

Dear OTA Student:

Welcome to the Occupational Therapy Assistant (OTA) program at Cleveland University-Kansas City. The material included in this document will detail the enrollment requirements for the Occupational Therapy Assistant courses and contains details about costs, accreditation, and program specific policies related to next steps.

The OTA program offered at Cleveland University-Kansas City leads to an Associate in Applied Science Degree (A.A.S.) and helps to prepare the graduate to take the national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT) to become a Certified Occupational Therapy Assistant (COTA). Graduates must meet additional requirements for state licensure.

Enrollment into OTA program courses requires all requirements to be met. Completion of courses does not guarantee admission into OTHA courses.

This information and disclosure document and all required documentation must be submitted no later than one (1) month before the following term cohort begins.

If there are questions, please contact the department at 913.234.0613 or rachel.eisfelder@cleveland.edu.

We look forward to working with you.

Sincerely,

Rachel Eisfelder, MOT, OTR/L
OTA Program Director

Jeanne Boone, B.A., COTA/L
OTA Academic Fieldwork Coordinator

(Initials)

General Program Information

The A.A.S. Occupational Therapy Assistant program at Cleveland University-Kansas City is a full-time program. The degree is 73 credit hours and consists of 8 general education courses, and 16 core courses, which includes approximately 4-5 months of fieldwork education. The curriculum incorporates academic and fieldwork learning throughout, and is sequential. All courses are delivered in a unique eight (8) week module and are sequenced to ensure an optimum educational experience.

Upon successful completion of Cleveland University-Kansas City's Occupational Therapy Assistant program, the student is awarded an Associate of Applied Science in Occupational Therapy Assistant. The A.A.S. in Occupational Therapy Assistant meets the educational requirements for the Accreditation Council for Occupational Therapy Education (ACOTE) and helps to prepare the graduate to take the national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT) to become a Certified Occupational Therapy Assistant (COTA). Once graduates successfully pass the certification exam, they are eligible to apply for licensure in the state they wish to work. Each state's requirements are different and the graduate may locate all requirements at the desired state board or at www.aota.org.

Associate of Applied Science (A.A.S.) Occupational Therapy Assistant

Admissions Requirements

Admission to each OTA program enrollment date is competitive based on the number of seats available. Acceptance to the OTA program, completion of general education courses, and meeting program requirements, does not guarantee enrollment for a specific term.

Once the number of seats is confirmed for a fall or spring enrollment term, the Office of Admissions will extend offers for that given term based upon a rubric ranking of grades received in general education courses. The rubric ranks students on GPA in required general education courses and the number of those courses completed at CUKC.

Students receiving a seat offer must complete the enrollment steps below prior to the start of professional OTA courses. Failure to complete all program requirements prior to the first day of professional OTA courses will result in retraction of enrollment, and an alternate will be offered the vacant seat. Students failing to meet course grade requirements or meet additional enrollment requirements will work with their academic or admissions advisor on deferring admissions for a future term.

Demonstration of transfer equivalent credits are acceptable for general education requirements, however, there are no transfer credits awarded for OTA courses.

General Education Courses

ENGL 101	English Composition I	3
MATH 115	Math for Natural Sciences or equivalent	3
SPCH 101	Speech	3
**COMM 201	Communication and Diversity	3
PSYC 110	General Psychology	3
*BIOL 250	Anatomy and Physiology I	4
*BIOL 251	Anatomy and Physiology II	4
*HSCI 102	Health Science Terminology	1

* Must be completed with a "B" or better and within five years of application

***Diversity Requirement: The diversity requirement may be met with a three credit hour course encompassing more than one perspective in the following areas: Culture, Gender, Sexual Orientation, Social Class, Race, Age, Ethnicity, Ability, or Religion.*

Complete OTA Program Information and Disclosure Packet

Submit the OTA Program Information and Disclosure Packet. This packet needs to be returned with initials and signatures in its entirety to the OTA program director.

