



Occupational Therapy
Assistant Program
Application Packet

Dear applicant,

Thank you for your interest in the Occupational Therapy Assistant program at San Jacinto College. We appreciate your interest and look forward to providing a quality education into an exciting career.

The material included in this packet will describe the admissions process to the San Jacinto College Occupational Therapy Assistant program and all the forms needed for application to the program.

The program is 22 months in length and leads to an Associate in Applied Science Degree (AASOTA) and prepares the graduate to take for the National Board for Certification in Occupational Therapy (NBCOT) national examination to become a certified occupational therapy assistant (COTA). This also entitles graduates to meet the requirements for state licensure.

Admission to the OTA Program is a separate procedure from admission to San Jacinto College. **Applicants must meet all the admission criteria for San Jacinto College before applying to the OTA program.** There are only 12-14 positions in this program and thus are competitive. Admission to the OTA Program will be determined by ranking each applicant through a point system (Admission Rubric).

Applications will be accepted in two phases. Phase one is early submission which opens from October-November of every year. Phase two is regular submission which opens January to March of every year. If you have questions about the occupational therapy assistant program or the admissions process, please contact the Occupational Therapy Assistant Program 281-998-6150 x3141 or otaprogram@sjcd.edu. We look forward to working with you.

Sincerely,

Occupational Therapy Assistant Program Faculty

General Information

ACCREDITATION

The Occupational Therapy Assistant Program at San Jacinto College is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE). The OTA program has been granted seven years of accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) starting March 2020. San Jacinto College 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).

Applicants who have further questions regarding accreditation of the OTA program at San Jacinto College, can contact ACOTE.

ACOTE Contact Information

Accreditation Council for Occupational Therapy Education
c/o Accreditation Department, American Occupational Therapy Association
6166 Executive Boulevard, Suite 200
North Bethesda, MD 20852-4929
Phone: (301) 652-6611
Website: www.acoteonline.org
Email: accred@aota.org

LOCATION

Occupational therapy assistant courses are only offered at the South Campus at San Jacinto College.

ADMISSION

Each Fall, a new class of students is admitted into the Occupational Therapy Assistant Program. The program accepts 12-14 students. Current dates for admission can be found on the OTA website of San Jacinto College. **Late applications or inquiries will not be considered for admission.**

PROGRAM COURSES

OTA courses are offered in a set sequence. Once admitted into the program, the student must progress through the curriculum as designed. This means a student cannot "jump" ahead in the curriculum and take advanced occupational therapy assistant courses. Prerequisite courses need to be completed by the start of the Occupational Therapy Assistant Program.

GRADES

The OTA program will follow the San Jacinto College grading system listed below:

90%-100% = A
80%-89% = B

70%-79% = C
60%-69% = D
0%-59% = F

Students must earn a "70" or above in all OTA coursework to progress in the program. A grade of "C" or better (70 or above) must be obtained in all other academic core courses in the OTA degree plan.

FEES

Students will be responsible for the cost of textbooks. The first two semester's textbooks will be high in cost but will be used through the remainder of the program. An estimated cost of books will be available at the information session and upon admission into the program. In addition to books, students are responsible for costs associated with travel to and from fieldwork sites and attire for fieldwork. Students may also incur fees for immunizations, drug screens, and background checks.

Up-to-date tuition rates can be found on the San Jacinto College website: www.sanjac.edu/admissions/paying-for-college/tuition-costs/

Please note: Per San Jacinto College, the above tuition schedule is subject to change by the State Legislature and the San Jacinto Community College District Board of Trustees.

DRESS CODE

Student professional dress is expected for all classroom and clinical activities.

CLASSROOM: Students should always wear scrubs (solid color, no prints) and closed-toe shoes. Undershirts may be worn in white, black, grey, or brown underneath scrubs. In the classroom, students should refrain from wearing clothing that exposes excess skin or body parts that should not be exposed. Short shorts (running shorts), tight clothing, or low, revealing tops are not allowed in the classroom/lab. Students are expected to wear professional attire during presentations in or out of the classroom. Professional dress includes slacks, the OTA polo, belt, and closed-toe shoes (no heels or boots). No denim in any form is allowed.

Tattoos are to be covered, the jewelry should be simple, and hair is to be neat and pulled back for labs. Students may choose to wear professional dress at all times. Students will be asked to wear the designated OTA professional dress for any community activities unless indicated differently by a faculty member. Be prepared for climate changes within the classroom environment, lab, or community facilities.

CLINICAL: During Level I fieldwork, students will wear department OTA polo/t-shirt and scrubs (dependent on clinical site). Students are to adhere to the Level II fieldwork site's policy for organization-specific dress code. Therefore, students may have to purchase different attire sets for each fieldwork. Student ID from either San Jacinto College or the site-specific nametag provided to the student should be worn at all times.

