

***SHAWNEE COMMUNITY COLLEGE***

***ULLIN, ILLINOIS 62992***

**ADMISSION PACKET**

 **LETTER AND ADMISSION PROCEDURE**

 **FOR THE**

**OCCUPATIONAL THERAPY ASSISTANT (OTA) PROGRAM**



**APPLICATIONS FOR THE OTA PROGRAM ARE AVAILABLE STARTING 10/2/23 ONLINE AND IN THE ALLIED HEALTH AND NURSING DEPARTMENT**

**COMPLETED APPLICATIONS FOR THE 2024-2026 OCCUPATIONAL THERAPY ASSISTANT PROGRAM CAN BE SUBMITTED TO THE NURSING DEPT. SECRETARY BEGINNING**

**OCTOBER 10, 2023**

**A SEPARATE COLLEGE APPLICATION AND OTA PROGRAM APPLICATION MUST BE SUBMITTED PRIOR TO TAKING THE TEAS ENTRANCE TEST.**

**THE APPLICATION PROCESS MUST BE COMPLETED**

**BY MAY 3, 2024**



**First Step**

**\_\_\_\_ Schedule Admissions Advisor Appointment**

**\_\_\_\_ Registrar’s Office Submissions**

**Application Process/ Checklist**

1. **\_\_\_\_\_ Apply to Shawnee Community College in person, by mail, or online**
2. **\_\_\_\_\_ Official Transcripts of all high school and college credits are required for Registrar’s Office**
3. **\_\_\_\_\_ Make Advisement Appointment as soon as possible**
4. **\_\_\_\_\_ Testing (Entrance Exam)**
5. **\_\_\_\_\_ Complete Financial Aid FAFSA**

**Proving Residency**

**Applicants are asked to probe residency when applying to Shawnee Community College. You may do so by either providing a voter registration card, property taxes, or driver’s license by May 1, 2024 in the Registrar or Bursar Office.**

**Entrance Exam (TEAS EXAM)**

* **Each applicant may take the TEAS Entrance Exam twice between October 3, 2023 and March 29, 2024 for Occupational Therapy Assistant applicants.**
* **The cost of the test is $75.**
* **Scheduling of the Entrance Exam is done through the Shawnee Community College Testing Center by emailing** **testing@shawneecc.edu****. Exam is paid for at the Bursar’s office at SCC.**
* **You must have a receipt of payment and photo ID to take the TEAS Exam.**
* **Results will be provided to students which must then be taken to the Allied Health and Nursing Department in L1006 to be copied.**
* **Test Scores are valid for two years.**



**Second Step**

**Once Eligibility is Determined**

**Occupational Therapy Assistant Application Process**

**Occupational Therapy Assistant Checklist**

1. **Submit to Admissions Office:**

**\_\_\_\_\_\_\_ Shawnee Community College Application**

**\_\_\_\_\_\_\_ High School Transcript**

**\_\_\_\_\_\_\_ Official College Transcript(s) (transfer credits)**

1. **Submit to Allied Health and Nursing Department Administrative Assistant:**

\_\_\_\_\_\_\_ **Occupational Therapy Assistant Program Application**

**\_\_\_\_\_\_\_ Degree Audit Verification with an advisor’s signature**

**\_\_\_\_\_\_\_ Unofficial College Transcript**

**\_\_\_\_\_\_\_ Copy of Driver’s License**

**\_\_\_\_\_\_\_ TEAS Test Scores**

**\_\_\_\_\_\_\_ Complete OTA Observation Video and supporting documentation**

1. **Schedule your TEAS entrance exam online through the** [**testing center**](https://shawneecc.edu/student-success-center/testing-center) **(preferred) or call**

**(618) 634-3316 or email** **testing@shawneecc.edu** **to schedule the entrance test.**

**Date of Exam: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please be aware, that if you are accepted into the OTA Program, you will have**

**a number of things to be completed before August 1st 2024. Applicants who have not completed and turned**

**in information required will not be eligible to begin the program until all requirements are completed.**

Dear Prospective Student,

Thank you for your interest in the Occupational Therapy Assistant Program at Shawnee Community College. The College has an Open Door Admission Policy, however, there are some programs which have admission requirements. You will find the admission requirements for the Occupational Therapy Assistant Program on the second page of this packet. **Please read through the information carefully.**

Admission into the Occupational Therapy Assistant Program is based on the composite score of the required entrance test and points awarded for excelling in the designated prerequisite science classes. Additional points may also be received for completing a high school College and Career Pathway Endorsement (CCPE). This process is explained in detail within this packet. Please note that our Occupational Therapy Assistant program requires one prerequisite course requirement of Biology 221, Anatomy and Physiology I. We also strongly recommend taking Biology 115, Human Biology, prior to starting this program.

