

Dear Prospective Occupational Therapy Assistant Student:

Thank you for your interest in a career as an Occupational Therapy Assistant (OTA). Only a very limited number of applicants will be accepted into the program this year. Therefore, it is important for you to follow the admission procedures carefully.

This OTA admission packet contains:

1. OTA application and admission information;
2. OTA general information;
3. Applicant scoring guidelines;
4. OTA technical program application;
5. The OTA Semester Curriculum.

Application Deadline is April 1st.

Please note that this information is dated and is applicable to those applying for admission to the MTC OTA Program this year and plan to begin the following summer term after the application deadline.

Please contact the Occupational Therapy Assistant office at Marion Technical College (MTC) if you have questions or need further information regarding our program. To schedule an appointment with the OTA Program Director, please call Joshua Line at (740) 386-4206.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Line', written in a cursive style.

Joshua Line, MS, OTR/L
Director, Occupational Therapy Assistant Program

**INFORMATION REGARDING THE APPLICATION AND ADMISSION TO THE
OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

Is the Program Accredited?

The Marion Technical College Occupational Therapy Assistant Program is accredited by the:

Accreditation Council for Occupational Therapy Education (ACOTE)
COTE, c/o Accreditation Department
American Occupational Therapy Association (AOTA)
4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449
(301) 652-2682
e-mail: accred@aota.org
website: www.acoteonline.org

The MTC OTA Program received accreditation in 2011, and reaccreditation in 2019.

GRADUATING FROM THE OTA PROGRAM AND BECOMING AN OTA:

GRADUATES OF THE PROGRAM WILL BE ELIGIBLE TO SIT FOR THE NATIONAL CERTIFICATION EXAMINATION FOR THE OCCUPATIONAL THERAPY ASSISTANT, ADMINISTERED BY THE NATIONAL BOARD FOR CERTIFICATION IN OCCUPATIONAL THERAPY (NBCOT). AFTER SUCCESSFUL COMPLETION OF THIS EXAM, THE GRADUATE WILL BE A CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA). IN ADDITION, MOST STATES REQUIRE LICENSURE TO PRACTICE; HOWEVER, STATE LICENSES ARE USUALLY BASED ON THE RESULTS OF THE NBCOT CERTIFICATION EXAMINATION. A FELONY CONVICTION MAY AFFECT A GRADUATE'S ABILITY TO SIT FOR THE NBCOT CERTIFICATION EXAMINATION OR ATTAIN STATE LICENSURE.

What are the requirements for the APPLICATION to the Occupational Therapy Assistant Program?

1. **American College Test (ACT) composite score of 17 or higher or the equivalent composite SAT score.***
2. **A minimum of a 2.75 cumulative grade point average (GPA) for recent course work from an educational institution. Your GPA will be based on any college coursework taken within the last 5 calendar years or your cumulative high school GPA, whichever is more recent.**
3. **A minimum of 40 hours of documented observation experience with an occupational therapist or occupational therapy assistant. You can complete additional observation hours to strengthen your application, up to a total of 60 hours of observation.**
4. **Submission of the personal essay. You must submit a personal essay answering the following questions: 1) What interests you about Occupational Therapy? OR Why do you want to become an OTA?; and 2) What strategies do you have for balancing your responsibilities in the classroom with your responsibilities outside the classroom (i.e. work, family, other groups to which you may belong)?**

****Please keep your essay within the range of 500-1000 words. The essay has to be typed using Times New Roman 12-point font.**

5. **Submission of the Occupational Therapy Assistant Program Application.**
6. **Completion of all MTC general admission requirements, including [MTC Application for Admission](#) and a non-refundable application fee.**

***Students can bypass the required ACT composite score with proof of a completed college degree.**

Once I am ACCEPTED INTO THE OTA Program at MTC, I will complete the following BEFORE February 1 of my first academic year in the OTA Program:

