

# **Occupational Therapy Assistant Program Application Packet**

San Jacinto College  
South Campus  
Occupational Therapy Assistant Program

Dear Applicant,

Thank you for your interest in the Occupational Therapy Assistant program at San Jacinto College. We appreciate your interest and look forward to providing a quality education into an exciting career.

The material included in this packet will describe the admissions process to the San Jacinto College Occupational Therapy Assistant program and all the forms needed for application to the program.

The program is 22 months in length and leads to an Associates in Applied Science Degree (A.A.S.O.T.A) and prepares the graduate to sit for the National Board for Certification in Occupational Therapy (NBCOT) national examination to become a certified occupational therapy assistant (COTA). This also entitles graduates to meet the requirements for state licensure.

Admission to the OTA Program is a separate procedure from admission to San Jacinto College. **Applicants must meet all the admission criteria for San Jacinto College before submitting an application to the OTA program.** There are only 12 positions in this program and thus are competitive. Admission to the OTA Program will be determined by ranking through a point system (Admission Rubric) of each applicant.

The application process will begin January and end in March of each year (**please refer to OTA website for exact dates yearly**). Applications will be accepted beginning January and must be postmarked or hand delivered by April. If you have questions about the occupational therapy assistant program or the admissions process, please contact the Occupational Therapy Assistant Program 281-998-6150 x3086 or [otaprogram@sjcd.edu](mailto:otaprogram@sjcd.edu). We look forward to working with you.

Sincerely,

Occupational Therapy Assistant Program Faculty

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General Information

**ACCREDITATION**

The occupational therapy assistant program at San Jacinto College has been granted accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is [www.acoteonline.org](http://www.acoteonline.org).

San Jacinto College OTA program first cohort of students began in Fall 2018 and a full accreditation decision was issued by ACOTE in spring of 2020.

Our graduates are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA) and can apply for state licensure in order to practice. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Students must complete Level II fieldwork within 18 months following completion of the didactic portion of the program.

The National Board for Certification in Occupational Therapy (NBCOT) data results are available at <https://secure.nbcot.org/data/schoolstats.aspx>.

Applicants who have further questions regarding accreditation of the OTA program at San Jacinto College, can contact ACOTE at: Accreditation Council for Occupational Therapy Education, c/o Accreditation Department, American Occupational Therapy Association, 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is [www.acoteonline.org](http://www.acoteonline.org).

**LOCATION**

Occupational therapy assistant courses are only offered at the South Campus at San Jacinto College.

**ADMISSION**

A new class of students are admitted into the Occupational Therapy Assistant Program each fall. The program accepts 12-14 students. Current dates for admission can be found on the OTA website of San Jacinto College. **Late applications or inquiries will not be considered for admission.**

**PROGRAM COURSES**

OTA courses are offered in a set sequence. Once admitted into the program, the student must progress through the curriculum as designed. This means a student cannot "jump" ahead in the curriculum and take advanced occupational therapy assistant courses. Prerequisite courses need to be completed by the start of the Occupational Therapy Assistant Program.

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## GRADES

The OTA program will follow the San Jacinto College grading system listed below:

90%-100%	= A
80%-89%	= B
70%-79%	= C
60%-69%	= D
0%-59%	= F

Students must earn a “70” or above in all OTA coursework in order to progress in the program. A grade of “C” or better (70 or above) must be obtained in all other academic core courses in the OTA degree plan.

## FEES

Students will be responsible for cost of textbooks. The first two semester’s textbooks will be high in cost but will be used through the remainder of the program. An estimated cost of books will be available at the information session. In addition to books, students are responsible for cost associated with travel to and from fieldwork sites as well as attire for fieldwork. Other fees that students may incur are immunizations, drug screens, and background checks.

**Please note:** Per San Jacinto College, the tuition schedule listed on the college website is subject to change by the State Legislature and the San Jacinto Community College District Board of Trustees.

## DRESS CODE

Student professional dress is expected for all classroom and clinical activities.

