



## Occupational Therapy Assistant AAS

Information and Application Packet 2022-23

### Program Description

The Occupational Therapy Assistant program provides the knowledge and skills that will enable students to enter the workforce in a variety of healthcare and community settings. The didactic and clinical learning experiences require full-time participation of approximately 40 hours per week each week throughout the program. This program is designed as a full-time cohort program so students will work through their OTA professional courses and clinical experiences in a sequential manner with a set group of students. Students are encouraged to not have an additional job outside of their OTA program studies.

The program is based at the facilities located at the Schoolcraft College Livonia Main campus, and includes state-of-the-art classroom and clinical training resources designed to promote an exceptional educational experience.

Admission to the OTA program occurs once per year, at the beginning of the fall semester, and is a competitive process. Admission decisions will be made in the spring/summer prior to the start of the program, and acceptance must be made prior to the deadline indicated in the offer. Students must satisfactorily complete the pre-requisite courses and meet other admission requirements in order to apply to this restricted enrollment program. If a student is finishing final prerequisite courses during the application period, an application submitted by the deadline will be accepted. Students who are conditionally accepted into the program must complete all program requirements by the designated date. Students who do not complete the final admission requirements by scheduled academic deadlines will have their application deferred to another admission year. Students may only defer one time without having to repeat the application process. This program has pre-admission and admission requirements that are reviewed annually. Students will be required to furnish and maintain uniforms and other supplies as required by the department and clinical facilities.

Successful completion of the program requirements qualifies the student to take the national credential examination offered by the National Board for Certification in Occupational Therapy (NBCOT). Satisfactory completion of this exam enables the students to become a Certified Occupational Therapy Assistant (COTA). Most states, including Michigan, require licensure in order to practice as an Occupational Therapy Assistant. In Michigan, this licensure is managed by the state Department of Licensing and Regulatory Affairs (LARA).

### Application Requirements

*The Occupational Therapy Assistant Program requires an application (attached to the end of this packet). To be admitted to the program you must complete the following.*

**Applicants may be accepted into the Occupational Therapy Assistant program ONLY if they have applied and completed all the requirements to the program by the end of the day on JULY 1, 2023.**

<b>1. Apply to Schoolcraft College</b>	Apply to Schoolcraft College on-line at <a href="https://schoolcraft.edu/apply">schoolcraft.edu/apply</a>
<b>2. Transcripts</b>	It is recommended you request official undergraduate transcripts from <u>all</u> colleges and universities previously attended. Transcripts must be sent directly from the issuing college or university to Schoolcraft College. To confirm that transcripts have been received, contact the Answer Center at 734-462-4426.

<b>3. Academic Advising and Assessment</b>	<p>This program requires minimum assessment levels or course work in the areas of math, reading, and writing. You need to meet with an academic advisor to develop an academic plan. The advisor can determine if an assessment test is necessary and if foundation courses are needed. Students with prior college level work or a degree may be exempt from placement testing. Students who have submitted SAT or ACT scores that are less than three years old to the Admissions and Welcome Center may also be exempt from assessment testing.</p> <p>Contact the Academic Advising Office at 734-462-4429 to make an appointment.</p>
<b>4. College Prerequisite Coursework</b>	<p>Complete BIOL 237- Principles of Human Anatomy and Physiology 1 or equivalent with a grade of 3.0/B or higher within past 5 years.          Complete BIOL 238 - Principles of Human Anatomy and Physiology 2 or equivalent with a grade of 3.0/B or higher within past 5 years.          Complete PSYCH 201 – Introductory Psychology or equivalent with a grade of 2.0/C or higher.          Complete PSYCH 229 – Life-Span Developmental Psychology or equivalent with a grade of 2.0/C or higher.          Complete ENG 101 – English Composition 1 or equivalent with a grade of 2.0/C or higher.          Complete ENG 106 – Business English or equivalent with a grade of 2.0/C or higher.          Complete MATH 102 – Technical Mathematics <i>or</i> MATH 113 - Intermediate Algebra for College Students or equivalent <i>or</i> math course higher than MATH 113 with a grade of 2.0/C or higher.          Complete COMA 200 – Interpersonal Communication or equivalent with a grade of 2.0/C or higher.          Complete OTA 110 – Introduction to Occupational Therapy Assisting or equivalent with a grade of 2.0/C or higher.          Complete PE 147 – Exercise Techniques or equivalent with a grade of 2.0/C or higher.          Complete HIT 100 or HIT 104 – Medical Terminology or equivalent with a grade of 2.0/C or higher.</p>
<b>5. Cumulative GPA</b>	<p>Attain a cumulative grade point average of <u>2.5/C+</u> or higher in all program pre-requisite courses.</p>
<b>6. Apply to Occupational Therapy Assistant Program</b>	<p>Meet with your Academic Advisor to complete the attached Occupational Therapy Assistant Restricted Enrollment forms.</p>
<b>7. Observation Form</b>	<p>Complete 10 hours of clinical Occupational Therapy observation in two different settings or with two different populations. Complete the attached observation form for each setting or population and have it signed by the OT Clinician on duty during your observation.</p>
<b>8. Meet with Program Director</b>	<p>Once all application documents have been received, you will be contacted by the OTA Program Director to arrange a time to meet.</p>

