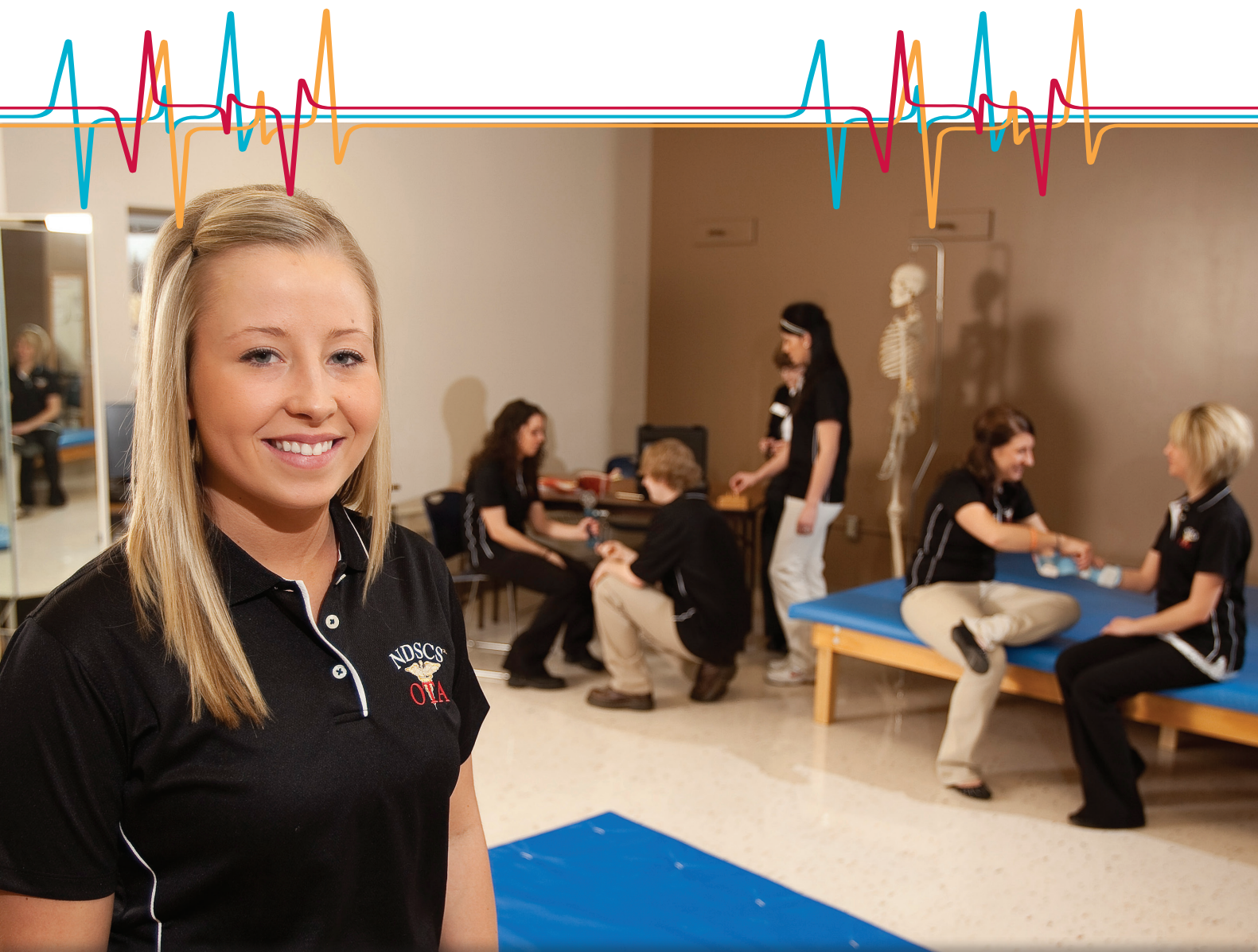


NORTH DAKOTA STATE COLLEGE OF SCIENCE

OCCUPATIONAL THERAPY ASSISTANT

Program Information and Selection Process Booklet



Class of Fall 2020

>> [NDSCS.edu/OTA](https://www.ndscs.edu/OTA)



Occupational Therapy Assistant

Contact Information

Beth Schlepp, department chair
 alliedhealthcareers@ndscs.edu
 701-671-2981
 Mayme Green Allied Health Center 213G

Delivery Methods

Face to Face: Wahpeton
 Online: *Some Classes

Occupational therapy assistants are a valued team member of the healthcare setting. COTA's assess, utilize and adapt everyday occupations to improve daily living skills, promote health and wellness, and enhance independence in the daily occupations of their clients. OT practitioners can work with clients ranging from newborn to geriatric in a variety of settings including school systems, hospitals, mental health clinics, nursing homes, and rehabilitation facilities. The COTA provides intervention strategies under the supervision of a registered occupational therapist.

