Prospective Student Information

The Occupational Therapy Assistant Program prepares graduates to function as members of the healthcare team. Working under the supervision of a licensed occupational therapist, the occupational therapy assistant (OTA) assists disabled people of all ages acquire, improve, or regain independent living skills. The graduate OTA will be responsible for assisting with evaluating clients, determining treatment goals, providing treatment, evaluating treatment effectiveness, maintaining appropriate records, and assisting with department upkeep.

The OTA program consists of four semesters and one summer session of academic work and clinical experience (called fieldwork). The curriculum combines basic biological and behavioral sciences with specific courses in theories of occupational therapy and occupational therapy treatment modalities. Students will have both on campus laboratory experiences and off campus clinical laboratory experiences. Fieldwork portions of the program must be completed within 18 months of the completion of academic preparation.

Attached are documents that describe the requirements, curriculum, and many other pertinent pieces of information related to this program.

Application Deadline: February 1, 2018, at 5:00 p.m.

The OTA Program is accredited by:
Accreditation Council for Occupational Therapy Education (ACOTE)
of the American Occupational Therapy Association (AOTA)
4720 Montgomery Lane
Suite 200
Bethesda, MD 20814-3449

FACULTY:
Kim Lawler, MS, OTR/L
Office: HSH 325K
Phone: 740.588.1223
klawler@zanestate.edu
HEALTH PROGRAMS APPLICATION COVER PAGE

Name: ______________________
Address: ______________________
 ______________________
Phone #: ______________________
E-Mail: ________________________
Student ID #: ____________________

Programs Applying For:
- Applicants are required to indicate a minimum of two and a maximum of three programs/degrees, ordered according to your preference as number 1, 2, or 3.
- You must submit ALL required application materials for EACH of your 1st, 2nd, and 3rd program selections below. Duplicate requirements for two or more programs can be noted as, “See page ___ of section ___.”

_____ Health Information Management (HIMT)
_____ Medical Assisting (MEDA)
_____ Medical Laboratory Technician (MLTP) Selective Program
_____ Occupational Therapy Assistant (OTAP) Selective Program
_____ Physical Therapist Assistant (PTHA) Selective Program
_____ Radiologic Technology (RADT) Selective Program
_____ Sport and Fitness Science (SFSC)
_____ I do not desire to apply to a second Health program, but will pursue the AS/ASCH transfer degree.

Completed folders are to be submitted in one of two ways:

Mailed to:
Zane State College/Health Science Hall
1555 Newark Rd
Zanesville, OH 43701

or dropped off in the reception area of Health Science Hall, H325
- **PUT YOUR NAME, ADDRESS, AND STUDENT ID# ON THE FRONT OF THE FOLDER**
- Folders must be three-pronged — not three ringed.
- Include and complete this checklist as the second page of your application folder.
- Place all items in numbered page protectors, and include one tab divider for each program to which you are applying. Label these dividers with the four letter program code indicated on the Application Cover Page. The tab(s) is/are to be placed after Page 8 from the list below.

<table>
<thead>
<tr>
<th>Page</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Health Programs Application Cover Page</td>
</tr>
<tr>
<td>2</td>
<td>Common Health Programs Application Checklist (this page)</td>
</tr>
<tr>
<td>3</td>
<td>Evidence of application to and/or acceptance to the College. Clearly indicate your name and Zane State College Student ID number on this document. (e.g. Acceptance letter, copy of Student ID card, Z-Online document)</td>
</tr>
<tr>
<td>4</td>
<td>Unofficial transcripts from all other colleges you have attended. These should include grades through the end of fall semester prior to application. Unofficial Zane State College transcripts that include current GPA are acceptable.</td>
</tr>
<tr>
<td>5</td>
<td>Copy of transfer credit awarded by Zane State College for courses taken at other institutions. Submission of official transcripts to the Registrar’s Office should be no later than <strong>December 20, 2017</strong>, so that there is ample time for review.</td>
</tr>
<tr>
<td>6</td>
<td>Accuplacer scores if you have not previously completed college-level math and English with a grade of “C” or better.</td>
</tr>
<tr>
<td>7</td>
<td>Copy of ACT scores and/or Health Occupations Aptitude Exam score. Required for MLTP, OTAP, PTHA, and RADT.</td>
</tr>
</tbody>
</table>
| 8    | Evidence of readiness for or completion of BIOL 2400/2410 by indicating the following:  
  ____ I have taken an high school level advanced biology or anatomy and physiology (A&P) in the past three years and passed it with a “C” or higher.  
  ____ I have taken college level A&P in the past five years and passed both lecture and lab sections with a “C” or higher. This course, if taken at another institution, has been approved for transfer credit by the Zane State College Registrar’s Office.  
  ____ I have taken college-level A&P greater than 5 years ago and understand that I will be required to retake and successfully complete both lecture and lab sections with a “C” better.  
  ____ I have taken BIOL 1210 and passed it with a “C” or better.  
  ____ I am scheduled to take BIOL 1210 _____ semester. |

