

# **OCCUPATIONAL THERAPY ASSISTANT**

## **ADMISSION PACKET FOR AUGUST 2017 FULL-TIME PROGRAM**

New admission procedures require you to:

1. Be admitted to the College and have a student ID number before applying to the program.
2. Apply to the program BEFORE registering for the pre-entrance exam.
3. Check email frequently throughout the admission process. Correspondence will only be sent via email.

Dear Occupational Therapy Assistant Applicant:

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

The College has an open admission policy; however, there are some programs which have additional entrance requirements. Please examine this packet, which will provide you with information about the profession and career of an Occupational Therapy Assistant (OTA) and the SICCM Occupational Therapy Assistant Program. Links to online applications, general and program, and test registration are included. Enclosed you will find information about:

- **ADMISSION PROCEDURES**
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Further information is included in this packet and available on our website at [Restricted Allied Health Admissions](#). We encourage you to thoroughly review the packet and website prior to applying to the program. Best wishes in your educational endeavors.

Regards,

Susan Phillips  
Coordinator of Allied Health Admissions

Stephanie Chaney Hartford, Ph.D.  
Dean for Academic Affairs

*Changes effective 02/03/17 - please note information listed in this packet is subject to change.*

## ADMISSION PROCEDURES

The following admission procedures shall be followed by all prospective applicants seeking admission to the JALC and SICCM OTA program. It is imperative that the steps be followed in order to ensure that all of the admission procedures are complete by the deadline date. Failure to comply with the deadline dates designated by JALC and SICCM will automatically terminate the application for the program.

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

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

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

To be eligible for admission in the full-time program beginning fall 2017, an applicant must meet these criteria and submit the following credentials to the designated office by the deadline date:

### **STEP 1: Complete General Admission Requirements**

- [Apply for general admission](#) to the College by completing the online application by **March 31, 2017**, if not currently enrolled in courses at JALC. If an applicant prefers, a paper application may be completed at the Admissions Office (C201).

If an application for general admission has previously been submitted, please update any relevant information online in the [MyJALC portal](#), if necessary.

- Submit current placement scores to the **Admissions Office** by **March 31, 2017**. We will accept scores from ACCUPLACER, ACT, ASSET, or COMPASS taken within the past three years. An applicant who has not already completed a college-level English and Mathematics course, or scored at least a 20 in English and Math on the ACT, must complete placement testing in Reading, Writing, and Mathematics to determine appropriate placement in courses. For more information about placement testing, visit [Required Placement Testing](#). If an applicant needs to schedule an appointment to take a placement test, contact Testing Services at (618) 985-2828 Ext. 8520.

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

- Submit all transcripts to the **Admissions Office** by **March 31, 2017**. An official copy of a final high school or GED® (High School Equivalency) transcript is required. In addition, official transcripts from other postsecondary institutions attended are required if transferring courses. Transcripts must show when the course was taken and the grade received. **It is the**

**applicant's responsibility to ensure that all official transcripts have been received and evaluated in the Admissions Office by March 31, 2017.**

- Provide proof of current residency to the **Admissions Office** by **March 31, 2017**. Preference is given to in-district applicants. The following forms may serve as acceptable proof of residency to be **RANKED** as an in-district applicant:
  - A valid Illinois driver's license with an in-district address
  - A valid Illinois state identification card with an in-district address
  - A valid Illinois voter's registration card that indicates JALC College District #530
  - A current Illinois real estate tax bill that indicates property is owned within the JALC College District #530
  - A joint agreement approved by JALC's V.P. for Instruction

In-district and joint agreement applicants will be rank ordered before applicants' out-of-district, if one of the above forms of acceptable proof is received in the Admissions Office by March 31, 2017. If one of the above forms of acceptable proof is not received in the Admissions Office by March 31, 2017, the applicant will be rank ordered at the bottom of the in-district list with all other out-of-district applicants.

