Dear Applicant:

Thank you for your interest in the Occupational Therapy Assistant (OTA) program at Cleveland University-Kansas City. The material included in this packet will detail the admissions process and contains forms needed to apply to the OTA program.

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.

Admission to the OTA Program is a separate procedure from admission to Cleveland University-Kansas City. Applicants must meet all admission criteria for Cleveland University-Kansas City before submitting an application to the OTA program. The OTA Program considers applicants who demonstrate exceptional academic and professional potential necessary to complete the program. Admission into this program is competitive; therefore all requirements must be met, and completion of prerequisite courses does not guarantee admission. Interested individuals are advised to complete their application as early as possible to ensure timely consideration.

The OTA program application and all required documentation must be submitted no later than two months before the following term cohort begins. Incomplete applications, and/or requirements, in addition to applications received after the application due date will NOT be accepted or considered.

All students applying for admission into the OTA program must complete and meet the program admission requirements. If you have questions about the OTA program or the admissions process, please contact the department at 913.234.0613 or rachel.eisfelder@cleveland.edu.

Thank you for your interest. We look forward to working with you.

Sincerely,

Occupational Therapy Assistant Program Faculty
General Program Information

The A.A.S. Occupational Therapy Assistant program at Cleveland University-Kansas City is a full-time program. The degree is 75 credit hours and consists of 8 prerequisite courses, and 16 core courses, which includes approximately 4-5 months of fieldwork education. The curriculum incorporates academic and fieldwork learning throughout, and must be taken in sequence. 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 will be 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). Graduates must meet additional requirements for state licensure.

Associate of Applied Science (AAS) - Occupational Therapy Assistant

Admission Steps

Below are the steps for admission to the Occupational Therapy Assistant (OTA) program

Step 1
Apply to the Associate of Arts in Biological Sciences at Cleveland University-Kansas City online and submit the required application fee and official high school or college transcripts.

Step 2
Complete all 24 credit hours of prerequisite courses or demonstrate transfer of equivalent credits with a grade of “B” or better for science courses and a minimum grade of “C” or better for remaining prerequisite courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 110</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 110</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>**COMM 201</td>
<td>Communication and Diversity</td>
<td>3</td>
</tr>
<tr>
<td>*BIOL 250</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>*BIOL 251</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>*HSCI102</td>
<td>Health Science Terminology</td>
<td>1</td>
</tr>
</tbody>
</table>

*must be completed with a “B” or better and within five years of application

**Diversity Requirement: The diversity requirement may be met with a 3 credit hour course encompassing more than one perspective in the following areas: Culture, Gender, Sexual Orientation, Social Class, Race, Age, Ethnicity, Ability or Religion.

Step 3
Submit online OTA program application, including signing relevant acknowledgment and disclosure forms no later than two months before the following cohort begins.

- Submit a completed OTA program application including:
- The application process (pgs. 2-4)
- University and Out-of-Pocket Fees (pg. 5)
- Accreditation Status form (pg. 6)
- Criminal Background Check and Drug Screen Policy (pg. 7)
- Immunization Policy (pg. 8)
- Technical Standards form (pg. 9)
- Acknowledgment Summary form (pg. 10)
- Provide official transcripts from all colleges and universities attended.

Note: Applicants with remaining prerequisite coursework are eligible for program acceptance contingent upon meeting all admission requirements prior to the beginning of professional Occupational Therapy Assistant courses.

- Complete entrance assessment.
Step 4

Professional interview
The OTA admission committee will review all completed applications received by the posted application deadline. Applicants meeting the minimum admission requirements will be contacted for a professional interview and information session.

Step 5

Full program acceptance is contingent upon completing the following:

- Submit a $200 non-refundable tuition deposit within 7 days following notification of contingent acceptance to the A.A.S. in Occupational Therapy Assistant program. This deposit will be credited to the first term’s tuition.

Step 6

The following must be completed prior to the start of professional Occupational Therapy Assistant courses:

- **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 health care 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** and submit to University’s document management system.

- **Submit background check** 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.**

- **Submit a urine drug screen** through the University’s document management system. To allow adequate time for results to be generated, it is recommended to register and complete the urine drug screen 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. **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.

Additional Information

Admission process
Qualified applicants will be ranked in an objective, numerical format. A predetermined number of qualified applicants will be notified of acceptance, and all other qualified, but not selected applicants will be placed on an alternate list. Accepted candidates must complete the items of acceptance in the period indicated above. Should an accepted applicant fail to meet all acceptance requirements, their seat will be forfeited and an alternate will be offered the vacant seat. Alternates may be contacted up to the first day of OTA professional classes should an accepted candidate fail to fulfill all requirements or withdraw their acceptance.

All qualified applicants that are not accepted are encouraged to reapply during the next enrollment period. Unaccepted applications are not automatically considered for the next enrollment period.

Guaranteed Admission
Students who complete all of the required prerequisite coursework at CUKC will be granted admission to the Occupational Therapy Assistant program if all criteria for admission are met, and all other additional considerations are satisfactory.
Fees

Fees for the Associate of Applied Science in Occupational Therapy Assistant program are listed below. This is an estimate of student costs associated with the program. See the University Academic 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.

