

Program Information and
Application Package for the

**Missouri Health Professions Consortium (MHPC)
Occupational Therapy Assistant (OTA)
Associate of Applied Science Degree Program**

Offered through the following institutions:

East Central College • Moberly Area Community College • North Central Missouri College
State Fair Community College • Three Rivers College

**Class of 2013
Deadline to apply: May 31, 2012**

Missouri Health Professions Consortium Partners:

East Central College, *Union, Missouri*
Linn State Technical College, *Linn, Missouri*
Moberly Area Community College, *Moberly, Missouri*
North Central Missouri College, *Trenton, Missouri*
State Fair Community College, *Sedalia, Missouri*
Three Rivers College, *Poplar Bluff, Missouri*
University of Missouri, School of Health Professions, *Columbia, Missouri*

NOTICE OF NON-DISCRIMINATION

The Missouri Health Professions Consortium and its member institutions do not discriminate on the basis of race, color, national origin, ancestry, gender, age, disability, veteran status, and marital or parental status in admissions, programs and activities, and employment. Inquiries concerning nondiscrimination should be directed to the following respective college representatives:

East Central College: Human Resources Director, 005-D Multipurpose Building, Union campus; telephone number 636-584-6710 or hrnotice@eastcentral.edu.

Moberly Area Community College: Angela Duvall, Office of Student Services, 101 College Avenue, Moberly, Missouri 65270, 660-263-4110, ext.11278

North Central Missouri College: Human Resources Director, North Central Missouri College, 1301 Main, Trenton, MO 64683, (660) 359-3948, Ext. 1502 or dcallihan@mail.ncmissouri.edu

State Fair Community College: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Director of Student Life and Development, Hopkins Student Services Center, (660) 596-7393.

Three Rivers College: Student Services Specialist/Coordinator of Disability Services (573)840-9605 located in the Welcome Center in the Bess Student Center, Poplar Bluff, MO 63901

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Program Information

The Missouri Health Professions Consortium (MHPC) Occupational Therapy Assistant (OTA) Program is coordinated through the University of Missouri School of Health Professions, and is offered through the following community colleges: East Central College (ECC), Moberly Area Community College (MACC), North Central Missouri College (NCMC), State Fair Community College (SFCC), and Three Rivers College (TRC).

It is important to note:

- MACC students attend OTA classes & lab sessions on the University of Missouri campus in Columbia
- SFCC students attend OTA classes & lab sessions on the SFCC campus in Sedalia
- ECC students attend OTA classes & lab sessions on the ECC campus in Union
- NCMC students attend OTA classes on the NCMC campus in Trenton but travel to SFCC in Sedalia to attend weekly lab sessions
- TRC students attend OTA classes on the TRC campus in Poplar Bluff but travel to ECC in Union to attend weekly lab sessions

In addition, all OTA students will be required to travel to Columbia 3-4 times throughout the program year to participate in “centralized lab” sessions that bring the students from all campuses together to participate in group lab sessions. Students are encouraged to carpool with classmates from their home campus.

Students interested in the MHPC OTA Program are admitted to the community college on the same basis as other students, but admission to the college does not guarantee admission into the Associate of Applied Science degree program in Occupational Therapy Assistant (OTA). Students in the MHPC OTA Program register for all OTA courses through the “home campus” at which they have applied and been selected for OTA program admission. General education courses may be taken at the home campus or transferred to the home campus from another institution (check with the home campus registrar’s office for course equivalencies).

The MHPC OTA Program curriculum includes on-campus classroom instruction (1-2 days/week, spring & summer semesters), on-campus laboratory instruction in Sedalia, Columbia, or Union as designated (1 day/week, spring & summer semesters), and an off-campus fieldwork component (2 days/week, spring & summer semesters and 5 days/week, fall semester).

The classroom lecture component in the spring & summer semesters is taught by University of Missouri faculty from a classroom in Columbia where the MACC students are located, and is broadcast to the OTA classrooms located at the ECC, NCMC, TRC, and SFCC campuses using interactive television (ITV) technology. In addition to ITV, other web-based instructional formats such as Blackboard, Tegrity, and WIMBA are utilized to teach course content.

For the laboratory component of the Program, an instructor meets face-to-face each week with the students who attend lab in Columbia (MACC students); Union (ECC students and TRC students); and Sedalia (SFCC students and NCMC students). NOTE: Students from NCMC will be required to travel to Sedalia, and TRC students will be required to travel to Union once each week to complete the required laboratory component of the Program.

The fieldwork component of the MHPC OTA Program takes place in an off-campus clinical setting in the “home campus” area. Students should be prepared to drive approximately one hour each way to their fieldwork location. Local OT and OTA clinicians serve as the fieldwork educators and supervise the OTA students during the required fieldwork rotations.

After all classes and fieldwork requirements are completed within the MHPC OTA Program, students graduate from their home campus. The MHPC OTA Program is full-time only, with courses offered in a specific sequence. Each summer, an average of forty-five students are selected to begin the program the following January. The professional year of the program (OTA coursework) is designed to be completed within 12 months (three 16-week semesters) beginning in January and ending in December.

OTA courses must be completed with a “C” or better while maintaining an overall 2.5 GPA or higher in order to progress to the OTA coursework of the next semester. The program involves student study groups as a required and critical element, and students in the class move through the entire degree sequence as a cohesive group or cohort. Once admitted into the professional year of the program, withdrawal from a course is equal to withdrawal from the program.

Accreditation

The MHPC OTA Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). A copy of the evaluator’s Report of On-Site Evaluation (ROSE) that indicates the program is in compliance with each accreditation standard as well as lists the program strengths and suggestions for program enhancement can be obtained by contacting the MHPC OTA office at (573) 884-5689. Following successful completion of coursework and passing of the national certification exam, individuals will be a Certified Occupational Therapy Assistant (COTA). In addition, Missouri requires licensure to practice; however, acquisition of a state license is based on the results of the NBCOT Certification Examination. A felony conviction may affect a student’s ability to secure a clinical fieldwork rotation and/or graduate’s ability to sit for the NBCOT Certification Exam or attain State Licensure.

For more information regarding the accreditation process, please contact the American Occupational Therapy Association:

Accreditation Council for Occupational Therapy Education
PO Box 31220
Bethesda, MD 20824-1220
Phone: 301-652-2682
TDD: 800-377-8555
accred@aota.org

Any concerns regarding the program’s compliance with its accrediting agency’s policies and/or college policies are subject to the Student Grievance Process as stated in the Student Handbook and available on the college’s website.

Program Mission

The Missouri Health Professions Consortium (MHPC) Occupational Therapy Assistant (OTA) Program exists to provide high quality, technical education to students in each community college district and service area. The program provides affordable general education options and skills-based professional preparation. Graduates are prepared for certification exam and subsequent entry into the workforce and/or transfer into a baccalaureate degree program.

The mission of the MHPC OTA Program is to educate and prepare occupational therapy assistants to provide occupational therapy interventions to the citizens of Missouri and neighboring states, especially those in rural and underserved areas. We educate and prepare generalists, to have the knowledge, skills and professional behaviors that are necessary to work in both traditional and emerging areas of practice. Our mission is consistent with the mission of the Consortium partners who have joined together in a forward thinking manner to provide resources, administrative structure and educational opportunities.

Professional Standards

Clinical Competence

The student will demonstrate all knowledge, skills and professional ability associated with the career path and described by the Accreditation Council on Occupational Therapy Education (ACOTE).

Professional and Ethical Conduct

The student will demonstrate a commitment to and an acknowledgement of the profession of Occupational Therapy and a respect for the ethics of the field specifically and health care professions generally.

