



Occupational Therapy Assistant Program Application Packet

Fall 2012

**This application is valid only for Fall 2012
with anticipated graduation in May 2014.**

RETURN APPLICATIONS
On or Before March 16, 2012
The Occupational Therapy Assistant Program
Pueblo Community College
900 West Orman Avenue
Pueblo, Colorado 81004

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's telephone number is (301) 652-AOTA. Graduates of the Program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification of Occupational Therapy (NBCOT)*. After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Questions may be asked by the NBCOT concerning criminal background, which may prohibit licensing in some states. The NBCOT may refuse a candidate certification for reasons other than not graduating from an accredited program.

**CAREER OPPORTUNITIES AS AN OCCUPATIONAL THERAPY ASSISTANT &
INFORMATION ABOUT THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM AT
PUEBLO COMMUNITY COLLEGE**

The AAS Degree as an Occupational Therapy Assistant at Pueblo Community College offers students the exciting opportunity to work with children, adolescents, adults, and seniors in a variety of settings such as schools, hospitals, psychiatric settings, nursing homes, and community settings. Occupational Therapy Assistants work with individuals to help them achieve independence in their lives. It is a very rewarding career in that independence is very important to everyone in our society. For a moment, put yourself in a patient's place and see how you might appreciate a therapist who helps you be successful in school despite your development or learning disability, or who helps you return to your job or favorite leisure activity after an accident, or who helps you learn new living skills so you can return to your home and live independently rather than stay in a nursing home. Graduates of the OTA Program are employed throughout Colorado and the rest of the United States with some going on for their masters or doctoral degree as an occupational therapist.

APPLICATION MATERIAL and DEADLINES

Included in this packet is the process for admissions into the OTA Program and additional information which describes the OTA Program, additional expenses and other information to assist you in planning your degree. The OTA Program is five semesters in length starting each fall semester. **This application is valid only for Fall 2012 admissions with anticipated graduation in May 2014.**

Applications will be accepted through March 16, 2012. Applications with all required materials must be current and complete. The applications must be received or postmarked by **5:00 PM, March 16, 2012. It is the student's responsibility to see that all the application materials have been received by the deadline. Incomplete or late applications will NOT be processed for selection by the Occupational Therapy Assistant Committee.** Applicants can contact the OTA Program Office for advisement and/or assistance prior to or during the application period. Contact information is Kathy Stanko, Administrative Assistant for the OTA Program at 719-549-3280 or Tricia Vigil, Chair of the OTA Program at tricia.vigil@pueblocc.edu.

Pueblo Community College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Human Resources Office, 900 West Orman Avenue, Room CA-210, Pueblo, CO 81004, (719) 549-3220; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204-2512, (303) 844-5695 (TDD - 303-844-3417). TDD may be accessed through the PCC Human Resources Office.

What do I need to do to apply?

Before the Occupational Therapy Assistant Program forwards your information to the Program's Admission Committee #s 1-9 below **must** be addressed And/or submitted prior to the deadline. Pages: 7, 8, 9,10,11,12, 13, 14 and unofficial transcripts must be turned in by March 16, 2012.

1. **ALL unofficial transcript from prior schools.** If there is transcript we do not receive, but the school is listed on another transcript, the committee will not continue the application process. (One official copy of transcripts from all colleges/universities attended must also be sent to the Admissions office.)
2. A minimum cumulative **GPA of 2.5** for **all** course work transferred to PCC and course work completed at PCC is required for admission. If an applicant has not attended college, a copy of their high school transcript or a copy of their GED scores is required.
3. **PCC Basic Skills Assessment Test and results sent to the OTA department or to be included with application only if you do not have proof of the following.** A 12th grade reading level and prior college level English and Math. (For further information about the Basic Skills Assessment test and a schedule, call 549-3393.) ACT and SAT scores may be substituted for the PCC Assessment Test. (See College Catalog for policy.)
4. **OTA Essential Functions Form** signed and returned (Form attached, page 7)
5. **Supplemental Occupational Therapy Assistant Program Application.** (Form attached. Page 8)
6. **Two (2) forms of recommendation** completed according to instruction. (Forms need to be complete by non-related acquaintances). (Forms attached, page 9 & 10, 11 & 12)
7. **Work History Form** (make sure to **add any health or educational related** work or volunteer hours). (Form attached, page 13).
8. **Application for Admission to Pueblo Community College** meeting all college admission requirements. Application forms are available through the Admissions Department (719-549-3010) or on line at www.pueblocc.edu. (Form attached, page 14).
9. Finally, signatures that you understand that a background and drug screen will be required if conditionally accepted (Form attached, Page 14)

After I apply, what should I expect?

