

OZARKS TECHNICAL COMMUNITY COLLEGE

OCCUPATIONAL THERAPY ASSISTANT Application Checklist

APPLICATION DEADLINE:

- April 15th - 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 on 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. Visit www.otc.edu/start-here
- Attend an informational session. Visit [here](#) for dates and times. This is recommended but not required.
- Complete preadmission courses. See Preferred Course Sequence [here](#) for specific requirements. **Official transcripts from accredited schools attended other than OTC must be received before the application deadline (April 15).**
- Submit the Occupational Therapy Assistant application to the Allied Health Office **by the application deadline (April 15)**. Instructions are on the application. Find application information [here](#).
- Submit 3 professional references **by the application deadline (April 15)**. Visit [here](#) for instructions and form.
- ¹Submit a handwritten autobiographical essay **by the application deadline (April 15)**.
- ²Submit a resume **by the application deadline (April 15)**.

¹BIOGRAPHIC 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.

²RESUME 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:

- The top 40 applicants with complete files will be considered for an interview.
- An interview letter will be mailed to the address on the application and an email sent to OTC email account regarding the date, time, and location of the interview. Please notify Allied Health of any changes in contact information: name, address, or phone number.
- The interview is approximately 15 minutes in length. The applicant will be asked questions by a variety of interviewers.

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.
- ✓ Letters are mailed out to the address on the application, by USPS, indicating acceptance or non-acceptance into the program.
- ✓ The accepted students will receive an acceptance packet through their OTC email account to complete the admission process.
- ✓ Alternates will receive a letter and an email sent to the OTC account of their alternate status.
- ✓ Alternates will be notified if a position in the class becomes available.

REAPPLICATION:

- ✓ Applicants and alternates not selected for admission are requested to notify the Allied Health office at their earliest convenience to move their file to the next available deadline.
- ✓ Applications must be renewed annually.
- ✓ Inactive application files will be shredded after 12 months.

Contact the Allied Health Office with any questions at (417) 447-8803 or alliedhealth@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 Allied Health Office for additional information (alliedhealth@otc.edu).

Updated 8/1/18