



Occupational Therapy Assistant Program

Program & Application 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 individuals of all ages with injury, illness or disability to 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 experiences (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

Application Deadline: February 27, 2020, 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:

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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."

Selective Programs

___ Medical Laboratory Technician (MLTP)

___ Occupational Therapy Assistant (OTAP)

___ Physical Therapist Assistant (PTHA)

___ Radiologic Technology (RADT)

Non-selective Programs

___ Health Information Management (HIMT)

___ Medical Assisting (MEDA)

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

1. **Mailed to:**
Zane State College/Health Science Hall
1555 Newark Road
Zanesville OH 43701
2. **OR dropped off in the reception area of Health Science Hall, H325**

COMMON HEALTH PROGRAMS APPLICATION CHECKLIST for 2020-2021 Academic Year

- **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 6 from the list below.**

<input type="checkbox"/>	Page 1	Health Programs Application Cover Page
<input type="checkbox"/>	Page 2	Common Health Programs Application Checklist (this page)
<input type="checkbox"/>	Page 3	Unofficial Zane State College transcripts that include current GPA. If you have not previously taken Zane State classes, insert a page with that information noted. Unofficial transcripts from <u>all other</u> colleges you have attended. These should include grades through the end of fall semester prior to application. If none, insert a page and indicate you have not attended another college.
<input type="checkbox"/>	Page 4	Copy of transfer credit awarded by Zane State College for courses taken at other institutions. <u>Submission of official transcripts to the Registrar's Office should be no later than December 19, 2019, so that there is ample time for review.</u>
<input type="checkbox"/>	Page 5	Copy of ACT scores and/or Health Occupations Aptitude Exam score. Required for MLTP, OTAP, PTHA, and RADT.
<input type="checkbox"/>	Page 6	Evidence of readiness for or completion of BIOL 2400/2410 by indicating the following: ___ I have taken a 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. ___ I am currently or scheduled (circle one) to take BIOL 2400/2410 ___ (semester/year).
<p>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.</p>		
<p>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 ___."</p>		

- **Sample application folders are available for review in the 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 2020 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 2020 OTA class.

All of the outlined requirements, with the exception of the interview, must be met by **February 27, 2020**, to be eligible to begin the OTA program in the Summer of 2020. As needed, the interviews will be held during the month of March by invitation only.

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 course of study. You must apply separately for admission to the OTA Program. You may enroll in these other general courses at the beginning of any academic semester or term.

Participation in an OTA Information Meeting, via the online option (highly preferred) or with an OTA faculty person, should be your first step in the application process. This is one of the mandatory requirements for admission to the program. 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 frequently asked questions.

Please feel free to contact the program director with any questions. The email address is rmilliner@zanestate.edu, and this is the most efficient way in which to contact Rachel.

1. 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.
2. The OTA Program can only be formally entered during the summer term. **If you are accepted and have completed all summer course of study courses, you may begin OTA courses in the fall.** Once accepted into the OTA program, however, you **must take any remaining courses in the curriculum sequence as published.**
3. 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. In addition to passing the NBCOT certification exam, most states, including Ohio, require applicants to show evidence of success on the NBCOT Certification Exam as

well as pass a state laws and jurisprudence exam before practicing as an OTA. In the state of Ohio, 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. There is a considerable cost associated with this required testing and licensure process. (Approximately \$655 at the time of this publication.)