Summary of MHPC Background, Drug Screening, Immunization and Physical Examination Policies

Criminal History

As a requirement of the application process for the Missouri Health Professions Consortium (MHPC) Occupational Therapy Assistant (OTA) Program in response to RSMO 660.317b and 660.315, students accepted into the program will be required to consent to release of their criminal history records (RSMo 43.450) for the sole purpose of determining the applicant's ability to enter patient care areas in order to fulfill the requirements of the OTA program. Any student who is found to have a criminal history for a class A or class B felony, as defined by state law, or is found to be on one of the governmental sanction lists will not be able to continue enrollment in the MHPC OTA Program. Acceptance into and completion of the program does not guarantee licensure. In addition, a felony conviction may affect a student's ability to secure a clinical fieldwork site and a graduate's ability to sit for the NBCOT Certification Exam or attain State Licensure.

Drug Screening

The purpose of the MHPC OTA Drug Testing Policy is to ensure that students entering the Program are drug and alcohol-free and to comply with the Drug-Free Schools and Communities Act Amendments of 1989. Offers of acceptance to the MHPC OTA Program are made as conditional offers. Applicants may be denied admittance if a positive drug screen is detected. An applicant who refuses to authorize and pay for testing or who tests positive for drugs, alcohol, or controlled substances may not receive a final offer of admission. A current OTA student who refuses to authorize and pay for testing or who tests positive for drugs, alcohol, or controlled substances may not be allowed to continue in the OTA program. A positive drug screen during the professional year may disqualify a student from participating in required course work involving client interaction and may affect the student's ability to complete the program.

Immunizations and Physical Examination

The purpose of the MHPHC OTA Immunizations and Physical Examination Policy is to ensure that students entering the Program are in a state of physical and mental health compatible with the responsibilities of a career in occupational therapy assistant and in general, working with individuals in a healthcare or other provider environment. Upon acceptance to the program, all incoming MHPC OTA students are required to have a physical examination and certain immunizations (forms will be provided) to comply with MHPC and clinical fieldwork site-specific policies. Childhood immunizations, if available, provide proof of many of the immunizations required. Applicants may be denied admittance if they are not in a state of physical and mental health compatible with the responsibilities of a career as an occupational therapy assistant and/or if they do not receive the proper immunizations.

Graduate Learning Outcomes

Upon completion of the MHPC Occupational Therapy Assistant Program, the graduate will be eligible to sit for the NBCOT certification exam. Upon passing the exam, graduates will be qualified to apply for Missouri licensure to deliver occupation therapy services to a variety of clients across the life span and in a variety of practice settings.

Graduates of the program will have experience in and be qualified to deliver entry-level occupational therapy services to clients focusing on the application of purposeful and meaningful activities. Skills will include utilization of clinical reasoning appropriate to the OTA role, transmission of the values and beliefs of ethical practice, and competence in order to meet career responsibilities and the client's occupational needs.

Bachelor of Health Science at MU

Articulation agreements will provide students who have graduated from the MHPC OTA Program the opportunity to complete a Bachelor of Health Science (BHS) degree at the University of Missouri in Columbia. Any student who has earned an Associate in Applied Science in Occupational Therapy Assistant from the MHPC OTA Program is guaranteed that MU will accept designated freshman and sophomore elective credits and all general education credits and will apply such to the BHS degree. Graduates of the MHPC OTA Program are **NOT** guaranteed admission to the University of Missouri's Master of Occupational Therapy Program, but rather will be evaluated equally to other prospective students as long as they meet the prerequisite requirements for entry into the program. For information regarding prerequisites for application to the MU Master of OT Program please visit: <http://healthprofessions.missouri.edu/ot/admissions.php>.

Pre-OTA Advising

Prior to applying for admission to the OTA Program, students are encouraged to meet with a pre-OTA advisor at the community college to make sure they are on track with completing the required general education classes.

Community College	Pre-OTA Advisor	Telephone
East Central College	Robyn Walter	(660) 584-6616
Moberly Area Community College	Ruth Jones	(660) 260-4110 x-11249
North Central Missouri College	Janet Vanderpool	(660) 359-3948 ext. 1310
State Fair Community College	Cindy Harmon	(660) 596-7305
Three Rivers College	Kim Shackelford	(573) 840-9680

OTA Program Academic Calendar

The MHPC OTA Program does not run on the same academic calendar as traditional college programs. Students should refer to their "home campus" academic calendar for enrollment and drop dates. The academic calendar for the OTA Class of 2013 is as follows:

Spring Session 2013 (January 7 – April 26)	OTA Program (2013 Cohort)
Classes Begin	January 7
Martin Luther King, Jr. Day (holiday)	January 21
President's Day (holiday)	February 18
MID-TERMS	Feb. 25-March 1
Spring Break	March 4-8
Final Exams	April 22-26

Summer Session 2013 (May 6-Aug 23)	OTA Program (2013 cohort)
Classes Begin	May 6
MID-TERMS	June 24-28
Memorial Day (holiday)	May 27
Independence Day (holiday)	July 4
Summer Break	July 1-5
Classes End	August 23
Final Exams	August 19-23

Fall Sessions 2013 (Aug 26 – Dec. 20)	OTA Fieldwork A (2013 Cohort)	OTA Fieldwork B (2013 Cohort)
Classes Begin	August 26	October 28
Labor Day (holiday)	September 2	TBD**
Columbus Day (holiday)	TBD**	TBD**
MID-TERM	September 20	November 22
Thanksgiving Holiday *	TBD**	TBD**
Classes End	October 18	December 20
MHPC OTA Graduation Reception (in Columbia)		January 2014
Commencement/Graduation Ceremony at home campus		May 2014

**OTA program holiday breaks are determined by the site where students complete their clinical hours.

MHPC OTA Professional Year Coursework Requirements

Students enrolled in the OTA Program must complete the coursework with a “C” or better while maintaining an overall minimum 2.5 GPA or higher in order to progress to the next semester.

<u>Semester 1 (Spring, 16-weeks)</u>	Credit Hours
OTA200 Foundations of Occupational Therapy	4
OTA205 Medical Conditions in Occupational Therapy	3
OTA210 Analysis of Occupations	2
OTA215 Mental Health and Psychosocial Practice	4
OTA220 Pediatric and Adolescent Practice	4
Total, Spring Semester	17

<u>Semester 2 (Summer, 16-weeks)</u>	Credit Hours
OTA250 Functional Kinesiology	2
OTA255 Physical Disabilities Practice	4
OTA260 Community Practice	3
OTA265 Ethics, Management, and Leadership	3
OTA270 Professional Skills/Capstone	3
Total, Summer Semester	15

<u>Semester 3 (Fall, 16-weeks)</u>	Credit Hours
OTA290 Level II A Fieldwork	8
OTA295 Level II B Fieldwork	8
Total, Fall Semester	16

Total Credit Hours, Professional Year **48**

Refer to the college catalog for course descriptions.

Estimated Student Costs for the OTA Program

Tuition and Fees for the MHPC OTA Program professional year (OTA coursework) will be higher than general education costs at the home campus. This is an estimate of student costs associated with the program, including tuition, books, supplies, immunizations, training/certifications.