CLASSROOM: Students should wear scrubs (solid color, no prints) and closed-toe shoes are to be worn always. Undershirts may be worn in white, black, grey or brown underneath scrubs. In the classroom, students should refrain from wearing clothing that exposes excess skin or body parts that should not be exposed. Short shorts (running shorts), tight clothing or low revealing tops are not allowed in the classroom/lab. Students are expected to wear professional dress during presentations in or out of the classroom. Professional dress includes slacks, the OTA polo, belt, closed toe shoes (no heels or boots), and ID/name badge. No denim in any form is allowed. Tattoos should be covered. Jewelry should be simple. Hair is to be neat and pulled back for labs. Students may choose to wear professional dress at all times. Students will be asked to wear the designated OTA professional dress for any community activities unless changes were made by a faculty member of the OTA program. Be prepared for climate changes within the classroom environment, lab or community facilities.

CLINICAL: During Level I fieldwork, students will wear department OTA polo/collared shirt and or scrubs (dependent on clinical site). Level II fieldwork sites usually specify their dress code and the student may have to purchase different sets of attire for each fieldwork. Nametags from either San Jacinto College OTA program or the site-specific nametag provided to the student should be worn at all time.

## **CRIMINAL HISTORY BACKGROUND CHECK/DRUG SCREEN**

Upon acceptance to the OTA program, the student will be required to obtain a background check to meet requirements of the school and fieldwork education. There are no exceptions to obtaining a background check/drug screen within 2 weeks of acceptance into the program. A student will not be able to enroll in first semester courses if this is not completed. Additional background checks may be required by fieldwork education sites. Costs associated with additional background checks are the responsibility of the student. Please be aware of the importance of notifying the OTA program director of anything that may be revealed on your background check or drug screen so that proper information of the actions you may need to take prior to the possibility of conditional acceptance may be provided.

## **IMMUNIZATIONS AND HEALTH SCREEN/DRUG SCREEN**

Upon acceptance to the OTA program, students will also be required to submit required proof of current immunizations. Information will be provided to the student on how to upload needed information through Castle Branch ([www.castlebranch.com](http://www.castlebranch.com)).

## **PERSONAL HEALTH INSURANCE**

Students are required to carry personal health insurance and show proof of insurance prior to enrollment in fieldwork education courses. These courses begin the 2<sup>nd</sup> semester of the program.

## **PROFESSIONAL LIABILITY INSURANCE**

Students enrolled in the OTA Program are required to have professional liability insurance. Students pay a predetermined fee to the Cashier's office at the start of each semester, and the College secures the limited liability insurance coverage. Students may wish to purchase additional liability insurance. NOTE: The liability insurance that each student will have does not pay for injuries to the student- only for injuries to the patient. The student is completely responsible for personal medical costs incurred while at fieldwork sites. If a patient is injured by the student, the limited liability insurance may or may not cover all legal costs.

## CURRICULUM REQUIREMENTS

The Occupational Therapy Assistant program provides basic knowledge and skills for entry-level entrance into the workforce. Upon satisfactory completion of this curriculum, the student will be awarded an Associate of Applied Science degree and will be eligible to sit for the national certification examination administered by the National Board for Occupational Therapy (NBCOT) to become a certified occupational therapy assistant (COTA).

Courses in the OTA program must be taken in sequential order at the advisement of the program director and program faculty. Students may not “jump ahead” in the curriculum. A grade of “C” or better is required for satisfactory completion of all courses, including academic core courses.

