



700 Logan College Road  
Carterville, Illinois 62918

## **OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

**This packet contains information for the full-time program beginning August 2012.**

Dear Prospective Student:

Thank you for your interest in the Occupational Therapy Assistant (OTA) Program at John A. Logan College (JALC) offered through the Southern Illinois Collegiate Common Market (SICCM). Graduates of this program earn an Associate in Applied Science Degree in Occupational Therapy Assistant.

The College has an open admission policy; however, there are some programs which have additional entrance requirements. Attached you will find an information packet about the OTA program at JALC, an application for the OTA program and an application for the pre-entrance examination. **You must contact the Admissions Office to obtain information about general admission to John A. Logan College.**

The **applicant must:**

1. achieve a competitive level score on the pre-entrance examination: **PSB – Health Occupations Aptitude Examination (HOAE)**,
2. submit all required documents listed in this packet under **Admission Requirements** to the designated office by **March 1, 2012** and
3. complete all necessary general entrance requirements for the College, as determined by the Admissions Office.

The career that you are considering is truly exciting! Occupational therapy practitioners treat people of all ages, in broad areas of functional difficulty. It is an extremely complex profession, providing both strong personal rewards and challenges. As an occupational therapy assistant, you will devise and employ therapeutic interventions unique to each client. Gradually, you will understand the need and methods to become increasingly more knowledgeable and skillful in that treatment; to utilize a holistic approach towards improving functional independence and occupational performance of those you treat.

Further information is included in this packet and available on our website at [www.jalc.edu/admissions/assessment/hcpa.php](http://www.jalc.edu/admissions/assessment/hcpa.php). We encourage you to thoroughly review the packet and website prior to applying to the program. Best wishes in your educational endeavors.

Best Regards,

Tom Cardwell  
Director of Assessment

Valerie Barko  
Associate Dean for Health & Public Service

Changes Effective 10/10/11

**DIRECT EXTENSION ACCESS: (618) 985-2828 or 457-7676**  
**OPERATOR: (618) 985-3741, 549-7335, 542-8612, 937-3438, TTY: 985-2752**  
**WEB SITE: <http://www.jalc.edu>**

## **PROFESSION**

Occupation may be defined as the ordinary things we do each day to work, to play, and to take care of ourselves. Occupational therapy is based on the idea that our personal identity and feeling of value is closely tied to what we are able to do. Each of us chooses many “occupational” roles that are important to us and make us excited to engage in life. We may, for example, choose occupational roles of “parent”, “homemaker”, “student”, “athlete”, etc., with many tasks in each that are important for us to carry out independently. When our function becomes impaired in these roles, we may lose both our independence and our sense of self-worth. Occupational Therapy is the art and science of helping people achieve independence with, and through, the use of everyday activities. It focuses on those aspects that give quality and purpose to performance.

The practice of occupational therapy utilizes the therapeutic use of purposeful and meaningful occupations in treatment, as well as focusing on these occupations as the goal of treatment. OT intervention may include: restoration of performance abilities; instruction in compensatory techniques; design, fabrication and use of assistive technology and/or orthotic devices; and health and wellness promotion strategies. Occupational therapy assistants, under the supervision of an occupational therapist, will work directly with persons to achieve a maximum level of independent living by developing the capacities that remain after disease, accident, or other disability.

The occupational therapy practitioner works with people who are limited by physical injury or illness, psychosocial dysfunction, developmental or learning disabilities, poverty and cultural differences, or the aging process in order to maximize independence, prevent disability and maintain health. The profession tailors rehabilitation individually for each client. Through evaluation and treatment, it seeks to restore or improve function in occupational performance. Treatment is provided within the context of the client’s life environments and relationships and is guided by the concerns of the patient. Functional performance is considered within the areas of work, self-care, and leisure; with treatment developed to minimize the effect of disability and maximize existing ability.

The occupational therapy assistant is an integral part of the rehabilitation team focused on providing optimum patient care. Occupational therapy assistants, supervised by occupational therapist, possess the technical skills to provide services to individuals of all ages who have physical, psychological, or developmental disabilities; which may include but are not limited to those suffering from strokes, heart, diseases, arthritis, diabetes, serious burns, spinal cord injuries, and psychiatric disorders. Occupational therapy serves a diverse population in a variety of settings such as hospitals and clinics, rehabilitation facilities, long-term care facilities, extended care facilities, sheltered workshops, schools and camps, private homes, and community agencies.