CRIMINAL HISTORY BACKGROUND CHECK/DRUG SCREEN

Upon acceptance to the OTA program, the student will be required to obtain a background check to meet school requirements and fieldwork education requirements. There are no exceptions or waivers to getting a background check/drug screen within two weeks of acceptance into the program. A student cannot enroll in first-semester courses if this is not completed. In addition, fieldwork education sites may require additional background checks. Costs associated with additional background checks are the responsibility of the student. Please be aware of the importance of notifying the OTA program director of anything that may be revealed on your background check or drug screen so that accurate information can be provided for the actions before the possibility of conditional acceptance. The program director and AFWC have the right to initiate random drug screens throughout the program if concerns are suspected. Students are required to pay for this additional screen.

IMMUNIZATIONS AND HEALTH SCREEN/DRUG SCREEN

Upon acceptance to the OTA program, students must also submit the required proof of current immunizations. All immunizations must be completed by the 1st semester (Fall). Information will be provided to the student on how to upload needed information through Castle Branch (www.castlebranch.com).

COVID-19 Vaccine

Students enrolling into San Jacinto College programs with external learning experiences (i.e., clinical, practicum, externship, cooperative, etc.) will be required to comply with the immunization requirements and policies of the clinical/external learning sites to engage in all clinical/external learning experiences. Vaccination requirements at clinical/external learning sites are implemented pursuant to the independent authority of such facilities and are not mandated by San Jacinto College. Failure to meet the immunization requirements mandated by clinical/external learning sites may limit a student's ability to complete the program and/or may delay the student's graduation date. San Jacinto College does not process exemptions, and students should address potential vaccination exemptions directly with the clinical/external learning site.

PERSONAL HEALTH INSURANCE

Students must carry personal health insurance and show proof of insurance before enrolling in fieldwork education courses. These courses begin the 2nd semester of the program.

PROFESSIONAL LIABILITY INSURANCE

Students enrolled in the OTA Program are required to have professional liability insurance. Students pay a predetermined fee to the Cashier's office at the start of each semester, and the College secures the limited liability insurance coverage. Students may wish to purchase additional liability insurance.

NOTE: The liability insurance that each student will have does not pay for the student's injuries- only for the patient's injuries. The student is entirely responsible for personal medical costs incurred while at fieldwork sites. If the student injures a patient, the limited liability insurance may or may not cover all legal fees.

CURRICULUM REQUIREMENTS

The Occupational Therapy Assistant program provides basic knowledge and skills for entry-level entrance into the workforce. Upon satisfactory completion of this curriculum, the student will be awarded an Associate of Applied Science degree and will be eligible to take the national certification examination administered by the National Board for Occupational Therapy (NBCOT) to become a certified occupational therapy assistant (COTA).

Courses in the OTA program must be taken in sequential order at the advisement of the program director and program faculty. Students may not "jump ahead" in the curriculum. A grade of "C" or better is required for satisfactory completion of all courses, including academic core courses.

Prerequisites

20 hours

ENGL 1301 Composition I	3
MATH 1314 College Algebra	3
BIOL 2301 Anatomy & Physiology I (Lecture)	3
BIOL 2101 Anatomy & Physiology I (Lab)	1
BIOL 2302 Anatomy & Physiology II (Lecture)	3
BIOL 2101 Anatomy & Physiology I (Lab)	1
PYSC 2301 General Psychology	3
PHIL 2306 Ethics	3

Major Course Requirements

40 hours

OTHA 2301 Pathophysiology in Occupational Therapy	3
OTHA 1305 Principles of Occupational Therapy	3
OTHA 1309 Human Structure and Function in Occupational Therapy	3
OTHA 1315 Therapeutic Use of Occupations or Activities I	3
OTHA 2304 Neurology in Occupational Therapy	2
OTHA 1249 Occupational Performance from Birth to Adolescence	2
OTHA 1319 Therapeutic Interventions I	3
OTHA 1160 Clinical- Occupational Therapy Assistant (Pediatrics)	1
OTHA 2209 Mental Health in Occupational Therapy	2
OTHA 2302 Therapeutic Use of Occupations or Activities II	3
OTHA 1161 Clinical-Occupational Therapy Assistant (Mental Health)	1
OTHA 1249 Occupational Performance for Adulthood	2
OTHA 1253 Occupational Performance for Elders	2
OTHA 2231 Physical Function in Occupational Therapy	2
OTHA 2235 Health Care Management in Occupational Therapy	2
OTHA 1162 Clinical-Occupational Therapy Assistant (Adult)	1

OTHA 2266 Practicum-Occupational Therapy Assistant	2
OTHA 2267 Practicum-Occupational Therapy Assistant	2
	<u>Total of 60 Hours</u>

OTA ADMISSION PROCESS

Acceptance into the OTA program is competitive, with a limited enrollment of 12-14 students.

