Bulletin – Occupational Therapy Assistant

This bulletin is to be used by both Traditional and Distance Education applicants. See page 6 for information on participating colleges and where to submit your supplemental documentation.

PROGRAM OVERVIEW: The purpose of this program is to prepare students to function as competent entry-level occupational therapy assistants in a variety of practice settings and to pass the National Board for Certification in Occupational Therapy (NBCOT) examination.

PROGRAM FORMAT: A maximum of 24 students will move through this program as a cohort. Some students will follow a traditional model of attendance at LBCC and others will follow a distance education (DE) model of accessing the OTA program-specific courses at the same time via the internet. The curriculum includes classroom, laboratory, and fieldwork components. This is a 6-term, 91 - 92 credit program designed to be completed within 2 years. Students must fulfill all requirements within 36 months of admission into the program. Students must complete Level II fieldwork within 18 months of completion of the classroom portion of the program. Fieldwork placements are determined by the Academic Fieldwork Coordinator and will depend on availability of sites. Students travel out of their immediate geographic area to a location in the Pacific Northwest for fieldwork rotations and are responsible for all costs related to travel and/or temporary relocation for Fieldwork. Depending on enrollment at distance sites, students may be required to travel to the nearest lab site, which may or may not, be at the student's partner college.

ESTIMATED COST: $23,000 (see page 3 for details; subject to increase)
PROGRAM DATES: Fall Term 2017 – Spring Term 2019

REQUIRED INFORMATION SESSION: Information will be posted by December 31, 2016 (see page 4)

APPLICATION DATES: Online application opens: **April 10, 2017, midnight**
(Neither early nor late applications will be considered)
Online application deadline: **April 21, 2017, midnight**

POINTS EMAIL: Emailed to your LBCC email account by **the week of May 22, 2017** (see pages 4 & 7)

REQUIRED EXPERIENTIAL ASSESSMENT: Essay and Interview Dates TBA (see page 4)

ADMISSION DECISION: Emailed to your LBCC email account during the **week of June 26, 2017**

POST-ADMISSION REQUIREMENTS DEADLINE: August 2017 (see last page)
MANDATORY ORIENTATION: September 2017 at LBCC's Lebanon campus

CLASS SELECTION PROCESS: Apply to one cohort only. Admission to the program, when determined by LBCC, is based on the point system and NOT a first-come, first-served basis. Partner colleges which select their own cohorts may choose whether or not to use the point system in their selection process. Ties between applicants with the same point totals will be broken based upon the applicants' (a) number of points for Experiential Assessment, (b) number of points for Experience, (c) number of points for Education, then (d) most recent term's GPA as a full-time student. Only qualified applicants will have their points evaluated (see the point system information in this bulletin). The number of points needed for admission varies based on the applicant pool. It is your responsibility to be informed of and adhere to all requirements, procedures and deadlines as they may change from year to year.

RESIDENT POINTS: Oregon resident applicants, when reviewed by LBCC, will receive 5 Resident Points. To be eligible for Resident Points, you must establish residency at least 90 days prior to the first day applications are accepted. **NOTE:** Not all student Visas allow students to claim USA permanent residential status and/or be admitted to this program. International students need to consult LBCC's International Admissions to see if they are eligible to apply. http://www.linnbenton.edu/international-students

ADMISSION LIMITATIONS

Applicants should be aware of the following Admission Limitations; failure to comply may result in application denial:

- ➢ **APPLICATION COMPLETION**: Applicants must submit proof of completing all Minimum Application Requirements by the deadlines given to be considered for admission to this program. Applicants with application related transfer courses are responsible for ensuring LBCC's Admission department has up-to-date transcripts from all relevant institutions.
- ➢ **HOLDS*:** Applicants must have no registration Holds at LBCC during the entire application and admissions process to be considered for admission to this program.
- ➢ **ACADEMIC STANDING*:** Applicants' Academic Standing must be in Good Standing at LBCC during the entire application and admissions process to be considered for admission to this program.
- ➢ **STUDENT STATUS*:** Applicants must be in good Student Status with Student Services at LBCC during the entire application and admissions process to be considered for admission to this program.

* To view your status at LBCC: 1) Log in to WebRunner, 2) Select "Student," 3) Select "Registration," 4) Select "Check Your Registration Status," 4) Select the next available term. Contact your LBCC advisor if you have questions about your status.