<u>Semester 1 (SPRING, 16-weeks)</u>	
Tuition & Fees @ 17 credit hours/5 classes (paid directly to home campus)*	\$3,500.00
Books - estimated (paid to campus bookstore or ordered online)	800.00
FCSR Background Screenings (additional costs are incurred if student has resided in other states)	11.00
Drug Screening – estimated	50.00
Student Dues for American Occupational Therapy Association (AOTA)	75.00
Infection Control Training	10.00
Physical Examination (cost varies depending on healthcare provider/insurance coverage)	50.00
Immunizations estimates – as necessary if childhood immunization records are not available (costs will vary depending on healthcare provider & insurance coverage): Polio; Tetanus/diphtheria (Td) or Tetanus/diphtheria/pertussis (Tdap); Measles/Mumps /Rubella (MMR); Hepatitis B series; Varicella; TB Screening	500.00
American Heart Association “BLS for Healthcare Providers” Certification	50.00
Supplies (ID badge, goniometer, gait belt, lapel pin, polo shirts for fieldwork, miscellaneous school supplies)	190.00
Sub-Total, Spring	\$5,236.00
<u>Semester 2 (SUMMER, 16-weeks)</u>	
Tuition & Fees @ 15 credit hours/5 classes (paid directly to home campus)*	\$3,300.00
Books - estimated (paid to campus bookstore or ordered online)	700.00
Miscellaneous School Supplies	20.00
Sub-Total, Summer	\$4,020.00
<u>Semester 3 (FALL, 16-weeks)</u>	

Tuition & Fees @ 16 credit hours/2 classes (paid directly to home campus)*	\$3,325.00
Books - estimated (paid to campus bookstore or ordered online)	50.00
Additional Drug Screening (only if required by clinical fieldwork site)	50.00
Miscellaneous School Supplies	20.00
National Board Certified Occupational Therapy Exam Fee (paid directly to NBCOT)	490.00
Transcripts (required for NBCOT exam application)	20.00
Missouri Limited License Permit Fee	30.00
Missouri Permanent License Fee	70.00
Sub-Total, Fall	\$4,055.00
TOTAL Estimated Professional Year Cost	\$13,311.00

***Tuition & Fees are current for 2012 and are paid directly to the home campus, subject to change each year.** Specific tuition and fee rates may vary by campus but the total cost to the student remains the same regardless of home campus assignment. Total tuition and fee rates include tuition, professional program/course fees, student activity fees, technology fees and support services fees and do not vary based on student designation of in/out of district. **All other costs (books, immunizations, screenings, supplies, etc) are only an approximation.** Childhood immunization records provide sufficient proof for many of the required immunizations.

Transportation costs to travel to home campus, clinical lab and/or clinical fieldwork sites are not included above. Clinical fieldwork costs will vary throughout the professional coursework depending on location. If a student chooses a distant clinical fieldwork site, he/she is responsible for related living expenses, including transportation, room and board. Program costs above do not include ordinary costs of daily transportation, living expenses, child care, and medical insurance.

Program Questions

It is the intent of the Missouri Health Professions Consortium (MHPC) and all the cooperating schools to create the highest quality occupational therapy assistant program available. If you have questions or concerns regarding the program or any of its components, program policies or practices, please direct your concerns to the MHPC OTA Program Director at (573) 884-5689, or to the Allied Health Director at the home campus.

Sincerely,

Dr. Lea C. Brandt, OTD, MA, OTR/L
 OTA Program Director
 Missouri Health Professions Consortium
 203 Clark Hall
 Columbia, MO 65211
 Office: 573-884-5689
 Fax: 573-884-5929
 Email: brandtlc@health.missouri.edu
 Website: <http://mhpc.missouri.edu>

OTA Application Information

Thank you for your interest in the Missouri Health Professions Consortium (MHPC) Occupational Therapy Assistant (OTA) Program offered through East Central College (ECC), Moberly Area Community College (MACC), North Central Missouri College (NCMC), State Fair Community College (SFCC), and Three Rivers College (TRC). The MHPC OTA Program admissions process does not discriminate on the basis of race, creed, national origin, ancestry, gender, sexual orientation, age, veteran status, marital or parental status, or the presence of a non-job-related condition or disability.

*Students are required to **submit all application materials** to the Missouri Health Professions Consortium OTA Program office in Columbia, **by the deadline of May 31 for the cohort class that starts the following January.** Selection committees comprised of the program director and community college personnel will evaluate applicants for admission to the MHPC OTA Program.*

Admission to the MHPC OTA Program is competitive and applications are assigned points in each required category in order to determine campus ranking and student selection. The application procedures and selection process for the program are the same for all campuses participating in the MHPC OTA Program. Students are encouraged to apply to more than campus to potentially increase their chances of being selected for the program.

It is important to note:

- MACC students attend OTA classes & lab sessions on the University of Missouri campus in Columbia
- SFCC students attend OTA classes & lab sessions on the SFCC campus in Sedalia
- ECC students attend OTA classes & lab sessions on the ECC campus in Union
- NCMC students attend OTA classes on the NCMC campus in Trenton but travel to SFCC in Sedalia to attend weekly lab sessions
- TRC students attend OTA classes on the TRC campus in Poplar Bluff but travel to ECC in Union to attend weekly lab sessions

In addition, all OTA students will be required to travel to Columbia 3-4 times throughout the program year to participate in “centralized lab” sessions that brings the students from all campuses together to participate in group lab sessions. Students are encouraged to carpool with classmates from their home campus.

To qualify for the Missouri Health Professions Consortium (MHPC) Occupational Therapy Assistant (OTA) Program, you must:

Apply for community college admission

Meet all requirements for admission to the college, including a completed student admissions file, and arrange for high school and all college transcripts to be sent to the college, including transcripts for dual credit coursework. Please note that it may take a few weeks for official transcripts to arrive from other colleges. Therefore, do not delay in requesting transcripts as they must be received by the **May 31st** OTA application deadline.

Students who wish to apply to the program at more than one campus **MUST** apply for community college admission at each campus and submit all official transcripts to each campus. Prospective students must first be accepted for community college admission before they can be accepted to the MHPC OTA Program. OTA applications will not be reviewed unless high school & college transcripts are on file at the home campus community college by the May 31st deadline.

Meet the Cumulative GPA Requirement

A minimum overall/cumulative 2.5 GPA (Grade Point Average) or higher is required in all college coursework at the time of OTA application submission. Points are earned in the OTA application review process for GPA; higher cumulative GPA's will receive more points than lower cumulative GPA's.

Grade Point Average is calculated using all college coursework completed, whether or not the coursework is specifically required for entrance into the OTA Program. Students with coursework older than 5 years may request up to 12 credit

hours (with grades of “C” or lower) be waived from the GPA calculation. Waivers are not guaranteed but will be reviewed and approved on a case-by-case basis. To request a waiver for older coursework grades, please contact the MHPC OTA Program office at (573) 884-5689.

Meet the General Education Coursework Requirements

Prior to beginning the OTA Program in January, students must successfully complete the following courses with a “C” or better and maintain the required minimum overall 2.5 GPA or higher (some coursework may require prerequisite study; students should consult the community college catalog or an academic advisor):

Requirement	Course equivalency at each community college				
	ECC	MACC	NCMC	SFCC	TRC
Human Anatomy w/Lab (4 credits)	BI2102 and BI2112	BIO205	BI240	BIO207	BIOL 231
Human Physiology w/Lab (4 credits)	BI2113 and BI2212	BIO209	BI242	BIO208	BIOL 232
Public Speaking (3 credits)	CT1003 or CT1103	SPK101	SP175	SPTH101	SCOM 101 or SCOM 110
English Composition I (3 credits)	EN1223	LAL101	EN101	ENGL101	ENGL 111
General Psychology (3 credits)	PY1103	PSY101	PY121	PSY101	PSYC 111
Human Lifespan Development (3 credits)	PY2403	PSY205	PY233	PSY210	PSYC 243
Medical Terminology (1-3 credits)	HS1113	BOE171	AH160	MEOF101	ALHE 125 or IST149
Intermediate Algebra or higher (3 credits)	MT1303	MTH100	MT110	MATH117 or MATH112	MATH 153 or MATH 163
US & State Constitution Requirement: American History or US Government (3 credits)	HI1103 or HI1203 or RPS1203	HST105 or PSC105	HI103 or PL216	HIST101 or HIST102 or POLS101	GOVT 121
Electives (1-3 credits) Students must complete at least 30 credit hours consisting of general education coursework and electives	FS1001 and any PE	SKL101 or CIT101 or SOC101 or PHI152	any elective (suggested: AH211 or SO107)	any elective (SOC100 is recommended)	LBSC 100 or SOC111

Points are earned in the OTA application review process for general education coursework completion; applicants with all general education classes completed will earn more points than applicants who have not completed all required classes. In addition, applicants who earn an “A” in Anatomy and/or Physiology coursework will earn additional points in the application review process. Strong preference will be given to students who complete general education prerequisites at a MHPC partner institution.

