



Application for Occupational Therapy Assistant

Mail or hand deliver your completed application packet and the \$10.00 non-refundable application cost to:

Rebecca Fenton, OTA Program Director
Central Methodist University –
Assistant
Thogmorton Center for Allied Health CMU -
411 Central Methodist Square,
Fayette, MO 65248

OTA Program Attention:
Deborah Lackland, Administrative
Thogmorton Center for Allied Health
411 Central Methodist Square,
Fayette, MO 65248

Application Deadline	Date
Fall Application for Spring Acceptance	November 5 – December 5

Applicant Name:

Last First Maiden/Former Name

Address:

Street City State Zip

Phone: _____ CMU Email: _____

CMU ID: _____ ACT Score: _____ TEAS Score: _____

Completed Bachelor Degree: _____ GPA: _____

*Preferred method of contact regarding program acceptance/non-acceptance:

USPS Mail: _____ Email: _____

Education

Do you have a GED Certificate?

Yes No Year Received: _____

List the high school from which you graduated or will graduate and all colleges you have attended.

School	City and State	Degree Earned	Years Attended
<i>High School</i>			
<i>College/University</i>			

<i>College/University</i>			
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Course Checklist:

OTA General Admission Requirements		
Course Title	Course #	Grade
Required prior to formal admission into the OTA Program		
Human Anatomy and Physiology *		
Human Anatomy (<i>and</i>)	BI107	
General Physiology	BI205	
(<i>or</i>) Anatomy and Physiology Combined	BI109	
Allied Health: Introduction to Occupational Therapy*	AH 100	
Intro to Psychology*	PY101	
Kinesiology, Dynamics of Human Movement*	AH324	
Common Core Requirements for Associate of Science, Degree Planning		
Public Speaking	CT101	
Composition	EN120	
Religion and Human Adventure	RL122	
American Government	PS101	
Introduction to Literature	EN222	
College Algebra or (Elementary Statistics MA105)	MA103	
Freshman Survival Skills	CMU101	
Freshman Survival Skills	CMU102	
Common core requirements may be taken within the program, after formal acceptance		
Miscellaneous:	Certification # and Date	
CPR Certification: American Heart Association BLS		

*If you are unable to provide a final grade please note if you are currently enrolled in any of the above courses.

* If you have questions about course equivalencies for transfer purposes please contact the registrar's office or the OTA program director prior to submission of your packet.

References:

Provide the name, preferred contact and affiliation. Submit (2) professional references and (1) personal reference. Professional references may include an employer or educator. Personal references may include coaches, organization leaders, or other individuals who can attest to the students' character or professional and organizational skills. Do not use family members or friends.

Name	Phone Number	Affiliation

I hereby certify that the forgoing statements are true and correct to the best of my knowledge and belief and hereby grant the school permission to verify such.

Signature

Date

OTA Program Package Instructions

The Occupational Therapy Admissions Committee meets in late December to select the next OTA cohort. **Program applications are accepted between November 5th and December 5th of each year.**

Applicants will submit a completed package containing a completed OTA program application, a resume with three sealed reference forms, and a biographical handwritten essay. The following are the procedures for all applicants:

To be admitted to the OTA program, applicants must:

- 1) Meet all admission requirements to CMU and be fully admitted. This includes all high school and college transcripts. CMU Application
- 2) Applicants must meet certain academic standards, as the OTA curriculum prepares graduates to take a national certification examination. Applicants are expected to have completed a college prep program. Students are eligible to enroll in occupational therapy courses when the following requirements have been met:
 - a) Applicants must complete the Pre-OTA semester course requirements:
 - b) BI109 (BI107/BI205), PY101, AH100, and AH324
 - c) Applicants submit the application for admission to the OTA program and participate in the interview process.
 - d) ACT: Taken within the last three years of the date of application to the program, with a composite score of **20**. Students can choose to substitute a low or unavailable ACT score

with a TEAS score. The ACT can be waived and substituted with the TEAS exam if the student has an Associate or Bachelor's level degree or if the student's ACT is greater than 3 years old.

- e) TEAS: A TEAS-V score will be accepted for students having taken the ACT greater than 3 years prior to application or having completed 12 or more credit hours of college level course work (excluding dual credit). A score of 60 or higher is required. The TEAS-V is administered by the Division of Health Professions for a nominal fee.
- f) Applicants must score 20 or above on the ACT English sub score, OR have previously completed ENG110 and ENG111.
- g) Applicants who have earned a bachelor degree and carry a GPA of 2.75 are eligible for consideration for acceptance into the program without submitting an entrance exam score.
- h) GPA: A minimum cumulative GPA of 2.75 for all college coursework or a GPA of 3.0 for High School graduates. A minimum GPA of 3.0 in Science coursework is required. Students must maintain a cumulative GPA of 2.5. (Grades will not be rounded to next percentage).
- i) CPR: Students must have a current CPR certification through application date. Certification is acceptable through The American Heart Association.
- j) General Education Coursework: All general education courses must be completed with an earned grade of "C" or higher.
- k) OTA Pre-admission & Science Coursework: Applicant must have completed Anatomy & Physiology, Introduction to Psychology, Kinesiology, and Introduction to Occupational Therapy prior to acceptance into the OTA program. All prerequisite coursework must be completed or in progress before or during the semester of the deadline. Courses with a grade of "D" or "F" will not count towards any Allied Health program.
- l) Grades in Science Courses: Must maintain at least the equivalency of a "B-" in all science course work. Letters of academic reference are suggested.
 - i) Completion of the following prerequisite courses with a minimum GPA of 2.7 or letter grade of B-.
 - (a) Anatomy and Physiology with lab,
 - (b) Introduction to Occupational Therapy
 - (c) Kinesiology, Dynamics of Human Movement.Students must have earned a grade of "B-" or better in no more than two (2) attempts per course.
 - ii) Anatomy and Physiology courses must have been completed within five years of applying to program; students may explore the opportunity to avoid repeating this course by choosing to test out via a comprehensive exam of Anatomy & Physiology material.