1. Satisfactory medical examination from a physician to include specified laboratory tests, immunizations and drug screen. Validation of this requirement must be received by the OTA Program Clinical Coordinator and the OTA Administrative Assistant prior to any fieldwork or clinical experiences.
2. Current basic CPR with professional AED level certification (infant, child, and adult CPR, choking victim and AED).
3. Successful completion of four years of high school, or a standard equivalency test, or certification of equivalent education by an organization recognized by the U.S. Department of Education.
4. THE STUDENT NEEDS ONLY ONE OF THE FOLLOWING: Completion of one course in biology, chemistry, anatomy or physiology with a C or better; OR completion of SCI 1050 at Marion Technical College.
5. Completion of one course in pre-algebra or higher with a grade of C or better at the high school or postsecondary level; OR completion of MTH 0990 (Pre-Algebra) at Marion Technical College.

MARION TECHNICAL COLLEGE OTA GENERAL INFORMATION

MTC General Admission: Information regarding the general admission process to MTC can be obtained online at: <http://www.mtc.edu/Admission/index.html> or by contacting the Admissions Office at: 740-389-4636.

Program Duration: Because of the sequencing of the OTA classes, it will take two academic years (four semesters and two summer terms) to complete the program regardless of the amount of course work that has been completed prior to admission.

Travel to Clinical Sites: Students enrolled in the OTA program at MTC must complete clinical assignments in conjunction with on-campus classroom and laboratory instruction prior to program completion. Clinical assignments for students are arranged so that all students can benefit by learning through a variety of clinical experiences. Such assignments may be in clinical facilities outside the college's service area. If necessary, students must be prepared to meet the financial obligations, travel costs and time commitments associated with the clinical assignment.

State of Ohio Licensing Procedure for Occupational Therapy Assistants: The Ohio Occupational Therapy, Physical Therapy and Athletic Trainers Board in section 4755.11 of the Ohio Revised Code, states that the Occupational Therapy section of the Ohio OT, PT, and AT Board may refuse to grant a license to an applicant for an initial license as an Occupational Therapy Assistant on any of the following grounds:

4755.11 Disciplinary actions.

(A) In accordance with Chapter 119. of the Ohio Revised Code, the occupational therapy section of the Ohio occupational therapy, physical therapy, and athletic trainers board may suspend, revoke, or refuse to issue or renew an occupational therapist license, occupational therapy assistant license, occupational therapist limited permit, occupational therapy assistant limited permit, or reprimand, fine, place a license or limited permit holder on probation, or require the license or limited permit holder to take corrective action courses, for any of the following:

- (1) Conviction of an offense involving moral turpitude or a felony, regardless of the state or country in which the conviction occurred;
- (2) Violation of any provision of sections 4755.04 to 4755.13 of the Revised Code;
- (3) Violation of any lawful order or rule of the occupational therapy section;
- (4) Obtaining or attempting to obtain a license or limited permit issued by the occupational therapy section by fraud or deception, including the making of a false, fraudulent, deceptive, or misleading statements in relation to these activities;
- (5) Negligence, unprofessional conduct, or gross misconduct in the practice of the profession of occupational therapy;
- (6) Accepting commissions or rebates or other forms of remuneration for referring persons to other professionals;
- (7) Communicating, without authorization, information received in professional confidence;
- (8) Using controlled substances, habit forming drugs, or alcohol to an extent that it impairs the ability to perform the work of an occupational therapist, occupational therapy assistant, occupational therapist limited permit holder, or occupational therapy assistant limited permit holder;
- (9) Practicing in an area of occupational therapy for which the individual is untrained or incompetent;
- (10) Failing the licensing or Ohio jurisprudence examination;
- (11) Aiding, abetting, directing, or supervising the unlicensed practice of occupational therapy;
- (12) Denial, revocation, suspension, or restriction of authority to practice a health care occupation, including occupational therapy, for any reason other than a failure to renew, in Ohio or another state or jurisdiction;
- (13) Except as provided in division (B) of this section:

- (a) Waiving the payment of all or any part of a deductible or copayment that a patient, pursuant to a health insurance or health care policy, contract, or plan that covers occupational therapy, would otherwise be required to pay if the waiver is used as an enticement to a patient or group of patients to receive health care services from that provider;
- (b) Advertising that the individual will waive the payment of all or any part of a deductible or copayment that a patient, pursuant to a health insurance or health care policy, contract, or plan that covers occupational therapy, would otherwise be required to pay.
- (14) Working or representing oneself as an occupational therapist, occupational therapy assistant, occupational therapist limited permit holder, or occupational therapy assistant limited permit holder without a current and valid license or limited permit issued by the occupational therapy section;
- (15) Engaging in a deceptive trade practice, as defined in section 4165.02 of the Revised Code;
- (16) Violation of the standards of ethical conduct in the practice of occupational therapy as identified by the occupational therapy section;
- (17) A departure from, or the failure to conform to, minimal standards of care required of licensees or limited permit holders, whether or not actual injury to a patient is established;
- (18) An adjudication by a court that the applicant, licensee, or limited permit holder is incompetent for the purpose of holding a license or limited permit and has not thereafter been restored to legal capacity for that purpose;
- (19)
 - (a) Except as provided in division (A)(19)(b) of this section, failure to cooperate with an investigation conducted by the occupational therapy section, including failure to comply with a subpoena or orders issued by the section or failure to answer truthfully a question presented by the section at a deposition or in written interrogatories.
 - (b) Failure to cooperate with an investigation does not constitute grounds for discipline under this section if a court of competent jurisdiction issues an order that either quashes a subpoena or permits the individual to withhold the testimony or evidence at issue.
- (20) Conviction of a misdemeanor reasonably related to the practice of occupational therapy, regardless of the state or country in which the conviction occurred;
- (21) Inability to practice according to acceptable and prevailing standards of care because of mental or physical illness, including physical deterioration that adversely affects cognitive, motor, or perception skills;
- (22) Violation of conditions, limitations, or agreements placed by the occupational therapy section on a license or limited permit to practice;
- (23) Making a false, fraudulent, deceptive, or misleading statement in the solicitation of or advertising for patients in relation to the practice of occupational therapy;
- (24) Failure to complete continuing education requirements as prescribed in rules adopted by the occupational therapy section under section 4755.06 of the Ohio Revised Code.

(B) Sanctions shall not be imposed under division (A) (13) of this section against any individual who waives deductibles and copayments as follows:

- (1) In compliance with the health benefit plan that expressly allows such a practice. Waiver of the deductibles or copayments shall be made only with the full knowledge and consent of the plan purchaser, payer, and third-party administrator. Documentation of the consent shall be made available to the section upon request.
- (2) For professional services rendered to any other person licensed pursuant to sections 4755.04 to 4755.13 of the Revised Code to the extent allowed by those sections and the rules of the occupational therapy section.

(C) Except as provided in division (D) of this section, the suspension or revocation of a license or limited permit under this section is not effective until either the order for suspension or revocation has been affirmed following an adjudication hearing, or the time for requesting a hearing has elapsed.

When a license or limited permit is revoked under this section, application for reinstatement may not be made sooner than one year after the date of revocation. The occupational therapy section may accept or refuse an application for reinstatement and may require that the applicant pass an examination as a condition of reinstatement.

When a license or limited permit holder is placed on probation under this section, the occupational therapy section's probation order shall be accompanied by a statement of the conditions under which the individual may be removed from probation and restored to unrestricted practice.