Schedule Problem Solving and Learning Assessment

The program director will contact students regarding scheduling for the Wonderlich Assessment.

Introduction and Advisory Meeting

The OTA program will review all completed Information and Disclosure packets received by the term deadline. Applicants meeting the minimum enrollment requirements for starting the OTA program courses will be contacted to schedule an introduction and advisory meeting.

Attend OTA Program Orientation

OTA Program Director will communicate the date and time of the OTA Program Orientation. All communication will occur through the CUKC student email.

(Initials)

OTA Program Course Enrollment

Full OTA program course acceptance is contingent upon completing the following:

All enrollment requirements above are met.

Register with the University's document management system (DMS)

This system is used to provide a variety of screenings and checks that are necessary for careers in the healthcare field. The DMS will manage these records for you during your career, giving you a convenient way to provide your information to employers. A one-time registration fee is required. Only authorized CUKC staff can view the details of the results; however, you'll be contacted about your results from the program's Program Director.

Register with the State of Missouri DHSS Family Care Safety Registry

Submit to University's document management system.

Submit Background Check and Urine Drug Screen

This is done through the University's document management system.

To allow adequate time for results to be generated, it is recommended to register and complete the background check a minimum of two weeks prior to the start of the program. Results must be received prior to the start of Occupational Therapy Assistant courses. The University's document management system will send results directly to CUKC. Applicants are required to report to CUKC changes in their background history occurring after background results are received. *Applicants who have been convicted of a misdemeanor or felony may be denied acceptance to the program without further reason. In the event the urine drug screen is positive for illegal drug use, the applicant will be disqualified and contingent acceptance to the Occupational Therapy Assistant program will be retracted without further consideration.* All OTA students must comply with CUKC's Occupational Therapy Assistant program "Drug Screening Policy."

Violation or failure to comply with the "Drug Screening Policy" during program enrollment will result in removal from fieldwork education and program dismissal.

CUKC covers the cost of the document management system and the background and urine drug screen. Applicants will be responsible for paying for the Missouri DHSS Family Care Safety Registry.

Tuition and Fees

(Initials)

Tuition for the occupational therapy assistant program is located online at www.cleveland.edu. Additional expenses such as books, transportation, parking, scrubs, appropriate shoes, etc. are the student's responsibility. The Board of Trustees at Cleveland University-Kansas City reserves the right to increase tuition and fees whenever deemed necessary without prior notice.

Fees for the A.A.S. in Occupational Therapy Assistant program are listed below. This is an estimate of student costs associated with the program. See the University Catalog for other University fees that may apply. Costs associated with fieldwork (e.g. transportation, lodging, uniforms etc.) are the responsibility of the student and may vary depending on location and duration. Note: All tuition and fees are subject to change without prior notice

University Fees

University Fees (Built into F.A.)	
Program application fee	\$50
Tuition Deposit (non-refundable)	\$200
Estimated Out-of- Pocket Expenses before starting program	
Missouri Family Care Safety Registry	\$15 + \$3 process fee
Estimated Out of Pocket Expenses during/after program	
Textbooks (estimate)	\$1000
Physical Examination (estimated)	\$150
Immunization estimates (if records are unavailable) including annual flu shot and TB Screening	\$500
End of program	
NBCOT Certification Examination (Semester 4)	\$515
Licensure Kansas Missouri	\$80 \$10 + Fingerprint fees

Accreditation Status of the Occupational Therapy Assistant Program

(Initials)

The occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number, c/o AOTA, is (301) 652-AOTA, and its web site address is www.acoteonline.org.

Graduates are 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.

1. I understand that Cleveland University-Kansas City is accredited by the Higher Learning Commission (HLC).

(Initials)
2. I understand that the Occupational Therapy Assistant program at Cleveland University-Kansas City has been granted accreditation by ACOTE.