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 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. 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 NBCOT, One Bank Street, Suite 300, Gaithersburg, MD 20878, phone number 301-990-7979, Federal ID: 52-1620299, www.nbcot.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*.

Admission 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 benchmark 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. Testing date/time to be announced.
2. Documentation of 20 hours of non-paid volunteer/community service or job shadow in Occupational Therapy.
3. Professional Development Assessment scores.
4. Departmental interview scores.
5. Current fall semester grades for in-progress OTA and select general education courses (must be in-progress or completed with a "C" or higher).

Course Code	Course Title	Credits
OTA 101	Introduction to Occupational Therapy	3
OTA 102	Disability Awareness	1
*OTA 105	Medical Terminology	2
OTA 110	Introduction to Muscle Function	2
OTA 111	Therapeutic Media	1
OTA 112	Documentation	1
OTA 113	Physical Disabilities I: Theory and Practice	3
OTA 114	Pediatrics I: Theory and Practice	2
*OTA 115	Behavioral Health: Theory/Practice - Children and Adolescents	2
OTA 151	Fieldwork Level I — Experience I	1
OTA 213	Physical Disabilities II: Theory and Practice	2
OTA 214	Pediatrics II: Theory and Practice	3
*OTA 215	Behavioral Health: Theory/Practice - Adults	3
OTA 216	Professional Issues	2
OTA 218	Aging	2
OTA 219	Community Models of OT Practice	2
OTA 252	Fieldwork Level I — Experience II	1
OTA 253	Orientation to Fieldwork II	1
OTA 254	Fieldwork Level II — Experience I	6
OTA 255	Fieldwork Level II — Experience II	6
OTA 256	Seminar	1

Related/General Education Courses

BIOL 220	Anatomy and Physiology I	3
BIOL 220L	Anatomy and Physiology Lab I	1
BIOL 221	Anatomy and Physiology II	3
BIOL 221L	Anatomy and Physiology Lab II	1
COMM 110	Fundamentals of Public Speaking	3
ENGL 110	College Composition I	3
FYE 101	Science of Success	1
PSYC 250	Developmental Psychology	3
PSYC 270	Abnormal Psychology	3
**Wellness Elective		2

Total Required Credits

70

* These courses are offered in an online platform and will include up to four Friday/Saturday face-to-face classroom session. Exams for online courses follow the NDSCS Distance Education Proctoring Guidelines.

** Recommended: HPER 217 Personal and Community Health or NUTR 240 Principles of Nutrition (and Diet Therapy). OTA courses must be taken in sequence. Sequencing of courses is available on the programs website at www.ndscs.edu/ota.

6. 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.
7. Specific immunizations, background checks, CPR certification (American Heart Association BLS Provider OR American Red Cross CPR/AED Professional Rescuer Course ONLY), health insurance, and First Aid Certification. **All requirements must remain current while in the program. Additional prerequisites (e.g. drug screening/finger printing) may be required dependent on site-specific student prerequisites. All requirements 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 Admission 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.

Revised: April 2019



To: Occupational Therapy Assistant Applicants for **Fall 2020**
From: Beth Schlepp, Department Chair, Occupational Therapy Assistant Program
Re: Program Selection Process

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 program is two years in length and leads to an Associate in Applied Science degree which makes the graduate eligible to sit for the National Board for Certification in Occupational Therapy.

This is a selective enrollment curriculum and applicants are required to follow a two-part selection process.

Positions in the program are limited. Once fall semester capacity is reached, applicants will be placed on a waiting list. Selection can occur if an opening should become available, up until the first day of classes fall semester. A scheduled visit to the college and meeting with a faculty member in the OTA program is highly recommended.

