

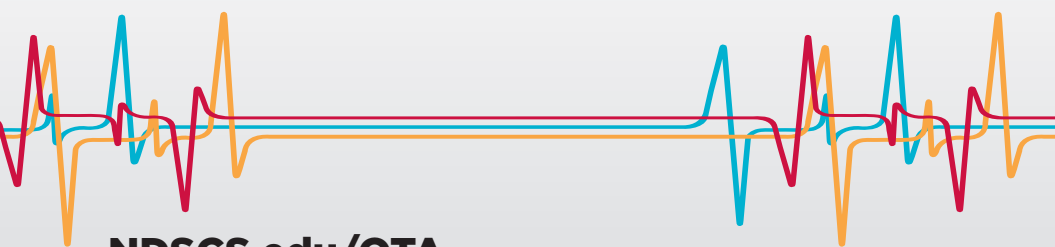


OCCUPATIONAL THERAPY ASSISTANT

Program Information and Selection Process Booklet



FALL 2021



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

NDSCS
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North Dakota State College of Science

INTRODUCTION

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

PROGRAM SELECTION DETAILS

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

English Language Learner's (ELL) Placement Requirements

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.

STEPS FOR SELECTION – FALL SEMESTER

1. Complete the NDSCS admission process and submit an official high school transcript and all official college transcripts to the Office of Admission.

New Student/Transfer Student	Current Student or Continuing	Returning Student
Application	Change of Program	Re-Application
Forms can be found at 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. <i>Information about transfer of courses</i> can be obtained by emailing ndscs.studentrecords@ndscs.edu or 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. Contact the program to schedule the assessments if this applies.

*** See English Language Learners (ELL) Placement Requirements in this booklet.**

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.

ACT Score
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.
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.

4. Applicants (with a college transcript) must have a 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 the 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.

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

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

3. Professional Development Assessment Scores.

Assessment	Criteria for Points
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.	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

4. Department Interview Scores.

Assessment	Criteria for Points
<p>Students will participate in a short interview process 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. 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.

*Courses	Criteria for Points
<p>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</p>	<p>All courses must be completed with a “C” or higher.</p>

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

4. 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 ENGLISH LANGUAGE LEARNERS (ELL)

PLACEMENT REQUIREMENTS

English proficiency is required for success as a student in the NDSCS Allied Health Programs, and 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 exams (listed below) and **achieve the benchmark score(s)** to apply to these programs.

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

CaMLA (includes Pronunciation Assessment)

MELAB Benchmark Scores		
Michigan Score (MELAB)	Writing (Essay) Score	Applicant Status
Average Score (of both) 79 or below		Recommend completion of specific courses (ELL Program of Study) <i>Exams can be retaken once</i>
Average Score (of both) 80 or higher		Applicant can continue selection process to the program
CaMLA Scores (Pronunciation Test)		
14 or Below		Recommend completion of specific courses (ELL Program of Study) <i>Exam can be retaken once</i>
15 - Above		Applicant can continue selection process to the program

If the applicant has a GED and was not born in the United States, the MELAB/CaMLA will need to be taken and benchmarks met.

To schedule the English language proficiency assessments contact:

MELAB:

Carol Bishop, Coordinator
Intensive English Language Program
North Dakota State University (NDSU)
carol.bishop@ndsu.edu

Cost: \$7.00

CaMLA:

Cindy Lee Deuser
Academic Services Center
North Dakota State College of Science
cindy.deuser@ndscs.edu

Cost: No Charge

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

Testing dates are limited for the MELAB (offered once a month), so it is highly recommended to begin this process as early as possible. CaMLA can be scheduled after completing the MELAB. Each exam can be retaken once.

Once both exams have been completed, the applicant will receive their scores.

If the applicant achieves the benchmark scores, the selection process to the program can continue. If the benchmark scores are not achieved, one retake is allowed for both exams.

If the benchmark scores are not achieved, it is recommended that the applicant complete the ELL Program of Study. Then retest to meet the benchmark scores. If the scores are met, the applicant can re-apply to the next available selection process to the program.

For assistance in registering for the ELL Program of Study, please contact:

Cindy Lee Deuser
Academic Services Center
North Dakota State College of Science
cindy.deuser@ndscs.edu

The TOEFL iBT can also be utilized to fulfill this requirement. *This assessment is not offered at NDSU or NDSCS.*

Minimum Cumulative Score of:

86 combined

AND Minimum individual Scores of:

Speaking	26
Writing	20
Reading	20
Listening	20

An official transcript must be submitted to fulfill the ELL requirement. Scores are valid for **two years** from the test date.