For more information on the profession you may also go to the following websites:

- [www.aota.org](http://www.aota.org) (The American Occupational Therapy Association, Inc.)
- [www.nbcot.org](http://www.nbcot.org) (The National Board for Certification in Occupational Therapy, Inc.)

## **PROGRAM**

The Occupational Therapy Assistant Associate Degree Program is offered through the Southern Illinois Collegiate Common Market and is a cooperative program with John A. Logan College, Kaskaskia College, Rend Lake College, Shawnee Community College, and Southeastern Illinois College. Each May, five students from each college are admitted to begin the program the following fall semester. The total size for each entering class is twenty-five students.

Students are admitted to the OTA program and register for all courses on their home campus. General education courses are taken on the home campus, but OTA core courses are taught either at the SICCM Regional Instructional Center or within patient/client care agencies. After all classes and fieldwork internship are completed within the OTA program, students graduate from their entering college.

Because the regions of the five cooperating colleges are large, traveling is an integral element of the consortium program. Time commitment is significant in this intense curriculum, and includes travel to

OTA classes and fieldwork assignments. Efforts are made to minimize travel where possible, accomplished by grouping classes and incorporating web-based instruction into coursework.

### **PROGRAM OBJECTIVES**

Upon completion of this OTA program, the graduate must be able to demonstrate entry-level competencies for an OTA. Students of SICCM OTA program will:

- Complete program coursework and fieldwork successfully,
- Pass national certification examination for occupational therapy assistant upon graduation,
- Demonstrate ability to provide high quality entry-level occupational therapy assistant services, under the necessary supervision of an occupational therapist, in consumer and client-care environments,
- Incorporate values and attitudes congruent with the profession's core values and code of ethics,
- Demonstrate the understanding of need for life-long personal and professional growth, and
- Recognize employment opportunities in traditional and non-traditional settings.

### **ADMISSION REQUIREMENTS**

The following admission procedures shall be followed by all prospective applicants seeking admission to the JALC and SICCM OTA program. Failure to comply with the deadline dates designated by JALC and SICCM will automatically terminate the application for the program.

The admission procedures for the OTA program are the same for John A. Logan College, Kaskaskia College, Rend Lake College, Shawnee Community College and Southeastern Illinois College. Each college does give preference to its in-district students. Students may apply at only one community college for entrance into a program. Applications and testing will be cross-checked among the campuses.

These admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using ranking, ability and achievement test scores as guides, with preference given equally to students residing in the district or in a joint agreement district.

The JALC and SICCM OTA program admission process does not discriminate on the basis of race, creed, color, national origin, gender, age, or the presence of a non-job-related condition or disability.

To be considered for admission in the full-time program beginning Fall 2012, an applicant must meet these criteria and submit the following credentials to the designated office by March 1, 2012:

1. OTA general education course requirement BIO 205 is listed as a prerequisite in the OTA curriculum guide under the first year summer semester prior to the start of the OTA program. Applicants **MUST** have BIO 205 completed with a minimum grade of a "C" by the end of the summer semester prior to the fall semester the applicant plans to start the OTA program.
2. Submit a properly completed application for general admission and return it to the Admissions Office by **March 1, 2012**, if **not** currently enrolled in courses at JALC.

When completing an application for general admission the applicant must indicate that they are seeking a JALC degree. Also, indicate the area of study as an Associate of General Studies (**AGS**) with the PSC Code: **1.2**, and the CIP Code: **240102D**.

3. COMPASS **or** ASSET placement exams are required by JALC in reading, writing and math. Contact the Assessment Office at (618) 985-2828 Ext. 8518 to register for a placement exam. If COMPASS or ASSET placement exams were completed at another institution, submit the current exam scores to the Assessment Office by **March 1, 2012**. Placement exam scores will only be accepted if taken within the past three years.

Regardless of the COMPASS or ASSET placement or any test score taken for general college admission, and any resultant remedial courses required, all applicants desiring to apply for the OTA program will be allowed to take the OTA pre-entrance exam. However, if an applicant scores low on any general admission placement test, counselors may advise against continuing the OTA application process.

4. Complete and return the attached Occupational Therapy Assistant Program application to the **Assessment Office** when you register for the first test, or by **March 1, 2012**.
5. Complete and return the attached Occupational Therapy Assistant pre-entrance exam application to the **Assessment Office** when you register for the first test, or by **February 2, 2012**.

If an applicant tested the previous academic year and chooses not to retest in the current academic year, they must submit a written request along with the program application in order for the previous test score to be considered. In this instance, no entrance exam application is necessary.