### Prerequisites 23 hours

ENGL 1301 Composition I	3
MATH 1314 College Algebra	3
BIOL 2301 Anatomy & Physiology I (Lecture)	3
BIOL 2101 Anatomy & Physiology I (Lab)	1
BIOL 2302 Anatomy & Physiology II (Lecture)	3
BIOL 2101 Anatomy & Physiology I (Lab)	1
PYSC 2301 General Psychology	3
PHIL 2306 Ethics	3
PYSC 2314 Lifespan Growth & Development	3

### Major Course Requirements 37 hours

OTHA 1305 Principles of Occupational Therapy	3
OTHA 1309 Human Structure and Function in Occupational Therapy	3
OTHA 1315 Therapeutic Use of Occupations or Activities I	3
OTHA 2304 Neurology in Occupational Therapy	2
OTHA 1249 Occupational Performance from Birth to Adolescence	2
OTHA 1319 Therapeutic Interventions I	3
OTHA 1160 Clinical- Occupational Therapy Assistant (Pediatrics)	1
OTHA 2209 Mental Health in Occupational Therapy	2
OTHA 2302 Therapeutic Use of Occupations or Activities II	3
OTHA 1161 Clinical-Occupational Therapy Assistant (Mental Health)	1
OTHA 1249 Occupational Performance for Adulthood	2
OTHA 1253 Occupational Performance for Elders	2
OTHA 2231 Physical Function in Occupational Therapy	2
OTHA 2235 Health Care Management in Occupational Therapy	2
OTHA 1162 Clinical-Occupational Therapy Assistant (Adult)	1
OTHA 2266 Practicum-Occupational Therapy Assistant	2
OTHA 2267 Practicum-Occupational Therapy Assistant	2

Total of 60 Hours

## OTA ADMISSION PROCESS

Acceptance into the OTA program is competitive with a limited enrollment of 12 students.

### How to Apply

Application to the OTA program at San Jacinto College is a two-step process. You must first apply and be accepted to San Jacinto College, then you may submit an application to the OTA program.

1. Submit a completed San Jacinto College application to the Enrollment Services Office. Applications can be completed online at [www.sanjac.edu/apply](http://www.sanjac.edu/apply). All prospective students must be admitted to San Jacinto College before being eligible to apply for the OTA program. *Note: Admission to San Jacinto College does not guarantee admission into the OTA program.*
2. Submit an application to the OTA program between January 11<sup>h</sup> and April 2<sup>nd</sup> for enrollment in the fall semester.

Minimal Requirements – must be met at the time of application to be eligible for consideration.

- 18 years of age
- High school graduate/GED
- Previously completed or actively enrolled in no more than 2 prerequisite courses prior to application for fall class. Incomplete prerequisite courses will not be accepted.
- Minimum GPA of 2.0 in prerequisite courses; consideration for those with 1-2 courses in progress which will possible lower prerequisite GPA calculation to meet this requirement.
- **C or better in all prerequisite courses**

### Admission Criteria to the OTA program

Application to the OTA program is a two-part process. Applicants are ranked using a point system on an admission rubric based on the listed criteria below. Only applicants whose pre-interview point total places them in the top 50, will be invited on campus to participate in the second part of the application process which includes participating in a panel interview and writing an essay. Meeting the minimum criteria does not guarantee an on campus invitation or acceptance to the program.

Points are tabulated per the admission rubric. The admissions committee can only consider what is in the applicant's packet at the time of review. The admissions committee will not predict or project points for any grades of courses that are **in progress** or of any other criteria. In order for the admissions committee to complete the rubric for each applicant the following need to be included in the application packet:

- **Copies of unofficial or official transcripts** – assist with verifying prerequisite courses taken or in progress, completion of other OTA courses or PSYC 2314, as well as completion of other degrees – awarded points per rubric. It is advised that applicants have no more than 2 courses in progress at time of application. Courses

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in progress receive 1 point. Points for prerequisite GPA will be determined by dividing the total grade points of prerequisite courses by the total hours of prerequisite courses (20 hours). Having courses in progress decreases your chance of obtaining a high prerequisite GPA.

