



Occupational Therapy Assistant Program

Application Procedures

**NCCC OTA Program Application Period: June - October
(Spring Semester/January - start date for beginning OTA Program)**

Link to NCCC OTA Program web page:

<https://www.neosho.edu/Academics-and-Services/Academic-Programs/Health-Occupations/Occupational-Therapy-Assistant>

Contact pcarman@neosho.edu for pre-OTA advising

To be a competent healthcare provider, you must know how to read directions and perform tasks in a timely manner. Applicants should read and follow the specific instructions, for application, carefully. This includes knowing application deadlines, submitting materials in a timely manner, and communicating appropriately and professionally with program staff.

COLLEGE ADMISSION PROCEDURES:

Admission to the college does not guarantee admission to the Occupational Therapy Assistant program.

The following college enrollment steps must be completed as part of the procedures for OTA Program application:

1. Apply for financial aid and scholarships if desired

Many programs are available to assist students in meeting their educational costs at NCCC, including grants, scholarships, loans and student employment. Priority deadline for preferred grants and scholarships is four months prior to any regular enrollment period. Financial aid applications received after the priority deadlines are not guaranteed timely disbursement of funds.

For the quickest application process, follow these steps:

- Complete your FAFSA online (www.fafsa.ed.gov) (PELL Grant and loans)
- NCCC's school code is 001936
- Complete a Student Data Form (available at www.neosho.edu)

2. Complete NCCC Admission Form

Apply on-line by visiting www.neosho.edu or call Ottawa Campus: (785) 248-2822 or Chanute Campus: (620) 431-2820 to request a NCCC admission form.

3. Transfer Official Transcripts to NCCC

Applicants must submit their high school transcripts (if a recent graduate) as well as transcripts from all former colleges attended. College transcripts may be requested through the Transcript Request tab on the NCCC website homepage.

4. Demonstrate proficiencies in reading, English, and mathematics based on the Mandatory Placement Policy, or by taking the recommended/required classes.

- For scheduling placement testing contact testing@neosho.edu .
- For Teaching Learning Center course advising contact advising@neosho.edu .

ENGLISH LANGUAGE PROFICENCY POLICY:

The goal of this policy is to ensure adequate proficiency in written and spoken English necessary for the student to benefit from instruction and provide clear oral communication in the clinical area. A requirement for admission to the Occupational Therapy Assistant program at Neosho County Community College is reasonable proficiency in written and spoken English. Not only is adequate proficiency necessary to benefit from instruction; clear oral and written communication is a safety issue in the clinical setting.

This policy will be implemented for individuals in which English is not their primary language.

The steps of this policy are:

1. The applicant makes known that English is not his/her primary language for written or oral communication.
2. The applicant chooses one of two routes for validating proficiency of the English language.
 - a. Testing. Standard tests used to measure English proficiency and the required minimum scores are:

Test of English as a Foreign Language (TOEFL) – 49

Test of Spoken English (TSE) – 45

- b. College Courses. Specific courses, which require use of English, can provide evidence of proficiency. Written proficiency can be shown by passing a three credit hour college level freshman English course with a grade of C or better, excluding developmental courses. Spoken proficiency can be shown by passing a three credit hour college level speech course with a grade of C or better. Courses must be taken from an accredited institution of higher education in the United States.

5. Review Distance Learning and Technology Requirements

Online courses are offered at Neosho County Community College through myNeosho, a web-based Learning Management System that offers access to online courses and technical support. General education courses are offered online (with exception of A & P Lab). During the course of study in the OTA program, there are three OTA classes that are taught in a hybrid/partially online format.

All courses utilize technology such as internet resources and videos (web-enhanced) and coursework is presented through the learning management system, myNeosho. Each student must have knowledge of computer programs including Windows, Word, PowerPoint, Google, and various internet browsers (Mozilla Firefox or Google Chrome recommended). The student must also have reliable access to a computer with online capabilities (high speed internet access preferred), as well as a student email address for use when communicating with the instructor. Technology support is available to students through the NCCC help desk and the Tech Support Tab.

Synchronous and asynchronous instruction are components of the hybrid format. The hybrid OTA courses may include instruction in a synchronous or scheduled class meeting time online. Asynchronous instruction may include assigned readings, written papers, watching instructional videos, online quizzes and exams, discussion forums, reviewing scholarly literature, or accessing other online professional resources.

Online and hybrid courses offer students an option to complete assignments in a more flexible timeframe around work and family obligations. Note that online courses require students to be self-motivated, to stay on task without direct supervision, and to manage time for scheduling assignment completion by dates required. Students must demonstrate computer literacy and initiative in communicating with instructors.

Student advising may be scheduled via a web-based meeting platform. Online options for individualized advising offer students flexibility for scheduling and communicating with instructors.

OTA PROGRAM APPLICATION PROCEDURES and REQUIREMENTS:

Contact the Teaching Learning Center advisors, advising@neosho.edu for questions regarding NCCC enrollment or pre-requisite general education courses. Contact the OTA program director, Peggy Carman, at pcarman@neosho.edu for pre-OTA advising.