Students may submit their OTA Application prior to completing all of the general education classes. In this case, offers for program admission are contingent upon the applicant completing the remaining coursework during the summer and fall semesters before OTA classes begin in January.

General education classes may be completed at colleges other than the home campus. Students must send an official transcript documenting completion of, or enrollment in, general education coursework for those courses to be recognized as completed or in-progress during the selection process. It is the student’s responsibility to make sure coursework from another college transfers as the course equivalent at the home campus. **Proof of general education course completion must be submitted prior to beginning the OTA classes in January.**

Any student accepted into the program who fails to meet the admission contingency of completing the prerequisite courses with a “C” or better or who fail to maintain the minimum 2.5 GPA in the fall semester will not be eligible to begin the program in January.

Anatomy and Physiology coursework must be no older than 5 years; students with Anatomy and Physiology coursework older than 5 years must either retake the coursework or request a waiver of the 5-year policy. Waivers are not guaranteed but will be reviewed and approved on a case-by-case basis. To request a waiver, please contact the MHPC OTA Program office at (573) 884-5689.

Submit to Background and Drug Screenings

Understand that criminal and caregiver background screenings as well as drug screenings will be required if accepted into the OTA Program. A summary of our policies relating to background checks and drug screenings is included with this packet. Please arrange to meet with the OTA Program Director if you have any questions about the implication of such screenings **prior** to applying to the OTA program. Please note: A felony conviction may affect a student’s ability to fulfill the necessary criteria required for successful completion of fieldwork and subsequent graduation from the program, as well as a graduate’s ability to sit for the NBCOT Certification Exam and/or attain State Licensure.

Obtain Basic Life Support Certification

Upon acceptance into the program, students will be required to obtain **Basic Life Support (BLS) for Healthcare Providers** certification in the fall semester before OTA classes begin in January, and certification must be maintained for the duration of the program. This certification is available through the American Heart Association (www.heart.org) and must specifically be for “healthcare providers”. Training offered through any other entity may not be accepted, contact the MHPC OTA office at (573) 884-5689 if you have questions.

Each home campus participating in the MHPC OTA Program also offers BLS certification for healthcare providers, check with the Allied Health office for course offerings or check with your local hospital or the American Heart Association website to search for BLS Healthcare Provider training in your area. It is recommended that applicants arrange to attend the BLS healthcare provider training prior to being accepted into the program. If you already hold “BLS for Healthcare Provider” certification, please include a copy of your card with your OTA application materials.

Capacity Standards

Students must be in a state of physical and mental health compatible with the responsibilities of a career as an occupational therapy assistant and in general, working with individuals in a healthcare or other provider environment. Upon acceptance to the program, a physical examination, selected diagnostic tests and immunizations will be required (forms will be provided). In addition, students must carry liability/malpractice insurance coverage throughout the duration of the OTA Program; this coverage is available from the home campus and may be included in tuition/fees or it may be an additional expense depending on the policy at each home campus.

Orientation for New OTA Students

Students accepted to the program from all campuses must attend a **mandatory** one-day orientation session to be scheduled on a Saturday in mid-December on the University of Missouri campus in Columbia. Bringing the entire cohort class together on the same day will allow for a faculty/student meet & greet prior to the start of OTA classes in January. The group will review the OTA student handbook; policies and procedures; training on the technology and course delivery platform; student roles and responsibilities; dress codes and equipment; and OTA class schedules for the year.

OTA Application Process

To apply for admission to the MHPC OTA Program, you must submit the following documents to the MHPC OTA Program office before the **May 31st** application deadline:

1. Application for Program Admission

After applying for community college admission & submitting all transcripts to the college, you must complete the enclosed **Application for Program Admission** (see pages 16-18). The admission process is very competitive and there are a limited number of seats per campus; therefore, applicants are encouraged to apply to the program at more than one campus to increase their chances of being accepted to the program. Students wishing to apply to more than one campus will need to submit only one OTA application packet to the MHPC OTA Program office.

Applicants who are accepted to the program at more than one participating campus may select which of those campuses to enroll and attend OTA classes. Personal interviews with the OTA faculty may be requested as a component of the student selection process and will take place on the University of Missouri campus in Columbia on a Friday or Saturday in July. Applicants will be notified by email at least one week in advance of the interview date/time.

2. Observation Form(s)

Complete a **minimum of 8 hours** observation with an occupational therapist or an occupational therapy assistant at one or more clinical sites of your choosing. Review and complete the enclosed **Observation Form** (see page 19). A separate form should be used for each facility, and the occupational therapy practitioner must sign the form for verification.

Students considering a career in a health science field generally, and occupational therapy assistant specifically can make a more informed education choice based on personal experience or observation. While at any clinical site, students must maintain the highest level of professional decorum to include appropriate dress, limited jewelry, and a professional appearance. Specifically, no jeans, t-shirts or sweatshirts, no tennis shoes or open-toed sandals are to be worn, tattoos should not be visible, and jewelry is limited to one earring per ear lobe. Overall appearance must be neat and clean and inspire confidence in the patient-provider interaction.

Types of facilities that employ occupational therapists or occupational therapy assistants include hospitals, nursing homes, rehabilitation centers, school systems, mental health facilities, and therapeutic riding centers. These requests are made quite frequently and you will find most facilities accommodating. Be prepared to discuss your reason for the request and your availability. Students should begin this process at least 6 months before the application is due as some facilities will not be able to accommodate your request on a short time frame.

It is recommended that you observe more than 8 hours and in multiple OT settings to gain an understanding of the diversity of the profession. Points are earned in the OTA application review process for clinical observation; applicants who complete more than the minimum and in more than one clinical OT setting will earn more points than applicants who complete only the minimum required observation hours. You will need to reflect upon your observation experience in the essay required as part of the application process.

3. Recommendation Forms

Submit a minimum of two recommendations using the enclosed **Recommendation Forms** (see pages 20-23). Forms should be completed by a professional reference, other than a relative, who has knowledge of your work, academic performance, volunteer experiences, or other experiences relevant to the occupational therapy profession.

The recommender should mail the form directly to the MHPC OTA Program office or they may choose to return the form to the applicant to be submitted with other application materials. Recommendation forms must be received at the MHPC OTA Program office before the **May 31st** application deadline.

Written letters of recommendation may be attached to the completed recommendation forms. Letters submitted without a completed form will not qualify as a valid recommendation. Points are earned in the OTA application review process for recommendation; therefore, it is important that the reference answers all questions on the form.

4. Essay

Submit a 1-2 page typed **essay** (double spaced, 12 point font) on why you want to join the occupational therapy profession. Include in this essay a reflection of your clinical observation experience and your definition of occupational therapy. Essays will be evaluated for writing skills and will impact your admission to the program.

The essay is an important component of the application process and many of the OTA classes are writing intensive so good writing and communication skills are important. Students in the MHPC OTA Program are required to write research papers, submit clinical progress notes and give presentations. Communication is extremely important for healthcare professionals because they must be able to communicate with clients as well as other members of their team such as physicians, nurses, and therapists.