NOTE REGARDING FINANCIAL AID: The Federal Financial Aid standards and policies regarding Satisfactory Academic Progress (SAP) are not identical to the college's standards on admission/registration eligibility. Poor Financial Aid SAP status will not limit your potential admission into this program, but may severely affect your funding options. To view your current SAP status: 1) Log in to WebRunner, 2) Select "Financial Aid," 3) Select "Your Financial Aid Status," 4) Select "academic progress." To find out more about Financial Aid Academic Standards at LBCC go to: http://www.linnbenton.edu/financial-aid/academic-standards

CIVIL RIGHTS

LBCC STATEMENT OF NONDISCRIMINATION: LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. (For further information http://po.linnbenton.edu/BPsandARs/) Board Policy P1015

PERSONS RESPONSIBLE FOR COORDINATING TITLE II (ADA reasonable accommodations)**, TITLE IX** (gender discrimination)**, and SECTION 504** (discrimination against individuals with disabilities – a civil rights issue)**:**
*Affirmative Action Officer***:** Scott Rolen - 541-917-4425
ADA Coordinator (Students): Carol Raymundo - 541-917-4690
ADA Coordinator (Employees/Applicants): Kathy Withrow - 541-917-4420
Title IX Coordinator: Lynne Cox - 541-917-4806

DISCRIMINATION/HARASSMENT COMPLAINT PROCESS: If you feel you have been discriminated against in any interaction at Linn-Benton Community College or have been harassed by another person while at LBCC please contact us immediately based on the following:
A student complaint about another student:
       Contact: Lynne Cox, 541-917-4806, coxly@linnbenton.edu
A student complaint about an LBCC staff member:
       Contact: Scott Rolen, 541-917-4425, rolens@linnbenton.edu
An LBCC staff member complaint about another staff member or student:
       Contact: Scott Rolen, 541-917-4425, rolens@linnbenton.edu

This and additional information can be found at
http://www.linnbenton.edu/current-students/administration-information/policies/equal-opportunity

STUDENT FEES, TUITION, AND FINANCIAL AID

The total estimated cost of the Occupational Therapy Assistant Program is $23,000 (subject to increase) and consists of both Student Fees* and Student Tuition**. This program is eligible for Financial Aid. To determine if you are eligible for financial aid you must file a 2017-2018 FAFSA and include LBCC as the receiving school (ID number 006938). Financial Aid is disbursed in equal payments each term. Students will not receive any money in hand (credit balance) until their entire tuition owed is paid in full. Payment options and plans may be available to those who qualify. You may pay online with a credit card or to the LBCC Business Office. Certification exam fees are not covered in the estimated cost of the program.

*   **STUDENT FEES** Estimated Cost: $21,000 (subject to increase). Student Fees refers to the cost of the OTA-specific courses (all courses with an "OTA" prefix; previous completion of alternative Anatomy & Physiology courses will NOT result in a waiver of the OTA-specific Anatomy & Physiology courses). All OTA Program Student Fees are paid directly to LBCC and include registration, instructional costs, books, and laboratory fees. **Admitted students will be required to make a $2,500 non-refundable deposit in August 2017**. **Financial Aid cannot be used towards the deposit due to disbursement schedules.** For students not receiving Financial Aid, HALF of the remaining Student Fees for the first year of the program must be paid by September 2017.

** **STUDENT TUITION** Estimated Cost (when taken through LBCC): $2,000 (as per 2016 In-State per credit tuition; Out-of-state and Foreign/International per credit tuition is higher; all are subject to increase). Student Tuition refers to the additional cost of the program's required courses that are not taught by OTA faculty: 1) COMM 218; 2) WR 227; 3) PSY 215; 4) PSY 219; 5) SOC 204 or 205 or 206 or ANTH 103 or 210; 6) HE 225 or PE 231. These required courses, or LBCC-approved equivalent courses, may be taken through another regionally accredited institution. Books and materials required for these courses are NOT included in the estimated cost of the program.

The occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA. 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 individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Cancellation: The program is subject to cancellation if there are an insufficient number of clinical sites or eligible students. Students admitted to a cancelled session must reapply to be given consideration for admission to the next session.

2017 MINIMUM APPLICATION REQUIREMENTS

All supplemental documentation, listed below, must be submitted/postmarked (c/o LBCC Special Admissions) in a sealed envelope within 2 business days of completing your online application. If you satisfy the minimum application requirements and do not have any other admission limitations you will be considered a qualified applicant. Failure to do so may result in your application being denied. Course numbers noted in this bulletin refer to LBCC courses as described in the LBCC Catalog. Course equivalencies are considered on a case by case basis and are not guaranteed. Once supplemental documentation is submitted, new materials may not be added.

