



# Occupational Therapy Assistant Program: Application and Admission Process

***San Joaquin Valley College***

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www.sjvc.edu

Applications will be accepted starting on September 3, 2019  
through November 15, 2019

Deadline for submission is:

**November 15, 2019**

RIGHT TO CHANGE REQUIREMENTS: This application, its contents  
and attachments are subject to change, without notice, as  
***San Joaquin Valley College*** deems necessary or appropriate.

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***San Joaquin Valley College*** is in compliance with Title IV of the Civil Rights Act of 1964 as amended, Title IX of Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and all other applicable federal, state and local laws. ***SJVC*** does not discriminate on the basis of race, ethnicity, sex, national origin, age, disability, medical condition, marital status, sexual orientation or any other characteristics protected by law.

## **INTRODUCTION**

Thank you for your interest in San Joaquin Valley College's Occupational Therapy Assistant program! We can say with great assurance that since SJVC was founded, our cornerstone principle has not changed: we have an unwavering commitment to our students and their success. Please consider us your partner as you move through steps in the application process.

## **GENERAL INFORMATION**

### **PROGRAM OVERVIEW**

Enrollment in the *San Joaquin Valley College* OTA program is open to those individuals who meet the entrance requirements, have completed the application process, and are selected for the program.

The SJVC OTA program is in the progress of seeking accreditation through 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. AOTA's phone number is (301) 652-6611 e2914. At its meeting on July 26-28, 2019, ACOTE considered the Candidacy Application from the Occupational Therapy Assistant Program at San Joaquin Valley College-Fresno Campus, Fresno, California, and voted to GRANT CANDIDACY STATUS. As a result of this action, the institution may admit students into the Occupational Therapy Assistant Program according to the approved timeline (January 2020) and may proceed to the Preaccreditation Review step of the accreditation process. Upon obtaining accreditation from ACOTE, SJVC graduates will be able to sit for their national certification exam for Occupational Therapy Assistants, administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure to practice, however state licenses are usually based on the results of the NBCOT Certification Examination.

The complete curriculum is offered in four linear 20-week terms.

**Application for the OTA program - requires the following prerequisite General Education courses to be completed at the time of applying to the program.**

These courses must have been completed by time of application submission: Human Anatomy with lab, Human Physiology with lab, Writing and Composition, Intermediate Algebra or higher, General or Abnormal Psychology, Sociology, Introduction to Public Speaking or other communication, and Ethics.

If you have earned a Bachelor's degree from an institution of higher education recognized by the Council for Higher Education Accreditation or is otherwise validated for comparability to coursework for which it is accepted, then all of the general education prerequisite coursework may be fulfilled. The program will evaluate transcripts to ensure that the student has completed the following course requirements:

- General or Abnormal Psychology
- Human Anatomy with lab
- Human Physiology with lab

**NOTE:** Any prior convictions of a misdemeanor or felony may influence eligibility for state registration and eligibility to sit for National Boards as an Occupational Therapy Assistant. Applicants with prior convictions are urged to call Occupational Therapy Board of California at 1-916-263-2294 and NBCOT at 1-301-990-7979. Students accepted to the Occupational Therapy Assistant program are required to undergo a background check and/or urine drug screening test before starting the program or being placed at a clinical site. The cost of these procedures is paid for by SJVC. Failure to pass either or both of these procedures may interfere with clinical placement and/or acceptance of the student into the program.

### **TUITION AND FEES**

The admissions advisor will provide current tuition information. Included in tuition are, text books, lab supplies, library access, parking, membership in campus-based student organizations, health assessment, titers and immunizations [as applicable], drug testing, background check, liability insurance, graduation ceremony, licensure application and NBCOT fees.

Not included in tuition are required uniforms, shoes, CPR certification, transportation, meals, child care, and housing.

### **CURRICULUM OVERVIEW**

The General Education courses total 26 credit units. In order to progress from one term to the next, the student must meet all course requirements, including earning a grade of C or better in each course. The courses in the OTA program are presented in four consecutive, sequential terms, totaling 55 credit units. All these courses are required for licensure.

