OCCUPATIONAL THERAPY ASSISTANT

Program Information and Selection Process Booklet

FALL 2023

NDSCS.edu/OTA

North Dakota State College of Science
Dear Occupational Therapy Assistant Applicant:

Thank you for your interest in the NDSCS Occupational Therapy Assistant Program. An Occupational Therapy Assistant is a valuable member of the healthcare team, and it is an exciting and rewarding career!

The Occupational Therapy Assistant Program is a selective enrollment program and applicants will follow a two-step selection process with specific criteria for selection for both steps.

For the first step, applicants will be accepted into the program for fall semester on a first come first serve basis until capacity is reached, so early application/registration is highly encouraged.

The second step for selection will occur in December for continuation into Spring Semester and will be a point-based process.

A scheduled visit to the college and meeting with a faculty member in the OTA program is highly recommended.

Review this booklet and if you have any additional questions or concerns, please feel free to contact us.

Beth Schlepp, M.Ed, COTA/L
Chair, Occupational Therapy Assistant Program
Please review all sections of this booklet to familiarize yourself with the Occupational Therapy Assistant program selection process. It is the applicant’s responsibility to ensure a complete selection file.

Program Selection Details
Steps for Selection – First Step/Second Step
Allied Health Selection Process Assessment
Frequently Asked Questions
Quick Resources
Selection Process Checklist
Required Forms
Additional Program Information
Essential Functions for Occupational Therapy Assistant Students
Additional Program Requirements (Accepted Students)

The NDSCS Occupational Therapy Assistant program has a two-step selection process with the first step beginning fall semester, following specific selection criteria, and the second step for continuation into spring semester, also following specific selection criteria. There is limited enrollment beginning spring semester and applicants for this step will be selected based on a point system. Once program capacity has been reached, an alternate list will be established, also based on points.

Students will receive additional information about the second step to continue the program. An orientation session will be scheduled fall semester to discuss this process.

A scheduled visit to the college and meeting with an Occupational Therapy Assistant Program faculty member is encouraged.

This program requires access to a personal computer capable of completing the assignments required by the program, with a current operating system and a webcam.
1. Complete the NDSCS admission process and submit an official high school transcript and all official college transcripts to the Office of Admission.

<table>
<thead>
<tr>
<th>New Student/Transfer Student</th>
<th>Current Student or Continuing</th>
<th>Returning Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>Change of Program</td>
<td>Re-Application</td>
</tr>
</tbody>
</table>

Forms can be found at [www.ndscs.edu/apply](http://www.ndscs.edu/apply)

**High School Transcript (or GED)**

The final *official (or in-progress) high school transcript or GED will need to be submitted to the Office of Admission.

**College Transcript(s)**

College transcripts must be *official and submitted to the Office of Admission. If the applicant is currently completing college courses, an official transcript must be submitted after semester completion. Information about transfer of courses can be obtained by emailing ndscs.studentrecords@ndscs.edu or [www.ndscs.edu/tes](http://www.ndscs.edu/tes)

*Official transcripts are complete records of your educational background and must be sent to the Office of Admission directly from the high school and/or colleges you have attended. Transcripts must be signed by a school/college official and stamped with the official school/college seal. Photocopies/faxes of transcripts from the school/college attended are not considered official. The request for a transcript must be from you.*

2. Applicants without a United States high school transcript (four years), will be required to complete English language proficiency exam(s) and meet the benchmark score(s) prior to continuing the selection process. Email the Program Selection Contact (see *Quick Resources*) to schedule the assessment(s) if this applies.
3. Submit official ACT and/or Placement testing results to the Office of Admission. Scores must meet criteria to enroll in English 110 fall semester OR submit an official college transcript with ENGL 110 completed with a “C” or higher.

<table>
<thead>
<tr>
<th>ACT Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT or SAT scores are required for all applicants under the age of 25. If the benchmark ACT score is not met for the application process, the applicant can complete the Placement Test and meet the benchmark scores. Applicants who have completed English 110 with a “C” or higher are exempt.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Placement Test</th>
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</thead>
<tbody>
<tr>
<td>Applicants aged 25 and over (with no ACT) will complete the Placement Test. Applicants who have completed English 110 with a “C” or higher are exempt.</td>
</tr>
</tbody>
</table>

4. Applicants (with a college transcript) must have a Cumulative GPA of 2.25 or higher to begin the program.

5. Review the Essential Functions for Occupational Therapy Assistant Students (found in Additional Program Information) and submit the Essential Functions Verification form.

If you cannot meet an Essential Function, with or without accommodations, please schedule an appointment with the Occupational Therapy Assistant Department Chair prior to completing the selection process, by calling 701-671-2982.

*Form included in this booklet.
STEPS FOR PROGRAM CONTINUATION: SPRING SEMESTER

Requirements DUE December 1st

1. Basic Entrance Exam results. Student must meet the benchmark score of 45 or higher. Testing date/time to be announced. One retake is allowed.
   (This exam is scheduled for OTA students fall semester with dates being announced in class).
   
   * See Allied Health Selection Process Assessment in this booklet.
   
   The program reserves the right to change the assessment required for the selection process.

2. Documentation of **20 hours** of volunteer/job shadow or community service.
   
   Below are some *suggestions* for volunteer/community hours; contact the program for clarification of acceptable hours.

<table>
<thead>
<tr>
<th>Healthcare</th>
<th>Human Services</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing homes, hospitals, home health, public health and others</td>
<td>Food pantries, homeless shelters, Special Olympics, and others</td>
<td>Girl/Boy Scouts, Big Sister/Brother, flood preparation, caregiver, Relay for Life, and others</td>
</tr>
</tbody>
</table>

   * See Volunteer/Job Shadow or Community Service Hours Documentation form in this booklet.