6. Request **all transcripts** be sent to the **Admissions Office** by **March 1, 2012**. A high school transcript or proof of GED with passing scores is required of applicants who have not completed a full semester at an accredited college or university. If the applicant has completed a full semester or more of accepted course work at a college or university, other than JALC, then evaluated college transcripts are required, not high school transcripts. Transcripts **must** show when the course was taken and the grade received. **Official college transcripts must be received and evaluated in JALC Admissions Office by March 1, 2012.** The Assessment Office has access to courses taken at JALC, therefore, a JALC transcript does not need to be submitted.

7. **All applicants must submit proof of current residency to the Assessment Office by March 1, 2012.** The following forms may serve as acceptable proof of residency to be **RANKED** as an in-district applicant:

- a valid driver's license with an in-district address
- a valid state identification card with an in-district address
- a valid voter's registration card that indicates JALC College District
- a current real estate tax bill that indicates property is owned within the JALC College District
- a joint agreement approved by JALC's V.P. for Instruction

In-district and joint agreement applicants will be placed in the ranking before applicants out-of-district, if one of the above forms of acceptable proof is received in the Assessment Office by March 1, 2012. If one of the above forms of acceptable proof is not received in the Assessment Office by March 1, 2012, the applicant will be placed in the ranking after in-district and joint agreement applicants that submitted acceptable proof.

Although the following forms may serve as proof to receive the in-district tuition status for an approved course or curriculum, these forms **DO NOT** qualify as acceptable proof of residency to be **RANKED** as an in-district applicant, therefore, the applicant will be placed in the ranking after in-district and joint agreement applicants:

- an employer letter that indicates employment in JALC College District
- a notarized letter that indicates residence in JALC College District
- a chargeback approved by JALC's V.P. for Instruction

Verification must show the applicants name with their current address. Acceptance letters will only be sent to in-district addresses for in-district students with the exception of joint agreement applicants. Post Office boxes are not accepted as proof of residency. New driver's licenses now show both P.O. Box and street address.

## **Out-of District Applicants Attending Through Joint Agreement**

Out-of-district applicants enrolling in the **Occupational Therapy Assistant Program** at John A. Logan College through a joint agreement with **[currently JALC has not entered a joint agreement with any other community college for Occupational Therapy Assistant]** will attend on the same basis as in-district applicants including paying tuition, fees and any other charges applicable to in-district applicants. However, applicants attending under a joint agreement must agree to register for only those courses that are part of the declared joint agreement program. Any prerequisite course work or course outside of the joint agreement program must be completed at the applicant's home institution or the applicant will pay out-of-district rates at John A. Logan College. Joint agreement applicants will be responsible for withdrawing from courses that are not part of their declared joint agreement program or agree to pay out-of-district tuition for non-eligible courses. Completion of prerequisite courses does not result in preferential treatment for programs with special admission. Please note that these joint agreements are subject to change.

An applicant, who wishes to enroll in the **Occupational Therapy Assistant Program** that is not offered at their home institution, but is included in the joint agreement with John A. Logan College, will:

**First**, have a letter sent from their home institution stating that the applicant is eligible to participate in the specific program covered by the agreement and

**Second**, sign a joint agreement form stating that they understand that only courses included under the joint agreement are eligible for in-district tuition.

The eligibility letter and joint agreement form should be sent to:

John A. Logan College  
Cindy D. Johnson, Director to the V.P. for Instruction  
700 Logan College Road – Room A17  
Carterville, IL 62918

If an applicant has any questions regarding a joint agreement or chargeback, they should contact JALC's V.P. for Instruction Office at (618) 985-2828 Ext. 8407.

## **Out-of District Applicants Attending Through Chargeback**

An out-of-district applicant who wishes to enroll in the **Occupational Therapy Assistant Program** that is not offered at their home institution, and is not included in the joint agreement with John A. Logan College, must first obtain authorization from the sending institution for partial student support to attend John A. Logan College, which is referred to as a chargeback. Applicants attending through a chargeback must agree to enroll in only the curriculum approved by the sending institution or the applicant will assume responsibility for full tuition and fees incurred for the unapproved courses or curriculum. **In-district and joint agreement applicants will be placed in the ranking before out-of-district applicants attending on a chargeback.**

