



SPRING 2020 OCCUPATIONAL THERAPY ASSISTANT APPLICATION (Flex Track Option)

GENERAL INFORMATION ABOUT OCCC HEALTH PROFESSIONS PROGRAMS

Thank you for your interest in our health professions programs at Oklahoma City Community College (OCCC). The health professions programs at OCCC are selective admission programs and have a limited number of openings each application period. **Regular admission to OCCC is required and does not imply admission to any of the health professions program.** Admission to each of the health professions programs is highly competitive with each program having their own unique application and requirements. Applications are available online and completed applications must be submitted to the Office of Recruitment and Admissions by the specified deadline (date/time) to be considered.

GUIDELINES FOR PREPARING A SELECTIVE HEALTH PROFESSIONS PROGRAM APPLICATION

While the documents requested from each program varies, the following guidelines will help prepare for the submission of a Selective Health Program Application.

- Applicants must be admitted to OCCC **prior to the application deadline.**
 - Criteria for admission to OCCC may be found online at <http://www.occc.edu/admissions/requirements.html>.
 - Applicants who have not attended OCCC in the last 12 months need to reapply for admission.
- Applicants must submit proof of payment of the Selective Admissions Application Fee.
 - Applicants must provide a printed receipt of payment of the nonrefundable Selective Admissions Application Fee.
 - Valid receipts can be printed using the OCCC Bursar Office Online Payment System or can be issued for cash or check payments made at the OCCC Bursar Office.
 - **The Office of Recruitment & Admissions DOES NOT ACCEPT payment of this fee.**
 - Applicants are cautioned NOT to mail cash or check payments with their application as they will be automatically rejected as "incomplete".
- Applicants must provide proof of having completed prerequisite courses or proof of enrollment in the prerequisite course(s) (if allowed by the program to which the applicant is applying.)
 - Must provide official schedule of enrollment.
- Applicants must meet the minimum college retention grade point average required for the program.
- Applicants must provide test scores that are required for the specific program to meet basic application requirements to be considered for eligibility.
 - Test scores must be official scores provided from the issuing testing center or the OCCC Testing Center.
- Applicants must submit the most current and updated official transcripts from every regionally-accredited institution previously attended.
- All transcripts must be submitted with the selective health application even if the transcripts have been previously submitted to OCCC.
 - Electronic transcripts are only considered official if they are sent directly to OCCC. Students must request a copy of what is received by OCCC to include with the application. The copy must be marked with OCCC's Official Records stamp. **Official copies are only made for electronic transcripts;** official copies of paper transcripts will not be accepted.

Classes will be selected from eligible applicants and ranked by preference points and GPA according to individual program requirements. Remaining applicants will be placed on an alternate list.

For additional information regarding OCCC's Health Professions, please visit the website at: www.occc.edu/health

OCCUPATIONAL THERAPY ASSISTANT APPLICATION (Flex Track Option)

Only completed applications with all documents, transcripts, and test scores verifying basic application requirements and preference points will be accepted. Official, updated transcripts must be submitted with the OTA application even if the transcripts are currently on file at OCCC. Questions regarding the application or selection process for the OTA program should be directed to the Office of Recruitment and Admissions, (405) 682-7580. Questions regarding the OTA program curriculum should be directed to the Division of Health Professions, (405) 682-7507.

BASIC APPLICATION REQUIREMENTS

Check the appropriate boxes as you complete the basic application requirements:

- Admission or readmission to Oklahoma City Community College **prior to the OTA application deadline.**
- Valid proof of payment of Selective Admissions Application Fee (Fee is required each application period.)
- Eligibility for placement in college level math, English, and science courses. Listed below are specific courses for which the applicant must be eligible to enter:
 - ENGL 1113, English Composition
 - MATH 1503, Contemporary Math
 - BIO 1314, Human Anatomy & Physiology I
- 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 Records Department or online at <http://www.occc.edu/get/forgiveness.html> prior to the application deadline. Any student who has requested academic forgiveness must submit a letter with the OTA application to inform the selection committee that the request has been made.
 - 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 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.
- Next-Gen ACCUPLACER Reading placement test scoreMinimum 250
OR
CPT ACCUPLACER Reading placement test scoreMinimum 77 (test date prior to October 2018)
 - Next-Generation ACCUPLACER or Classic ACCUPLACER scores will only be accepted if the test was taken no more than two years prior to the original application deadline.
 - Students who wish to raise their Next-Generation ACCUPLACER or Classic ACCUPLACER reading score should visit with an advisor from the Office of Academic Advising about retesting guidelines.
 - **COMPLETION OF COLLEGE COURSES AND/OR DEGREES WILL NOT BE ACCEPTED IN PLACE OF THE READING TEST SCORE REQUIREMENT. ACT SCORES CANNOT BE USED TO MEET THIS REQUIREMENT.**

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.

