

OCCUPATIONAL THERAPY ASSISTANT PROGRAM 2019 APPLICATION GUIDE AND CHECK LIST

To: Applicants of the Crowder College Occupational Therapy Assistant Program

From: Thomas Green
Occupational Therapy Program Director

Date: April 15, 2019

RE: OTA Program Application Materials

Thank you for your interest in the Crowder College Occupational Therapy Assistant Program.

If you have any questions, please don't hesitate to call our office at 417-673-2437 or email ota@crowder.edu.

Applications are due by August 1st, 2019.

No late applications will be considered for acceptance.

You must complete the following course requirements prior to beginning the OTA program:

- ENGL 101 English Composition 3 credit hours
- PSYC 101 General Psychology 3 credit hours
- BIOL 152 Anatomy & Physiology I 5 credit hours
- COMM 104 Fundamentals of Speech 3 credit hours
- COLL 101 College Orientation 1 credit hour (may not apply to returning students or those transferring in with 12 or more credit hours)

NOTE: OTA core courses must be completed at Crowder College and will not be substituted by courses taken at other institutions and/or from work experience.

2019 APPLICATION CHECKLIST

The application packet and application fee are due on or before August 1st, 2019.

Application packets received or postmarked after August 1st will not be considered.

Please ensure all items listed below are completed with your application process then sign/date and send this checklist with your application:

- 1. Apply and be accepted for admission to Crowder College. A one-time \$25 application fee is required for admission as a Crowder College student.
(Application must be completed Online at Crowder.edu)
- 2. Completed and signed OTA Application for Admission and Application Checklist.
- 3. \$40.00 non-refundable OTA application fee. Make check or money orders payable to Crowder College. *(This is a separate fee from the Crowder College application fee for admission.)*
- 5. All Official Transcripts sent to Crowder College if attended any colleges other than Crowder College (must have already completed step 1).

_____ I am currently or will be taking summer classes and my official transcript will be
Initials sent to Crowder College once those grades have been posted.

- 6. Signed Limited Waiver of Confidentiality.
- 7. Completed Personal Essay.
- 8. Completed Resume.
- 9. Check with your 2019 Observation/Job Shadowing sites to confirm that your Observation/Job Shadowing forms have been mailed.
- 10. Check with your three (3) references to confirm that your 2019 Reference Forms have been mailed.
- 11. Copy of your current medical certificate/license, if applicable.

Completed application with all required documents with the \$40.00 fee must be mailed or delivered on or before August 1st to:

**Crowder College Allied Health Department
Occupational Therapy Assistant Program
600 S. Ellis
Webb City, MO 64870**

Name (Clearly Printed)

Signature

Date

ONLY COMPLETED CURRENT YEAR APPLICATION FORMS WILL BE CONSIDERED FOR ADMISSION

2019 PROGRAM ACCEPTANCE GUIDELINES

Applicant must be accepted for admission to Crowder College.

Applicant must have a high school diploma or G.E.D./HiSet certificate.

Applicants will be selected for acceptance based on their Cumulative Score.

The Initial Cumulative Score is based on the following criteria:

✓ **Grade Point Average**

Applicants will be evaluated based on grades earned in the prerequisite courses and all other general education courses that are required for the OTA Program of Study. A minimum GPA of 2.75 is required to be considered for the program. The GPA calculation is only on courses in the Suggested Plan of Study. You must have completed courses on the Suggested Plan of Study to have a GPA to be considered for admission to the OTA program. *To assess your courses, it is highly recommended that you meet with an academic advisor on the Crowder College campus nearest to you.* **All completed Suggested Plan of Study Courses must have achieved a letter grade of “C” or better to be considered for admission.**

✓ **Observation Experience**

A total of 10 hours of observation experience in Occupational Therapy (OT) is required.