8. Achieve a competitive level score on the pre-entrance examination for the college. This score is based upon the PSB-Health Occupations Aptitude Examination results **and** weighted grades for previous college courses taken within, or transferring to, the OTA required curriculum. The exam will take a minimum of 3 hours. Tests will begin promptly at 9:00 a.m. and 1:00 p.m., unless indicated otherwise. **No one may take the test if they do not have a photo ID the day of the test.** Tests will be held in the Assessment Office in Room C205A. **Seating for each testing date is limited, and applications will be processed on a first come, first served basis.** Therefore, SIGN-UP EARLY! A list of designated dates and application deadlines is listed below. Complete and return the forms to the Assessment Office, Room C205, by the test registration deadline. Applicants must register before the test registration deadline set below for each session. The \$25.00 registration fee, per test, must be paid at the time of registration. This may only be done between the hours of 8:15 a.m. – 3:15 p.m. to allow time to complete the payment

form that you must take down to the Business Office with your payment. The Business Office accepts credit/debit card, money order, cashier's check, personal check, or cash. Please contact the Business Office with questions regarding acceptable forms of payment. A total of 2 tests may be taken per academic year and only 1 test per month may be taken. Changes to exam and fees may occur at anytime! **There are 14 testing times available; applicants may only test up to 2 times.** *The highest score will be used for determination of admission. Testing will be cross-checked among the campuses. If the applicant has taken the exam more than two times within an academic year, only the first two scores will be considered.*

**Occupational Therapy Assistant  
Testing Dates**

Wednesday, November 2, 2011, 9 am or 1 pm  
Thursday, November 3, 2011, 9 am or 1 pm  
**Wednesday, December 7, 2011, 9 am or 1 pm**  
**Thursday, December 8, 2011, 9 am or 1 pm**  
Tuesday, February 7, 2012, 9 am or 1 pm  
Wednesday, February 8, 2012, 9 am or 1 pm  
Thursday, February 9, 2012, 9 am or 1 pm

**Occupational Therapy Assistant  
Test Registration Deadlines**

Friday, October 28, 2011, by 3:15 pm  
Friday, October 28, 2011, by 3:15 pm  
**Friday, December 2, 2011, by 3:15 pm**  
**Friday, December 2, 2011, by 3:15 pm**  
Thursday, February 2, 2012, by 3:15 pm  
Thursday, February 2, 2012, by 3:15 pm  
Thursday, February 2, 2012, by 3:15 pm

The first concern about acceptance into the program should be obtaining a competitive level score on the OTA pre-entrance examination. This score is based upon the PSB-Health Occupations Aptitude Examination results. The exam includes sections on academic aptitude, spelling, reading comprehension, information in the natural science and vocational adjustment index. All five sections of the test will be given. The raw score of the first four sections will be added to achieve a composite exam score to be used for admission ranking. The fifth section will be utilized for research purposes. Tie breakers will be based upon the highest score achieved on Part 1 and Part 3, successively.

Additional points may be added to the applicants composite exam score on the OTA pre-entrance examination, **if college transcripts have been received and evaluated in JALC Admissions Office by March 1, 2012.** No points will be given without an official transcript. Substitutions will not be accepted. General education courses must be completed by **December 2011** in order for points to be added. A credit of 10 points each may be earned for previously taken courses of: BIO 205, BIO 206 and PSY 132. Each course must have been passed with a minimum grade of a "C" to qualify. Points may also be earned for previously taken courses of: BUS 215, ENG 101, MAT 120 or MAT 104, SPE 115 and PSY 262. The following points will be added for each grade earned: "A" = 3 points, "B" = 2 points, "C" = 1 point. [For example, 45 points may be added to an applicant's composite exam score if the above general education courses are completed by **December 2011** with a grade of an "A" in each class.] Rank ordering of students for admission consideration will be made on the basis of total points earned.

Additional information about the pre-entrance exam can be accessed by going to [www.psbtests.com](http://www.psbtests.com). Click on "Resources for Test Taking" to locate documents, that may be viewed or printed, containing information regarding Sample Questions, Understanding Test Results and Other Helpful Resources. No calculators are permitted during the exam.

To be eligible for Fall 2012 admission, testing must be complete and scores available to the college by March 1, 2012. Determination of the list of accepted students will be made from the applicants who have tested and applied by March 1<sup>st</sup>.

Each college has five admission slots, for a total class size of twenty-five students. Admission lists will be ranked and determined separately at each college, for the five student slots accorded that college and by the applications submitted to that college.

If the program is not full, the college may choose to test and accept applications through April 30<sup>th</sup> for any remaining slots. Unless program slots still remain for Fall 2012 admission, those applicants testing and applying after April 30<sup>th</sup> will be considered for Fall 2013 admission.