**NOTE:** No page should be left blank. If the item required on a page is not applicable to you, please provide a brief explanation as to why it does not pertain to you on the appropriate page.

**Program Specific Requirements:** Following Page 8, place your program specific documents behind the appropriately labeled tab divider. Each document should be in a numbered page protector. They are to be in the order specified in the program specific requirements checklist. Duplicate requirements for two or more programs can be noted as, “See page _ of section __.”

- Sample application folders are available for review in the One Stop for Student Services, on the Cambridge Campus, and in the Health Science Hall reception area. The sample may also be viewed on the College website under each health program’s tab.
GENERAL INFORMATION
Occupational Therapy Assistant (OTA) Program

We are currently accepting inquiries/applications for the Summer 2018 OTA class. The enclosed information outlines the requirements for the coming year; please familiarize yourself with this information if you plan to apply for the Summer ’18 OTA class. All of the outlined requirements, with the exception of the interview, must be met by February 1, 2018, to be eligible to begin the OTA program in the Summer of ’18. The interviews will be held during the month of February and or March by invitation only. Participation in one meeting either with an OTA faculty person or via the online option (highly preferred) is one of the mandatory requirements for admission to the program. Acceptance to the College does not equal acceptance to the OTA program.

Although you are not eligible to begin OTA classes until you are accepted into the program, you may elect to take general and related courses that are part of the OTA curriculum as you apply to the OTA Program for the Summer of 2018. You can begin other courses at any time. Once accepted into the OTA program, however, you must take any remaining courses in the curriculum sequence as published.

Forms for the various requirements are enclosed. Additional copies can be found on the OTA page of the Zane State College website. In order to start on the right foot, one of the first things you should do is schedule a time to view the online information meeting video. The online information meeting link is available all year on the OTA page of the Zane State website at https://www.zanestate.edu/programs/occupational-therapy-assistant/. The online meeting will explain all the requirements and generally cover answers to questions you may have.

Purpose

The Occupational Therapy Assistant Program prepares graduates to function as members of the health care team. Working under the supervision of a licensed occupational therapist, the occupational therapy assistant (OTA) assists disabled people of all ages acquire, improve, or regain independent living skills. The graduate OTA will be responsible for assisting with evaluating clients, determining treatment goals, providing treatment, evaluating treatment effectiveness, maintaining appropriate records, and assisting with department upkeep.

The OTA program consists of four semesters and one summer session of academic work and clinical experience (called fieldwork). The curriculum combines basic biological and behavioral sciences with specific courses in theories of occupational therapy and occupational therapy treatment modalities. Students will have both on campus laboratory experiences and off campus clinical laboratory experiences. Fieldwork portions of the program must be completed within 18 months of the completion of academic preparation.

The Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) Accreditation Department, 4720 Montgomery Lane, Suite 200, Bethesda, MD, 20814-3449, accredits the Occupational Therapy Assistant Program. ACOTE’s phone number is 301-652-2682. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT) located at 12 South Summit Avenue, Suite 100, Gaithersburg, MD, 20877-4150. NBCOT’s phone number is 301-990-7979. After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Occupational Therapy licensure is regulated by the OT section of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board, 77 South High St, 16th Floor, Columbus, Ohio 43215-6108, (614) 466-3774.
The total number of graduates from the Zane State College Associate of Applied Science-Occupational Therapy Assistant program during the 3-year period of 2014-2016 was 74 with an overall graduation rate of 89%.

<table>
<thead>
<tr>
<th>Graduation Year</th>
<th>Students Entering/Graduating</th>
<th>Graduation Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>24/21</td>
<td>87.5%</td>
</tr>
<tr>
<td>2015</td>
<td>25/22</td>
<td>88%</td>
</tr>
<tr>
<td>2016</td>
<td>25/23</td>
<td>92%</td>
</tr>
<tr>
<td>Total</td>
<td>74/66</td>
<td>89.2%</td>
</tr>
</tbody>
</table>

Program Results from the National Board for Certification in Occupational Therapy (NBCOT) can be found online at [https://secure.nbcot.org/data/schoolstats.aspx](https://secure.nbcot.org/data/schoolstats.aspx)

**Placement Opportunities**

According to the Bureau of Labor Statistics Occupational Outlook Handbook 2016/2017 edition, employment of occupational therapy assistants is expected to grow 40 percent from 2014 to 2024, much faster than the average for all occupations. Employment can be found in medical centers, nursing and rehabilitation facilities, schools, community-based programs, vocational/industrial programs, hospitals, physician’s offices, and emerging practice settings. Job titles include, but are not limited to, Certified Occupational Therapy Assistant, activity director, patient advocate, rehabilitation specialist, case manager, and workshop specialist. Positions in counties closest to the College are most difficult to obtain, however openings are generally available in nearby communities such as Columbus, Mansfield, Marietta, or New Philadelphia.

Admission to the Occupational Therapy Assistant Program is selective. Applicants are required to score 40 or higher on the Health Occupations Aptitude Exam or 21 or higher on the ACT and have a minimum GPA of 2.5 on previous high school or college work. A complete list of admission criteria is included later in this packet.
OTA CAPACITIES

Each occupational therapy assistant student is unique and brings various talents to the occupational therapy profession. Each occupational therapy setting may require a variety of skills and abilities from assistants and therapists. The following list addresses general capacities desirable for those entering the O.T. profession. Students who feel they may not possess these capacities should discuss their strengths and weaknesses with the OTA faculty so that alternatives or accommodations for special needs can be addressed. The following list includes psychomotor, cognitive, and affective capacities common to the Occupational Therapy Assistant role.

- The ability to learn and apply concepts of biological and social sciences and occupational therapy theory
- Ability to plan and organize
- Ability to problem solve
- Ability to instruct others
- Ability to pursue independent learning
- Ability to communicate effectively, both orally and in writing
- Ability to manage time effectively
- Ability to assist with positioning and transferring of other persons (degree of strength and balance needed will vary)
- Ability to operate some types of machinery (degree of coordination needed will vary)
- Ability to complete some manual art activities (degree of fine dexterity needed will vary)
- Ability to participate in some gross motor recreational activities (degree needed will vary)
- Ability to be dependable
- Ability to be objective and empathetic
- Ability to be flexible
- Interest in others, enthusiasm and patience
REQUIREMENTS FOR ENTRANCE INTO THE
OCCUPATIONAL THERAPY ASSISTANT PROGRAM (OTAP)
AT ZANE STATE COLLEGE

Because of the importance of the role played by the Occupational Therapist and the Occupational Therapy Assistant in the recovery and wellbeing of injured and ill clients, the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association, Inc. (AOTA) establishes standards for education and practice is regulated by licensure from the state of Ohio. Contact information for these agencies can be found later in this packet. All graduates are required to pass a national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT). In order to provide a program that facilitates success for its graduates, in both the academic and clinical education, as well as satisfactory performance on the certification examination and in the future workplace, it is essential to select students who meet criteria that will contribute to success in these areas.