2019 Observation Packets are available on the Crowder College OTA webpage at:
<http://www.crowder.edu/academics/departments/allied-health/ota/>

The hours must be in:

1. At least two (2) **different types** of treatment settings clearly documented on separate observation forms. Types of treatment settings include hospitals, clinics, schools, skilled nursing facilities, home health, or any other type of facility that provides occupational therapy in the United States.
2. Five (5) hours is required in each setting.
3. Must be with a Registered Occupational Therapist (OTR/L) and/or Certified Occupational Therapist Assistant (COTA/L) with current license and registration/ certification. The hours must be completed during the current application year and documented on the Observation/Job Shadow Form included in the application packet. You will be awarded points based on the score provided by the OTR/COTA.

When contacting facilities be sure to identify yourself as a potential student trying to get into an OTA program not as an OTA student.

2019 PROGRAM ACCEPTANCE GUIDELINES (continued)

✓ **Personal Essay**

Applicants must submit a short essay. The essay must be a minimum of one page but not to exceed two pages in length. The essay needs to be typed in Times New Roman 12 point font with 1” margins and be double-spaced. Utilizing correct grammar and spelling.

The 2019 essay must address the following questions:

- What are 3 things you learned about occupational therapy during your observation/job shadowing experiences?
- Where do you see yourself working in after you complete the Crowder College Occupational Therapy Assistant program?

The following are extra considerations which will be added to the Initial Cumulative Score. These are not required for admission:

✓ **College Degree**

Any previously completed college degree will be considered in the cumulative score.

✓ **Additional Observation/Job Shadow hours**

Up to a total of 15 hours (10 required and 5 extra) of Observation/Job Shadowing will be used for consideration.

✓ **Additional Observation/Job Shadow setting type**

Up to 3 setting types (2 required and 1 extra) of Observation/Job Shadowing will be used for consideration. The additional treatment setting type must be for at least 5 hours.

✓ **Certificate/License**

Any current health care certificate or license will be considered in the cumulative score.

Does not include CPR.

✓ **Crowder College Student**

Students who have previously completed courses at Crowder College will receive consideration in the cumulative score.

✓ **OTA199**

Completion of Crowder College course OTA199 - Occupational Therapy: An Overview with a letter grade of “C” or better will be considered in the cumulative score.

ONLY COMPLETED CURRENT YEAR APPLICATION FORMS WILL BE CONSIDERED FOR ADMISSION

2019 PROGRAM ACCEPTANCE GUIDELINES (continued)

The top 30 applicants based on their Initial Cumulative Score will be called in for an interview. Interviews will be in an extended time format from 2 to 4 hours.

The interview score will be added to the Initial Cumulative Score to create the Final Cumulative Score.

The top 25 applicants based on their Final Cumulative Score will be offered a position in the OTA program. The remaining 5 applicants will be considered as alternates should one of the 25 not be able to accept their position in the program.

Only completed 2019 application packets which meet all minimal requirements will be considered for acceptance into the OTA program



Occupational Therapy Assistant Program
 600 S. Ellis Street Webb City, MO 64870
 Phone: 417-673-2437 ext. 4209 Fax: 417-673-2300
 ota@crowder.edu

2019 APPLICATION FOR ADMISSION

Name: _____
 (Last) (First) (Middle) (Maiden)

Address: _____ City: _____ State: _____ Zip: _____

Social Security # _____ Telephone Number # _____

Email Address: _____

Education Experience: List High School diploma or GED and all Colleges. (must have college transcripts sent to Crowder)

Name Of School	City, State	From	To	# Hours	Degree
_____	_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>

References

1. _____
Name Phone Number
2. _____
Name Phone Number
3. _____
Name Phone Number

Observations/Job Shadowing

1. _____
Facility Name and Type of Setting Phone Number
2. _____
Facility Name and Type of Setting Phone Number
- *3. _____
Facility Name and Type of Setting Phone Number

* Third Observation/Job Shadowing is optional

Yes No I have a Medical Certification or License

Area of Medical Certification or License _____
 Last employment utilizing certification/license _____ Dates _____

Yes I have (OR) No I have not, been convicted or plead guilty to a crime.

If yes, describe the crime and the particulars: _____

If you have been convicted of a misdemeanor of felony, it is your responsibility to contact the National Board for Certification in Occupational Therapy, Inc. at 301-990-7979, www.nbcot.org and the Executive Council for Physical and Occupational Therapy Examiners at 512-305-6900, www.ecptote.state.tx.us to determine your certification and licensure eligibility. A conviction may also affect your ability to participate in the fieldwork component of this program.