The five top-scoring applicants from each college will be admitted to the SICCM OTA program. A list of accepted applicants will be developed by mid-March, the spring before the start of the program. Accepted applicants will be informed of admission into the program by the admitting college beginning in May 2012 and will have ten days from the date mailed, to return the response form enclosed in the acceptance letter. Should an accepted applicant choose not to enter the class, the next applicant in the rank order for that campus will be notified of acceptance. If no response is obtained, the applicant will be dropped from future consideration and the next alternate on the list will be notified of acceptance. Letters of notification of alternate list or denial into the program will be mailed when all positions are filled.

If an applicant is accepted to the program and chooses not to enter the fall class, any future admission must be by re-application. All applicants must make application for each year they wish to be considered for entrance into the OTA program. PSB-Health Occupations Aptitude Examination results will be considered valid for two years.

No student may be admitted to any individual Southern Illinois Collegiate Common Market program more than *two times* within a *five year period*. After withdrawing from a single program two times, the student will be allowed to enter any other SICCM program *only one time*. "Withdrawing" is defined as declining a previously accepted admission invitation within ten weeks of program start time and/or withdrawing from class attendance before completing the first semester. Each campus may consider exceptions for extreme cases of unanticipated, non-elective health issues of self and family.

**Letters of notification of provisional acceptance to the top five (5) applicants on the ranking list will be mailed beginning in May 2012.** Applicants that are selected will have ten days from the date mailed, to return the response form enclosed in the acceptance letter. If no response is obtained, the applicant will be dropped from future consideration and the next alternate on the list will be notified of acceptance. Letters of notification of alternate list or denial into the program will be mailed when all positions are filled.

**It is extremely important to abide by the deadline dates outlined in this packet. It is the applicant's responsibility to assure that these documents have been received in the designated office by the deadline dates.**

If you have questions regarding this information, you may contact any of the people below:

Tom Cardwell  
Director of Assessment  
John A. Logan College  
700 Logan College Road  
Carterville, IL 62918  
(618) 985-3741 Ext. 8496

Matt Yusko  
Assessment Coordinator  
John A. Logan College  
700 Logan College Road  
Carterville, IL 62918  
(618) 985-3741 Ext. 8617

Tish Majewski  
Assessment Coordinator  
John A. Logan College  
700 Logan College Road  
Carterville, IL 62918  
(618) 985-3741 Ext. 8247

**TOM CARDWELL, MATT YUSKO AND TISH MAJEWSKI ARE THE ONLY ADVISORS STUDENTS SHOULD SEE FOR ADVISEMENT AND REGISTRATION TO INSURE ALL ENTRY REQUIREMENTS ARE MET FOR THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM.**

### **ACCREDITATION STATUS**

The SICCM Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Assoc. (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE's phone number c/o AOTA is 301-652-AOTA. Graduates of the SICCM OTA Program will qualify to sit for the National Board for Certification in Occupational Therapy (NBCOT) national certification examination. This computer-delivered examination will be administered on-demand, after establishing eligibility. Successful completion of this exam confers the title of Certified Occupational Therapy Assistant (COTA). Illinois and most states additionally require licensure to practice, usually basing this on the NBCOT examination results. A felony conviction may adversely affect ability to sit for the NBCOT exam and/or attain state licensure.

## **PROGRAM STATISTICS**

In three academic years [2008, 2009, 2010] the SICCM OTA program has graduated 57 students. These 57 graduates have achieved an 88% first-time pass rate on the National Board for Certification in Occupational Therapy (NBCOT) national certification examination. Of the 16 graduates in May 2010, 14 out of 16 have a 100% first-time pass rate. One student from the class of 2010 has failed the NBCOT exam twice. One student has yet to take the exam.

## **TUITION AND FEES**

Costs will vary among the five participating institutions because tuition fees per credit are not the same at all campuses. For specific campus tuition, consult individual school catalogs. Within this highly mobile program, admitted OTA students will be responsible for the following expenses:

1. Examination fee for PSB-Health Occupation Aptitude Examination (\$25.00 before admission),
2. Tuition, \$92.00 per credit hour for the 2011/2012 school year,
3. College fees, which include:
  - Malpractice/liability insurance (up to \$15.00 annually),
  - Program fees (\$200.00 per OTA course),
4. Books,
5. Costs of transportation to centralized laboratory for OTA courses, hospitals, other clinical sites and mandatory fieldwork experience,
6. Lab coat for clinical experiences,
7. Occasional minor laboratory supplies and equipment,
8. Physical examination,
9. Tests: \*TB skin tests and/or possible chest x-rays,  
\*Rubella titer, possible Varicella and Pertussis titers,
10. Immunizations:
  - \*Hepatitis B Virus – series of 3,
  - \*possible Rubella, Rubeola, Tetanus,
11. Demonstration of personal health insurance or Medicaid,
12. Application fee for national certification examination (approximately \$525.00),
13. Application fee for state licensure (approximately \$25.00),
14. Cost for CPR certification (approximately \$20.00 each year),
15. Cost for background check (approximately \$37.00, but can be more depending on how many different counties/states the student has lived),
16. Cost for drug screening (\$46.00),
17. Professional organization fees:
  - e.g.: Student membership in the American Occupational Therapy Association (standard membership \$53.00, student-plus membership \$75.00),  
Student membership in the Illinois Occupational Therapy Association (\$25.00),
18. Voluntary conference fees:
  - e.g.: National Conference (Indianapolis, IN: April 26-29, 2012) location changes annually,  
State Conference (Galena, IL: November 11-12, 2011) location changes annually.

*Potential OTA students should **not** purchase or schedule anything until after they have been accepted and registered to begin the OTA program.*

**Note:** All costs listed above are estimates and subject to change. **The OTA student should have planned for meeting these financial obligations before entering the OTA program.**

For additional information, please contact Kim Langley, Director of SICCM OTA program, at (618) 942-6902 or [klangley@siccm.com](mailto:klangley@siccm.com).

## **FINANCIAL AID**

A variety of financial aid exists at each of the five participating institutions. The applicant should contact the Financial Aid Office at the school to which he/she is applying. Some of the types of financial aid presently offered are:

- Federal Pell Grants/FSEOG
- Illinois State Map Grant
- College Work Study
- Scholarships

## **LEGAL LIMITATIONS**

A felony conviction may adversely affect the graduate's ability to sit for certification examinations and/or obtain certification, registration and/or licensure to practice in Illinois and other states. It also influences whether hospitals and other health agencies will accept the student for clinical education experiences required for graduation. Therefore, Southern Illinois Collegiate Common Market requires accepted students to complete a criminal history background check prior to beginning the OTA program. Information about this process will be provided to the student when they are informed of acceptance into the program.

As a condition of assignments to clinical educational experiences, admitted students will also be required to submit to a drug screening. The screening will be completed by a party selected by the Southern Illinois Collegiate Common Market, and paid for by the student. Information about the drug screen will be sent to a newly admitted student by Southern Illinois Collegiate Common Market in an admission packet.

## **CURRICULUM COURSE REQUIREMENTS**

The OTA curriculum is designed to provide a progressive transition from beginning student to entry-level clinician. During the coursework and internships, students will develop entry-level competencies necessary to provide services to persons of all ages who have functional loss due to physical, neurological, social/emotional, cognitive, or developmental disabilities. The occupational therapy assistant graduate will possess the technical skills necessary to collaborate with the occupational therapist in providing occupational therapy services, incorporating values and attitudes that reflect the profession's practice standards and ethics.

In the OTA curriculum there are eight general education courses and eighteen OTA courses. Included in this packet is a link to the OTA courses with descriptions. The OTA courses have both lecture and hands-on laboratory components. A substantial portion of one OTA course is web-based and the rest include computer, internet and web-use. Students quickly become adept at communicating with each other and the faculty via the Internet and using the computer as a research, learning and communication tool. It is helpful for students to have use of a home computer, although computers and Internet access are available on all college campuses. The OTA classrooms also have computers and Internet access available for students use.

OTA students must also demonstrate competency in using a computer, navigating word processing and documentation software, accessing and using internet search engines and research sites and databases, and communicating to faculty and classmates via email and chat rooms. Assignments will require these skills throughout the program. If the applicant does not have keyboarding skills, it is strongly suggested that a college class or a continuing education course in keyboarding be taken prior to beginning OTA classes. If the applicant has no computer experience, it is also suggested that a beginning continuing education class in basic computer use be taken. Further support will be provided by OTA faculty.

The OTA program is full-time only, with courses offered in specific sequence. All OTA courses in a semester must be taken and passed in order to progress to any OTA coursework of the next semester. Both OTA and general education courses must be passed with a grade of "C" or better. Laboratory hours are based on 1:3 ratios, with three class contact hours required for every registered laboratory credit. The program is designed to be completed within two academic years, including one summer session.