Applicants are encouraged to utilize the home campus writing center for assistance. The writing center may not be able to help with your OT-related wording but they would be able to help with writing mechanics, such as critical thinking, clarity, organization, and professionalism, as well as sentence structure, organization and clarity. **The essay must demonstrate the applicant’s ability to meet academic requirements, including speaking, reading, and writing the English language.**

Points are earned in the OTA application review process for the essay component; essays that meet formatting requirements, are outstanding in content, organization and style and are compelling in nature (drawing on personal experience to persuade the reviewer) will score more points than essays that only meet minimum requirements. Tip: 1-2 page limit means the length should be at least 1 full page but no more than 2 full pages; points will be deducted if the essay is less than 1 full page or more than 2 full pages.

The essay scoring rubric is included below to use as a reference when writing your essay (do not submit this rubric with your application materials):

ESSAY RATING SCALE

U (Unsatisfactory): Does not meet minimum requirements: is inaccurate, unclear, or inappropriate.

S (Satisfactory): Meets minimum requirements. Is accurate, but the overall quality needs improvement. Is competent, but maybe superficial, lack focus and organization, or contains a number of distracting errors.

AS (Above Satisfactory): This essay contains all essential elements and meets minimum requirements. Quality is evident in accuracy, clarity and appropriateness. This essay is insightful, but may lack in fluidity or other critical thinking elements.

GS (Gold Star): This is an ‘A+’ Essay demonstrating insightful analysis as well as meeting all essential elements. This item exceeds requirements. Quality is evident in accuracy, clarity and appropriateness. Essay is outstanding in content, organization and style.

ESSENTIAL ELEMENTS	YES	NO
Typed; no pencil-over-white out corrections or other messiness		
Follows correct format: 1-2 page limit (at least 1 full page but no more than 2 full pages), typed, double- spaced, 12 pt. font.		
Addresses primary question of why applicant wants to join the occupational therapy profession.		
Includes a reflection of the observation at the occupational therapy clinical site(s).		

CRITICAL THINKING	U	S	AS	GS
Demonstrates general understanding of the occupational therapy profession.				
Writer is able to pair personal perspective with an accurate depiction of occupational therapy in practice.				
Essay is compelling, drawing on experience to persuade audience.				
Essay demonstrates genuine reflection and thoughtful analysis of the applicant’s personal goals as they relate to becoming an occupational therapy assistant.				
CLARITY AND ORGANIZATION	U	S	AS	GS
Introduction gives a sense of purpose to the essay, including a strong thesis statement.				
Each paragraph is logically developed, (topic sentence and supporting statements) and relates to the				

purpose of the essay. The material is clustered logically.				
There is strong conclusion which summarizes essay and supports writer’s argument for admission to the program.				
PROFESSIONALISM	U	S	AS	GS
Written from the perspective of the applicant.				
Essay uses terminology which supports human dignity, and is free from language that may be perceived as disparaging or offensive.				
MECHANICS OF WRITING	U	S	AS	GS
Free from errors in grammar, spelling, punctuation, usage				
Sentences fluid and varied in form and length.				
Essay contains smooth transitions between sentences & paragraphs.				

5. Student Release of Information Form

Complete the enclosed **Student Release of Information Form** (see page 24) that gives your consent for the home campus to release your student transcript to the Missouri Health Professions Consortium for the purpose of determining your eligibility for acceptance to the OTA Program.

6. Acknowledgement of Technology Requirements Form

Review and sign the enclosed **Acknowledgement of Technology Requirements Form** (see page 25) to indicate you understand the technology requirements of the program. The MHPC OTA Program is a partially distance-based allied health program which utilizes e-technologies to deliver a large portion of course content and as a means of communication with program faculty and staff.

7. Performance Standards for OTA Students

Review and sign the enclosed **Performance Standards for Occupational Therapy Assistant Students** (see page 26) to indicate you understand the physical requirements of the Program.

OTA Application Submission

Complete and/or collect the required documents (items #1-7 above), place in one large envelope and **submit to the MHPC OTA Program office address listed below** prior to the **May 31st** application deadline. Be sure to follow instructions on all forms. Please note: Recommendation forms may be mailed separately; however, application packets will not be reviewed until both recommendation forms are received. Applications will be considered “incomplete” if recommendation forms do not arrive by the deadline.

Submit application materials to:

Missouri Health Professions Consortium
 OTA Admissions Office
 203 Clark Hall
 Columbia, MO 65211

All application materials must be received by **May 31st** for the cohort class that begins in January. Only complete application packets will be considered. Please contact the MHPC OTA Program Office at (573) 884-5689 if you have questions about the OTA application process.

You may wish to review the “OTA Frequently Asked Questions (FAQ) Advising Form” and other informational documents posted on the MHPC website <http://mhpc.missouri.edu> (click on the “occupational therapy assistant” program link) prior to submitting your application materials. The information posted on the website will give a better understanding of the program requirements and student expectations.

Applicant Interviews

Interviews may be requested as a component of the student selection process and will take place on the University of Missouri campus in Columbia on a Friday or Saturday in July. The MHPC OTA office will notify applicants by email at least one week in advance of the interview date/time.

Selection Process

Enrollment in the MHPC Occupational Therapy Assistant Program is limited and the Program may not be able to offer admission to all qualified applicants. Only students meeting all admission criteria and submitting all required documentation by the application deadline will be considered. Completed applications received by the **May 31st** deadline will be evaluated utilizing selection criteria established in advance by the program director and admissions committee. A screening score determines the ranking of applicants for admission for each cycle. Applicants applying through the corresponding community college are ranked independently using the same admission criteria and selection procedures. Alternates may be identified and admitted dependent on available slots. Decisions of the OTA Admissions Committees are final.

The MHPC OTA Program Office will notify students of their application status by email during the first week of August. If you have questions, please feel free to contact the MHPC OTA Program office at (573) 884-5689 or send an email to Kim Earney, OTA Admissions Coordinator, at earneyk@health.missouri.edu.

Sincerely,

Dr. Lea C. Brandt, OTD, MA, OTR/L

OTA Program Director

Missouri Health Professions Consortium

203 Clark Hall

Columbia, MO 65211

Office: 573-884-5689

Fax: 573-884-5929

Email: brandtlc@health.missouri.edu

Website: <http://mhpc.missouri.edu>

Missouri Health Professions Consortium (MHPC)
Occupational Therapy Assistant (OTA) Program
Application for Program Admission
Class of 2013

Section A. Personal Information (please print)

Name _____				
First	Initial	Last	Maiden Name	
Address _____				
City _____			State _____	Zip _____
Home Phone: (_____) _____			Cell Phone: (_____) _____	
Social Security No. _____				
Email: _____				
List a current email that you check frequently; all correspondence from the MHPC OTA Program will be via email.				