All required forms are available for download on the OTA website:

<https://www.neosho.edu/Academics-and-Services/Academic-Programs/Health-Occupations/Occupational-Therapy-Assistant>

Application Period: Yearly in June – October for those who have completed or are currently enrolled in prerequisite courses. OTA Courses begin in the Spring Semester (January) for those admitted to the program. The OTA Program is located on the Ottawa campus.

Application Fee: The application fee of \$75 is payable to the NCCC cashier.

Applicant's materials are evaluated/scored and an interview of the applicant is conducted.

The selection process is based on a point system with the following to be considered by the review committee.

- 1. Demonstrate completion of all OTA application forms and procedures according to stated directions. Applicant materials should be email to OTA-Applications@neosho.edu at least one week prior to interview date.**
- 2. Grade Point Average**
 - Submit completed **OTA Planning Worksheet** with all general education required coursework, where and when taken, and grade/grade point with total grade point average. A grade point average of 2.75 on prerequisite coursework is required.
 - For coursework to transfer from other accredited institutions, credit hours and course content must be comparable to NCCC requirements and course descriptions.
 - All required prerequisite coursework should be completed prior to during the application period. Applicants must receive a minimum grade of “C” on all prerequisite courses. Once accepted to the OTA program, a minimum grade of “C” is required for all OTA program courses to receive the Associate of Applied Science Occupational Therapy Assistant degree.

3. Complete the TEAS exam

- The Test of Essential Academic Skills (TEAS) Allied Health is offered on selected dates at the Ottawa campus. See www.atitesting.com or further details about the exam. Email OTA-Applications@neosho.edu to schedule taking the TEAS.
- TEAS score of 60 or above is required. (one attempt per application year)

4. OTA Student Application Form

- Complete the OTA Program Application form and have notarized.

5. Community Awareness Experience

- Complete a minimum of 8 hours of experience in a community setting which provides services to at risk populations or through an organization that offers occupational therapy services. This could be accomplished through volunteer work in the community or a scheduled observation with a practicing occupational therapist or occupational therapy assistant (not at your place of employment).
- **Applicants are required to submit the completed Verification Form, signed by the supervisor, verifying applicant's hours/experience.**

6. What is OT?

Watch the video from the American Occupational Therapy Association (AOTA) website and answer provided questions about the occupational therapy profession. To access the video: aota.org > Go to Publications > Video > Visit Our YouTube Channel > "What Can OT Do For You"
<https://youtu.be/jwwOXILYQ4Q>

7. Personal Statement

- Submit a one page essay (12 point font, double spaced) that describes your interest in occupational therapy. Topics to consider include your personal experience with O.T., other careers considered in the selection of this profession, and how your educational background has prepared you for this decision.

8. Two Letters of Recommendation

- Provide two letters of recommendation from former instructors, supervisors or other adult that can provide information regarding your potential success in the OTA Program and contributions to the occupational therapy profession. These can be sent via email to OTA-Admissions@neosho.edu or mailed to: Peggy Carman, 900 East Logan St., Ottawa, KS 66067.

9. Interview

- **Contact OTA-Applications@neosho.edu to schedule an OTA program interview.**

OTA Program Selection Process:

Up to 20 qualified applicants will be selected for entrance into the OTA Program per year. The following will be considered by the review committee for determination in the selection process:

- Adherence to written instructions and application procedures
- Completion of pre-requisite coursework with a 2.75 GPA or higher
- TEAS score of 60 or above
- Previous related work experience (CAN, paraprofessional)
- Professionalism
- Communication skills
- Personal insight
- Knowledge of Occupation Therapy

If the class is filled, up to three applicants will be placed on an alternate list and notified of their position. In the event that one of the initially accepted applicants is unable to begin the program, the next applicant on the alternate list will be contacted.

Students will be notified through their NCCC student email of acceptance or non-acceptance into the OTA Program by the end of November.

Those students who are admitted to the program will receive further information regarding program requirements and forms to be submitted prior to the January start date.

OTA Program Requirements:

SPRING ORIENTATION MEETING (after acceptance into OTA Program):

Students admitted to the OTA program will be notified of the OTA Orientation Meeting scheduled date in spring prior to the start of classes. The following will be covered:

- Verified Credentials student account (student's cost - approximate total \$120.00)
 - Criminal Background Screening and Drug Screen
 - Additional required documents for fieldwork placement
- Required immunizations & health screens (student pays for or covered by student's healthcare insurance)
- Health physical (student sets up and pays for any associated costs)
- CPR-Basic Life Support for the Health Care Provider (American Heart Assoc. - student sets up and pays for any associated costs)
- Required health insurance coverage during Level II Fieldwork –last semester

The above listed items are required in order for OTA students to participate in fieldwork education at established fieldwork sites.

Non-discrimination Policy

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion; in the admission, access to, treatment, or employment in the college's programs and activities is prohibited. The Chief Student Affairs officer, NCCC, 800 West 14th Street, Chanute, Kansas 66720, 431-2820 ext. 213, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008. Information concerning the provisions of these acts, and the rights provided thereunder, are available from the compliance coordinator.

Accreditation and Licensure:

NEOSHO COUNTY COMMUNITY COLLEGE

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

The occupational therapy assistant program has probationary accreditation status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Blvd., Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number is (301) 652-6611. The web address is: www.acoteonline.org Graduates of the NCCC OTA program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. **Note:** a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.