- Example:

Prerequisite Courses	Grade	Hours	Grade Points	Term	In Progress 1 point
ENGL 1301 Composition I	B	3	12 9 6	Fall 2015	
MATH 1314 College Algebra	B	3	12 9 6	Fall 2015	
BIOL 2301 A&P I (Lecture)	C	3	12 9 6	Fall 2016	
BIOL 2101 A&P I (Lab)	C	1	4 3 2	Fall 2016	
BIOL 2302 A&P II (Lecture)	B	3	12 9 6	Spring 2017	
BIOL 2102 A&P II (Lab)	B	1	4 3 2	Spring 2017	
PSYC 2301 General Psychology	IP	3	12 9 6	Spring 2018	1
PHIL 2306 Ethics	IP	3	12 9 6	Spring 2018	1
PSYC 2314 Lifespan Growth and Development	B	3	12 9 6	Spring 2017	
IP = in progress					
				<b>Total GP: 47</b>	<b>Pts. In Progress: 2</b>
					<b>Grade Pts. Total: 49</b>
					Points
<b>Prerequisite GPA: Min. 2.0 required</b>		<b>Total Grade Points/Total Hours = GPA: 2.45</b>			<b>1</b>

- **Three forms of recommendation** – Total points are added from each recommendation form and all three are added together for awarded points on rubric. **One form can be completed by an OT or OTA.**
- **Observation Hours**
  - The San Jacinto College OTA Program no longer requires observation hours. Applicants invited to the interview round will receive further directions and information to review before their interview to assess their knowledge of the OT profession. All communication will be provided via the email listed on the application packet.
  - \*Community observations are encouraged, but not mandatory for the admissions process.** If choosing to complete observations, applicants are responsible for locating all sites.
- **Information session** – Applicants are encouraged to attend the information session to receive information about the program and application process. Please refer to the website for dates and times. (awarded 5 points on rubric)
- **Transcript evaluation** – Obtain from Enrollment Services (SOS) and include in application packet. This document further clarifies any courses that were taken at another college or university to obtain credit. (Mandatory/no points awarded)
- **Other Degrees and Certifications** – Applicants may receive points on rubric as listed. Credit is only given for no more than two degrees/certifications.



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- **Related Healthcare experience** – Points are awarded if the applicant has previous healthcare experience (Rehab tech, CNA, etc.). Please provide a letter from employer stating your role and length of employment to receive credit.

**Please note:**

- Anatomy & Physiology I and II with lab should be taken within the last five years as it is vital for you to grasp this material to be an OTA. An exception will be made for those applicants who have worked in the healthcare industry and A&P courses were completed over five years from time of application. Verification of employment will be needed from employer. Program Director will make final decision regarding this matter. There are no other time limits on other prerequisite courses.

**Submitting Application**

**Altered College Operations**

**On campus**

During altered college operations (ex COVID-19 alternative class schedules), applications will be accepted by appointment only. Appointment days and times will be reflected on the San Jacinto College OTA website. If arriving on campus, a pre-screening questionnaire will need to be filled out to adhere to college safety guidelines during the pandemic. See link below to fill out questionnaire prior to coming on campus. All forms must be submitted 24 hours prior to arriving on campus.

SJC Student Pre-screening questionnaire: <https://www.sanjac.edu/about-san-jac/safety/communicable-diseases/coronavirus-covid-19/resources-students/forms-students>

**Email**

COVID-19 submission update: Applicants can submit an application via email during altered college operations only. All documents must be in PDF format and attached in ONE email with first initial, last name, and G# on all documents indicated. Emails can be sent to [otaprogram@sjcd.edu](mailto:otaprogram@sjcd.edu).

**Regular College Operations**

Applications will be accepted Monday – Friday from 8am – 5pm in office S-1.251q or S-1.251n of the Science/Allied Health building (second floor) during the application period of January 11<sup>th</sup> – April 2<sup>th</sup>

Packets may also be mailed to the address listed under contacts (Attn: Sheina Farooqui). Make sure to submit a complete packet as the OTA program will not make copies or contact you for an incomplete packet. **Incomplete or Late Applications will not be accepted.**

**Applications will not be accepted on other campuses of San Jacinto College.**

### **Admission process**

Applications will be reviewed as received through mid-April. It is the applicant's responsibility to ensure the packet is complete. Information such as volunteer hours and prior employment in the healthcare field may be verified. **Ensure that you have provided an email address and phone number where you can be reached.**

Applicants will be ranked by "Pre-interview Point Total". Please refer to the "Admissions Rubric" where points are totaled for ranking. The highest total points of an applicant, sets the bar for ranking. Applicants will be ranked in descending order based on point total. If two or more applicants tie for total points, prerequisite GPA will be used as a tiebreaker with the higher GPA ranked higher.

