



Dear Prospective Student:

We thank you for your interest in the Occupational Therapy Assistant (OTA) Program at Washington State College of Ohio. Please read the following information and follow the admission procedures outlined below.

- **The OTA Admission Packet contains:**
  1. OTA application and admission information;
  2. OTA general information;
  3. Applicant scoring guidelines;
  4. OTA technical program application;
  5. The OTA Semester Curriculum.

- **Application Deadline:**

Please note that this information is dated and is applicable to those applying for admission to the Washington State College of Ohio (WSCO) OTA Program in the spring semester of the new year.

**Contact the OTA office if you have questions or need further information.**

Sincerely,

Dr. Chad Schneider, Ph.D.  
Director of the Occupational Therapy Assistant Program  
Washington State College of Ohio

**Washington State College of Ohio**  
**OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

➤ **Is the Program Accredited?**

**The OTA Program is currently seeking accreditation by:**

Accreditation Council for Occupational Therapy Education (ACOTE)  
ACOTE, c/o Accreditation Department  
American Occupational Therapy Association (AOTA)  
4720 Montgomery Lane, Suite 200  
Bethesda, MD 20814-3449  
(301) 652-2682  
Email: [accred@aota.org](mailto:accred@aota.org)  
Website: [www.acoteonline.org](http://www.acoteonline.org)

➤ **What are the requirements for the APPLICATION to the Occupational Therapy Assistant Program?**

1. American College Test (ACT) composite score of 18 or higher or the equivalent composite SAT score OR an associate's degree or higher.
2. A minimum of a 2.5 cumulative grade point average (GPA) for recent course work from an educational institution. Your GPA will be based on any college coursework taken within the last 2 calendar years or your cumulative high school GPA, whichever is more recent.
3. A minimum of 40 hours of documented observation experience with an occupational therapist or occupational therapy assistant.
4. Submission of the Occupational Therapy Assistant Program Application.
5. Completion of all general admission requirements to become a student at the college including the Washington State College of Ohio Application for Admission.

➤ **Once I am *ACCEPTED INTO THE OTA Program*, I will complete the following *BEFORE* the first day of my first fall semester in the OTA Program:**

1. Satisfactory medical examination from a physician to include specified laboratory tests, immunizations and drug screen. Validation of this requirement must be received by the Academic Fieldwork Coordinator prior to any fieldwork or clinical experiences.
2. Current basic CPR with professional AED level certification (infant, child, and adult CPR, choking victim and AED).

➤ **I will also need to demonstrate I have the following documentation:**

1. Successful completion of four years of high school, or a standard equivalency test, or certification of equivalent education by an organization recognized by the U.S. Department of Education.
2. Successful completion (C or better) of the ONE of the following general education classes at the high school or postsecondary level: biology, chemistry, and anatomy/physiology.

- **Washington State College of Ohio General Admission:**  
Information regarding the general admission process to Washington State College of Ohio can be obtained online at: <http://wsco.edu> or by contacting the Admissions Office.
  
- **Program Duration:**  
Because of the sequencing of the OTA classes, it will take two academic years to complete the program regardless of the amount of course work that has been completed prior to admission.
  
- **Travel to Fieldwork Sites:**  
Students enrolled in the OTA program will complete fieldwork assignments in conjunction with on-campus classroom and laboratory instruction. Fieldwork assignments are arranged, so that all students can benefit by learning through a variety of clinical experiences related to occupational therapy. Such assignments may be in facilities outside the college's service area. If necessary, students must be prepared to meet the financial obligations, travel costs and time commitments associated with the fieldwork placement.
  
- **State of Ohio Licensing Procedure for Occupational Therapy Assistants:**  
The Ohio Occupational Therapy, Physical Therapy and Athletic Trainers Board in section 4755.11 of the Ohio Revised Code, states that the Occupational Therapy section of the Ohio OT, PT, and AT Board may refuse to grant a license to an applicant for an initial license as an Occupational Therapy Assistant on any of the following grounds:

#### **4755.11 Disciplinary actions.**

- A. In accordance with Chapter 119. of the Ohio Revised Code, the occupational therapy section of the Ohio occupational therapy, physical therapy, and athletic trainers board may suspend, revoke, or refuse to issue or renew an occupational therapist license, occupational therapy assistant license, occupational therapist limited permit, occupational therapy assistant limited permit, or reprimand, fine, place a license or limited permit holder on probation, or require the license or limited permit holder to take corrective action courses, for any of the following:
  - 1) Conviction of an offense involving moral turpitude or a felony, regardless of the state or country in which the conviction occurred;
  - 2) Violation of any provision of sections 4755.04 to 4755.13 of the Revised Code;
  - 3) Violation of any lawful order or rule of the occupational therapy section;
  - 4) Obtaining or attempting to obtain a license or limited permit issued by the occupational therapy section by fraud or deception, including the making of a false, fraudulent, deceptive, or misleading statements in relation to these activities;
  - 5) Negligence, unprofessional conduct, or gross misconduct in the practice of the profession of occupational therapy;
  - 6) Accepting commissions or rebates or other forms of remuneration for referring persons to other professionals;
  - 7) Communicating, without authorization, information received in professional confidence;

- 8) Using controlled substances, habit forming drugs, or alcohol to an extent that it impairs the ability to perform the work of an occupational therapist, occupational therapy assistant, occupational therapist limited permit holder, or occupational therapy assistant limited permit holder;
- 9) Practicing in an area of occupational therapy for which the individual is untrained or incompetent;
- 10) Failing the licensing or Ohio jurisprudence examination;
- 11) Aiding, abetting, directing, or supervising the unlicensed practice of occupational therapy;
- 12) Denial, revocation, suspension, or restriction of authority to practice a health care occupation, including occupational therapy, for any reason other than a failure to renew, in Ohio or another state or jurisdiction;
- 13) Except as provided in division (B) of this section:
  - a) Waiving the payment of all or any part of a deductible or copayment that a patient, pursuant to a health insurance or health care policy, contract, or plan that covers occupational therapy, would otherwise be required to pay if the waiver is used as an enticement to a patient or group of patients to receive health care services from that provider;
  - b) Advertising that the individual will waive the payment of all or any part of a deductible or copayment that a patient, pursuant to a health insurance or health care policy, contract, or plan that covers occupational therapy, would otherwise be required to pay.
- 14) Working or representing oneself as an occupational therapist, occupational therapy assistant, occupational therapist limited permit holder, or occupational therapy assistant limited permit holder without a current and valid license or limited permit issued by the occupational therapy section;
- 15) Engaging in a deceptive trade practice, as defined in section 4165.02 of the Revised Code;
- 16) Violation of the standards of ethical conduct in the practice of occupational therapy as identified by the occupational therapy section;
- 17) A departure from, or the failure to conform to, minimal standards of care required of licensees or limited permit holders, whether or not actual injury to a patient is established;
- 18) An adjudication by a court that the applicant, licensee, or limited permit holder is incompetent for the purpose of holding a license or limited permit and has not thereafter been restored to legal capacity for that purpose;
- 19) (a) Except as provided in division (A)(19)(b) of this section, failure to cooperate with an investigation conducted by the occupational therapy section, including failure to comply with a subpoena or orders issued by the section or failure to answer truthfully a question presented by the section at a deposition or in written interrogatories.  
(b) Failure to cooperate with an investigation does not constitute grounds for discipline under this section if a court of competent jurisdiction issues an order that either quashes a subpoena or permits the individual to withhold the testimony or evidence at issue.

- 20) Conviction of a misdemeanor reasonably related to the practice of occupational therapy, regardless of the state or country in which the conviction occurred;
- 21) Inability to practice according to acceptable and prevailing standards of care because of mental or physical illness, including physical deterioration that adversely affects cognitive, motor, or perception skills;
- 22) Violation of conditions, limitations, or agreements placed by the occupational therapy section on a license or limited permit to practice;
- 23) Making a false, fraudulent, deceptive, or misleading statement in the solicitation of or advertising for patients in relation to the practice of occupational therapy;
- 24) Failure to complete continuing education requirements as prescribed in rules adopted by the occupational therapy section under section 4755.06 of the Ohio Revised Code.

- B. Sanctions shall not be imposed under division (A) (13) of this section against any individual who waives deductibles and copayments as follows:
- 1) In compliance with the health benefit plan that expressly allows such a practice. Waiver of the deductibles or copayments shall be made only with the full knowledge and consent of the plan purchaser, payer, and third-party administrator. Documentation of the consent shall be made available to the section upon request.
  - 2) For professional services rendered to any other person licensed pursuant to sections 4755.04 to 4755.13 of the Revised Code to the extent allowed by those sections and the rules of the occupational therapy section.
- C. Except as provided in division (D) of this section, the suspension or revocation of a license or limited permit under this section is not effective until either the order for suspension or revocation has been affirmed following an adjudication hearing, or the time for requesting a hearing has elapsed.