**External Criteria - To be completed with OTA Fieldwork Coordinator**

- Criminal History Background Check Clearance. *Generally, convictions or pleas of guilt to a felony may prevent you from clinical affiliation assignment and/or employment in healthcare.*
- Medical Clearance / Drug Screen. *Physical expires after 12 months. Marijuana use is prohibited. Drug screens may need to be repeated throughout the program as required by clinical agencies.*
- OT Observations documented. *Use attached forms to document ten hours of observation in two different OT settings or with two different OT populations.*

✎OTA Fieldwork Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

✎Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**External Criteria – Meeting with OTA Program Director**

✎OTA Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

✎Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Open/Supporting Courses**

Admission to the Occupational Therapy Assisting Program is not necessary to register for the course listed below. This course is open to all Schoolcraft students who have met the course prerequisite(s) (see the College Catalog).

OTA 110 Introduction to Occupational Therapy Assisting

**Estimate of Tuition and Fees**

<b>Occupational Therapy Assistant</b>			
	<b>AAS Program (67 credit hours)</b>		
	<b><u>Resident</u></b>	<b><u>Non-Resident</u></b>	<b><u>Out of State</u></b>
<b>Tuition:</b>	<b>\$ 9,825.00</b>	<b>\$ 14,100.00</b>	<b>\$ 19,875.00</b>
<b>Registration Fees:</b>	<b>\$ 301.00</b>	<b>\$ 301.00</b>	<b>\$ 301.00</b>
<b>Service Fees:</b>	<b>\$ 600.00</b>	<b>\$ 600.00</b>	<b>\$ 600.00</b>
<b>Instructional Equipment Fees:</b>	<b>\$ 750.00</b>	<b>\$ 750.00</b>	<b>\$ 750.00</b>
<b>Infrastructure Fees:</b>	<b>\$ 600.00</b>	<b>\$ 600.00</b>	<b>\$ 600.00</b>
<b>Course Fees:</b>	<b>\$ 2,530.00</b>	<b>\$ 2,530.00</b>	<b>\$ 2,530.00</b>
<b>Additional Expenses (Approximate):</b>	<b>\$ 225.00</b>	<b>\$ 225.00</b>	<b>\$ 225.00</b>
Application Fee for Certification Exam (optional)			
<b>TOTAL</b>	<b>\$14,831.00</b>	<b>\$19,106.00</b>	<b>\$24,881.00</b>
<p>The above figures are based on 2022-2023 rates and are subject to change. A Resident student is one whose legal residence is in the school District of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or parts of Novi. All other students are Non-Residents or Out-of State.                      Estimate of textbooks not included.</p>			

**Note**

Requirements for admission to the Occupational Therapy Assistant AAS are subject to change at any time. Please contact the Admissions and Welcome Center for updates of any applicable changes:

Phone: (734) 462-4683

E-mail: [admissions@schoolcraft.edu](mailto:admissions@schoolcraft.edu)

Web: [www.schoolcraft.edu](http://www.schoolcraft.edu)

*It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subject to discrimination during any program or activity or in employment.*

## Occupational Therapy Assistant Program

Restricted Enrollment Application 2022-2023

The Occupational Therapy Assistant Program requires a Restricted Enrollment Program Change form. To begin this program, you must complete the following with an academic advisor.

**BIOL 237 or equivalent. Complete Human Anatomy and Physiology 1 with a grade of 3.0/B or higher within past 5 years. BIOL 236 is not acceptable.**

**Student:**

has successfully completed BIOL 237 (3.0/B or higher) or ⇒  has successfully completed \_\_\_\_\_ at \_\_\_\_\_ with a grade of \_\_\_\_\_

**BIOL 238 or equivalent. Complete Human Anatomy and Physiology 2 with a grade of 3.0/B or higher within past 5 years. BIOL 236 is not acceptable.**

**Student:**

has successfully completed BIOL 238 (3.0/B or higher) or ⇒  has successfully completed \_\_\_\_\_ at \_\_\_\_\_ with a grade of \_\_\_\_\_

**PSYCH 201 or equivalent. Complete Introductory Psychology with a grade of 2.0/C or higher.**

**Student:**

has successfully completed PSYCH 201 (2.0/C or higher) or ⇒  has successfully completed \_\_\_\_\_ at \_\_\_\_\_ with a grade of \_\_\_\_\_