The following criteria are mandatory for all students interested in entering the Occupational Therapy Assistant Program. It is recommended that applicants allow a minimum of one month to meet these criteria. Allowing two-three months to pursue the application process is most beneficial. These criteria and any documentation required as evidence of meeting the criteria must be submitted via the common health programs application process by February 1 of the academic year prior to when the student plans to begin in the program. Organizing your requirements and submitting them together assures that nothing is missed and that your application is complete.
OTA PROGRAM APPLICATION CHECKLIST

PLEASE FOLLOW THE INSTRUCTIONS FOR THE COMMON HEALTH PROGRAMS APPLICATION. ALL DOCUMENTS SHOULD BE PLACED IN NUMBERED PAGE PROTECTORS IN A THREE-PRONG FOLDER ACCORDING TO THE APPLICATION CHECKLIST.

Use the checklist below for additional materials to be included in the OTA labeled section of your folder. Failure to follow these instructions when submitting application materials may cause applicant to be ineligible for acceptance this year.

| ☐ | OTAP Page 1 | OTA Program Application Checklist (this page) |
| ☐ | OTAP Page 2 | Each student must participate in an information meeting either online (preferred) or face-to-face. Documentation will be provided by email for the online meeting or on paper if attending the face-to-face meeting. The online information meeting link is on the OTA page of the Zane State College website. [https://www.zanestate.edu/programs/occupational-therapy-assistant/](https://www.zanestate.edu/programs/occupational-therapy-assistant/) |
| ☐ | OTAP Page 3 | Unofficial High School Transcript (minimum GPA 2.5) or GED certificate. |
| ☐ | OTAP Page 4 | Completion of a **minimum** of 12 hours of observation of occupational therapy practice at two different sites. The total must include time spent in at least two different types of occupational therapy settings. Examples of settings are: in-patient, outpatient, skilled nursing facility, school, home health, etc. The observation can be done at the same facility as long as at least 2 different types of OT are included. Written verification of the observation must be included in the application folder. An Occupational Therapist or Occupational Therapy Assistant must complete and sign forms. Forms are included in this information packet. |
| ☐ | OTAP Page 5 | Attainment of one professional reference on the enclosed form. The front of the reference form should be completed by the applicant and given to the person completing their reference form with an envelope addressed to the program director. The completed reference form should be placed in the envelope, sealed and the flap signed by the person completing the reference. This addressed, sealed and signed envelope should be returned to the applicant for inclusion in packet. |
| ☐ | OTAP Page 6 | Submission of completed Written Interview Questions, word-processed. Additional explanation of the above requirements is on the following pages. |
Applicants are encouraged to complete their observation experience early in the application process as this may assist them in making decisions and beginning to learn, understand and be able to explain the field of occupational therapy. Prospective students are required to obtain a **minimum** of 12 hours of observation within community OT clinics or facilities. Occupational therapists or occupational therapy assistants providing this experience must verify and rate the student's participation on a form. It is the prospective student's responsibility to arrange the experience and see that the verification is completed. Students must follow the observation guidelines established with the community facilities. Prospective students are also cautioned that facility availability varies and facilities may not always have opportunity available for observation. Observation hours in excess of the 12 required could enhance an applicant's opportunity for acceptance.

A person who has known the student in some professional capacity, such as an employer, supervisor, instructor, etc., should complete the Professional Reference Form. The purpose of the Professional Reference Form is to gain information on the professional skills and abilities desirable for students planning a career as an occupational therapy assistant.

The Written Interview Questions will assist the review team in determining communication skills, general knowledge and goodness of fit within the occupational therapy profession. Assessment of writing style, format, grammar, and spelling will be included in the review.

Applicants are encouraged to refer to the handout titled "OTA Capacities" for a review of the basic skills and abilities beneficial to those entering the O.T. profession. Self-assessment of individual skills and abilities may help the prospective student consider his/her own potential for success in the OTA program and profession.