### **OTA COURSE REQUIREMENTS**

#### **OTA Term 1- 20 weeks**

OTA 10	Foundations of Occupational Therapy	3 units
OTA11	Occupational Therapy Practice	4 units
OTA12	Psychosocial Occupational Therapy Practice	3 units
OTA 12F	Psychosocial Occupational Therapy	

	Field Work I	1 unit
OTA13	Applied Kinesiology	4 units
<i>Total units term 1:</i>		<i>15 units</i>

#### OTA Term 2- 20 weeks

OTA 20	Physical Dysfunction in Occupational Therapy Practice with Lab	4 units
OTA 21	Therapeutic Media Applications	2 units
OTA 22	Conditions of the Adult and Geriatric Population	3 units
OTA22F	Conditions of the Adult and Geriatric Population Field Work I	1 unit
OTA 23	Adaptations and Assistive Technology In Occupational Therapy	2 units
<i>Total units term 2:</i>		<i>12 units</i>

#### OTA Term 3 - 20 weeks

OTA 30	Conditions of Children and Youth with Lab	4 units
OTA 31	Occupational Therapy Management	3 units
OTA 32	Contemporary Models of Practice and Emerging Practice Areas	2 units
OTA 33	Professional Seminar	3 units
<i>Total units term 3:</i>		<i>12 units</i>

#### OTA Term 4 - 20 weeks

OTA 40F	Occupational Therapy Assistant Field Work Level II A	7 units
OTA 41F	Occupational Therapy Assistant Field Work Level II B	7 units
OTA 42	National Board for Certification in Occupational Therapy Exam Prep	2 units
OTA 43	Professional Seminar 2	0 units
<i>Total units term 4:</i>		<i>16 units</i>

<i>OTA courses total</i>	55 units
<i>General Education Prerequisite courses total</i>	26 units
<b>Total:</b>	<b>81 units</b>

### TRANSFER OF CREDIT

The College has well-defined policies that govern the acceptance of credit for coursework completed at other institutions. For specific information, please review the current SJVC catalog.

### Credits Earned at Accredited Institutions

In general, **SJVC** may accept credits from regionally accredited institutions, nationally accredited institutions, or specialized and professional accrediting bodies as recognized by the Council on Higher Education Accreditation, the U. S. Department of Education or regulating commission.

### ENTRANCE REQUIREMENTS

For ALL applicants:

- Proof of graduation from high school or achievement of GED.
- Current CPR certification from American Heart Association. Certification must be maintained, at student's expense, throughout the program.

### PREREQUISITE GENERAL EDUCATION REQUIREMENTS

Completion of a minimum of 26 units of general education prerequisite coursework (GPA of 2.5 or higher) in the following subjects at a regionally or nationally accredited college or university:

Human Anatomy* with lab	4 units
Intermediate Algebra	3 units
Writing/Composition	3 units
Human Physiology* with lab	4 units
Sociology	3 units
General or Abnormal Psychology*	3 units
Intro to Public Speaking/ or other communication class	3 units
Ethics	3 units

**\*requires C (2.0) grade or higher**

### APPLICATION PROCESS

It is the responsibility of the applicant to provide required documentation as evidence of meeting entrance requirements.

1. The first step in the admissions process is to obtain and review the application and admission process packet. The packet may be downloaded from the SJVC web site at [www.sjvc.edu](http://www.sjvc.edu).
2. The 2<sup>nd</sup> step is to contact the SJVC OTA Admissions Advisor at (559) 448-8282 and schedule an appointment to attend one of the OTA information sessions on campus.
3. The 3<sup>rd</sup> step is to complete the OTA application file for admission. The admissions advisor is available to provide a tour of the campus and assist the applicant with gathering all information needed to complete the application file.

Follow up appointments will be scheduled as needed to answer questions, assist with financial aid, and schedule required exams and assessments. Student loans, grants, and scholarships are available to those who qualify.

All applicants will be required to submit transcripts of previous college coursework. Transcripts must be in an unopened, sealed envelope and have an official stamp embossed on the document.

### An application file must be submitted prior to the stated deadline for each class start.

The completed file must include the following documents:

1. Application for Admission OTA program PLUS supporting forms
2. Official Transcripts
3. One letter of professional recommendation
4. Copy of High School Diploma/GED
5. Copy of AHA BLS (CPR) card
6. Copy of Social Security card
7. Copy of Driver's License
8. Submission of OTA Volunteer Observation Form

When an applicant's file is complete, ATI TEAS assessment exams will be scheduled. After testing is complete, the applicant information will be scored. Applicants with the highest total points will be

scheduled for panel interviews. It is the applicant's responsibility to take tests on scheduled dates.

### **SELECTION PROCESS**

The final selection will be based on points earned in the following categories:

- ATI TEAS test results
- GPA scores for general education pre-requisite courses
- An essay, minimum of 500 words, on a topic assigned by the OTA department given after completion of the TEAS testing

Only applicants with the highest point totals will be scheduled for panel interviews. You must be selected for a panel interview to be considered for enrollment in to the OTA program at SJVC.

When the number of qualified applicants exceeds the capacity of the class, applicants may apply for admission the following year. It is the applicant's responsibility to reapply. No waiting list is maintained or priority given for previous applicants. Each class is selected of candidates with the highest points.