Fall Semester (first year): Students will be accepted into the program on a first come first serve 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 benchmark score(s) prior to the continuing 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. Applicants must have the ability to perform the *Essential Functions for the OTA Student* as listed on the college website www.ndscs.edu/ota and in the OTA Information and Selection Process Booklet.

If the selection criteria is met, an acceptance letter to the fall semester OTA class will be sent by Enrollment Services, until program capacity is reached. Registering for fall semester will complete the selection process.

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 1st**. Students will be notified of their status in the program prior to the end of fall semester.

1. Basic Entrance Exam results. Testing date/time to be announced.
2. Documentation of 20 hours of non-paid volunteer/community service or job shadow in Occupational Therapy.
3. Professional Development Assessment score results.
4. Departmental Interview scores.
5. Current fall semester grades for in-progress OTA and specific general education courses (must be in-progress or completed with a “C” or higher).
6. Additional admission points will be awarded for the following completed college level courses, as they appear on an official college transcript, passed with a “C” or higher: BIOL 220/220L Anatomy and Physiology I, BIOL 221/221L Anatomy and Physiology II, PSYC 250 Developmental Psychology and PSYC 270 Abnormal Psychology.
7. Specific immunizations, background checks, CPR certification (American Heart Association BLS Provider OR American Red Cross CPR/AED Professional Rescuer Course ONLY), health insurance and first aid certification.

Applicants will be selected on a point system and will be notified of their status prior to the end of fall semester.

Selection Process Checklist

The Occupational Therapy Assistant Program is a selective enrollment curriculum and applicants are required to submit an application to the college, meet the Fall Semester Selection requirements, receive an acceptance letter from NDSCS and register for Fall Semester Classes.

Program Admission Requirements are subject to revision. Please check with the program for current information.

Overview

Applicants will receive a letter of acceptance to the Occupational Therapy Assistant Program for fall semester, after the selection criteria has been met, from NDSCS Enrollment Services. To hold their position in the program, registration for fall semester classes must take place. Once program capacity has been reached, applicants will be placed on an alternate list and if openings should occur, can be accepted up to the first day of classes.

A secondary process takes place at the end of fall semester for advancing as an Occupational Therapy Assistant student into Spring Semester.

Steps for Selection - Fall Semester

- 1. Complete the NDSCS Admission process, submit an official high school transcript, all official college transcript(s) and any other information admission requires to Enrollment Services. Refer to NDSCS website for requirements at www.ndscs.edu/apply

New Student/ Transfer Student	Current Student or Continuing Student	Returning Student
Application	Change of Program	Re-Application
Forms can be found at www.ndscs.edu/apply		

High School Transcript

A final *official high school transcript will need to be submitted. If the applicant has not yet graduated from high school the current transcript can be submitted for the application process, BUT the final official transcript will need to be submitted after graduation and prior to beginning classes.

College Transcript(s)

College transcripts must be *official and submitted to the NDSCS Admissions and Records Office. If the applicant is currently completing courses an unofficial in-progress college transcript may be submitted for the application process, but an official transcript must be submitted after semester completion. Applicants must have a GPA of 2.25 or higher to qualify for acceptance to the program.

*Official transcripts are complete records of your educational background and must be sent to Enrollment Services directly from the high school and/or college's 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. Applicants are responsible for requesting their transcripts.

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 the continuing selection process. Contact the program to schedule the assessments in this applies. Detailed information about this process is in the back of this booklet.

3. Submit an 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. To schedule a Placement test; call 701-671-2256.

ACT Score
ACT or SAT scores are required for all applicants under age 25 (exceptions listed on *website). 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.
**Placement Test
Applicants age 25 and over (with no ACT) will complete the Placement Test. Applicants who have completed English 110 with a "C" or higher are exempt.

* www.ndscs.edu/apply

**For more information about placement testing, visit www.ndscs.edu/academics/services/asc or call 701-671-2256

4. Applicants (with a college transcript) must have a GPA of 2.25 or higher.

5. Review the Essential Functions for Occupational Therapy Assistants (below) to assure your ability to perform as an OTA student and complete the Essential Functions Verification form (located in this booklet).

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.