It is imperative that applicants submit an email address that is checked often for timely response to admission process. A maximum of fifty applicants will be scheduled for a campus interview and on campus essay in late April and/or early May as part of the last component of the admission process. Applicants will be notified of acceptance no later than the end of May/early June.

**Note:** Students who have courses in progress and were interviewed will be delayed in acceptance until course grades have been posted to ensure a grade of C or higher was achieved. Applicants who have completed all courses and rank high after interview will be accepted first and the class will be filled from there.

At the time of notification, accepted students will be given a 2-week deadline to notify the program of their acceptance. In addition to notifying the OTA department of acceptance, students will need to complete a criminal background check and drug screen prior to admission to the program. Information to complete screenings will be included in acceptance email. Any student who has been convicted of misdemeanors (other than minor traffic violations), felonies, or has a positive drug screen will be contacted immediately for further instructions.

Applicants who were placed on the waiting list will be notified in June if there are openings in the program.

All documents needed for admission are included in this packet. Additional forms are available at [www.sanjac.edu/career/occupational-therapy-assistant](http://www.sanjac.edu/career/occupational-therapy-assistant). Meeting the criteria does not guarantee on campus interview/essay or admission to the OTA program.

### **Pertinent Information about Admissions**

1. Deferral of Admission: Accepted students who would like to defer their admission for the following fall semester must make an appointment with the Program Director of the OTA program stating their reason for deferral. Granting deferral is not guaranteed, but such requests that involve medical conditions and military commitments are supported by the OTA department. If approved the applicant will need to contact the OTA program no later than March 1<sup>st</sup> of the next application period of their intent to remain a candidate for the incoming fall class. If deferred matriculation is declined, a new application would be required for any subsequent terms of entry. Only one deferral will be considered per applicant.
2. Denied Acceptance: If a student is denied acceptance into the OTA program, he or she has the right to request a conference call with the program director in order to review his or her application to determine appropriate actions to develop a stronger application. These calls will be limited to a 10 minute block. Information regarding interview and essay points is to be held confidential by the OTA department. If the student's application consists of weakness in the area of recommendations, the student will be notified; however will not be permitted to see the forms.

### **Transfer Policy for Students previously enrolled in another OT or OTA program**

1. A student requesting to transfer must meet all of the admission requirements of San Jacinto College and the San Jacinto College OTA program.
2. There must be space available in the OTA program at San Jacinto College. Enrollment is limited to 12 at this time.
3. The student must submit two current letters of reference. One letter must be from the Director/Chair of the program the student is transferring from and must state that the student is in good standing and eligible to return to the program. The other letter must provide a statement of good character and be from a professional.
4. All final approvals of acceptance will be made by the program director with input from full-time OTA faculty after careful review of application documents.
5. Students from an OT program who would like to transfer into the OTA program, if admitted would have to start from the beginning of the OTA curriculum. There are no course substitutions from the OT program to the OTA program.

### **Admissions after extended leave from another OT or OTA program (dismissal or medical leave)**

1. A student requesting admission to the OTA program at San Jacinto College after having been out of an OT or OTA program for more than one year, will have to apply to the OTA program as stated above.
2. There will be no conditional provisions provided for students who do not meet the standards set forth regarding transfer students.

## **ACCEPTANCE TO THE OTA PROGRAM**

As mentioned above, students are to complete a criminal background check and drug screen upon being conditionally accepted to the program. If the background check returns with misdemeanors (other than minor traffic violations), felonies, or has a positive drug screen your acceptance will be **changed from conditional acceptance to denied**. Potential students with positive drug screens will also be denied acceptance into the program. There are no opportunities to wait for pending charges, expunged records, etc. The OTA program must immediately deny the applicant acceptance into the program.