3. Professional Development Assessment Scores.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Criteria for Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will be assessed (using the criteria for points) during fall semester in all OTA courses and liberal art courses that apply toward the OTA Program of Study.</td>
<td>Commitment to Learning Professional/Empathic Skills Utilizes Feedback Utilizes Time/Resources Problem Solving Skills Communication Skills Judgement/Attitude/Actions Responsibility for Actions Critical Thinking Stress Management</td>
</tr>
</tbody>
</table>
4. Department Interview Scores.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Criteria for Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will participate in a short interview process with faculty, advisory and fieldwork educator representatives.</td>
<td>Knowledge of OT</td>
</tr>
<tr>
<td></td>
<td>Balancing Responsibilities</td>
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<tr>
<td></td>
<td>Self-care</td>
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<tr>
<td></td>
<td>Clinical Reasoning</td>
</tr>
<tr>
<td></td>
<td>Problem Solving</td>
</tr>
<tr>
<td></td>
<td>Communication</td>
</tr>
<tr>
<td></td>
<td>Commitment</td>
</tr>
<tr>
<td></td>
<td>Ethical Reasoning</td>
</tr>
<tr>
<td></td>
<td>Group Activity</td>
</tr>
</tbody>
</table>

5. Additional admission points will be awarded for completion (with a “C” or higher) of the following college level courses, as they appear on an official college transcript.

<table>
<thead>
<tr>
<th>*Courses</th>
<th>Criteria for Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 220/220L Anatomy and Physiology II (Lecture/lab)</td>
<td>All courses must be completed with a “C” or higher.</td>
</tr>
<tr>
<td>BIOL 221/221L Anatomy and Physiology II (Lecture/Lab)</td>
<td></td>
</tr>
<tr>
<td>PSYC 250 Developmental Psychology</td>
<td></td>
</tr>
<tr>
<td>PSYC 270 Abnormal Psychology</td>
<td></td>
</tr>
</tbody>
</table>

*Refer to the OTA Student Handbook for Course Progression/Retention Policy.

6. Specific immunizations, background check, CPR certification, health insurance, and first aid certification.

* See Program Requirements – Immunizations/Verifications in this booklet for clarification of requirements.
NDSCS ALLIED HEALTH
SELECTION PROCESS ASSESSMENT

The program you are applying to requires a selection process assessment. The assessment currently being utilized is the Test of Essential Academic Skills (TEAS-7) by Assessment Technologies Institute (ATI).

The ATI TEAS is designed specifically to assess a student’s preparedness for entering a health program. The ATI test is comprised of 170 total questions with a mix of alternate item type questions and multiple-choice questions. Applicants are given 209 minutes to complete the exam.

<table>
<thead>
<tr>
<th>TEST DETAILS</th>
<th>READING</th>
<th>MATHEMATICS</th>
<th>SCIENCE</th>
<th>ENGLISH AND LANGUAGE USAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Questions</td>
<td>39</td>
<td>34</td>
<td>44</td>
<td>33</td>
</tr>
<tr>
<td>Time Limit (Minutes)</td>
<td>55 minutes</td>
<td>57 minutes</td>
<td>60 minutes</td>
<td>37 minutes</td>
</tr>
<tr>
<td>Specific Content Covered</td>
<td>Key ideas &amp; details, craft &amp; structure, integration of knowledge &amp; ideas, pre-test questions</td>
<td>Numbers &amp; algebra, measurement &amp; data, pre-test questions</td>
<td>Human anatomy &amp; physiology, life &amp; physical sciences, scientific reasoning, pre-test questions</td>
<td>Conventions of standard English, knowledge of language, vocabulary acquisition, pre-test questions</td>
</tr>
</tbody>
</table>

For information on preparing for your TEAS, visit [www.atitesting.com](http://www.atitesting.com)

You can take the ATI TEAS Exam through one of two ways:

- TEAS – at an approved institution testing center
- TEAS at ATI – an online exam using ATI Remote Proctors

**If you wish to take the ‘TEAS at ATI’ (an online exam using ATI Remote Proctors) please use this link: [https://atitesting.com/teas/register](https://atitesting.com/teas/register). From the drop-down menu select either ATI Remote Proctor- Nursing or ATI Remote Proctor- Allied Health**
STEPS FOR BOOKING/SCHEDULING TEAS:

Schedule Assessment

Complete the NDSCS College Application process to an Allied Health program. Testers must have a current NDSCS application on file to schedule a TEAS test at this site.

To book a testing appointment at the NDSCS Test Centers (Wahpeton or Fargo)

Please use this link to take you to the TEAS Test bookings page: https://outlook.office365.com/owa/calendar/NDSCSTestCenter@ad.ndus.edu/bookings/

You must schedule your test PRIOR to the selection deadline for the program you are applying to. There are numerous testing dates/times available each month. Once you book, you will get an email confirmation with reminder messages about, bringing a photo ID and credit card payment on the day of testing. You will also get reminders 1 day and 1 hour prior to testing. Testers needing to cancel or reschedule will be able to do this through Bookings.

Accommodation Requests

Requests for testing accommodations and supporting documentation should be submitted 3 weeks in advance. Contact the NDSCS Accessibility Coordinator Mindi Bessler at 701-671-2623 or mindi.bessler@ndscs.edu.