**PSYCH 229 or equivalent. Complete Life-Span Developmental Psychology with a grade of 2.0/C or higher.**

**Student:**

has successfully completed PSYCH 229 (2.0/C or higher) or ⇒  has successfully completed \_\_\_\_\_ at \_\_\_\_\_ with a grade of \_\_\_\_\_

**COMA 200 or equivalent. Complete Interpersonal Communication with a grade of 2.0/C or higher. COMA 103 is not acceptable.**

**Student:**

has successfully completed COMA 200 (2.0/C or higher) or ⇒  has successfully completed \_\_\_\_\_ at \_\_\_\_\_ with a grade of \_\_\_\_\_

**ENG 101 or equivalent. Complete English Composition 1 with a grade of 2.0/C or higher.**

**Student:**

has successfully completed ENG 101 (2.0/C or higher) or ⇒  has successfully completed \_\_\_\_\_ at \_\_\_\_\_ with a grade of \_\_\_\_\_

**ENG 106 or equivalent. Complete Business English with a grade of 2.0/C or higher. ENG 102 is not acceptable.**

**Student:**

has successfully completed ENG 106 (2.0/C or higher) or ⇒  has successfully completed \_\_\_\_\_ at \_\_\_\_\_ with a grade of \_\_\_\_\_

**MATH 102, MATH 113, MATH higher than or equivalent to MATH 113 with a grade of 2.0/C or higher. Complete Technical Mathematics or Intermediate Algebra for College or equivalent with a grade of 2.0/C or higher.**

**Student:**

has successfully completed \_\_\_\_\_  has successfully completed \_\_\_\_\_  
MATH 102/113 or higher than 113 (2.0/C or higher) or ⇒ at \_\_\_\_\_ with a grade of \_\_\_\_\_

**OTA 110 or equivalent. Complete Introduction to Occupational Therapy Assisting with a grade of 2.0/C or higher.**

**Student:**

has successfully completed \_\_\_\_\_  has successfully completed \_\_\_\_\_  
OTA 110 (2.0/C or higher) or ⇒ at \_\_\_\_\_ with a grade of \_\_\_\_\_

**HIT 100, HIT 104, or equivalent. Complete Introduction to Medical Terminology or Medical Terminology with a grade of 2.0/C or higher.**

**Student:**

has successfully completed \_\_\_\_\_  has successfully completed \_\_\_\_\_  
HIT 100 or 104 (2.0/C or higher) or ⇒ at \_\_\_\_\_ with a grade of \_\_\_\_\_

**PE 147 or equivalent. Complete Exercise Techniques with a grade of 2.0/C or higher.**

**Student:**

has successfully completed \_\_\_\_\_  has successfully completed \_\_\_\_\_  
PE 147 (2.0/C or higher) or ⇒ at \_\_\_\_\_ with a grade of \_\_\_\_\_

**CUMULATIVE GPA Attain a 2.5/C+ or higher cumulative grade point average in all program pre-requisite courses.**

**Student:**

has a cumulative GPA of 2.5/C+ or higher in all program pre-requisite courses.

**Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

***Please verify following additional requirements before student is accepted into the OTA program.***

- Signature of OTA Fieldwork Coordinator indicating completion of:**
  - Criminal History Background Check Clearance.
  - Medical Clearance / Drug Screen.
  - OT Observations documented.
- Signature of OTA Program Director indicating completion of meeting with student.**
- Student is aware of need for registration permit for OTA 210.**
  - OTA 210 registration requires a permit. It will be necessary to complete required immunizations and a Basic Life Support Course for Health Professionals before requesting a permit from the Health Professions Office. This permit can also be found at the end of this Application.



## Restricted Enrollment Program Change Form

**Please Print:**

Student Name: \_\_\_\_\_  
Last First Middle Initial

Student Number: \_\_\_\_\_ or Social Security Number (last four digits) \_\_\_\_\_

Month and Day of Birth \_\_\_\_/\_\_\_\_

Current Academic Program Name: \_\_\_\_\_

Current Academic Program Number: \_\_\_\_\_

New Academic Program Name: Occupational Therapy Assistant AAS

New Academic Program Number: AAS.00216

Semester to Take Effect: Fall \_\_\_\_\_  
(year)

~~Academic Advisor Signature:~~ \_\_\_\_\_ Date: \_\_\_\_\_

~~Student Signature:~~ \_\_\_\_\_ Date: \_\_\_\_\_

Return to:  
Schoolcraft College  
Academic Advising, 105 McDowell Center  
18600 Haggerty Road, Livonia, MI 48152  
Phone: 734-462-4429  
FAX: 734-462-4489

# OTA Observation Form for Program Admission Observation #1

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*Admission to the Occupational Therapy Assistant (OTA) Program at Schoolcraft College requires applicants to complete 10 documented observation hours so they can gain an understanding of the role of the OTA. These hours should be spent in at least two different settings or with two different populations of OT clients.*