- iii) Questions about course equivalencies for transfer purposes may be directed to the registrar's office or directly to the OTA Program Director prior to submission of your packet.

The Selection Process

1. The program coordinator and faculty members shall review all applications to the OTA program.
2. **Each completed applicant package includes:**
 - Completed OTA application form
 - Check or Money Order made out to S.O.T. A.
 - Resume
 - American Heart Association BLS CPR documentation
 - Handwritten Biographical essay
 - References (to be sealed and signed by reference across the seal)
3. Applicant files are divided into 3 tiers based on AH100 Advisory Board interviews, examination scores, essay scores, and GPA values.
4. Applicants may be accepted either "fully" or "pending successful completion of pre-requisite requirements." In addition, applicants may be admitted as an alternate. There will be at least two alternates per cohort. Students that are ranked as #16 and #17 will be offered the position of alternate. Alternates may reapply to the program during the next application process. Alternates are encouraged to meet with an OTA faculty advisor to confirm their continued interest in the program, delivery of an updated application with updated references and a reinstatement application fee delivered to the center for Allied Health.
5. All applicants accepted or on the wait list are notified of their status and are provided information regarding their responsibilities in completing mandatory requirements, including carrying out criminal background check, urine drug screens, and other mandatory items of applicant responsibility. Please note, additional cost to the student may be incurred.
6. An applicant forfeits her or his reserved seat in the program if she or he
 - a. Has not completed the mandatory requirements (other than coursework) prior to December 15th;
 - b. Does not meet the minimum requirements encompassed by the criminal background check and urine drug screen; or
 - c. Drops out of any required pre-requisite coursework or does not meet the academic requirements for that coursework (accepted pending).
7. Forfeited seats will be awarded to the next applicant or alternate from the applicant group who has completed the mandatory requirements.
8. Applications are considered only in the year in which they are submitted.
9. Applicants will be ranked on a point value system to achieve fairness and to promote objectivity in the selection process.
10. In the event that two applicants are tied for placement an admissions committee will be responsible for making the final decision regarding the applicant selection. The committee

may be comprised of (1) faculty member, (1) advisory board member, and an administrative official from within CMU, i.e. provost, department chair, or dean.

Occupational Therapy Assistant Application Student Checklist

Quick Checklist:

- Step 1. Completed CMU application form
- Step 2. Request all transcripts
- Step 3. Completed OTA Program Application form
- Step 4. Request references and official transcripts
- Step 5. Completed or currently completing all pre-requisite course work
- Step 6. ACT retake to achieve score 20 or completion of TEAS testing score 60
- Step 7. Submit packet of personal documents:
 - Handwritten Biographical essay
 - Resume
 - References and Reference Release Form
(to be sealed and signed across the seal by individual providing the reference)
 - American Heart Association CPR certification
- Step 8. Qualified applicants who have met the admission requirements and the criteria as defined by the OTA program will be considered for placement into the OTA program.

Step 1: Apply to CMU: Complete the Central Methodist University application. Take the TEAS test if ACT score is not available or requiring replacement. Picture ID is required. Depending on test results, some additional developmental course work may be required before acceptance into the program.

Step 2: Request high school transcript if a first-time student; otherwise, request all college transcripts. Transcripts of dual credit coursework must be sent by the credit issuing institution. Transcripts must be official, which means that they must be sent from the schools directly to CMU. These transcripts must be on file by the application deadline.

Step 3: Students must submit a completed OTA application form. Include the completed OTA application form with your package of personal documents. (*See Step 5*)

Step 4: Distribute three **reference release forms** to individuals who are able to comment on your academic potential, work performance, or potential to function in a healthcare field. The references need to be mailed, emailed, or hand delivered to the Allied Health Offices in the Thogmorton Building; emailed reference letters must arrive from the official **work email** address of the person providing the reference. Mailed and hand delivered references must be on official letterhead and sealed in an envelope with a signature placed across the point of seal. Reference letters must arrive no later than December 5th. It is good practice to provide persons with pre-addressed, postage paid envelopes to ensure your references arrive in a timely manner. Note, if the program application is not received by the deadline be aware that references will only be kept for six months.