- ☐ **CHECK YOUR STATUS**: Prior to the day applications open, if you have ever been an LBCC student, log in to WebRunner to view your Academic, Financial, Student, and Financial Aid statuses (see page 2)
- ☐ **ONLINE APPLICATION:** Complete the ONLINE Application for Admission (see next page)
- ☐ **TRANSCRIPTS:** If submitting Official transcripts from any non-LBCC institutions, please follow the transcript submission steps noted at www.linnbenton.edu/transcripts. Transcripts must be official, unopened copies from the institution(s) where you completed the applicable course(s).
- ☐ **SUPPLEMENTAL DOCUMENTATION:** Submit all applicable supplemental documentation to the Albany LBCC Admissions department in a sealed envelope with your legal name and the program title written on the front:
  - ⎯ *Required Pre-Application Information Session:* **Dates and times TBA.** All applicants will be required to attend one entire session during winter term 2017. Dates, times, and location information will be made available at the following link no later than December 31, 2016: www.linnbenton.edu/ota (select the Orientation tab).
  - ⎯ *Compliancy***:** Complete and submit the Statement of Understanding and Compliance
  - ⎯ *Residency***:** Submit proof of your official residency for 90 days prior to April 10, 2017 by completing the Request to Establish Residency Status form along with supporting documentation. If submitting a packet to a partner college (see page 6), contact the partner college's advisor to learn what residency proof they require.
  - ⎯ *Minimum Application Requirement Courses***:** Complete and submit the Application Course Details form. Spring term courses may be used to meet Minimum Application Requirements pending completion with a grade of "C" or higher by June 29, 2017, but will not be considered toward points.
  - ⎯ *Points***:** Submit all applicable documentation (see Point System below)

Petition Process: To petition for an exception to a minimum course requirement, complete a Petition to Waive Minimum Admission Requirement to a Special Admissions Program form at the time of application; may be obtained from LBCC's Admissions Department (541-917-4811). Petitions do NOT guarantee an exception will be granted.

2017 POINT SYSTEM

Points evaluation information will be emailed to students prior to the admission decision being made. Point evaluations will be based on the criteria outlined in this application bulletin.

RESIDENT POINTS: Oregon Residents who submit appropriate documentation will receive 5 Resident Points (see pg. 1)

ALTERNATE POINTS: (1 point) 2016 Occupational Therapy Assistant Program Alternates will be awarded 1 point.

OBSERVATION EXPERIENCE: (2 points max) If applicable, complete and submit the Observation Experience Verification Form (2 points max).

EDUCATION: (8 points max) If applicable, complete the Courses for Points and/or Previous Degree portion of the Application Course Details form.

EXPERIENTIAL ASSESSMENT: (20 points max) **Dates and times TBA.** All qualified applicants will be required to participate in the Experiential Assessment stage of the student selection process; completion of the entire process will be a requirement for application progression. The Experiential Assessment has two components: a proctored experiential essay <u>and</u> an in-person candidate interview. Additional information will be sent to qualified applicants via email after applications have been screened for application qualifications. *The essay and interview will be scheduled on different days; dates are TBA. The essay and interview questions will not be provided ahead of time.*

ONLINE APPLICATION INFORMATION

When applying for the Occupational Therapy Assistant Program you are required to apply online. Applications will open online on April 10, 2017 at midnight. Online applications receive an automatic time/date stamp. The online application deadline is April 21, 2017 at midnight. Neither early nor late applications will be considered.

NEW STUDENTS: Students who have never attended or applied to LBCC must begin at step 1.

1. Go to http://webrunner.linnbenton.edu/admit_home.htm
2. Select **"I Want to Earn a Degree or a Certificate"**
3. Create a Login **ID:**
4. Create and verify a **PIN:**
5. Select **"Login"**
6. Select the **Occupational Therapy Assistant Program** from the Application Type drop down options (See NOTE below)
7. Select **"Continue"**
8. Select "**Fall 2017"** from the Admission Term drop down options
9. Enter at least your **first** and **last name** into the appropriate boxes
10. Complete all online application checklist items:
    - ✓ Name
    - ✓ Permanent Address
    - ✓ Mailing Address, if different from permanent
    - ✓ Personal Information[1]
11. Select **"Application is Complete "[2]**

LBCC STUDENTS: Log in to your WebRunner account, select the **"Student"** tab, select **"Admissions"**, select **"Apply with an Online Application"**, and then, *beginning at step 6*, follow the rest of the above online application steps*.*

*NOTE***:** If you are applying within the appropriate application dates but are unable to view this program on the Application Type drop down list, create a new application by starting at Step 1 (using a new Login ID and password). Be sure to select the appropriate program from the drop down list and not to select *A New Student* nor *Transfer Student*.