Those with conditional acceptance whose background check and drug screen have returned clear and negative will be fully accepted into the program and will receive further notification regarding course registration, orientation, uniforms, etc.

Applicants who were placed on the waiting list will be notified in June if there are openings in the program.

**All of the above information is not submitted with the application packet. Only the following are submitted to make an OTA application packet:**

**OTA application**

**3 recommendation forms**

**Transcript Evaluation**

**Unofficial/official transcripts**

**Documentation of previous work experience, certifications, etc.**



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**Prior Education (list most recent first)**

High School, Colleges Attended	Location (City, State, Zip)	Graduation Date	Hours Earned	Date Degree Earned
1.				
2.				
3.				
4.				

**Employment Record (list most recent or present position)**

Company Name	Date(s) Employed	Position & Duties
1.		
2.		
3.		
4.		

**Prerequisite Requirement Table**

Course name and number	Semester & Year	Final Grade	School Where Course was taken
ENGL 1301 Composition I			
MATH 1314 College Algebra			
BIOL 2301 A&P I (Lecture)			
BIOL 2101 A&P I (Lab)			
BIOL 2302 A&P II (Lecture)			
BIOL 2102 A&P II (Lab)			
PSYC 2301 General Psychology			
PHIL 2306 Ethics			
PYSC 2314 Lifespan Growth and Development			

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**Application Checklist: (Please check that all items are completed)**

- I have submitted 3 recommendation forms in signed and sealed envelopes with my packet.
- I have submitted official transcripts to the Office of Enrollment Services for all colleges attended.
- A transcript evaluation has been completed (must be requested from Enrollment Services in advance).
- I have included an unofficial transcripts from all colleges and universities attended in my OTA application packet.
- I have completed the OTA application in full and have signed and dated this application.
- I have included proof of employment for credit in related healthcare work experience (if applicable).
- I have disclosed information with OTA program director about background check/drug screen that may affect my application (if applicable)

This application will be used in the accumulation of points for the admission process. Final decisions on point allocation will be determined by the program director.

I hereby certify that the information in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification is cause for denial of admission or expulsion from the college. I understand that the faculty and staff of the San Jacinto College South- Occupational Therapy Assistant Program will read the information contained in this application.

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**Signature of Applicant**

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**Date**

**Please submit requested information only. Other documents submitted other than those requested will not be considered.**

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**Appendices**

- A. Admission (Point system) Rubric
  - B. Letter of Recommendation Form
- Frequently Asked Questions



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**Appendix A**  
**Admission (Point System) Rubric**

<b>Student Name:</b>		<b>G#:</b>		<b>Semester of Application:</b>	
Prerequisite Courses	Grade	Hours	Grade Points	Term	In Progress 1 point
ENGL 1301 Composition I		3	12 9 6		
MATH 1314 College Algebra		3	12 9 6		
BIOL 2301 A&P I (Lecture)		3	12 9 6		
BIOL 2101 A&P I (Lab)		1	4 3 2		
BIOL 2302 A&P II (Lecture)		3	12 9 6		
BIOL 2102 A&P II (Lab)		1	4 3 2		
PSYC 2301 General Psychology		3	12 9 6		
PHIL 2306 Ethics		3	12 9 6		
PSYC 2314 Lifespan Growth and Development		3	12 9 6		
<b>IP = in progress</b>				<b>Total GP:</b>	<b>Pts. In Progress: Grade Pts. Total:</b>
					<b>Points</b>
<b>Prerequisite GPA: Min. 2.0 required</b>		<b>Total Grade Points/Total Hours = GPA:</b>			
2.00 - 2.50 = 1    2.51 - 3.00 = 4    3.01 - 3.50 = 7    3.51 - 4.00 = 10					
<b>Letters of Recommendation</b>		5=120-110    4=109-90    3=89 and below			
Three letters of Recommendation will be added together for total points.					
<b>Optional Degree (s) or Certificate Program(s):</b>					
<b>Max Possible Points up to 5 (only credit for 2)</b>					
Bachelor's Degree = 3 points					
Associate's Degree = 2 points					
Certificate Program (Pharmacy Tech, Medical Assisting, Surgical Tech, Vocational Nursing, etc.) = 2 points					
<b>Related Healthcare Work Experiences: &lt;6 month = 3    6-12 month = 4    &gt;12 month = 5</b>					
Rehab Tech/CNA/Aide/Worked in an Allied Health Field (PTA, Biologist, etc.)					
<b>Information Session on Campus</b>		<b>5 Points</b>			
					<b>(Max points 30) Pre-interview Point Total</b>
<b>Essay</b>		<b>Max Possible Points 25</b>			
<b>Interview</b>		<b>Max Possible Points 35</b>			
<b>Total Points</b>		<b>Max Possible Points 90</b>			