NO ADDITIONS OR REVISIONS MAY BE MADE TO AN APPLICATION ONCE SUBMITTED

PREFERENCE POINTS

Once the basic application requirements are met, applicants may improve their opportunity for selection by earning preference points. A maximum of 19 total preference points may be awarded from three categories:

I. ACHIEVEMENT – 11 POINTS POSSIBLE

College Degree (maximum of 3 points) Points Awarded for Highest Degree Earned *ONLY*
Degrees must be conferred by the application deadline.

| | POINTS |
|---|---------------|
| Master’s Degree | 3 |
| Bachelor’s Degree | 2 |
| Associate Degree---AA, AS, AAS Degree | 1 |

GPA (maximum of 2 points)

College Retention GPA

College Retention GPA must include a minimum of 12 college credit hours in 1000-level or above science, math, social science, or English courses, excluding credit awarded by advanced standing. If the applicant has not completed 12 college credit hours as designated, a high school graduation GPA may be used.

GPA

| | |
|---------------------|---|
| 3.5000-4.0000 | 2 |
| 3.0000-3.4999 | 1 |

OR

High School Graduating GPA

If the applicant has attempted or completed 12 college credit hours, a high school graduation GPA cannot be used.

GPA

| | |
|-----------------|---|
| 3.75-4.00 | 2 |
| 3.50-3.74 | 1 |

OR

GED Score

GED score will only be used in a case where no high school graduation or college retention GPA exists.

GED Score

| | |
|---------------|---|
| 650+ | 2 |
| 550-649 | 1 |

Science Courses (maximum of 3 points and 3 courses)

1 point per class with a minimum grade of "B"

- o High school lab science (1 Unit) or college-level science courses (3 credit hours or more)

NOTE: High school lab science courses will *NOT* be applicable if at least one college-level science course has been attempted or completed.

College-Level Medical Terminology 2

Minimum grade of "B"; 1 credit hour or more, excluding credit awarded by advanced standing completed prior application deadline.

College Level Critical Thinking Course (OCCC PHIL 1123) or equivalent transfer course 2

Minimum grade of "B" completed prior application deadline.

II. POTENTIAL – 3 POINTS POSSIBLE

(NOTE: Next-Generation ACCUPLACER, CPT ACCUPLACER, AND CPM-IV/CPM3 scores must be no older than two years prior to the date this application is due. ACT scores must be no older than five years prior to the date this application is due.)

Accuplacer reading scores may be listed on your score sheet as "Reading Comprehension" and Accuplacer writing scores may be listed as "Sentence Skills."

Reading (Maximum 1 point)

(Note: While ACT scores may be used to earn preference points, **ALL** applicants must take the ACCUPLACER reading test to meet the basic application reading requirement.)

| TEST | MINIMUM SCORE | POINTS |
|--|----------------------|---------------|
| Next-Generation ACCUPLACER Reading | 260..... | 1 |
| OR CPT ACCUPLACER Reading..... | 92 | 1 |
| OR ACT Reading..... | 23..... | 1 |

Writing/English (Maximum 1 point)

| TEST | MINIMUM SCORE | POINTS |
|--|----------------------|---------------|
| Next-Generation ACCUPLACER Writing | 96..... | 1 |
| OR CPT ACCUPLACER Writing | 91 | 1 |
| OR ACT Writing..... | 22 | 1 |

Mathematics (Maximum 1 point)

| TEST | MINIMUM SCORE | POINTS |
|--|----------------------|------------------------------|
| ACT Mathematics | 19..... | 1 |
| OR CPM-IV..... | 70..... | 1 (if taken prior to 4/8/19) |
| OR CPM3 test score..... | Minimum 10..... | 1 (available as of 4/8/19) |
| OR College Level Math Course..... | | 1 |

Minimum grade of "B"; 1 credit hour or more, excluding credit awarded by advanced standing. Courses which may earn points are:

- o MATH 1503, Contemporary Mathematics
- o MATH 1513, College Algebra for Business, Life Sciences and Social Sciences
- o MATH 2023, Foundations of Geometry and Measurements
- o Any college level statistics course
- o Any mathematics course which has been evaluated to be at a higher level than the previous listed math courses.

(Note: The CPM-IV, CPM3 and ACT are the only mathematics tests accepted for preference points. The CPM-IV/CPM3 is a mathematics test exclusive to OCCC. Please check with an Academic Advisor if you are unsure if you have taken the CPM-IV or CPM3 test. The CPM-IV will be listed as either Test D or Math Assessment 4 on your score sheet.

For students who are unable to take assessment tests on OCCC campus the following procedures must be followed.

1. Contact Testing and Assessment at 405-682-7531 to coordinate off-site testing.
2. Students must make contact at least 2 weeks prior to your desired testing date.
3. Payment for tests must be completed before confirmation of the off-site location occurs.
4. At the off-site location, students are responsible for collecting their test score sheet printout from the administrating site.

III. EXPERIENCE/CERTIFICATION – 4 POINTS POSSIBLE

| | |
|--|---------------|
| Observation with licensed Occupational Therapy Practitioner (OTR or OTA) | POINTS |
| Four (4) hours in a pediatric setting | 2 |
| Four (4) hours in an adult setting | 2 |

NOTE: Observation hours must be no older than 18 months prior to the date this application is due.

