



OKLAHOMA CITY COMMUNITY COLLEGE

FALL 2012 OCCUPATIONAL THERAPY ASSISTANT APPLICATION

Applicants will be considered for Fall 2012 entry only. Applicants not selected must complete and resubmit all required documents for future application submissions. Any change of address must be submitted, in writing, to the Health Program Selection Committee via the Office of Recruitment and Admissions. **Only completed applications with all documents, transcripts, and test scores verifying basic application requirements will be accepted.** Official transcripts must be submitted with the health application even if the transcripts are already on file at OCCC. Questions regarding the application or selection process for the Occupational Therapy Assistant Program should be directed to the Office of Recruitment and Admissions, (405) 682-7580.

BASIC APPLICATION REQUIREMENTS

All applicants must meet the basic requirements listed below:

1. Eligibility for admission to Oklahoma City Community College
Criteria for admission to Oklahoma City Community College may be found in the College Catalog.
2. Eligibility for placement in college level math, English, and science courses
Listed are specific courses for which the applicant must be eligible to enter in order to meet the basic requirements: Math 1503, Contemporary Math, ENGL 1113, English Composition I; and BIO 1314 Human Anatomy & Physiology I.

3. College Retention Grade Point Average (GPA) Minimum 2.5000
The College Retention GPA must include a minimum of 12 credit hours earned at a regionally accredited institution in 1000-level or above science, math, social science, or English courses excluding credit awarded by advanced standing. It will include all coursework attempted with the exception of courses forgiven through the Repeat, Reprieve, or Renewal provisions as outlined in the College Catalog. Students who wish to request academic forgiveness must submit a petition to the Office of Records and Graduation Services prior to the application deadline. Any student who has requested academic forgiveness must submit a letter with the health application to inform the selection committee that the request has been made. Graduate credit may be included in the retention GPA used for admission to a health program. Graduate credit will only be included if a written request is submitted with the health application.

If the applicant has not attempted or completed the minimum of 12 credit hours at a regionally accredited institution of higher learning in 1000-level or above science, math, social science, or English courses excluding credit awarded by advanced standing, a High School Graduation GPA of 2.75 or a GED transcript reflecting an average score of 530 may be utilized. The High School Graduation GPA or GED average score may NOT be used if a College Retention GPA as specified is lower than 2.5.

4. Standard COMPASS Reading placement test score Minimum 86

OR

CPT ACCUPLACER Reading placement test score Minimum 77

Standard COMPASS or ACCUPLACER scores must be no older than two years from the date the application first becomes available. Students who wish to raise their standard COMPASS or ACCUPLACER reading score should visit with an advisor from the Office of Academic Advising about retesting guidelines.

Please note:

1. Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. Information regarding this requirement will be forwarded to those students selected for admission.
2. Applicants for Oklahoma licensure as an Occupational Therapy Assistant must meet all state and federal requirements. Questions regarding these requirements should be directed to the Occupational Therapy Assistant Program, (405) 682-7507.
3. All students will be required to pass a randomly administered drug test.
4. The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, P.O. Box 31220, Bethesda MD 20824-1220 – 301-652-2682 ext. 2914.

A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination and/or attain state licensure. Please contact NBCOT and the Oklahoma Board of Medical Licensure and Supervision for further information.

It is important to note the results of the required background report(s) and/or random drug test may impact a student's ability to continue in or successfully complete a course, courses, and/or the OTA program. Students who have questions should contact the OTA Program Director.

Applicants for Oklahoma licensure as an Occupational Therapy Assistant must meet all state and federal requirements. Questions regarding these requirements should be directed to the agencies listed below.