How to Apply

Application to the OTA program at San Jacinto College is a two-step process. First, you must apply and be accepted to San Jacinto College, and second, you must submit an application to the OTA program via the online application.

1. Submit a completed San Jacinto College application to the Enrollment Services Office. Applications can be completed online at <https://www.sanjac.edu/admissions/how-to-apply/>. All prospective students must be admitted to San Jacinto College before being eligible to apply for the OTA program. **Note: Admission to San Jacinto College does not guarantee admission into the OTA program.**
2. Apply to the OTA program. Two application submission deadlines are:

Early Submission Deadlines	October 15, 2023- November 1, 2023 (by 5:00pm)
Regular Submission Deadlines	January 16, 2024- March 22, 2024 (by 5:00pm)

* Applicants must meet the college's general admission requirements as well as program admissions requirements. Meeting minimum requirements does not guarantee admission to the program. Submission of application early does not guarantee admission in the program but provides an opportunity for potential interview earlier in the spring.

Minimal Requirements – must be met at the time of application to be eligible for consideration.

- 18 years of age
- High school graduate/GED.
- Previously completed all prerequisites or actively enrolled in no more than two prerequisite courses before applying. All prerequisites must be completed by the end of Spring semester of the admission cycle.
- Minimum GPA of 2.0 in prerequisite courses. Please consider that 1-2 in progress prerequisite courses may lower your prerequisite GPA calculation below the minimum requirement.
- C or better in all prerequisite courses

Admission Criteria to the OTA program

Application to the OTA program is a two part process. First, applicants are ranked using a point system on an admission rubric based on the listed criteria below. Only applicants whose pre-interview point total places them in the top 50 will be invited on campus to participate in the on-campus admission process. Meeting the minimum criteria does not guarantee an on-campus invitation or acceptance to the program. Second, the applicants invited will participate in a panel interview, write an essay, and complete a health assessment exam.

Application Rubric

The OTA program uses an admission rubric to score all parts of the application process. All documents provided at time of submission will be awarded points based on their appropriate qualifications. See Appendix A.

Application Submission

The following items must be submitted in the online application platform:

1. **Copies of unofficial transcripts** – assist with verifying prerequisite courses taken or in progress, completion of other OTA courses, and completion of other degrees – awarded points per rubric.
 - i. Points for the prerequisite GPA will be determined by dividing the total grade points of prerequisite courses by the total hours of prerequisite courses (20 hours). Therefore, having courses in progress decreases your chance of obtaining a high prerequisite GPA.

2. **Three Recommendation Forms** – Total are added from each recommendation form, and cumulative points from all three forms are awarded points on rubric. **One form can be completed by an OT or OTA.**

3. **Observation Hours-** Applicants are *strongly recommended* to complete observation hours and submit their observation hours in the online application. See Observation Form Appendix E. Observations must be completed with a licensed OT or OTA. If an applicant works alongside an OT/OTA, observation must be completed outside of work hours. Applicants are awarded the following points on their admission rubric for observations:

Observation Hours: 33+ hours= 7 points 32-24 hours= 5 points 23-16 hours= 3 points <16 hours= 1 point

4. **Information session** – Applicants are encouraged to attend the information session to receive information about the program and application process. Please refer to the website for dates and times. (Awarded 3 points on the rubric for attendance)
5. **Transcript evaluation (GPS report)** – Obtain from Enrollment Services (SOS) and include in the online application. This document further clarifies any courses that were taken at another college or university to obtain credit. (Mandatory/no points awarded). Complete

Perform Degree Evaluation- My San Jac GPS. → What If → OTA Program (See instructions on website or Appendix C)

6. **Other Degrees and Certifications** – Applicants may receive points on rubric as listed. Credit is given for no more than two degrees/certifications. Official transcript must indicate conferred degree date.
7. **Related Healthcare experience** – The San Jacinto College OTA Program will consider the following jobs listed below for employment verification based on employment length. For admissions point consideration, please fill out the Employment Verification Form (Appendix D) and submit it on the online application system.

Rehab Tech (any practice area), Special Education Teacher or Aid, Applied Behavioral Analysis (ABA) Therapist, Recreational Therapist, Nursing Fields, Respiratory Therapist, Mental health counselor, Emergency Medical Services

***Prerequisite Notes:**

- Anatomy & Physiology I and II with lab should be taken within the last five years as it relates to the necessary skills required to be an OTA. An exception can be made for those applicants who are currently working in the healthcare industry.
- To waive Anatomy and Physiology I and II time limit, applicants must provide the Employment Verification Form filled out by their manager/leader. The Program Director will make the final decision regarding this matter. There are no other time limits on other prerequisite courses time frames.