When a license or limited permit is revoked under this section, application for reinstatement may not be made sooner than one year after the date of revocation. The occupational therapy section may accept or refuse an application for reinstatement and may require that the applicant pass an examination as a condition of reinstatement.

When a license or limited permit holder is placed on probation under this section, the occupational therapy section's probation order shall be accompanied by a statement of the conditions under which the individual may be removed from probation and restored to unrestricted practice.

- D. On receipt of a complaint that a person who holds a license or limited permit issued by the occupational therapy section has committed any of the prohibited actions listed in division (A) of this section, the section may immediately suspend the license or limited permit prior to holding a hearing in accordance with Chapter 119. of the Revised Code if it determines, based on the complaint, that the licensee or limited permit holder poses an immediate threat to the public. The section may review the allegations and vote on the suspension by telephone conference call. If the section votes to suspend a license or limited permit under this division, the section shall issue a written order of summary suspension to the licensee or limited permit holder in accordance with section 119.07 of the Revised Code. If the individual whose license or limited permit is suspended fails to make a timely request for an adjudication under Chapter 119. of the Revised Code, the section shall enter a final order permanently revoking the individual's license or limited permit. Notwithstanding section 119.12 of the Revised Code, a court of common pleas shall not grant a suspension of the section's order of summary suspension pending the determination of an appeal filed under that section. Any order of summary suspension issued under this division shall remain in effect, unless reversed on appeal, until a final adjudication order issued by the section pursuant to division (A) of this section becomes effective. The section shall issue its final adjudication order regarding an order of summary suspension issued under this division not later than ninety days after completion of its hearing. Failure to issue the order within ninety days shall result in immediate dissolution of the suspension order, but shall not invalidate any subsequent, final adjudication order.
- E. If any person other than a person who holds a license or limited permit issued under section 4755.08 of the Revised Code has engaged in any practice that is prohibited under sections 4755.04 to 4755.13 of the Revised Code or the rules of the occupational therapy section, the section may apply to the court of common pleas of the county in which the violation occurred, for an injunction or other appropriate order restraining this conduct, and the court shall issue this order.

Amended by 130th General Assembly File No. 25, HB 59, §101.01, eff. 9/29/2013.

Amended by 129th General Assembly File No.169, HB 247, §1, eff. 3/22/2013.

Effective Date: 04-16-1993; 04-06-2007.

➤ **Criminal Records Checks and Drug Screens:**

Upon completion of the WSCO OTA Program graduates will be eligible to apply for licensure by examination. Section 4755.70 of the Ohio Revised Code requires all individuals applying for a license issued by the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI). The BCI and FBI records checks are both required for initial licensure. By law, the Board cannot complete the processing of any application until it receives the background check reports from BCI and FBI. The graduate is responsible for the cost of the BCI and FBI records checks.

Potential clinical education sites and employers may also require drug screens and/or criminal records checks/background investigations. The student/graduate may be responsible for the cost of the records check(s) and/or drug screen(s). Individuals who have been convicted, found guilty of, pled guilty to, pled no contest to, entered an Alford plea, received treatment or intervention in lieu of conviction, or received diversion for any of the following crimes (this includes crimes that have been expunged if the crime has a direct and substantial relationship to occupational therapy practice) may be ineligible for placement in a clinical education site and/or for employment:

- A. A gross misdemeanor committed in Ohio, another State, Commonwealth, Territory, Province, or country.
- B. A felony in Ohio, another State, Commonwealth, Territory, Province, or country.
- C. A crime involving gross immorality or moral turpitude in Ohio, another State, Commonwealth, Territory, Province, or country.
- D. A violation of any municipal, County, State, Commonwealth, or Federal drug law.

**Please Note:** Accepted applicants will be required to submit to a criminal background check facilitated by WSCO and conducted by The Ohio Bureau of Criminal Identification and Investigation. This background check will include, but is not limited to, an analysis of fingerprints and review of prior criminal records. Students with felony, certain misdemeanors or drug-related arrests will be ineligible for admission into the OTA Program. The submission of any false information shall be cause for immediate dismissal from the OTA Program.

Accepted applicants will be required to submit to a periodic drug screen. In addition, students will be subject to random drug screens. Students who refuse/fail to cooperate will be considered "positive". Unsatisfactory/positive results of the drug screen will result in ineligibility for admission and/or continuation in the program.