Section B. Campus Selection

<input checked="" type="checkbox"/>	Indicate which campus you wish to apply for the MHPC OTA Program (select any/all campuses where you are willing to commute or relocate for the OTA coursework portion of the program January - August):
	East Central College (attend classes & weekly lab in Union)
	Moberly Area Community College (attend classes & weekly lab in Columbia)
	North Central Missouri College (attend classes in Trenton, attend weekly lab in Sedalia)
	State Fair Community College (attend classes & weekly lab in Sedalia)
	Three Rivers College (attend classes in Poplar Bluff, attend weekly lab in Union)
<p>If you have indicated more than one campus above, be sure to indicate your 1st preference, 2nd preference, 3rd preference, etc. Applying to the program at more than one campus could potentially increase your chances of being selected for the program. <i>In order to be considered for the program at one or more of the campuses, you must first apply for college admission and submit high school/college transcripts to each of the colleges you select above before the May 31st deadline.</i></p>	

Section C. Official Transcripts

<input checked="" type="checkbox"/>	Indicate which college(s) you have submitted your official transcripts (only if you are not currently enrolled at the college):
	East Central College, Admissions Office, 1964 Prairie Dell Road, Union MO 63084
	Moberly Area Community College, Admissions Office, 101 College Avenue, Moberly MO 65270
	North Central Missouri College, Admissions Office, 1301 Main Street, Trenton MO 64683
	State Fair Community College, Admissions Office, 3201 West 16 th Street, Sedalia MO 65301
	Three Rivers College, Admissions Office, 2080 Three Rivers Blvd, Poplar Bluff MO 63901

Section D. Checklist

<input checked="" type="checkbox"/>	Checkmark each item below to indicate you have completed each step and/or included each required document in your OTA application packet.
	I am currently a student at the selected campus and/or have applied for college admission to each campus selected above.
	I have requested that my high school transcripts and all college transcripts be sent to each campus selected above.
	I am attaching the Observation Form(s) signed by OT or OTA for verification (minimum of 8 hours observation required).
	I am attaching at least two Recommendation Forms completed by professional references (OR my professional reference will submit the forms directly to the MHPC OTA Program office before the May 31 st deadline).
	I am attaching my essay on why I want to join the occupational therapy profession that includes my definition of occupational therapy and a reflection on my observation experience(s).
	I am attaching the signed Student Release of Information Form .
	I am attaching the signed Acknowledgement of Technology Requirements Form .
	I am attaching the signed Performance Standards Form .

Applicant Name: _____

Section E. Education Background Information

High School _____
 Name of School City/State Year Graduated or GED

List all colleges you have attended, including dual credit (attach a separate page if more space is needed to list additional colleges):

 Name of School City/State Dates Attended Degree Received

 Name of School City/State Dates Attended Degree Received

 Name of School City/State Dates Attended Degree Received

You must submit all high school & college transcripts to the campus where you wish to apply for the MHPC OTA Program. OTA applications will not be reviewed unless all transcripts are on file by the application deadline.

Section F. Program Prerequisites/General Education Course Requirements

Course	College	Year Completed or Semester Enrolled	Number of Credit Hours	Grade Received
Human Anatomy w/lab				
Human Physiology w/lab				
Intermediate Algebra or higher				
Medical Terminology				
English Composition I				
History/Government				
General Psychology				
Human Lifespan Development				
Public Speaking				
Electives (see page 10 for the required electives list)				

Section G. Work Experience

Please list your recent part-time and/or full-time paid work experience:

 Job Title Employer Name City/State Begin/End Dates # hours/week

 Job Title Employer Name City/State Begin/End Dates # hours/week

 Job Title Employer Name City/State Begin/End Dates # hours/week

 Job Title Employer Name City/State Begin/End Dates # hours/week

Were any of these positions related to the occupational therapy profession or did you work frequently with an OT or OTA? If yes, please explain:

Applicant Name: _____

Section H. Volunteer Experience

Please list your recent volunteer experience(s) (add another sheet of paper if you wish to list more volunteer experience):

Organization Name: _____
City/State: _____ Begin/End Dates: _____
Describe your volunteer duties with this organization: _____

Organization Name: _____
City/State: _____ Begin/End Dates: _____
Describe your volunteer duties with this organization: _____

Organization Name: _____
City/State: _____ Begin/End Dates: _____
Describe your volunteer duties with this organization: _____

Were any of these volunteer experiences related to the occupational therapy profession? If yes, please explain: _____

Section I. Criminal Background

Have you ever been arrested for, charged with, pleaded guilty to, or been convicted of a felony? ____ Yes ____ No
Have you ever received a suspended imposition of sentence or suspended execution of sentence for a felony? ____ Yes ____ No
If yes, please indicate your felony class: _____

Note: Students with certain felony convictions are eligible for Program acceptance but there may be implications relating to completion of fieldwork, eligibility to take the NBCOT certification examination, and/or eligibility for state licensure. Applicants with a felony arrest, charge, or conviction MUST contact the MHPC OTA Program office at (573) 884-5689 prior to submitting their application. Students may be required to submit a written explanation of the felony arrest, charge, or conviction in order to be considered for acceptance to the Program.

Have you previously applied to the MHPC OTA Program? ____ Yes ____ No

Do you hold current Basic Life Support (BLS) certification with the American Heart Association?
____ Yes ____ No (if yes, please submit a copy of your card with your application materials)

I certify that I am physically and mentally able to perform the essential duties and functions (with reasonable accommodations if necessary) of an occupational therapy assistant and that all aforementioned information is correct. I understand that if any of the above facts have been misrepresented, it will be sufficient cause for being declared ineligible or dismissed from the program.

Signature of Applicant

Date

If there are any additional details you wish the OTA admissions committee to consider about your application, please explain (attach another sheet of paper if more space is needed): _____

Missouri Health Professions Consortium (MHPC)
Occupational Therapy Assistant (OTA) Program

Applicant Observation Form

To the applicant: Please observe a minimum of 8 hours in one or more occupational therapy clinical site and use a new form for each site. *It is recommended that students observe more than 8 hours and in more than one clinical OT setting.* Students should contact the site in advance and schedule the observation while an occupational therapist or occupational therapy assistant is on duty. Please take this form with you and obtain the clinician's signature to verify your observation hours. Return this completed form with your application packet.

Date(s) of Observation

Total Number of Hours Observed

Student Name (please print)

Facility/Clinical Occupational Therapy Site

City/State

To the clinician: As an admission requirement to the MHPC OTA Program offered at East Central College; Moberly Area Community College; North Central College; State Fair Community College; and Three Rivers College, applicants are required to observe an OT or OTA for a minimum of 8 hours in one or more clinical settings. If the information listed above for the prospective student is correct for today's observation, please complete the section below, sign the form and return it to the student.

Type of OT setting(s) that the student observed at this facility on the above date(s):

- | | | |
|--|---|--|
| <input type="checkbox"/> Pediatrics: home health | <input type="checkbox"/> Adult: acute care | <input type="checkbox"/> Adult – Home Health |
| <input type="checkbox"/> Pediatrics: out-pt | <input type="checkbox"/> Adult: in-pt rehab | <input type="checkbox"/> Mental Health |
| <input type="checkbox"/> Pediatrics: in-pt | <input type="checkbox"/> Adult: out-pt rehab | <input type="checkbox"/> Community Practice |
| <input type="checkbox"/> Pediatrics: school system | <input type="checkbox"/> Adult: sub-acute / LTC | <input type="checkbox"/> Other: _____ |

Please list the diagnoses the student observed during this experience: _____

Printed Name of Observed OT or OTA

Signature and Credentials

Did the student present himself or herself in a professional manner? _____ Yes _____ No

Is your facility currently a fieldwork site for the MHPC OTA Program? _____ Yes _____ No _____ I do not know

If no, would you be interested in serving as a fieldwork educator? _____ Yes _____ No _____ Maybe

If yes or maybe, please list your telephone number or email address: _____

Thank you for sharing your time and expertise. We appreciate the support! Please complete the comment box below or contact our office if you have further comments regarding this applicant.