Essential Functions of Occupational Therapy Assistants

* Performance Level: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%

Physical Standards		Performance Level*
Lift	medium work strength to carry/maneuver heavy equipment	O
	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	F
Bend/Stoop	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	F
Kneel	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	F
Crouch	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	O
Crawl	for developmental interventions; engage in mat activities	O
Reach	for retrieval of items in closets, cabinets, etc.; to adjust equipment; to guard clients	F
Handle	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.	C
Dexterity	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	F
Stand	stand extended periods of time and for majority of working shift	C
Walk	within facility environment (internal) for assigned shift	C
Push/Pull	wheelchairs, hospital beds, scooters, Hoyer lifts, and other equipment including but not limited to IV poles, oxygen tanks, portable devices	F
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		Performance Level*
Tactile	<i>feel</i> 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	F
Auditory	<i>hear</i> 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	C
Visual	<i>see</i> 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)	C

	<i>read</i> 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	C
Communication Standards		Performance Level *
Speak	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)	C
Respond	to clients with communication disorders (aphasia, hearing loss), or those who use ESL	F
Comprehend	oral and written language, including health care terminology to communicate with clients, families, significant others, health care providers, and community	C
Write	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	C
Cognitive/Behavioral and Social/Behavioral Standards		Performance Level*
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)		C
Function safely, effectively, and calmly under demanding and stressful situations		C
Remain alert to surroundings, potential emergencies; respond to client		C
Prioritize multiple tasks and maintain composure while managing multiple tasks simultaneously		C
Sustain concentration to attend to demanding and continuous tasks throughout work shift (direct client care and service management tasks)		C
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		C
Maintain personal hygiene consistent with close personal contact associated with client care		C
Display attitudes/actions consistent with the core values and ethical standards of the occupational therapy profession		C
Display attitudes/actions to effectively engage in the supervisory process including acceptance of feedback, modifying behavior in response to feedback, and providing feedback		C
Display attitudes /actions to approach workplace problems in a mature and responsible manner; seek and utilize effective strategies to resolve problems		C
Abide by established policies and procedures of educational and health care institutions		C

Applicants/students for the Occupational Therapy Assistant Program must self-certify their ability to perform all essential tasks with or without reasonable accommodation in order 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.

Used with permission from Maureen Nardella, M.S., OTR/L, Department Chair, North Central Community College, Danvers, Massachusetts

Once the fall semester selection criteria have been met, the applicant will receive an acceptance letter from the college. Registration for fall semester classes will complete the acceptance process.

Spring Semester Program Continuation Process

(Detailed selection process information will be distributed during fall semester)

Based on selection points, students can continue in the program spring semester. The following criteria must be submitted or be on-file in the OTA department by **December 1st**. All students will be notified of their status by the end of fall semester.

1. Complete Basic Entrance Exam. Information about this exam can be found at www.atitesting.com

Current Assessment: Test of Essential Academic Skills (TEAS)

The TEAS is an aptitude test that measures basic essential skills in the academic content area domains of reading, mathematics, science and English/language usage. It is a four-section multiple-choice exam consisting of 170 questions.

Scheduling Exam

Exam dates and times will be posted fall semester, prior to the selection deadline. The student is responsible for the cost of the exam, \$65.00, and is payable by credit card the day of testing. The program will inform the student if there is a change in price of exam prior to testing. *If the student has previously taken the ATI TEAS, please check with the program to verify the version of the exam taken, if version is current, the student may submit an official transcript of the exam, ordered from ATI, to the program to meet this requirement.*

2. Submit documentation of 20 hours of non-paid volunteer/community service or observation of occupational therapy to your *CastleBranch Account*. Observation hours in occupational therapy are preferred. Below are some *suggestions* for volunteer hours that may also be used; contact the program for clarification of accepted hours.

Occupational Therapy	Human Services	Community
Nursing homes, school systems, hospitals, home health.	Food pantries, homeless shelters, Special Olympics, and others	Girl/Boy Scouts, Big Sister/Brother, flood preparation, care-giver, Relay for Life, and others

3. Professional Development Assessment score results.

Assessment	Criteria for Points
<p>Students will be assessed during fall semester in all OTA courses and liberal arts courses that apply toward the OTA Program of Study.</p>	<p>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</p>

4. Departmental Multi-Mini Interviews.

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

5. Current grades for completed or in progress OTA and general education courses.

Assessment	Criteria for Points
<p>Points will be awarded for each OTA and general education course at the time of the application deadline. If a student is accepted for spring semester and ends the semester with a grade lower than the required “C” in any course, the student will be dropped from the accepted list.</p>	<p>OTA 101,102,105,110 BIOL 220/220L, ENGL 110, PSYC 250</p>

6. Additional admission points will be awarded for the following completed college level courses:

*Courses	Criteria for Points
BIOL 220/220L Anatomy and Physiology II (Lecture/lab) BIOL 221/221L Anatomy and Physiology II (Lecture/Lab) PSYC 250 Developmental Psychology PSYC 270 Abnormal Psychology	All courses must be passed with a “C” or higher.

