltimore during the annual conference with Carolyn Baum, then a member of the AOTF Board of Directors, as chairperson. Other members of the group included Mary J. Bridle, Dory Marken, Paula Kraemer, and Truby La Garde. The group developed plans for a national structure and a national agenda to be carried out by the student members of a local working committee: Faye Job, Sheila Rae Krajnik, Michelle Cullen, and Susan Lin. Mary J. Bridle served as the faculty advisor, while Nedra Gillette served as the AOTF staff liaison. In 1991, a second advisory group was convened with Maralynne Mitcham as chairperson and Virginia Stoffel and Sandy Cash as members.

AOTF provided an operating budget to support Pi Theta Epsilon activities through 1994. This loan of nearly \$10,000 has now been repaid through the successful dues structure of the new organization. Work was undertaken by the student leaders to (a) increase the number of existing chapters; (b) incorporate the society (c) register its trademark (the pin worn by Pi Theta Epsilon members); and (d) apply successfully to ACHS. By March 1995, all of these goals had been accomplished except ACHS membership, which was finally achieved in February 1996. By March 1995 there were 43 chapters!

In 1990, a constitution was adopted through ratification by all existing chapters. This constitution supersedes any governing documents previously adopted by any specific chapter, although chapters are still encouraged to develop their own bylaws to govern their local operations. A uniform dues and fees structure was adopted through the constitution, thus creating the first fiscal base for the organization and putting it on the road to financial independence (one of the requirements of ACHS).

A quarterly newsletter was adopted as the primary means for fostering communications between chapters and between chapters and the national society. The Scroll & Pen serves as the vehicle for soliciting nominations for officers, promoting the agenda for the annual national meetings, and alerting members to important events such as nomination deadlines for the President's Award, the Award of Excellence, and the Mary J. Bridle First Research Award.

In 1992, the Pi Theta Epsilon Executive Committee developed a long-range plan for the society. This plan helps the organization monitor its goals and see to what extent its programs actually achieve their goals. Goals are not easily accomplished in the absence of staff, of course, and the Executive Committee had to face this problem early



on. For the first few years of its life, Pi Theta Epsilon was staffed by the secretary to the Research Division at AOTF. The secretary also had the responsibility of producing The Scroll & Pen. By 1995 an independent coordinator was recognized as being essential, although only a half-time position could be afforded within the budget. The coordinator's role is vital to the success of the organization and includes responsibility for overseeing arrangements of the annual meeting, soliciting dues and maintaining a membership database, and producing The Scroll and Pen. In addition, the coordinator works closely with the Executive Committee, facilitating the quarterly conference calls that help to move the society's agenda in a timely fashion.

Since 1995, a new program providing for retroactive membership has taken place. Through this program, occupational therapists who did not have the opportunity to become members of Pi Theta Epsilon while they were in school will now be allowed to join by providing evidence of their qualifications at the time they entered the field. Alumni members who do not live within a convenient distance of an occupational therapy program having a Pi Theta Epsilon chapter are invited to join a national satellite chapter; this affords them the opportunity to have a vote in national affairs and to get a better sense of "belonging" to the honor society. Alumni are encouraged to inquire about these opportunities. New Pi Theta Epsilon members are also encouraged to become lifetime members by paying a single fee. PTE has grown to over 140 chapters and the National Coordinator has been tasked with keeping an updated list of all chapter faculty advisors as well as chapter executive teams. The Scroll & Pen has continued three times a year as well as an added monthly newsletter. Lifetime members have also been given the benefit of taking three ot.com courses for CEU credits.

The Executive Committee poses three purposes as the focus of the organization during (a) to stimulate, recognize, and reward clinical practice that demonstrates authentic occupational therapy; (b) to stimulate, recognize and reward educational systems that support scholarship, research, and critical thinking in students and faculty; and (c) to stimulate research through a program of awards and mentorship.

Trademark

On November 23, 1993 the Pi Theta Epsilon Service Mark (below) was published in the Trademarks Official Gazette. A Certificate of Registration was issued soon thereafter. This logo is depicted on the official pin that can be worn only by Pi Theta Epsilon members.



Code of Ethics

In accordance with the national code of ethics for occupational therapists, Pi Theta Epsilon believes that each of its members shall conduct themselves with the highest moral and professional standards. The policies of Pi Theta Epsilon shall be that:

PTE prohibits the practice of hazing or discrimination in any form. The use of illegal substances is strictly forbidden.

The use of alcoholic beverages shall be in accordance with all laws and entities governing the society.

Buildings used for official PTE business shall be in compliance with the American Disabilities Act (ADA) and local fire and health codes.

Pi Theta Epsilon & the Association of College Honor Societies

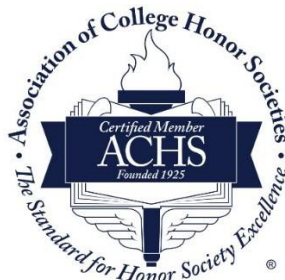
Pi Theta Epsilon is a member of the Association of College Honor Societies (ACHS). The mission of [ACHS](#) is:

To build a visibly-cohesive community of national and international honor societies that promotes the values of higher education; fosters excellence in scholarship, leadership, service, and research; and adheres to the standards of honor society excellence. (ACHS, 2021).

For further information about ACHS, visit: the [ACHSwebsite](#)

What does this mean for PTE?

- PTE is one of less than 70 certified honor societies in the United States.
- PTE ascribes to the high standards for scholastic eligibility and organizational excellence set by ACHS.
- Member participation in governance is assured to advance the interests of individual members.



Functions of Honor Societies

(from Association of College Honor Societies' By Laws, Article IV)

- A. A certified member society is an honor society that offers membership to undergraduate or graduate students enrolled in an institution [See Article XVIII definition of institution] who, as defined by the society, have achieved academic excellence across all their coursework or in a particular field, program or major; and who may also have achieved excellence in leadership, research, service or a collegiate activity or program.
- B. There are two classifications of certified member societies: general and specialized.
- C. A certified member society in the general classification is one that receives into membership students:
 - 1. who are in any major or field of study or in an overarching discipline that may be subdivided into distinct fields; and
 - 2. who have attained the scholastic and other requirements that the certified member society has established.





Pi Theta Epsilon Constitution

National Occupational Therapy Honor Society

**Pi Theta Epsilon – National Office
12300 Twinbrook Pkwy, Suite 520
Rockville, MD 20852**



PI THETA EPSILON CONSTITUTION

Updated April 2024

ARTICLE I - NAME

Section 1.

The name of the honor society shall be: Pi Theta Epsilon, hereinafter referred to as PTE.

ARTICLE II - PURPOSES

Section 1. As a member of the Association of College Honor Societies (ACHS), PTE's purposes shall be:

- A. To recognize and encourage scholastic excellence of occupational therapy students.
- B. To contribute to the advancement of the field of occupational therapy through the scholarly activities of student and alumni members.
- C. To provide a vehicle for students enrolled in accredited programs in occupational therapy to exchange information and to collaborate regarding scholarly activities.

ARTICLE III - MEMBERSHIP

Section 1. Classes of Membership

- A. Student members shall rank not lower than the highest 35% of their class in scholarship and completed the number of credit hours used by the institution to designate one full academic term equivalency in a graduate level program.
- B. Alumni members shall be those past student members who were members in good standing upon graduation.
- C. Sustaining members shall be those members who desire to support the purposes of this organization by contributing any amount larger than their designated dues.
- D. Life membership in the national organization shall be for students or alumni who meet the standards set forth in Article III.A. and choose to pay the prevailing fees at the time.
- E. Honorary membership may be conferred by an active chapter or at a national meeting upon individuals who have made an outstanding contribution to the field of occupational therapy.

Section 2. Voting Rights and Privileges of Members

- A. Active members shall be students (by chapter), alumni, life, and honorary members in good standing and shall be the only members entitled to vote.

ARTICLE IV - NATIONAL MEETINGS

Section 1. Annual Business Meeting (ABM)

An ABM for PTE members shall be held every calendar year.

Section 2. Chapter Vote

- A. Each chapter represented shall carry one vote at the ABM.
- B. Each lifetime member in good standing shall carry one vote at the ABM once they have graduated from their respective Occupational Therapy program, until then their vote remains part of their respective chapter vote.
- C. Each alumni member in good standing shall carry one vote at the ABM.



Section 3. Quorum Section

The quorum shall be determined at each ABM and shall be defined as: 2/3rd of the chapters registered for that meeting, provided that a minimum of 20% of total chapters are present but not less than 20 chapters.

Section 4. Officer's Votes

The Vice President, Secretary, and Treasurer shall each carry one vote at the ABM. The President shall vote only in the case of a tie.

Section 5. Agenda

- A. The agenda for the ABM will be published electronically 30 days in advance of the annual meeting. Chapters unable to send delegates may submit written position statements on agenda items, which will be reported by the Secretary as appropriate.
- B. Business to be conducted at the ABM shall include:
 - 1) Election of the Nominations Committee.
 - 2) Amendments to the Constitution.
 - 3) Financial matters including establishing national fees paid by chapters; and,
 - 4) Induction of new officers.
- C. Any motions to be presented at the meeting must be received annually 60 days in advance of the ABM, so they can be included in the agenda.