<table>
<thead>
<tr>
<th>University Fees (Built into FA)</th>
<th></th>
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<tbody>
<tr>
<td>Program application fee</td>
<td>TBD</td>
</tr>
<tr>
<td>Tuition Deposit (non-refundable)</td>
<td>$200</td>
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<tr>
<td>Liability Insurance</td>
<td>TBD</td>
</tr>
<tr>
<td>AOTA Membership (1x fee)</td>
<td>$75</td>
</tr>
<tr>
<td>KOTA Membership (1x fee)</td>
<td>$20</td>
</tr>
<tr>
<td>Lab Fees per lab course</td>
<td></td>
</tr>
<tr>
<td>• OTHA 120</td>
<td>$15</td>
</tr>
<tr>
<td>• OTHA 140</td>
<td>$15</td>
</tr>
<tr>
<td>• OTHA 150</td>
<td>$15</td>
</tr>
<tr>
<td>• OTHA 170</td>
<td>$15</td>
</tr>
<tr>
<td>• OTHA 210</td>
<td>$15</td>
</tr>
</tbody>
</table>

**Estimated Out-of-Pocket Expenses before starting program**

<table>
<thead>
<tr>
<th>Validity Screening Solutions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Document management system</td>
<td>$30</td>
</tr>
<tr>
<td>• Background Screening</td>
<td>$32</td>
</tr>
<tr>
<td>• Drug Screening</td>
<td>$30</td>
</tr>
<tr>
<td>• Missouri Family Care Safety Registry Tracking</td>
<td>$3</td>
</tr>
<tr>
<td>• Quik Screen and Multi-State Sex Offender Registry</td>
<td>$5</td>
</tr>
<tr>
<td>• Healthcare Sanctions Registry</td>
<td>$5</td>
</tr>
<tr>
<td>• Credit Card Processing Fee</td>
<td>$2</td>
</tr>
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$107 paid at one time to Validity Screening Solutions

<table>
<thead>
<tr>
<th>Missouri Family Care Safety Registry</th>
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<tbody>
<tr>
<td></td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>$3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Out of Pocket Expenses during/after program</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Examination (estimated)</td>
<td>$150</td>
</tr>
<tr>
<td>Immunization estimates</td>
<td></td>
</tr>
<tr>
<td>• Includes annual flu shot</td>
<td>$500</td>
</tr>
<tr>
<td>TB Screening</td>
<td></td>
</tr>
<tr>
<td>CPR Certification (estimate)</td>
<td>$70</td>
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<tr>
<td>American Heart Association BLS</td>
<td></td>
</tr>
<tr>
<td>Textbooks (estimate)</td>
<td>$1000</td>
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<tr>
<td>Typhon Fieldwork Management System (1x)</td>
<td>$90</td>
</tr>
<tr>
<td>NBCOT Certification Examination (Semester 4)</td>
<td>$515</td>
</tr>
<tr>
<td>Licensure</td>
<td></td>
</tr>
<tr>
<td>• Kansas</td>
<td>$80</td>
</tr>
<tr>
<td>• Missouri</td>
<td>$10 + Fingerprint fees</td>
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</table>
Accreditation Status of the Occupational Therapy Assistant Program

The occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 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).

2. I understand that Occupational Therapy Assistant programs are accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

3. I understand that the Occupational Therapy Assistant program at Cleveland University-Kansas City has been granted Candidacy Status by ACOTE and is currently in the process of seeking full accreditation.

4. I understand that ACOTE can be reached at:
   American Occupational Therapy Association (AOTA)
   4720 Montgomery Lane
   P.O. Box 31220
   Bethesda, Maryland 20824-1220
   (301) 652-AOTA

5. 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.

6. I have had my questions pertaining to programmatic accreditation answered by my admissions advisor prior to Occupational Therapy (NBCOT) and be eligible for state licensure.

________________________________________  __________________________
Student name (print)                          Date

________________________________________  __________________________
Student signature                             Date

________________________________________  __________________________
Admissions advisor signature                  Date
Criminal Background Check and Drug Screening Policy

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](http://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 site 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)                         Date
________________________________________  ____________________________
Student signature                           Date
Immunization Policy

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, measles, mumps, rubella, varicella and hepatitis B. At the discretion of the A.A.S. 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 within the first 8 weeks (Module 1) of the program start.

As a condition of acceptance, students must remain on schedule for: additional dose requirements and titers, must not allow Tdap immunization to lapse and must receive annual TB testing and influenza vaccination by the date designated by the A.A.S. Program 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.

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.

Obtaining and maintaining CPR certification will be completed at the expense of the student.

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

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 health care 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 workspace.
- 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
Acknowledgment Summary

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 application process will cause me to be ineligible for admission into the OTA program.

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.

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.

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.

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.

I understand I must first be accepted into Cleveland University-Kansas City prior to submitting an application to the OTA program. I understand positions in the OTA program are limited, and acceptance into Cleveland University-Kansas City does not guarantee admission into the OTA program.

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.

I understand upon acceptance into the OTA program 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.

Student name (print)   Date

Student signature   Date