For more information about the program:
 Lea Cheyney Brandt, OTD, MA, OTR/L
 MHPC OTA Program Director
 203 Clark Hall
 Columbia, MO 65211
 Office: 573-884-5689
BrandtLC@health.missouri.edu
<http://mhpc.missouri.edu>

Additional comments about this applicant:

Missouri Health Professions Consortium (MHPC)
Occupational Therapy Assistant (OTA) Program

Recommendation Form

To the Applicant: Please complete Section A and then present this form to the recommender along with a stamped envelope addressed to the MHPC OTA Program office (mailing address is located on the next page). Alternatively, the recommender may return the form to you to submit with your application materials. Forms should be completed by a professional reference, other than a relative, who can attest to your character and work ethic, and preferably by someone who is familiar with the occupational therapy profession.

PLEASE NOTE: Recommendations are due by the May 31 deadline. Applications will not be reviewed unless recommendations are on file by the deadline.

Section A for the Applicant to Complete:

Name _____		
First	Initial	Last
WAIVER OPTION		
The Family Education Rights and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing his or her right to inspect letters of recommendation. The applicant's signature below constitutes a waiver; no signature means the student will have the right to read this reference.		
Applicant's Signature _____		Date _____

Section B for the Recommender to Complete:

How long have you known the applicant? _____
How well do you know the applicant? <input type="checkbox"/> Very Well <input type="checkbox"/> Moderately Well <input type="checkbox"/> Slightly
In what capacity do you know the applicant? _____

To the Recommender: Graduates of the MHPC Occupational Therapy Assistant Program are expected to pursue careers where they will work closely with individuals who have varying disabilities and challenges. Your assessment of their potential is essential in the procedure used for selection of final candidates. Please complete commentary on the next page and mail to the address listed on the next page. The student should have provided a stamped addressed envelope for your convenience. Alternatively, you may return the form to the student and he/she will submit the form with his/her application.

Section C for the Recommender to Complete:

Please carefully assess the applicant in the following areas, comparing this applicant to others you have known who have similar levels of experience or education.	Excellent	Above Average	Average	Below Average	Unable to Judge
Communication Skills: Command of oral and written language, clarity, coherence and facility of expression.					
Motivation for the OT Profession: Solid commitment based on mature values and a realistic view of the profession.					
Maturity: Self-control, unselfishness, realistic self-appraisal, ability to cope with life situations.					
Reliability: Honesty, trustworthiness, conscientiousness.					
Perseverance: Steadfastness in purpose, disciplined work habits, stamina and endurance.					
Interpersonal Relations: Effective response and sensitivity to the feelings and needs of others, compassion.					
Emotional Stability: Performance under pressure, absence of tension symptoms, mood stability.					
Intellectual Ability: Facility in understanding new ideas, perception of relationships between concepts, insight.					
Resourcefulness: Adaptability to new situations, effective use of available resources, originality.					
Judgment: Ability to analyze a situation and make an appropriate decision, common sense.					

Section D for the Recommender to Complete:

We are interested in obtaining an accurate profile of the applicant's capacity for the profession. We would appreciate your additional comments regarding the areas in which you rated the candidate on the previous page.

Strengths: _____

Concerns: _____

Recommendation:

Recommend Enthusiastically

Recommend

Do Not Recommend

Recommender Signature _____ Date _____

Please print name _____

I am an Occupational Therapist Occupational Therapy Assistant Other _____

If you are not an OT or OTA, please let us know your level of familiarity with the profession of Occupational Therapy:

Telephone _____ E-mail _____

Please mail this recommendation form before the May 31st deadline to: (or give it back to the student)

Missouri Health Professions Consortium
Attn: OTA Admissions Office
203 Clark Hall
Columbia, MO 65211

For additional information about the MHPC OTA Program, please contact:

Lea Brandt, OTD, MA, OTR/L
OTA Program Director
Missouri Health Professions Consortium
203 Clark Hall
Columbia, MO 65211
Tel: (573) 884-5689
E-Mail: BrandtLC@health.missouri.edu
<http://mhpc.missouri.edu>

Missouri Health Professions Consortium (MHPC)
Occupational Therapy Assistant (OTA) Program

Recommendation Form

To the Applicant: Please complete Section A and then present this form to the recommender along with a stamped envelope addressed to the MHPC OTA Program office (mailing address is located on the next page). Alternatively, the recommender may return the form to you to submit with your application materials. Forms should be completed by a professional reference, other than a relative, who can attest to your character and work ethic, and preferably by someone who is familiar with the occupational therapy profession.

PLEASE NOTE: Recommendations are due by the May 31 deadline. Applications will not be reviewed unless recommendations are on file by the deadline.

Section A for the Applicant to Complete:

Name _____		
First	Initial	Last
WAIVER OPTION		
The Family Education Rights and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing his or her right to inspect letters of recommendation. The applicant's signature below constitutes a waiver; no signature means the student will have the right to read this reference.		
Applicant's Signature _____		Date _____

Section B for the Recommender to Complete:

How long have you known the applicant? _____
How well do you know the applicant? <input type="checkbox"/> Very Well <input type="checkbox"/> Moderately Well <input type="checkbox"/> Slightly
In what capacity do you know the applicant? _____

To the Recommender: Graduates of the MHPC Occupational Therapy Assistant Program are expected to pursue careers where they will work closely with individuals who have varying disabilities and challenges. Your assessment of their potential is essential in the procedure used for selection of final candidates. Please complete commentary on the next page and mail to the address listed on the next page. The student should have provided a stamped addressed envelope for your convenience. Alternatively, you may return the form to the student and he/she will submit the form with his/her application.

Section C for the Recommender to Complete:

Please carefully assess the applicant in the following areas, comparing this applicant to others you have known who have similar levels of experience or education.	Excellent	Above Average	Average	Below Average	Unable to Judge
Communication Skills: Command of oral and written language, clarity, coherence and facility of expression.					
Motivation for the OT Profession: Solid commitment based on mature values and a realistic view of the profession.					
Maturity: Self-control, unselfishness, realistic self-appraisal, ability to cope with life situations.					
Reliability: Honesty, trustworthiness, conscientiousness.					
Perseverance: Steadfastness in purpose, disciplined work habits, stamina and endurance.					
Interpersonal Relations: Effective response and sensitivity to the feelings and needs of others, compassion.					
Emotional Stability: Performance under pressure, absence of tension symptoms, mood stability.					
Intellectual Ability: Facility in understanding new ideas, perception of relationships between concepts, insight.					
Resourcefulness: Adaptability to new situations, effective use of available resources, originality.					
Judgment: Ability to analyze a situation and make an appropriate decision, common sense.					

Section D for the Recommender to Complete:

We are interested in obtaining an accurate profile of the applicant's capacity for the profession. We would appreciate your additional comments regarding the areas in which you rated the candidate on the previous page.

Strengths: _____

Concerns: _____

Recommendation:

Recommend Enthusiastically

Recommend

Do Not Recommend

Recommender Signature _____ Date _____

Please print name _____

I am an Occupational Therapist Occupational Therapy Assistant Other _____

If you are not an OT or OTA, please let us know your level of familiarity with the profession of Occupational Therapy:

Telephone _____ E-mail _____

Please mail this recommendation form before the May 31st deadline to: (or give it back to the student)

Missouri Health Professions Consortium
Attn: OTA Admissions Office
203 Clark Hall
Columbia, MO 65211

For additional information about the MHPC OTA Program, please contact:

Lea Brandt, OTD, MA, OTR/L
OTA Program Director
Missouri Health Professions Consortium
203 Clark Hall
Columbia, MO 65211
Tel: (573) 884-5689
BrandtLC@health.missouri.edu
<http://mhpc.missouri.edu>

Missouri Health Professions Consortium (MHPC)
Occupational Therapy Assistant (OTA) Program

Student Release of Information Form

To the applicant: Please complete this form and return it with the OTA application materials by the **May 31st** deadline.

In order to determine an applicant's eligibility for acceptance to the OTA Program, the Missouri Health Professions Consortium will need to review transcript information, including grades, GPA, and enrollment information.