In Progress Scores

In progress courses are courses in which an applicant is enrolled and completing during the application cycle semester.

For Early Submission Period- Only two courses can be in progress. Courses needing to be taken in the Spring or Summer will be considered not taken, therefore a zero (0) will be provided.

For Regular Submission Period- Only two courses can be in progress. Courses needing to be taken in the Summer will be considered not taken, therefore a zero (0) will be provided.

Early Submission Period	October 15, 2023- November 1, 2023	Allowed MAX two (2) In Progress Scores
Regular Submission Period	January 16, 2024- March 22, 2024	Allowed MAX two (2) In Progress Scores

In Progress Example Rubric:

Prerequisite Courses	Grade	Hours	Grade Points	Term	In Progress 1 point
ENGL 1301 Composition I	A	3	12 9 6	Spring 2018	
MATH 1314 College Algebra	B	3	12 9 6	Spring 2018	
BIOL 2301 A&P I (Lecture)	A	3	12 9 6	Fall 2019	
BIOL 2101 A&P I (Lab)	A	1	4 3 2	Fall 2019	
BIOL 2302 A&P II (Lecture)	B	3	12 9 6	Spring 2019	
BIOL 2102 A&P II (Lab)	B	1	4 3 2	Spring 2019	
PSYC 2301 General Psychology	IP	3	12 9 6	Application Spring	1
PHIL 2306 Ethics	Not Taken	3	12 9 6	Summer after application submitted	0
IP = in progress				Total GP: 49	Pts. In Progress: 1
					Grade Pts. Total: 49+1 = 50
					Points
Prerequisite GPA: Min. 2.0 required		Total Grade Points/Total Hours = GPA:			1
2.00 - 2.50 = 1		2.51 - 3.00 = 4	3.01 - 3.50 = 7	3.51 - 4.00 = 10	50/20 = 2.5

Submitting Application

On campus

Applications will be accepted through an online application system found during the application periods. **Incomplete or late applications will not be accepted.**

Applications will not be accepted on other campuses of San Jacinto College.

Click the link for the application submission platform: [OTA Online Admission Portal Link](#)

Admission Process

Applications will be reviewed as received through mid-March. It is the applicant's responsibility to ensure the online application is complete. Information such as observation hours and prior employment in the healthcare field may be verified. **Applicants must submit a phone number and email address that is checked often for timely response to the admission process. Please check all junk and spam folders for emails from @sjcd.edu.**

Applicants will be ranked by "Pre-interview Point Total." Please refer to the Admissions Rubric (Appendix A), where points are totaled for ranking. The highest total points of an applicant set the bar for ranking. Applicants will be ranked in descending order based on the point total. If two

or more applicants tie for total points, interview scores will be used as a tiebreaker, with the higher interview score.

A maximum of fifty applicants will be scheduled for a campus interview and on campus essay between February-April as part of the last component of the admission process. Applicants will be notified of acceptance no later than the end of May. Applicants placed on the waiting list will be notified in July if there are openings in the program.

Note: Students who have courses in progress and were interviewed will be delayed in acceptance until course grades have been posted to ensure a grade of C or higher was achieved. Applicants who have completed all courses and rank high after the interview will be accepted first, and the class will be filled from there.

At the time of notification, accepted students will be given a 2-week deadline to notify the program of their acceptance. In addition to informing the OTA department of their acceptance, students must complete a criminal background check and drug screen before admission to the program. Information to complete screenings will be included in the acceptance email. Any student who has been convicted of misdemeanors (other than minor traffic violations), felonies, or has a positive drug screen will be contacted immediately for further instructions. (See CRIMINAL HISTORY BACKGROUND CHECK/DRUG SCREEN section).

All documents needed for admission are included in this packet. Additional forms are available at <https://www.sanjac.edu/programs/areas-of-study/health/ota/ota-admission-info> under Admission Document section. All documents must be submitted onto the online application portal in PDF format only. Meeting the criteria does not guarantee on campus interview/essay or admission to the OTA program.