I do hereby certify that the above information is complete and correct to the best of my knowledge, under penalty of perjury. Any information given in a false manner will result in the application being void, and therefore, not considered.

Initial _____

I understand that as an occupational therapy assistant student I am required to have access to a computer with internet, Microsoft Office, and printer. Access to this is available at all of our Crowder College campuses Monday through Friday from 8:00 a.m. to 5:00 p.m. It is HIGHLY recommended that you have access to high-speed internet, Microsoft Office 2010, and printer at home.

Initial _____

I understand that I will need to arrange for coverage of personal affairs/work obligations so that I am available to complete the fieldwork requirements of the Occupational Therapy Assistant program.

Initial _____

I understand that I will not be considered for admission into the Occupational Therapy Assistant program until I have completed the current year's application process as outlined in the application checklist.

Initial _____

Name (Clearly Printed)

Signature

ONLY COMPLETED CURRENT YEAR APPLICATION FORMS WILL BE CONSIDERED FOR ADMISSION

2019 LIMITED WAIVER OF CONFIDENTIALITY

By execution of the Occupational Therapy Program application, I do hereby authorize Crowder College or its representatives to verify all information contained within this application, and do waive any privilege I may have as to confidentiality to Crowder College or its representatives, and do authorize any agency, educational, health, or law enforcement to furnish to Crowder College or its representatives the information necessary to validate the information contained upon my Occupational Therapy Assistant application, including a background check for criminal record if any.

Signature of Applicant

*Application cannot be processed without your signature in ink

Date Submitted

ACCESS TO RECORDS INFORMATION 10/93

“The Family Educational Rights and Privacy Act of 1974”, Public Law 93-380 as amended and signed into law by President Ford on December 31, 1974, states that enrollees have the right to examine confidential files. It also states that they may waive this right if they do so desire.

The law provides that references may be either confidential or non-confidential at the option of the registrant. The registrant has the option to inspect the references in a non-confidential file. Confidential references are those which the registrant has waived the right to see.

Please consider the following in making a decision to have confidential or non-confidential references.

1. School officials prefer to see confidential references, believing the references are more frank in such credentials. The limited number of studies which have been made of confidential vs. non-confidential references indicate a preference of both hiring officials and college faculty for confidential or enclosed references.
2. Registrants should be most selective in asking persons to write references for them. The persons selected should know the registrant well and be able to state facts and competencies of the registrant.
3. Writers of references must be informed at the time of writing that the reference is confidential or that the registrant will be permitted to see the reference.

CROWDER COLLEGE
Occupational Therapy Assistant
Allied Health Department
Webb City, Missouri 64870

Initial one of the options below:

I have elected: _____ A confidential file.

_____ A non-confidential file.

Signature of Applicant

Date

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Resume

Applicants must submit a resume with their application.

The resume should be a minimum of one full page and should not exceed two pages in length.

Resume needs to include at least the following information:

- Name and Address
- Educational Background – Institution, Dates, Area of study, Graduation Date, Degree
- Employment Record – Employer, Location, Position, Dates, Supervisor (if no employment history must include as many optional components as applicable)

Resume may also include:

- Volunteer Work – organization, nature of work, dates, Supervisor
- Memberships in Professional/Honor Societies – Name, Dates
- Honors/Awards Received
- Organizations/Boards/Committees on which you served
- Primary Interests/Extracurricular Activities

2019 PERSONAL ESSAY ASSIGNMENT

Applicants must submit a short essay.

The essay should be a minimum of one full page and should not exceed two pages in length.

Essay should be typed in Times New Roman 12 point font with 1” margins, double-spaced, and utilize correct grammar and spelling.

The essay must address the following two questions:

- 1. What are 3 things you learned about occupational therapy during your observation/job shadowing experiences?**
- 2. Where do you see yourself working in after you complete the Crowder College Occupational Therapy Assistant program?**

2019 OBSERVATION/JOB SHADOW and REFERENCE FORMS

2019 Observation Packets are available on the Crowder College OTA webpage at:

<http://www.crowder.edu/academics/departments/allied-health/ota/>

The supervisor will complete the 2019 Observation/Job Shadow Form and mail it to us with their signature over the seal of the envelope.