ARTICLE V - NATIONAL OFFICERS

Section 1. Officers

The national officers making up the Executive Committee shall be President, Vice President, Secretary, and Treasurer.

Section 2. Eligibility

- A. For the positions of Secretary and Treasurer, the candidates must have been active members of PTE for a minimum of one year prior to taking office at the PTE Annual Business Meeting.
- B. For the positions of President and Vice President, the candidates must have been active members of PTE for a minimum of two years prior to taking office at the PTE Annual Business Meeting.

Section 3. Election of Officers

- A. Officers shall be elected from members in good standing and conducted annually.
- B. The Nominating Committee shall verify candidate qualifications and determine a slate for election. Three members shall be elected by those members present at the National Meeting. The term of office shall be one year.
- C. Officers shall be elected by a simple majority of those members who vote.
- D. Each chapter holds one vote and each lifetime member or alumni member in good standing, once they have graduated from their respective Occupational Therapy Program, carries 1/2 vote.
- E. Elections shall be completed by mail/e-mail ballot at least three months prior to the National Meeting.

Section 4. Terms of Office

- A. The President, Vice President, Secretary, and Treasurer shall serve a 2-year term.



- B. In no case shall any individual serve more than 4 years in the same office and no more than 6 total years on the Executive Committee.

Section 5. Functions of Officers

- A. The President shall preside over all sessions at the Annual Business Meeting and promote the functioning of the organization. The President shall serve as liaison between PTE and the Association of College Honor Societies (ACHS).
- B. The Vice President shall preside over all meetings in the absence of the President. The Vice President shall be responsible for communication and the promotion of PTE.
- C. The Secretary shall record the proceedings of all meetings and distribute to the Executive Committee in a timely manner.
- D. The Treasurer shall be responsible for keeping all financial records and shall serve as liaison between PTE and personnel at the National Office.

Section 6. Filling Vacant Executive Committee Positions

- A. For the positions of President and Vice President, the remaining members of the Executive Committee will identify and appoint an existing officer from the current Executive Committee.
- B. For the positions of Secretary and Treasurer, a call for nominations will be made and the position appointed by the Executive Committee

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. The Executive Committee (EC) shall consist of the President, Vice President, Secretary, and Treasurer.

Section 2. The EC shall have general supervision of the society between National Meetings and is vested with full power to conduct all business of the society between National Meetings. The EC shall be subject to the orders of society and none of its actions shall conflict with action taken by the society.

Section 3. Meetings of the EC shall be called by the President or by any two voting members of the EC.

Section 4. A majority of the voting members of the EC shall constitute a quorum.

Section 5. Any question and/or issue may be submitted in writing to the EC for determination in lieu of a meeting of the EC. If either two members challenge the ballot on the grounds that insufficient information is available for proper consideration of the question, the question will be postponed until the next meeting of the EC. A report of any action received in writing shall be verified and made a part of the minutes of the next meeting of the EC.

Section 6. Members of the EC may participate in a meeting of the committee through conference telephone or electronic or other internet communications systems or video conferences by means of which all persons participating in the meeting can hear each other at the same time, and such participation shall constitute presence in person at the meeting.

ARTICLE VII - CHAPTERS

Section 1. Conditions

- A. A chapter of the society may be established in a college or university in the United States, its territories, commonwealths or districts which offer master's level or advanced degrees in occupational therapy and is fully accredited by ACOTE.



International chapters outside of the United States may be established in a college or university which offers degrees in occupational therapy approved by the World Federation of Occupational Therapists. Chapters of PTE may be established at institutions when evidence of interest and eligibility is shown by ten or more students.

- B. During program transitions, if a chapter was previously established, the chapter shall be subject to the grandfather clause and remain active.
- C. Alumni members who do not choose to participate in a collegiate chapter may belong to the National PTE Alumni Chapter.

Section 2. Names of Chapters

The active chapters shall be named in order of their formation from the letters of the Greek alphabet.

Section 3. Guidelines

Guidelines for establishing new chapters shall be available from the national PTE office

Section 4. Sections

- A. To accommodate groups of students enrolled in different programs at the same school (i.e. bachelors, masters, and doctoral students), chapters may establish several sections and, if necessary, on different campuses of the university or college.

ARTICLE VIII - CHAPTER OFFICERS

Section 1. Officers

The officers shall be President, Vice President, Secretary, and Treasurer.

Section 2. Eligibility

Officers shall be elected from the active membership of that chapter.

Section 3. Election of Officers

- A. Elections shall be held yearly by secret ballot.
- B. Officers shall be elected by a simple majority.

ARTICLE IX - CHAPTER ADVISOR

Section 1. Selection

- A. The active membership of the chapter shall authorize the Secretary to send a written invitation to a faculty member each year inviting her or him to serve as advisor for the following year.
- B. The faculty member shall notify the organization in writing that she or he accepts or declines the position.

Section 2. Functions of the Advisor

- A. The advisor shall identify the top 35% of each class who are eligible to apply for membership.
- B. The advisor shall serve as a member of the Chapter Review Board.
- C. The advisor shall attend meetings regularly.
- D. The advisor shall act as a liaison between faculty and PTE.
- E. The advisor shall not have a vote.
- F. The advisor shall receive nominations for chapter officers.



ARTICLE X - CHAPTER MEETINGS

Section 1. Frequency

1. The chapter shall have at least one regular meeting each year.
2. The time and place of the meeting shall be designated at least 14 days before the meeting date and communicated to chapter membership by mail, electronic, or telephonic transmission.

Section 2. Quorum

The number needed to constitute a quorum shall be 20 percent of the active membership. A quorum is necessary when establishing or amending the functions of the chapter.

ARTICLE XII - AMENDMENT OF CONSTITUTION

This Constitution may be amended in any one of the following ways:

Section 1.

At the national meeting by a two-thirds vote, provided that the amendment has been submitted in writing to the chapters at least thirty (30) days prior to the meeting.

Section 2.

In the event that the amendment could not be submitted to the chapters 30 days prior to the meeting, an amendment approved by the Executive Committee by a two-thirds vote may be adopted at the national meeting by a three-fourths vote.

Note: Resolutions of the Constitution are available on the Pi Theta Epsilon website.





Pi Theta Epsilon Chapter Standard Operating Procedures

I. Issues, Concerns & Limitations

A. Activities within the scope of PTE

1. All activities of PTE national board and individual chapters will support the mission "...to support the development of occupational sciences and the practice of authentic occupational therapy by promoting research and other scholarly activities by its members. In this way, the organization serves not only the profession, but helps to ensure quality health care services for the general public."
2. PTE chapter fundraising should directly support:
 - a. sustaining the chapter (i.e. induction ceremonies)
 - b. research initiatives
 - c. scholarship activities,
 - d. attendance of the voting delegate to the Annual Business Meeting

B. Disciplinary action/termination of membership

1. In the event that a PTE member acts in a manner that the local chapter feels reflects the values of PTE poorly, with substantial evidence (i.e. unlawful or criminal activity, evidence of academic dishonesty), the local chapter, in consultation with the faculty advisor, may take appropriate disciplinary action up to and including termination of PTE membership.

II. Election to Membership in Pi Theta Epsilon

A. The Association of College Honor Societies (ACHS) requires that specialized honor societies be established to recognize and encourage superior scholarships in a specialized field at either undergraduate or graduate levels.

1. Election of new members shall include those who have demonstrated superior scholarship, evidenced by:
 - a. Ranking within the highest 35% of their class.
 - b. Completing the number of credit hours used by the institution to designate one full academic term equivalency in an entry-level



baccalaureate or post -baccalaureate program in occupational therapy.

2. An eligible student need not apply for membership in the semester in which she or he becomes eligible but may apply any time until the beginning of the final academic semester/quarter prior to beginning fieldwork. A student must have at least one entire semester remaining after initiation before leaving for a fieldwork placement.
 3. A piece of scholarly written work, completed while enrolled in the occupational therapy program, shall be submitted as evidence of the applicant's ability. The applicant shall also submit a short essay (250 words) stating why she/he wishes to join PTE. Uniform review criteria shall be established as PTE policy.
 4. Part-time students are eligible for membership. Part-time students are those for whom the total span of time allotted to complete all requirements for the degree program is greater than the usual number of required semesters or quarters. To be eligible, part-time students must have completed the number of graduate credit hours used by the institution to designate full academic term equivalency in an entry-level post baccalaureate program in occupational therapy. GPAs for part-time Students shall be figured separately for each student, relative to a current full -time class in the program. The several part-time students enrolled in the program shall not be considered as a "class" but shall have met all other eligibility requirements.
 5. Lapsed members (those who have not continued to pay chapter dues as alumni) may rejoin the local PTE chapter of their choosing by paying only the current year's membership fee. No reinstatement fees shall be charged by any local chapter. Membership in a local chapter automatically bestows membership in the national society.
 6. ACHS does not permit a national honor society to require membership in any other organization such as the American Occupational Therapy Association, American Student Committee of the Occupational Therapy Association.
- B. Candidates will be reviewed by a Review Board comprised of the PTE chapter president and any TWO of the following individuals: a) the chapter advisor, b) an alumni member, c) a member of a local support chapter, and/or d) a faculty member of the OT program not affiliated with PTE.
- C. Nominations of student members shall be made by the Review Board. Election shall be by a majority vote of the chapter.
- D. Pi Theta Epsilon does not discriminate against any prospective member on the basis of race, gender, religion, ethnicity, disability, or age.