If your application packet is complete, your information will be reviewed by the Program's Admission Committee and will be notified of your eligibility to be interviewed by mail.

Interviews will be scheduled for April 20th and 21st.

All interviews are conducted personally and NO telephone interviews are permitted. Applicants are responsible for all expenses incurred.

After Interviews:

You will be notified via mail if you receive a **Conditional Acceptance**. At that time you will be given information of definitive deadlines to complete all other requirements needed. You must **return the conditional acceptance form** by the date indicated in the letter to "reserve" your place for Fall 2012.

What does Conditionally Accepted mean? It means that you will successfully complete the background check and drug screen requirements that will be sent to you in your conditional acceptance letter along with any other conditions the committee may find.

Effective February 2005, all Colorado Community College Health Students (including OTA students) **MUST** complete a background check **BEFORE** they can begin/register for the health program. The information and procedure to complete **will be sent to you once you have been conditionally accepted into the program (after the interview process)**. The current cost will be \$59.00 for the background check and \$25.00 for the drug screen, which is also required prior to acceptance into the health program. The cost is the responsibility of the student

What happens if I am not conditionally accepted?

An alternate list will be established once the OTA Program is full and candidates will be notified as vacancies occur. Students **must apply annually** for admission to the OTA Program – including any student placed on an alternate list who did not receive final acceptance. **HOWEVER**; if a student would like their file to be kept and reactivated as to receive points for reapplication, they must request this in writing before the start of the fall semester that they originally applied for; otherwise their application will be shredded. It is the student's responsibility that applications be current and complete as outlined above. **It is also the student's responsibility to see that all the application materials have been received and an advising appointment has been arranged with the Program Director if needed.**

The Occupational Therapy Assistant Program has a selective admissions policy due to lab space and the limited number of clinical sites available to the program. A maximum of twenty (20) applicants will be chosen for the Fall Semester 2012. A list of alternates will be maintained and will be notified of any vacancy through the first week of Fall Semester classes.

Final admission of all applicants will be awarded at the discretion of the OTA Admissions Committee.

Evaluation and Selection of Applicants is done using the criteria below:

1. Education

A. College GPA

Points

2	2.5
4	2.6-3.0
6	3.1-3.5
8	3.6-4.0

B. General Ed. Classes Completed Prior to Acceptance

Points

3	BIO 106
2	HPR 178
2	ENG 121
2	PSY 101
2	MATH 107
2	HUM

2. Work Experience

Points

6	Occupational Therapy Related work such as a rehab aide or volunteer time with an OT/OTA
3	Work/volunteer time in a healthcare, school, or related area-(ie:CNA)
2	Unrelated work/volunteer experience

