

Occupational Therapy Assistant Admissions Checklist

Program Filing Deadline is April 15; classes start in August.

Begin the admissions process early. You will NOT be granted an interview if your file is incomplete!

Please call (417) 447-8954 before the deadline to confirm that your file is complete!

Overview of checklist:

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| Step 1. | Complete an OTC application. Take ASSET or COMPASS placement test if ACT scores are not available. |
| Step 2. | Complete an application for the OTA program and attend an OTA group advising session. |
| Step 3. | Distribute the reference forms, and request transcripts. |
| Step 4. | Must have a minimum GPA of 2.5 in all prerequisite coursework. Courses with grades "D" or "F" will not count toward any Allied Health program. |
| Step 5. | Submit a biographical essay. |
| Step 6 . | Submit a résumé. |
| Step 7. | Top 40 applicants who have met all requirements will be considered for an interview. |
| Step 8. | Interview is in the Allied Health Office, Lincoln Hall. |

Step 1. Complete an Ozarks Technical Community College application. Take the ASSET or COMPASS placement test as required by OTC Admissions policy if ACT scores are not available. Picture ID is required. Depending on test results, some additional developmental course work may be required before acceptance into the program.

Step 2. Complete an application for the OTA program. Submit it with a \$15 nonrefundable application fee (check, money order or cash) to the Allied Health Office. Make check payable to OTC. Students will receive additional points for attending one group advising session in the fall or spring semester before the application deadline; dates and times are posted on the Allied Health website.

Step 3. Distribute the three reference forms to individuals who are able to comment on your academic potential, work performance, or potential to function in a healthcare field. The references need to be mailed or hand delivered to OTC's Allied Health Office in Lincoln Hall, Room 210. If the program application is not received by the deadline, references will only be kept for six months.

Request high school transcript if a first-time student; otherwise, request all college transcripts. Send **ALL** transcripts to:

Allied Health Office
Ozarks Technical Community College
1001 East Chestnut Expressway
Springfield, MO 65802-3625

Transcripts must be official, which means that they must be sent from the schools directly to OTC; they cannot be delivered by students. GED recipients need to bring in a copy of their certificate to the Allied Health Office.

Step 4. Complete all prerequisite coursework. **All prerequisite coursework must be completed or in progress before or during the semester of the deadline.** Minimum GPA of 2.5 is required for all prerequisite courses. Courses with a grade of "D" or "F" will not count towards any Allied Health program. Withdrawal or failure to successfully complete the prerequisite courses will eliminate your application from consideration. Students currently enrolled in prerequisite

coursework must provide documentation of current grades at the interview, which may be obtained by accessing MyOTC. Students from other colleges may bring in a statement of midterm grade performance signed by the instructor(s) of the required course(s).

Anatomy and physiology coursework must be completed within five years of beginning the technical education component of the program.

If a class is repeated, only the grade from the second class will count. If a passing grade is not achieved **after two attempts** in any program prerequisite course(s), an applicant will not be considered for the program.

Step 5. Submit a **handwritten** essay, not to exceed three pages, which addresses the following:

- 1) Describe the influences or experiences you've had which have led you to choose occupational therapy as a career.
- 2) Describe your long term career goals. How does the profession of occupational therapy fit with your life goals?
- 3) Describe the specific steps you have taken to learn more about the scope of occupational therapy. (Students who are reapplying should update this information each year).
- 4) Describe any personal or professional strengths which will allow you to function effectively as an OTA student or COTA.
- 5) Describe any personal or professional challenges which may influence your abilities as an OTA student or as a COTA.

Step 6. Write a résumé which includes the following information:

- Name and Address
- Educational background (institution, dates, area of study, graduation date, degree)
- Employment records (employer, location, position, dates, & supervisor)
- Volunteer work (organization, nature of work, dates, and supervisor)
- Membership in professional/honor societies (name, dates)
- Honors/awards received
- Organizations/boards/committees on which you served
- Primary interests/extracurricular activities

Step 7. The top 40 applicants who have met all of the above requirements may be considered for an interview. Letters regarding the date, time, and location of the interview will be sent out approximately 1-2 weeks in advance. Please notify the Allied Health Office of any changes in name, address, or phone number.

Step 8. The interview will be approximately 15 minutes in length. The applicant will be asked questions by a group of interviewers. Letters will be mailed out shortly thereafter indicating acceptance/non-acceptance into the program. The top 20 applicants will be offered a position in the class and sent forms for immunizations and information regarding CPR certification and drug testing. Alternates may be chosen to step into a position should a top 20 spot become open. Points are not carried over for each application year.

Applicants and alternates not selected for admission should notify the Allied Health Office at 417-447-8954 if they would like to be considered for admission into the program the following year.

OTC RESERVES THE RIGHT TO MODIFY COURSE TITLES, SEQUENCE, AND CONTENT IN ACCORDANCE WITH COLLEGE PROCEDURES.