4. **The OTA Program at Zane State College is competitive and accepts a limited number of students each year.** This means that typically there are many more students applying than there are available seats. Given that information, it is recommended that you identify a secondary educational goal or program to work towards while also applying to the OTA program.
5. Students interested in the OTA Program must complete **two separate application processes:**
 - A. Application to Zane State College
 - Submission of Health Programs application folder
6. Students accepted into the OTA Program are expected to meet the OTA Program admission criteria listed in this packet. Criteria for admission are available no later than June of the year prior to the summer/fall semester for which the applicant is applying. Forms for the various requirements are included in the Appendix of this document. Additional copies can be found on the OTA page of the Zane State College website.
7. Students will be required to travel during the Directed Practice (fieldwork) courses. Although every attempt is made to minimize distances between the student's home or the College and the fieldwork facility, students will likely need to travel for Directed Practice courses. Students are responsible for their own transportation to and from fieldwork sites and effort is made to keep one way travel time at or under 90 minutes.
8. It is possible that certain fieldwork sites may require drug screening, additional health requirements, parking passes, etc. If a student is assigned to such a site, they are responsible for all additional costs.
9. Although some students may be able to work during OTA program, **working full or part-time may be unrealistic or unmanageable during semesters in which directed practice courses are required.**
10. We will do everything in our means to make reasonable accommodations for students who have special needs or disabilities. It is the responsibility of the student to request accommodations. No student or potential student will be denied acceptance into the program due to disability, age, race, color, sex, sexual orientation, religion, national origin, or ancestry. Accepted students will need to demonstrate appropriate physical skills, sensory function, communication function and cognitive/social/behavioral functions to be successful. For more detail on these essential functions, please contact the OTA Program Director via email.

**Zane State College
Occupational Therapy Assistant Program**

Purpose

The Occupational Therapy Assistant Program prepares graduates to function as members of the interprofessional health care team. Working under the supervision of a licensed occupational therapist, the occupational therapy assistant (OTA) assists individuals of all ages with injury, illness or disability to 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 total number of graduates from the Zane State College Occupational Therapy Assistant Program during the 3-year period of 2016-2018 was 70 with an overall graduation rate of 97%

Graduation Year	Students Entering/Graduating	Graduation Rate
2016	25/23	92%
2017	25/24	96%
2018	22/23*	105%
Total	72/70	97%

* One 2018 graduate was off schedule and completed the program one year after the original cohort.

Program Results from the National Board for Certification in Occupational Therapy (NBCOT) can be found online at <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 28 percent from 2016 to 2026, 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 more available in communities such as Columbus, Mansfield, Marietta, or New Philadelphia.

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 professional practice is regulated by licensure from the state of Ohio. Contact information for these agencies can be found earlier 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 national certification examination and in the future workplace, it is essential to select students who meet criteria that will contribute to success in these areas. **Please be aware that students are admitted to the Occupational Therapy Assistant Program on a competitive, selective admissions basis. Application does not guarantee admission, and there is NO WAIT LIST.**

The following criteria **are expected 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 to 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 27, 2020**, during spring semester of the academic year prior to when the student plans to begin in the program. Organizing your requirements and submitting them together assures that you do not miss anything and that your application is complete. *Note that the Program Director reserves the right to request additional materials.

1. Acceptance to Zane State College evidenced by a letter from the College, a copy of your Zane State College student ID, a recent transcript or a degree audit. **(Acceptance to the College in no way implies acceptance to the OTA Program.)**
2. Completion of high school and/or previous college work with a minimum grade point average of 2.5. Transcripts from past college work **must** be submitted both to the Registrar and within the application folder. High school transcripts are highly encouraged. Applicants without high school diplomas may provide documentation of completing the GED. **Have one copy of college transcripts and your high school transcript sent to you for inclusion in your folder.** They may be unofficial copies for the application folder.
3. Completion of the College's Assessment and Placement Test (Accuplacer) administered through the Testing Center. The applicant must place into ENGL 1500 and MATH 1650 or have ACT sub-scores of English 18 and Math 21-22. If the applicant places into pre-college level work, the applicant must be able to complete the pre-college work prior to the deadline for submission of materials. Being currently enrolled in developmental coursework is not sufficient. It must be completed. The Accuplacer should be taken as

soon as possible after applying to the college. Contact the Testing Center for more information about this testing. Note that a student receiving transfer credit for Math and English courses required in the OTAP curriculum will not need to take the Accuplacer exam.

4. ACT and/or Health Occupational Aptitude Examination (HOAE) score. Completion of the Health Occupations Aptitude Examination (HOAE) with a minimum average percentile score of 40. Students must register to take the test through The Testing Center, 740-588-1323. Applicants should take the test and have received their scores by the application deadline. **Applicants may retake the exam only once.** The highest score will be utilized in application scoring. This testing can be waived if the applicant provides documentation of an ACT score of 20 or above.

