

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

MINIMUM CRITERIA FOR ADMISSION CONSIDERATION

To be **considered** for admission to the Occupational Therapy Assistant Program, the following items must be **received** in the Admissions Office by ***April 1:***

- Application to Shawnee State University
- Complete Occupational Therapy Assistant Application and Fee (\$30.00)
- Official High School Transcript
- Official College Transcripts (if applicable)
- Completed OTA Program Autobiography Form
- Completed OTA Program volunteer Form (20 hours required)

To further explain these requirements, please read the following information completely. If you have questions regarding these requirements, please contact Cindy Haney, Health Sciences Representative at (740) 351-3209.

You must **first** submit an application to Shawnee State University. Then you should complete the Occupational Therapy Assistant Application and Fee (\$30.00). Submit to the Office of Admission.

The enclosed Autobiography Form and Volunteer Form should be printed. Give the Volunteer Form to the Occupational Therapist with whom you are volunteering. The required 20 hours of volunteer time must be documented on our form to receive credit.

Students should request that official copies of high school and college transcripts (if applicable) be sent to Shawnee State. If any of your transcripts are under a different name, please request that your current name and/or social security number be included. Transcripts sent under previous names may not be traceable and may not be credited to your file.

High School Transcripts can be submitted by the following methods:

Mailed directly from the high school, or
Hand-carried in an envelope with the high school guidance counselor's signature across the envelope seal, or
Sent via FAX from the high school.

Previous College/University Transcripts: Official transcripts must be mailed directly from the college/university. Hand-carried or faxed copies **will not be accepted** as official transcripts.

The University reserves the right to verify the final, official authenticity of any student's transcript. Any transcript document found to be fraudulent becomes the student's responsibility

and the University reserves the right to withdraw admission acknowledgement and/or approval of acceptance.

All applicants to the Occupational Therapy Assistant Program must have **completed** high school or college level **Algebra, Biology, and Chemistry** with a grade of “C” or above within the past 10 years. (NOTE: a “C-“ is not accepted and Pre-Algebra is not accepted.) The only exception is if you are a senior in high school and are currently enrolled in one of these classes, you must have your counselor send us a transcript at the end of the first semester showing your current grade average in the course.

The Autobiography Form and Volunteer Form must be completed and received in our office by **April 1**. The 20 hours of volunteer time must be completed under the direct supervision of an OT or OTA and must be documented on our form. This form should be returned by the facility where you complete the volunteer hours and not delivered by the student. Therefore, you should complete this requirement as early as possible to allow time for the forms to be returned.

All applicants will be notified in writing when the above criteria have been met. **IF YOU HAVE NOT RECEIVED THIS CARD, YOUR FILE IS NOT COMPLETE.** It is **your** responsibility to make sure all requirements are submitted before the deadline.

Accreditation (Occupational Therapy Assistant Program)

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA’s phone number is (310) 652-AOTA. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT); however, the NBCOT sets its own criteria for taking the exam, which may include questions on the applicant’s criminal history. For more information on these limitations, you can contact NBCOT at (301) 990-7979. After successful completion of this exam, you are a certified occupational therapy assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

VOLUNTEER EXPERIENCE

One of the admission requirements for the Occupational Therapy Assistant Program is the volunteer or work experience under the direct supervision of an occupational therapist or occupational therapy assistant (certified/registered, and/or licensed personnel only).

Length of Experience: 20 hours volunteer experience (no more, no less), under the direct supervision of an OTR or COTA.

Appointments: *You* must make all contact and arrangements for the experience – **NOT** your mother, spouse, etc. If you cannot keep an appointment, be sure to contact your supervisor.

Appearance: See next page.

Evaluation: Give the evaluation form to your supervisor. Please ask the facility to send the evaluation directly to Shawnee State University. Emphasize to the supervisor that we must have their state license # on the reference form. Otherwise, it will be returned and delay completion of your file.

Be prompt, courteous and helpful! OT clinics are busy places and appreciate good volunteers.

If you have any questions, please call Cindy Haney, the SSU Health Sciences Representative at (740) 351-3209.

APPEARANCE STANDARDS FOR VOLUNTEERS IN OCCUPATIONAL THERAPY

ELECTRONIC DEVICES

No electronic devices are to be used during volunteer hours (i.e. cell phone, texting, PDA, MP3, IPOD, laptops, etc.)

HYGIENE

Particular attention must be paid to personal hygiene and cleanliness to help prevent and control infection. Hands must be clean and well manicured at all times.

HAIR

Hair must be clean and neatly arranged. Personnel in patient care areas are discouraged from wearing beards, mustaches, and long hair. If beards and/or mustaches are worn, they must be clean, neat and well-trimmed. In patient care areas, long hair should be worn up or pulled back off the shoulders.

JEWELRY

Everyone is urged to exercise common sense and safety precautions in wearing jewelry. Only one pair of earrings is permitted. No other visible piercings allowed.

CLOTHING

Clothes must be clean and well-pressed. Shoes must be clean and polished. Soft-soled shoes are recommended for this type of work.