Supervised Level II Fieldwork comprises 640 hours (16 full-time weeks) of the final semester. This fieldwork must be successfully completed within 18 months following completion of academic preparation.

Upon admission to the program students will be required to successfully complete a 16 hour job shadowing experience; a physical exam; the first two of a series of three Hepatitis B Virus vaccinations [or sign a declination waiver]; a two-step TB skin test [and/or chest x-ray], a Rubella titer [and/or immunization], documented proof of immunity to Rubeola [red measles] and immunity status to Varicella [chicken pox] and Pertussis [whooping cough], and a Tetanus immunization. These must be completed prior to the beginning of class. Students will also be required to have a second TB skin test and/or chest x-ray before the senior year of the program. Training and certification in CPR [cardiopulmonary resuscitation] must be completed before or by the end of the second week of class in the first fall semester. Health insurance is required by fieldwork sites before students are allowed on-site. Students must provide proof of CPR certification and medical insurance in effect throughout the two year program.

Prospective OTA students should **not** purchase any materials or supplies until **AFTER** they have been accepted and have registered for classes. Questions regarding uniforms, schedules, requirements, etc. will be answered for accepted students during an orientation session with the Occupational Therapy Assistant Director.

Admission packets describing the drug screening information, criminal background check, job shadowing, physical examination, vaccinations and immunizations will be mailed to successful applicants in June 2012. These packets will contain the forms and deadlines necessary to complete those requirements prior to the start of class.

Occupational Therapy Assistant students must earn a minimum grade of a “C” in all courses listed in the curriculum guide, including prerequisite and general education courses.

**It is the responsibility of all interested applicants to view the current OTA curriculum guide and course descriptions online at the following links:**

- [http://www.jalc.edu/catalog/curriculum\\_guides/occupationaltherapyassistantdegree.pdf](http://www.jalc.edu/catalog/curriculum_guides/occupationaltherapyassistantdegree.pdf)
- [http://www.jalc.edu/catalog/course\\_descriptions/ota\\_occupational\\_therapy\\_assistant.pdf](http://www.jalc.edu/catalog/course_descriptions/ota_occupational_therapy_assistant.pdf)

### **GENERAL EDUCATION COURSES**

BIO 205 – Human Anatomy and Physiology I <sup>1</sup>	4 credits
BUS 215 – Introduction to Medical Terminology	3 credits
ENG 101 – English Composition I	3 credits
BIO 206 – Human Anatomy and Physiology II	4 credits
PSY 132 – General Psychology	3 credits
SPE 115 – Speech	3 credits
PSY 262 – Child Psychology	3 credits
Choose <b>one of the following</b> :	
MAT 120 – Elementary Statistics <sup>2</sup>	3 credits <b><u>OR</u></b>
MAT 104 – Mathematics for Allied Health	3 credits

<sup>1</sup> **BIO 205 is a prerequisite and must be completed with a minimum grade of a “C” before starting the program.**

<sup>2</sup> **Prerequisite for MAT 120 is MAT 062 with a minimum grade of a “C”.**

**All applicants are strongly encouraged to successfully complete the above OTA general education courses with a minimum grade of a “C” prior to the fall semester they plan to start the OTA program, so that they may increase their probability of success in the program.**



# Application for Admission to the JALC and SICCM Occupational Therapy Assistant Program for Fall 2012

JALC 7 digit ID# \_\_\_\_\_

Name \_\_\_\_\_  
Last First MI Maiden

Address \_\_\_\_\_  
Street City/State/Zip Code

Phone \_\_\_\_\_ Social Security No. \_\_\_\_\_

Date of Birth \_\_\_\_\_ Email \_\_\_\_\_

To which college OTA program are you applying with THIS application?

- \_\_\_\_\_ John A. Logan College
- \_\_\_\_\_ Kaskaskia College
- \_\_\_\_\_ Rend Lake College
- \_\_\_\_\_ Southeastern Illinois College
- \_\_\_\_\_ Shawnee Community College

In which college district are you a legal resident, as of March 1, 2012?