Applicants are expected to score **40 or higher on the Health Occupations Aptitude Exam or 20 or higher on the ACT** and have a **minimum GPA of 2.5 in previous high school or college work**. A complete list of admission criteria is included in the **Common Health Programs Application Checklist AND the OTA Program Application Checklist** in this packet.

*** Preparation for the HOAE is strongly recommended.**

Note that study guides are available for purchase through the ZSC Campus Bookstore and online review and study materials are available on the Zane State College website.

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.

<input type="checkbox"/>	OTAP Page 1	OTA Program Application Checklist (this page) to ensure that you have included all items.
<input type="checkbox"/>	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/
<input type="checkbox"/>	OTAP Page 3	Unofficial High School Transcript (minimum GPA 2.5) or GED certificate. Current high school students must include grade report two 9-week grading periods.
<input type="checkbox"/>	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 <u>two different types</u> 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 <u>at least 2 different types of OT</u> are included. All Observation Validation Forms must be included in the application folder, serving as written verification of the observations. An Occupational Therapist or Occupational Therapy Assistant must complete and sign forms. Forms are included in this information packet.
<input type="checkbox"/>	OTAP Page 5	Attainment of one Professional Reference on the enclosed form. The front of the reference form should be <u>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.</u> Professional references received without the appropriate sealed, signed envelope will not be considered in the application process and the applicants will earn 0 points in this category.
<input type="checkbox"/>	OTAP Page 6	Submission of completed Written Interview Questions, word-processed. Additional explanation of the above requirements is on the following pages.

OTAP Page 2. Participation in an OTA Information Meeting, via the online option (highly preferred) or with an OTA faculty person, should be your first step in the application process. This is one of the mandatory requirements for admission to the program. 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 frequently asked questions.

OTAP Page 3. High school transcripts are required. Applicants without high school diplomas may provide documentation of completing the GED. **Have one copy of your high school transcript sent to you for inclusion in your folder.** They may be unofficial copies for the application folder.

OTAP Page 4. Prospective students are required to obtain a **minimum** of 12 hours of observation within community OT clinics or facilities. The total should include time spent in at least two **different types** of occupational therapy settings. **Examples of setting types are: Inpatient, outpatient, skilled nursing facility, home health, schools, etc.** Occupational therapists or occupational therapy assistants providing this experience must verify, rate the student's participation and sign the form. Forms are enclosed in this information packet. Applicants should review this form carefully to become familiar with the professional behaviors expected and rated during the observation experience.

It is the prospective student's responsibility to arrange the experience and see that the verification is completed. 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. 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 hours required could enhance an applicant's opportunity for acceptance.

OTAP Page 5. The purpose of the Professional Reference Form is to gain information on the professional skills and abilities of the applicants planning a career as an occupational therapy assistant. A person who has known the student in some professional capacity, such as an employer, supervisor, instructor, etc., are the preferred individuals to complete the Professional Reference 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 their application packet.** *NOTE: Professional references received without the appropriate sealed, signed envelope will not be considered in the application process and the applicants will earn 0 points in this category.

OTAP Page 6. 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, spelling, and ability to follow instructions will be included in the scoring.

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.

ALL MATERIALS MUST BE TURNED IN AT ONE TIME IN A FLAT, THREE-PRONGED FOLDER – NO THREE RING BINDERS. USE BOTH THE COMMON HEALTH PROGRAMS APPLICATION CHECKLIST AND THE OTA PROGRAM APPLICATION CHECKLIST. INCLUDE MATERIALS IN YOUR APPLICATION FOLDER IN THE ORDER THEY ARE LISTED. NO ITEM SHOULD BE SENT INDIVIDUALLY INCLUDING TRANSCRIPTS, LETTERS OF RECOMMENDATION OR OBSERVATION VALIDATION FORMS. ALL ITEMS SHOULD BE IN NUMBERED PAGE PROTECTORS AS INDICATED ON THE PROVIDED CHECKLISTS.

