

The following host colleges are currently participating in the Occupational Therapy Assistant Program:

Blue Mountain CC
Chemeketa CC
Clatsop CC
Oregon Coast CC
Portland Area Cohort
Rogue CC
Tillamook Bay CC

See page 6 for information on where to submit documentation and on which colleges will use the LBCC Point System for selection.

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 from remote sites in Oregon. The curriculum includes classroom, laboratory, and fieldwork components. This is a 6-term, 96-97 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 will be responsible for all associated costs.

Program Dates: Fall Term 2014 through Spring Term 2016

Estimated Cost: \$21,364 (see page 3 for details; subject to change)

Application Dates: Begin accepting online applications: April 15, 2014, midnight
See page 5 for more information on how to apply online
Online Application deadline: April 28, 2014 midnight
Neither early nor late applications will be considered

Points Letter: Emailed the week of May 19, 2014 (student email is used when available)

Admissions Decision: Emailed the week of June 9, 2014

Non-Refundable Deposit (Admitted Students Only): \$2,500 due in August, 2014

Online Education Module: Admitted students will receive information on how to access this module.

Mandatory Orientation: Admitted students will receive information on the day, time, and location of this orientation to be held at LBCC's Lebanon campus.

Apply at one institution only: See page 6 for information on where to submit supplemental documentation and to see which partner colleges will use the LBCC Point System for applicant selection. If you satisfy the Minimum Application Requirements you will be considered a qualified applicant. If you do not satisfy the Minimum Application Requirements your application will be denied. Admission to this program may be based on a point system and NOT a first-come, first-served basis. It is your responsibility to be informed and adhere to all requirements, procedures and deadlines as they change from year to year. Note: In order to be considered for admission, applicants to this program must be without Admission Limitations (see next page).

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.

Admission Limitations

► **Application Completion:** Students must show proof of completing all Minimum Application Requirements. Failure to do so may result in application denial.

► **Academic Standing:** Students must be in Good Standing academically at LBCC in order to be admitted to this program. To view your current status log in to WebRunner, click on “Student”, click on “Registration”, and then click on “Check Your Registration Status”. Contact your advisor prior to applying if you are not in Good Standing.

► **Financial Standing:** Students must be in Good Standing financially at LBCC in order to be admitted to this program. Use the directions noted under Academic Standing to view whether you have Holds on your account.

► **Student Conduct:** Students must be in Good Standing with Student Services in order to be admitted to this program. Use the directions noted under Academic Standing to view whether you are currently in Good Standing.

NOTE Regarding Financial Aid:

The Federal Financial Aid standards and policies regarding Satisfactory Academic Progress (SAP) are not identical to the college’s standards which determine your Academic Standing.

To view your current SAP status log in to WebRunner, click on “Financial Aid”, then click on “Your Financial Aid Status”. Select “academic progress” to view additional information regarding your status. Poor Financial Aid SAP status will not limit your potential admission into this program, but may severely affect your funding options. To find out more about how Financial Aid SAP at LBCC is determined 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): Nancy Tanberg, 541-917-4690

ADA Coordinator (Employees/Applicants): Kathy Withrow, 541-917-4420

Title IX Coordinator: Lynne Cox, 541-917-4848

► **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, 541-917-4848, 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 information can be found at
<http://www.linnbenton.edu/go/about-lbcc/policies/equal-opportunity>

Student Fees, Tuition, and Financial Aid:

The total estimated cost of the Occupational Therapy Assistant Program is \$21,364 (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 2014-2015 FAFSA and include LBCC as the receiving school (ID number 006938). Financial Aid is disbursed in equal payments. 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: \$19,000 (subject to increase). Student Fees refers to the cost of the OTA-specific courses (AH5 .440, BI 121, BI 122 and all courses with an “OTA” prefix; previous completion of the Anatomy & Physiology courses will NOT result in a reduction of the Student Fees). All 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 2014. Financial Aid cannot be used towards the deposit.** For students not receiving Financial Aid, HALF of the remaining Student Fees for the first year of the program must be paid by September 2014. (Previous completion of the Anatomy & Physiology will NOT result in a reduction of the Student Fees.)