Provide the supervisor with a stamped envelope addressed to:

**Crowder College Allied Health Department
Occupational Therapy Assistant Program – Observation
600 S. Ellis
Webb City, MO 64870**

The reference should be someone who has knowledge about you but is not a family member. They must complete the 2019 Reference Form and mail it to us with their signature over the seal of the envelope.

Provide your Reference with a stamped envelope addressed to:

**Crowder College Allied Health Department
Occupational Therapy Assistant Program – Reference
600 S. Ellis
Webb City, MO 64870**

Only completed 2019 forms will be considered for acceptance into the OTA program

The signature on forms and the signature on the envelope seals must match.



Occupational Therapy Assistant Program
600 S. Ellis Street Webb City, MO 64870
Phone: 417-673-2437 ext. 4209 Fax: 417-673-2300
ota@crowder.edu

2019 REFERENCE FORM

Applicants Full Name (printed)

The above applicant has given this form to you so that you may support their application for admission into the Crowder College Occupational Therapy Assistant Program. The applicant should be someone who you have knowledge about you but is not a family member. An honest and complete opinion will be most helpful.

Please return this completed form as soon as possible.

How long have you known the applicant? _____

What is the nature of your relationship? _____

Why do you think the applicant would make a good choice for the Crowder College Occupational Therapy Assistant Program?

What are some areas that the applicant might find challenging as a student in the Crowder College Occupational Therapy Assistant Program?

Phone Number

Email Address

Name (Printed)

Signature

**Place this form in the envelope provided by the student, sign across the seal, and mail.
Thank You.**

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2019 GRADUATE LEARNING OUTCOMES

1. Provide occupation-based, client-centered care that is inclusive of values, beliefs and needs.
2. Promote health and wellbeing for individuals and populations through the use of occupation.
3. Consider evidence-based resources in delivery of client services.
4. Actively participate in and advocate for healthcare change.
5. Identify and address professional ethical challenges by applying the AOTA Code of Ethics.
6. Recognize and respond to social, economic and political factors that influence and change occupational therapy services and healthcare.
7. Interact professionally with consumers, caregivers, families and/or professional colleagues to achieve service objectives.
8. Interact and collaborate, directly and indirectly, with personnel needed to provide comprehensive occupational therapy services.
9. Demonstrate effective communication practices needed to function effectively as a member of an inter-professional healthcare team.

Program Curriculum Plan Associates of Science Degree

Total credit hours - 73

Pre-Admission

ENGL	101	English Composition	3 credit hours
PSYC	101	General Psychology	3 credit hours
BIOL	152	Human Anatomy and Physiology I	5 credit hours
COLL	101	College Orientation	1 credit hour
COMM	104	Fundamentals of Speech	3 credit hours

Total: 15 credit hours

Spring

OTA	101	Principles of Occupational Therapy	2 credit hours
OTA	116	Principles of Therapeutic Intervention	3 credit hours
OTA	125	Occupational Therapy Documentation	2 credit hours
BIOL	252	Human Anatomy and Physiology II	5 credit hours
Approved Humanities		(see Program of Study)	3 credit hours

Total: 15 credit hours

Summer

Approved Math Course		(see Program of Study)	3 credit hours
Approved History		(see Program of Study)	3 credit hours

Total: 6 credit hours

Fall

OTA	131	Functional Movement: Occupation and Adaptation-3 credit hours
OTA	201	Principles of Occupational Therapy Practice: Children and Adolescents-5 credit hours
OTA	211	Principles of Occupational Therapy Practice: Mental Health-4 credit hours

Total: 12 credit hours

Spring

OTA	218	Occupational Therapy Fieldwork and Test Preparation-1 credit hour-
OTA	221	Principles of Occupational Therapy Practice: Physical Rehabilitation-5 credit hours
OTA	230	Occupational Performance Across the LifeSpan-3 credit hours
OTA	236	Occupational Performance Issues in Later Adulthood-4 credit hours

