OZARKS TECHNICAL COMMUNITY COLLEGE

OCCUPATIONAL THERAPY ASSISTANT
Application Checklist

APPLICATION DEADLINE:

- **USE OUR NEW ONLINE APPLICATION PORTAL TO APPLY: apply.otc.edu**
- **April 15 - This cohort begins in the fall semester (August)**
- **Location: OTC Springfield Campus, 1001 E. Chestnut Exp., Springfield, MO**

The Occupational Therapy Assistant Program is a selective admission program and admission is determined by a points-based system. Points are awarded for academic preparedness, prior OTA coursework, prior college degree(s), and references.

An incomplete file will not be considered – Complete the following by the application deadline:

- Complete OTC admissions process.

- Attend an informational session. Visit here for dates and times. This is recommended but not required.

- Complete preadmission courses. (If a passing grade is not achieved after two attempts in any program preadmission requirement, an applicant may not be considered for the program. Please email healthsciences@otc.edu to request additional information.)

- **Official transcripts from accredited schools attended other than OTC must be received by OTC Admissions before the application deadline (April 15).**

- Complete the **ONLINE APPLICATION PROCESS, apply.otc.edu,** by the application deadline. Provide and submit the following during the online application process:
    - 3 professional references who are able to comment on your academic potential, work performance or potential to function in a healthcare field.
    - a [1]handwritten autobiographical essay.
    - a [2]resume.

[1]BIOGRAPHIC ESSAY INSTRUCTIONS

- Describe the influences or experiences you've had which have led you to choose occupational therapy as a career.
- Describe your long-term career goals. How does the profession of occupational therapy fit with your life goals?
- 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).
- Describe any personal or professional _strengths_ which will allow you to function effectively as an OTA student or COTA.
- Describe any personal or professional _challenges_ which may influence your abilities as an OTA student or as a COTA.

[2]RESUME INSTRUCTIONS

- 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

INTERVIEW PROCESS:

- Students must have a minimum 2.5 GPA *in pre-admission course requirements* for the application to be considered.
- The top 40 applicants with complete files will be considered for an interview.
- An email regarding the date, time, and location of the interview will be emailed to the student's OTC email account approximately 2 weeks in advance. Notify the Health Sciences office of any change in name, email address, or phone number.
- The interview is approximately 15 minutes in length. The applicant will be asked questions by a variety of interviewers.

CRITERIA FOR ACCEPTANCE:

*Academics: 60% of the total score
- Score for pre-requisite GPA (6 pre-requisite courses ONLY)
- Score for prior college degree (Points are pro-rated for level of degree)
- Score for overall college GPA (Points are pro-rated for 3.3 and above overall GPA)
- Score for prior OTA Coursework at OTC/Prior OTA coursework at different college (where applicable)

*References: 10% of the total score
- Score for each of 3 references provided

*Essay: 10% of the total score
- Score for submitted essay, reviewed by the admissions committee
-
*Interview: 20% of the total score (may be online or in-person)
- Scoring for individual and group participation in each step of the interview process
- Scoring for attendance at one OTA informational session during the fall or spring prior to admission

Note: OTA informational sessions are listed on the OTC website at https://academics.otc.edu/healthsciences/informational-sessions/

NOTIFICATION OF ACCEPTANCE:

Based upon the OTA program's admission scoring system, the 20 applicants with the highest scores will be offered a position in the program and will receive information on the necessary steps to complete the program admission. Information regarding acceptance or non-acceptance into the program will be delivered to students via the online application portal.

The accepted students will receive an acceptance packet task list through their OTC email account to complete the admission process. Alternates will receive an email regarding their alternate status. Alternates will be notified if a position in the class becomes available.

REAPPLICATION:

Applicants and alternates not selected for admission will need to reapply online for the next deadline.

Contact the Health Sciences Office with any questions at (417) 447-8803 or email healthsciences@otc.edu.

OTC cannot guarantee that students classified under the Deferred Action for Childhood Arrivals (DACA) program will receive approval to take the licensure exam after program completion. Please contact the state or national agency that administers the professional licensure exam to inquire about licensure exam requirements.

Background Check – Students with a felony or a significant criminal history may not be able to participate in clinical experiences at some of our sites and may not be able to apply for a license to practice. Contact the Health Sciences Office for additional information (healthsciences@otc.edu).

Updated 02/05/24