Following acceptance into the OTA program, the student will be requested to have a physical examination completed by his/her family physician, tuberculosis screening, and to receive Hepatitis B injections now required in many health care settings. A form for the physical will be provided and must be returned to the OTA faculty before or during the first semester in the OTA Program. Documentation of initiation of Hepatitis B injections must be received during the summer that the student begins OTAP courses. Students are also required to have a criminal background check (through fingerprinting) in order to participate in the Directed Practice and Practicum courses. A felony conviction may limit a person’s ability to become certified or licensed. Individuals with a felony conviction should contact NBCOT and the Ohio OT/PT/AT Board before applying to the program to determine options. NOTE: This BCI and/or FBI background check will not be completed until after the beginning of the first fall semester of admission into the OTA program.
Contact Information for Accreditation and Regulatory Agencies

Accreditation Council for Occupational Therapy Education (ACOTE)
American Occupational Therapy Association (AOTA) Accreditation Department
4720 Montgomery Lane
Suite 200
Bethesda, MD 20814-3449
(301) 652-2682

National Board for Certification in Occupational Therapy (NBCOT)
12 South Summit Avenue, Suite 100
Gaithersburg, MD 20877
(301) 990-7979

Occupational Therapy, Physical Therapy, and Athletic Trainers Board
77 South High Street, 16th Floor
Columbus, OH 43266-0317
(614) 466-3774
HOW STUDENTS ARE SELECTED FOR THE OTA PROGRAM

Occupational therapy has become a well-established and attractive profession. Many prospective students become interested in OT and wish to pursue the OTA Program. Therefore, admittance to the OTA Program has become increasingly competitive. The OTA faculty encourages and assists all applicants to become as well qualified as possible. Therefore, it is extremely important that all applicants follow through with admission requirements and understand the selection process outlined below. It is very important to begin the application process as soon as possible.

Applicants interested in the Occupational Therapy Assistant Program are required to satisfactorily meet, at minimum, the admission criteria outlined on the "Requirements for Entrance into the OTA Program Sheet. All requirements must be met by February 1, 2018. Once all the completed applications have been reviewed, the most qualified individuals may be invited to a face-to-face interview during February or March. Applicants will be notified of their status by the middle of March. The only applicants who will be considered will be those applicants who have successfully met all minimum admission criteria by the established deadline.

All applicants who have met the outlined criteria will be considered for acceptance into the program. Well-rounded applicants who demonstrate potential for academic success, a clear understanding of occupational therapy, good interpersonal and problem solving skills, developing professional behavior and attitudes and related background or experiences are considered strong applicants.

A scoring system is utilized to select the most qualified students. Applicants are rated in the following areas:

- GPA – 20%
- Health Occupation Aptitude Exam score – 20%
- Observation – 10%
- Professional Reference – 20%
- Interview data – 30%

Applicants may be given bonus points for observation beyond the required 12 hours.

Each of the above areas consists of the relevant mandatory or optional criteria: A range of credit is available for each criterion depending on the quality with which the applicant meets the criteria. After all application materials are submitted, total credit is computed for each applicant. Those applicants who accumulate the most credit and overall rank highest will be selected for admission.

Once the desired number of students has been accepted, other applicants who have applied to the program will be notified. Applicants who may have met the requirements but not been the best qualified will be encouraged to reapply to the program or consider other options at Zane State College.

If any of the students admitted to the program are unable to begin the program for some reason, one or more of the alternates will immediately be notified and accepted into the program. Alternates are rank ordered and admitted to the program in this order.

If for some reason there are not an adequate number of qualified applicants by the established application deadline date, an extended date will be set and the new deadline posted on the OTA page of the Zane State College website.
O.T. PROGRAMS PROVIDING OBSERVATION EXPERIENCE

This is not an exhaustive list. Any O.T. department in any community can serve as a location for observation.