Day of Testing {only if testing in person at NDSCS}

Arrive 15 minutes prior to start time. Once testing has begun, late arrivals will not be allowed to test and will have to reschedule the assessment.

The examinee should have an ID which is government-issued with a current photograph and examinee’s signature and permanent address.

Test is payable via credit card by the applicant the day of testing. The current cost of the assessment is $65.00 (subject to change-verify with program prior to testing).

Calculators are not allowed. If a calculator is required for a question, one will appear on the testing screen.

Food or drinks are not allowed in the testing room.

Benchmarks

The benchmark for the TEAS test, for the program you are applying to, is listed on the Program Factsheet and is also listed in this booklet. Benchmarks are not the same for all programs.

Benchmark means you must meet this score (or above) to apply to the program.
TEAS Score

You will receive your TEAS score immediately after testing in your ATI account. You can visit, email or call the program contact to review your score, discuss possible retakes and review your selection file to ensure all requirements are complete. If you wish to meet with a program advisor that day, please schedule the appointment prior to your testing day.

Retakes

One retake is allowed per selection process (maximum of two TEAS within a calendar year). It is highly recommended scheduling your assessment date well in advance of the application deadline to allow time for a retake, if needed. There is a minimum of two weeks between testing dates for retakes.

Previous TEAS Results

If you have already completed a TEAS-7 Assessment (or one version behind) and met the benchmark for the program you are applying, you can use the score for this selection process. An official transcript must be ordered and sent to the program via ATI. Go to www.atitesting.com to order an official transcript. *If you completed this assessment at NDSCS for a different selection process, an official transcript does not need to be ordered. Contact the program to have the assessment moved into the current selection process.
FREQUENTLY ASKED QUESTIONS

Is there a separate college application for Occupational Therapy Assistant Program?

- No, simply indicate Occupational Therapy Assistant (OTA) in the menu box on the application for admission to NDSCS.

When is the deadline to apply?

- The fall semester OTA class has a limited enrollment, and it is highly recommended that you apply and register for classes early to be guaranteed a slot in the fall semester class.

What are the requirements to be selected for fall semester?

- Application for admission
- Final high school transcript
- Official college transcripts for all colleges attended, if applicable (Cumulative GPA 2.25 or higher)
- ACT scores and or Placement exam scores that meet the Reading/English-Writing minimum or completion of ENGL 110 with a “C” or higher
- Complete campus registration process for fall semester

What is the different between the fall semester selection process and the spring semester program continuation process?

- The selection process/criteria for applicants to the program beginning fall semester are completed by meeting basic selection criteria and registering for fall semester.
- The process to continue as an OTA student, into spring semester, is dependent on meeting benchmarks during fall semester, while students participate in OTA classes.

What happens if I do not meet the ACT and/or placement testing score requirements or have not completed English 110?

If there is still time to complete the ASC prerequisite courses during the summer semester, which would then enable you to register for English 110 fall semester, you would be able to begin the program. If not, you will have to complete the required courses and re-apply for the program during the next selection process.
Who should I contact to make sure my application process is complete?

- NDSCS Enrollment Services,
  Michelle Griffin
  Phone: 701-671-2521
  Email: ndscs.admissions@ndscs.edu

- Occupational Therapy Assistant Program
  Trese Saar
  Phone: 701-671-2984
  Email: trese.saar@ndscs.edu

What high school courses would help prepare me for the OTA program?

- Biology, Psychology and Sciences
- Dual credit college courses; for example, English, Psychology and Medical Terminology

What courses would I take each semester and what would the credit load be?

Please refer to the Suggested Sequence of Study in this booklet.

How do I find out if I am accepted into the program for fall semester?

- You will first receive an acceptance letter to the college from Enrollment Services.
- If the fall semester selection criteria are met; you will receive an acceptance letter via email from the Occupational Therapy Assistant Program. Registration for fall semester will complete the acceptance process.
  If you do not meet the fall semester of the selection process you will receive a denial to the program letter, with information about how to re-apply.
- If the program has reached capacity, you will receive an alternate letter from the program. Alternates are accepted if openings should occur until the first day of classes.
- Please note that a letter of acceptance to the college from the NDSCS Enrollment Services Department does not signify acceptance to the OTA Program. A separate letter of the applicant’s status will be received directly from the OTA Program via email.
What does it cost to go to NDSCS for the Occupational Therapy Assistant Program?

You can find the cost of tuition, books, program and course fees and miscellaneous expenses by going to www.ndscs.edu/paying-for-college/. This link will also give you information about applying for financial aid, scholarships and loan options.

What are the admission requirements needed continued as an Occupational Therapy Assistant student spring semester?

- Complete the TEAS assessment exam
- Submit documentation of 20 hours of volunteer/job shadow time **If you wish to start on these hours prior to fall semester, the form for recording volunteer hours is included in the booklet.
- Professional Development Assessment Score results
- Complete the Multi Mini Interview process
- Current fall semester grades for in-progress OTA/general education courses.
- Additional points are awarded for completion of BIOL 220/220L, BIOL 221/221L, PSYC 250, PSYC 270; passed with a “C” or higher
- Meet fall semester benchmarks, including attendance at student meetings, specific immunizations, completed criminal background, eLearning modules, CPR/First Aid certification, proof of health insurance and student membership in AOTA (American Occupational Therapy Association)

What is the Basic Entrance Exam and when do I take it?

- The Test of Essential Academic Skills for Allied Health (ATI TEAS-7) is an aptitude test that measures basic essential skills in the academic content area domains of reading, mathematics, science and English and language usage. It is a four-section multiple-choice exam consisting of 170 questions.