Although the following forms may serve as proof to receive the in-district tuition status for an approved course or curriculum, these forms **DO NOT** qualify as acceptable proof of residency to be **RANKED** as an in-district applicant. Therefore, the applicant will be rank ordered at the bottom of the in-district list with all other out-of-district applicants:

- An employer letter that indicates employment in JALC College District
- A notarized letter that indicates residence in JALC College District
- A valid Illinois FOID card with an in-district address
- A chargeback approved by JALC's V.P. for Instruction

Verification must show the applicant's name with their current address. PO Boxes are not accepted as proof of residency. New driver's licenses now show both PO Box and street address.

If an applicant has questions regarding general admission, they should contact the Admissions Office at (618) 985-2828 Ext. 8476 or visit the Admissions Office (C201).

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

#### *Joint Agreement*

Currently JALC has not entered a joint agreement with any other area community college for the OTA program.

#### *Chargeback*

An out-of-district applicant, who wishes to enroll in the OTA program that is not offered at their home institution, and is not included in the joint agreement with JALC, must first obtain authorization from the sending institution for partial student support to attend JALC, which is referred to as a chargeback. Applicants attending through a chargeback must agree to enroll in only the curriculum approved by the sending institution or the applicant will assume responsibility for full tuition and fees incurred for the unapproved courses or curriculum. **Applicants attending on a chargeback will be rank ordered at the bottom of the in-district list with all other out-of-district applicants.**

Joint agreement and chargeback letters should be sent to:

John A. Logan College  
Attn: Carmen Cutsinger  
700 Logan College Road  
Carterville, IL 62918

If an applicant has questions regarding a joint agreement or chargeback, they should contact Carmen Cutsinger at (618) 985-2828 Ext. 8362 or visit the V.P. for Instruction Office (A15).

## **STEP 2: Complete Program Application Requirement**

AN APPLICANT MUST HAVE AN ACTIVE JALC STUDENT ID NUMBER AND VOLMAIL EMAIL BEFORE APPLYING TO THE PROGRAM.

- Apply to the OTA program by completing the online application in the [MyJALC portal](#) by **March 31, 2017**. If an applicant prefers, a paper application may be completed at the Admissions Office (C201). A new program application is required each year.

To apply, access the [MyJALC portal](#). Click **Login** (top right by Search) and enter your username and password. Choose **Students** tab at top. Click **Admission to Health-Care Majors** link in left column. Click **Occupational Therapy Assistant Application** link on right. Fill out application completely and hit the **Submit** button. Once submitted, click on the link provided to register for the pre-entrance exam.

Need help accessing student accounts [click here](#), contact the Admissions Office at (618) 985-2828 Ext. 8476, or visit one of the front admission windows in C201.

If an applicant has questions regarding program admission, they should contact the Coordinator of Allied Health Admission at (618) 985-2828 Ext. 8497 or visit the Admissions Office (C201).

## **STEP 3: Complete Pre-Entrance Exam Requirement**

AN APPLICANT MUST APPLY TO THE PROGRAM BEFORE REGISTERING FOR THE PRE-ENTRANCE EXAM.

- Register online to take the **PSB Health Occupations Aptitude Examination (HOAE)** pre-entrance exam for the OTA program by the test registration deadline.

To register, visit [Restricted Allied Health Testing](#). There an applicant will be able to view instructions, test dates, registration deadlines, and access the test registration link. Please read the instructions carefully before proceeding to register.

- Test scores are valid for two consecutive academic years; however, a new program application must be completed each year and submitted by the required deadline. If an applicant tested the previous academic year and chooses not to retest in the current academic year, they must submit a written request to the Coordinator of Allied Health Admission in the Admissions Office in order for the previous test score to be considered. In this instance, no pre-entrance exam registration is necessary.
- Registration and payment will only be accepted online at the link listed above. If you do not have an account through this specific software, you will be asked to create one. This process is very simple. There is a \$30.00 registration fee due at the time of registration for each test date scheduled. Please have your credit/debit card ready. The registration fee is **non-transferrable and non-refundable**, which means you will need to pay for another test date if moving from your original scheduled date.