** **Student Tuition** Estimated Cost (when taken through LBCC): \$1,478-2,364 (subject to increase). Student Tuition refers to the additional cost of the program’s 5 required courses that are not taught by OTA faculty: 1) PSY 201 or 202; 2) PSY 215; 3) PSY 219; 4) HE 225 or PE 231; 5) SOC 204 or 205 or 206 or ANTH 103 or 210; anticipated additions for 2014 are MO5.630-Medical Terminology, WR 227-Technical Writing, and COMM 218-Interpersonal Communication. 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 20814-2449. 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. Note that a felony and/or misdemeanor may also affect a student’s ability to be admitted to the program.

Application Questions

Lorraine Lara, Academic Planning Assistant
541-917-4544
lorraine.lara@linnbenton.edu

Program Questions

Kathy Coffman, OTA Program Assistant
541-259-5835
kathy.coffman@linnbenton.edu

2014 Occupational Therapy Assistant Minimum Application Requirements:

All applicants must meet the minimum application requirements listed below. If you satisfy the requirements you will be considered a qualified applicant. **All supplemental documentation (also listed below) must be submitted/postmarked (c/o LBCC Special Admissions) in a sealed envelope within 2 business days of completing your online application.** Failure to do so may result in your application being denied. Once supplemental documentation is submitted, new materials may not be added.

All Minimum Application and Point Courses must be completed with a grade of “C” or better at a regionally accredited institution. Courses must be completed prior to when applications are accepted. Course equivalencies are considered on a case by case basis and are not guaranteed. Official transcripts showing proof of coursework not completed at LBCC must be in a sealed envelope from the institution(s) where the transfer course(s) were completed, and may be sent ahead of your application.

- Log in to WebRunner to view your Academic, Financial, Student, and Financial Aid statuses (see page 2)
- Complete the LBCC Computerized Placement Test (CPT) for reading or petition to have it waived with previous approved course work from a regionally accredited institution
- Complete the ONLINE Application for Admission (see next page)
- If submitting non-LBCC transcripts, complete the Transfer Evaluation Form at www.linnbenton.edu/go/forms
- Submit all applicable supplemental documentation to the Albany LBCC Admissions department in a sealed envelope with your legal name, program title and student ID number written on the front:
 - **Online Pre-Application Information Session:** www.lbccstart.com/#lota/cjq9 Print and submit your completion certificate with your application packet after you have thoroughly read the information and completed the quizzes.
 - **Special Admission fee:** Submit payment of the non-refundable, one-time \$80 OTA application fee (\$50 if you are or have been a full time LBCC student; OTA Alternates will not be charged the fee again). Failure to pay this fee will result in your application being denied.
 - **Background Check:** Complete and submit the Criminal Background Check (CBC) Release Agreement
 - **Compliance:** Complete and submit the Statement of Understanding and Compliance
 - **Residency:** Submit proof of your official residency for 90 days prior to April 15, 2014 by completing the Request to Establish Residency Status form along with supporting documentation.
 - **Writing*:** WR 121 – English Composition
 - **Math*:** MTH 065 completed after September 23, 2009 – Elementary Algebra
 - **Biology*:** BI 102 - General Biology or BI 112 – Cellular Biology or BI 212 – Principles of Biology
 - **Computer Skills*:** CS 120 - Digital Literacy or successfully pass the CS 120 Challenge Exam prior to April 15, 2014 (call 541-917-4263 for more details regarding the challenge exam).
 - **Points:** If applicable, submit proof of all materials for points as outlined in this program’s Point System.

** You may use 2014 Spring term coursework to meet the Minimum Application Requirements. Proof of minimum course completion from an institution other than LBCC must be submitted via official, sealed transcripts to LBCC’s Admissions department no later than June 30, 2014 in order to keep your space in the program roster. No additional proof is required for courses completed at LBCC. If you do not pass the course(s) successfully, your application will then change to “denied” status.*

Class Selection Process: If you satisfy the Minimum Application Requirements you will be considered a qualified applicant. **See page 6 for information on where to submit supplemental documentation and to see which partner colleges will use the LBCC Point System for applicant selection.** If submitting your application directly to LBCC, admission will be based on (a) residency and (b) the number of points received. Only qualified applicants will have their points evaluated. The number of points needed for admission varies based on the applicant pool.

Petition Process: To petition for an exception to a minimum application 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.