Testing dates for OTA students will be announced during fall semester and will be prior to the December 1st selection deadline. For additional information, refer to the Selection Process Examination information in this booklet.

Can I complete the Volunteer/Community Service Hours required for the Spring Semester Selection Process ahead of time?

Yes, hours can be completed prior and during fall semester. For example, hours could be completed during the summer months before beginning classes. The Volunteer/Job Shadow or Community Service Hours Documentation form is included in this booklet and is due December 1. If you have any questions about qualifying hours, please contact the program.
What happens if I am not selected for the spring semester selection process?

- This would depend on the reason for non-selection; students should meet with their advisor to best develop a plan for re-application
- One recommendation may be to continue completing the required general education courses for the OTA program of study and reapplying during the next application process.

Can the program be extended into a three-year option for completion?

Yes. Please schedule an appointment with the Department Chair to discuss the process for this option.

Who can I visit with in the program if I have any other questions?

Beth Schlepp, COTA/L
Associate Professor/Department Chair
Occupational Therapy Assistant Program
Phone: 701-6761-2982
Email: elizabeth.schlepp@ndscs.edu

OR

Missi Twidwell, OTR/L
Associate Professor/Fieldwork Coordinator
Occupational Therapy Assistant Program
Phone: 701-671-2685
Email: missi.twidwell@ndscs.edu
# Quick Resources

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application to NDSCS</strong></td>
<td>Website: <a href="http://www.ndscs.edu/apply">www.ndscs.edu/apply</a></td>
<td>800-342-4325 ext. 32225 or 701-671-2225</td>
</tr>
<tr>
<td><strong>Schedule a Campus Visit</strong></td>
<td>Website: <a href="http://www.ndscs.edu/tour">www.ndscs.edu/tour</a></td>
<td>800-342-4325 ext. 32173 or 701-671-2173</td>
</tr>
<tr>
<td><strong>Transcripts/Transfer Credits</strong></td>
<td>Email: <a href="mailto:ndscs.studentrecords@ndscs.edu">ndscs.studentrecords@ndscs.edu</a> Website: <a href="http://www.ndscs.edu/tes">www.ndscs.edu/tes</a></td>
<td>800-342-4325 ext. 32521 or 701-671-2521</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td>Email: <a href="mailto:ndscs.fin.aid@ndscs.edu">ndscs.fin.aid@ndscs.edu</a> Website: <a href="http://www.ndscs.edu/paying-for-college">www.ndscs.edu/paying-for-college</a></td>
<td>800-342-4325 ext. 2207 or 701-671-2207</td>
</tr>
<tr>
<td><strong>Program Selection Process</strong></td>
<td>Email: <a href="mailto:trese.saar@ndscs.edu">trese.saar@ndscs.edu</a></td>
<td>701-671-2984</td>
</tr>
</tbody>
</table>
| **TEAS Exam booking page**      | [https://outlook.office365.com/owa/calendar/NDSCSTestCenter@ad.ndus.edu/bookings/](https://outlook.office365.com/owa/calendar/NDSCSTestCenter@ad.ndus.edu/bookings/) | *Wahpeton Test Center 701-671-2256  
* Fargo Test Center 701-231-6919 ndscs.fargotest@ndscs.edu  
Website: [https://ndscs.edu/testcenter](http://https://ndscs.edu/testcenter) |
| **Program Continuation Process:**| Email: trese.saar@ndscs.edu                                                                     | 800-342-4325 ext. 32984 or 701-671-2984     |
| **Spring Semester**             |                                                                                                 |                                            |
| **ELL Requirements (if applies)**| Email: trese.saar@ndscs.edu                                                                     | 701-671-2984                                |
| **Information about Program/Career** | Email: elizabeth.schlepp@ndscs.edu                                                              |                                            |
| **Program Advisement**          | Email: elizabeth.schlepp@ndscs.edu                                                              |                                            |
|                                 | Email: missi.twidwell@ndscs.edu                                                                 |                                            |
APPLICANT CHECKLIST

For Applicant Use Only

Use the checklist below to track your application requirements. This form does not need to be submitted and is for the applicant’s use to track selection requirements.

Always check with the program to ensure receipt of each item, as incomplete files will NOT be considered for selection.

College/Program Admission Requirements – Fall Semester

☐ Submit NDSCS Application for Admission

Date Submitted ________________

☐ Received acceptance letter to NDSCS

☐ Submit Official High School Transcript

Date Submitted ________________

☐ Submit Official College Transcript(s) (if applies)

Date Submitted ________________

☐ Submit Official ACT Scores or
Complete Placement Testing

Date Completed ________________

☐ ELL Placement Assessments (if applies)

Program Continuation Requirements – Spring Semester

☐ Submit Essential Functions Verification

Date Submitted ________________

☐ Schedule Assessment Examination (TEAS)

Date/Time ________________

Score ________

☐ Complete and submit Volunteer/Job Shadow Hours

Date Submitted ________________

☐ Complete Additional Program Requirements; Immunizations and Certifications, Interview and Professional Development Assessments.
REQUIRED FORMS

**Essential Functions Verification**

I have reviewed, understand, and have the ability to perform the Essential Functions (included in this booklet), with or without accommodations, for the program I am seeking admission to. We encourage you to contact us if you have any questions about or need accommodations by calling the NDSCS Student Accessibility Coordinator at 701-671-2623.

*If you do not have the ability to perform an Essential Function, with or without accommodations, a meeting with the Department Chair of the program you are applying to must be scheduled prior to continuing with the selection process.