- A total of two (2) tests may be taken per academic year (September 1<sup>st</sup> through August 31<sup>st</sup>) and only one (1) test per month may be taken. Tests will be held in Testing Services (C205) and will begin promptly at 9:00 AM and 1:00 PM, unless indicated otherwise.
- Photo ID and JALC student ID number required on day of exam. The exam will take a minimum of 3 hours. No calculators are permitted during the exam.
- Tests will be administered in a paper/pencil format. Answer documents are collected after completion of each test session and sent to Psychological Services Bureau, Inc. (PSB) for scoring.
- Testing Services will mail test results to the applicant when they are received by PSB, usually 2-3 weeks after the test date. Results will also be sent to the Coordinator of Allied Health Admission in the Admissions Office.
- The college reserves the right to change exam dates and fees at any time. Seating is limited, and applications will be processed on a first come, first served basis. Applicants must register before the registration deadline set below for each test session.

| HOAE Test Dates for OTA               | Registration Deadlines   |
|---------------------------------------|--------------------------|
| Wednesday, November 2, 2016 @ 9:00 AM | Monday, October 31, 2016 |
| Wednesday, November 2, 2016 @ 1:00 PM | Monday, October 31, 2016 |
| Thursday, November 3, 2016 @ 9:00 AM  | Monday, October 31, 2016 |
| Thursday, November 3, 2016 @ 1:00 PM  | Monday, October 31, 2016 |
| Tuesday, December 6, 2016 @ 9:00 AM   | Sunday, December 4, 2016 |
| Tuesday, December 6, 2016 @ 1:00 PM   | Sunday, December 4, 2016 |
| Wednesday, December 7, 2016 @ 9:00 AM | Sunday, December 4, 2016 |
| Wednesday, December 7, 2016 @ 1:00 PM | Sunday, December 4, 2016 |
| Tuesday, February 7, 2017 @ 9:00 AM   | Sunday, February 5, 2017 |
| Tuesday, February 7, 2017 @ 1:00 PM   | Sunday, February 5, 2017 |
| Wednesday, February 8, 2017 @ 9:00 AM | Sunday, February 5, 2017 |
| Wednesday, February 8, 2017 @ 1:00 PM | Sunday, February 5, 2017 |
| Thursday, February 9, 2017 @ 9:00 AM  | Sunday, February 5, 2017 |
| Thursday, February 9, 2017 @ 1:00 PM  | Sunday, February 5, 2017 |
| Tuesday, March 7, 2017 @ 9:00 AM      | Sunday, March 5, 2017    |
| Tuesday, March 7, 2017 @ 1:00 PM      | Sunday, March 5, 2017    |
| Wednesday, March 8, 2017 @ 9:00 AM    | Sunday, March 5, 2017    |
| Wednesday, March 8, 2017 @ 1:00 PM    | Sunday, March 5, 2017    |
| Thursday, March 9, 2017 @ 9:00 AM     | Sunday, March 5, 2017    |
| Thursday, March 9, 2017 @ 1:00 PM     | Sunday, March 5, 2017    |

The test given for entry into the OTA program is the PSB Health Occupations Aptitude Examination (HOAE). The exam includes sections on academic aptitude, spelling, reading comprehension, information in the natural science and vocational adjustment index. All five sections of the test will be given. The raw score of the first four sections will be added to achieve a composite exam score to be used for admission ranking. The fifth section will be utilized for research purposes.

Additional information about the test can be accessed by going to [Psychological Services Bureau](#). Click on **Resources for Test Taking** to locate documents that may be viewed or printed

containing information regarding Sample Questions, Understanding Test Results, and Other Helpful Resources.

Other test preparation web-based tutorials can be accessed online at [Test Prep Tutorials](#).

If an applicant has questions regarding the pre-entrance exam or test results, they should contact Testing Services at (618) 985-2828 Ext. 8520 or visit Testing Services (C205).

#### **STEP 4: Complete Prerequisite Course Requirement**

- Submit an official college transcript that shows successful completion of prerequisite course requirement listed with a minimum of a C grade to the **Admissions Office** by **August 4, 2017**. No transcript required if courses completed at JALC.
  - BIO 205 – Human Anatomy and Physiology I

If an applicant is accepted into the program and the above course is not completed with a minimum of a C grade by **August 4, 2017**, they will not be allowed to start the program and their position will be forfeited to the next qualified applicant on the list.