- \_\_\_\_\_ John A. Logan College
- \_\_\_\_\_ Kaskaskia College
- \_\_\_\_\_ Rend Lake College
- \_\_\_\_\_ Southeastern Illinois College
- \_\_\_\_\_ Shawnee Community College

Last High School Attended: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ YES \_\_\_\_\_ NO OR, do you hold a GED Certificate? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are you transferring courses taken at another college for consideration within the Occupational Therapy Assistant Program curriculum? \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, list all colleges from which you have requested official transcripts. Identify any earned credential and/or degree, including field of study:

College Name	Location	Date of Attendance
_____	_____	_____
Credential/Degree		Field of Study

College Name	Location	Date of Attendance
_____	_____	_____
Credential/Degree		Field of Study

Will transcripts be submitted under any other name(s)? \_\_\_\_\_ YES \_\_\_\_\_ NO

If so, list name(s): \_\_\_\_\_

**The undersigned certifies that the information contained herein is true, complete, and correct. It also certifies that the applicant has read the informational packet online, and agrees to all application procedures.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

The SICCM OTA program admission process does not discriminate on the basis of race, creed, color, national origin, gender, age, or the presence of a non-job related condition or disability. Each college does give preference to its in-district students.



# Occupational Therapy Assistant Pre-Entrance Exam Application

Exam to be used for final class placement for the full-time program beginning Fall 2012.

Please print this application, fill out completely and return to the Assessment Office in Room C205. **The \$25.00 registration fee, per test, must be paid at the time of registration.** This may only be done between the hours of 8:15 a.m. – 3:15 p.m. to allow time to complete the payment form that you must take down to the Business Office with your payment. The Business Office accepts credit/debit card, money order, cashier's check, personal check, or cash. Please contact the Business Office with questions regarding acceptable forms of payment. Since your seat is being reserved for a test session the \$25.00 registration fee cannot be transferred to another test session [NON-TRANSFERABLE] or refunded if you do not attend the session for which you were applying [NON-REFUNDABLE]. Changes to exam and fees may occur at anytime! **No one may take the test if they do not have a photo ID the day of the test.** A total of 2 tests may be taken per academic year and only 1 test per month may be taken. There are 14 testing times available; applicants may only test up to 2 times.

Name \_\_\_\_\_  
Last First MI Maiden

Address \_\_\_\_\_  
Street City/State/Zip Code

Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Please consider my results for: **Occupational Therapy Assistant Program**

Do you have a disability which may require accommodations for testing? Yes \_\_\_ No \_\_\_

If yes, you must provide documentation of your disability and the need for accommodations to Student Support Services in Room C219 within seven (7) working days of this request or seven (7) days prior to the test date.

**NOTE:** An exam date will be scheduled between the student and Matt Yusko in the Assessment Office after accommodations have been approved by Student Support Services.

Have you taken the PSB-Health Occupations Aptitude Examination (HOAE) before? Yes \_\_\_ No \_\_\_

If yes, when? \_\_\_\_\_

Fill in the testing day, date and time that you prefer for your first registration:

**\*\* See next page for testing dates \*\***

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

FOR OFFICE USE ONLY:					
Test Date	@	on	Receipt #	Amount	Date Paid
Test Date	@	on	Receipt #	Amount	Date Paid
Test Date	@	on	Receipt #	Amount	Date Paid

**The undersigned certifies that the information contained herein is true, complete, and correct. It also certifies that the applicant has read the informational packet online, and agrees to all application procedures.**

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Please choose one day and time for your first registration, circle the day and time, and fill in the corresponding information on the front of the exam application indicating your preference.

### November Testing Dates

Deadline: Friday, October 28, 2011, by 3:15 p.m. for the following testing dates. Please circle one time if you wish to test in November and also write the test day, date and time on the front of the application. Reminder, you can only test 2 times total per academic year and test only 1 time per month:

*Wednesday, November 2, 2011*      9:00 a.m.      or      1:00 p.m.      or  
*Thursday, November 3, 2011*      9:00 a.m.      or      1:00 p.m.

### December Testing Dates

Deadline: Friday, December 2, 2011, by 3:15 p.m. for the following testing dates. Please circle one time if you wish to test in December and also write the test day, date and time on the front of the application. Reminder, you can only test 2 times total per academic year and test only 1 time per month:

*Wednesday, December 7, 2011*      9:00 a.m.      or      1:00 p.m.      or  
*Thursday, December 8, 2011*      9:00 a.m.      or      1:00 p.m.

### February Testing Dates

Deadline: Thursday, February 2, 2012, by 3:15 p.m. for the following testing dates. Please circle one time if you wish to test in February and also write the test day, date and time on the front of the application. Reminder, you can only test 2 times total per academic year and test only 1 time per month:

*Tuesday, February 7, 2012*      9:00 a.m.      or      1:00 p.m.      or  
*Wednesday, February 8, 2012*      9:00 a.m.      or      1:00 p.m.      or  
*Thursday, February 9, 2012*      9:00 a.m.      or      1:00 p.m.