Pertinent Information About Admissions

1. Deferral of Admission: Accepted students who would like to defer their admission for the following Fall semester must make an appointment with the Program Director of the OTA program stating their reason for deferral. Granting deferral is not guaranteed, but the OTA department supports such requests that involve medical conditions and military commitments. If approved, the applicant will need to contact the OTA program no later than February 1st of the next application period of their intent to remain a candidate for the incoming fall class. If deferred matriculation is declined, a new application would be required for any subsequent terms of entry. Only one deferral will be considered per applicant.
2. Denied Acceptance: If a student is denied acceptance into the OTA program, they have the right to request a conference call with the Program Director to review their application to determine appropriate actions to develop a stronger one. These calls will be limited to a 10 minute block. The OTA department will hold information regarding interviews and essay points confidential. If the student's application consists of weakness in recommendations, the student will be notified; however, they will not be permitted to see the forms.

Transfer policy for students previously enrolled in another OT or OTA program

1. A student requesting to transfer must meet all the admission requirements of San Jacinto College and the San Jacinto College OTA program.
2. There must be space available in the OTA program at San Jacinto College. Enrollment is limited to 12-14 at this time.
3. The student must submit two current letters of reference. One letter must be from the Director/Chair of the program the student is transferring from and must state that the student is in good standing and eligible to return to the program. The other letter must provide a statement of good character and be from a professional.
4. The Program Director will make all final approvals of acceptance with input from full-time OTA faculty after carefully reviewing application documents.
5. If admitted, students from an OT program who would like to transfer into the OTA program would have to start from the beginning of the OTA curriculum. There are no course substitutions from the OT program to the OTA program.

Admissions after extended leave from another OT or OTA program (dismissal or medical leave)

1. A student requesting admission to the OTA program at San Jacinto College, after having been out of an OT or OTA program for more than one year, will have to apply to the OTA program as stated above.
2. There will be no conditional provisions provided for students who do not meet the standards set forth regarding transfer students.

ACCEPTANCE TO THE OTA PROGRAM

As mentioned above, students must complete a criminal background check and drug screen upon being conditionally accepted to the program. If the background check returns with misdemeanors (other than minor traffic violations), felonies, or positive drug screenings, your acceptance will be **changed from conditional acceptance to denied**. Potential applicants with positive drug screens will also be denied acceptance into the program. There are no opportunities to wait for pending charges, expunged records, etc. The OTA program must immediately deny the applicant's acceptance into the program.

Those with conditional acceptance whose background check and drug screen have returned clear and negative will be fully accepted into the program and receive further notification regarding course registration, orientation, uniforms, etc.

Applicants on the waiting list will be notified mid-July of their admission status.

The following are submitted to the OTA Online Application:

1. **Three (3) recommendation forms**
2. **Transfer Evaluation (GPS Report)**

- 3. **Unofficial Transcripts**
- 4. **Observation Hours Form**
- 5. **Employment Verification Form (if applicable)**

Frequently Asked Questions

- 1. Is the OTA program very difficult to get into?

The OTA program is rigorous and the application process is competitive. There are only 12-14 positions in the program, and the applicant pool exceeds the available positions.

- 2. Is the job market good?

Yes! The job market is excellent at this time as there is a push to hire more occupational therapy assistants. According to the Bureau of Labor and Statistics, there is a projection of 25% job growth by 2031, much faster than the average for all occupations. About 11,000 OTA job openings are projected to exist during this time. OTAs work collaboratively with an OT for patient intervention. The median salary is \$61,730 in May 2021. According to the 2023 US News Rankings, Occupational Therapy Assistants are ranked #1 in Best Health Care Support Jobs and #19 in the 100 Best Jobs!

- 3. What is the starting salary?

Starting salary as an occupational therapy assistant will vary dependent on setting. The median pay is \$71,194 per Texaswages.com.

- 4. What is the program's graduation rates?

Graduation Year	Students Entering/Graduating	Graduation Rate
2020*	12/8	67%
2021*	14/12	57.7%
2022	12/12	100%
2023	12/11*	91.67%
2024	12/TBD	TBD

*Students withdrew from program due to personal reasons.

TBD – Students currently enrolled in program

- 5. I heard there is a national licensing exam that I must pass in order to practice as and OTA in Texas?

Yes, there is a national licensing exam through the National Board for Certification in Occupational Therapy (NBCOT). You will be eligible for the certification exam once you complete the program and graduate. As of March 2020, the occupational therapy assistant program at San Jacinto College has been accredited for seven years by the Accreditation Council for Occupational Therapy Education (ACOTE). Graduates of this program will be eligible to take the national certification examination for the occupational therapy

assistant administered by the National Board for Certification in Occupational Therapy (NBCOT).

Once this exam is complete, you can apply for your licensure to practice through the appropriate state agency. In Texas, the agency is the Texas Board of Occupational Therapy Examiners (TBOTE). However, please note that any felony conviction may affect a graduate's ability to sit for the NBCOT examination or attain state licensure. Applicants have the right to request a criminal history evaluation from the applicable licensing agency.

www.NBCOT.org – National Board for Certification in Occupational Therapy

<https://ptot.texas.gov/occupationaltherapy/> - TBOTE

6. Do you offer this program at North or Central Campus?

No, the OTA program is only located at South Campus. However, you may take non-occupational therapy assistant courses (prerequisites) on other campuses, at night, on weekends, etc.