For general course advisement and registration, contact your advisor. If you need to be assigned to an advisor, contact Testing Services at (618) 985-2828 Ext. 8520. Registration is by appointment only, except during designated walk-in dates.

#### **STEP 5: Admission Selection Process**

The selection of applicants is based on the stated admission criteria. The test scores are very important in the selection process because they are rank ordered from highest to lowest. Applicants that earn the highest total points and complete the admission criteria by the program deadline will be selected. Priority will be given to applicants residing in the district. Rank order for the OTA program is based **exclusively** upon the following:

1. PSB Health Occupations Aptitude Examination (HOAE) scores. All five sections of the test will be given, however only the cumulative raw score of the first four sections will be used for admission ranking. The fifth section will be utilized for research.

Each applicant may take the pre-entrance exam twice within one academic year. Only one test per month may be taken. Any additional tests beyond the first two will not be counted. The highest composite score of the two tests will be used for determination of admission. Testing will be cross-checked among the campuses.

2. Additional points will be given for achieved passing grades in previously taken courses of BIO 205, BIO 206 and PSY 132. The following points will be added for each grade earned: A = 10 points, B = 8 points, C = 6 points. Points will also be given for achieved passing grades in previously taken courses of HIT 217, ENG 101, MAT 120 or MAT 104, SPE 115 and PSY 262. The following points will be added for each grade earned: A = 3 points, B = 2 points, and C = 1 point. Courses must be completed by **March 2017** in order for points to be added. Courses completed after that time will not count as points toward admission. Each course must have been passed with a minimum of a C grade. No points will be given without an official transcript. Official transcripts must show when the course was taken and the grade received.

Total points achieved will be added to the combined earned raw scores of sections 1 through 4 of the HOAE. Rank ordering of applicants for admission consideration will be made on the basis of total points earned. Ties will be broken by the highest score achieved on the HOAE, Part 1 and Part 3, successively.

To be eligible for fall 2017 admission, testing must be complete and scores available to the college by March 31, 2017. Determination of the list of accepted students will be made from the applicants who have tested and applied by March 31<sup>st</sup>.

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

If the program is not full, colleges may choose to test and accept applications through April 30<sup>th</sup> for any remaining slots. Unless program slots still remain for fall 2017 admission, those applicants testing and applying after April 30<sup>th</sup> will be considered for fall 2018 admission.

The six top-scoring applicants from each college will be admitted to the SICCM OTA program. A list of accepted applicants will be developed by mid-April, the spring before the start of the program. Accepted applicants will be informed of admission into the program by the admitting college via email beginning mid-April 2017 and will have seven (7) days from the date emailed to return the acceptance form in the attached acceptance letter. Should an accepted applicant choose not to enter the class, the next applicant in the rank order for that campus will be notified of acceptance. If no response is obtained, the applicant will be dropped from future consideration and the next alternate on the list will be notified of acceptance.

Notification of denial into the program will be sent via email when all positions are filled, typically before mid-June. Any individual, not receiving an email by mid-June, should contact the Coordinator of Allied Health Admission in the Admissions Office. Applicants who are not admitted and remain on the list after the program starts will not be carried over for the next year. If interested in applying for the next year's program, a new program application must be submitted.

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

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

All correspondence will be sent via email, including acceptance, alternate, and denial notifications. Therefore, an applicant must provide an email, Volmail or personal, that is checked on a regular basis. The mailing address provided on the program application will be used for residency purposes and verification of residence at that address will be required (see residency requirements under STEP 1).

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

If you have questions regarding this process, please contact the Coordinator of Allied Health Admission at (618) 985-2828 Ext. 8497 or visit the Admissions Office (C201).

## PROFESSION

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

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

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

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

For more information on the profession, visit [The American Occupational Therapy Association, Inc.](#) and [The National Board for Certification in Occupational Therapy, Inc.](#)

## PROGRAM

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

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



classes and fieldwork internship are completed within the OTA program, students graduate from their entering college.