Occupational Therapy
Coshocton County Memorial Hospital
1460 Orange Street
Coshocton, OH 43812
(740) 622-6411

Occupational Therapy
New Lexington Center
920 S. Main Street
New Lexington, OH 43764
(740) 342-5161

Psychiatric Occupational Therapy
Genesis Hospital
2951 Maple Avenue
Zanesville, OH 43701
(740) 454-4366

Occupational Therapy
Genesis Hospital
Must make arrangements through Volunteer Services
(740) 454-4700

Occupational Therapy
Marietta Memorial Hospital
401 Matthew Street
Marietta, OH 45750
(740) 374-1478

Occupational Therapy
Fairfield Medical Center
401 N. Ewing Street
Lancaster, OH 43130
(740) 687-8602

Occupational Therapy
Southeastern Ohio Regional Medical Center
1341 N. Clark Street
Cambridge, OH 43725
(740) 439-3561

Occupational Therapy
Starlight School
1330 Newark Road
Zanesville, OH 43701
(740) 455-4177

Occupational Therapy
Zandex Corporation
Adams Lane – (740) 454-9769
Beckett House – (740) 826-7649
Cedar Hill – (740) 454-6823
Sterling Suites – (740) 452-2087
Willow Haven – (740) 454-9747

Kindred Transitional Care and Rehabilitation
75 McMillen Drive
Newark, OH 43055
(740) 344-0357
FORMS FOR APPLICATION
Zane State College Occupational Therapy Assistant Program
Observation Verification Form

Name of Facility_____________________________________________
Student Name______________________________________________
Date of Observation ___________________No. of Hrs. ____________

Please place a mark in the column that most accurately describes the student's behavior while observing at your facility.

<table>
<thead>
<tr>
<th></th>
<th>Exceeded Expectation</th>
<th>Met Expectation</th>
<th>Did Not Meet Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Was the student:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prompt and On Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professionally/Appropriately Dressed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friendly and Courteous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Did the student:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrate interest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Asked questions, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrate Enthusiasm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Alert, attentive, and engaged)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrate Professional Behavior</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain Confidentiality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow Staff's Instructions at all times</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display a Positive Attitude</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other Observation Comments:**

(OT/OTA Print Name)   (OT/OTA Sign Name and credentials)   (Phone Number)

Thank you for assisting with the application process!
# Zane State College Occupational Therapy Assistant Program

**Observation Verification Form**

Name of Facility_____________________________________________

Student Name______________________________________________

Date of Observation ___________________ No. of Hrs. ____________

Please place a mark in the column that most accurately describes the student's behavior while observing at your facility.

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<tr>
<td><strong>Did the student:</strong></td>
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<tr>
<td>Demonstrate interest (Asked questions, etc.)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrate Enthusiasm (Alert, attentive, and engaged)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrate Professional Behavior</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Maintain Confidentiality</td>
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<td></td>
</tr>
<tr>
<td>Follow Staff's Instructions at all times</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Displays a Positive Attitude</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other Observation Comments:**

_____________________  _________________________     __________ _________

(OT/OTA Print Name)   (OT/OTA Sign Name and credentials) (Phone Number)

Thank you for assisting with the application process!
The student named below is applying for admission to the Occupational Therapy Assistant Program at Zane State College. All students applying to this program are required to have a Professional Reference Form completed. This student has requested that you act as his/her professional reference. Please complete this form beginning on page 2 as thoroughly as possible and return the form to the Occupational Therapy Program in the envelope provided by the applicant. Seal the reference in the envelope and sign the flap of the envelope across the seal. Return the sealed envelope to the applicant for inclusion in their application folder.

The purpose of this reference form is to gain information on skills and abilities desirable for students planning a career in occupational therapy at the professional level. Information from this reference will be one of several factors used in determining the student’s qualifications for the Occupational Therapy Assistant Program.

I. APPLICANT INFORMATION (to be completed by applicant)

Potential Student’s Name ___________________________________________________

Address ________________________________________________________________

Phone Number: ___________________     Email Address: _____________________

_____ I do   _____ do not waive my rights to review this reference form

Signature __________________________________________________________________

Date ______________________________________________________________________

I am requesting that the following person submit a reference on my behalf.