7. Do you offer this program at night?

No, the OTA program does not offer night classes.

8. When is the application deadline?

The OTA program has two submission deadlines:

Early Submission Deadlines	October 15, 2023- November 1, 2023 (by 5:00pm)
Regular Submission Deadlines	January 16, 2024- March 22, 2024 (by 5:00pm)

See OTA website for application deadlines (<https://www.sanjac.edu/programs/areas-of-study/health/ota/ota-admission-info>). Applications will not be considered after these dates.

9. Does submitting an application guarantee me a spot in the OTA program?

No. Applicants must meet the college's general admission requirements as well as program admissions requirements. Meeting minimum requirements does not guarantee admission to the program. Submission of application early does not guarantee admission in the program but provides an opportunity for potential interview earlier in the spring.

10. When does the OTA program start?

The program will accept students annually to start every Fall semester. There is only one cohort admitted every Fall.

11. Are there any health entrance exams required?

Yes. An applicant who is selected for an on campus interview will take a health entrance exam at no cost to the applicant on their interview day.

12. Are observation hours mandatory?

No, but observation hours are strongly recommended. The program does awarded points on the admission rubric for applicants who have sought out observation hours and invested time to learn more about the profession. A strong application would include observations hours. See observation form in Appendix E.

13. Where do I go for observation hours if I seek observation opportunities?

Any facility is appropriate if you observe a licensed OT or OTA. Example settings are inpatient, outpatient, rehabilitation, acute care, pediatrics, mental health, skilled nursing facility, or home health.

14. Is there a recommendation form to complete?

Yes. Refer to the website to download the form. Three of these must be completed (one number in each category must be indicated). If you completed observations, an OT or OTA can complete a reference form. Reference forms cannot be completed by family or friends. Directions for completion are included in the Application packet- See Appendix B.

15. Can I submit my application in person?

The OTA program has transitioned to an electronic application system. Please see the link to apply for the OTA program. [OTA Online Admission Portal Link](#).

16. Do you have any non-traditional students in the program?

Yes, the OTA program admits students from various backgrounds, including those who may have had a previous career.

17. Do any of the required prerequisites have to be taken within a certain time period?

Prerequisites must be completed before the start of the program. Preferably prerequisite courses would have been completed at the time of submitting your application. However, if 1-2 courses are in progress, your application will still be processed. Prerequisites (A&P

I and II) should not have been taken more than five years ago. However, certain circumstances such as a second career will be considered. It is highly recommended to complete all A&P courses upon submitting your application.

18. I have to work throughout the program. Can I take the program part-time?

No. Due to the progression and sequence of the program, it is not offered at part-time status. There are clinical experiences embedded in the curriculum as well as 16 weeks of full time clinical experience required at the end of the didactic portion of the program.

19. What if I want to re-apply for the program?

Many students reapply and are encouraged to do so. You will need to complete a new application with all new documents and note on your application that you are reapplying. If observation hours were completed within two years of re-applying, you may resubmit those forms. Applicants should have copies of all materials initially submitted to resubmit certain documents of application.

20. Is the OTA program an online program?

No. The San Jacinto College OTA program is a face to face program. The program will only implement hybrid (online and on campus lab) or full online on a schedule if community and government officials place a state of emergency due to local, state, or national emergencies. Students are notified ahead of time if changes to instruction is required.

21. Do all my vaccinations need to be complete before applying?

No. Please see the application packet's Immunization and Health Screen/Drug Screen section.

22. Do I have to take the COVID-19 vaccine to be a part of the OTA program?

Please see the COVID-19 Vaccine statement under IMMUNIZATIONS AND HEALTH SCREEN/DRUG SCREEN on page 5 of the application packet.

CONTACT INFORMATION

Sheina Farooqui, OTR
Program Director
Office: S-1.251x

Phone: 281-998-6150 x3141
Fax: 281-669-4457

Program website: www.sanjac.edu/programs/areas-of-study/health/ota/

Mailing Address:
Occupational Therapy Assistant Program
Attn: Sheina Farooqui, OTR
13735 Beamer Road
Houston, Texas 77089

Appendix

Appendices

- A. Admission (Point system) Rubric
- B. Letter of Recommendation Form
- C. GPS Report Instructions
- D. Employment Verification Form
- E. Observation Hours Form

Appendix A

San Jacinto College South Campus Occupational Therapy Assistant Program Admission Rubric (Point System)

