

STATE COLLEGE OF FLORIDA

MANATEE-SARASOTA

Application for **FALL 2012- Occupational Therapy Assistant Program**

You MUST apply to the STATE COLLEGE OF FLORIDA **PRIOR** to completing this application. Program applications will be accepted between November 1, 2011 and March 1, 2012 by 4:00 pm, regardless of postmark.

- Occupational Therapy Assistant Program Application
- CAPP/Degree Audit attached to application.
- Proof of \$20 program application payment attached to application.

STUDENT ID # G00 _____
(Required)

NAME _____
(Last) (First) (Middle Initial) (Previous Name(s))

ADDRESS _____
(Street Address)

(City) (State) (Zip)

Home Telephone # () - Email Address _____

Work Telephone # () - Cell Phone # _____

SCF Student Email: _____(required)

Have you ever been convicted, had any adjudication withheld, had any criminal charges pending against you or entered a plea of guilty, nolo contendere or no contest to a crime in any jurisdiction other than a minor traffic offense? (*Driving under the influence (DUI) or driving while impaired (DWI) is not a minor traffic offense for purposes of this question.*)

YES NO

Have you attended MCC/SCF before? Yes No Credit Non-Credit

Are you currently enrolled at SCF? Yes No

List **ALL** other colleges or universities you have attended, and date of attendance and degree(s) earned. (Official transcripts from each institution must be submitted to the **Educational Records Office** to complete the application.)

Colleges Attended	Dates of Attendance	Degree(s) Earned

Have you ever been enrolled in a Health Science Program Yes No

Program Name/College	City/State	Dates of Attendance

CHECK LIST FOR APPLICATION TO THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM:

1. I have completed the following prerequisite courses with a grade of "C" or better:

- BSC 2085C – Anatomy & Physiology I (with laboratory component)
- Mathematics – Any Area II, A.S
- PSY 2012 – General Psychology

2. The following has been submitted to the Educational Records Office:

- _____ A completed college application – must be completed prior to application to the program
- _____ An OFFICIAL high school or GED transcript. (This is not needed with a earned AA degree or higher.)
- _____ An OFFICIAL transcript from EACH College attended or credit courses.
- _____ Florida Placement Test scores and/or ACT or SAT scores. Tests must have been taken with the last three years. (This is not required if program math and English requirements have been met.)
- _____ Payment of \$20.00 application fee. Any checks should be made payable to 'State College of Florida'.

I have read through the Occupational Therapy Application Package (pp 3-11). I understand all the information in the package which includes *College Admission Procedures, Occupational Therapy Assistant Program Admission Requirements, Occupational Therapy Assistant Application Process, Notification of Applicant Status and Performance Standards*.

I understand that the Occupational Therapy Assistant Program is a limited enrollment program. Completion of all or part of the academic courses required in the degree does not guarantee acceptance into the program. However, priority is given to applicants who have completed the most general education courses required for the degree at the time of application. If there are more qualified applicants than seats available in the program, GPA (grade point average) on the general education courses required by the program will be the determining criteria. If there is more than one student with the same GPA for a seat in the program, the final criteria will be the overall GPA.

I understand that the Occupational Therapy Assistant Program consists of classroom, laboratory and fieldwork experiences. Students enrolled should understand the required fieldwork experience in various settings may expose them to environmental hazards and infectious diseases including, but not limited to, Tuberculosis, Hepatitis B and HIV/AIDS.

I understand that the Occupational Therapy Assistant Program is designed to be taken in sequential order. Courses are offered one time per year. Students who do not achieve the minimum grade of 70% in any didactic, laboratory or fieldwork component will not be able to progress in the Occupational Therapy Assistant Program.

I understand that upon acceptance to the program, additional background checks, fingerprinting, drug screenings, and health screenings are required to meet local health regulations. Based on the results of these checks and screenings, I may become ineligible for program admission.

I understand that the State of Florida periodically changes the laws in relation to persons with criminal backgrounds being licensed in Florida. It is my decision to enter the program based upon the knowledge and understanding that I may not be granted the right to be licensed in the State of Florida upon graduation.