Following acceptance into the OTA program, at their expense, the student will be requested to have a physical examination completed by his/her family physician (or other qualified healthcare provider), provide proof of Hepatitis B immunity, and to complete a TB skin test (2-step screening). A form for the physical will be provided and must be returned to the OTA faculty during the first week of fall semester in the OTA Program. Documentation of completion or initiation of Hepatitis B immunization must be received during that same time period. Note that some fieldwork sites may require evidence of childhood immunizations or titers demonstrating immunity, current influenza (flu) immunization, drug testing, and CPR certification before a student's Directed Practice experience begins. Any expenses incurred to meet these requirements are the student's responsibility.

Students are also required to have an electronic criminal background check (through fingerprinting, at their own expense) in order to participate in the Directed Practice courses. A felony conviction may limit a person's ability to become certified or licensed as an occupational therapy assistant. 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 should 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) 652-6611

National Board for Certification in Occupational Therapy (NBCOT)
One Bank Street, Suite 300
Gaithersburg, MD 20878
(301) 990-7979

Occupational Therapy, Physical Therapy, and Athletic Trainers Board
77 South High Street, 16th Floor
Columbus, OH 43215-6826
(614) 466-3774

HOW STUDENTS ARE SELECTED FOR THE OTA PROGRAM

Occupational therapy (OT) 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 is competitive. The OTA faculty encourages 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.

Please be aware that students are admitted on a competitive, selective admissions basis. Application does not guarantee admission, and there is NO WAIT LIST.

Applicants interested in the Occupational Therapy Assistant Program are expected to satisfactorily meet, at a minimum, the admission criteria outlined on the "Health Programs Application and Requirements for Entrance into the OTA Program Sheet. All requirements should be met by February 27, 2020. 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 minimum admission criteria by the established deadline. *Note that the Program Director reserves the right to request additional materials.

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 behaviors and attitudes and related background or experiences are considered strong applicants.

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

- GPA – Up to 20 points
- Health Occupation Aptitude Exam score – Up to 20 points
- Observation – Up to 20 points
- Professional Reference – Up to 20 points
- Interview data – Up to 20 points

Applicants may earn additional points for observation beyond the required 12 hours.

Each of the above areas consists of the relevant criteria: A range of points is available for each criterion depending on the quality with which the applicant meets the criteria. After all application materials are submitted, total points are computed for each applicant. Those applicants who accumulate the most points and overall rank highest will be selected for admission. Number of students accepted may vary from year to year as may the scoring rubric based on input from the OTA Program Advisory Committee. **It is the responsibility of the applicant to stay abreast of these changes.**

Identification of most qualified applicants versus least qualified is guided by the following statement: The OTA Program Application Requirements reflect minimum standards. Therefore, eligible applicants who exceed these requirements will be scored higher and considered more qualified than those eligible applicants who only meet the minimum requirements.

Once the desired number of students have been accepted, other applicants who have applied to the program will be notified. Applicants who may have met the minimum requirements but were not 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

Please note that this is not an exhaustive list. Any O.T. setting at which you can observe with an occupational therapist and/or occupational therapy assistant in any community can serve as a location for observation.

Occupational Therapy
Coshocton Regional Medical Center
1460 Orange Street
Coshocton, OH 43812
(740) 622-6411

Occupational Therapy
Southeastern Med Hospital
1341 N. Clark Street
Cambridge, OH 43725
(740) 439-3561

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

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

Behavioral Health Occupational Therapy
Genesis Healthcare
2951 Maple Avenue
Zanesville, OH 43701
(740) 454-4366

Occupational Therapy
Continuing Healthcare Solutions
(former Zandex facilities)
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

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

Occupational Therapy
Kindred Transitional Care and
Rehabilitation
75 McMillen Drive
Newark, OH 43055
(740) 344-0357

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

Appendix

**ADDITIONAL
FORMS FOR
APPLICATION**

*Zane State College Occupational Therapy Assistant Program
Observation Verification Form*

Name of Facility _____

Student Name _____

Date(s) 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.

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

**Other Observation
Comments:**

(OT/OTA Print Name)

(OT/OTA Signature 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(s) 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.