### **ACCEPTANCE**

Applicants will be notified of acceptance or non-acceptance by email. No selection results will be given by phone.

**NOTE:** It is the applicant's responsibility to notify the college of any address, email or phone number changes.

The student's written acceptance of admission must be received within two weeks after notification. Failure to notify the college with a "Confirmation of Acceptance" in the prescribed time is assumed to be a request to withdraw an application for enrollment.

The student will complete an enrollment agreement and make arrangements for payment of tuition in order to secure their space in the class.

Prior to the first day of class, students will be required to have a background check, drug screening and health assessment completed. SJVC will be responsible for fees associated with these requirement areas. Final clearance to enter the OTA program is contingent on passing these final requirements.

### **Health Assessment**

Students are required to submit a health assessment by a primary care provider documenting satisfactory

health and negative mantoux intradermal tuberculosis (TB) skin test or chest x-ray results.

Students are expected to have current immunizations including tetanus, measles, rubella, varicella, and hepatitis B. A valid immunization record or a laboratory report showing immunity must be provided prior to the beginning of classes.

**NOTE:** Students with known latex allergy or who develop a sensitivity/allergy must report this to their instructor/advisor immediately. **SJVC** will make available latex free products if available and with documented sensitivity.

Student must meet established physical and emotional requirements for safe clinical practice. Any concerns regarding health status issues should be forwarded to the OTA program Director.

### **CONSIDERATIONS**

The demands of the OTA program are many. Most students find it difficult to carry the load of the OTA program and work more than part time. Field Work scheduling, assignments, etc. cannot be altered due to an individual's outside employment.

Personal life issues need to be in balance to be successful. One must have reliable transportation, reliable childcare (if applicable), and an ability to be punctual to assigned classes and Field Work locations.

Field Work may be scheduled for day, and/or weekend shifts. Students rotate to various Field Work Sites throughout the San Joaquin Valley and must be able to meet the demands of a variable schedule.

### **CONCLUSION**

Should your education and career path lead you to **San Joaquin Valley College**, it will be our privilege to work with you, to contribute to the value of a better future for you and for those you love and for whom you provide.

# Supplemental Forms



# Application for Admission OTA Program

**Please Print or Type**

Date application submitted: \_\_\_\_\_ Application for Entry in \_\_\_\_\_  
MONTH YEAR

Name: \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Permanent Legal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Citizenship Status:  United States  Other (please specify) \_\_\_\_\_

Sex:  Male  Female Place of birth: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Marital Status:  Single  Married # of dependents: \_\_\_\_\_

Which group do you most identify with:  American Indian  Asian  Black  
 Pacific Islander  White  Hispanic

Can you provide proof of a high school diploma or GED for a four year high school  Yes  No

School and location: \_\_\_\_\_ Date of Diploma: \_\_\_\_\_

**UNDERGRADUATE COLLEGES OR SCHOOLS**

Name of Institution	City and State	Dates Attended	Degree/Cert Received

Do you have any chronic or reoccurring illnesses, emotional problems, or physical disabilities that might require special accommodations while in school or in Field Work assignments?  Yes  No

If yes please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any health care related work experience:

Name of Employer	Dates of Employment

Do you have a current BLS card from the American Heart Association?  Yes  No  
(Proof of current CRP card is required to complete the application process for this program)

**BACKGROUND CHECK**

**A criminal background check is required for enrollment in the OTA Program.** Have you ever been summoned, arrested, taken into custody, indicted, convicted or tried for a violation of any law or ordinance or the commission of any felony or misdemeanor (including traffic violations)?

Yes  No

If yes, please explain on a separate piece of paper and attach to the application.

The information completed above is true and accurate to the best of my knowledge.

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Signature of Applicant

Date





## Essential Functions Required for Occupational Therapy Assistant Program

**Instructions:** Read each item. If you agree that you can perform the skill without accommodation, indicate so by initialing that item. If you require accommodations or have concerns about your ability to perform the skill, attach to this document a separate, type-written explanation of your needs or concerns. Return this form and any necessary attachments with your enrollment acceptance materials.

### Motor Capability:

1. Move from room to room, maneuver in small spaces, squat, bend/stoop, reach above shoulder level, kneel, and climb stairs. Yes \_\_\_\_ / No (explain) \_\_\_\_\_
2. Lift and carry up to 50 lbs, and exert up to 100 lbs of force for pushing and pulling. Yes \_\_\_\_ / No (explain) \_\_\_\_\_
3. Transfer patients who may require physical assistance. Yes \_\_\_\_ / No (explain) \_\_\_\_\_
4. Guard and assist patients with ambulation and stand with excellent balance. Yes \_\_\_\_ / No (explain) \_\_\_\_\_
5. Perform exercise techniques, including applying resistance during exercise. Adjust, apply, and clean therapeutic equipment. Yes \_\_\_\_ / No (explain) \_\_\_\_\_
6. Use hands repetitively; use manual dexterity. Yes \_\_\_\_ / No (explain) \_\_\_\_\_
7. Perform CPR. Yes \_\_\_\_ / No (explain) \_\_\_\_\_
8. Travel to and from academic and fieldwork sites. Yes \_\_\_\_ / No (explain) \_\_\_\_\_
9. In the average clinical day students sit 1-2 hours, remain mobile 6-7 hours (mostly in standing), travel 1-3 hours. Yes \_\_\_\_ / No (explain) \_\_\_\_\_