I certify that all the information on this application is true and correct. I understand that it is my responsibility to provide all the necessary documentation required to process this application March 1, 2012 by 4:00 pm regardless of post mark. I also understand that failure to provide the required documentation by the due date will result in my eligibility for acceptance into the program.

(Signature of Applicant)

(Date)

Complete and Return to:

**State College of Florida
Occupational Therapy Assistant Program - Building #28
5840 26th Street West
Bradenton, Florida 34207
941-752-5346**

The State College of Florida, Manatee-Sarasota is an Equal Access / Equal Opportunity / Affirmative Action Institution

**STATE COLLEGE OF FLORIDA
MANATEE - SARASOTA
OCCUPATIONAL THERAPY ASSISTANT PROGRAM
PROGRAM APPLICATION PACKAGE - 2012**

Thank you for your interest in the Occupational Therapy Program. This is a limited enrollment program; therefore, Occupational Therapy Assistant courses are only open to students who have been accepted into the program. Listed below are the requirements and steps for application to the Occupational Therapy Assistant program.

Application and required documents are accepted November 1 2011 through March 1, 2012-4:00 p.m., regardless of post mark.

1. COLLEGE ADMISSIONS PROCEDURES

Program applicants are responsible for following college admission procedures and ensuring that their records are complete in the Educational Record's Office *prior* to submitting their program application. Occupational Therapy Assistant Program applications will not be considered unless the student has been accepted into the college and all necessary documents for admission have been received, evaluated, and processed by the college.

Transfer Student

Transfer students should note, it usually takes 30-60 days for the Educational Records Office to process official transcripts once received. Plan accordingly.

Transfer students should submit the following items to the Educational Records Office in accordance with college admissions procedures found on scf.edu/admissions.

- A completed State College of Florida application. (scf.edu/admissions)
- An OFFICIAL high school or GED transcript. Not required with an earned AA degree or higher.
- An OFFICIAL transcript from EACH college attended for credit courses sent directly to the State College of Florida-Educational Records Office from the issuing institution. DO NOT SEND OFFICIAL TRANSCRIPTS TO THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM DEPARTMENT.
- Florida Placement Test scores and/or ACT or SAT scores. (Test MUST have been taken within the last two years.) Not required if program Math and English requirements have been met.

The Educational Records Office processes and notifies students of their student ID number, student email account, and student transcript status.

These documents may be delivered or mailed to:

**State College of Florida
Educational Records Office
5840 26th Street West
Bradenton, Florida 34207**

☆ ALL TRANSCRIPTS MUST BE SENT DIRECTLY TO THE EDUCATIONAL RECORDS OFFICE FROM THE ISSUING INSTITUTION – HAND CARRIED TRANSCRIPTS WILL NOT BE ACCEPTED.

Readmit Student

Former SCF students who have NOT been in attendance for one year or more must apply for readmission and provide all documentation regarding residency requirements to Educational Records Office. To avoid out-of-state tuition, students should make sure their college in-state status remains in effect through the summer term. Contact the Education Records Office for more information.

Current Student

Current SCF students should check with the Educational Records Office to ensure that their records are complete and that they are in good standing with the college.

For more information regarding the college admission process contact the Educational Records Office at 941/752-5050 or go to scf.edu/StudentServices/EducationalRecords.

2. OCCUPATIONAL THERAPY ASSISTANT PROGRAM ADMISSION REQUIREMENTS

If you answer **No** to one of the questions below you are not eligible to apply to the program.

Yes No Earned grade point average (GPA) of 2.75 or better in **ALL** general education courses required by the program toward the degree and a minimum overall GPA of 2.0 to meet graduation requirements.

Yes No Satisfactory completion of any remedial coursework needed to be eligible for college level courses. NOTE: Prerequisite courses may be required for ENC 1101 and MAT 1033. These prerequisites **MUST** be taken **PRIOR** to entry into the Occupational Therapy Assistant Program. Consult the course descriptions in the online catalog at www.scf.edu/Catalog, for additional information.