If after reviewing this material you have any questions regarding the program or the admission criteria, please call the Allied Health and Nursing Office at (618) 634-3282.

Again, thank you for your interest in Shawnee Community College and best wishes in your educational endeavors.

Sincerely,



Amanda Hannan, MSN, RN

Dean of Allied Health and Nursing



The associate-degree-level occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE’s telephone number is (301) 652-6611 and its web address is [www.acoteonline.org](file:///C%3A%5CUsers%5Camandah%5CDownloads%5Cwww.acoteonline.org). 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, all 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.

**SHAWNEE COMMUNITY COLLEGE**

**OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

**Admission Requirements**

The following procedures apply to all prospective students seeking admission to Shawnee Community College Occupational Therapy Assistant (OTA) program. Failure to comply with the deadline dates designated by the College will terminate the application for the class in which the applicant is seeking admission; and it will be the responsibility of the applicant to inform the Allied Health Department if he/she wishes to be considered for admission to a future class. **Test scores are good for two years; however, a new application must be completed each year and submitted by the required deadline.**

1. All application materials must be delivered to the Allied Health Department Administrative Assistant by March 29, 2024. The required application materials include: a completed Occupational Therapy Assistant Application form (found in this packet), unofficial College Transcript, degree audit, driver’s license/picture ID and TEAS test scores. If not a Shawnee Community College student, please complete the entire Shawnee Community College application for admission.
2. Follow the procedure for taking the Pre-Admission Examination as listed in this packet. A TEAS Score of 60 or greater is required.
3. Students are rank-ordered for admission. **Preference is given to in-district applicants**. All other out-of-district applicants are rank-ordered at the bottom of the in-district list.
4. Points will be added to the Adjusted Individual Total Score (provided you have made at least 60% on TEAs Exam), for successful completion of Biology 221, Anatomy and Physiology I. Points will be given as follows: A = 3 points, B = 2 points. These points will be counted only at the time of the class selection in May. Classes completed after that time will not count as points toward admission, as those courses are prerequisites. If a student attended an area high school offering a College and Career Pathway Endorsement, additional points may be awarded based on the completion of that pathway. **Please note: Anatomy and Physiology class must be completed in the last five years** prior to admission.
5. **A cumulative college GPA of 2.5 is required.**
6. The OTA class will be selected at the end of April and notification letters will be mailed no later than May 10, 2024. If you have not received a letter from the college Allied Health Department by mid-May 2024, please contact the administrative assistant of the Allied Health and Nursing Department at (618) 634-3282.
7. Students accepted into the program must submit a completed Shawnee Community College Physical Form that demonstrates physical capabilities to perform all clinical work expected of a student Occupational Therapy Assistant. (The physical form is not required until an acceptance letter into the program is received. The physical form will be provided upon acceptance into the OTA program.) All requested/required information must be completed and turned in no later than August 1, 2024.
8. Students must submit to a criminal background check and drug test after being accepted into the program at student expense. Instructions for completing these tasks will be provided after admission to the program. A felony conviction may adversely affect ability to sit for the NBCOT exam and/or attain licensure.
9. Students must provide proof of personal health insurance or a medical card, physical exam and proof of immunizations\* one week prior to the first day of OTA orientation. (\*see Covid-19 Vaccination information on the following page)
10. Students must complete the OTA Observation Video upon application. This requires written documentation to support the completion of this observation. If you have additional proof of job shadowing or observation, please provide that with you application.
11. Failure to comply with **all** deadline dates designated by the college **WILL** terminate the application for the class in which the applicant is seeking admission.
12. Applicants who are not admitted or fail to comply with required deadlines will not be carried over for the next year. If

interested in applying for the next year’s program, a new application must be submitted.

