CENTRAL PIEDMONT COMMUNITY COLLEGE

Occupational Therapy Assistant Program (OTA)

Program Code A45500

Admission Application

Application Deadline: August 15, 2019
Program Start Date: January 13, 2020

http://www.cpcc.edu/health_sciences/ota

I. Program Overview

Occupational therapy assistants (OTAs) help individuals of all ages with rehabilitative activities and exercises outlined in a treatment plan developed in collaboration with an occupational therapist. Occupational therapy assistants, through the therapeutic use of everyday activities (occupations), help people affected by disease, illness, injury, or condition, to participate in the things they want and need to do. Occupational therapy has a holistic perspective, focusing on finding a fit between the person, his environment, and his chosen life activities/occupations.

According to the Bureau of Labor Statistics, the median annual pay for occupational therapy assistants in 2017 was $56,690, and the job outlook is expected to grow much faster than average. Just over a third of OTAs were employed in the offices of physical, occupational and speech therapists, and audiologists but a sizeable number were employed in nursing and residential care facilities as well as hospital settings.

The occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). Graduates of the program may 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 that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

II. Steps to Complete Before Applying for the OTA Program

CPCC College Admission

1. *Attend an Occupational Therapy Assistant (OTA) Program Information Session at CPCC.*
   The OTA program hosts information sessions for students interested in a detailed description of the program and the admission process. Dates and locations of these sessions will be posted on the CPCC Occupational Therapy Assistant program website.

2. *Graduate from High School or complete the GED by December 31st, 2016.*

3. *Complete the CPCC College Admission Application.*
   Applications are available online at www.cpcc.edu or at any of the CPCC campus locations. Designate the Occupational Therapy Assistant Holding Code (A55280O) as the program of interest on the College Admission Application.

4. *Request an external official copy or copies of high school/GED and college transcripts be sent to CPCC Student Records, PO Box 35009, Charlotte, NC 28235-5009.*
   a) Advanced Placement (AP) exam scores if requesting college credit at CPCC through AP exam testing.
      • If you receive college credit through AP exam testing at CPCC and wish to use the course(s) for points, you MUST include a copy of your High School transcript with your application. If seeking credit for college courses by AP exam, the AP exam scores will need to be submitted to Student Records in addition to transcripts.
   b) Official copies of external transcripts should be ordered at least **one month** prior to the application due date and should be received at CPCC no later than one week after the application period is closed in order for the application to be eligible for review.
   c) Transcripts are processed in the order of which they are received. Please allow up to four weeks for processing once the transcript is received by CPCC. You will be notified via your CPCC student email when the evaluation is completed.

5. *If your high school or college transcripts are not from the United States, you will need an International Transcript Evaluation reviewed by an agent outside of Central Piedmont Community College.*
   A list of International Evaluators is available in the Counseling Department in the Central High Building on the CPCC Central Campus or through the National Association of Credential Evaluating Services (NACES) website. There is a fee for this service.

Required Testing

1. All students should speak to an academic advisor regarding the need to take the required Math and English Placement tests. Some students may be exempt from placement testing by a waiver. If placement tests are required, the student must meet with an academic advisor to review placement test scores.

2. All applicants must take the Test of Essential Academic Skills (TEAS) Version V or the ATI TEAS (the ATI TEAS is replacing the TEAS V test after 8/31/2016). You will need to schedule an appointment following instructions at the Testing Center website.
   A study guide is available at www.atitesting.com
   A minimum TEAS Reading Score of 60% and an Adjusted Individual Total in the Proficient category is required for the application to be considered for admission into the program. No other test may be substituted for this requirement.

Required Coursework

If required based on placement tests or high school GPA score, complete all required Developmental Studies Courses (DRE 098 & DMA 040) with a grade of "C" or better.

Get a Headstart!

Any non-OTA prefix course required for the Occupational Therapy Assistant program can be taken prior to submitting the OTA Program Application. This is not required; however, completion of designated courses will also increase your application score. See the Education Plan on the Occupational Therapy Assistant website for the list of required courses. BIO 168 and 169 must be completed by the end of the first semester in the program, and PSY 241 and 281 must be completed by the end of the first year.

III. Occupational Therapy Assistant Program Admission Requirements

Points are earned from the following areas:

1. TEAS Test Scores
2. Completed Academic Courses
3. Related Work or Personal Experience
   - Employment required for at least 240 hours in one year
   - Applicant must submit verification from the site of employment on business letterhead.
     - Verification must include the period of employment, job title, description of duties, and signature of employer with professional title.
   - Other personal or vocational experience with clients with illness, injury, or disability may be accepted for all or part of this requirement. Contact Brenda Kennell, OTA Program Chair, at brenda.kennell@cpcc.edu to pursue this option.

The points will be recorded on the application form on page 4. Application must be fully completed (typed, not hand-written) and submitted along with the other supporting documents.

Applicants must also complete observation experiences for preadmission, as follows:

Required Observation Experiences
- Observation experiences with an occupational therapist or occupational therapy assistant totaling at least 12 hours must be completed in at least 2 separate environments and with clients from 2 different age groups.
  - Possible settings include hospital, outpatient clinic, nursing home, assisted living facility, school system, pediatric clinic.
- The applicant is responsible for making contacts & arrangements.
- Observations should be completed no more than 2 years prior to application submission.
- Observations will be verified using the observation logs on pages 5-6.
  - Observation logs should be fully completed and include the clinician's signature.
- If the applicant receives pre-approval from the program chair to have related employment counted towards the observation experience requirement, the applicant will be required to complete at least 4 hours of observation in a different environment and with a different population than that of the applicant's work site.