III. National and Chapter Dues

- A. National Fees must be paid in order to be inducted into a chapter.
1. New members shall, at the time of their induction, pay either a lifetime membership fee of \$175.00 (which includes the \$50 induction fee) or a



standard payment of \$75.00 which includes an induction fee of \$50.00- and first-year dues of \$25.00 to the national PTE organization.

2. Active members shall pay the annual membership dues of \$25.00 to the national PTE organization or at any time can pay a one-time lifetime membership fee of \$125.00
3. All fees and dues will be determined by the members attending the Annual Business Meeting.

B. Chapter Induction Fee

1. An induction fee may be established by the local chapter which is sufficient to cover local costs of induction.

C. Chapter Dues

1. Chapter dues shall be established by a simple majority vote of the active members of the chapter.

IV. Meeting Dates & Times

- A. Chapters are required to hold an induction ceremony following the selection of new members. It is recommended chapters hold the ceremony annually.
- B. Chapters will hold a meeting at minimum once per term (semester vs. quarter). It is recommended chapters hold meetings once per month.
- C. Chapters must provide members at least one month's notice of the chapter meeting date when officer elections will take place.
- D. Chapter elections may take place in person and/or electronically.
- E. The Annual Business Meeting will be held annually at the AOTA Annual Conference. All chapters are recommended to send one voting delegate to represent them. All active PTE students and alumni members are encouraged to attend.

V. Functions of the Chapter

A. Chapter Establishment and Initiation of Members

1. Chapter Establishment

- a. Programs will complete the [chapter application process](#). To access the petition form, programs should contact the National Coordinator at pte@aotf.org. Or visit the [PTE Website](#)

- b. Designate Chapter Advisor

2. Induction of Members

- a. Induction of new members shall take place within two months after the candidates have been elected.

B. Chapter Officers

1. Elected officers shall serve for one year.



- a. The President shall call the meetings and shall preside at meetings. The President shall promote the functioning of the organization in accordance with National and Chapter Bylaws. The President shall serve on the Chapter Review Board. The President shall not vote in the election of officers except in the case of a tie.
- b. The Vice President shall assist the President. The Vice President shall preside over meetings in the absence of the President.
- c. The Secretary shall record the proceedings of all meetings, carry on all necessary correspondence, and maintain the records of the organization.
- d. The Treasurer shall be responsible for handling all monies and financial records of the chapter, including the preparation of the annual budget. The Treasurer shall provide for safekeeping of monies collected and exchanged with the National Office of PTE.

C. Selection and Function of Chapter Advisor

1. Selection of the Chapter Advisor

- a. The active membership of the chapter shall authorize the Secretary to send a written invitation to a faculty member each year inviting her or him to serve as advisor for the following year.
- b. Eligibility: The advisor shall be a Registered Occupational Therapist (OTR) and a member of the occupational therapy faculty.
- c. The faculty member shall notify the Chapter in writing that she or he accepts or declines the position.

2. Functions of the Chapter Advisor

- a. The advisor shall identify the top 35% of each class who are eligible to apply for membership.
- b. The advisor shall serve as a member of the Chapter Review Board.
- c. The advisor shall attend meetings regularly.
- d. The advisor shall act as a liaison between faculty and PTE.
- e. The advisor shall not have a vote.
- f. The advisor shall receive nominations for chapter officers.

D. Chapter Activities

- 1. In addition to regular chapter meetings, all chapter activities should directly support the mission of PTE.

VI. Ethical Operations

A. Conflict of Interest



1. Statement on the prevailing state laws regarding leadership at PTE w/AOTA involvement
- B. Special Considerations
1. The purpose of fundraising shall be to fund the mission or activities supporting the mission of PTE and AOTF
- C. Running for national office
1. When running for national office, nominees may:
 - a. Submit a written statement to be published in the scroll and pen and sent out with ballots.
 - b. Notify their alma mater.
 - c. May not do any other form of campaigning whatsoever.

VII. Non-Discrimination Clause

- A. No person will be discriminated against based on race, color, creed, religion, national origin, age, handicap, gender, sexual orientation, or Veteran status.



Frequently Asked Questions of the Executive Committee (National)

What does the Executive Committee do?

The Executive Committee has general supervision of the society between national meetings and is vested with full power to conduct all business of the society between national meetings. The Executive Committee meets once a month throughout the year, generally via ZOOM to plan for the annual business meeting, coordinate events held at conferences, and discuss marketing and coordination with all chapters.

Who makes up the Executive Committee?

The Executive Committee is made up of the President, the Vice President, the Secretary, the Treasurer, and the National Coordinator. The President presides over all sessions at the national meeting and promotes the function of the organization in accordance with the Constitution. The Vice-President presides over all meetings in the absence of the President and is responsible for communication and the promotion of PTE. The Secretary records the proceedings of all meetings, carries on all necessary correspondence, and maintains a current address list of all members. The Treasurer is responsible for keeping all financial records and serves as liaison between PTE and personnel at the National Office.

How is the Executive Committee linked to AOTF and the ACHS?

The National Coordinator is responsible for coordinating all national efforts and is a crucial link to The American Occupational Therapy Foundation, PTE's parent organization. The President is also a liaison between PTE and the personnel at the National Office.

How does the Executive Committee impact local chapters?

The Executive Committee organizes the national annual business meeting. Many of the decisions that impact local chapters (including dues, campaigns, etc.) are made at this meeting. The Executive Committee also seeks to facilitate networking between chapters to promote student scholarship, growth, and networking with the OT community at large.

How can I become a National Officer?

A call for nominations for open positions is announced in the winter and spring communications, as well as in the Scroll & Pen. President and Secretary are elected in odd years; Vice President and Treasurer are elected in even years. More details on eligibility to apply for a national office position is available [On the PTE Section of the AOTF Website](#).

Who on the Executive Committee should I contact if I have questions?

Contact the National Coordinator of PTE at pte@aotf.org or at (240) 292-1077. The Coordinator may direct you to the executive committee or the appropriate party to address your question.



National Annual Business Meeting FAQs

What business is conducted at the meeting?

Business conducted at the national annual business meeting includes election of the amendments to the Constitution, financial matters including establishment of national fee structure for chapters, and induction of new officers.

Who can attend the business meeting?

Each chapter elects one member to serve as a delegate at the meeting. Members elected as delegates must have completed one semester's active membership in the chapter. The delegate may be:

- a. Any active member having completed one semester.
- b. An elected officer of the chapter.
- c. An alumni member who is currently active in chapter affairs.
- d. Any faculty advisor who has earned membership into PTE, who is NOT considered an honorary member but is an active alumni member.

A chapter may establish other criteria so long as they do not contravene this policy or the Constitution. Other interested members may attend the meeting but may not vote.

How many votes does each chapter have?

Regardless of how chapter members attend the meeting, each chapter is only allowed one vote.

What if a delegate from our chapter can't come?

Chapters may elect to be represented by a delegate from another active chapter who will act as a proxy and can carry the chapter's vote. The chapter president and one other member or officer shall sign an affidavit confirming that the representative has been named to serve as delegate on behalf of said chapter. This affidavit must be presented to the national secretary or national office at the time of delegate registration at the Annual Business Meeting. No delegate shall carry the vote of more than two chapters in addition to that of his/her own chapter.

When is the Annual Business Meeting held?

The Annual Business Meeting occurs during the AOTA Annual Conference, typically held in March/April. The time and location of the business meeting will be emailed to chapter leadership as the event approaches.

Why should I attend?

By attending, you can:

- ✓ Be involved in decisions affecting PTE on a national level. This may include voting on amendments to the PTE Constitution, electing members to the nominations committee, and inducting new officers.
- ✓ Meet and network with PTE members from chapters across the nation at the PTE reception.
- ✓ Share how your chapter is meeting the mission of PTE and obtain ideas from other chapters' activities
- ✓ Attend a special educational session for PTE members by a leader within the field of OT



New Member Frequently Asked Questions

What scholarships and awards are available for PTE members?

PTE has four awards available to students: the Mary J. Bridle First Research Award, Martha Kirkland Endowed Scholarship, President's Award and the Inter-Chapter Collaboration. Information on the criteria for these awards is available on [PTE Awards Section](#) of the Website.

Who can members contact with questions concerning PTE?

Members are asked to first contact the chapter president and/or faculty advisor. Additional questions may also be directed to the National Coordinator at pte@aotf.org or (240) 292-1077.

How can members stay informed about activities at the national office?

Periodically, the national coordinator will distribute necessary information to all chapters. This information is sent directly to the faculty advisors in order for the information to be passed to all chapter members. Increasingly, communications from the national office are sent directly to members via electronic mail. Members can update their contact information with the national office by emailing pte@aotf.org. **Add pte@aotf.org as a known contact to ensure you receive all communications.**

What can members do after graduation?