Comments:

For OTA Program Office Use Only:

Notified for On Campus process  
Date: \_\_\_\_\_

Ranking Status # \_\_\_\_\_

Accepted into OTA program

Completed by: \_\_\_\_\_

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**Appendix B**

Letter of Recommendation  
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Applicant's Name: \_\_\_\_\_

In requesting the completion of this evaluation form which will be used in the admission selection process for the occupational therapy assistant program at San Jacinto College, I waive my right to access to the document.

\_\_\_\_\_ (Applicant Signature)

Name of individual completing form: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

If OT/OTA License #: \_\_\_\_\_ State: \_\_\_\_\_

**\*Note to individual completing form: Recommendations account for 20% in determining admission into the occupational therapy program. Please complete accurately and honestly and return to applicant in a sealed envelope. Thank you for assisting in the admission process of the above applicant. Please indicate number ratings only per the rating scale below.**

**Rating Scale:**

Superior                      Above Average                      Average                      Below Average                      Poor  
 5                                      4                                      3                                      2                                      1

Evaluation Area	Rating
<b>Attitude and Personality:</b> Mannerisms, disposition, ability to work with people, confidence, acceptance of criticism.	
<b>Reliability and Character:</b> Dependability, integrity, honesty, trustworthiness.	
<b>Personal Appearance:</b> Cleanliness, grooming.	
<b>Work Habits and Industry:</b> Conscientiousness, following through, resourcefulness, self-discipline, initiative, willingness.	
<b>Composure:</b> Reaction to stress, poise, self-control, adaptability.	
<b>Capacity for Independent Thinking:</b> Leadership ability, creative thought, curiosity, demonstrates interest.	
<b>Judgment and Common Sense:</b> Ability and foresight in everyday decisions, expression of opinion, maturity.	
<b>Oral Expression:</b> Clarity, coherence, and confidence in conversation.	

Overall Impression of this applicant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Frequently Asked Questions

1. Is the OTA program very difficult to get into?

Yes, it is a competitive program. There are only 12-14 positions in the program and the applicant pool exceeds the available positions. There is a possibility in the future that the program will admit more students.

2. Is the job market good?

Yes! The job market is excellent at this time as there is a push to hire more occupational therapy assistants. According to the Bureau of Labor and Statistics, there is a projection of 43% job growth by 2024, adding 14,100 OTA professionals to the existing amount of jobs. OTAs work collaboratively with an OT for patient intervention. The median salary is \$57,870. According to the 2017 U.S. News Rankings, Occupational Therapy Assistants are ranked #1 in Best Health Care Support Jobs and #12 in the 100 Best Jobs!

3. What is the starting salary?

Starting salary as an occupational therapy assistant will vary dependent on setting. The median pay is \$68,134 per Texaswages.com.

4. What are the program's graduation rates?

<b>Graduation Year</b>	<b>Students Entering/Graduating</b>	<b>Graduation Rate</b>
2020*	12/8	67%
2021*	14/12	TBD
2022	12/12	TBD

\*Students withdrew from program due to personal reasons.

5. I heard there is a national licensing exam that I must pass in order to practice as and OTA in Texas?

Yes, there is a national licensing exam through the National Board for Certification in Occupational Therapy (NBCOT). You will be eligible for the certification exam once you complete the program and graduate. As of March 2020, the occupational therapy assistant program at San Jacinto College is accredited for seven years by the Accreditation Council for Occupational Therapy Education (ACOTE). Graduates of this program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT).