Student Name:		G#:		Semester of Application:	
Prerequisite Courses	Grade	Hours	Grade Points	Term	In Progress 1 point
ENGL 1301 Composition I		3	12 9 6		
MATH 1314 College Algebra		3	12 9 6		
BIOL 2301 A&P I (Lecture)		3	12 9 6		
BIOL 2101 A&P I (Lab)		1	4 3 2		
BIOL 2302 A&P II (Lecture)		3	12 9 6		
BIOL 2102 A&P II (Lab)		1	4 3 2		
PSYC 2301 General Psychology		3	12 9 6		
PHIL 2306 Ethics		3	12 9 6		
IP = In Progress				Total GP:	Pts. In Progress:
					Grade Pts. Total:
					Points
Prerequisite GPA: Min. 2.0 required		Total Grade Points/Total Hours = GPA:			
2.00 - 2.50 = 1 2.51 - 3.00 = 3 3.01 - 3.50 = 5 3.51 - 4.00 = 7					
Recommendation Forms	3=120-110 2=109-90 1=89 and below				
Three recommendation forms will be added together for total points.					
Optional Degree (s) or Certificate Program(s):					
Max Possible Points up to 5 (only credit for 2)					
Bachelor's Degree = 3 points Associate's Degree = 2 points Certificate Program (Pharmacy Tech, Medical Assisting, Surgical Tech, Vocational Nursing, etc.) = 2 points					
Employment Verification: <6 month = 3 6-12 month = 4 >12 month = 5					
Rehab Tech (any practice area), Special Education Teacher or Aid, Applied Behavioral Analysis (ABA) Therapist, Recreational Therapist, Nursing (CNA, LVN, RN), Respiratory Therapist, Mental health counselor, Emergency Medical Services					
Observation Hours: 33+ hours= 7 32-24 hours= 5 23-16 hours= 3 <16 hours= 1					
Must be completed with a licensed OT or OTA.					
Information Session on Campus	3 Points				
(Max points 30) Pre-interview Point Total					
HSRT Score:	72-80+ score= 5 points 71-63= 3 points 62-50= 1 point				
Essay	Max Possible Points 25				
Interview	Max Possible Points 40				
Total Points					
Max Possible Points 100					

Comments:

For OTA Program Office Use Only:

Notified for On Campus process
Date: _____

Ranking Status # _____

Accepted into OTA program

Appendix B
San Jacinto College South Campus
Occupational Therapy Assistant Program
Recommendation Form

Applicant's Name: _____

In requesting the completion of this evaluation form which will be used in the admission selection process for the occupational therapy assistant program at San Jacinto College, I waive my right to access to the document. _____ (Applicant Signature)

Name of individual completing form: _____

Phone #: _____ Email: _____

If OT/OTA License #: _____ State: _____

***Note to individual completing form: Recommendations account for 20% in determining admission into the occupational therapy program. Please complete it accurately and honestly and return it to the applicant in a sealed envelope. Thank you for assisting in the admission process of the above applicant. Please indicate number ratings only per the rating scale below. You may only pick one number per category.**

Superior	Above Average	Rating Scale	Below Average	Poor
5	4	Average 3	2	1

Evaluation Area	Rating
Work Ethic: Attendance and punctuality, complete tasks on time, follow through with commitments and responsibilities, and takes responsibility for actions.	
Attitude and Enthusiasm: uses body postures to convey attentiveness, expresses concerns professionally, actively participates in tasks, displaces behaviors that are positive, respectful, considerate, polite, and tolerant towards others, takes initiative	
Time management: uses methods for proper planning, prepared for class or work, and effectively uses the time to complete workload or course assignments	
Emotional Intelligence: Regulates emotions during stress, uses appropriate eye contact, fosters group cohesion, adapts to self and others, demonstrates good manners	
Communication: Provides positive and constructive feedback, shares opinions with others using good tone of voice, body language, or writing skills, and speaks/writes clearly.	
Critical Thinking: Asks thoughtful questions, analyzes and generates solutions to problems, ability and foresight in everyday decisions, and problem solves independently.	
Personal Appearance: Cleanliness, grooming, adheres to school or organization dress code.	
Reliability and Character: Dependability, integrity, honesty, and trustworthiness.	

Overall Impression of this applicant:

Appendix C

How to Obtain a GPS Report

Step 1: Log onto SOS

Step 2: Click on Student Tab

Step 3: Click on Degree Evaluation

The screenshot shows the SOS website interface. At the top, there is a blue header with the text "WELCOME TO S.O.S." and a logo on the right. Below the header is a navigation menu with links for "All Users", "Employees", "Faculty", "Financial Aid", "Students", and "MyW". The "Students" link is circled in red. Below the navigation menu is a "Students" section with a grid of service tiles. The "Degree Evaluation" tile is circled in blue. A red arrow points from the "Students" link to the "Degree Evaluation" tile, and a blue arrow points from the "Degree Evaluation" tile to the "What If" section in the next screenshot.