Social Security Number: _____

Name (please print): _____

Maiden/Alias Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

I understand that some of my records may be protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) and cannot be released without my written consent. I hereby waive all provisions of the law and privilege relating to the records described in this disclosure. I certify that this consent has been given freely and voluntarily. This authorization is good for the academic year in which it was signed unless revoked in writing.

Student Signature

Date

Missouri Health Professions Consortium (MHPC)
Occupational Therapy Assistant (OTA) Program

Acknowledgement of Technology Requirements Form

To the applicant: Review this form to indicate you understand the technology requirements of the OTA Program. Sign and return the form with your OTA application materials by the **May 31st** deadline.

The Missouri Health Professions Consortium (MHPC) Associate of Applied Science Occupational Therapy Assistant (OTA) Program is a partially distance-based allied health program which utilizes e-technologies to deliver a large portion of course content and as a means of communication with program students, faculty and staff. Through a combination of didactic coursework, classroom/laboratory practice, and clinical fieldwork experiences, students will learn the profession of occupational therapy assistant. Aspects of all of these learning environments will require familiarity with internet based technologies. In addition to internet based technologies, interactive television will also be readily utilized to convey course content and will primarily be broadcast originating from the University of Missouri campus.

Offers of acceptance to the MHPC OTA Program are made as conditional offers. In addition, to the satisfactory completion of general education courses, a satisfactory background check, and a negative alcohol, drug, and/or controlled substance test, applicants are required to acknowledge the integral use of technology in the delivery of this program. Technologies include, but are not limited to: internet, e-mail, Blackboard, interactive television (ITV), online database searching, web-based lecture capture, internet streaming video review, and other e-technologies as assigned as integral components of the MHPC OTA Program. While many of these technologies are accessible through any computer with access to the internet, students may be required to travel to the “home” campus to attain consistent, high-speed access compatible with viewing of content-specific materials. Students are also required to attend classes on campus delivered through the ITV format.

Students are NOT required to have a personally owned computer or home-based high speed internet access as these materials and services are made readily available at all “home” campuses. However, current MHPC OTA students report that personally owned laptop computers and access to high speed internet connections in their homes leads to increased satisfaction and a more convenient and accessible virtual learning environment.

I have read and understand the above technology requirements related to the MHPC OTA Program and hereby acknowledge that in order to successfully complete the program I will need to utilize said technologies for communication with program faculty and staff, access to course content, assignment submission, and dialogue with fellow classmates and colleagues in these virtual environments.

Name (Please Print): _____

Signature: _____

Date: _____

Missouri Health Professions Consortium (MHPC)
Occupational Therapy Assistant (OTA) Program

**Performance Standards for
Occupational Therapy Assistant Students**

To the applicant: Review and sign this page to indicate you understand the performance standards listed on the next page. Return the signed page with your application materials by the **May 31st** deadline.

Student Responsibilities:

Occupational Therapy Assistants (OTAs) work under the supervision of an Occupational Therapist (OT), helping people with physical, cognitive, social or emotional problems reach maximum independence in daily living skills. OTA's work in a variety of settings: hospitals, schools, out-patient clinics, mental health facilities as well as community agencies and businesses. During your academic experience, you will be exposed to learning environments which are challenging and reflective of job demands typical of future practice as an OTA. Your education also includes fieldwork at varying facilities which will involve direct client contact and involvement with community professionals. Compliance and demonstration of performance skills related to physical as well as professional standards of practice are a requirement for successful completion of the MHPC OTA Program.

Students are expected to follow professional standards set by the MHPC OTA Program and to conduct themselves in an ethical and responsible manner with other students, faculty, administrators, all program and College facilities, community professionals and clients, equipment, and supplies.

Performance Standards for Successful Completion of the Occupational Therapy Assistant Program:

These Performance Standards should be used to assist each applicant and student to determine if they are otherwise qualified to be an Occupational Therapy Assistant. It is the policy of the Missouri Health Professions Consortium to provide reasonable accommodations for individuals with disabilities. If you need an accommodation due to a disability under the Americans with Disabilities Act, please contact the MHPC OTA Program Office at (573) 884-5689.

Upon completion of the Associate of Applied Science degree in Occupational Therapy Assistant, the graduate will be able to meet the standards outlined on the next page.

I acknowledge receiving, reading, and understanding the OTA Performance Standards and I realize that these Performance Standards must be met for successful completion of the MHPC OTA Program. I further understand that completion of the MHPC OTA Program does not guarantee that the National Board for Certification in Occupational Therapy (NBCOT) or State of Missouri will issue a certificate of registration, authority, permit or license to me.

Student Name (printed) _____

Student Signature _____

Date _____

324.086 The National Board for Certification in Occupational Therapy may refuse to issue or renew any certificate of registration or authority, permit or license required pursuant to sections 324.050 to 324.089 for one or any combination of causes stated in subsection 2 of this section, Chapter 324 for the State of Missouri.

Any applicant who is concerned about being eligible for certification or licensure may discuss this matter with the OTA Program Director by contacting the MHPC OTA office at (573) 884-5689.

Missouri Health Professions Consortium (MHPC)
Occupational Therapy Assistant (OTA) Program

Performance Standards for Occupational Therapy Assistant Students

Upon completion of the MHPC OTA Program, the graduate will be able to complete the following standards:

Ability	Standard	Some Examples of Necessary Activities
Mobility	Ability sufficient to assist clients to move from room to room, move over varied terrain, and provide safe and effective client care in a timely fashion.	<ul style="list-style-type: none"> • Assist adults and children with transfers to/from a variety of surfaces and provide proper positioning for the clients independently and safely. • Transport adults and children in wheelchairs. • Transport and set up intervention and therapeutic equipment such as swings, balls, splint pans, prostheses, tub seats, portable commodes, etc. • Physically support clients engaging in treatment safely during treatment sessions.
Fine Motor Skills	Fine motor abilities sufficient to provide safe and effective patient care in a timely fashion.	<ul style="list-style-type: none"> • Use instruments such as goniometers and strength gauges, safety devices, adaptive equipment in the care/treatment of clients. • Construction of splints, adaptive equipment, as needed.
Hearing	Auditory ability sufficient to monitor and assess health needs of clients for safe client care.	<ul style="list-style-type: none"> • Detect and respond independently to monitoring alarms, signs of client's distress such as a change in a client's pulse, blood pressure, and/or a client's communication of distress.
Visual	Sufficient observation skills necessary for safe client care.	<ul style="list-style-type: none"> • Detect and respond independently to warning signals from team members and/or clients of impending danger or emergency, i.e. a change in an individual's physical communication of distress.
Critical Thinking	Critical thinking sufficient for clinical judgment.	<ul style="list-style-type: none"> • Interpret and carry out written and verbal communication often in stressful situations. • Identify cause-effect relationship to develop appropriate and safe intervention strategies following OTR plan of care. • Determine when assistance from an OTR is needed.
Interpersonal Skill	Interpersonal abilities sufficient to interact with clients, families, groups, team members from a variety of social, emotional, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"> • Establish rapport and maintain professional boundaries in relationships with clients/families and colleagues. • Motivate and engage clients in treatment. • Ability to resolve conflict and to respond to feedback in a professional manner. • Respond appropriately and effectively with psychotic behavior and/or threatening inappropriate or aggressive behavior that may be exhibited by clients.
Communication	Communication abilities for interaction with others orally and in writing.	<ul style="list-style-type: none"> • Accurately present therapy findings/results /plan to clients/families and in team meetings. • Instruct client/family in OT treatment procedures. • Accurately document client progress notes, reports according to facility guidelines and standards.