Total: 13 credit hours

Fall

OTA	240	Fieldwork level II A-5 credit hours
OTA	245	Occupational Therapy Management-2 credit hours
OTA	250	Fieldwork level II B-5 credit hours

Total: 12 credit hours

Total Hours: 73 credit hours

Tuition, Fees, and Licensure

Tuition

In District:	General Education Classes	\$90.00	per semester hour	x	29	=	\$2,610.00
	OTA Classes	\$107.00	per semester hour	x	44	=	\$4,830.00
	Institutional Support Fee	\$18.00	per semester hour	x	73	=	\$1,314.00
	Safety & Security Fee	\$5.00	per semester hour	x	73	=	\$365.00
	Total In District tuition						

Out of District	General Education Classes	\$143.00	per semester hour	x	29	=	\$4,147.00
	OTA Classes	\$169.00	per semester hour	x	44	=	\$7,436.00
	Institutional Support Fee	\$18.00	per semester hour	x	73	=	\$1,314.00
	Safety & Security Fee	\$5.00	per semester hour	x	73	=	\$365.00
	Total Out of District tuition						

Pre-Admission

<i>*Application Fee*</i>	\$40.00	<i>* out of pocket *</i>
<i>*Criminal Background check *</i>	\$52.50	(all other fees will be billed to student account)
<i>*Physical Exam and Immunizations*</i>	\$100.00	
<i>*TB Test*</i>	\$30.00	
<i>*CPR Certification*</i>	\$60.00	
Total	\$282.50	

1st year Spring

<i>*Polo Shirt *</i>	\$20.00	
Drug Screen	\$20.00	
Lab Fee	\$50.00	
Technology Fee	\$75.00	
<i>*Textbooks *</i>	\$1,500.00	(approximate amount all semesters)
Total	\$1,665.00	

1st year Fall

AOTA Membership	\$75.00
Technology Fee	\$75.00
<u>Lab fee</u>	<u>\$50.00</u>
Total	\$200.00

2nd year Spring

Liability Insurance	\$13.00	
Lab Fee	\$150.00	
Technology Fee	\$75.00	
<i>*TB Test*</i>	\$30.00	
<u>Drug Screen</u>	<u>\$20.00</u>	(approximate amount all semesters)
Total	\$288.00	

2nd year Fall

<i>*Graduation Fee *</i>	\$35.00
Liability Insurance	\$13.00
AOTA Membership	\$75.00
School Pin	\$45.00
Technology Fee	\$75.00
<u>Exam Preparation</u>	<u>\$200.00</u>
Total	\$453.00

Certification and State Licensure

<i>*NBCOT Exam Fee *</i>	\$515.00
<i>*Score Transfer Request *</i>	\$40.00
<i>*Eligibility Confirmation Notice*</i>	\$40.00
<i>*Missouri Limited Permit*</i>	\$15.00
<i>*Missouri Full License*</i>	\$30.00
Total	\$640.00

Total estimated In District cost \$ 12,648.50
Total estimated Out of District cost \$ 16,790.50

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2019 HEADS UP

Things to be Aware of

- If you need extra classes, recommended classes are ABA courses, Computer Application courses particularly Microsoft Office (BSAD115 and BSAD125), Child development course, Adolescent development course, Adult development course, CNA certification, Medical Terminology course (OA215), . You must be cautious with extra classes due to potential issues with financial aid.
- Tattoos must be covered. No visible tattoos on the hands, neck, and face.
- No more than two small ear piercing are allowed, one is preferred.
- No other facial or tongue piercings.
- No other body part piercing should be showing.
- BIO 252 Human Anatomy and Physiology II must be completed before the fourth semester on the Suggested Plan of Study. Failure to complete this class with at least a “C” letter grade will not allow you to continue in the OTA program.
- Math class must be completed before the fourth semester on the Suggested Plan of Study. Failure to complete this class with at least a “C” letter grade will not allow you to continue in the OTA program.
- Quantitative Reasoning, Math 125, is not as good for Occupational Therapy as Algebra, Math 135, or Statistics, Math 130.
- If you are planning to continue your education and get a Bachelor’s or Master’s degree, Algebra, Math 135, would be your best choice.