(Initials)
3. I understand that ACOTE can be reached at:
American Occupational Therapy Association (AOTA)
6116 Executive Boulevard, Suite 200
North Bethesda, MD 20852-4929
(301) 652-AOTA

I understand that ONLY graduates of OTA programs that are fully accredited by ACOTE are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT) and be eligible for state licensure.

(Initials)

Student name (print)

Date

Student signature

Date

Admissions advisor signature

Date

Criminal Background Check and Drug Screening Policy

(Initials)

The Joint Commission (TJC) has implemented requirements for criminal background checks. Standard HR.1.20 for staff, students and volunteers who work in the same capacity as staff who provide care, treatment, and services at EP 5 states criminal background checks are verified when required by law and regulation and organization policy. (www.jointcommission.org)

State and/or federal laws through designated agencies regulate health professions. Each agency sets the specific requirements for granting licensure or certification to practice as a healthcare provider. Most agencies have restrictions on eligibility to sit for credentialing examinations and granting licensure or certification to an individual with a criminal record.

Upon contingent acceptance to the Occupational Therapy Assistant program, a drug screen will be required at a place designated by the CUKC Occupational Therapy Assistant program. A positive drug screen documenting illegal drug use will result in retraction of contingent acceptance.

Occupational Therapy Assistant students are subject to drug screenings at any time throughout the duration of the program per the request of fieldwork affiliates or authorized Cleveland University-Kansas City representatives. Failure to cooperate, tampering with the test or process, and/or a positive drug screen documenting illegal drug use will result in program dismissal. Students are responsible for any associated fees.

A criminal background check will be required during the admission process. Negative findings on the criminal background check may be cause for application disqualification.

In compliance with the terms of fieldwork site affiliation agreements, students will be subject to a variety of background checks prior to entering the fieldwork education phase and throughout the duration of the program. Background checks may include, but not limited to: state and/ or federal criminal background checks, Family Care Safety Registry, Employee Disqualification Lists, Sex Offender Registries, US Department of Health and Human Services database, and the Offices of Inspector General's database. Students are responsible for any associated fees.

It is at the discretion of each affiliated facility to implement individual standards and requirements regarding student admittance for educational purposes. The program cannot and does not guarantee student acceptance at a fieldwork education site, as fieldwork affiliates retain the right to refuse placement of or dismiss a student from their facility. If a student is denied acceptance or dismissed from a fieldwork facility based on their background status the student will fail the fieldwork course, be dismissed from the program, and become ineligible for re-entry to the program.

It is the responsibility of the student to immediately report any changes to the status of their criminal background history to the Occupational Therapy Assistant Program Director. Convictions or failure to notify CUKC's Occupational Therapy Assistant Program Director of convictions occurring during program enrollment may result in dismissal from the program. The program and the University will not modify the curriculum for students who have an unsatisfactory criminal background status.

I have read the Criminal Background Check and Drug Screening Policy, understand my responsibility in the criminal background check and the drug screening process, and understand how they impact successful completion of the OTA program.

Furthermore,

I understand that CUKC cannot guarantee fieldwork site placement or licensure, certification, or registration with any federal or state agency or professional organization.

Student name (print)

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Date

Student signature

Date

Immunization and Health Status Policy

(Initials)

Cleveland University-Kansas City's A.A.S. programs follow the CDC Healthcare Personnel Vaccination Recommendations. Students must have on file official documentation of vaccination or immunity for:

- tetanus- diphtheria- acellular pertussis (T-dap)
- measles, mumps, rubella
- varicella
- hepatitis B.

At the discretion of the program director, an applicant may be accepted to the program if they have had, at minimum, the first shot in a series of an immunization. **All immunizations, certifications, and physicals need to be completed by the first day of classes in Module 2 in the first trimester.**

As a condition of course continuation, students must remain on schedule for: additional dose requirements and titers, must not allow T-dap immunization to lapse and must **receive annual 2-step T.B. testing, influenza vaccination, and Covid-19 declaration (with documentation if voluntarily vaccinated)** by the date designated by the Academic Fieldwork Coordinator. Failure to do so constitutes non-compliance and failure to meet and/ or maintain CUKC A.A.S. Fieldwork Education Eligibility requirements. Students failing to maintain compliance will not enter and/or will be removed from Fieldwork Education until compliance is met. Time missed due to immunization non-compliance will follow the "Attendance" policy detailed in the University Catalog. All required immunizations or testing to maintain compliance is at the student's expense.