Alumni member can remain connected to their local chapter, serve on national committees (executive committee, nominations committee, or alumni committee), attend the annual alumni reception, and express interest to volunteer with other national PTE projects throughout the year. Contact the national office for more details.

What are national and local dues used for?

PTE is a non-profit organization. Membership dues at the national level fulfill the annual expenses that support and expand PTE and its values. Dues go toward scholarships, annual business meetings and member-exclusive presentations, membership cards and certificates, and other scholarly activities. Each local chapter has the option to assess dues to provide monetary support for activities specific to that chapter.

How long will membership last?

PTE is a lifetime membership. However, in order to remain a member in good standing yearly and receive the benefits of membership, annual fees are required (unless "lifetime membership dues" are selected upon induction).



Pi Theta Epsilon Member Benefits



Awards & Scholarships

Apply for exclusive scholarships and awards including:

- The Mary J. Bridle Research Award
- Martha Kirkland Scholarship
- President's Award
- Inter-Chapter Collaboration Award



Present at National Conference

Hone your research presentation skills.



Exclusive Sessions at Conferences

Attend the PTE Annual Business Meeting and Reception.



Networking with OTs

Network with colleagues at the annual PTE Alumni Reception during AOTA Annual Conference.

You can also connect with members via social media.



Journal subscription

Receive a one-year electronic subscription to *OTJR: Occupational Therapy Journal of Research* starting the summer after your induction. Your name will also be featured!



Salary Bump

Members seeking federal employment may be eligible for a GS level upgrade according to the U.S. Office of Personnel Management's General Schedule Qualification Policies. See PTE website for more details.



Be featured in the newsletter!

Receive three issues of The Scroll & Pen, the PTE e-newsletter. There are opportunities to write articles and be featured.



Leadership Experience

Gain leadership experience by serving as a local chapter officer or on a national committee.



Academic Recognition

Wear an honor cord and pin at graduation to signify membership in an elected honor society. Display your membership certificate or card.

Visit www.aotf.org/pithetaepsilon for more information on member benefits.

Your local chapter has additional benefits near you.



Membership

Eligibility

The Association of College Honor Societies (ACHS) requires that specialized honor societies be established to recognize and encourage superior scholarships in a specialized field at either undergraduate or graduate levels.

The election of new members shall include those who have demonstrated superior scholarship. Those who are eligible shall:

- ✓ Rank not lower than the highest 35% of their class.
- ✓ Have completed the number of credit hours used by the institution to designate one full academic term equivalency in an entry-level baccalaureate or post-baccalaureate program in occupational therapy.
- ✓ Submit a piece of scholarly written work, completed while enrolled in the occupational therapy program.
- ✓ Submit a short essay (250 words) stating why she/he/they wishes to join PTE.

An eligible student need not apply for membership in the semester in which she/he/they becomes eligible but may apply any time until the beginning of the final academic semester/ quarter prior to beginning fieldwork. **A student must have at least one entire semester remaining after initiation before leaving for a fieldwork placement.**

Membership in a local chapter automatically bestows membership in the national society.

ACHS does not permit a national honor society to require membership in any other organization (such as the American Occupational Therapy Association).

Candidates will be reviewed by a Review Board comprised of the PTE chapter president and any TWO of the following individuals: a) the chapter advisor, b) an alumni member, c) a member of a local support chapter, and/or d) a faculty member of the OT program not affiliated with PTE.

Pi Theta Epsilon does not discriminate against any prospective member on the basis of race, gender, religion, ethnicity, disability, sexual orientation, or age.



Part-time Students

Part-time students are eligible for membership. Part-time students are those for whom the total span of time allotted to complete all requirements for the degree program is greater than the usual number of required semesters or quarters. To be eligible, part-time students must have completed the number of graduate credit hours used by the institution to designate one full academic term equivalency in an entry-level post baccalaureate program in occupational therapy. GPAs for part-time students shall be figured separately for each student, relative to a current full-time class in the program. The several part-time students enrolled in the program shall not be considered as a “class” but shall have met all other eligibility requirements.

Other circumstances

Occupational therapists who were enrolled in a post-professional program leading to a master’s degree in occupational therapy may become members of a PTE chapter under these circumstances:

- ✓ Therapists who were already inducted as PTE members in good standing may maintain membership as alumni at a local chapter.
- ✓ Therapists who have never been members of PTE (for example, if their OT program did not have a chapter) may be inducted if they meet the eligibility criteria stated above and provide records of eligibility.



Types of Membership

Membership in Pi Theta Epsilon is unique from other student organizations in that upon induction there is no expiration date on your membership. To remain an *active member in good standing*, membership dues must remain up to date. If payment of membership dues lapses, you are an *inactive member*.

There are a variety of options to join:

Student members

Student members shall be those who have been elected according to the qualifications set forth in the constitution. Student members have the option of paying annual student membership dues OR a one-time lifetime membership dues payment.

Alumni members

Alumni members shall be those past student members who were members in good standing upon graduation. Alumni members are eligible to belong to any chapter upon payment of dues. Alumni members can pay annual alumni member dues or upgrade to lifetime membership.

Sustaining members

Sustaining members shall be those members who desire to support the purposes of this organization by contributing any amount larger than their designated dues.

Lifetime Membership

Lifetime membership is available to student members who select payment of **life membership** dues. \$25 of their dues payment is returned to the chapter of her/ his choice.

Alumni members may upgrade to **lifetime membership**.

Honorary members

Honorary membership may be conferred by an active chapter or at a national meeting upon individuals who have made an outstanding contribution to the field of occupational therapy. Chapters will determine the individual to bestow the honorary membership based on the chapter's criteria. The individual who receives the honorary membership will have all voting rights with PTE. Chapters are responsible for paying the honorary membership dues for individuals who they recognize as an honorary member.

Retroactive members

Retroactive membership may be conferred on any occupational therapist not a member of PTE during their time as a student. The prospective member will be responsible for obtaining his or her transcripts and pertinent information for review, submitting this information to the Review Board as designed by the Executive Committee at the national office for membership. The prospective member must meet the following eligibility requirements:

- Graduate of an accredited program in occupational therapy
- Graduate in the top 35% of the OT class



- Evidence of three or more of the following, achieved either while a student is in an occupational therapy program or during his/her career as an occupational therapist:
 - Membership in professional organization
 - Scholastic recognition and awards
 - Research
 - Evidence that papers have been submitted to and/or accepted for local or national meetings and publications
 - Documented leadership, e.g. service organizations or community activities requiring commitments to scholarship

Retroactive membership fee is established at \$125.00 which also bestows Lifetime membership in Pi Theta Epsilon. Applicants who are accepted may join a local chapter, adhering to any other standards/ requirements that the chapter may have established.

Member Handbook

A complete copy of the [Member Handbook](#) is available for faculty advisors to download from the PTE website. Please distribute a copy of the member handbook to each prospective PTE candidate.



Criteria for Examination of Applicants

A sample examination form is available at www.aotf.org/pithetaepsilon in the Chapter Resources page.

Criteria for Examination of Applicants for Membership:

On a date established by the faculty advisor, the scholarly written work, short essay, and PTE application for membership shall be examined by a review board comprised of (1) PTE chapter president and any TWO of the following individuals: a) the chapter advisor, b) an alumni member, c) a member of a local support chapter, and/or d) a faculty member of the OT program not affiliated with PTE.

Criteria for scholarly work includes:

10 pts. Originality and creativity

20 pts. The grade and the comments on the paper as returned by the faculty member

20 pts. The significance of the work for promoting quality occupational therapy; its relevance for using research as the basis for making practice decisions, OR its historical, theoretical, cultural or sociological implications for understanding occupational therapy

10 pts. The professionalism demonstrated in the paper, including its formatting, appearance, grammar, and spelling, and its suitability for sharing with peers and consumers who what to learn about OT

Criteria for written short essay:

20 pts. Student makes it clear that she/he/they has a strong interest in contributing to the profession through research and continued scholarship

20 pts. Student demonstrates a true understanding of the values of occupational therapy, and why or how they may be supported by participation in an honor society

Highest possible combined score: 100 points

Minimal score for membership: 65 points

Why does PTE set criteria that state the need for a *graded* paper?

- The faculty who made the assignment is the best person to evaluate the paper.
- Other reviewers may be less qualified to judge the paper.
- The time consumption of the review committee seems unjustified to require them to grade a paper.
- If the student selects to submit a paper already graded, they are giving permission to be reviewed.

It is no longer required that faculty advisors submit the results of their scoring to the national PTE office. Please maintain records are your local chapter, including: the list of names of the review board, date of the meeting at which these decisions were made, and copies of the membership applications.

Chapters MUST return an Annual Membership & Dues Payment form the national office with the list of new members.





Pi Theta Epsilon Application for Membership

To be completed by student applicant:

Date	
Full Name	
Present Address	
Permanent Address	
Expected Date of Graduation	
E-Mail Address	
Phone Number	
Signature of Applicant	

APPLICANT: Please submit materials that demonstrate accomplishments in the following categories, as required by the Constitution of Pi Theta Epsilon, Article III, 2. A.