Step 4: Click on What If located on the Worksheets. See below.

The screenshot shows the "What-If Analysis" form in the SOS system. The form is titled "Academic" and "What-If". It includes the following fields and options:

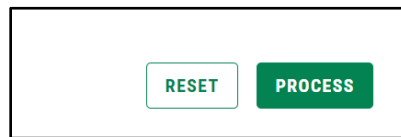
- Use current curriculum
- In-progress classes
- Preregistered classes
- Program**
 - Catalog year *: 2023-2024
 - Degree *: Associate of Applied Science
 - Level *: Undergraduate
- Areas of study**
 - Major *: Occupational Therapy Ast AAS
- Additional areas of study**

Step 5: Select current application cycle year from the Catalog Year drop down.

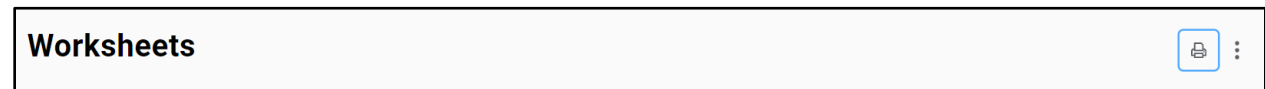
Step 6: Select Associates of Applied Science from the Degree drop down. *Keep undergraduate level.

Step 7: Select Occupational Therapy Ast AAS from the Major drop down.

Step 8: Click the Process What-If button at the bottom of the screen. This process may take a few minutes to generate the request.



Step 9: Click Print on the top right corner. Keep a copy and submit one copy in the application packet.



Step 10: Select PDF dimension: Letter- Portrait. Open PDF. Upload one copy in the online application packet.

Appendix D



SOUTH CAMPUS

Employer Verification Form			
Applicants must complete this form and can submit additional documentation from employer human resources.			
Applicant's Name:			
Organization Name:			
Manager/Leader Name and Title: Manager/Leader Phone number: Manager/leader Email:			
Applicant's Job Title:			
Dates of Employment	From:	To:	Total # Hours per week:
Job Roles and Responsibilities <i>(Must be HR description)</i>			
Manager/Leader Signature	Signature:		Date:
Applicant Signature	Signature:		Date:
Additional Comments			



SOUTH CAMPUS

**Employment Verification
Consideration List**

The San Jacinto College OTA Program will consider the following jobs listed below for employment verification based on employment length. For admissions point consideration, please fill out the Employment Verification Form and submit it on the online application system.

Rehab Tech (any practice area)

Special Education Teacher or Aid

Applied Behavioral Analysis (ABA) Therapist

Recreational Therapist

Nursing Fields

Respiratory Therapist

Mental health counselor

Emergency Medical Services

Appendix E

**San Jacinto College South Campus
Occupational Therapy Assistant Program
Observation Form**

One form may contain multiple facilities in which observation hours are completed.

Observation Definition: Non-work related observation in the field of Occupational Therapy

Applicant's Name (PRINT): _____

1. This applicant has observed _____ hours under my supervision.

Therapist Name and Credentials: _____

License # _____ State: _____

Facility Name: _____

Address: _____

Phone Number: (____) _____ Email: _____

Signature of OT/OTA: _____

2. This applicant has observed _____ hours under my supervision.

Therapist Name and Credentials: _____

License # _____ State: _____

Facility Name: _____

Address: _____

Phone Number: (____) _____ Email: _____

Signature of OT/OTA: _____

3. This applicant has observed _____ hours under my supervision.

Therapist Name and Credentials: _____

License # _____ State: _____

Facility Name: _____

Address: _____

Phone Number: (____) _____ Email: _____

Signature of OT/OTA: _____

4. This applicant has observed _____ hours under my supervision.

Therapist Name and Credentials: _____

License # _____ State: _____

Facility Name: _____

Address: _____

Phone Number: (____) _____ Email: _____

Signature of OT/OTA: _____

5. This applicant has observed _____ hours under my supervision.

Therapist Name and Credentials: _____

License # _____ State: _____

Facility Name: _____

Address: _____

Phone Number: (____) _____ Email: _____

Signature of OT/OTA: _____

6. This applicant has observed _____ hours under my supervision.

Therapist Name and Credentials: _____

License # _____ State: _____

Facility Name: _____

Address: _____

Phone Number: (____) _____ Email: _____

Signature of OT/OTA: _____

Total Number Observation Hours: _____

Student Signature: _____