7. Meet the established Program Benchmarks for first semester OTA students including proof of the following verifications and health requirements by **December 1st**. *The program utilizes web-based clearing house (CastleBranch) for approval and tracking this data. Students will receive instructions for using this service at the beginning of fall semester. All requirements will be at the students’ expense. Student will be required to remain current in all requirements while in the program.*

Health Record Requirements:
a. documented evidence of Measles, Mumps, Rubella vaccination or Rubella positive titer. b. documentation of three Hepatitis B immunizations, positive titer or a waiver. c. documentation of Varicella (Chicken Pox) vaccinations or documented of positive titer. d. documentation of Tdap (Tetanus, Diphtheria & Pertussis) vaccination within the last ten years. e. documentation of a <u>two-step</u> TB Skin Test (Mantoux), QuantiFERON Gold blood test. 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. f. **documentation of a flu shot administered during the <u>current</u> flu season. <i>**This requirement will not be due until October 1 to ensure administration of current vaccination and will be a yearly renewal.</i>
Certifications:
CPR Certification (American Heart Association BLS Provider CPR OR_American Red Cross CPR/AED Professional Rescuer Course <u>ONLY</u>) and; First Aid Certification eLearning Safety and Security Certifications (completed fall semester)
Background Check – Drug Screening
Federal Background Check Finger printing (may be required dependent on fieldwork placement) Drug screening (may be required dependent on fieldwork placement)
Additional Requirements
a. Proof of Current Health Insurance b. Current Driver’s License c. Student Membership in AOTA



Occupational Therapy Assisting

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 (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 registration process for fall semester

What is the different between the fall semester selection process and the spring semester continuation in the program 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 at 701-671-2521 or email ndscs.admissions@ndscs.edu
- Occupational Therapy Assistant Program, Trese Saar at 701-671-2984 or 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 and Psychology

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

Please refer to the following pages for the Sequencing of Courses for the OTA Program.

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 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) 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 will be announced during fall semester and will be scheduled prior to the December 1st selection deadline. The cost of the exam is \$65.00 payable by the applicant via credit card the day of testing.

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

Yes, volunteer hours can be completed prior and during fall semester. For example, hours could be completed during the summer months before beginning classes. The Volunteer Hours Documentation Form is included in this booklet and is due December 1.

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?

Please schedule an appointment with the Department Chair to discuss this possibility.

Who can I visit with if I have any other questions?

Beth Schlepp, Department Chair, Occupational Therapy Assistant Program

Phone: 701-6761-2982

Email: elizabeth.schlepp@ndscs.edu

OR

Missi Twidwell, Associate Professor

Phone: 701-671-2685

Email: missi.twidwell@ndscs.edu

You can also schedule to visit to campus and the program (which is highly recommended) by going to www.ndscs.edu/get-started/actions-to-take/tour or calling 1-800-342-4325 ext. 32173 or 701-671-2173.

Quick Resources		
Application to NDSCS	www.ndscs.edu/apply	800-342-4325 ext. 32225 or 701-671-2225
Schedule a Campus Visit	www.ndscs.edu/tour	800-342-4325 ext. 32521 or 701-671-2521
Transcripts/Transfer Credits	ndscs.studentrecords@ndscs.edu	800-342-4325 ext. 32521 701-671-2521
Financial Aid	ndscs.fin.aid@ndscs.edu www.ndscs.edu/paying-for-college	800-342-4325 ext. 2207 701-671-2207
Fall Semester Selection Process	trese.saar@ndscs.edu	800-342-4325 ext. 32984 701-671-2984
Spring Semester Continuation	patti.wells@ndscs.edu	800-342-4325 ext. 32981 701-671-2981
Information about Program/Career Program Advisement	elizabeth.schlepp@ndscs.edu	800-342-4325 ext. 32982 701-671-2982

Allied Health Applicant English Language Learners (ELL) Placement

English proficiency is required for success as a student in an NDSCS Allied Health Program, and also as an employee in the healthcare field.