Program Applying to ________________________________

Print Name ____________________________________________

Signature ______________________________________________

Date _______________________ Email ________________________

Please verify:

- [ ] English is my first language  
- [ ] English is not my first language (refer to ELL Policy)

This form must be signed and submitted to the program to complete the selection process requirements.

Submit the form by emailing trese.saar@ndscs.edu

p:\allied health\officemanager\alliedhealthadministrative\recruitment-selectionprocess\selectionprocess-recruitment\essential functions verification.docx
Volunteer/Job Shadow or Community Service Hours Documentation

Continuation to Spring Semester Process

Applicant _________________________________________________ Date ________________

Email Address _____________________________________________ Phone (____)__________

Volunteer/Community Service hours cannot be paid work hours. Once hours are completed, submit this form to the OTA program prior to the selection deadline of **December 1st**.

<table>
<thead>
<tr>
<th>Site/Address</th>
<th>Activity</th>
<th>Hours Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
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<th>Activity</th>
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</thead>
<tbody>
<tr>
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<th>Activity</th>
<th>Hours Completed</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Total Required**  20 Hours
Please review the following information to familiarize yourself with the Occupational Therapy Assistant program.

Essential Functions for Occupational Therapy Assistant Students
Additional Program Requirements for Selected Students
Occupational Therapy Assistant Program Fact Sheet
Occupational Therapy Assistant Suggested Sequence of Study
ESSENTIAL FUNCTIONS FOR OCCUPATIONAL THERAPY ASSISTANT STUDENTS

<table>
<thead>
<tr>
<th>Physical Standards</th>
<th>Performance Level*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lift</td>
<td></td>
</tr>
<tr>
<td>medium work strength to carry/maneuver heavy equipment</td>
<td>O</td>
</tr>
<tr>
<td>fully/partially support weight of client during transfers to and from various surfaces (bed, chair, wheelchair, mat, toilet, tub, car, etc.) and when engaging client in functional ambulation</td>
<td>F</td>
</tr>
<tr>
<td>Bend/Stoop</td>
<td></td>
</tr>
<tr>
<td>to adjust body parts, clothing and/or functional daily life activities in all areas of occupation (Activities of Daily Living (ADL), Instrumental Activities of Daily Living (IADL), Work, Education, Play/Leisure, and Social Participation); for developmental activities</td>
<td>F</td>
</tr>
<tr>
<td>Kneel</td>
<td></td>
</tr>
<tr>
<td>to assist clients who may fall or faint; to perform CPR; to assist clients with mat activities, developmental activities and functional daily life activities in all areas of occupation (ADL, IADL, Work, Education, Play/Leisure, and Social Participation</td>
<td>F</td>
</tr>
<tr>
<td>Crouch</td>
<td></td>
</tr>
<tr>
<td>to manage wheelchair parts and hospital beds, equipment adjustment, storing materials; to assist with lower body ADL training; to assist client in seated activities from bed, chair, wheelchair and/or mat</td>
<td>O</td>
</tr>
<tr>
<td>Crawl</td>
<td></td>
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<tr>
<td>for developmental interventions; engage in mat activities</td>
<td>O</td>
</tr>
<tr>
<td>Reach</td>
<td></td>
</tr>
<tr>
<td>for retrieval of items in closets, cabinets, etc.; to adjust equipment; to guard clients</td>
<td>F</td>
</tr>
<tr>
<td>Handle</td>
<td></td>
</tr>
<tr>
<td>sustained grasp and manipulate body parts during intervention; grasp and manipulate tools/equipment and modalities used in OT serve delivery, including but not limited to pens/pencils, craft supplies, educational supplies, personal care items; positioning devices, functional mobility equipment, physical agent modalities, blood pressure cuffs, protective gloves, gowns and masks; computers and assistive technology; adaptive equipment; suspension equipment, etc.</td>
<td>C</td>
</tr>
<tr>
<td>Dexterity</td>
<td></td>
</tr>
<tr>
<td>use fine motor skills when performing standardized tests (dynamometer, goniometer, etc.); constructing orthotic devices/splints; writing/documenting; adjusting knobs, dials, blood pressure cuffs; donning and doffing protective gloves, masks and gowns</td>
<td>F</td>
</tr>
<tr>
<td>Stand</td>
<td></td>
</tr>
<tr>
<td>stand extended periods of time and for majority of working shift</td>
<td>C</td>
</tr>
<tr>
<td>Walk</td>
<td></td>
</tr>
<tr>
<td>within facility environment (internal) for assigned shift</td>
<td>C</td>
</tr>
<tr>
<td>Push/Pull</td>
<td></td>
</tr>
<tr>
<td>wheelchairs, hospital beds, scooters, Hoyer lifts, and other equipment including but not limited to IV poles, oxygen tanks, portable devices</td>
<td>F</td>
</tr>
</tbody>
</table>

* Performance Level:  O = occasionally 50-74%;  F = frequently 75-89%;  C = constantly 90-100%
### Balance
- to assist clients with functional activities, including mobility (even and uneven surfaces)
- F

### Endurance
- to manage full-time equivalent Level 2 fieldwork experiences and assigned work shifts (40 hours five days per week)
- C