OVERALL TOTAL POINTS POSSIBLE: 19

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 a Student Success Advisor for health profession advising. Academic Advising office can be reached at (405) 682-7535. Each applicant must submit a completed application with required documents and verification of all requested preference points to the Office of Recruitment and Admissions no later than **NOON (12 p.m.) November 1, 2019**. Students are strongly encouraged to bring their applications to OCCC and submit them in person, but those who need to mail their applications can mail them to:

Oklahoma City Community College
ATTN: Recruitment and Admissions
7777 S. May Avenue
Oklahoma City, OK 73159

SELECTION PROCEDURE

1. Applications on file by the deadline with the highest total preference points will be given priority for admission. All testing, when required, must be completed prior to the application deadline. Test scores on file at OCCC must be obtained from the Testing & Assessment office and must be submitted with the OTA application.
2. If applicants have identical preference point totals, individuals will be ranked according to college retention grade point average or high school grade point average as defined in the basic application requirements.
3. An application will be considered complete when the criteria for all of the Basic Application Requirements are met. **Documentation for preference points must be submitted with the application.** Applications will be considered incomplete if **ALL** current and updated college/university transcripts, are not submitted with the application.
4. **The applicants selected for admission to the program will be notified via their OCCC email.**
5. All qualified applicants who have not been selected for admission to a class will be placed on an alternate list for that semester only.

ALL DOCUMENTS MUST BE SUBMITTED TOGETHER. DO NOT SUBMIT DOCUMENTS SEPARATELY. DO NOT SUBMIT DOCUMENTS TO ANY OFFICE OTHER THAN THE OFFICE OF RECRUITMENT AND ADMISSIONS.

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SPRING 2020



OCCUPATIONAL THERAPY ASSISTANT

DEADLINE: November 1, 2019 – NOON

Name _____ ID# _____
Last First MI Maiden

Address _____
Street City State Zip

E-mail _____ Phone () _____

High School of Graduation _____ Year _____ GED Certificate: [] Yes [] No Year _____

Have you applied for Academic Forgiveness or Reprieve [] Yes [] No
If yes, approximately when did you apply? _____

Colleges or universities attended (list all; if more space is needed, use a separate sheet of paper):
_____ 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 and application disqualification.

Applicants will be considered only for the semester specified on this application. Applicants not selected must reapply to be considered for admission for any other academic semester.

APPLICATION AGREEMENT – READ CAREFULLY AND INITIAL BELOW EACH STATEMENT

- I have read and understand the admissions criteria and selection process for the Occupational Therapy Assistant program. Initial: _____
I understand I must be currently admitted to Oklahoma City Community College. Initial: _____
I understand that I must submit a valid printed receipt of payment of the nonrefundable \$20.00 Selective Admissions Application fee. Initial: _____
I understand I must be eligible for placement into the following courses:

Please check the courses you have completed and indicate the semester/year the course was taken as well as grade earned, if applicable.

Table with 3 columns: COURSE, SEMESTER/YEAR COMPLETED, GRADE EARNED. Rows include ENGL 1113, MATH 1503, and BIO 1314.

Initial: _____

- I understand I must have a qualifying GPA as explained in the Basic Application Requirements.

Initial: _____

- I understand I must have taken the Accuplacer CPT or Next-Generation ACCUPLACER reading placement test as explained in the Basic Application Requirements.

Initial: _____

- I understand that I must submit most current and updated OFFICIAL transcripts from all previously attended colleges/universities even if those transcripts are already on file at OCCC. I also understand that it is the student's responsibility to ensure that all courses listed are complete. I also understand that test scores on file at OCCC must be obtained from the Testing & Assessment office and submitted with this OTA application.

Initial: _____

- I understand that all course substitutions and evaluations must be approved and completed prior to the application deadline. A copy of the course approval form must be included in the packet.

Initial: _____

- I understand that applications submitted without all required documents will be considered incomplete and rendered ineligible for the application period. I also understand that all required documents and documentation of preference points should be submitted together and no additions or revisions may be made once my application has been submitted.

Initial: _____

- I understand that a criminal history and sex offender background investigation and random drug test must be completed if I am selected for admission.

Initial: _____

- I understand that applications should not be submitted to any office other than the Office of Recruitment & Admissions. I understand that OTA applications are not to be submitted to the OTA Department or Division of Health Professions.

Initial: _____

- I understand the deadline for this application is NOON (12 p.m.) November 1, 2019.

Initial: _____

Applicant's signature is required below. Signature confirms that the applicant has read and understands the application requirements and preference point system for the OTA Program.

Applicant's Signature: _____ 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. ALL DOCUMENTS MUST BE SUBMITTED TOGETHER AND MUST BE SUBMITTED TO THE OFFICE OF RECRUITMENT & ADMISSIONS.

OT Practitioner Signature _____ Date _____

Printed Name _____ OT/OTA License Number _____

Contact number _____ Facility _____

Position _____

Address _____

THANK YOU SO MUCH FOR PARTICIPATING IN THIS IMPORTANT ENDEAVOR!