➤ **Class and Clinical Schedule:**

Applicants to this program should note that the OTA class and clinical schedule are subject to revision. Applicants to the OTA Program should also be aware that OTA technology classes will be scheduled during mornings, afternoons and evenings. Clinical affiliations will be held at off-campus sites during daytime hours. OTA students may find it difficult or impossible to maintain full-time employment.

➤ **Essential Functions of an OTA:**

Applicants to the OTA program should be aware that certain physical, visual, hearing, and cognitive abilities are necessary to successfully complete the classroom, laboratory, and clinical practicum work required in an OTA education program. These abilities are also necessary to perform the essential function of a licensed and certified OTA. The “Selected Characteristics of Occupations Defined in the Dictionary of Occupational Titles,” published by the U.S. Department of Labor, outlines the characteristics required of OTAs.

➤ **Application Deadline:**

Applications to the OTA Program must be fully completed and submitted by September 1<sup>st</sup> each year to be considered for the student cohort beginning in the following spring semester of the new year.

**GRADUATING FROM THE OTA PROGRAM AND BECOMING AN OTA:**

GRADUATES OF THE 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). AFTER SUCCESSFUL COMPLETION OF THIS EXAM, THE GRADUATE WILL BE A CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA). IN ADDITION, MOST STATES REQUIRE LICENSURE TO PRACTICE; HOWEVER, STATE LICENSES ARE USUALLY BASED ON THE RESULTS OF THE NBCOT CERTIFICATION EXAMINATION.

**PLEASE NOTE:**

A FELONY CONVICTION MAY AFFECT A GRADUATE’S ABILITY TO SIT FOR THE NBCOT CERTIFICATION EXAMINATION OR ATTAIN STATE LICENSURE.

**The OTA Program reserves the right to extend this deadline or admit qualified candidates, on a first come-first served basis in the unlikely event that the class is not filled by the deadline. Applicants receiving this information after the deadline are advised to contact the OTA office to learn if seats in the program remain available.**





**Occupational Therapy Assistant Program  
APPLICANT SCORING GUIDELINES**

**Applicant Name:** \_\_\_\_\_

**The program scores and ranks candidates based on system below:**

Possible Score		Score
5 points 10 points 20 points 25 points (total possible = 25)	<b>American College Test (ACT) Composite Score:</b> <ul style="list-style-type: none"> <li>• Score of 18 (OR AN ASSOCIATE’S DEGREE)</li> <li>• Score of 19-21</li> <li>• Score of 22-24 (OR A BACHELOR’S DEGREE)</li> <li>• Score of 25+ (OR A MASTER’S DEGREE)</li> </ul>	
25 points	<b>Grade Point Average*</b>  The most recent instance of one of the following: HS, GED, or college (12 semester hours at one institution) GPA within the last two calendar years.  <b>GPA x 6.25 = _____</b> points (GPA based on 4.0 scale)	
20 points (total possible = 25)	<b>Observation Verification Form (Completion of Hours Plus Score on Social Skills &amp; Professional Behaviors Form) *</b>  Average of Scores / 5 = _____ points	
Possible Score = 100	Applicant’s Final Score	

- \* **Your GPA will be based on the most recent transcript available from HS, GED, or a higher education institution where you have completed at least 12 semester hours of coursework.**
- \* **Forty (40) observation hours are required, for which you can receive up to 20 points. These points are based on the average of your scores from the Social Skills & Professional Behaviors Form.**



**Occupational Therapy Assistant (OTA) Program Application Form**

**Applicant's Name:** \_\_\_\_\_

- ✓ I have submitted the following general admission requirements to the Office of Admission at WSCO: General Application (indicate OTA as your major), admission fee to the college, official high school transcript/GED equivalent, official college transcripts (if any) and official ACT scores.
- ✓ I have completed high school or college coursework reflecting a 2.5 (on a 4.0 scale) cumulative grade point average (GPA). You must have at least 8 semester college credit hours for us to consider your college GPA. We will consider all college courses taken within the last three calendar years to configure your cumulative GPA.
- ✓ My GPA is: \_\_\_\_\_
- ✓ I have submitted the **Occupational Therapy Observation Verification** form with 40 hours of observation.
- ✓ I have read all the information contained in the Occupational Therapy Assistant program packet. I understand the requirements and demands of this program.
- ✓ I understand that if I am offered a seat in the OTA Program, I must complete a successful criminal background check before being admitted into the program.
- ✓ ACT Composite Score: \_\_\_\_\_ ACT test date: \_\_\_\_\_ (month and year)

**All materials must be received by the September 1st application deadline.**

To the best of my knowledge, the information that I provided on this application is truthful and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_