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

**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
POTENTIAL STUDENT PROFESSIONAL REFERENCE FORM**

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 place 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/Relationship to Applicant _____

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

Applicant's Name:						
Professional Behaviors: Does the applicant exhibit:						
Positive Attitude and flexibility Fosters helpful communication Ability to adapt to change Managing stressors Pleasant demeanor	5	4	3	2	1	N/A
Professional Communication Skills Uses proper grammar Monitors and appropriately uses nonverbal communication Handles conflict constructively Uses assertive communication when necessary	5	4	3	2	1	N/A
Teamwork Knows and tries to achieve team goals Anticipates the needs of others Works well in groups Shares or pools resources Keeps others informed Respects diversity	5	4	3	2	1	N/A
Personal/Professional Responsibility Seeks out learning opportunities Is aware of strengths and weaknesses Volunteers for additional responsibilities Is punctual Demonstrates initiative Asks questions when in doubt Modifies performance after feedback	5	4	3	2	1	N/A
Organizational skills Maintains neat and orderly workspace Timely Organizes assignments and duties	5	4	3	2	1	N/A

Comments to support ratings:

Professional Reference Signature

Print Name

Date

ZANE STATE COLLEGE

Division of Education, Health, and Behavioral Sciences

Criminal Background Investigation Policy

Students enrolling in Early Childhood Education, Human Services Assistant, Occupational Therapy Assistant, and Physical Therapist Assistant 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 ECED, SWKA, OTAP, and PTHA programs.*

ECED 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 ECED, 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 ECED, SWKA, OTAP, or PTHA program after having been withdrawn.



Occupational Therapy Assistant (OTAP) Course of Study 2019-2020

Summer Session I				
Course ID	Course Name	T/B/G	Credits	Ck off
BIOL 2400	Anatomy and Physiology I	G	3	
BIOL 2410	Anatomy and Physiology I Lab	G	1	
ENGL 1500	Composition I	G	3	
FYEX 1010	First Year Success Strategies	B	1	
HLTH 1210	Medical Terminology	B	2	
PSYC 1010	Introduction to Psychology	G	3	
Total:			13	

Fall I				
Course ID	Course Name	T/B/G	Credits	Ck off
BIOL 2420	Anatomy and Physiology II	G	3	
BIOL 2430	Anatomy and Physiology II Lab	G	1	
HLTH 1730	Disease and the Disease Process	B	2	
OTAP 1070	Foundations of Occupational Therapy	T	2	
OTAP 1130	Fundamentals of Occupation and Occupational Analysis	T	4	
SOCI 1010	Introduction to Sociology	G	3	
Total:			15	

Spring I				
Course ID	Course Name	T/B/G	Credits	Ck off
OTAP 1302	Directed Practice in Physical Dysfunction and Mental Health	T	1	
OTAP 1520	Mental Health Concepts and Techniques for OTA	T	4	
OTAP 2170	Physical Dysfunction in Occupational Therapy	T	5	
	*Communication Elective	G	3	
	*English Elective	G	3	
Total:			16	

Curriculum Summary: General (G)/ Basic (B) = 31 Hours

Technical (T) = 35 Hours

Total Curriculum Hours= 66

Summer Session II				
Course ID	Course Name	T/B/G	Credits	Ck off
Total:				

Fall II				
Course ID	Course Name	T/B/G	Credits	Ck off
MATH 1650	Statistics	G	3	
OTAP 2100	Physical Agent Modalities in Occupational Therapy	T	1	
OTAP 2210	Occupational Therapy in Geriatrics and Alternative Settings	T	4	
OTAP 2250	Occupational Therapy in Pediatrics	T	5	
Total:			13	

Spring II				
Course ID	Course Name	T/B/G	Credits	Ck off
OTAP 2320	Practicum I (Term I)	T	4	
OTAP 2330	Seminar II (Full semester)	T	1	
OTAP 2420	Practicum II (Term II)	T	4	
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 the computer literacy requirement.

***ADDITIONAL INFORMATION ON REVERSE**

**Occupational Therapy Assistant (OTAP)
Course of Study 2019-2020
Page 2**

Communications Electives		
COMM 1220	Interpersonal Communication	3
COMM 2610	Public Speaking	3

English Electives		
ENGL 2500	Composition II	3
ENGL 2800	Professional Writing	3