*Remember***:** The supplemental documentation must be submitted/postmarked in a sealed envelope in entirety to the Albany Admissions department (c/o LBCC Special Admissions) within 2 business days of submitting your online application. Submit all documentation you believe will be necessary to satisfy the application requirements. Failure to do so will result in your application being denied. You may NOT add new information once submitted.

*Tips***:**   [1] Date of Birth (DOB) and Social Security Numbers (SSN) are used to help ensure applications are not mismatched between LBCC applicants with the same names. This information is very useful, but is optional for the purposes of this online application.

[2] Once you submit your application a time/date stamp will be applied electronically. If additional information is needed to process your application, the original stamp will remain and you will be contacted by a staff member from the Admissions department. Failure to provide accurate information will result in your application being delayed and may result in it being denied.

Linn-Benton Community College

Academic Planning Assistant:

Lorraine Lara

lorraine.lara@linnbenton.edu

541-917-4923

Submit Supplemental Materials to:

LBCC Admissions Office

6500 Pacific Blvd SW, Albany, 97321

Distance Education Students

NOTE: Partner colleges which select their own cohorts may choose whether or not to use the point system in their selection process.

Blue Mountain Community College

Advisor: TBA

Submit Supplemental Materials to:

LBCC Admissions Office

6500 Pacific Blvd, Albany OR

Chemeketa Community College

Advisor: Paul Davis

paul.davis@chemeketa.edu

503-584-7553

Submit Supplemental Materials to:

Chemeketa Community College

OTA Advisor

Clackamas Community College

Advisor: Phil Reid

philr@clackamas.edu

503-594-0623

Submit Supplemental Materials to:

LBCC Admissions Office

6500 Pacific Blvd, Albany OR

Clatsop Community College

Advisor: Allison Sansom

asansom@clatsopcc.edu

503-338-2419

Submit Supplemental Materials to:

LBCC Admissions Office

6500 Pacific Blvd, Albany OR

Oregon Coast Community College

Advisor: Colleen Doherty

colleen.doherty@oregoncoastcc.edu

541-867-8521

Submit Supplemental Materials to:

Oregon Coast Community College

OTA Advisor

Rogue Community College

Advisor: Daniel Wu

DWu@roguecc.edu

541-245-7845

Submit Supplemental Materials to:

LBCC Admissions Office

6500 Pacific Blvd, Albany OR

Tillamook Bay Community College

Advisor: John Sousa

johnsousa@tillamookbaycc.edu

503-842-8222

Submit Supplemental Materials to:

Tillamook Bay Community College

OTA Advisor

2017 STATEMENT OF UNDERSTANDING AND COMPLIANCE

Initial:

_____ I understand I may only apply toward one cohort, and I am choosing to apply toward the following (select one) cohort:

_____ LBCC _____ BMCC _____ ChemeketaCC _____ ClackamasCC _____ ClatsopCC _____ OCCC _____ RCC _____ TBCC.

_____ I understand that communication from LBCC regarding my application to this program will be made using my LBCC student email account (if I do not have an LBCC email address, I give LBCC permission to contact me via the other email address I have provided).

_____ I have read, understand and agree to uphold those policies put forth in LBCC's and my host college's Students Rights and Responsibilities Handbook, including the Standard of Student Conduct located at www.linnbenton.edu/go/studentrights/

_____ I have read and understand the information on page 2 regarding Admission Limitations, Financial Aid SAP, and my civil rights as a student at LBCC.

_____ I have read this Occupational Therapy Assistant Bulletin and understand that it is my responsibility to be aware of and comply with all requirements by the deadlines specified in the bulletin.

_____ I understand that only the forms included in the current Occupational Therapy Assistant Bulletin may be used, however, they may be copied if more than one of the same form is needed.

_____ I understand some occupational health hazards include heavy lifting, exposure to bodily fluids and sharp objects, and the use of latex gloves. I will inform the Occupational Therapy Assistant Program Director if I have any concerns regarding potential risk factors.

_____ I understand, if admitted, I will travel out of my immediate geographic area to a location in the Pacific Northwest for fieldwork rotations and will be responsible for all associated costs and will be responsible for all costs related to travel and/or temporary relocation for Fieldwork.

_____ I understand that, if admitted, I will be required to complete and pass all post-admission requirements and meet all deadlines as set by the program in the Admission letter in order to remain admitted in the program.

_____ I understand that my social security number (SSN) will be matched against the US Department of Health & Human Services list of individuals who are barred from any participation in federally funded health programs. If on the list, I am not eligible to participate in this program.