1. *A piece of written scholarly work completed while in the occupational therapy program. The content of the written material must relate to the field of occupational therapy. The written work may take the form of: a research paper and/or critical essay for an occupational therapy course.*

2. *A short essay (250 words) stating why the prospective member wishes to be considered for membership in Pi Theta Epsilon. Include a description on: 1) how Pi Theta Epsilon would be beneficial to you, and 2) what attributes you possess that you feel would benefit the honor society.*

Application for Membership Page 1/2





Pi Theta Epsilon Application for Membership

To be completed by faculty advisor:

Name of Applicant					
Semester		Quarter		Hours Completed	
Student GPA					
Applicant Class Standing					
Is applicant in top 35% of the occupational therapy class?			Yes	No	





Pi Theta Epsilon Sample letter to Applicant

[Insert Date]

Dear *[Insert Student Name]*:

It is my pleasure as President of Pi Theta Epsilon to congratulate you on your superior academic performance and invite you to apply for membership to Pi Theta Epsilon.

Pi Theta Epsilon is defined by its Greek translation, which is Advancement of Occupational Therapy. This national occupational therapy honor society recognizes and promotes academic excellence and scholarship. The purposes of Pi Theta Epsilon, as stated in the Society's Constitution, are:

- To recognize and encourage scholastic excellence of occupational therapy students.
- To contribute to the advancement of the field of occupational therapy through scholarly activities of students and alumni.
- To provide a vehicle for students enrolled in accredited programs in occupational therapy to exchange information and to collaborate regarding scholarly activities.

The mission of Pi Theta Epsilon is to support the practice of occupational sciences and the practice of authentic occupational therapy by promoting research, leadership and scholarly activities by its members. In this way, the organization serves not only the profession, but helps to ensure quality health care services for the public.

Pi Theta Epsilon maintains eligibility criteria, which must be satisfied upon membership. A student shall be invited to apply for membership if he/she meets the following criteria:

- Is enrolled in an accredited and/or professional occupational therapy program and has attained second semester junior standing in the occupational therapy program or completed nine semester hours in a master's program.
- Has at least one entire semester remaining after induction before he/she leaves for fieldwork placement.



- Is among the top 35% of the class, calculated from the students' cumulative scholastic record.
- Submits a piece of scholarly written work completed while enrolled in the occupational therapy program. Scholarly written work may include course papers or research papers that demonstrate critical thinking and written expression.
- Students must also submit present evidence of two or more of the following:
 - i. Membership in professional organizations.
 - ii. Prior scholastic recognition and awards.
 - iii. Evidence that papers have been submitted and/or accepted to local and/or national meetings and publications.
 - iv. Documented leadership, e.g. service organizations or community activities during the college years.

I sincerely hope you will read the enclosed information and submit your application. National fees include a one-time induction fee of \$50 plus first year national chapter dues of \$25 (totaling \$75). If you choose to be a lifetime member of Pi Theta Epsilon instead, dues will be \$175, which includes your national induction fee and one-time chapter dues.

Please contact us with any questions and visit www.aotf.org/pithetaepsilon to learn about the many opportunities available to you as a member of PTE. **Applications and dues need to be returned to [Insert Faculty Advisor Name] by [Insert Deadline Date].**

Sincerely,

[Insert PTE President Name]
 President, Pi Theta Epsilon

[Insert Faculty Advisor Name]
 Faculty Advisor



Certificates

Each chapter may request certificates of induction for individual members for as many as two annual induction ceremonies. Certificates for honorary membership will also be provided for those rare individuals who should be so honored. The cost of certificates is covered by national fees paid annually by the chapters.

The certificates are in the following basic format:

***The [Insert Chapter Name] Chapter of
PI THETA EPSILON Occupational
Therapy Honor Society Certifies that
[Student First and Last Name] was
duly inducted as a member at
[Insert University Name]
on the [Insert Date]***

Note:

For an Honorary Member, line six will read “*was duly inducted as an honorary member at*”

For a founding member of a new chapter, line six will read “*was duly inducted as a charter member at*”

HOW TO REQUEST CERTIFICATES

Certificates are mailed to the chapter advisor upon receipt of the Annual Dues Payments & Membership Form. Please indicate the name, contact information, induction date, and membership type for each new inductee.

If your chapter is new and has not yet held elections for officers, please indicate that we should leave off the line for chapter president’s signature.

The list must be received by the national office at least three weeks prior to the desired in-hand date. The national office will be responsible for shipping costs of the certificates to arrive in time for the induction ceremony when requested at least three weeks in advance.



Membership Fees and Dues

Options for Newly Inducted Student Members:

Option 1: Newly Inducted – One-Year Membership (Annual)

Who pays: Newly inducted student members who are not selecting lifetime membership

Total: **\$75** (\$50 one-time induction fee, \$25 first year annual due)

Option 2: Newly Inducted – Lifetime Membership

Who pays: Newly inducted student members selecting lifetime membership. Choosing this options means that you will never have to pay membership dues for Pi Theta Epsilon again.

Total: \$175 (\$50 one-time induction fee, \$125 lifetime fee; \$25 is donated back to chapter to support its operations)

Options for Second and Third-Year Student Members:

Option 3: 2nd and 3rd Year Members – One-Year Membership (Annual)

Who pays: Students in their second or third year of Pi Theta Epsilon who selected Option 1 as a newly inducted member and would not like to renew as a lifetime member

Total: \$25

Option 4: Lifetime Membership

Who pays: Students in their second or third year of Pi Theta Epsilon who selected Option 1 as a newly inducted member and would like to renew as a lifetime member.

Total: \$125

*NOTE: Second or third-year members refers to the number of years you have been a member of Pi Theta Epsilon, not the year in your OT program.

Honorary Members:

Who pays: The chapter on behalf of any honorary members they have chosen for the year

Total: \$250

Alumni Members:

Who pays: Alumni of PTE who selected annual memberships as students. Payment as an “alumni” member ensures that you remain an active member of PTE. At any time, an alumni can select to pay the one-time lifetime membership fee to avoid future dues payments.

Total: \$50

Retroactive members

Who pays: Please see “Types of Membership”

Total: \$125



Paying for Membership Fees & Dues

Your local chapter advisor and officers are the best resource to determine how to pay dues at your chapter. Options available for payment are listed below for your reference.

The chapter Advisor must always send in the Annual Membership & Dues Payment Form to the national office regardless of method of payment selected.

This allows the national office to communicate with all newly inducted members. If you are a new member and do not receive communications from national, please verify with your local chapter that an Annual Membership & Dues Payment form was sent to the national office.

Option 1:

Chapter treasurer collects cash or checks from all active chapter members and sends one check made payable to American Occupational Therapy Foundation (AOTF) to:

AOTF - Pi Theta Epsilon
12300 Twinbrook Pkwy, Suite 520
Rockville, MD 20852

Please send the Annual
Membership & Dues
Payment Form with your
chapter check.

Option 2:

Each individual member can pay online:

[PTE Store on the AOTF Website](#)

One representative from the chapter may also pay on behalf of all students online.

The chapter must still send the Annual Membership & Dues Payment Form to the national office on behalf of all students paying online. (Students do not need to individually send their form).

Option 3: Chapter makes a bulk payment via phone to AOTF Accountant at the national office at (240) 292-1034.

The chapter must still send the Annual Membership & Dues Payment Form to the national office on behalf of all students paying online.



Pi Theta Epsilon Chapters by State

Alabama	
Alpha Beta	University of Alabama Birmingham
Gamma Epsilon	University of South Alabama
Arizona	
Delta Xi	Northern Arizona University
Epsilon Xi	A.T. Still University
Arkansas	
Epsilon Iota	Arkansas State University
Gamma Iota	University of Central Arkansas
California	
Gamma Gamma	California State University - Dominguez Hills
Delta Alpha	Dominican University of California
Gamma Mu	San Jose State University
Delta Psi	Stanbridge University
Alpha Eta	University of Southern California
Delta Kappa	University of St. Augustine for Health Sciences, CA Campus
Delta Tau	West Coast University
Colorado	
Beta	Colorado State University
Connecticut	
Chi	Quinnipiac University
Gamma Nu	Sacred Heart University
Delaware	
Epsilon Kappa	Delaware State University-Downtown
Florida	
Delta Pi	Adventist University of Health Sciences
Beta Mu	Florida A&M University
Epsilon Alpha	Florida Gulf Coast University
Epsilon Phi	Jacksonville University
Gamma Delta	Gannon University-Ruskin
Mu	Florida International University
Beta Delta	Nova Southeastern University
Delta Kappa-Miami	University of St. Augustine-Miami
Delta Kappa-St. Augustine	University of St. Augustine-St. Augustine
Georgia	
Beta Xi	Brenau University
Epsilon Rho	Augusta University
Epsilon Nu	Georgia State University
Illinois	
Beta Sigma	North Central College
Epsilon Gamma	Rush University
Zeta Alpha	Lewis University
Indiana	
Delta Phi Chapter	Huntington University
Delta Rho	Indiana State University
Iota	Indiana University