Questions About the Admissions Process?
- Contact Nazirah Pearson, Admissions Specialist, at healthsciences@cpcc.edu

IV. Acceptance Into the Program

A maximum of 25 students are accepted into the program each year with 5 alternates. Upon acceptance into the Occupational Therapy Assistant program, students are required to:

- Submit results of a drug screen at their own expense.
- Students must also complete a medical exam and a TB test, provide record of immunizations, show proof of medical insurance and carry CPCC's student accident insurance.
- Submit results of a North Carolina and/or national criminal background check by March 1st of their first semester in the program at their own expense. Students may need to repeat this if requested by a fieldwork site.
- Students are required to be certified in first aid and CPR by March 1st of their first semester in the program at their own expense.

Students accepted into the program will also be asked to read and sign to acknowledge that they have read and understand an Essential Functions statement outlining the essential functions necessary for the completion of the Occupational Therapy Assistant program.

- After acceptance and enrollment in the program, students are required to take all courses as scheduled and sequenced. This is considered a lockstep sequence program.

V. Occupational Therapy Assistant Program Application Form

Student Identification

Complete shaded areas with all information currently available.

First Name		Last Name		CPCC Student ID	
Street/Apt					
City			State		ZIP	
Home Phone		Cell Phone		CPCC Email	
Essential Functions Document Please check the box to the right to indicate that you have reviewed and understand the criteria in the Essential Functions document.					

Scores

Record scores for Items 1-4 in shaded areas with all information currently available according to the instructions below.

Item				Points Earned	Points Possible
1. Attendance Occupational Therapy Assistant (OTA) Information Session					(2)
	Date attended		(will be verified by sign-in sheet at information session by admissions specialist)		
2. TEAS Test Scores	Reading Score		(each score is multiplied by 0.1 to determine points earned)		(10)
	English & Language Score				(10)
	Adjusted Total Score				(10)
3. Related Work Experience	Employed as an Occupational Therapy Aide or Rehabilitation in an Occupational Therapy (OT) Department for a minimum of 240 hours over a period of at least one year				(3)
4. Completed Academic Courses • Only high school AP courses in which the exam was taken for college credit and a score of 3 or greater was received can be counted. • Only high school IB courses in which the exam was taken for college credit and a score of 5 or greater was received can be counted. • Course points computation for all courses: (A=3 pts; B=2 pts; C=1 pt.) • BIO courses must be completed within 5 yrs. of applying. • Only one course per category allowed to be counted towards application points total.	Category I	ENG 111			(12 points total)
		High School English AP or IB			
	Category II	BIO 168 or BIO 165			
		High School Biology AP or IB			
	Category III	PSY 150			
		High School Psychology AP or IB			
	Category IV	MED 120 or MED 121			
Total Application Points					(47)

To clear all fields in this section, select button to the right.
This will erase all of your entries to this form.

VI. Required Preadmission Activities

Complete shaded areas below (either type or print legibly) with information on required observation hours (see pg. 3) and submit with application. Observation logs should be fully completed and include the clinician's signature.

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Occupational Therapy Assistant Program
Observation Hours Verification Log #1

First Name		Last Name		Student ID	
Supervisor Name			Facility Name		
Phone #			Type of Facility		

Date	From:	To:	Hours	Signature of Licensed OT or OTA

Comments:	

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Occupational Therapy Assistant Program
Observation Hours Verification Log #2

First Name		Last Name		Student ID	
Supervisor Name			Facility Name		
Phone #			Type of Facility		

Date	From:	To:	Hours	Signature of Licensed OT or OTA

Comments:	

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Occupational Therapy Assistant Program
Observation Hours Verification Log #3

First Name		Last Name		Student ID	
Supervisor Name			Facility Name		
Phone #			Type of Facility		

Date	From:	To:	Hours	Signature of Licensed OT or OTA
Comments:				

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Occupational Therapy Assistant Program
Observation Hours Verification Log #4

First Name		Last Name		Student ID	
Supervisor Name			Facility Name		
Phone #			Type of Facility		

Date	From:	To:	Hours	Signature of Licensed OT or OTA
Comments:				

VII. Application Submission

Check Your Application for Completion

1. Type all information on the Program Application Form (page 4).
2. Secure the following documents to the application:
   a. Official TEAS scores
   b. Verification of Work Experience
   c. Copies of unofficial high school transcripts if AP courses are used on the application.
   d. Documentation of Required Preadmission Activities (pages 5-6)

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Submit the Completed Application

Submit on or before the deadline date as follows:

- Drop Box

   Deposit during standard business hours (Monday-Friday) in the labeled drop box located on the third floor of the Health Careers building on the Central Campus, Room # 3545 (across from the elevators)

   Or

- Mail to: Nazirah Pearson, Admissions Specialist
   Attn: Occupational Therapy Assistant
   CPCC Central Campus, Belk/Health Careers Building
   PO Box 35009
   Charlotte, NC 28235-5009

   Mailed applications must be postmarked by application deadline date.

   Or

- Email to: healthsciences@cpcc.edu

   Scan application pages 4-6 and all additional documents to include as an attachment if emailing.

Questions About the Admissions Process?
- Contact the Admissions Specialist at healthsciences@cpcc.edu or schedule an appointment to meet with the Admissions Specialist for this program