Yes No Prerequisite courses **MUST** be completed with a grade of "**C**" or better by the end of the fall semester prior to the year in which you are applying.

Prerequisite courses: **BSC 2085C** Anatomy and Physiology I
 Mathematics Any Area II, A.S
 PSY 2012 General Psychology

(Note: *The Associate in Applied Science A.A.S. degree currently is being reviewed at the state level with the possibility that it will no longer be available effective Fall 2012)

Yes No A minimum grade of "**C**" is required for all courses applied to the Occupational Therapy Assistant degree.

Yes No A completed application for the OTA Program. REMINDER: A separate application is required for admission to the College and must be completed prior to application to the program.

Yes No Payment of a one-time, non-refundable \$20.00 program application fee. If paying by check please make payable to 'State College of Florida'.

3. OCCUPATIONAL THERAPY ASSISTANT PROGRAM ADMISSION PRIORITY

All *complete* program applications received during the application period will be reviewed by the program director.

Note: Completion of the required general education courses does not guarantee acceptance to program.

1. Admission priority is given to applicants who have completed all prerequisite courses, submit their application along with all required paperwork during the application period, and have the most general education hours towards the degree by the end of the Fall term preceding the year for which the applicant is applying.
2. After March 1st each application will be reviewed.
Files MUST include:
 - Completed application to State College of Florida
 - Official high school transcripts - not required with an earned AA degree or higher

- Official transcript for each college attended for credit courses
 - Florida Placement test scores and/or ACT or SAT scores
 - Completed application to the Occupational Therapy Assistant Program
 - CAPP/Degree Audit
3. If there are more qualified applicants than seats available in the program, the applicant's GPA for the program's required general education courses will be the determining factor. If there is more than one student with the same GPA for a seat in the program, the final criteria will be the overall GPA.
 4. Conditional admission may be granted if there are seats available after the priority deadline. Under this circumstance, acceptance to the program is dependent upon successful completion of pre-requisite coursework by the end of the summer semester classes of the year that you are applying.

4. OCCUPATIONAL THERAPY ASSISTANT PROGRAM APPLICATION PROCESS

- Complete the program application on pages 1-2. An application must be re-submitted if you have previously applied to the program, but were declined.
- Print a Curriculum Advising Program Planning/Degree Audit (CAPP/Degree Audit) from the SCF website and attach to the program application. This document is proof of a student's completion of required courses and program GPA.

To print the CAPP/ Degree Audit a student must be completely enrolled at the State College of Florida. Students attending Fall term should wait until Fall term grades are final before printing the audit.

CAPP/Degree Audit

- From the SCF home page (www.scf.edu)
- Click on 'SCF Connect'
- Type in your User ID (first part of your student email) and Password (6 digit #)
- Click on 'Student' Tab
- Click on 'Banner Self Service'
- Click on 'Student Services and Financial Aid'
- Click on 'Student Records'
- Click on 'CAPP/Degree Audit'
- **Select a Term** - choose the semester at the time of application (i.e. Fall 2011, Spring 2012)
- Click on 'What-if Analysis' at the bottom of the page
- **Entry Term** - choose Fall 2010
- **Program** - **AAS, Pre-Occupational Therapy – if your math course is MAT 1033**
AS, Pre-Occupational Therapy – if your math is a higher level Math
- **Evaluation Term – Fall 2011/Spring 2012**
- **General Requirements** is the default, click 'submit'
- **Print** the Results AND **attach** to your application. Please review to make sure all courses are on the CAPP/Degree Audit before mailing.
- *Print setting: landscape or adjust font to make sure all information is displayed on the audit.**

On the CAPP/Degree audit, review the courses listed under "Detail Requirements" and "Courses Not Used." If there is a qualifying course (Math, Human Relations, or General Psychology) with a higher grade listed under "Courses Not Used" that can be substituted for a course with a lower grade under "Detail Requirements," note this information on the CAPP/Degree audit submitted with the program application. This information may improve a student's program GPA.

Note: Letters of Recommendation are not required for application, and will not be considered as a part of the admission process.