If the applicant achieves the benchmark score(s), the selection process to the program can continue. If the benchmark scores are not achieved, one retake is allowed per exam. *The MELAB and CaMLA could be taken for the reapplication process if the TOEFL is not available.

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)** 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 questions set up in multiple choice format with four-option answers. Questions are designed to test the basic academic skills you will need to perform in class in the areas of Reading, Math, Science and English and Language Usage.

TEST DETAILS	READING	MATHEMATICS	SCIENCE	ENGLISH AND LANGUAGE USAGE
Number of Questions	53	36	53	28
Time Limit (Minutes)	64 minutes	54 minutes	64 minutes	28 minutes
Specific Content Covered	Key ideas & details, craft & structure, integration of knowledge & ideas, pre-test questions	Numbers & algebra, measurement & data, pre-test questions	Human anatomy & physiology, life & physical sciences, scientific reasoning, pre-test questions	Conventions of standard English, knowledge of language, vocabulary acquisition, pre-test questions

For information on preparing for your TEAS, visit www.atitesting.com

STEPS FOR 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. **If you need to take a TEAS for a college selection process other than NDSCS, visit www.atitesting.com to find a testing site in your area.

Email: alliedhealthcareers@ndscs.edu (or the contact specifically listed for your programs selection process) for testing dates/times the test is being offered, and to schedule your test PRIOR to the selection deadline for the program you are applying to. There are numerous testing dates/times available each month.

Testing Location: North Dakota State College of Science
Allied Health Center (GAHC)– 213A
800 6th Street North | Wahpeton, ND 58076

If you are not able to make your reserved testing date, or need to change dates, please contact the program, using the email above, as soon as possible.

Create an Account

Once you have scheduled your test date, you will receive emailed instructions for creating an account with ATI. Your account will need to be created PRIOR to your testing date. Bring your login and password with you the day of testing.

If you have a previous ATI account established, do not create another one. Bring your user id and password with you the day of testing.

DO NOT order your TEAS Assessment from the ATI website. ONLY create an account.

Day of Testing

Arrive 30 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. If the name and photograph does not match, the examinee will not be allowed to test.

Each tester will also sign the testing roster with their legal name and email 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).

Personal belongings will not be allowed at the testing station. Backpack, purses, cell phones, etc. will need to be checked in 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.

A pencil and two pieces of paper will be distributed to each tester prior to the exam. The pencil and both pieces of paper must be turned in at the end of testing for the examinee to receive their score.

The exam allows three hours for completion. Results are available immediately after testing.

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 and will also receive a paper copy of your results. Staff will review your score, discuss possible retakes and review your selection file with you. 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 Assessment 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.

Version of TEAS Assessment

The current version of the test is **ATI TEAS Test (Version 6)**. If you have a previous TEAS test and it is not this version, you will need to retake the assessment. Please check with the program.

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 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) 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

Quick Resources		
Application to NDSCS	Website: www.ndscs.edu/apply	800-342-4325 ext. 32225 or 701-671-2225
Schedule a Campus Visit	Website: www.ndscs.edu/tour	800-342-4325 ext. 32173 or 701-671-2173
Transcripts/Transfer Credits	Email: ndscs.studentrecords@ndscs.edu Website: www.ndscs.edu/tes	800-342-4325 ext. 32521 701-671-2521
Financial Aid	Email: ndscs.fin.aid@ndscs.edu Website: www.ndscs.edu/paying-for-college	800-342-4325 ext. 2207 701-671-2207
Program Selection Process: Fall Semester	Email: trese.saar@ndscs.edu	800-342-4325 ext. 32984 701-671-2984
Program Continuation Process: Spring Semester	Email: patti.wells@ndscs.edu	800-342-4325 ext. 32981 701-671-2981
Information about Program/Career	Email: elizabeth.schlepp@ndscs.edu	800-342-4325 ext. 32982 701-671-2982
Program Advisement	Email: elizabeth.schlepp@ndscs.edu Email: missi.twidwell@ndscs.edu	800-342-4325 ext. 32982 701-671-2982 800-342-4325 ext. 32685 701-671-2685

APPLICANT CHECKLIST

For Applicant Use Only

Use the checklist below to track your application requirements. Always check with the program to ensure receipt of each item, as incomplete files will NOT be considered for selection. This form does not need to be submitted and is for the applicant's use to track selection requirements.