3. 2 Forms of Recommendation

Points

20 Maximum

4. Reapplication

Points

3

5. Personal Interview Score Average

Points

50 Maximum

Possible Point Total: 100

Occupational Therapy Assistant Program Curriculum

Fall Semester #1	Spring Semester #2	Summer Semester #3	Fall Semester #4	Spring Semester #5
BIO 106 Applied Anatomy, Physiology, and Disease Mechanisms (4 credits)	OTA 121 Assessment in Component Skills in Occupations (4 credits)	ENG 121 English Composition I (3 credits)	OTA 216 Physical Disabilities Neuro-Retraining (3 credits)	OTA 281 Internship in Occupational Therapy II (7 credits)
HPR 178 Seminar in Medical Terminology (1 credits)	OTA 122 Origins of Occupation and Component skills (2 credits)	OTA 217 Occupational Therapy Rehabilitation Techniques (2 credits)	OTA 218 OT Application to Adult Physical Disabilities (3 credits)	
OTA 100 Introduction to Occupational Therapy (3 credits)	OTA 125 Basic Occupational Therapy Application to Psychiatry (4 credits)	OTA 181 Geriatric Level I Fieldwork Experience (1 credit)	OTA 182 Physical Disabilities Level I Fieldwork Experience (1 credit)	OTA 280 Internship in Occupational Therapy I (7 credits)
OTA 105 Occupational disruption and Activity Analysis (3 credits)				
OTA 106 Basic Occupational Therapy Frames of Reference and Documentation (2 credit)	OTA 131 Geriatric Issues, Diseases, and Treatment Techniques (3 credits)		OTA 221 Pediatric Issues, Diseases, Disabilities & Treatment (3 credits)	
PSY 101 General Psychology I (3 credits)	MAT 107 Career Math (3 credits)		OTA 183 Pediatric Level I Fieldwork Experience (1 credit)	
			OTA 235 Professional and Activities Management (2 credits)	OTA 278 OT Seminar (1 credit)
			A Humanities Course (3 credits) Courses from the following areas will meet the humanities credit: Art, Humanities, Languages, Journalism, Literature, Music, Philosophy, or Theater.	
Total Credits 16	Total Credits 16	Credits 6	Total Credits 16	Total Credits 15

Pueblo Community College Occupational Therapy Assistant Program
Essential Functions of an Occupational Therapy Assistant

1. An inner need to assist others in becoming independent.
2. Commitment to full attendance and participation in all classes, significant preparation time, and fieldwork assignments at times other than class times and at places off-campus.
3. Vision adequate to ensure safety of self and others, observation of patient/client, and mobility in a variety of settings.
4. Hearing adequate to allow effective communication with patient/clients and others in person and by remote means, and to allow scanning of the environment for safety.
5. Tactile sensation adequate to allow the palpation and movement facilitation techniques included in basic occupational therapy services.
6. Gross and fine motor strength and coordination adequate to allow: (1) accurate use of measuring devices, (2) safe and effective transfer of objects, treatment media, and patient/clients during the course of treatment or education, and (3) efficient documentation of academic and clinical information by manual or other means.
7. Critical thinking ability adequate to allow mastery of basic course content, identify cause and affect relationships involved in scientific study and also in patient/client evaluation and treatment.
8. Interpersonal skills adequate to allow establishment of an effective working relationship with people of a variety of ages, socio-economic backgrounds, cultural and spiritual beliefs, and physical, cognitive, psychological, or developmental disabilities. This includes patient/clients, families, co-workers, and others.
9. Communication abilities adequate to allow completion of coursework.

The following physical, cognitive and environmental performance standards are encountered by Occupational Therapy Assistants in the classroom, lab, and clinical activities as well as by the instructor.

I have read the above and understand the expectations of the OTA for performance standards in the OTA program.

Student Signature

Date

**SUPPLEMENTAL APPLICATION
OCCUPATIONAL THERAPY ASSISTANT PROGRAM
PUEBLO COMMUNITY COLLEGE**

Legal Name: _____
Last
First
MI
Maiden

Permanent Address: _____
Street
City
State
Zip
Telephone

Address to which admissions materials should be sent:

_____ Street City State Zip

Identification (school ID: **S#**) _____ Are you a Colorado Resident? _____

Email address: _____

COST ESTIMATION

The following is based upon the most reliable information available at this printing. The costs estimates are based on those incurred by a full time student in the Occupational Therapy Assistant Program not including general ed. classes, and are subject to change without notice.