(D) On receipt of a complaint that a person who holds a license or limited permit issued by the occupational therapy section has committed any of the prohibited actions listed in division (A) of this section, the section may immediately suspend the license or limited permit prior to holding a hearing in accordance with Chapter 119. of the Revised Code if it determines, based on the complaint, that the licensee or limited permit holder poses an immediate threat to the public. The section may review the allegations and vote on the suspension by telephone conference call. If the section votes to suspend a license or limited permit under this division, the section shall issue a written order of summary suspension to the licensee or limited permit holder in accordance with section 119.07 of the Revised Code. If the individual whose license or limited permit is suspended fails to make a timely request for an adjudication under Chapter 119. of the Revised Code, the section shall enter a final order permanently revoking the individual's license or limited permit. Notwithstanding section 119.12 of the Revised Code, a court of common pleas shall not grant a suspension of the section's order of summary suspension pending the determination of an

appeal filed under that section. Any order of summary suspension issued under this division shall remain in effect, unless reversed on appeal, until a final adjudication order issued by the section pursuant to division (A) of this section becomes effective. The section shall issue its final adjudication order regarding an order of summary suspension issued under this division not later than ninety days after completion of its hearing. Failure to issue the order within ninety days shall result in immediate dissolution of the suspension order, but shall not invalidate any subsequent, final adjudication order.

(E) If any person other than a person who holds a license or limited permit issued under section 4755.08 of the Revised Code has engaged in any practice that is prohibited under sections 4755.04 to 4755.13 of the Revised Code or the rules of the occupational therapy section, the section may apply to the court of common pleas of the county in which the violation occurred, for an injunction or other appropriate order restraining this conduct, and the court shall issue this order.

Amended by 130th General Assembly File No. 25, HB 59, §101.01, eff. 9/29/2013.

Amended by 129th General Assembly File No.169, HB 247, §1, eff. 3/22/2013.

Effective Date: 04-16-1993; 04-06-2007.

Criminal Records Checks and Drug Screens: Upon completion of the MTC OTA Program graduates will be eligible to apply for licensure by examination. Section 4755.70 of the Ohio Revised Code requires all individuals applying for a license issued by the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI). The BCI and FBI records checks are both required for initial licensure. By law, the Board cannot complete the processing of any application until it receives the background check reports from BCI and FBI. The graduate is responsible for the cost of the BCI and FBI records checks.

Potential clinical education sites and employers may also require drug screens and/or criminal records checks/background investigations. The student/graduate may be responsible for the cost of the records check(s) and/or drug screen(s). Individuals who have been convicted, found guilty of, pled guilty to, pled no contest to, entered an Alford plea, received treatment or intervention in lieu of conviction, or received diversion for any of the following crimes (this includes crimes that have been expunged if the crime has a direct and substantial relationship to occupational therapy practice) may be ineligible for placement in a clinical education site and/or for employment:

- A. A gross misdemeanor committed in Ohio, another State, Commonwealth, Territory, Province, or country.
- B. A felony in Ohio, another State, Commonwealth, Territory, Province, or country.
- C. A crime involving gross immorality or moral turpitude in Ohio, another State, Commonwealth, Territory, Province, or country.
- D. A violation of any municipal, County, State, Commonwealth, or Federal drug law.

Please Note: Accepted applicants will be required to submit to a criminal background check facilitated by MTC and conducted by The Ohio Bureau of Criminal Identification and Investigation. This background check will include, but is not limited to, an analysis of fingerprints and review of prior criminal records. Students with felony, certain misdemeanors or drug-related arrests will be ineligible for admission into the OTA Program. The submission of any false information to MTC shall be cause for immediate dismissal from the OTA Program.

Accepted applicants will be required to submit to a periodic drug screen. In addition, students will be subject to random drug screens. Students who refuse/fail to cooperate will be considered "positive". Unsatisfactory/positive results of the drug screen will result in ineligibility for admission and/or continuation in the program.

Class and Clinical Schedule: Applicants to this program should note that the OTA class and clinical schedule are subject to revision. Applicants to the OTA Program should also be aware that OTA technology classes will be scheduled during daytime hours. Clinical affiliations will be held at off-campus sites during daytime hours. OTA students may find it difficult or impossible to maintain full-time employment.