CUKC affiliates with third-party healthcare institutions to facilitate fieldwork education while in the program. All of these institutions require CUKC to comply with this policy and maintain documentation as such.

*Some clinical education sites have, or may in the future, require Covid-19 vaccination for students -assigned to their clinical location. Failure to voluntarily declare Covid-19 vaccination status and/ or failure to complete vaccination to Covid-19 will prevent placement at, or the removal from, sites requiring Covid-19 vaccination and may impact clinical opportunities and/ or successful completion of the program.

CPR Certification

Basic Life Support (BLS) for Healthcare Provider Certification is required for all Occupational Therapy Assistant students. Proof of current BLS for Healthcare Provider certification must be provided **by the first day of classes in Module 2 in the first trimester** and must remain current throughout the duration of the program. Allowing CPR certification to lapse during the program will result in being removed from fieldwork education. Time missed due to a lapse in CPR certification will contribute to the University Attendance Policy.

The OTA program provides a CPR class for those enrolled and covers the cost of the class.

Health Status/Immunizations

Due to the nature of the coursework and fieldwork content, sufficient physical strength is required for lifting and moving people and handling therapy equipment in a variety of settings. As such, students will be required to **submit proof of a physical examination** completed by an authorized individual **by the first day of classes in Module 2 of the first trimester**. Additionally, students will submit required proof of current immunization. It is recommended that the student complete 2/3 of the Hepatitis B series prior to application to the program. The responsibility for maintaining current health testing and immunizations throughout the OTA program, including costs, are the responsibility of the student.

I authorize CUKC to release, either verbally or in writing, my personal immunization documentation to necessary parties to facilitate my fieldwork education.

Student name (print)

Date

Student signature

Date

Technical Standards

(Initials)

All students are required to meet and maintain the Technical Standards of the OTA program. Students must demonstrate the ability to deliver occupational therapy services in a safe and effective manner under the supervision of the Occupational Therapist/Occupational Therapy Assistant.

All students must meet the technical standards for admission or participation in the OTA program with or without reasonable accommodation. The technical standards outlined below are necessary skills and behaviors for successful completion of this program. It is the student’s responsibility to disclose any limitations that might interfere with his/her meeting these standards.

Sensory

- Visual acuity (with correction, as needed) for close observation of one or more persons at a 10-foot distance, and closely monitor facial expressions, skin coloration, muscular tension, and detailed workmanship.
- Auditory acuity (with correction, as needed) to comprehend one or more persons engaged in conversation, and to hear monitoring, communication and safety devices, and signals.
- Spatial reasoning abilities sufficient to plan and implement modifications of tools, materials and the environment, and to observe human movement.

Written and Verbal Communication

Ability to use English in both written and spoken language for effective communication with individuals in all healthcare professions, patients/clients, family members and care providers.

Cognitive Functions

- Ability to effectively attend to multiple tasks, personal interaction, and/or group to include ability to selectively focus, utilizing divided and alternating attention in a quick, safe manner.
- Ability to organize concepts, schedule, materials, and work space.
- Ability to engage in decision-making and problem-solving for use in clinical reasoning and safe practice.

Strength

Demonstrate adequate body strength and endurance to sustain work level on a full-time basis, while performing intermittent moderate to heavy work levels (lifting of 10+ lbs. above shoulder level; lifting, pushing, pulling 50+ lbs., handling therapy equipment), and the ability to assist a person with movement to different positions and surfaces.

Coordination

Ability to use fine skilled movements, such as finger dexterity and eye-hand coordination, for effective use of tools, splint fabrication, dressing, personal hygiene, grooming, cooking and written communication skills.