### Sensory Capability:

1. Coordinate verbal, manual, and visual instruction. Yes \_\_\_\_ / No (explain) \_\_\_\_\_
2. Assess a patient 10 feet away to observe patients posture and response to treatment. Yes \_\_\_\_ / No (explain) \_\_\_\_\_
3. Respond to a timer, alarm, or cries for help in a timely manner. Yes \_\_\_\_ / No (explain) \_\_\_\_\_
4. Monitor vital signs. Yes \_\_\_\_ / No (explain) \_\_\_\_\_
5. Auditory, visual, and tactile abilities sufficient to assess patient status and perform treatments. (Example: color changes in skin, hear heart and lung sounds, feel for abnormalities in a joint). Yes \_\_\_\_ / No (explain) \_\_\_\_\_

### Communication Ability:

1. Communicate effectively in English with patients, families, and other health care providers, both verbally and written. Effectively adapt communication for intended audience. (Example: explain treatment procedures, teach patients and families, document in charts). Yes \_\_\_\_ / No (explain) \_\_\_\_\_

2. Interact, and establish rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. Yes \_\_\_ / No (explain) \_\_\_\_\_

3. Assume the role of a health care team member. Yes \_\_\_ / No (explain) \_\_\_\_\_

4. Function effectively under supervision. Yes \_\_\_ / No (explain) \_\_\_\_\_

**Problem Solving Ability:**

1. Function effectively under stress. Yes \_\_\_ / No (explain) \_\_\_\_\_

2. Respond appropriately to emergencies. Yes \_\_\_ / No (explain) \_\_\_\_\_

3. Adhere to infection control procedures. Yes \_\_\_ / No (explain) \_\_\_\_\_

4. Demonstrate problem-solving skills in patient care. (Measure, calculate, reason, prioritize and synthesize data). Yes \_\_\_ / No (explain) \_\_\_\_\_

5. Use sound judgment and safety precautions. Yes \_\_\_ / No (explain) \_\_\_\_\_

6. Address problems or questions to the appropriate person at the appropriate time. Yes \_\_\_ / No (explain) \_\_\_\_\_

7. Organize and prioritize job tasks. Yes \_\_\_ / No (explain) \_\_\_\_\_

8. Follow policies and procedures required by clinical and academic settings. Yes \_\_\_ / No (explain) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# ***San Joaquin Valley College***

## **OTA PROGRAM**

### **ACKNOWLEDGEMENT OF ENROLLMENT PROCESS**

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Name (Please print) \_\_\_\_\_

I have read all of the material contained in the SJVC OTA Program Application Packet and understand the application and selection process.

I understand the College reserves the right to revise program requirements and/or selection procedures.

I understand it is my responsibility to meet program requirements, ensure equivalency, follow proper application procedures, provide transcripts, and keep informed on revisions regarding degree requirements, program requirements, and selection process.

I understand that if I submit an application packet that is incomplete, or does not meet application/program requirements, I will not be considered for admission.

I understand that after my application is accepted and verified, it is my responsibility to notify the College of any changes in address, email and/or telephone number.

I understand that if I am admitted into the program, failure to notify the OTA Program office with a "Confirmation of Acceptance" in the allotted time prescribed constitutes grounds to assign my position to an alternate applicant.

I understand that if I am admitted into the program and I must decline acceptance due to financial or other reasons, my slot will go to another applicant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Occupational Therapy Assistant Volunteer Summary**

Name: \_\_\_\_\_

The SJVC OTA program requires a minimum of 15 hours of volunteer experience with an Occupational Therapist or Occupational Therapy Assistant for admission to the program.

Setting Name and Type (clinic, hospital, SNF)	Supervisor	OT or OTA	Hours

*\*If more than one setting is listed, a Volunteer Experience Form is needed for each.*

**OTA Volunteer Experience Verification Form**

Student Name: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Supervisor email:

Supervisor phone contact:

Name of Facility: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Dates Volunteered: \_\_\_\_\_

Total hours volunteered: \_\_\_\_\_

Duties and responsibilities performed or observed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above information is correct.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title