### Sensory Standards

<table>
<thead>
<tr>
<th>Tactile</th>
<th>Performance Level*</th>
</tr>
</thead>
<tbody>
<tr>
<td>feel to palpate muscle contractions and circulatory pulses; palpate bony landmarks and identify joint articulation; exert the necessary pressure to form splints; to discern skin texture and temperature to discriminate hot and cold modalities</td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Auditory</th>
<th>Performance Level*</th>
</tr>
</thead>
<tbody>
<tr>
<td>hear verbal directions and requests from health care team and clients/families; hear heart sounds through a stethoscope; hear breath sounds; hear client distress sounds and calls for assistance up to 10 feet away; hear environmental safety alarms; hear for effective communication between clients/families/co-workers</td>
<td>C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visual</th>
<th>Performance Level*</th>
</tr>
</thead>
<tbody>
<tr>
<td>see in detail to observe and detect client’s movements, facial expressions and performance during individual and group intervention; see to observe and attend to the behaviors and needs of up to ten individuals in a group session; see from a distance to observe client behaviors and performance; see in detail to detect changes in skin integrity, sweating, skin color, swelling, muscle atrophy, and gestures of non-verbal communication; see to detect safety hazards in the environment (water on floor, cords, and other small items) that could pose danger to a client’s mobility/functional performance; see in detail to detect/assess blood pressure (manometer dial) and range of motion (ROM) goniometer; read numbers, letters, printed, typed and cursive writing in fine print; read paper and computerized files/records; read dials on modality equipment; read manuals and forms for administering and scoring standardized tests; read client records</td>
<td>C</td>
</tr>
</tbody>
</table>

### Communication Standards

<table>
<thead>
<tr>
<th>Speak</th>
<th>Performance Level*</th>
</tr>
</thead>
<tbody>
<tr>
<td>in English language in clear and concise manner; to communicate in person and by phone with clients, families, significant others, the health care team, and community (report factual data orally; interview clients/family; explain role of occupational therapy and purpose of interventions</td>
<td>C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Respond</th>
<th>Performance Level*</th>
</tr>
</thead>
<tbody>
<tr>
<td>to clients with communication disorders (aphasia, hearing loss), or those who use ESL</td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comprehend</th>
<th>Performance Level*</th>
</tr>
</thead>
<tbody>
<tr>
<td>oral and written language, including health care terminology to communicate with clients, families, significant others, health care providers, and community</td>
<td>C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Write</th>
<th>Performance Level*</th>
</tr>
</thead>
<tbody>
<tr>
<td>in English, clearly and legibly for recording client specific data and general service delivery information in handwritten charts and computerized systems of documentation; in proper English using various electronic communication systems (email, etc.) to communicate with educational and professional community</td>
<td>C</td>
</tr>
</tbody>
</table>

### Cognitive/Behavioral and Social/Behavioral Standards

<table>
<thead>
<tr>
<th>Performance Level*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Think critically for sound clinical judgment in the delivery of occupational therapy services (plan and implement appropriate client-centered interventions; problem solve to make adjustments in therapeutic interventions based on appropriate and inappropriate physiological and psychological responses by clients; determine need for consultation with occupational therapists and other health care providers/team members)</td>
</tr>
</tbody>
</table>

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Function safely, effectively, and calmly under demanding and stressful situations</td>
</tr>
<tr>
<td>Task</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Remain alert to surroundings, potential emergencies; respond to client</td>
</tr>
<tr>
<td>Prioritize multiple tasks and maintain composure while managing multiple tasks simultaneously</td>
</tr>
<tr>
<td>Sustain concentration to attend to demanding and continuous tasks throughout work shift (direct client care and service management tasks)</td>
</tr>
<tr>
<td>Exhibit social skills necessary to interact effectively with clients, families, supervisors, co-workers and community members of the same or different cultures with respect, compassion, politeness, tact, collaboration, teamwork, and discretion</td>
</tr>
<tr>
<td>Maintain personal hygiene consistent with close personal contact associated with client care</td>
</tr>
<tr>
<td>Display attitudes/actions consistent with the core values and ethical standards of the occupational therapy profession</td>
</tr>
<tr>
<td>Display attitudes/actions to effectively engage in the supervisory process including acceptance of feedback, modifying behavior in response to feedback, and providing feedback</td>
</tr>
<tr>
<td>Display attitudes/actions to approach workplace problems in a mature and responsible manner; seek and utilize effective strategies to resolve problems</td>
</tr>
<tr>
<td>Abide by established policies and procedures of educational and health care institutions</td>
</tr>
</tbody>
</table>

Applicants/students for the Occupational Therapy Assistant Program must self-certify their ability to perform all essential tasks with or without reasonable accommodation to participate in OTA courses through the curriculum. A list of these essential tasks is listed in the above standards. Students must meet these standards throughout the program. If, at any time during a student’s enrollment, his or her ability to perform these tasks is compromised, the student must self-disclose and contact the department chair to determine appropriate action.
**PROGRAM REQUIREMENTS - IMMUNIZATIONS/VERIFICATIONS**

Documentation (compliance check) of the following immunizations/verifications are due by **December 1st (unless specified)**. Students will **not** be allowed to advance to spring semester or participate in fieldwork unless all requirements have been met. Immunizations, exams and certifications are at the students’ expense. **Students accepted into the program will receive more information on how to create and pay for an account in the clearing house utilized by the program, and how to upload their requirements prior to the deadline date. DO NOT submit these requirements directly to the program.**