2014 Occupational Therapy Assistant - Distance Online Application Information

When applying for the Occupational Therapy Assistant Program you are required to apply online. Applications will open online on April 15, 2014 at midnight. Online applications receive an automatic time/date stamp. The deadline is April 28, 2014. Neither early nor late applications will be considered.

LBCC Students: Log in to your WebRunner account, select the “Student” tab, select “Admissions”, select “Apply with an Online Application”, and then follow the process below beginning at step 6.

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

1. Go to the web page http://webrunner.linnbenton.edu/admit_home.htm
2. Create an Admission Application by clicking the “I Want to Earn a Degree or Certificate” button
3. Create a Login ID: _____
4. Create and verify a PIN: _____
5. Click “Login”
6. Select “Occupational Therapy Assistant” from the Application Type drop down options
7. Click “Continue”
8. Select “Fall 2014” from the Admission Term drop down options
9. Enter at least your **first** and **last name** into the appropriate boxes¹
10. Complete all the online application checklist items before submitting:
 - ✓ Name
 - ✓ Permanent Address
 - ✓ Mailing Address if different
 - ✓ Personal Information¹
 - ✓ High School
 - ✓ Previous College, if applicable
11. Answer all Written Experiential Assessment questions (see page 12)
12. Once all checklist items are completed, submit your application by clicking “Application is complete”²

NOTE: If you are applying within the application dates noted above but are unable to view this program on the Application Type list, create a new application by starting at Step 1 and creating a new Login ID and password.

REMEMBER:

See page 6 for information on where to submit supplemental documentation. If submitting your supplemental documentation directly to LBCC, the Special Admission application fee and 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 is 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.

**Occupational Therapy Assistant Program
Participating College Contacts**

Linn-Benton Community College

Academic Planning:

Lorraine Lara

lorraine.lara@linnbenton.edu

541-917-4544

Program Questions:

Kathy Coffman

Kathy.coffman@linnbenton.edu

541-259-5835

**Submit Supplemental Materials
to:**

LBCC Admissions Office

6500 Pacific Blvd SW, Albany,
97321

Between April 15 – April 28, 2014

Distance Education Students

Blue Mountain Community College

Advisor: Helen Doherty

helen.doherty@bluecc.edu

541-278-5964

Submit Supplemental Materials to:

**Blue Mountain Community
College**

OTA Advisor

Chemeketa Community College

Advisor: Paul Davis

paul.davis@chemeketa.edu

503-584-7553

Submit Supplemental Materials to:

Chemeketa Community College

OTA Advisor

Clatsop Community College

Advisor: Laurie Choate

lchoate@clatsopcc.edu

503-338-2457

Submit Supplemental Materials to:

Clatsop Community College

OTA Advisor

Oregon Coast Community College

Advisor: Barbara Kessel

bkessel@occc.cc.or.us

541-867-8521

Submit Supplemental Materials to:

Oregon Coast Community College

OTA Advisor

Portland Area Cohort

Advisor: Lorraine Lara & Kathy Coffman

lorraine.lara@linnbenton.edu

kathy.coffman@linnbenton.edu

Submit Supplemental Materials to:

LBCC Admissions Office

6500 Pacific Blvd SW, Albany OR

Between April 15 – April 28, 2014

Rogue Community College

Advisor: Bruce Scanlon

BScanlon@rogucecc.edu

541-245-7845

Submit Supplemental Materials to:

Rogue Community College

OTA Advisor

Tillamook Bay Community College

Advisor: Lori Gates

gates@tillamookbay.cc.or.us

(503)842-8222 Ext. 1030

Submit Supplemental Materials to:

Tillamook Bay Community College

OTA Advisor

**2014 Occupational Therapy Assistant - Distance
Statement of Understanding and Compliance**

Initial:

- ___ I am applying for a seat in the LBCC BMCC Chemeketa Clatsop OCCC TBCC RCC Portland Area cohort.
- ___ 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. The LBCC handbook can be found at www.linnbenton.edu/studentrights/.
- ___ I have read and understand the information on page 2 regarding Academic Limitations and Financial Aid SAP.
- ___ I have read and understand 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.
- ___ I understand that it is my responsibility to prove my residency by supplying the appropriate documentation, regardless of how long I have lived at my current address.
- ___ I understand that, if admitted, I will be required to meet all post-admission requirements and deadlines as set by the program in the Admission letter in order to keep my seat.
- ___ I understand that my 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 complete and pay for 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, physical exam 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, for other than legal and legitimate uses, 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, it will be my responsibility to attend the mandatory orientation on the date and time noted in my Admission letter in order to keep my seat in the program.
- ___ 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 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/go/forms.