Iowa	
Alpha Nu	St. Ambrose University
Epsilon Lambda	Drake University
Kansas	
Alpha Gamma	University of Kansas-Medical Center
Kentucky	
Alpha Gamma	Eastern Kentucky University
Beta Rho	Spalding University
Louisiana	
Beta Omicron	Louisiana State University
Maine	
Delta Sigma	Husson University
Alpha Psi	University of New England
Maryland	
Delta Lambda	Towson University
Massachusetts	
Omicron	Boston University
Epsilon Zeta	MGH Institute of Health Professionals
Delta Epsilon	Salem State University
Epsilon Omega	Western New England University
Michigan	
Alpha Xi	Baker College-Auburn Hills
Epsilon	Eastern Michigan University
Epsilon Tau	University of Michigan-Flint
Delta Theta	Grand Valley State University
Beta Kappa	Saginaw Valley State University
Eta	Wayne State University
Minnesota	
Epsilon Delta	University of Minnesota
Alpha Delta	St. Catherine University
Mississippi	
Gamma Lambda	University of Mississippi
Missouri	
Epsilon Theta	Missouri State University
Gamma Theta	Maryville University
Delta Omicron	Rockhurst University
Beta Gamma	Saint Louis University
Delta Upsilon Chapter	University of Missouri
Xi	Washington University in St. Louis
Montana	
Beta Pi-Billings	University of Mary-Billings
Nebraska	
Delta Gamma	College of Saint Mary
Alpha Iota	Creighton University
Epsilon Eta	Nebraska Methodist College
Nevada	
Alpha Phi	University of Nevada Las Vegas
Alpha Pi - Nevada	Touro University Nevada
New Hampshire	
Alpha	University of New Hampshire
New Jersey	
Delta Eta	Seton Hall University



New York	
Gamma Alpha	Dominican College
Gamma Eta	Long Island University-Brooklyn
Epsilon Mu	New York University
Epsilon Pi	Clarckson University
Epsilon Sigma	York College at CUNY
Alpha Rho	D'Youville College
Beta Phi	Ithaca College
Alpha Sigma	Keuka College
Delta Chi	Nazareth College
Gamma Pi	The Russell Sage Colleges
Beta Omega	New York Institute of Technology
Beta Psi	SUNY at Stony Brook
Omega	Iona University
Tau	SUNY Buffalo
Alpha Kappa	SUNY Downstate Medical Center
Alpha Pi - Bay Shore	Touro College - Bay Shore
Alpha Pi - Manhattan	Touro College - Manhattan
Zeta Gamma	Pace University
North Carolina	
Delta Beta	East Carolina University
Zeta Beta-Hickory	Lenoir-Rhyne University-Hickory
Beta Nu	Methodist University
Alpha Omega	Wingate University
North Dakota	
Beta Pi	University of Mary
Kappa	University of North Dakota
Epsilon Chi	University of North Dakota-Casper
Ohio	
Lambda	Ohio State University
Gamma Zeta	University of Findlay
Alpha Lambda	University of Cincinnati
Alpha Omicron	University of Toledo
Pennsylvania	
Beta Theta	Duquesne University
Upsilon	Elizabethtown College
Gamma Delta-Erie	Gannon University-Erie
Epsilon Omicron	Slippery Rock University
Epsilon Upsilon	Gwynedd Mercy University
Psi	Misericordia University
Beta Chi	Saint Francis University
Delta Mu	Salus University
Pi	Temple University
Beta Tau	University of Pittsburgh
Delta Iota	St. Joseph's University/U. of the Sciences
Rhode Island	
Gamma Kappa	Johnson & Wales University
South Carolina	
Alpha Theta	Medical University of South Carolina
Eta Alpha	Presbyterian College
Zeta Beta-Columbia	Lenoir-Rhyne University-Columbia



Sample Invitation to Faculty Member to Serve as Chapter Advisor

Dear [Insert Title] [Insert Last Name]:

The membership of [Insert Name of Chapter] Chapter of Pi Theta Epsilon at [School Name] is pleased to invite you to serve as chapter advisor for the upcoming year. Pi Theta Epsilon, the occupational therapy honor society, seeks to promote research and scholarship among occupational therapy students. We believe that your work exemplifies the kinds of scholarly behavior we seek to encourage.

Article IX, Section 2 of the Pi Theta Epsilon constitution describes the functions of the chapter advisor:

- a. The advisor shall identify the top 35% of each class who are eligible to apply for membership.
- b. The advisor shall serve as a member of the chapter review board.
- c. The advisor shall attend meetings regularly.
- d. The advisor shall act as a liaison between faculty and Pi Theta Epsilon.
- e. The advisor shall not have a vote.
- f. The advisor shall receive nominations for chapter officers.

We will be honored to have you join us to guide the chapter and promote scholarly activity by members of [Insert Name of Chapter] Chapter.

Please contact [Insert Contact Person Name] at [Insert Email and or phone] with any questions. You may also reach the Pi Theta Epsilon [national office](#) or (240) 292-1077. Additional details can also be found on the [AOTF/PTE Website](#)

Thank you for your consideration.

Sincerely,

[Secretary First and Last Name]
Secretary, [Insert Name of Chapter]
Pi Theta Epsilon



Chapter Structure and Organization

Example Chapter Structure

Executive Committee

President

The President shall notify the membership of meetings and shall preside at meetings. The President shall promote the functioning of the organization in accordance with the Constitution. The President shall serve on the chapter review board. The President shall not vote in the election of chapter officers except in the case of a tie.

Vice President

The Vice-President shall assist the President. The Vice-President shall preside over meetings in the absence of the President.

Secretary

The Secretary shall record the proceedings of all meetings, carry on all necessary correspondence, and maintain the records of the organization.

Treasurer

The Treasurer shall be responsible for handling all monies and financial records of the chapter, including the preparation of the annual budget. The Treasurer shall provide for safe keeping of monies collected and exchanged with the national office of PTE.

Faculty Advisor

The advisor shall be a Registered Occupational Therapist (OTR) and a member of the occupational therapy faculty. The advisor shall have been a faculty member for at least one year. The advisor shall identify the top 35% of each class who are eligible to apply for membership, shall serve as a member of the chapter review board, attend meetings regularly, act as a liaison between faculty and PTE, and receive nominations for chapter officers. The advisor shall not have a vote.

Example of Chapter Structure - Kappa Chapter

Officers

President
Vice President
Treasurer
Secretary
Advisor

Committees

Education Committee: Provides educational/ professional development opportunities for the community and students. Examples include anatomy tutoring, and guest speakers

Community Service Committee Opportunities for community service within and outside of campus.



Fundraising Committee Fundraising opportunities to support chapter activities, as well as alternate fundraising activities to raise funds for AOTF in support of research grants. The St. Catherine Challenge is a great example of this.

Induction Committees: Usually only active around the induction ceremony time; Responsible for sending invitations to the ceremony, securing tables, food, flowers, candles, set-up, etc.

Round-table Committees: Organizes Journal Club that meets to discuss current OT literature of interest

At the end of the general meeting, the committee chairs and members can meet to discuss plans for the upcoming month and delegate tasks.





Pi Theta Epsilon Petition for Establishing a Chapter

Membership in Pi Theta Epsilon, the National Occupational Therapy Honor Society, is available to students who are enrolled in an occupational therapy program at approved institutions who also meet the eligibility requirements for membership.

Please mail your completed petition to the Pi Theta Epsilon National Office at the below address.

American Occupational Therapy Foundation
Pi Theta Epsilon
12300 Twinbrook Pkwy, Suite 520
Rockville, MD 20852

To expedite the approval process for your chapter, you may email your application to PTE@aotf.org prior to mailing a physical copy.

If you have any questions about Pi Theta Epsilon or the application process, please contact the Pi Theta Epsilon National Coordinator by phone at (240) 292-1077 or via email at PTE@aotf.org.





Pi Theta Epsilon Petition for Establishing a Chapter

Section I.

Date _____ **Name of Institution** _____

We, the undersigned representatives of the above academic unit, present these application materials to the Executive Committee and chapters of Pi Theta Epsilon, (PTE) for consideration in granting a Pi Theta Epsilon Honor Society affiliation: Chapter (chapter, individual membership).

Membership in Pi Theta Epsilon is available to students who are enrolled in the occupational therapy program at the above institution and who meet the current eligibility requirements for membership.

Request approved by:

1. Administrative Officer of the Occupational Therapy Department or PTE Faculty Advisor

*Name of Administrative Officer of OT Department
or PTE Faculty Advisor*

Signature/ Date

2. Academic Dean of the Occupational Therapy Department

Name of Academic Dean

Signature/ Date

3. President of the Institution

President of the Institution

Signature/ Date

Faculty Member serving as the Advisor for Pi Theta Epsilon:

First and Last Name _____

Position _____

E-Mail Address _____ Telephone _____

Mailing Address _____

City _____ State _____ Zip Code _____



Section II.

Name of the Institution _____

Mailing Address _____

City _____ State _____ Zip Code _____

Date Founded: _____ Year Accredited: _____

Type of Institution (State, Private, Land Grant, Proprietary, Other): _____

Institution is accredited by the following national/regional agency:

Current enrollment: _____ Undergraduate: _____ Graduate: _____

Section III. Occupational Therapy Program Enrollment and degree

Number of students currently matriculated for degree in any part of the occupational therapy program:

Juniors _____ Seniors _____ Master's degree candidates _____

Doctoral degree candidates _____

Number of student receiving degrees in the occupational therapy program for the prior year:

Year _____ Master's _____ Doctoral _____

Section IV. Information about the occupational therapy faculty

Number of faculty in the occupational therapy program:

Full-time _____ Part-time _____ Full-time equivalents _____

List faculty members who were inducted into Pi Theta Epsilon Honor Society.