**Student:** *Please complete this form, then give this form to the OT Clinician with whom you are completing your observation. Ask the Clinician to complete the information at the bottom of the page. Submit completed Observation Form to Health Professions Administration Office by July 1, 2023.*

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Student Name: \_\_\_\_\_

Date(s): \_\_\_\_\_

Total number of hours spent observing: \_\_\_\_\_

Facility name and address where observation occurred: \_\_\_\_\_

Use the space below or additional paper to provide a brief description of the observation. Be sure to identify the OT client population, and include the job duties and professional responsibilities observed:

**I certify the above (or attached) is accurate.**

OT Clinician name (printed): \_\_\_\_\_

OT Clinician signature: \_\_\_\_\_ Date: \_\_\_\_\_

OT License Number: \_\_\_\_\_

OFFICE USE ONLY: Completed Observation Form received on _____ (Date).
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# OTA Observation Form for Program Admission Observation #2

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*Admission to the Occupational Therapy Assistant (OTA) Program at Schoolcraft College requires applicants to complete 10 documented observation hours so they can gain an understanding of the role of the OTA. These hours should be spent in at least two different settings or with two different populations of OT clients.*

**Student:** *Please complete this form, then give this form to the OT Clinician with whom you are completing your observation. Ask the Clinician to complete the information at the bottom of the page. Submit completed Observation Form to Health Professions Administration Office by July 1, 2023.*

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Student Name: \_\_\_\_\_

Date(s): \_\_\_\_\_

Total number of hours spent observing: \_\_\_\_\_

Facility name and address where observation occurred: \_\_\_\_\_

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Use the space below or additional paper to provide a brief description of the observation. Be sure to identify the OT client population, and include the job duties and professional responsibilities observed:

**I certify the above (or attached) is accurate.**

OT Clinician name (printed): \_\_\_\_\_

OT Clinician signature: \_\_\_\_\_ Date: \_\_\_\_\_

OT License Number: \_\_\_\_\_

OFFICE USE ONLY: Completed Observation Form received on _____ (Date).
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# OTA 210 Level 1 Field Placement A – Permit Request

Eligibility for OTA 210 - *Level 1 Field Placement A* registration requires issuance of an electronic permit by the Health Professions Administration Office. A completed permit request form needs to be turned in to the Administration Office in the Health Services Building. They can be contacted at [healthprofessions@schoolcraft.edu](mailto:healthprofessions@schoolcraft.edu) or 734-462-4770.

**Section I: Demographics - To be completed by student**

Demographic information on this application must match the information on record in the Registrar’s Office at Schoolcraft College

<b>Name</b>	Last (Family Name)	First	Middle	Former (If Applicable)		
<b>Address</b>	Number	Street	Apt.	City	State	Zip + 4 Digit Code
<b>Day Phone</b>	(      )		<b>Evening Phone</b>	(      )		
<b>Email</b>			<b>Birth Date</b>	Month / Day / Year		
<b>Student Number</b>			<b>Social Security Number</b>	Last 4 Digits		

**Section II: Meet all external requirements. To be completed with OTA Fieldwork Coordinator.**

- Required Immunizations**  
*Declination of immunizations may prevent student from completing clinical experiences required for the program.*
  - Two MMR vaccinations (Measles, Mumps, Rubella) – one as a child – one as an adult or Titer showing immunity for ALL of the above.
  - Hepatitis B vaccination or Titer – *(series must be started prior to clinical)* or a signed Vaccination Declination Form.
  - Flu Shot – *must have annual vaccination.*
  - Tetanus/Diphtheria/Pertussis (TDAP) – *must have received a TDAP within the past 7 years.*
  - Two-step TB Test – *TB test expires after 12 months. The student’s TB test cannot expire before the end of class and/or when clinical will be completed.*
  - Chicken Pox – 2 Varicella vaccinations given 1 month apart and/or a laboratory Titer verifying immunity. NOTE: we are no longer accepting history of chicken pox as evidence of immunity.
  - Covid-19 Vaccination or other vaccinations as required by federal, state, or clinical agency guidelines. NOTE: Subject to permitted clinical site medical/religious exemptions.
- Basic Life Support Course for Professional Healthcare Providers**
  - Students need to complete a course that includes an in-person demonstration of the performance skills. 100% online courses are not accepted. *This certification must be renewed annually.*

✍️ OTA Fieldwork Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

✍️ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section III: Obtain OTA 210 Permit - To be completed with Administrative Assistant.**

Contact the Health Professions Office:  
[healthprofessions@schoolcraft.edu](mailto:healthprofessions@schoolcraft.edu)  
 734-462-4770

DATE RECEIVED: \_\_\_\_\_