Professional Behaviors and Work Ethic

Capacity to use effective work ethic skills to include attendance, punctuality, positive work attitude, respect, cooperation, teamwork, professional manners, productivity appropriate to course and job role requirements, and to work with persons with diverse backgrounds.

Emotional Stability and Coping Skills

Ability to effectively adapt and handle fluctuations in emotional and physical stress levels; including the ability to maintain composure in moderate to high levels of stress in emergency situations.

I have reviewed this document, and my signature indicates that I possess the abilities and meet the technical standards.

Student name (print)

Date

Student signature

Date

(Initials)

Course Technical Requirements

Technical Requirements

You will need the following in order to participate in course work:

1. Hardware requirements:
 - PC or Mac computer
 - 4GB RAM or more
 - 4GB of free space or more
 - Review detailed hardware and operating system requirements for Exemplify before making any purchase:
 - PC: <https://examsoft.com/resources/exemplify-minimum-system-requirements#windows>
 - Mac: <https://examsoft.com/resources/exemplify-minimum-system-requirements#mac272>
 - Note: Chromebooks are not compatible
2. Software requirements:
 - Adobe Acrobat or a similar PDF reader
 - Web Browser (JavaScript must be enabled)
 - Exemplify (latest version)
 - Zoom
 - Microsoft Office 365 (available to all students)
3. Internet requirements:
 - Up-to-date web browser
 - Google Chrome is recommended

Required Computer & Digital Literacy Skills

- Comfortable using Canvas, sending email with attachments, downloading and installing software, and using video conferencing tools like Zoom.
- Comfortable taking assessments through Examsoft using the Exemplify app.
- Proficient using Microsoft Office programs like Word, PowerPoint, and Excel.
- Using online libraries and databases to locate and gather appropriate information.
- Using online search tools for specific academic purposes, including the ability to use search criteria, keywords, and filters.
- Properly citing information sources.

CUKC IT Support Help Desk contact information:

- 913-234-0710
- Toll free: 855-582-3593
- helpdesk@cleveland.edu

Email can be used for non-urgent requests. You will receive a response within approximately one business day.

Acknowledgment Summary

(Initials)

I have read and understand the conditions for admission to the Occupational Therapy Assistant program at Cleveland University-Kansas City. I understand that failure to complete all steps and requirements of the enrollment process will cause me to be ineligible for starting the OTA program.

(Initials)

I understand that the presence of an offense on my criminal background record may interfere or prohibit progression in the OTA program and that I may not be eligible for initial certification by the National Board for Certification in Occupational Therapy or state licensure.

(Initials)

I understand that CUKC affiliates with third-party healthcare institutions to facilitate my fieldwork education while in the program. I authorize CUKC to release, either verbally or in writing, my personal documentation necessary to maintain compliance and facilitate my fieldwork education, including but not limited to: background check results, drug screen results, immunization records, and physical results.

(Initials)

I understand fieldwork placement is entirely determined by the Academic Fieldwork Coordinator and Program Director and based on where I can receive the best and most appropriate experience.

(Initials)

I certify that my statements on the application are true, complete, and correct. I also understand that I am responsible for submitting all requested transcripts and/or other documentation to complete the application process.

(Initials)

I understand seats in the OTA program are limited, and acceptance does not guarantee admission into a specific enrollment term.

(Initials)

I have reviewed and understand that I must meet and maintain all technical standards of the OTA program with or without reasonable accommodation. I understand it is my responsibility to disclose any limitations that might interfere with meeting these standards. I understand that to access disability services, I must initiate a request for services and/or accommodations to complete the eligibility determination process.

(Initials)

I understand upon enrollment into the OTA courses, I will be required to attend a mandatory orientation prior to the start of the term, and that I will make the necessary arrangements to attend this orientation in its entirety.

(Initials)

Student name (print)

Date

Student signature

Date