Program application fee of \$20.00 (one-time, nonrefundable) can be paid at the Cashier's Office, Building 1, Room 112 on the Bradenton Campus, or mailed with your application. Attach receipt to the program application.

Checks should be made out to the "State College of Florida." Please write student ID number on the memo line. Do not mail cash or use a starter check.

If you paid a fee for a previous SCF health professions program application please obtain a copy of receipt of payment from the Cashier's Office and attach to the program application.

Submit Occupational Therapy Assistant Program Applications in person or mail to the following address:

Mailing Address: State College of Florida

Occupational Therapy Assistant Program
5840 26th Street West
Bradenton, Florida 34207

Hand Delivery: (M-F-8:00am-4:00pm)

Occupational Therapy Assistant Program
Building 28, Room 101
Bradenton Campus

The program application deadline is March 1, 2012 by 4:00 p.m. regardless of post mark. Please plan accordingly.

*All *Incomplete* or *past due* program applications will be returned.*

4. NOTIFICATION OF APPLICANT STATUS

All applicants will be notified of their "program status". It is anticipated that the notification of applicant's "program status" will occur 6-10 weeks after the priority deadline date.

Students receiving "Not Accepted" status may reapply next year at no additional application cost.

Students receiving "Alternate" status should read the letter and attachment carefully as well as print and read the attachment. Students should make sure that their in-state residency requirement remains effective through the 2012 Summer term to avoid out- of-state tuition should a seat become available.

Students receiving "Accepted" status to the program should read the letter and attachments carefully.

Note: Failure to complete admission requirements will forfeit the student's seat in the program. Below is a *summary* of mandatory admission requirements for entrance into the program.

Notification attachments:

Letter of Intent form

Return this form by the due date to reserve a seat in the program.

Certificate of Health form

A statement of satisfactory physical and mental health and a record of current serum titers verifying immunity from communicable diseases. This form must be completed and signed by a licensed physician or nurse practitioner. Complete no earlier than 3 months before program entry and return to the program department prior to the first day of class.

Criminal Background Screening forms

Follow the specific directions on the attached forms.

Other Specific Program Requirements:

Mandatory Occupational Therapy Assistant Program Orientation

See letter for date and time. All students must attend before they are permitted to register for courses.

Basic Life Support for the Health Care Provider, including AED (American Heart Association). No

substitutions. To assure that certification remains valid throughout the duration of the program, students must take the course after the scheduled program orientation. Currently certified students

must be recertified. The course may be taken through the Corporate and Community Division at SCF. Information regarding course dates, times, location, and cost will be provided at the program orientation.

Drug screening

All students accepted into a health science program will submit to a drug screening as a condition for remaining in the program. Random testing will be done at intervals throughout the program.

Fingerprinting/Background Check

Students may need to be fingerprinted to meet requirements of clinical education facilities. Students will be responsible for the cost of fingerprinting and the Background Check. Specific arrangements for this will be provided at the program orientation.

Occupational Therapy is a profession in which performance that is determined to be less than safe may cause harm or unnecessary discomfort to patients/clients. Therefore, it is imperative that standards be maintained which ensures safety of care for the patient/client and competency of the Occupational Therapy Assistant student. A minimum of "C" is required in all Occupational Therapy Assistant courses including each didactic, laboratory and fieldwork course section. Students who do not achieve the minimum grade of 70% or in any didactic, laboratory component, or fieldwork course will not be able to progress in the Occupational Therapy Assistant Program.

Retain pages 3-11 for your records.

Occupational Therapy Assistant Program Application Frequently Asked Questions???????

Q. My CAPP/Degree Audit does NOT show my highest possible GPA – I’ve taken 2 qualifying Math courses and/or humanities courses and/or ENC 1102 and SPC 1600 – which course will be used? How can I be sure you use the best grade for my application review?