Reference Name (Please print) ________________________________________________

Title ______________________________________________________________________

Company/Agency ___________________________________________________________

Address ___________________________________________________________________

City ____________________________ State _________ Zip __________

Phone _____________________________________________________________________
Professional Reference

Please circle one rating for each performance area considering the sub items within each category. Not Applicable (N/A) does not count against the applicant however must be accompanied by an explanation as to why the item is N/A for the applicant or facility.

The student meets the requirement:
5 = a minimum of 95% of the time
4 = at least 90% of the time
3= a minimum of 80% of the time
2 = at least 75 % of the time
1 = less than 75% of the time

<table>
<thead>
<tr>
<th>Applicant’s Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Behaviors: Does the applicant exhibit:</td>
</tr>
<tr>
<td>Positive Attitude and flexibility</td>
</tr>
<tr>
<td>Fosters helpful communication</td>
</tr>
<tr>
<td>Ability to adapt to change</td>
</tr>
<tr>
<td>Managing stressors</td>
</tr>
<tr>
<td>Pleasant demeanor</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>Professional Communication Skills</td>
</tr>
<tr>
<td>Uses proper grammar</td>
</tr>
<tr>
<td>Monitors and appropriately uses nonverbal communication</td>
</tr>
<tr>
<td>Handles conflict constructively</td>
</tr>
<tr>
<td>Uses assertive communication when necessary</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>Teamwork</td>
</tr>
<tr>
<td>Knows and tries to achieve team goals</td>
</tr>
<tr>
<td>Anticipates the needs of others</td>
</tr>
<tr>
<td>Works well in groups</td>
</tr>
<tr>
<td>Shares or pools resources</td>
</tr>
<tr>
<td>Keeps others informed</td>
</tr>
<tr>
<td>Respects diversity</td>
</tr>
<tr>
<td>Personal/Professional Responsibility</td>
</tr>
<tr>
<td>Seeks out learning opportunities</td>
</tr>
<tr>
<td>Is aware of strengths and weaknesses</td>
</tr>
<tr>
<td>Volunteers for additional responsibilities</td>
</tr>
<tr>
<td>Is punctual</td>
</tr>
<tr>
<td>Demonstrates initiative</td>
</tr>
<tr>
<td>Asks questions when in doubt</td>
</tr>
<tr>
<td>Modifies performance after feedback</td>
</tr>
<tr>
<td>Organizational skills</td>
</tr>
<tr>
<td>Maintains neat and orderly workspace</td>
</tr>
<tr>
<td>Timely</td>
</tr>
<tr>
<td>Organizes assignments and duties</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

Comments to support ratings:
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Professional Reference Signature       Print Name       Date

OTA Prospective Stu Pkt/Rev June 2017
ZANE STATE COLLEGE
OCCUPATIONAL THERAPY ASSISTANT PROGRAM
WRITTEN INTERVIEW QUESTIONS

1. Please tell us how you came to know about occupational therapy, what you understand the profession to be, and the skills you have to cause you to believe it is a good profession for you.

2. Explain your understanding of the occupational therapy assistant role within the practice of occupational therapy.

3. When problems occur in your life, how do you deal with them? What is your process and who, if anyone, do you rely on?

4. Please write a one page autobiography describing for us experiences you have had in school, work or general life that you believe are applicable to a successful future as an occupational therapy assistant.
Criminal Background Investigation Policy

Students enrolling in Education (ATED), Social Work Assistant (SWKA), Occupational Therapy Assistant (OTAP), and Physical Therapist Assistant (PTHA) are required to undergo a criminal background/records investigation, i.e., fingerprinting. Students whose records indicate convictions for crimes which would keep them from having contact with children (by Ohio law) will be ineligible for the ATED, SWKA, OTAP, and PTHA programs.*

ATED students must submit their fingerprint cards prior to enrolling in their first Education course regardless of quarter. OTAP, SWKA, and PTHA students must submit their fingerprint cards in the fall quarter of the first year after acceptance into their programs.

* This policy is based on Ohio Senate Bill #38 effective October 1, 1993. Student’s rights' of appeal will be explained to them upon request and in a one to one consultation with their faculty advisor.