<table>
<thead>
<tr>
<th>Health Record Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. documented evidence of two Measles, Mumps, Rubella vaccination or Rubella positive titer.</td>
</tr>
<tr>
<td>b. documentation of three Hepatitis B immunizations, positive titer or a waiver.</td>
</tr>
<tr>
<td>c. documentation of two Varicella (Chicken Pox) vaccinations or proof of a positive titer.</td>
</tr>
<tr>
<td>d. documentation of Tdap (Tetanus, Diphtheria &amp; Pertussis) vaccination within the last ten years.</td>
</tr>
<tr>
<td>e. documentation of a negative <strong>two-step</strong> TB Skin Test (Mantoux), QuantiFERON Gold blood test or Tspot. If positive, a copy of the lab report or a clear chest x-ray completed within the last year. This requirement will be a yearly renewal.</td>
</tr>
<tr>
<td>f. documentation of annual flu shot administered during the <strong>current</strong> flu season. <strong>This requirement will not be due until October 1 to ensure administration of current vaccination and will be a yearly renewal.</strong></td>
</tr>
<tr>
<td>g. documentation of COVID-19 series of vaccinations; including booster.</td>
</tr>
<tr>
<td>h. documentation of current Health Insurance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR Certification – Basic Life Support (BLS) Provider from American Heart Association (AHA) <strong>OR</strong> Basic Life Support (BLS) for Healthcare Providers from American Red Cross (ARC) <strong>ONLY</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Aid Certification</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Background Check/Fingerprinting/Drug Screen:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Background Check</td>
</tr>
<tr>
<td>Drug screening (dependent on fieldwork site requirements)</td>
</tr>
<tr>
<td>Fingerprinting and additional background checks <strong>may be</strong> required (dependent on fieldwork site requirements)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health Insurance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit documentation of current Health Insurance.</td>
</tr>
</tbody>
</table>

**Students will be required to stay current with the above requirements while in the program. Additional requirements, i.e., immunizations, background checks, drug screening, etc. may be required, which may include the COVID-19 vaccination, dependent on individual fieldwork site student experience policies.**
Occupational Therapy Assistant

Contact Information
Beth Schlepp, department chair
AlliedHealthCareers@ndscs.edu
701-671-2982
Mayme Green Allied Health Center 213G

Delivery Methods
Face to Face: Wahpeton
Online: *Some Classes

Occupational Therapy Assistant classes/test assignments/testing required by the program, with a current operating system and
The OTA program adheres to the NDSCS eq
which be a Certified Occupat
e

Examination for the Occupational Therapy Assistant, administered by NBCOT,

The program at NDSCS offers an exceptional education in a supportive learning
environment. The curriculum consists of three semesters of academic preparation and
one semester of full-time fieldwork education. Semester progression is based on meeting
established benchmarks. Criminal background checks will be required. A felony charge
and/or conviction may affect fieldwork placements, and therefore, program completion. If
this issue applies, the student must meet with the department chair and fieldwork
coordinator. All expenses incurred in preparation for, and during fieldwork are the
responsibility of the student.

The OTA program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE’s telephone number, C/O AOTA, is (301) 652-AOTA and the web address is www.acoteonline.org. Graduates will be eligible to sit for the National Certification Examination for the Occupational Therapy Assistant, administered by NBCCOT, One Bank Street, Suite 300, Gaithersburg, MD 20878, phone number 301-990-7979, Federal ID: 52-1620959, www.nbccot.org. When application is made, the candidate will be
required to disclose any previous felony conviction, which may affect the graduate’s
eligibility to sit for the exam. Upon successful completion of the exam, the candidate will be
a Certified Occupational Therapy Assistant (COTA). Most states require licensure,
which is based on the results of the examination.

The OTA program adheres to the NDSCS equal opportunity policy as stated in the
NDSCS Catalog.

This program requires access to a personal laptop and printer, capable of completing the assignments/testing required by the program, with a current operating system and
webcam/microphone. Tablets and Chromebooks are not compatible with online
classes/testing.

Admission/Selection Requirements:
Applicants will be admitted to the program according to the following process:
Fall Semester (first year): Students will be accepted into the program on a first
come basis until capacity is reached, so early application/registration is strongly
encouraged. Students admitted will take all foundational OTA prefix courses
offered fall semester. The following criteria must be met for fall semester selection:
1. Complete the NDSCS Admission process and submit an official high school
transcript and all official college transcript(s) to Enrollment Services.
2. Applicants without a United States high school transcript (four years), will be
required to complete English language proficiency exam(s) and meet the bench-
cmark score(s) prior to continuing the selection process. Contact the
program to schedule the assessments if this applies.
3. Submit official ACT and/or Placement testing results to Enrollment Services.
Results must meet criteria to enroll in English 110 fall semester OR submit an
official college transcript with ENGL 110 completed with a "C" or higher.
4. Applicants (with a college transcript) must have a GPA of 2.25 or higher.
5. Review Essential Functions for Occupational Therapy Assistant Students and
submit the Essential Functions Verification Form.

Spring Semester (first year): Students will be granted continued acceptance in
the program using a point-based selection process. The following criteria must be
submitted to the OTA program by December 1. Students will be notified of their
status in the program prior to the end of fall semester.
1. Basic Entrance Exam results. Benchmark of 45. Testing date/time to be
announced.
2. Documentation of 20 hours of job shadow in Occupational Therapy or non-paid
volunteer/community service.
3. Professional Development Assessment scores.
4. Departmental interview scores.
5. Additional admission points will be awarded for completion (with a "C" or higher)
of the following college level courses, as they appear on an official
college transcript: BIOL 220/220L Anatomy and Physiology I, BIOL
221/221L Anatomy and Physiology II, PSYC 250 Developmental
Psychology and PSYC 270 Abnormal Psychology.
6. Specific immunizations, criminal background checks, CPR certification
(Basic Life Support (BLS) Provider by American Heart Association (AHA)
OR Basic Life Support (BLS) for Healthcare Providers from American
Red Cross (ARC) ONLY), health insurance, and First Aid Certification
are required by the program. Additional requirements could include but
not limited to; drug screening/ finger printing, state background checks,
and COVID-19 vaccinations dependent on fieldwork site-specific student
prerequisites. *All requirements must remain current while in the
program and will be at the students’ expense.