Once this exam is complete, you will then be able to apply for your licensure to practice through the appropriate state agency. In Texas, the agency is the Texas Board of Occupational Therapy Examiners (TBOTE). However, please note that any felony conviction may affect a graduate's ability to sit for the NBCOT examination or attain

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state licensure. Applicants have the right to request a criminal history evaluation from the applicable licensing agency.

6. Do you offer this program at North or Central Campus?

No, the OTA program is only located at South Campus. You may take non-occupational therapy assistant courses (prerequisites) on other campuses, at night, weekends, etc.

7. Do you offer this program at night?

No, the OTA program does not offer night classes. However, there are two courses in the OTA curriculum that may be offered at night or online that are non-OTA courses but required for completion of the program and graduation.

8. When is the application deadline?

The application deadline for the occupational therapy assistant program is the first Friday in April of every year. Applications will not be considered after this date.

9. How do I turn my application packet in if campus has restricted access for on campus drop offs?

Applicants must come on a scheduled day as indicated on the OTA website. Before arriving, applicants must complete a daily prescreen for south campus to drop off their completed application.

Daily Pre-screen Link:

<https://www.sanjac.edu/about-san-jac/safety/communicable-diseases/coronavirus-covid-19/resources-students/forms-students>

Applicants who are not cleared to come to campus, may submit a completed application with all PDF documents to [otaprogram@sjcd.edu](mailto:otaprogram@sjcd.edu). G#, first and last name must be reflected on all documents. Please send all documents in ONE email only.

10. When does the OTA program start?

The program will accept students on an annual basis to start every fall semester.

11. Do I have to take the SAT or ACT or HESI?

No.

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12. Are observation hours mandatory?

As of September 2020, observation hours are not mandatory for application to the OTA program. Applicants can choose to seek out opportunities for their own understanding of the profession.

13. If I chose to seek out observation opportunities, where do I go for observation hours?

Any facility is appropriate as long as you observe a licensed OT or OTA. Example settings are inpatient, outpatient, rehabilitation, acute care, pediatrics, mental health, skilled nursing facility, or home health.

14. Is there an observation form I need to include in my application packet?

No. The OTA program no longer requires observation hours.

15. Is there a form for references to complete?

Yes. Refer to the website to download the form. Three of these must be completed (numbers must be circled). If you completed observations, an OT or OTA can complete a reference form. Reference forms cannot be completed by family or friends. Directions for completion are included in the Application packet.

16. Do you have any non-traditional students in the program?

Yes, the OTA program admits students from various backgrounds including those who may have had a previous career.

17. Do any of the required prerequisites have to be taken within a certain time period?

Prerequisites must be completed before the start of the program. Preferably prerequisite courses would have been completed at time of admission. However if 1-2 courses are in progress, your application will still be processed. Prerequisites (A&P I and II) should not have been taken more than 5 years ago. However, there are certain circumstances such as second career that will be considered. A&P I and II would not be recommended courses that are pending upon submitting application.

18. I have to work throughout the program. Can I take the program part-time?

No. Due to the progression and sequence of the program, it is not offered at part-time status. There are clinical experiences embedded in the curriculum as well as 16 weeks of full time clinical experience required at the end of the didactic portion of the program.

19. What if I want to re-apply for the program?

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Many students reapply and are encouraged to do so. You will need to complete a new application with all new documents and note on your application that you are reapplying. If observation hours were completed within 2 years of re-applying, you may resubmit those forms. Applicants should have copies of all materials initially submitted to resubmit certain documents of application.

20. Is the OTA program an online program?

The San Jacinto College OTA program is a face to face program. The program will only implement hybrid (online and on campus lab) or full online on a schedule if community and government officials place a state of emergency due to local, state, or national emergencies. Students are notified ahead of time if changes to instruction is required.

## CONTACT INFORMATION

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