Essential Functions of an OTA: Applicants to MTC's OTA program should be aware that certain physical, visual, hearing, and cognitive abilities are necessary to successfully complete the classroom, laboratory, and clinical practicum work required in an OTA education program. These abilities are also necessary to perform the essential function of a licensed and certified OTA. The "Selected Characteristics of Occupations Defined in the Dictionary of Occupational Titles," published by the U.S. Department of Labor, outlines the characteristics required of OTAs.

Application Deadline: Applications to the OTA Program at Marion Technical College must be fully completed and submitted no later than April 1st prior to the Fall Semester. The OTA Program reserves the right to extend this deadline or admit qualified candidates as necessary.

APPLICANT SCORING GUIDELINES

Applicant Name: _____

The following scoring system will be used to determine the most qualified candidates:

Possible Score		Score
5 points 10 points 15 points 20 points (total possible = 20)	American College Test (ACT) Composite Score <ul style="list-style-type: none"> • Score of 17-18 (OR AN ASSOCIATE’S DEGREE) • Score of 19-21 • Score of 22-24 (OR A BACHELOR’S DEGREE) • Score of 25+ (OR A MASTER’S DEGREE) 	
25 points	Grade Point Average* The most recent instance of one of the following: HS, GED, or college (12 semester hours at one institution) GPA within the last five calendar years. GPA x 6.25 = _____ points (GPA based on 4.0 scale)	
20 points (total possible = 25)	Observation Verification Form (Completion of Hours Plus Score on Social Skills & Professional Behaviors Form)** Average of Scores / 5 = _____ points	
9 points 7 points 5 points 9 points 7 points 5 points 7 points 5 points 3 points	Completed Curriculum Courses Completion of A&P I (SCI 1200) or transfer equivalent <ul style="list-style-type: none"> • A+ to A- • B+ to B- • C+ to C Completion of A&P II (SCI 1250) or transfer equivalent <ul style="list-style-type: none"> • A+ to A- • B+ to B- • C+ to C Completion of Quantitative Reasoning (MTH 1230) or transfer equivalent <ul style="list-style-type: none"> • A+ to A- • B+ to B- • C+ to C 	
5 points	Personal Essay (graded via rubric) <ul style="list-style-type: none"> • What interests you about Occupational Therapy/why do you want to become an OTA? • What strategies do you have for balancing your responsibilities in the classroom with your responsibilities outside the classroom (i.e. work, family, other groups to which you may belong)? 	
Possible Score = 100	Applicant’s Final Score	

***Your GPA will be based on the most recent transcript available from HS, GED, or a higher education institution where you have completed at least 12 semester hours of coursework.**

****Forty (40) observation hours are required, for which you can receive up to 20 points. These points are based on the average of your scores from the Social Skills & Professional Behaviors Form. You can earn 1 extra point for each additional five (5) hours completed, up to a total of 60 hours. If 60 hours is reached an additional point will be earned, resulting in a total of 25 possible points.**

**Marion Technical College (MTC)
Occupational Therapy Assistant (OTA) Program Application Form**

Applicant's Name: _____

Directions:

Complete the following requirements and turn in this application sheet once accomplished.

- _____ I have submitted the following general admission requirements to the MTC Office of Admission:
- MTC General Application for Admission (Indicate OTA as your Major/Program on the application)
 - \$20 general MTC application for admission fee
 - Official high school transcript and/or GED score results
 - Official college transcript(s) from other colleges attended (if applicable; please list all Colleges that you have requested send transcripts to MTC at the end of the application).
 - I have submitted my official ACT scores

_____ I have completed high school or college coursework reflecting a 2.75 (on a 4.0 scale) cumulative grade point average (GPA). You must have at least 8 semester college credit hours for us to consider your college GPA. We will consider all college courses taken within the last five calendar years to configure your cumulative GPA.