_____ I understand that, if admitted, I will be required to pay for and complete the LBCC approved criminal background checks, one the first year and another the second year. The results will determine, in part, my eligibility to be in the program but does not guarantee I will be eligible to be licensed* or employed in this field.

_____ I understand that, if admitted, I will be required to pay for and submit for review proof of the required immunizations/medical screens and CPR certification as per the Admission letter. It will be my responsibility to keep all immunizations and CPR certifications up to date for the duration of the program.

_____ I understand that if I am suspected of or known to have a communicable disease which may be transmitted under normal Occupational Therapy Assistant activities, I will be required to have documentation of medical treatment prior to participating in clinical/lab assignments.

_____ Student Drug Testing Notification: Cooperating with the drug testing policies of any work experience, clinical or cooperative teaching site is a condition for continued enrollment in the course and/or related academic program. A student may be required to comply with the non-LBCC site's policy. Testing may be random and unannounced or conducted when reasonable beliefs that work behavior may be the result of the presence of a drug. The presence, as determined by the program's test procedures, of prescription or non-prescription drugs, controlled substances or cannabis may result in immediate dismissal from the work site and disenrollment from the course and/or related academic program if the course is a requirement for program completion. The student may be subject to appropriate disciplinary action for violating the Standards of Conduct as outlined in the LBCC Students Rights and Responsibilities and the host institution's code of student conduct.

_____ I understand that, if admitted, I must maintain a minimum "C" grade in all AAS in OTA degree requirements as listed on the graduation worksheet for the year I enter the program, and courses must be taken in the specified sequence.

_____ I understand that, if admitted, I must be and remain in Good Standing financially at LBCC, and I will be responsible for ensuring all OTA Program Student Fees and Student Tuition are paid on schedule.

_____ I understand that LBCC is the certificate awarding institution and that I must complete all LBCC Admissions processes as well as the requirements for graduation.

_____ I understand that, if I wish to grant a third party (employer, TAA, CSC, spouse, etc) access to information regarding my application status, grades, etc, I must complete and submit the Disclosure Authorization form available at www.linnbenton.edu/ forms or update this information through WebRunner.

_____   _____
Applicant's Signature   Date

*Eligibility for registration by the **National Board for Certification in Occupational Therapy (NBCOT)** following graduation may be restricted if a person has been charged with or convicted of a misdemeanor or felony. If you have questions, it is recommended that you contact the NBCOT (www.oregon.gov/OTLB/index.shtml) to inquire about eligibility prior to applying for admission to this program.

RESIDENCY INFORMATION REQUIRED FOR SPECIAL ADMISSIONS PROGRAMS

For admission to special programs, a resident is defined as someone who established permanent residency 90 days before the first day applications are accepted for that program. Permanent residence is defined as the home a person intends to return to after any absence, and in which one's dependents reside for an unlimited period of time. You must complete the residency information below and provide at least one document from Category 1 AND one document from Category 2 to prove your permanent residency status.

NOTE: Not all student Visas allow students to claim USA permanent residential status and/or be admitted to this program. International students need to consult International Admissions to see if they are eligible to apply. Go to http://www.linnbenton.edu/international-students for more information.

CATEGORY 1 (One of below)

Rent receipts with your name, resident address, and dates of occupancy for the period of time in question. (Rental agreements are not acceptable.)

Notarized affidavit substantiating your permanent residency for the period of time in question. (Applicants cannot complete the Affidavit for Residency for themselves.)

Documents proving your own Oregon property and that the property is your permanent residence.

CATEGORY 2 (One of below)

Oregon driver's license

Oregon vehicle registration with your resident address.

Oregon state income tax return (for previous year) with resident address.

Verification of local bank account showing resident address.

Oregon voter registration.

Oregon Hunting/Fishing license.

ALL documents must have your name and permanent address for the period of time in question. The address on these documents must agree with the permanent address on your application form or the previous addresses you have listed below.

COMPLETE THE INFORMATION BELOW

Name _____ Phone _____

ID # or SS# _____

Program for which you are requesting to establish your residency _____

Please list all addresses you have lived at for the time period involved (see the special admissions bulletin for the time period).

_____ _____
Street   City   State   Zip   Time Period

_____ _____
Street   City   State   Zip   Time Period

_____ _____
Street   City   State   Zip   Time Period

List the two documents you are submitting to verify your permanent address.

Category 1 _____ Category 2 _____

The above information is a true and accurate statement of my residency.