The following is acceptable apparel:

Females

Skirt (must be knee-length) or dress slacks
Blouse or sweater
Hose or socks must be worn
Clean shoes
Lab jacket is optional

Males

Dress slacks
Shirt (sports or polo)
Socks must be worn
Clean shoes
Lab jacket is optional

The following is not acceptable apparel:

Sundresses, halter tops, tank tops, T-shirts, sweatshirts or any type of sheer or see-through clothing.
Denim jeans
Sandals

EVALUATION FOR SHAWNEE STATE UNIVERSITY STUDENTS
Pre-OTA Admission

Student: _____ Student I.D.#: _____

I waive all rights of access to this evaluation under federal or state law, and understand that by signing this waiver, this evaluation will be confidential and will only be used for the purpose of admission to this program.

Applicant's Signature *Date*

IF THIS STUDENT HAS NOT SIGNED THIS WAIVER, THIS EVALUATION MAY BE DISCLOSED TO THE STUDENT UPON REQUEST.

Therapist: _____ *State OT/OTA License # _____
Cannot be completed by a limited permit holder

Facility: _____
Facility Address: _____
Facility Phone: _____

<u>APPEARANCE</u>	Good	Average	Unsatisfactory
1. Clean and neat			
2. Appropriate attire			
<u>PERFORMANCE</u>			
1. Prompt			
2. Attentive			
2. Asks appropriate questions			
3. Follows directions			
4. Carries out assignments			
5. Shows initiative			
6. Works well with staff			
7. Works well with patients			

Would you want this person to work for you as a COTA? _____ Yes _____ No
Explain: _____

VOLUNTEER TIME RECORD

Date	Hours	Initials	Date	Hours	Initials	Date	Hours	Initials

TOTAL NUMBER OF HOURS SERVED: _____

Therapist's Signature

*NOTE: THIS FORM MUST BE **RETURNED BEFORE APRIL 1** FOR THE APPLICANT TO BE CONSIDERED FOR THE PROGRAM. **RETURN DIRECTLY TO:** Office of Admission, Shawnee State University, 940 Second Street, Portsmouth, OH 45662

*NOTE: The state license number is necessary to verify that the student was directly supervised by an OTR or COTA.

OCCUPATIONAL THERAPY ASSISTANT

APPLICATION FOR ADMISSION & AUTOBIOGRAPHY FORM

Name _____ Student ID _____

Street address _____

City _____ State _____ Zip _____ Phone () _____

Year Applying to Enter Program: Fall _____
Year

On a separate sheet of paper, please respond to the following eight items:

1. Describe, in your own words, how occupational therapy helps people.
2. Work experiences – including dates (list current or most recent work first).
3. Special interests & hobbies.
4. Experiences from which you receive the greatest amount of satisfaction.
5. Responsibilities for self and/or others.
6. Reasons for selecting Occupational Therapy Assisting as a career.
7. Reasons for selecting Shawnee State University.
8. Your aspirations and future plans.

Signature _____ Date _____

**Return this application form with your \$30 application fee to Shawnee State University
Office of Admission, 940 Second Street, Portsmouth, OH 45662**

Shawnee State University does not discriminate in admission, access or treatment in programs and activities or employment policies or practices on the basis of race, creed, sex, color, national or ethnic origin, religion, marital status, age, sexual orientation., veteran status or qualified handicap.

SHAWNEE STATE UNIVERSITY
Occupational Therapy Assistant Program

ADVISING CHECKLIST

(student use only, not required to be submitted with application)

PROGRAM PRE-REQUISITES:

High school or college Biology with a C or higher _____

High school or college Chemistry with a C or higher _____

High school or college Algebra with a C or higher _____

In addition to the above pre-requisites, applicants to the occupational therapy assistant program must work/volunteer 20 hours, under the direct supervision of either a licensed occupational therapy assistant or occupational therapist.

APPLICATION DEADLINE:

All application materials including pre-requisites, volunteer form, and autobiography are due on or before ***April 1.***

NON-OTAT COURSES REQUIRED IN THE OTA CURRICULUM:

Note: These courses are not prerequisites and therefore not required at the time of application. Students may take them prior to admission to the program or concurrently with the OTAT coursework.

AHNR 1102 _____
Quarter equivalent AHNR 102

PSYC 1101 _____
Quarter equivalent PSYC 101

AHNR 1135 _____
Quarter equivalent AHNR 135

PSYC 1130 _____
Quarter equivalent PSCH 151

BIOL 1130 _____
Quarter equivalent BIOL 130 and 131

SOCI 1101 _____
Quarter equivalent SOCI 101

ENGL 1102 _____
Quarter equivalent ENGL 111S & 112S

* 3 hrs Cultural Perspectives _____
Quarter equivalent – see 2005-2007 SSU Catalog

ENGL 1105 _____
Quarter equivalent ENGL 112S & 115S

**General elective _____
Quarter equivalent see 2005-2007 SSU Catalog

- * Cultural Perspectives Elective (**Non-western**)
- ** Any 3 credit hour course (4-qtr) from Psychology, Sociology, Sign Language, Speech, or cultural perspectives (western)

Note: Other developmental courses, according to placement testing, as needed.