Applicants that have not completed **4 years of U.S. high school**, must take the English language proficiency exam(s) (listed below) and **achieve the benchmark score(s)** to apply to this program.

MELAB (includes Grammar, Reading/Comprehension, Vocabulary and Writing)

CaMLA (includes Pronunciation Assessment)

If applicant achieves the benchmark score (in all categories), the selection process to the program can continue. If the benchmark is not achieved (in any category), the applicant cannot continue the selection process. It is then recommended that the applicant complete the ELL Program of Study and retest to meet the benchmark scores. If the scores are met, the applicant can apply for the next available selection process to the program.

To schedule the English language proficiency exam (MELAB and CaMLA) contact:

Carol Bishop, Coordinator
 Intensive English Language Program
 North Dakota State University, Fargo, ND
 701-231-8850
carol.bishop@ndsu.edu

Cost: \$7.00

Request test results be sent to: alliedhealthcareers@ndscs.edu

MELAB Benchmark Scores		
Michigan Score	Writing Score	Placement
Below 80	Below 85	Recommend completion of ELL Program of Study and retest to continue selection process
80+	85+	Applicant can continue selection process to Allied Health Program
CaMLA Scores (Pronunciation Test)		
14 or Below		Recommend completion of specific courses and retest to meet benchmark score to proceed with selection process
15 or Above		Applicant can continue selection process to Allied Health Program (co-requisite courses may be recommended dependent on score)



Applicant Checklist – *Fall Semester Acceptance*

Use the checklist below to track your application requirements and the date you submitted them for file completion. Always check with the program to assure receipt of each item.

This form is for applicant use only and does not need to be submitted as part of the selection process.

Application Requirement	Date Submitted
*Application for Admission to NDSCS	
*Official or In-Progress High School Transcript	
*Official or In-Progress College Transcript(s) (if applies)	
*Official ACT Results and/or Placement Testing Results	
*Register for Fall Semester Classes upon receipt of acceptance letter from NDSCS Enrollment Services	
**Submit Essential Functions Verification	
** ELL (English as Second Language) test results (if applies)	

- * Submit to NDSCS Enrollment Services Office
- ** Submit to NDSCS Occupational Therapy Assistant Program

***NDSCS Enrollment Services Office**
 800 6th Street North | Wahpeton, ND 58076
 ndscs.admissions@ndscs.edu
 701-671-2203 | fax 701-671-2201

****NDSCS Occupational Therapy Assistant Program**
 800 6th Street North | Allied Health Center | Wahpeton, ND 58076
 trese.saar@ndscs.edu
 701-671-2984 | fax 701-671-3415



Essential Functions Verification

I have reviewed, understand and have the ability to perform the Essential Functions, 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 are in need of 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

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

Submit the form by emailing alliedhealthcareers@ndscs.edu or faxing 701-671-3403



800 6th Street North | Wahpeton, ND 58076 | alliedhealthcareers@ndscs.edu

Volunteer/Community Service Hours Documentation
Continuation to Spring Semester Process – Due December 1st

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**.

Site/Address	Activity	Hours Completed
Supervisor's Name (Please Print)	Email and Phone Number	Supervisor's Signature

Site/Address	Activity	Hours Completed
Supervisor's Name (Please Print)	Email and Phone Number	Supervisor's Signature

Site/Address	Activity	Hours Completed
Supervisor's Name (Please Print)	Email and Phone Number	Supervisor's Signature

Total Required 20 Hours



NDSCS HEALTH PROGRAMS

- Dental Assisting
- Dental Hygiene
- Health Information Technician
- Medical Coding
- Nursing
 - Practical Nursing (AAS)
 - Registered Nursing (ASN & AAS)
- Occupational Therapy Assistant
- Emergency Medical Services (EMS)
 - Emergency Medical Technician (EMT)
 - Paramedic Technology
- Pharmacy Technician
- Liberal Arts Transfer
 - Nursing
 - Pharmacy
 - Social Work



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*.

The North Dakota State College of Science is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 800-621-7440.