Responsibility for Initiating Criminal Background/Records Investigation

In response to Ohio Senate Bill #38 and subsequent admission requirements for Criminal Background/Records Investigation in ATED, SWKA, OTAP, and PTHA programs, the student is responsible for:

- Providing evidence of state of Ohio residency for the past five (5) years.

  or

- If a student cannot provide proof of Ohio residency for the past five (5) years, the fingerprint card will be submitted to the FBI.

- Taking forms provided by Zane State College to their local law enforcement agency for the purpose of being fingerprinted and then returning the forms to the college.

- Paying appropriate college fees associated with the cost to the college for the records investigations.

- Additional or repeated background checks and related fees when the student reenters the ATED, SWKA, OTAP, or PTHA program after having been withdrawn.
### Occupational Therapy Assistant (OTAP)
#### Course of Study 2017-2018

#### Summer Session I
<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>T/H/G</th>
<th>Credits</th>
<th>Cli off</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2400</td>
<td>Anatomy and Physiology I</td>
<td>G</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BIOL 2410</td>
<td>Anatomy and Physiology Lab</td>
<td>G</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ENGL 1500</td>
<td>Composition I</td>
<td>G</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PYEX 1010</td>
<td>First-Year Success Strategies</td>
<td>G</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>HLTH 1210</td>
<td>Medical Terminology</td>
<td>B</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PSYC 1010</td>
<td>Introduction to Psychology</td>
<td>G</td>
<td>3</td>
<td></td>
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</table>

**Total:** 13

#### Fall I
<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>T/H/G</th>
<th>Credits</th>
<th>Cli off</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2420</td>
<td>Anatomy and Physiology II</td>
<td>G</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BIOL 2430</td>
<td>Anatomy and Physiology II Lab</td>
<td>G</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>HLTH 1730</td>
<td>Disease and the Disease Process</td>
<td>B</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>OTAP 1070</td>
<td>Foundations of Occupational Therapy</td>
<td>T</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>OTAP 1130</td>
<td>Fundamentals of Occupation and Occupational Analysis</td>
<td>T</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>SOCJ 1010</td>
<td>Introduction to Sociology</td>
<td>G</td>
<td>3</td>
<td></td>
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**Total:** 15

#### Spring I
<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>T/H/G</th>
<th>Credits</th>
<th>Cli off</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTAP 1302</td>
<td>Directed Practice in Physical Dysfunction and Mental Health</td>
<td>T</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>OTAP 1520</td>
<td>Mental Health Concepts and Techniques for OTA</td>
<td>T</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>OTAP 2170</td>
<td>Physical Dysfunction in Occupational Therapy</td>
<td>T</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>*Communication Elective</td>
<td>G</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*English Elective</td>
<td>G</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 16

#### Curriculum Summary:
- General (G)/ Basic (B) = 31 Hours
- Technical (T) = 35 Hours
- **Total Curriculum Hours:** 56

#### Summer Session II
<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>T/H/G</th>
<th>Credits</th>
<th>Cli off</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1580</td>
<td>Statistics</td>
<td>G</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OTAP 2100</td>
<td>OT in Geriatrics and Alternative Settings</td>
<td>T</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>OTAP 2310</td>
<td>Occupational Therapy in Pediatrics</td>
<td>T</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 13

#### Fall II
<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>T/H/G</th>
<th>Credits</th>
<th>Cli off</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTAP 2320</td>
<td>Practicum I (Term I)</td>
<td>T</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>OTAP 2330</td>
<td>Seminar II (Full semester)</td>
<td>T</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>OTAP 2420</td>
<td>Practicum II (Term II)</td>
<td>T</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 9

**NOTE:** Students must complete the computer literacy requirement in order to graduate which may be met through competency testing or completion of a program specific computer course. Refer to the degree audit and consult with the program advisor for the appropriate course(s) that meet teh computer literacy requirement.

*ADDITIONAL INFORMATION ON REVERSE
**Communications Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1220</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 2610</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**English Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2500</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2800</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
</tbody>
</table>