Because the regions of the four cooperating colleges are large, traveling is an integral element of the consortium program. Time commitment is significant in this intense curriculum, and includes travel to OTA classes and fieldwork assignments. Efforts are made to minimize travel where possible, accomplished by grouping classes and incorporating web-based instruction into coursework.

## PROGRAM OBJECTIVES

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

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

## PROGRAM STATISTICS

Results of National Board for Certification in Occupational Therapy (NBCOT) Examination

| Year                | # of New Graduates Testing | # of New Graduates Passing | # of New Graduates Failing | % of first-time test takers who passed the exam |
|---------------------|----------------------------|----------------------------|----------------------------|---|
| <b>2013</b>         | 18                         | 18                         | 0                          | 100%  |
| <b>2014</b>         | 17                         | 17                         | 0                          | 100%  |
| <b>2015</b>         | 24                         | 19                         | 5                          | 79%   |
| <b>Total 3-year</b> | <b>59</b>                  | <b>54</b>                  | <b>5</b>                   | <b>91%</b>                                      |

## ACCREDITATION

The SICCM OTA program is accredited by the [Accreditation Council for Occupational Therapy Education](#) (ACOTE) of the [American Occupational Therapy Association](#) (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's phone number c/o AOTA is (301) 652-AOTA. Graduates of the SICCM OTA program will qualify to sit for the National Board for Certification in Occupational Therapy (NBCOT) national certification examination. This computer-delivered examination will be administered on-demand, after establishing eligibility. Successful completion of this exam confers the title of Certified Occupational Therapy Assistant

(COTA). Illinois and most states additionally require licensure to practice, usually basing this on the NBCOT examination results. A felony conviction may adversely affect ability to sit for the NBCOT exam and/or attain state licensure.

## LEGAL LIMITATIONS

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

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

## REQUIREMENTS OF ADMITTED STUDENTS

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

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

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

The OTA program is full-time only, with courses offered in specific sequence. All OTA courses in a semester must be taken and passed in order to progress to any OTA coursework of the next semester. Both OTA and general education courses must be passed with a grade of C or better. Laboratory hours are based on 1:3 ratios, with three class contact hours required for every registered laboratory credit. The program is designed to be completed within two academic years, including one summer session. Supervised Level II Fieldwork comprises 640 hours (16 full-time

weeks) of the final semester. This fieldwork must be successfully completed within 18 months following completion of academic preparation.

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

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

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

## PROGRAM GUIDE AND COURSE DESCRIPTIONS

OTA students must earn a minimum of a C grade in all courses listed in the program guide, including prerequisite and general education courses.

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

[Occupational Therapy Assistant - Associate in Applied Science Degree Program Guide](#)

[Occupational Therapy Assistant \(OTA\) Course Descriptions](#)

## GENERAL COURSE REQUIREMENTS

BIO 205 – Human Anatomy and Physiology I<sup>1</sup> – 4 credits

HIT 217 – Medical Terminology – 3 credits

ENG 101 – English Composition I – 3 credits

BIO 206 – Human Anatomy and Physiology II – 4 credits

PSY 132 – General Psychology – 3 credits

SPE 115 – Speech – 3 credits

PSY 262 – Child Psychology – 3 credits

Math Elective – complete **one**:

MAT 120 – Elementary Statistics<sup>2</sup> – 3 credits

MAT 104 – Mathematics for Allied Health – 3 credits

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

<sup>2</sup> Prerequisite for MAT 120 is MAT 062 with a minimum of a C grade. Recommended for transfer students.

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

For general course advisement and registration, contact your advisor. If you need to be assigned to an advisor, contact Testing Services at (618) 985-2828 Ext. 8520. Registration is by appointment only, except during designated walk-in dates.