1. American Heart Association BLS Healthcare Provider is required to be completed by the start of the program (August 1, 2024). The student is responsible for the additional cost of the course, required textbook, and card. More information will be provided upon admission into the program, including dates for the course.

If you have questions regarding this process, please contact the Allied Health and Nursing Department at (618) 634-3282. The toll free number is 1 (800) 481-2242, ext. 3282.

**Covid-19 Vaccination Requirements for Occupational Therapy Assisting**

Many of our clinical partners have strict Covid-19 vaccination mandates in place *without accepting exemptions*, as those facilities prioritize the health and safety of colleagues, patients, infants, children, the unvaccinated and those unable to receive vaccination, and vulnerable populations. We are unable to guarantee your clinical placement at a site where the vaccine has not been mandated, therefore, we recommend you provide proof of vaccination after being accepted into the program.

Please select from the following: (please note, medical and religious exemptions may not be accepted by all clinical facilities)

* I have received, at minimum, my first dose of a Covid-19 vaccine
* I am willing to receive my Covid-19 vaccine in a timely manner if I am placed in a clinical site where it is required.
* I am unable to receive a vaccine due to strict religious belief or an approved medical condition and I am attaching documentation from my physician or religious leader.
* I am unwilling to receive a Covid-19 vaccine for any clinical site placement due to personal reasons and if I am accepted into the program, I understand not meeting the requirements of a clinical site means I will fail the course and not be able to proceed with the program.

**I have read the above information regarding the policy of Shawnee Community College’s Occupational Therapy Assistant Program. I understand that the requirements of the program may differ from the current college policy due to the requirements put in place by our area clinical partners.**

**Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Occupational Therapy Assistant Entrance Test Procedure**

The test given for entry into the Shawnee Community College Occupational Therapy Assistant program is the Test of Essential Academic Skills (TEAS) from the Assessment Technologies Institute, LLC (ATI). Applicants wishing to prepare for the test can purchase the most recent TEAS Study Manual or access to online practice tests. A combination package of the study manual and online access is also available. Please note that these products are optional. If you are interested in purchasing any of the items go to [www.atitesting.com](http://www.atitesting.com) and click on Online Store for more information.

1. Each applicant may take the entrance test twice between October 27, 2023 and March 28, 2024. Any additional tests beyond the first two may not be counted. The highest composite score of the two tests will be accepted. A minimum of two weeks between the tests are required. The entrance test must be taken at the Shawnee Community College Testing Center. Exceptions may be allowed by the Dean of Allied Health and Nursing based on extenuating circumstances. A **TEAS score of 60 or greater is required.**

2. The cost of the test is $75.00 each time it is taken and can be paid the day of the test.

1. The applicant should schedule the entrance test through the Shawnee College Testing Center. Please follow [this link](https://shawneecc.edu/student-success-center/testing-center) to schedule your TEAS exam. On the Testing Center page, you will see an “appointments” button. Click that to schedule your exam. If you are unable to schedule through that link, please email **testing@shawneecc.edu**. The test is administered via the computers in the Testing Center. All efforts will be made to accommodate the student in regard to scheduling, however due to the high usage of the testing center it is recommended that individuals schedule a testing time well in advance. You must have your receipt for payment and photo ID in order to take the exam (No exceptions). Payment is to be made at the Bursar’s Office and a receipt for payment will be given to the payee.
2. Upon taking the test the applicant will be given a photocopy of the test results. The original copy of the test results will stay with the testing coordinator. **Please bring your test scores to the Allied Health and Nursing Department Administrative Assistant to be copied and placed in your application file.**

5. Test scores are good for two years. However, a student must complete a new application form for each year

 and submit it by the required deadline.

6. The applicant must pay the fee for testing before or on the day of testing.

7. The last date for test scores and applications to be accepted for the 2024/2025 academic year is

 March 28, 2024.

**FACT SHEET**

**POTENTIAL OCCUPATIONAL THERAPY ASSISTANT STUDENTS**

1. Selection of the class will be completed and letters of notification will be mailed by May 10, 2024. Potential students will receive a letter indicating their acceptance into the programor not. Any individual not receiving a letter by May

17th, 2024 should contact the Allied Health and Nursing Department.