A. If you have a better math or humanities grade that is not showing on your CAPP/Degree Audit, IT IS YOUR RESPONSIBILITY TO SUBMIT A COPY OF YOUR UNOFFICIAL SCF TRANSCRIPT, with your application, **highlighting the math and/or humanities course to be used for GPA calculation.**

Q. I am currently completing prerequisite courses, can I still apply?

A. Yes. If there are enough qualified applicants that have all the prerequisite courses completed, you may not be considered for admission in the upcoming semester. If there are less qualified applicants, you may be considered for a conditional acceptance, whereby acceptance will be dependent upon successful completion of the prerequisite course(s).

Q. I am waiting for my transcript to be evaluated – can I still apply?

A. No. You must provide a CAPP/Degree Audit showing completion of the prerequisite courses and other general education courses required by the program. It typically takes at least 30 days for the Registrar’s office to process official transcripts once they are received. You will need to plan accordingly.

Q. My transcripts have been evaluated, but I am having problems printing a CAPP/Degree Audit, none of my classes appear. What should I do?

A. You will not be able to print a CAPP/Degree Audit until ALL Official Transcripts from other colleges/universities have been received and processed by the Registrar’s Office. If you have been admitted to SCF for a future term your CAPP/Degree Audit will not indicate completion of any courses. In this case, include an unofficial SCF transcript with your application, once your transcript credits have been transferred.

**PERFORMANCE STANDARDS
For Progression and Graduation
In the Occupational Therapy Assistant Program
State College of Florida**

Successful participation and completion of the Occupational Therapy Assistant Program requires that the student must be able to meet the demands of the program. Occupational therapy assistant students must be able to perform academically in a safe, reliable and efficient manner in classrooms, laboratory and clinical situations. The student must demonstrate behaviors, skills and abilities to be in compliance with legal and ethical standards as set forth by the AOTA Code of Ethics and Standards of Practice.

Students acquire the foundation of knowledge, attitudes, skills and behaviors needed throughout the occupational therapy assistant's professional career. Those abilities that the occupational therapy assistant must possess to practice safely are reflected in the standards that follow.

Candidates for the degree must be able to meet these minimum standards, with or without reasonable accommodation, for successful completion of degree requirements.

	STANDARD	EXAMPLES
Critical Thinking	Demonstrates critical thinking ability sufficient for clinical judgment and problem solving.	<ul style="list-style-type: none"> - Applies critical thinking processes to work in the classroom, laboratory and the clinical experiences. - Exercises judgment in decision making abilities during class, laboratory and in clinical experiences. - Follows safety procedures established for each class, laboratory and clinical experience. - Demonstrates the ability to self-evaluate. - Demonstrates the ability to identify problems and offer possible solutions.
Interpersonal	Demonstrates the ability to interact and relate to other people beyond giving and receiving instructions. Cooperates with others.	<ul style="list-style-type: none"> - Demonstrates interest in classmates, faculty, patients/clients. - Demonstrates the ability to get along with and cooperate with others. - Demonstrates the ability to listen to others - Demonstrates the ability to provide suggestions/recommendations to others. - Demonstrates ability to maintain poise and flexibility in stressful or changing conditions. - Recognizes and responds appropriately to individuals of all ages, genders, races, socio-economic, religious, sexual preferences, and cultural backgrounds.
Communication	Demonstrates the ability to communicate clearly with patients/clients, physicians, others health professionals, family members, significant others, care givers, community or professional groups and colleagues. Communication includes: speech, language, nonverbal, reading, writing and computer literacy.	<ul style="list-style-type: none"> - Communicates effectively with classmates in simulated laboratory activities and situations for data collection, instruction and intervention - Participates in group meetings to deliver and receive information and respond to questions from a variety of sources. - Reports clearly and legibly through progress notes in patient/clients charts, communicates with physicians and insurance providers including billing and order/referral forms. - Responds to patient calling or any other warning call and machine alarm. - Demonstrates skill in utilizing various computer