## PROGRAM COSTS

Costs will vary among the four participating institutions because tuition fees per credit are not the same at all campuses. For specific campus tuition, consult individual school catalogs. Within this highly mobile program, admitted OTA students will be responsible for the following expenses, which are **estimates** based on the current 2016-2017 academic year.

| ITEM   | COST               |
|--|--------------------|
| Tuition – In-District at \$115.00 per credit hour – 26 hours (general courses)                           | \$2,990.00         |
| Technology fee at \$5.00 per credit hour – 26 hours (general courses)                                    | 130.00             |
| Course fees (general courses)  | 80.00              |
| Tuition – Online at \$127.00 per credit hour – 5 hours (OTA courses)                                     | 635.00             |
| Tuition – In-District at \$115.00 per credit hour – 43 hours (OTA courses)                               | 4,945.00           |
| Technology fee at \$5.00 per credit hour – 48 hours (OTA courses)  | 240.00             |
| Course fees (\$200.00 per OTA course)  | 3,600.00           |
| Books (OTA courses)  | 1,400.00           |
| Uniform: khaki pants, polo shirts, and possible lab coat   | 120.00             |
| Occasional minor laboratory supplies and equipment   | 100.00             |
| Drug Screening   | 49.00              |
| Criminal Background (\$40 and up, depending on how many different counties/states the student has lived) | 40.00              |
| National Certification Examination fee   | 600.00             |
| State of Illinois licensure fee  | 25.00              |
| Graduation fee   | 10.00              |
| Registration fee for PSB Health Occupations Aptitude Examination (HOAE)                                  | 30.00              |
| <b>Total Estimated Cost</b>  | <b>\$14,994.00</b> |

[Click here to view Tuition and Fees Schedule.](#)

Additional costs may include:

- \$60 Activity fee assessed for 6 or more credit hours registered per fall and spring semester
- \$40 Activity fee assessed for 3 or more credit hours registered per summer semester
- Malpractice/liability insurance (up to \$15.00 annually)

- Demonstration of personal health insurance or Medicaid
- Medical exams, immunizations, and CPR
- Professional organization fees: Student membership in the American Occupational Therapy Association (standard membership \$53.00, student-plus membership \$75.00), and Student membership in the Illinois Occupational Therapy Association (\$25.00)
- Voluntary conference fees: National Conference (Philadelphia, PA: March 30 - April 2, 2017) location changes annually, and State Conference (Naperville, IL: October 28 – 29, 2016) location changes annually.

**Note:** Textbooks for general education courses are not included due to variability of texts. Transportation and meals at centralized laboratory for OTA courses, hospitals, other clinical sites, and mandatory fieldwork experience are the student's responsibility. Clinical sites are within a wide radius of the campus and mileage is an expense to consider seriously. **All costs listed above are estimates and subject to change. The OTA student should plan to meet these financial obligations before entering the program.**

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

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

## FINANCIAL ASSISTANCE

JALC offers students several sources for financial assistance:

**Financial Aid** – A variety of financial aid exists and the applicant should contact the Financial Aid Office for more information at (618) 985-2828 Ext. 8308, [financialaid.info@jalc.edu](mailto:financialaid.info@jalc.edu), or C210. Some of the types of financial aid presently offered are:

- [Federal Pell Grant](#)
- [Federal Supplemental Educational Opportunity Grant \(FSEOG\)](#)
- [Illinois State Map Grant](#)
- [College Work Study](#)

JALC is no longer participating in the Federal Direct Student Loan Program. Students in need of loan funds will have to apply for a Private Alternative Student Loan. In order to find a lender, contact your local Bank, Credit Union, or search on the web using "Private Alternative Student Loan providers" for your search. All students who apply for private alternative loans must first submit a FAFSA with JALC's federal school code 008076.

Financial aid requirements and general information can be accessed online at [Financial Aid](#).

**Scholarships** – A variety of scholarships, administered through the JALC Foundation and external sources, are available and the applicant should contact the Foundation Office for more information at (618) 985-2828 Ext. 8355, [foundation@jalc.edu](mailto:foundation@jalc.edu), or B33.

Scholarship application procedures, scholarship application, letter of recommendation form, and lists of available scholarships through the JALC Foundation and external sources, can be accessed online at [JALC Foundation](#).

**Veterans Resources** – Military veterans should visit [Veterans Services](#) in C206 for more information on Illinois Veterans Grant and GI Bill Benefits.