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 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.

CATEGORY 1 (One of A, B, or C)

- A. Rent receipts with your resident address and dates of occupancy for the period of time in question. (Rental agreements are not acceptable.)
- B. Notarized affidavit substantiating your permanent residency for the period of time in question.
- C. Documents proving your own Oregon property **and** that this property is your primary 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
Street	City	State	Zip
Street	City	State	Zip

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



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

CRIMINAL BACKGROUND CHECK (CBC) RELEASE AGREEMENT

NAME: _____ PROGRAM: _____

SSN: _____ PHONE: _____

E-MAIL: _____

STUDENT ADDRESS: _____ City: _____ State: _____ ZIP: _____

I understand, if admitted, I will be required to process a LBCC approved criminal background check, including verification of non-exclusion from federal Health & Human Services Office of Inspector General's (HHS OIG), for continued admission to my chosen program. The criminal background information is compiled from and processed by various third party sources through CertifiedBackground.com. LBCC does not guarantee, or assume any responsibility for the accuracy of the information obtained from CertifiedBackground.com, or other sources, and shall not be liable for any losses or injuries now or in the future resulting from or relating to the information provided by them.

I understand the reports may include specific and personal information about my character, general reputation and background. I authorize LBCC to report whether my background checks are "clear" or "not clear" (meaning the reports show reportable incidents, or exclusions) to external clinical or practicum sites. I understand this will be done in order to place me in a clinical practicum or work experience situation. I understand this is the sole use and purpose of this information and that LBCC will otherwise keep this information confidential in compliance with rules regarding the privacy of student records, Fair Credit Reporting Act and other applicable regulations. I also understand that if my CBC is "not clear," I may appeal the LBCC determination. I authorize Linn-Benton Community College (LBCC) to use any of my personal information, including social security number (SSN) and date of birth (DOB), required to further process my CBC.

I understand and acknowledge these background checks are not being used to determine my general admission to LBCC, they do not guarantee eligibility for clinical placement, licensure or employment in my chosen field of study. If the CBC results prevent me from being placed in a clinical or practicum experience, I acknowledge I will not be admitted to the program and my space will be given to the next eligible applicant. I agree to run a true and accurate report based on my personal history that will include all counties I have resided in. I acknowledge some licensing boards, or employers, may require more extensive reports.

I acknowledge and agree I have a responsibility to self-disclose and notify the program coordinator in writing if my criminal background or HHS OIG status changes at any time between this date and the date of my program completion. I understand any falsification, misrepresentation, or omission of required information may result in immediate removal from the program and disciplinary action may be taken. If admitted and subsequently any exclusion found by the HHS OIG or convicted of a crime that will disqualify me from clinical placement or licensure, I understand I will be disqualified from continuing in the program.

If I am charged with a crime, but not convicted, I may be subject to significant disruption in my clinical placement (and overall progression through the program) if the clinical site requires the charge be resolved as a condition of continuing in that placement. The college cannot control the factors a clinical site may use to restrict a student from its premises. It may be necessary for LBCC personnel to consult with clinical site personnel on matters related to past, or pending, criminal charges; my signature below is my consent to such consultations.

I have read and understand this release agreement and the Fair Credit Reporting Act information located at <http://www.ftc.gov/bcp/menus/consumer/credit/rights.shtm>, and agree to hold LBCC, its officers, agents and employees harmless from any liability resulting from the use of the information requested.

By my signature I agree to the above terms.

Student Signature _____ Date _____

Questions? Contact Dorothy Moran at dorothy.moran@linnbenton.edu

2014 Occupational Therapy Assistant Program Point System

NOTE: See page 6 for information on which partner colleges will use this Point System for applicant selection.

The Admissions Office must receive all materials related to points in the sealed envelope with your supplemental materials for Minimum Application Requirements. The online application deadline is April 28, 2014 at midnight. **Sealed official transcripts must be included with your supplemental materials to show proof of coursework completed at all institutions other than LBCC unless they are already on file at LBCC.** All course numbers and categories listed below refer to LBCC courses as described in the LBCC catalog. Courses taken at other colleges may or may not fulfill requirements and will be evaluated on a course-by-course basis by the Registrar's Office. Only college level courses may count towards points. **2014 Spring term coursework will not be considered for points or tie breakers.**

Residency: (5 points max)

- Residents of Oregon will receive 5 Resident Points.