College/Program Admission Requirements - Fall Semester 2020

- 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 _____
- Schedule ELL Placement Assessments (*if applies*)
MELAB - Date/Time _____ Score _____
CaMLA - Date/Time _____ Score _____

Program Continuation Requirements – Spring Semester 2021 – Due December 1

- Submit Essential Functions Verification Date Submitted _____
- Schedule Assessment Examination
Date/Time _____ Score _____
- Complete and submit Volunteer/Job Shadow Hours
Date Submitted _____
- Complete Additional Program Requires; 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 alliedhealthcareers@ndscs.edu or faxing 701-671-3403



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

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*.

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

ADDITIONAL PROGRAM INFORMATION

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

* 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

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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	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)	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

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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.

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.*

Health Record Requirements:

- documented evidence of Measles, Mumps, Rubella vaccination or Rubella positive titer.
- documentation of three Hepatitis B immunizations, positive titer or a waiver.
- documentation of Varicella (Chicken Pox) vaccinations or proof of a positive titer.
- documentation of Tdap (Tetanus, Diphtheria & Pertussis) vaccination within the last ten years.
- documentation of a negative **two-step** 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.
- *documentation of a flu shot administered during the current flu season. ***This requirement will not be **due until October 1** to ensure administration of current vaccination and will be a yearly renewal.*
- documentation of current Health Insurance.

Certifications:

CPR Certification – American Heart Association BLS Provider or BLS for Healthcare Provider American Red Cross **ONLY**
First Aid Certification

Background Check/Fingerprinting/Drug Screen:

Criminal Background Check
Drug screening (dependent on fieldwork site requirements)
Fingerprinting and additional background checks may be required (dependent on fieldwork site requirements)

Health Insurance:

Submit documentation of current Health Insurance.

Students will be required to stay current with the above requirements while in the program. Additional requirements may be required dependent on individual fieldwork site student experience policies.

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 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 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*.

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.

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 217	Simulation Lab	1
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

71

* These courses are offered in an online platform and will include some evening and weekends 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 program's website at www.ndscs.edu/ota.

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 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. 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, background checks, CPR certification (American Heart Association BLS Provider OR American Red Cross BLS for Healthcare Provider 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 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.

Revised: April 2020

Suggested Sequence of Study (Standard)
(Students fully admitted into the program)

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.

Developmental Credits Needed:

Reading ___ASC 82 ___ASC 84
 Writing ___ASC 86 ___ASC 87 ___ASC 88
 Math ___ASC 90 ___ASC 91 ___ASC 92 ___ASC 93

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.

FIRST SEMESTER (Fall)				
Subject/Catalog	Course Title	Credits	Comments:	
OTA 101	Introduction to Occupational Therapy	3		
OTA 102	Disability Awareness	1		
OTA 105	Medical Terminology	2		
OTA 110	Introduction to Muscle Function	2		
BIOL 220	Anatomy and Physiology I	3		
BIOL 220L	Anatomy and Physiology I Lab	1		
FYE 101	Science of Success	1		
PSYC 250	Developmental Psychology	3		

Total Credits: 16

SECOND SEMESTER (Spring)				
Subject/Catalog	Course Title	Credits	Comments:	
OTA 111	Therapeutic Media	1		
OTA 112	Documentation	1		
OTA 113	Physical Disabilities I: Theory-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		
BIOL 221	Anatomy and Physiology II	3		
BIOL 221L	Anatomy and Physiology II Lab	1		
PSYC 270	Abnormal Psychology	3		

Total Credits: 17

SUMMER SEMESTER				
Subject/Catalog	Course Title	Credits	Comments:	
COMM 110	Fundamentals of Public Speaking	3		
ENGL 110	College Composition I	3		
*Elective	Wellness Elective	2	Recommended: NUTR 240/HPER 217	

Total Credits: 8

FOURTH SEMESTER				
Subject/Catalog	Course Title	Credits	Comments:	
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 217	Simulation Lab	1		
OTA 218	Aging	2		
OTA 219	Community Models of Occupational Therapy Practice	2		
OTA 252	Fieldwork Level I - Experience II	1		
OTA 253	Orientation to Fieldwork Level II	1		

Total Credits: 17

FIFTH SEMESTER				
Subject/Catalog	Course Title	Credits	Comments:	
OTA 254	Fieldwork Level II: Experience I	6	First 8-weeks	
OTA 255	Fieldwork Level II: Experience II	6	Second 8-weeks	
OTA 256	Seminar	1	1 week	

Total Credits: 13

TOTAL REQUIRED CREDITS FOR DEGREE: 71



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
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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.