My GPA is: _____

_____ I completed one of the following courses (I only need one): Chemistry, Biology, Anatomy and/or Physiology, or SCI 1050 at Marion Technical College.

_____ I have submitted the Occupational Therapy Observation Verification form reflecting 40 hours of observation.

_____ I have read all the information contained in the Occupational Therapy Assistant program packet. I understand the requirements and demands of this program.

_____ I understand that if I am offered a seat in the OTA Program, I must complete a successful criminal background check before being admitted into the program.

_____ I have submitted my official ACT scores to MTC.

*ACT Composite Score: _____ ACT test date: _____ (exact date not required)

_____ I have submitted my essay.

All materials MUST be received by the April 1st application deadline. The OTA Program reserves the right to extend this deadline or admit qualified candidates, on a first come-first served basis in the unlikely event that the class is not filled by the deadline. Applicants receiving this information after the deadline are advised to contact the OTA office to learn if seats in the program remain available.

To the best of my knowledge, the information that I provided on this application is truthful and accurate.

Applicant's Signature

Print Name

Student Address _____

Student Phone _____

Student Date of Birth _____

OCCUPATIONAL THERAPY ASSISTANT
Associate of Applied Science Degree
(Effective Academic Year 2019-20)

Course No	Course Title	Credits	TECHNICAL		NON-TECHNICAL Gen Ed		OIM, TAG, CT ² approved course	Term(s) Offered	Course Requirements
					(Min 15 C/Hr)	Applied Gen Ed (Basic)			
FIRST SEMESTER (Summer)									
PSY1100	General Psychology	3		3			[TMSBS] [OSS015]	FA	None
OIS1240	Computer Applications	3			3		[OBU003]	ALL	OIS1200 or Placement
ENG1000	English Composition I	3		3			[IME001]	ALL	None
SECOND SEMESTER (Fall)									
OTA1010	Conceptual Foundations of OTA	3	3					FA	None
OTA1020	Fundamental Skills for the OTA	3	3					FA	Program Accepted
SCI1200	Anatomy & Physiology I	4		4			[TMNS]	ALL	SCI1050 or equivalent
ENG1100	English Composition II	3		3				ALL	ENG1000
PSY2100	Human Growth & Development	3			3		[TMSBS] [OSS048]	SP	PSY1100
THIRD SEMESTER (Spring)									
OTA1530	Functional Anatomy	3	3					SP	OTA1020
OTA2040	BioMechanical Intervention & Occupational Performance	4	4					SP	OTA1020
OTA2030	PsycoSocial Intervention & Occupational Performance	2	2					SP	OTA1020
SCI1250	Anatomy & Physiology II	4		4			[TMNS]	ALL	SCI1200
FOURTH SEMESTER (Summer)									
SOC1200	Sociology	3		3			[TMSBS] [OSS021]	ALL	None
OTA1000	Directed Clinical Practice Level 1	1	1					SU	OTA1020
MTH1230	Quantitative Reasoning	3		3				ALL	MTH0910 or MTH1100 or BUS1100 or Placement
OTA2020	Physical Disability & Performance	3	3					SU	OTA2040
FIFTH SEMESTER (Fall)									
OTA2500	The Elderly & Occupational Performance	2	2					FA	OTA1000
OTA2600	Neural Plasticity & Occupational Performance	2	2					FA	Major Only
OTA2010	The Child & Occupational Performance	3	3					FA	OTA2040
OTA2510	Clinical Conditions in Occupational Therapy	3	3					FA	OTA2040
SIXTH SEMESTER (Spring)									
OTA2000	Practicum Level II A	3	3					SP	OTA 2020; Grade of "C" or better in all academic coursework, satisfactory rating on Professional Behavior Competence document, and program director approval are required.
OTA2001	Practicum Level II B	3	3					SP	OTA 2020; Grade of "C" or better in all academic coursework, satisfactory rating on Professional Behavior Competence document, and program director approval are required.
Credit Hour Total			64						
			35	23	6				
			64						