Experience: (10 points max)

- **Work Experience:** Choose between Category A or B; categories may not be combined for points (**6 pts max**)
 - Work Experience as a Healthcare Practitioner:** (6 points max) Receive points for paid work experience as a healthcare practitioner with direct patient contact in an occupational therapy or other healthcare setting. Must have been completed within last five years (since April 2009). 3 months FTE = 1 pt, 6 months FTE = 2 pts, 9 months FTE = 3 pts, 12 months FTE = 4 pts, 15 months FTE = 5 pts, 18+ months FTE = 6 pts
 - Volunteer/Work Experience:** (3 points max) Receive points for any combination of volunteer/ paid work experience involving direct patient contact in an occupational therapy or other healthcare setting. Must have been completed within last five years (since April 2009). 24 hrs = 1 pt, 48 hours = 2 pts, 72 hours = 3 pts
- **Observation Experience:** (4 points max) Receive points for live observation ~~direct~~ of occupational therapy services in one or more of the following settings. Must have been completed within last 2 years (since April 2012). No more than 4 hours from any one site will be considered for points. **2-3 hrs = ½ pt, 4+ hrs = 1 pt**

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

Education: (14 points max)

All courses for points must be complete with a "B" or better to receive points and must have been completed since April 2009.

Courses may be repeated 1 time and be used for points per the college repeat grade policy.

- Completion of an Associate's degree or higher from a regionally accredited institution (2 pts)
- Current unencumbered certification in a health care field (ie: CNA, CMA, LMT, etc) (2 pts)
- Completion of 1 full year of a "High School Health Occupations" course(s) (2 pts)
- Completion of college level Medical Terminology course, at least 2 credits (2 pts)
- PSY 201 or PSY 202 (2 pts)
- HE 225 or PE 231 or SOC 204 or SOC 205 or SOC 206 or ANTH 103 or ANTH 210 (2 pts)
- COMM 218 or WR 227 (2 points)

Written Experiential Assessment: (points vary by score; 5 points max)

See page 13 for more information on the Written Experiential Assessment (WEA).

Alternate Points: (1 pt max)

2013 Alternates for the Occupational Therapy Assistant Program who were not offered an opportunity to enter the program will receive 1 Alternate Point if they apply and meet the minimum requirements in 2014.

Applicants who in 2013 did not complete the minimum application requirements and/or who declined/forfeited their admit/alternate seat will not receive an Alternate Point in 2014.

Petition Process: To petition initial point decisions, submit a petition with supporting evidence by date stated in your Points Letter.

Ties between applicants with the same point totals will be broken based upon the applicants' (a) number of points for Experience, (b) number of points for Education, (c) number of points for Written Experiential Assessment, then (d) most recent term's GPA as a full-time student.

Observation Experience Verification Form

Note to Applicant: Observation Experience must be verified using this form. Be sure to complete the boxed areas prior to submitting this form for verification. If this form is not signed it will not be considered.

Dear Human Resources,

I am in the process of making application to the Occupational Therapy Assistant Program offered by Linn-Benton Community College. The application process requests verification of direct observation of Occupational Therapy. Experience may take place in one or more locations. Please fill in the information in the area below. The following information may be helpful in locating my records.

Applicant's name while at your facility

dates at facility

OBSERVATION EXPERIENCE:

For Observation Experience, this form must be completed by the OT or OTA overseeing the Observation Experience. Please verify the setting, dates and hours the applicant observed direct Occupational Therapy services (assessments or treatments) under your supervision within the last 2 years (since April 2012). Be sure to completely fill out all applicable fields. Incomplete forms cannot be considered in the application process.

Eligible Settings: Pediatrics, Physical Disabilities and/or Geriatrics

This section to be completed by the facility employee verifying applicant's Experience

Setting: Geriatrics Mental Health Pediatrics Physical Disabilities

Date(s) of observation: _____ Total hours of Observation: _____

Supervised by: _____

Name	Title	Phone
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Name of Facility: _____

Facility Address: _____

Authorizing Signature: _____ Date: _____

I authorize the college to contact the individuals listed on this form to verify the information provided.