National Board for Certification in Occupational Therapy
12 South Summit Avenue, Suite 100
Gaithersburg, MD 20877-4150
301-990-7979
Fax 301-869-8492

Oklahoma Board of Medical Licensure and Supervision
101 NE 51st St.
Oklahoma City, Oklahoma 73105
P.O. Box 18256
Oklahoma City, Oklahoma 73154-0256
405-962-1400 (main number)
405-962-1400 (fax)

APPLICATION PROCEDURE

To insure each applicant is fully informed of the application procedure, each applicant is encouraged to meet with an advisor from the Office of Academic Advising. Each applicant who has submitted a completed application including the following documents to the Office of Recruitment and Admissions no later than **12:00 noon, June 22, 2012** will be considered for Admission:

1. An Oklahoma City Community College Application for Admission.
2. An Application for Admission to Oklahoma City Community College Health Program.
3. An official high school transcript reflecting date of graduation, official GED transcript, or official college transcript(s) from all colleges/universities. High school and GED transcripts are only necessary when an applicant has not attempted or completed the minimum of 12 credit hours at a regionally accredited institution of higher learning in 1000-level or above science, math, social science, or English courses excluding credit awarded by advanced standing. Official college transcripts must be submitted with the health application even if the transcripts have previously been submitted to OCCC. Each applicant must also submit an official OCCC transcript with his or her health application. Applicants must wait until all grades are posted before they request transcripts and submit their applications (example: applicants enrolled in spring 2012 courses must wait until their spring grades are posted before they request their transcripts and submit their OTA applications).
4. An official report of the Standard COMPASS or CPT ACCUPLACER Reading placement test score. Scores on file at OCCC must be obtained from the Testing & Assessment office and must be submitted with this health application.

SELECTION PROCEDURE

1. Applications on file by **12:00 noon, June 22, 2012**, will be given priority for admission. All testing, when required, must be completed prior to the application deadline.
2. Individuals will be ranked according to high school grade point average, GED average score, or college retention grade point average as defined in the basic application requirements.
3. An application will be considered complete when the criteria in items 1-4 of the Basic Application Requirements are met.
4. The applicants selected for admission to the program will be notified by certified mail.
5. All qualified applicants who have not been selected for admission to the class will be placed on an alternate list for that semester only.

NOTE: Applications are ONLY accepted at The Office of Recruitment and Admissions



OKLAHOMA CITY COMMUNITY COLLEGE

FALL 2012 OCCUPATIONAL THERAPY ASSISTANT APPLICATION

Name _____ ID# _____
Last First MI Maiden

Address _____
Street City State Zip

E-mail _____ Phone () _____

High School of Graduation _____ Year _____

GED Certificate: Yes No Year _____

I have applied for Academic Forgiveness/Reprive Yes No

Colleges or universities attended (list all):

_____ Dates _____

_____ Dates _____

_____ Dates _____

_____ Dates _____

The failure to list all previously attended colleges or the submission of false information/academic records is grounds for denial of admission or immediate suspension.

Applicants will be considered only for the semester specified on this application. Applicants admitted to the program are notified by certified mail. Applicants not admitted to the program are notified by regular mail. Applicants not selected must reapply to be considered for admission for any other academic semester.

APPLICATION AGREEMENT – READ CAREFULLY

I have read and understand the admissions criteria and selection process for the Occupational Therapy Assistant program. I understand that applications submitted without ALL required documents and signatures will be considered incomplete and rendered ineligible for the application period. I understand that I must submit OFFICIAL transcripts from all colleges or universities I have previously attended even if those transcripts are already on file at OCCC. I understand that I must submit an official copy of my OCCC transcript with my health application. I understand that a criminal history and sex offender background investigation must be completed if I am selected for admission. I understand that a random drug test is also required. I understand it is my responsibility to notify, in writing, the Health Program Selection Committee in the Office of Recruitment and Admissions of any change of name or address. I understand that official eligibility for this program is determined in the Office of Recruitment and Admissions. I also understand the deadline for this application is NOON (12 p.m.) June 22, 2012.

Applicant's signature _____ Date _____

Application received by _____ Date _____

ONLY COMPLETED APPLICATIONS WITH ALL VERIFYING DOCUMENTS, TRANSCRIPTS, AND TEST SCORES WILL BE ACCEPTED. NO ADDITIONS OR REVISIONS MAY BE MADE TO AN APPLICATION ONCE SUBMITTED.