		programs to prepare assignments, presentations, and documentation as required in the classroom, laboratory and clinical environments.
Motor Skills	Demonstrates the ability to execute motor movements reasonably required to provide general and emergency care and treatment to patients/clients.	<ul style="list-style-type: none"> - Moves around in classroom, laboratory, patient/client's room, therapy/treatment area. - Moves to and from departments to patient/client's rooms. - Provides for patient/client safety and well being in all therapeutic or transporting activities by utilizing proper body mechanics. - Exhibits sufficient manual dexterity to manipulate small and large equipment, provide support, assistance and resistance as needed for movement, exercise, data collection and interventions. - Knowledge of how to perform CPR
Hearing	Demonstrates functional use of hearing to monitor and assess health needs.	<ul style="list-style-type: none"> - Demonstrates ability to obtain and utilize information directly from instructors, fieldwork supervisors and classmates in lecture, laboratory simulations/ activities and clinical experiences. - Demonstrates ability to obtain appropriate medical history and data collection directly from the patient/client, caretaker and/or family member. - Responds to monitor alarms or cry for help and/or assistance.
Visual	Demonstrates visual acuity and perception sufficient for observation and assessment.	<ul style="list-style-type: none"> - Demonstrates ability to obtain and utilize information directly from lectures, and laboratory demonstrations/activities. - Demonstrates the ability to obtain and utilize information via observation from patients/clients, e.g. movement, posture, body mechanics, etc, necessary for comparison to normal standards for purposes of evaluation of performance and response to interventions. - Receives information from treatment environment.
Tactile	Demonstrates tactile abilities sufficient to gather assessment information and provide intervention.	<ul style="list-style-type: none"> - Demonstrates the ability to sense changes in an individual's muscle tone, muscle strength, skin quality, joint mobility, kinesthesia and temperature. - Demonstrates the ability to gather accurate objective evaluative information via tactile abilities in a timely manner. - Demonstrates the ability to obtain and utilize information about an individual via tactile abilities during treatment activities.
Self Care	Maintains general good health and self care in order not to jeopardize the health and safety of self and individuals with whom one interacts with in the academic and clinical setting.	<ul style="list-style-type: none"> - Maintains hygiene while in lectures, laboratory experiences and clinical experiences. - Demonstrates safety habits and work area neatness. - Understands components of a healthy lifestyle. - Meets all health requirements of the OTA Program.
Intellectual Abilities	Demonstrates the ability to read, write, speak and understand	<ul style="list-style-type: none"> - Demonstrates ability to comprehend and follow verbal and written instructions.

	English at a level consistent with successful course completion and development of a positive patient-student relationship.	<ul style="list-style-type: none"> - Consistently meets course requirements of all courses in the OTA Program, passing each course with a grade of "C" or better. - Can learn to reconcile conflicting information - Written communication: Demonstrates ability to use proper punctuation, grammar, spelling; work is neat and legible.
Commitment to Learning	Demonstrates a positive attitude towards decision-making, policies and operating methods, rules, etc.	<ul style="list-style-type: none"> - Completes readings, assignments, and other activities outside of class hours. - Demonstrates initiative, motivation and enthusiasm related to course requirements.. - Demonstrates ability to complete all work without evidence of cheating or plagiarism. - Attends all class/ laboratory/fieldwork as assigned. - Is consistently punctual to all class, laboratory, and fieldwork assignments.
Affective Learning Skills (behavioral & social attitudes)	Demonstrate appropriate affective behaviors and mental attitudes in order not to jeopardize the emotional, physical, mental and behavioral safety of clients and other individuals with whom one interacts with in the academic and clinical setting. Acknowledges and respects individual values and opinions to foster harmonious working relationships with colleagues, peers and patients/clients.	<ul style="list-style-type: none"> - Demonstrates ability to sustain the mental and emotional rigors of a demanding educational program, which includes an academic and clinical component, that occur within set time constraints. - Demonstrates willingness to accept challenges. - Open to feedback. - Listens actively. - Follows guidelines and rules for the program and college.

If a student cannot demonstrate the skills and abilities identified above, it is the responsibility of the student to request an appropriate accommodation. The College will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered and does not impose an undue hardship such as those that cause a significant expense, difficulty or are unduly disruptive to the educational process.

Developed: 6/00

Reviewed: 9/01

Revised: 7/04, 2/05, 8/05, 8/09, 8/10, 12/11