Selection process details, contact information and forms are in
the Occupational Therapy Assistant Program Information and
Selection Process Booklet available at www.NDSCS.edu/OTA (click on
Program Selection Process) or contact the program at
AlliedHealthCareers@ndscs.edu.

Program Selection Requirements are subject to revision. Please check the
with the department or the programs website under Program Admission
Requirements for current information.

Award
Upon successful completion of the required courses ("C" or higher),
students will be awarded an Associate in Applied Science degree in
Occupational Therapy Assistant.

NORTH DAKOTA STATE COLLEGE OF SCIENCE
NDSCS.EDU

Revised April 2022
# Occupational Therapy Assistant
## (Associate in Applied Science)
### 2022-2023 Academic Year

### Developmental Credits Needed:
- Reading
- Writing
- Math

### First Semester (Fall)

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 101</td>
<td>Intro To Occupational Therapy</td>
<td>3</td>
</tr>
<tr>
<td>OTA 102</td>
<td>Disability Awareness</td>
<td>1</td>
</tr>
<tr>
<td>OTA 105</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>OTA 110</td>
<td>Intro to Muscle Function</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 220</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 220L</td>
<td>Anatomy &amp; Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>FYE 101</td>
<td>Science of Success</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 250</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 16

### Second Semester (Spring)

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 111</td>
<td>Therapeutic Media</td>
<td>1</td>
</tr>
<tr>
<td>OTA 112</td>
<td>Documentation</td>
<td>1</td>
</tr>
<tr>
<td>OTA 113</td>
<td>Phys Disabilities I:Thry/Prctice</td>
<td>3</td>
</tr>
<tr>
<td>OTA 114</td>
<td>Pediatrics I - Theory/Practice</td>
<td>2</td>
</tr>
<tr>
<td>OTA 115</td>
<td>Behav Hlth:Thry/Prtct-Child/Adt</td>
<td>2</td>
</tr>
<tr>
<td>OTA 121</td>
<td>Fieldwork Level I-Experience I</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 221</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 221L</td>
<td>Anatomy &amp; Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 270</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 17

### Summer Semester

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 110</td>
<td>Fundamentals Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*Elective</td>
<td>Wellness Elective</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credits:** 8

### Fourth Semester

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 213</td>
<td>Phys Disabilities II:Thry/Prct</td>
<td>2</td>
</tr>
<tr>
<td>OTA 214</td>
<td>Pediatrics II: Theory/Practice</td>
<td>3</td>
</tr>
<tr>
<td>OTA 215</td>
<td>Behav Hlth: Thry-Pract/Adults</td>
<td>3</td>
</tr>
<tr>
<td>OTA 216</td>
<td>Professional Issues</td>
<td>2</td>
</tr>
<tr>
<td>OTA 217</td>
<td>Simulation Lab</td>
<td>1</td>
</tr>
<tr>
<td>OTA 218</td>
<td>Aging</td>
<td>2</td>
</tr>
<tr>
<td>OTA 219</td>
<td>Community Models of OT Pract.</td>
<td>2</td>
</tr>
<tr>
<td>OTA 252</td>
<td>Fieldwork Level I-ExperienceII</td>
<td>1</td>
</tr>
<tr>
<td>OTA 253</td>
<td>Orient. to Fieldwork Level II</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credits:** 17

### Fifth Semester

<table>
<thead>
<tr>
<th>Subject/Catalog</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 254</td>
<td>Fieldwork Level II: Experience</td>
<td>6</td>
</tr>
<tr>
<td>OTA 255</td>
<td>Fieldwork Level II: Exper. II</td>
<td>6</td>
</tr>
<tr>
<td>OTA 256</td>
<td>Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credits:** 13

**Total Required Credits for Degree:** 71

---

Please Note: This is a suggested sequence of study. Course sequencing may be impacted by transfer credits, unsuccessful course completion, course offerings and various other factors. Please meet with your Academic Advisor to ensure correct course enrollment and sequencing each semester.

Placement in Mathematics, Writing and English depends on placement from exam results.

If you are planning to transfer, please note: ENGL 105 DOES NOT transfer; take ENGL 120, 125 or COMM 110 for transfer credits. MATH transfer credits include MATH 103, MATH 104 or MATH 210, among others.

**Please Note:**

- This is a suggested sequence of study.
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NDSCS HEALTH PROGRAMS

- Dental Assisting
- Dental Hygiene
- Emergency Medical Services (EMS)
  - Emergency Medical Technician (EMT)
  - Paramedic Technology
- Health Information Technician
- Medical Coding
- Nursing
  - Practical Nursing (AAS-LPN)
  - Registered Nursing (ASN-RN)
  - Registered Nursing (AAS-RN)
- Occupational Therapy Assistant
- Pharmacy Technician
- Liberal Arts Transfer
  - Chiropractic
  - Clinical Laboratory Science
  - Dental
  - Medical
  - Nursing
  - Optometry
  - Pharmacy
  - Social Work

NDSCS
ALLIED HEALTH CAREERS

NORTH DAKOTA STATE COLLEGE OF SCIENCE
WAHPETON | FARGO | ONLINE

Equal Opportunity Policy NDSCS adheres to the NDSCS college equal opportunity policy as stated in the NDSCS Catalog.
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