Student Signature: _____ Date: _____

Please duplicate this form as needed.

Volunteer/Work Experience Verification Form

Note to Applicant: Volunteer/Work Experience must be verified using this form. Be sure to complete the boxed areas prior to submitting this form for verification. If this form is not signed it will not be considered.

Dear Human Resources,

I am in the process of making application to the Occupational Therapy Assistant Program offered by Linn-Benton Community College. The application process requests verification of paid work and/or volunteer experience involving direct client contact in a healthcare setting. Experience may take place in one or more locations. Please fill in the information in the area below. The following information may be helpful in locating my records

Applicant's name while at your facility

dates at facility

VOLUNTEER/WORK EXPERIENCE:

For Volunteer/Work Experience, this form must be completed by Human Resources. Please verify the department(s), date(s) and total hours the applicant has had direct patient/client contact while volunteering or working for pay at your facility within the last 5 years (since April 2009). Please also verify the department(s) and the applicant's position title while at your facility. Be sure to completely fill out all applicable fields. Incomplete forms cannot be given consideration in the application process.

This section to be completed by the facility employee verifying applicant's Experience

Select one: Paid Work as a Healthcare Practitioner or Volunteer /Paid Work

Department(s): _____

Date(s) of service: _____ Total hours of service: _____

Applicant's Job Title: _____

Supervised by: _____

Name	Title	Phone
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Name of Facility: _____

Facility Address: _____

Authorizing Signature: _____ Date: _____

I authorize the college to contact the individuals listed on this form to verify the information provided.

Student Signature: _____ Date: _____

Please duplicate this form as needed.

Written Experiential Assessment

Applicants will be required to complete a Written Experiential Assessment (WEA) designed to evaluate students' non-cognitive attributes which contribute to being a good healthcare professional.

The basis for these questions was developed by Oregon State University and based on research conducted by Dr. William Sedlacek at the University of Maryland. This research demonstrates that non-cognitive variables can be accurately assessed from short written responses in answer to a series of questions. Responses are scored on objective criteria and by trained evaluators using carefully developed scoring guides. Scoring is not based on any comparison among essays. Each essay is scored on its own merit, not how it compares to all other essays.

Written Experiential Assessment will be scored by faculty and staff members representing diverse backgrounds and perspectives. A scoring guide has been developed based on Dr. Sedlacek's work. Questions will be reviewed anonymously, meaning that student names or other identifying information will not be provided to the reader.

LBCC would like to better evaluate your perspective, contributions, and diverse talents.

Please respond to the six questions below, carefully limiting your answers to 100 words per response. When describing your experiences; please address each of the attributes referenced above, keeping in mind how they would impact your contribution to the future community of excellence at LBCC.

Your examples should have occurred within the last five years.

1. Describe an example of a “caring” experience in which you have significantly influenced, helped, or contributed to the well-being of others.
2. Give two examples of when you had to seek an alternative solution, use a differing perspective, or come up with an original idea to solve a problem.
3. Describe an example of a judgment call you had to make, the challenge(s) you faced, and the steps you took in making that difficult decision. Include whether you turned to anyone else in addressing the issue, the role that person played, and what you learned about yourself through the process.
4. Explain what you have done to make an impact in “your world.”
5. Describe your experiences facing or witnessing discrimination; how you responded, what you learned from those experiences, and how they prepared you to contribute to the LBCC community.
6. Describe two examples of past behavior that demonstrate the value you place on integrity and honesty.

Applicants will submit their answers to the above Written Experiential Assessment questions as part of the online application for this program.

Answer all 6 Written Experiential Assessment questions. Keep in mind that your WebRunner session will automatically disconnect after 15 minutes of inactivity. If that occurs, all information entered on that page will be lost. When you click select “Continue”, your answers will be saved. We highly recommend you formulate and save your answers in Notepad or a similarly simple editor (MS-Word is not advised as it contains codes which conflict with our application system) to allow you time to perfect your answers prior to submission. You can go back and change your answers BEFORE you “Submit” your online application, BUT NOT AFTER.

2013 Occupational Therapy Assistant Post Admission Requirements

Applicants who receive a Letter of Admission will be required to complete all the tasks listed below by the deadline stated in their admission packet in order to keep their seats in the program. All necessary instructions to do so will be provided with the admission letter. Costs and requirements noted on this page are predictions and are subject to change.