Chapter Communication at a Distance

Chapters that have on campus and distance students and/or a distance chapter need to review the items below.

Determine the best technology for your communication needs.

- Do you plan to have synchronous or asynchronous meetings?
- How many people can participate in a synchronous meeting with the type of technology that you have selected?
- What type of technology best meets your needs? Examples: phone conferencing, video conferencing (ZOOM)
- If the meeting is asynchronous, how will you post the meeting minutes for all members to review and provide feedback? For example, you might have a website and post a discussion board for feedback.
- Do you have an alternate plan if the technology does not work?
- Do you have adequate technological support?

Decide how to involve the members at a distance to meet the Pi Theta mission:

- How can members at a distance meet the same objectives for a project as an on-campus group? The project does not have to be completed exactly the same way, but the objectives need to be met. For example, distance students may do a similar leadership project in their own state as an on-campus group.
- How do you ensure good communication so that members feel engaged at a distance? For example, you may consider a leadership position of “distance liaison” who works with the distance students to ensure engagement.
- How can you involve the distance students in the initiation? For example, there is technology to include them synchronously.

Education is changing with more education at a distance. It is very possible to engage students in PTE from a distance and the Creighton University Alpha Iota Chapter has done it successfully. To connect with the Alpha Iota chapter, contact the national office at pte@aotf.org



Chapter Meeting Resources

Examples of Meeting Agendas - Kappa Chapter

Pi Theta Epsilon – Kappa Chapter

Meeting Agenda

Wednesday, March 11, 2024

1. Call Meeting to Order
2. Secretary's Report
3. Treasurer's Report
4. Vice-President's Report
5. President's Report
6. Advisor's Report
7. Old Business [*This is where you can review events that occurred, fundraising reports, etc. Reports may be grouped by committee*]
 - a. Fundraising Report
 - b. Inservice Report
 - c. Outservice Report
 - d. AOTA Conference
8. New Business
9. Adjourn

Next meeting will be held on Wednesday, April 6, 2024 at 12:00pm.

Next roundtable will be held on Monday, May 27, 2024 at 12:00pm.



Fundraising Ideas for PTE Chapters

- Food/drink fundraisers – candy, baked goods, “Exam Care Package,” etc.
- Cook-off/bake-off
- Karaoke Night with entrance fee
- Fun Run/ Walk with entrance fee and possibly sponsors
- Local restaurant agrees to give a portion of sales one night or weekend to chapter, chapter members agree to be servers, publicize event.
- PTE sponsored workshop or seminar with entrance fee
- Selling OT decals for cars, T-shirts, ID badge holders or other logo items
- Ticketed theme party: Halloween/fall festival/holiday season party with age appropriate activities for local kids/families
- Movie night - free entrance, sell refreshments
- Team with another local charitable organization to co-host an event and share the work and the proceeds.
- Showcase of desserts with local restaurants/bakeries
- Ice cream social
- Bowl-a-thon, mini-Golf event, golf driving range event
- Birthday (or other) party with contribution from each guest
- Garage sale, used book sale



Guidelines for PTE Induction Ceremony

Set up

Place membership handbooks, one unlit candle, and one rose for each initiate on a covered, central table. An additional single candle should be lit on this table. Light center candle prior to ceremony.

Have a side table with refreshments, a few flowers and candles, perhaps. If possible, darken the room so that candles provide most light.

Ensure that you have enough programs printed for all new members and guests.

Have chairs set up in front of auditorium or on stage for officers. Consider reserving front rows for new members and identify seats for guest speakers.

Ceremony

The advisor and officers should stand near the main table with the supplies.

Guests and inductees are invited to enter. The induction committee will hand programs out as guests enter, or have one program placed at each seat.

New inductees may be asked to form a line near the stage. They will be called individually to shake the speaker's hand, then proceed to sign their name in the membership book, receive and light their candle, then receive their rose and join a second line. Certificates may also be received at this time.

They will then be walked through the pledge, according to your chapter's individual program. See sample programs and scripts below.



Example of Induction Ceremony Program - Alpha Iota Chapter

IDEAL

Pi Theta Epsilon strives to instill in its members the ideal of respect for learning, and commitment to scholarship throughout one's professional life.

By inviting you to join us, we have conferred upon you an honor and an obligation.

The honor is in recognition of your integrity, your high standards of scholarship, and the promise of your future as one of achievement.

In accepting the invitation to become a member of this honor society you have taken upon yourself the obligation to devote your efforts to the advancement of Occupational Therapy, through scholarship and research, and to the maintenance of the high standards of Pi Theta Epsilon.

We are completing the requirements of an education. We are learning how to learn. The real education is just beginning...the application and broadening of knowledge...testing our interest and diligence in our work.

We are challenged today and in every coming day to go beyond the requirements of an education, to continue to learn for the knowledge and growth it brings to us, and to help others meet their needs to the best of our abilities. Excellence in purpose and scholarship is the key to opportunity and carries with it vast rewards to others and ourselves. This honor society, Pi Theta Epsilon, challenges us for excellence.



Pi Theta Epsilon

National Occupational Therapy Honor Society

Alpha Iota Chapter
Creighton University

Induction Ceremony
November 22, 2009

Harper Center Ballroom
Creighton University



Example of Induction Ceremony Program - Alpha Iota Chapter, cont.

PROGRAM

Welcome..... [Insert Name], (Faculty Advisor, Alpha Iota Chapter, Pi Theta Epsilon)
Blessing..... [Insert Name], Chaplain (Campus Ministry)
Inspirational Message.....[Insert Name], (Title)

By appearing before us, you have signified your desire to become a member of Pi Theta Epsilon. Each of you should understand fully the meaning of its name, its purpose, and its ideal.

NAME

PI, is the first letter in the Greek word for advancement

THETA, is the first letter in the Greek word for therapeutic

EPSILON, is the first letter in the Greek word for occupation.

Therefore, Pi Theta Epsilon stands for advancement in Occupational Therapy.

PURPOSE

The purposes of the honor society shall be:

- A. To recognize and encourage scholastic excellence in occupational therapy students.
- B. To contribute to the advancement of the field of occupational therapy through scholarly activities.
- C. To provide a vehicle for professional, entry-level students enrolled in accredited programs in occupational therapy to exchange information and to collaborate regarding scholarly activities.

PI THETA EPSILON PLEDGE

"Aware of the high calling of the scholar and the great opportunity of service through Occupational Therapy, I hereby pledge my efforts to further its purposes, to uphold the ideal of Pi Theta Epsilon, and to prove myself a worthy member of this honor society."

As each name is called, each new member will come forward for signing of the membership book and the lighting of the candles.

[Insert List of New Members Here]

*You have repeated the words of a pledge.
The honor of this pledge is held within you.*

You can carelessly toss it aside or you can make it a meaningful part of your studies and outside activities. What you decide will influence the other members of your honor society and others outside your honor society. It becomes then your responsibility to integrate the pledge you have taken and fulfill the goals as you are able. In this way the integrity of this organization, members past and present and Occupational Therapy itself will be strengthened and maintained. New initiates, welcome to the [Insert Name of university/chapter] Chapter of Pi Theta Epsilon.



Example of Induction Ceremony - Alpha Iota Chapter

PHOTOSTORY INSPIRATIONAL PRESENTATION

Please take a few minutes and enjoy the presentation compiled by [insert chapter name], which captures some of the unique and inspirational excerpts taken from the new inductees' application essays. This presentation highlights the new initiates' readiness to contribute to the mission of Pi Theta Epsilon and to the profession of Occupational Therapy.

We wish to thank each of you for celebrating this significant event with us and would like to invite you to join us in refreshments following the ceremony.

We would also like to thank [insert faculty and staff names] for their support/generous donations, etc.

INDUCTING OFFICERS

President:
Vice President:
Secretary:
Treasurer:
Historian:

ALPHA IOTA CHAPTER INDUCTEES

[Insert Date]

[Insert New Members names]



Example of Induction Ceremony Script – Xi Chapter

Welcome & Introductions

FACULTY ADVISOR: As faculty advisor of the [Greek Chapter Name] Chapter of Pi Theta Epsilon Honorary Society, it is my pleasure to welcome students, friends, family, special guests, faculty and staff to the [Insert Year] initiation ceremony for our newest members. I'd like to begin by introducing our dedicated PTE officers –

- [Name], President*
- Our Vice President, [Name]*
- [Name], Secretary*
- And [Name], Treasurer*

They and the other PTE members have done a tremendous job planning this induction ceremony and I am honored to be a part of it.

Introduction of Dean

PRESIDENT OF PTE: Tonight, we have a very special guest who will be offering what I am sure will be very inspiring and motivating remarks to start off the evening. It is my pleasure to introduce [Insert Name of Dean], Dean of [Insert School Name].