_____   _____
Student signature   Date

Linn-Benton
COMMUNITY COLLEGE

Admissions & Records

AFFIDAVIT OF RESIDENCY IN OREGON

STATE OF OREGON)

COUNTY OF _____)

I, _____ , being first duly sworn, state the following:
        (Landlord certifying residency)

That _____ has lived at
        (student's name and ID #)

_____
        (street, city, state)

since _____ .
        (date first at above address)

By affixing my signature, I hereby affirm that this information is accurate and correct. I further state that my statement is not for any fraudulent purpose.

_____   _____
        (date)   **(signature of Landlord certifying residency)**

NOTARIZATION: Subscribed and sworn before me this   _____ day of _____ , 20 _____

                    _____
                    Notary Public for the State of Oregon

                    My Commission expires:

            6500 Pacific Blvd SW   Albany, Oregon 97321   (541) 917-4812

                    LINN-BENTON COMMUNITY COLLEGE

2017 APPLICATION COURSE DETAILS

Print:

Last Name (legal)	*First Name (legal)*	*Middle (optional)*	*Former Name (if applicable)*

LBCC Student ID (optional)	LBCC Email Address (application related communication will be sent via email; see page 7)

Fill in all of the personal information above, as well as the title, grade, completion date, and college/university sections for courses/degrees you believe will fulfill the Minimum Application and Courses for Points criteria. All courses must be completed through a regionally accredited institution. Minimum Application Requirement Courses must be completed with a grade of "C" or higher by the end of Spring term this year. Proof of course completion through non-LBCC institutions must be proven by submitting original, official transcripts from each non-LBCC institution where the courses were completed. If applicable, proof of current Spring term enrollment in Minimum Application Requirement Courses must also accompany your supplemental materials. Courses for Points must be completed prior to submitting your application, within the last five years, and with a grade of "B" or higher. Course equivalence is considered on a case by case basis and is not guaranteed.

Minimum Application Requirement Courses:		Course Number/Title:	Grade:	Date Completed:	College/University:
WR 121 - English Composition	required				
MTH 065 – Elementary Algebra (completed since September 2012)*	required				
BI 102 or BI 112 or BI212 - Cellular biology course with lab	required				
PSY 201 or PSY 202 - General Psychology	required				
CS 120 – Digital Literacy**	required				
CMA 101 – Medical Terminology 1 (NOTE: Also will accept previously completed MO5. 630 or AH111)	required				
Courses for Points: (completed since September 2012)	**Points Possible:**	**Course Number/Title:**	**Grade:**	**Date Completed:**	**College/University:**
HE 225 or PE 231 or SOC 204 or SOC 205 or SOC 206 or ANTH 103 or ANTH 210	2				
COMM 218 or WR 227	2				
College Level Career Exploration Course (3 credits or more)	2				
Previous Degree:	**Points Possible:**	**Degree Title**		**Date Completed:**	**College/University:**
Associate's, Bachelor's, Master's, or Ph.D/Ed.D degree	2				

* Computerized Placement Test (CPT) may not be used to meet this graduation requirement; Math CPT may only be used to show proof of recent competence.

** Successfully passing LBCC's CS 120 Challenge Exam (541-917-4781) may be used to meet the Computer Skills Minimum Application Requirement if completed prior to application.

OBSERVATION EXPERIENCE VERIFICATION FORM

You may receive up to 2 points maximum for showing proof of live observation of occupational therapy services in one or more of the settings listed below. No more than 4 hours from any one company/setting will be considered for points. Must have been observed within last 2 years (*since April 2015*). Observation experience **must** be verified using this form and the lower portion must be completed by the OT or OTA overseeing the Observation Experience. You may duplicate this form as needed to show proof of the minimum hours. Incomplete forms will not be considered for points.

Dear Observation Supervising OT or OTA,

I am in the process of applying to the Occupational Therapy Assistant Program offered through Linn-Benton Community College. The points review process requests verification of live observation of occupational therapy services in one or more of the settings listed below.

I, _____ (program applicant's name), authorize the college to contact the individuals listed on this form to verify the information provided.

Program Applicant's Signature: _____   **Date:** _____

- - - - - - **The portion below is to be completed by the OT or OTA overseeing your Observation Experience** - - - - - -

Please verify the setting, dates and total hours involved in the applicant's observation of direct Occupational Therapy service (assessments or treatments) under your supervision. Please be sure to completely fill out all applicable fields. Incomplete forms will not be considered for points. No more than 4 hours from any one company/setting will be considered for points.   2-3 hours = ½ pt; 4+ hours = 1.0 pt

A. **Setting Options:** ☐ **Geriatrics**   ☐ **Mental Health**   ☐ **Pediatrics**   ☐ **Physical Disabilities**
(Examples: Skilled Nursing Facilities, Schools, Home Health, Outpatient Clinics, Hospitals, etc.)