FALL SEMESTER 1			SPRING SEMESTER 2		
	<u>Resident</u>	<u>Nonresident</u>		<u>Resident</u>	<u>Nonresident</u>
Tuition/Fees	\$1,028.12	\$3,655.72	Tuition/Fees	\$1,631.53	\$5,901.38
Books	470.00	470.00	Books	176.00	176.00
Other	60.00 *	60.00*	Other	70.00	70.00
Total	\$1,558.12	\$4,185.72	Total	\$1,877.53	\$ 6,147.38
SUMMER SEMESTER 3			FALL SEMESTER 4		
	<u>Resident</u>	<u>Nonresident</u>		<u>Resident</u>	<u>Nonresident</u>
Tuition/Fees	\$384.82	\$1,370.17	Tuition/Fees	\$1,631.53	\$5,901.38
Books	.00	.00	Books	137.00	137.00
Other	.00 *	.00*	Other	30.00	30.00
Total	\$384.82	\$1,370.17	Total	\$1,798.53	\$6,068.38
SPRING SEMESTER 5					
	<u>Resident</u>	<u>Nonresident</u>			
Tuition/Fees	\$1,843.23	\$6,769.98			
Books	60.00	60.00			
Other	0.00	0.00			
Total	\$1,903.23	\$6829.98			

I have read and understand the above estimated costs for the Occupational Therapy Assistant Program.

Signature

Date

* Other costs not included in this figure may include: Hepatitis B vaccination approximately \$150.00, MMR and TB skin test \$50.00 to \$75.00, annual Malpractice/Liability insurance premium \$25.00, drug screening \$25.00, and criminal background check \$59.00. If a student is required to take their fieldwork placement in another city, these costs may increase for transportation and/or housing. Costs may change as the cost of tuition, books, alternative delivery courses, and the student's personal expense increase.

These costs are estimates and are subject to change without notice.

3. Compared to all the persons I could recommend, I would rate this person in the:

____(top 1%) ____ (top 5%) ____ (top 10%) ____ (top 25%) ____ (top 50%) ____ (other)

PLEASE SPECIFY WHY:

Signature _____ Date _____

Name (printed) and Title _____

Email _____

Please return this form by 5:00 PM, March 16, 2012 to:

The Occupational Therapy Assistant Program
Pueblo Community College
900 West Orman Avenue
Pueblo, Colorado 81004

PLEASE SIGN YOUR NAME ACROSS THE SEALED FLAP OF THE ENVELOPE!!!!

3. Compared to all the persons I could recommend, I would rate this person in the:

____(top 1%) ____ (top 5%) ____ (top 10%) ____ (top 25%) ____ (top 50%) ____ (other)

PLEASE SPECIFY WHY:

Signature _____ Date _____

Name (printed) and Title _____

Email _____

Please return this form by 5:00 PM, March 16, 2012 to:

The Occupational Therapy Assistant Program
Pueblo Community College
900 West Orman Avenue
Pueblo, Colorado 81004

PLEASE SIGN YOUR NAME ACROSS THE SEALED FLAP OF THE ENVELOPE!!!!

Work History Form
Occupational Therapy Assistant Program
Pueblo Community College

In order to assist the Occupational Therapy Assistant Program's Committee, Please complete this form and return it by the deadline dates for all application materials.

Name: (school ID S#) S_____

Please provide the employer's name, address, length of employment, and type of work. You may add or substitute volunteer experiences for employment experiences. The Admissions Committee is especially interested in work and volunteer experiences that are health, education and/or occupational therapy related. Start with your most recent experiences.

NAME & ADDRESS	TYPE OF WORK	DATES
1.	_____	_____
	_____	_____
	_____	_____
2.	_____	_____
	_____	_____
	_____	_____
3.	_____	_____
	_____	_____
	_____	_____
4.	_____	_____
	_____	_____
	_____	_____
5.	_____	_____
	_____	_____
	_____	_____

Student Signature: _____ Date: _____

Complete and return the following with your application to the program:

Have you submitted your admission **application to PCC?** Yes ___ No ___

Are you presently enrolled in PCC? Yes ___ No ___

Have you included your unofficial transcripts with this application? _____

I (your name) _____

Understand there is a Criminal Background Check process with a fee of \$59.00 and drug screen with a \$25.00 (\$32.00 in Canon City) fee which is required for final admissions into the OTA program. More information will be sent by the program **after** being sent a conditional acceptance.

Student Signature

Date