DEAN OF SCHOOL: [Insert Dean of School's Remarks]

Introduction of Guest Speaker

PTE MEMBER: [Insert script to thank Dean of School and introduce guest speaker]

GUEST SPEAKER: [Insert Guest Speaker Remarks]

Introduction of Honorary Member

PTE MEMBER: [Insert script to thank Guest Speaker and introduce honorary member]

HONORARY MEMBER: [Insert Honorary Member's remarks]

Transition to ceremony

FACULTY ADVISOR: Thank you, [Insert name of Honorary Member] for those inspirational remarks. And now we will begin the induction ceremony.

(DIM LIGHTS) ALL OFFICERS AND FACULTY ADVISOR STAND.

INDUCTION CEREMONY

PRESIDENT: By appearing before us you have signified your desire to become a member of Pi Theta Epsilon. Each of you should understand fully the meaning of its name, its purposes, and its ideals.

PRESIDENT: President Pi, is the first letter in the Greek word for advancement; Theta, is the first letter in the Greek word for therapeutic; Epsilon, is the first letter of the Greek word for occupation; Therefore, Pi Theta Epsilon stands for: Advancement in Occupational Therapy

VICE-PRESIDENT: The purpose of the honor society will be: To recognize and encourage scholastic excellence in occupational therapy students. To contribute to the advancement of the field of occupational therapy through scholarly activities. To provide a vehicle for professional,



entry level students enrolled in accredited programs in occupational therapy to exchange information and to collaborate regarding scholarly activities.

SECRETARY: Pi Theta Epsilon strives to instill in its members the ideal of respect for learning, and commitment to scholarship throughout one's professional life. By inviting you to join us we have conferred upon you an honor and an obligation.

The honor is in recognition of your integrity, your high standards of scholarship and the promise of your future as one of achievement. In accepting the invitation to become a member of this honor society you have taken upon yourself the obligation to devote your efforts to the advancements of Occupational Therapy, through scholarship and research, and to the maintenance of the high standards of Pi Theta Epsilon.

NEW MEMBER INDUCTION

FACULTY ADVISOR: Will the new members please stand and come up when your name is called.

FACULTY ADVISOR CALLS NAMES (USE PROGRAM), SHAKES HANDS ONE BY ONE, THEN EACH MEMBER GOES TO:

SECRETARY TO SIGN THE MEMBERSHIP BOOK

VICE PRESIDENT TO LIGHT INDIVIDUAL CANDLE FROM CENTER CANDLE

PRESIDENT TO RECEIVE ROSE. STUDENT THEN RETURNS TO THE LINE.

TREASURER GUIDES NEW MEMBERS BACK TO SEATS, NEW MEMBERS CONTINUE TO STAND. CANDLES REMAIN LIGHTED.

PRESIDENT: We are completing the requirements of an education. We are learning how to learn. Real education is just beginning – the application and broadening of knowledge – testing our interest and diligence in our work. We are challenged today and in every coming day to go beyond the requirements of an education, to continue to learn for the knowledge and growth it brings to us, and to help others meet their needs to the best of our abilities. Excellence in purpose and scholarship is the key to opportunity and carries with it vast rewards to ourselves and others. This honor society, Pi Theta Epsilon, challenges us for excellence.

VICE PRESIDENT: Will all new, current, honorary members and alumni please join us in repeating the pledge after me?

READ 1 PHRASE OF PLEDGE (Pledge is also on back of program; Vice President Lead and all should repeat pledge with the initiates)

Aware of the high calling of the scholar ... and the great opportunity of service through Occupational Therapy ... I _____ (each initiate states name) hereby pledge my efforts to further the purposes ... and to uphold the ideal of Pi Theta Epsilon ... and to prove myself a worthy member of this Honor society.

FACULTY ADVISOR: Your candles represent the light of knowledge and the warmth you will impart by sharing your knowledge with others. As members of Pi Theta Epsilon, (Greek name of chapter) Chapter, we ask you to carry this light with you in your career as an occupational therapist, but you can now blow out your candles and be seated.

TREASURER: You have repeated the words of a pledge. The honor of this is held within you. You can carelessly toss it aside or you can make it a meaningful part of your studies and outside activities. What you decide will influence the other members of your honor society and



others outside your honor society. It becomes then your responsibility to integrate the pledge you have taken and fulfill the goals as you are able. In this way the integrity of this organization, members past and present, and Occupational Therapy itself will be strengthened and maintained. And now, I would like to introduce [Program Director Name] the director of the Program in Occupational Therapy at (School) who will offer some closing remarks.

PROGRAM DIRECTOR: [insert closing remarks]

Invite new members to stay in auditorium for pictures, guests can go into lobby for reception and we will join you soon.





Pi Theta Epsilon Resolution Form

Proposed resolutions will be discussed at the Pi Theta Epsilon Annual Business Meeting. While resolutions may be submitted by chapters throughout the year, they must be received no less than 30 days prior to the Annual Business Meeting.

Submit the completed resolution form to pte@aotf.org.

Date: _____

University and Chapter Name: _____

Name of individual(s) submitting resolution: _____

Contact Person E-Mail Address: _____

Title of Resolution: _____

Rationale for what is being proposed:

Please attach additional pages, if needed.

To be completed by Pi Theta Epsilon National Executive Board:

Resolution #: _____ Date: _____

Action Taken:



Awards and Scholarships

The most updated information on awards and scholarships is available on the Pi Theta Epsilon website at www.aotf.org/pithetaepsilon. Below is an overview of available awards and scholarships for members and chapters. Note that deadlines are typically in the early fall.

Mary J. Bridle First Research Award

The purpose of the award is to foster scholarship and first research efforts within the occupational therapy community of students, young practitioners, and early researchers. The Mary J. Bridle Award provides an opportunity for Pi Theta Epsilon members to have a research manuscript reviewed by experts in the field and pursue publication in *OTJR: Occupation, Participation, and Health*. A cash award of \$750.00 is given. The Mary J. Bridle Award will be available annually but will be awarded only when manuscripts of sufficient caliber are submitted.

Martha Kirkland Endowed Scholarship

With the support of Pi Theta Epsilon chapters nationwide to endow the scholarship, Pi Theta Epsilon began offering the Martha Kirkland Scholarship to members in the 2000s. Pi Theta Epsilon membership is a requirement to be considered for this scholarship. The amount of the scholarships varies each year, but is approximately between \$500 and \$1,200 each year, provided to one or multiple members.

The application for this award immediately considers you for up to 50 scholarships organized by the American Occupational Therapy Foundation scholarship program.

Pi Theta Epsilon President's Award (for chapters)

The President's Award recognizes Pi Theta Epsilon chapters that organize and implement outstanding scholarly activities developed to increase knowledge, develop professional skills, and contribute to the advancement of the occupational therapy profession. Each chapter may submit one application detailing one scholarly chapter event.

Pi Theta Epsilon Grant for Excellence in Inter-Chapter Collaboration

The Excellence in Inter-Chapter Collaboration Grant has been established to honor and facilitate Pi Theta Epsilon chapters who desire to create exceptional inter-chapter collaborations which supports the PTE mission. Inter-chapter collaboration must be organized and implemented by two or more chapters with the aim to increase knowledge, develop professional skills, and/or contribute to the advancement of the occupational therapy profession. Examples of inter-chapter collaborations include, but are not limited to: events, workshops, educational/scholarly papers and research panels.



Glossary of Terms

Accredited Program	An occupational therapy educational program that has been granted public recognition through a peer review process conducted by a non-governmental agency and/or a professional association; in this case, by the ACOTE (Accreditation Council for Occupational Therapy Education).
ACHS	Association of College Honor Societies
ACOTE	Accreditation Council for Occupational Therapy Education
AOTA	American Occupational Therapy Association
AOTF	American Occupational Therapy Foundation
ASD	Association of Student Delegates
Chapter	A local branch of a national fraternity, sorority or honor society that is affiliated with a university or college. Collegiate chapters of member ACHS societies shall be established only in colleges and universities that grant baccalaureate or higher degrees and are accredited by the appropriate regional accrediting agency.
Cumulative Scholastic Record	The cumulative scholastic record of the student as interpreted by the institution where membership is to be conferred shall be the basis for computing scholastic eligibility.
Entry Level	BS/BA: Bachelor of Science degree/Bachelor of Arts degree
GPA	Grade point average
Honor	An academic distinction conferred on a superior student
Members in Good Standing	Those who have paid annual chapter dues.
OT Program	MOT, Master's level program in occupational therapy
Professional	Master's degree program or higher
Quarter	One fourth of the teaching period of the academic year.
Scholarly Activities	Academic pursuits, e.g. research, professional writing, presentations, and teaching.



Scholastic	Superior achievement in academic and professional
Excellence	endeavors.
Section	A segment of a Chapter established to accommodate students on a different campus of the name university, or in a non-traditional program on the same campus.
Semester	Half an academic year (usually lasting 15 to 18 weeks).
Written Work	Work should relate to the field of OT and be written while an occupational therapy student. The written work must reflect the students ability for critical thinking, written expression, and research.





Pi Theta Epsilon is a
program of The American
Occupational Therapy
Foundation.

AOTF - Pi Theta Epsilon
12300 Twinbrook Pkwy
Suite 520
Rockville, MD 20852

Email: pte@aotf.org Phone:
(202) 292-1077

<https://www.aotf.org/Pi-Theta-Epsilon>