2. The length of the full-time program (excluding pre-requisite courses) is 22 months from start to finish.

3. Students are expected to provide their own transportation to and from the campus and to and from your assigned clinic site. The clinic sites currently in use are located in Anna, IL, Marion, IL, Metropolis, IL, Paducah, KY, Herrin, IL, Carbondale, IL and Cape Girardeau, MO and surrounding areas. The Fieldwork Coordinator will work with each student for appropriate placement. A student may not stay at the same clinical site throughout the program, as it is valuable for students to have varied experiences in this program.

4. Potential Occupational Therapy Assistant Students should not purchase anything until after they have attended the nursing orientation and registration sessions which are scheduled in April, May, or first week of June.

5. The approximate\* cost for the two-year program, including prerequisite/ general education courses is $14,770. This cost includes tuition, fees, textbooks, uniforms, equipment, and licensure application.

Tuition (including prerequisite course): $10,570

Textbooks: $2500

 Course Fees (board prep course, insurance, supplies, technology fees: $1600

 Uniform: $100

 Licensure application fee **\*not included in above estimate\*** (upon completion): $515 (NBCOT Exam)

 \*costs subject to change and are approximate based on tuition rate, textbook fees, etc. as of 10/2/23.

The Occupational Therapy Assistant program has been chosen as a targeted program for the Perkins Grant. This Federal Vocational Grant supplies supplemental services such as tutoring, adaptive equipment, supplies, etc. for students who would qualify as academically challenged, physically handicapped, economically disadvantaged, LEP (Limited English Proficient), and non-traditional (male) students in this targeted program. Information on this program will be provided during orientation.

Shawnee Community College is an equal opportunity affirmative action institution. Admission, financial aid, student employment, curriculum requirements, extra-curricular participation, counseling, placement services, and athletic programs shall be available to all students without regard to race, sex, age, national origin, or disability. Contact the College’s Title IX and Section 504 Coordinator if you have a question or concern.

Upon successful completion of the program students are required to pass the National Board for Certification in Occupational Therapy exam for employment in the field of study.

**The associate-degree-level occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE’s telephone number is (301) 652-6611 and its web address is** [**www.acoteonline.org**](file:///C%3A%5CUsers%5Camandah%5CDownloads%5Cwww.acoteonline.org)**. 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, all 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.**

**SHAWNEE COMMUNITY COLLEGE**

**SCHOOL OF OCCUPATIONAL THERAPY ASSISTANT**

**APPLICATION**

**All questions are to be completed by applicant. (Please Print)**

SCC ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME LAST (MAIDEN) FIRST MIDDLE

ADDRESS

 P.O. BOX/STREET NAME & NUMBER/ROUTE CITY/STATE COUNTY ZIP CODE

PHONE NUMBER SOCIAL SECURITY NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCC or ALTERNATE E-MAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LIST PLACE OF PRESENT EMPLOYMENT:**

EMPLOYER(HOSPITAL) DATE HIRED POSITION HELD

DATE: SIGNATURE

 (LEGAL FULL NAME)

\_\_\_\_\_ DEGREE AUDIT VERIFICATION MUST BE ATTACHED WITH SIGNATURE OF COUNSELOR.

\_\_\_\_\_ Observation Video verification/ supporting documentation must be attached

**Shawnee Community College does not discriminate on the basis of race, color, national origin, sex, or handicap in employment, admissions, or activities.**

 **(OVER)**

**ADDITIONAL INFORMATION**

**The mandated state information below is being gathered at the request of the U. S. Department of Education for statistical purposes only and is not used for admission of students.**

SEX: M F DATE OF BIRTH: AGE: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Mark all the races that apply:**

RACE: African American \_\_\_\_\_\_ Asian \_\_\_\_\_\_ American Indian \_\_\_\_\_

 Hispanic \_\_\_\_\_\_\_ Caucasian \_\_\_\_\_\_\_

Other (specify)

 (**This information used only for statistics in the Annual State Report and ACOTE Annual Report)**

**ANH: 10/02/2023**