Complete in order to keep your seat in the program:

- 1) **Confirmation:** Confirm your desire to remain admitted to the program.
- 2) **Transcripts: If completing prerequisite courses over Spring term,** submit official transcripts showing proof of successful completion **by June 30, 2014**
- 3) **Deferred Note Contract:** Complete and return the Deferred Note Contract
- 4) **Deposit:** Pay your non-refundable deposit of \$2,500 (subject to increase)
- 5) **Criminal Background Check (CBC):** Complete the LBCC approved CBC. Information will be provided with your letter of admission (estimated cost is \$60; NOT included in program cost estimate).
- 6) **Immunization/Medical Screening Records:** Electronically submit the appropriate immunization, medical screening and CPR documentation. Only the 3rd in the HepB series will be accepted after the deadline stated in your admission letter (estimated review cost is \$35; cost of immunizations, medical screenings, and CPR certification varies; NOT included in program cost).
 - a. **Hepatitis B*** – positive titer or begin the 3 dose series
 - b. **MMR (Measles, Mumps, Rubella)*** – positive titer or 2 dose series
 - c. **Varicella (Chicken Pox)*** – positive titer or 2 dose series
 - d. **Tdap (Tetanus, Diphtheria and Pertusis)*** – 1 dose since January 2005
 - e. **TB (Tuberculosis) Skin Test (PPD)*** – Negative PPD within last 12 months and repeated annually
 - f. **Flu shot** – Newest season's flu vaccine and repeated annually
 - h. **CPR** – Submit proof of current CPR certification; Healthcare Provider or Professional Rescuer through either Red Cross or American Heart Society only; students are required to keep CPR current throughout the duration of the program

** Documentation: Proof of vaccination/medical screening must be a copy of an official immunization card or a 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.*
- 7) **Drug Screening:** Completing and passing a drug screen is a requirement for continued admission to this program (estimated cost: \$45).
- 8) **Mandatory Orientation:** Attend the mandatory orientation in August.
- 9) **Online Education Module:** All admitted students will receive information on how to access this module.
- 10) **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. For information regarding Financial Aid Office hours and application criteria/deadlines visit: <http://www.linnbenton.edu/go/financial-aid>.

NOTES:

- A. 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 in order to be eligible for fieldwork rotations.
- B. Students wishing to have Psychology and/or Anatomy & Physiology degree requirement courses waived while in the program must have completed the course(s) with a grade "C" or better since September 23, 2009 in order to be considered. Requests may only be approved by the Program Director. Not all requests will be approved.

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 module 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 module 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 eCollege 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
- Complete exercises and homework as assigned by the designated due date
- Submit assignments using either Microsoft office or Google Suite
- Participate equally in the completion of team projects
- Take quizzes and tests online

To be able to participate as an active learner, you must meet these prerequisites:

- Basic familiarity with computers and the web environment
- Access to 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 web camera/headset/microphone

To access the online classroom systems 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 Software – LBCC provides all registered students with a RoadRunner Mail account (powered by Google). All new students and students that have registered since January 2010 will automatically have a new RoadRunner Mail account created for them. To access your student email address, go to

<http://www.linnbenton.edu/go/roadrunner-mail>. The college will be using THIS email address for official communication from Admissions and Registration, the Business Office, Financial Aid, Counseling and various other departments.

- 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: JavaScript, 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
- Java 2 Runtime* (MAC) (PC - select the 'JRE' download for your operating system) – updated.

In some cases you may be prompted to download a plugin for Java Runtime. This is normal for machines without Java installed.

- **Computer Hardware:**

- Computer – You will need access to a computer equipped with Windows XP or higher, or a Macintosh computer running System OS X 10.4 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 1GB of RAM
- Hard Drive Space – 10GB free hard drive space
- 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).

Common Internet Browser Plug-ins:

(Some classes may contain files that need one of the following plug-ins; these are free downloads)

Microsoft Word Viewer (doc, docx files)

Microsoft Excel Viewer (xls, xlsx files)

Microsoft PowerPoint Viewer (ppt files)

Quicktime (qt files)

Windows Media Player9 or higher (wma, mp3 files)

RealAudio RealPlayer (rp, mp3 files)

Flash (swf files)

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*)