B. **Dates of Observation:** _____   Total hours: _____
mm/dd/yy - mm/dd/yy

C. **Supervised by:** _____
OT or OTA Name, Title

D. **Name of Facility:** _____   Phone: _____

Facility Address: _____

E. **OT or OTA signature:** _____   Date: _____

OCCUPATIONAL THERAPY ASSISTANT PROGRAM TECHNICAL REQUIREMENTS

In the OTA Program, **all students** ("traditional" students and "distance education" students) will be using computer technology as an integral part of their learning. Therefore, all students are required to take a specific on-line education course (OTA 119) that begins prior to their first day of class to ensure an understanding of the technology involved (e.g. course management, virtual classroom, and video-conferencing systems). This course will also address academic expectations and time-management strategies.

Note: Please realize that despite meeting all technical recommendations you may still encounter difficulty accessing course content from your computer. It is required that you locate an alternate computer to use and have a plan for backup technical support in case you encounter difficulties which cannot be resolved with the course management system's Help Desk or your college support services. ***Personal computer problems will not be an acceptable excuse for not completing coursework on time or as directed.***

LEARNERS ARE EXPECTED TO COMPLETE A VARIETY OF ACTIVITIES:
➢ Read and view information resources online
➢ Participate in the class discussion questions using the online forum
➢ Interact with fellow learners and the instructor in the virtual classroom
➢ Complete exercises and homework as assigned online
➢ Submit written assignments using Microsoft Office Suite
➢ Participate equally in the completion of team projects online
➢ Take quizzes and tests online

TO BE ABLE TO PARTICIPATE AS AN ACTIVE LEARNER, YOU MUST MEET THESE TECHNICAL PREREQUISITES*:*
❑ Basic familiarity with computers and the web environment
❑ Access to reliable DSL or broadband / high-speed internet via your own Internet Service Provider (ISP). You need an ISP that seldom times out or drops your connection.
❑ Have a web browser. (FireFox is recommended)
❑ Ability to read and print online documents
❑ Ability to type responses and to post to the online learning environment
❑ Allocation for the time required to complete the online activities of this program
❑ Have access to and be skilled in the use of Microsoft Word and PowerPoint
❑ Ability to attach and email Word documents
❑ Ability to scan and upload documents
❑ Ability to use other applications in the Microsoft Office Suite is desirable
❑ Access to a reliable web camera and headset with microphone
❑ Ability to record, edit, and upload video assignments

TO ACCESS THE ELEARNING SYSTEMS CLASSROOM YOU MUST HAVE ACCESS TO THE FOLLOWING EQUIPMENT*:*
❑ *Internet Access/Software***:**
— **High Speed Internet** – If you don't already have access through an Internet Service Provider (ISP) go to http://www.thelist.com for a complete listing of national ISPs. LBCC does provide registered students with an email account but does not provide home internet access.
— **Email** – Once admitted to the program you must use your LBCC Email account (powered by Google). All students who have registered for credit courses since January 2010 automatically have a LBCC Email account created for them. http://www.linnbenton.edu/lbcc-email

- **Web Browser** – Firefox is recommended, though Internet Explorer, Safari and Chrome (among other browsers) may be used. Whatever browser(s) you use, be sure to keep it updated. Note: Pop-up windows, ActiveX and cookies must be enabled in any browser. If you are accessing these classes from behind a firewall, you need to make sure your settings allow you access to LBCC's elearning systems.
- **Adobe Acrobat Reader** (pdf files) – updated
- **Google Apps** – edit and view documents from any computer, table, or smart phone; basic familiarity prior to joining the program is strongly encouraged.

❒ *Computer Hardware*:
- **Computer** – You will need access to a computer equipped with Windows 7 or higher, or a Macintosh computer running System OS X 10.6 or higher
- **Processor** – Recommended: Pentium dual-core (Windows), or Mac processor (G5 or Intel); 1GHz or better.
- **Screen Resolution** – Minimum of 800 x 600 @ thousands of colors
- **Memory** - Minimum of 128 MB of RAM; 256 is better, 512 or greater would be best
- **Hard Drive Space** – Enough to store files on your computer as needed
- **Modem** – You must have access to high speed internet. (Note: Drops in connections may require you to reconnect to your online course. A time out of four hours of inactivity is standard. If you experience frequent drops in service, check with your ISP for solutions.)
- **Webcam/Headset/Microphone** – You will need a webcam and combo headset/microphone or a separate headphone and microphone to participate in the virtual classroom. Audio is provided over the internet via Voice over Internet Protocol (VoIP).