Step 5: Complete all prerequisite coursework. All prerequisite coursework must be completed or in progress before or during the semester of the deadline. The following outlines the GPA standards:

- A minimum **cumulative** GPA of 2.75 on 4.0 scale for all previous college coursework.
- A minimum of 2.7 GPA on a 4.0 (B-) scale in defined Science coursework.
- A minimum of 2.7 GPA on a 4.0 (B-) scale in the course, Introduction to Occupational Therapy.
- A minimum of 2.7 GPA on a 4.0 (B-) scale in the course, Kinesiology, Dynamics of Human Movement.

Students currently enrolled in prerequisite coursework must provide documentation of current grades. Students from other colleges may provide a statement of midterm grade performance signed by the instructor(s) of the required course(s).

Anatomy and physiology coursework must be completed within five years of beginning the technical education component of the program.

If a class is repeated, only the grade from the second class will count. If a passing grade is not achieved after two attempts in any program prerequisite course(s), an applicant will not be considered for the program.

Step 6: Confirm your test scores before the deadline.

- Students that score below 22 on the ACT will need to retake the ACT exam or make arrangements to take the TEAS exam. ACT exams can be scheduled in the Center for Learning and Teaching for a set fee. TEAS exams can be scheduled through the PC Lab in the Thogmorton Allied Health Building for a set fee. Students may retake these exams as many times as they wish.

Step 7: Submit your packet of documents by the designated deadline.

- Handwritten Essay: Submit a handwritten essay, not to exceed three pages, which addresses the following: *Why did you select OT as a career? Describe how your personal, educational, and professional background will help you to achieve your goals. Describe your long term career goals. How does the profession of occupational therapy fit with your life goals? How does an Occupational Therapy degree relate to your immediate and long term professional goals? Describe any personal or professional strengths which will allow you to function effectively as an OTA student and eventual Certified OTA. Describe any personal or professional challenges which may influence your abilities as an OTA student or as a COTA.* The handwritten essay will be graded and ranked according to a strict rubric with specific criteria defined by the OTA program faculty.
- Resume: Submit a resume that includes the following information:
 - Name and Address
 - Educational background (institution, dates, area of study, graduation date, degree)
 - Employment records (employer, location, position, dates, & supervisor)
 - Volunteer work (organization, nature of work, dates, and supervisor)
 - Membership in professional/honor societies (name, dates)
 - Honors/awards received
 - Organizations/boards/committees on which you served
 - Primary interests/extracurricular activities

- Additional forms: Submit application form, all additional miscellaneous forms (copy of CPR certification, letters from professors confirming courses in progress and grades, etc.), completed reference release forms and sealed references.

Step 8: Qualified applicants who have met all of the above requirements may be considered for placement into the OTA program. The top 15 applicants will be offered a position in the program; required forms for immunizations and information regarding wellness certification and drug testing will be included in the welcome packet. Applicants will be notified indicating acceptance/non-acceptance into the program via USPS or if applicants prefer notification via email arrangements may be made. It is expected for all applicants to respond if they accept positions. Please notify the Allied Health Office of any changes in name, address, or phone number. Alternates may be chosen to step into a position should a top 15 spot become vacant. Applicants and alternates not selected for admission are eligible to apply during the next application cycle and may be considered for admission into the next cohort. Students who reapply are required to update all information each year, in addition students are responsible for ensuring they meet the minimum requirements in the event that standards are updated.

After Acceptance:

1. Students must provide vaccination records for Rubella, Tetanus, Mumps, Polio, Chicken Pox, and submit proof of or waiver of Hepatitis B vaccination
2. Students must provide proof of physical examination to ensure that they are physically capable of performing the required minimum physical standards of the occupational therapy assistant student
3. A criminal background check must be completed-students will be notified via mail or email regarding the process of completing this requirement. Students are responsible for the cost of this process. *
4. A drug screen will be completed prior to clinical participation- students will be notified via mail or email correspondence regarding the process of completing this requirement. Students are responsible for the cost of this screen. *
5. Students are required to be covered by a personal health insurance

*An unsatisfactory result on the criminal background check or drug screen may result in an individual's inability to participate in clinical education experiences. Clinical education experiences are required for successful completion of the program.

**A felony conviction may affect a graduate's eligibility for certification and credentialing.

CMU OTA Program
Reference Release Form

Instructions: This form is to be signed by the applicant and given to the person providing the letter of reference. This form is to be included with the submitted reference letter. References may be mailed on official letterhead stationary or received as an attachment via an official work email address. Please note, typed or handwritten letters of reference provided on stationary are to be returned in a sealed envelope with the provider's signature written over the seal. Reference letters are to be received in the Thogmorton Center for Allied Health office no later than the deadline of December 5th.

I, _____, choose to waive my right to access this reference and the person writing the reference understands that I will not have access to it.

I choose to retain access to references provided. I, _____, do **NOT** waive my right to access this recommendation, the person writing the reference understands that I can later ask to read his/her comments.

Signature of Applicant

Date