VIDEO CAMERAS: Both "traditional" students and "distance education" students are required to submit select assignments via audio-video recording. Students may use their own video camera or check one out from the OTA department (if checked out from the OTA department, access to the instructions for using the device will be provided, and responsibility for the device will be assumed by the student during the time they have it checked out).

POST-ADMISSION REQUIREMENTS

Please do not turn in proof of the items listed below with your application packet. Only students who are admitted to this program will be required to complete all Post-Admission Requirements. Instructions and deadlines will be provided with the admission emails. The following requirements and estimated costs are subject to change:

➢ **TRANSCRIPTS:** If completing Minimum Application Requirement courses over Spring term, applicants are responsible for submitting official transcripts showing proof of completion with a grade of "C" or higher no later than June 29, 2017

➢ **REGISTRATION:** Register for WR 227 and COMM 218 to complete by the end of Fall term 2017

➢ **RECORD RELEASE:** All admitted students will be required to complete and submit a Record Release form

➢ **DEFERRED NOTE CONTRACT:** Complete and return the Deferred Note Contract if applicable (payment plan setup)

➢ **DEPOSIT:** Pay your non-refundable deposit of $2,500 (subject to increase)

➢ **CRIMINAL BACKGROUND CHECK:** Complete and pass the LBCC approved 1st-Year criminal background checks to remain eligible for this program (estimated cost is $60; not included in program cost estimate)

➢ **HEALTH AND TRAINING DOCUMENTATION:** All admitted students will be required to electronically submit the appropriate immunization, medical screening, and CPR documentation (estimated review and tracking cost is $35; cost of immunizations, medical screenings, and CPR certification varies; NOT included in program cost estimate).
  - *Hepatitis B** – Positive HepB titer
  - *MMR (Measles, Mumps, Rubella)** – positive titers for all three components or 2 doses
  - *Varicella (Chicken Pox)** – positive titer or 2 doses
  - *Tdap (Tetanus, Diphtheria and Pertussis)** – 1 dose within last 10 years and repeated every 10 years
  - *2-Step TB (Tuberculosis) Skin Test (PPD)** – 2 separate tests completed no less or more than 1-3 weeks of each other, resulting in Negative PPDs within last 12 months & repeated annually
  - *CPR* – Submit proof of current CPR certification; ONLY AMERICAN HEART ASSOCIATION'S HEALTHCARE PROVIDER BLS CPR CERTIFICATION WILL BE ACCEPTED. Other CPR certifications will be denied. CPR certification must be kept current for the duration of the program.

    * Documentation: Proof of vaccination/medical screening must be a copy of an official immunization card / copy of an original immunization/medical screening document. Documentation must include: 1) Your name, 2) Date of Birth, 3) Agency or provider administering the injection, test, etc, 4) Name of injection, test, etc and results, if applicable, 5) Date of injection, test, etc, 6) Signature, official stamp or letterhead of your provider.

➢ **RECOMMENDED IMMUNIZATIONS:** The following immunizations are recommended but not required for admission to this program. Since some clinical sites in Oregon require one or both of these immunizations for clinical placement acceptance, not completing these requirements might result in fewer clinical placement options while in the program. (Cost of immunizations varies; NOT included in program cost.)
  - *Flu shot* – Current flu vaccine & repeated annually
  - *Polio* – positive titer or 3 - 4 doses

➢ **DRUG TEST:** Instructions regarding the drug test (completing and clearing) as a requirement for continued admission will be provided with the admission letter (estimated cost is $45).

➢ **MANDATORY ORIENTATION:** Attend the September Mandatory Orientation (date TBA)

➢ **TECHNICAL REQUIREMENTS:** All admitted students must meet the technical requirements in order to successfully complete this training. The responsibility for gaining and maintaining access to the required technology is that of the student's.

➢ **ONLINE EDUCATION COURSE (OTA 119) :** Admitted student will receive additional information during Orientation

➢ **STUDENT FEES & TUITION** (see page 2)**:** Establish a plan to meet the Student Fees and Tuition deadlines. For students not receiving Financial Aid, HALF of the remaining Student Fees for the first year of the program must be paid by August 2017. For questions regarding Financial Aid eligibility go to: http://www.linnbenton.edu/financial-aid

➢ **LBCC ADMISSION FEE:** If you have never paid the one-time LBCC Admission Fee in the past, you will be required to submit payment of the LBCC Admission fee prior to your first term of classes at LBCC.

NOTE: Students will be required to pay for and complete a second criminal background check and update any other expired health/safety requirements prior to beginning the 2nd year of this program to be eligible for fieldwork rotations.