We are no longer accepting applications to the traditional OT program for Fall 2009. We are still accepting applications for OTX wait list only. This admission packet is for informational purposes only and all its information is subject to change. The admission packet for Fall 2010 will be available for download on June 30, 2009.

OCCUPATIONAL THERAPY ASSISTANT ADMISSION APPLICATION PACKET FALL 2009

Information for Prospective Applicants:

Thank you for your interest in the Occupational Therapy Assistant Program. This application packet contains important information about admission requirements, the admission process, and program requirements. PLEASE READ THE FOLLOWING INFORMATION CAREFULLY AND RETAIN IT FOR FUTURE REFERENCE. Admission to the Occupational Therapy Assistant Program is highly competitive. It is your responsibility to assure that you accurately understand the information in this packet and follow it accordingly. If you do not submit a completed application as described in Section 1 of this packet, your application will not be processed and it will be returned to you.

Section 1: Minimum Requirements to apply to the Occupational Therapy Assistant Program

This section outlines the items that are required in order to apply to the Occupational Therapy Assistant Program. Once they are complete, you can submit your application.

Important Notes:

ALL of these items have to be completed. None of the items can be in progress (i.e. you are still working on completing the item). For example, it is not acceptable that you are enrolled in a chemistry course now or are scheduled for the CNET exam but haven’t taken it yet. Although this may cause you to submit your completed application later than you had hoped, this is the requirement.

We strongly recommend that you submit your items in person so that we can review them with you to make sure that your application items are complete. You can mail the items to us (see application form for address). However, if any of the required items are incomplete/missing, your application material will not be processed. We will mail it back to you and the mailing time may negatively impact your ability to submit your material within the priority consideration time period.
1. **NSCC Admissions Application and Residency Form for Fall 2009.**
   This must be completed for the year in which you are applying. Therefore, if you have previously submitted an application, it does not count. You must complete a new application and residency form, regardless of whether you are a new student or a current student. Application forms and Residency Forms are available in the Enrollment Center in Danvers and Lynn or on our website: [http://www.northshore.edu/enroll/index.html](http://www.northshore.edu/enroll/index.html)

2. **Successful completion (pass) of communications and math proficiency (OT and OTX Program)**
   You may achieve proficiency in a number of ways: CPT testing (call 978-762-4000 ext. 4376 for hours of testing), a previous degree, transfer credit, CNET scores etc. Specific information about proficiency is available on our website [http://www.northshore.edu/programs/basic.html](http://www.northshore.edu/programs/basic.html). Please note: If you demonstrated Communication Proficiency by SAT scores that did not include the written essay portion, by CNET Exam, or by TEAS Exam, then you must also take the WritePlacer test and achieve a score of 07 or higher.

3. **High school transcript or GED score report (OT and OTX Program)**
   If the Enrollment Office already has this on file, please let us know this when you submit the other required items listed in this section. Please note that a High School transcript or GED score report is still needed even if you are submitting official college transcripts.

4. **Official transcripts from all Colleges previously attended.**
   If the Enrollment Office already has this on file, please indicate this when you submit the other required items listed in this section. Transfer students from another accredited Occupational Therapy Assistant education program must also provide:
   - an official transcript proving enrollment in Occupational Therapy courses within the last 3 years
   - course syllabi from all previous Occupational Therapy courses

   Please note: informational interview may be required by the Department Chairperson

5. **Overall Grade Point Average (GPA) of 2.0 or better High School or College (OT and OTX Program)**

6. **Occupational Therapy Assistant Program Admissions Questionnaire (OT and OTX Program)**
   This must be completed for the year in which you are applying. Therefore, if you have previously submitted a questionnaire, it does not count. You must complete the questionnaire in this packet.

7. **Verification Form (OT and OTX Program)**
   The Occupational Therapy Assistant Student Handbook is available in North Shore Community College’s Library Reference section on the Danvers and Lynn Campus. You need to read the Student Handbook in its entirety and sign the Verification Form (in this packet). Also, the Verification Form has a section indicating that you have read the information in this packet in its entirety.

8. **Attendance at a Mandatory Information Session conducted by the Occupational Therapy Assistant Department (OT and OTX Program)**
   A schedule of upcoming Information Sessions is listed in this packet.

9. **For the OTX Program option ONLY:** must have one of the following:
Evidence of successful completion of all Pre-admission course requirements which are: Composition 1 (CMP101), Composition Two Elective (CMP104-150), Anatomy and Physiology 1 (BIO103), Anatomy and Physiology 2 (BIO104), Introduction to General Psychology (PSY102), Human Growth and Development (PSY118).

----------------OR----------------

A written plan or plan of action to complete all pre-admission course requirements by the end of Summer Session 1, 2009.

Section 2: Application Dates
When you have the items listed above in Section 1, this constitutes a completed application and you can submit these items to the Enrollment Center on the Danvers or Lynn Campus.

- We will begin accepting completed applications on September 22, 2008.
- Completed applications received by January 14, 2009 will receive preferred consideration.
- Completed applications received after January 14, 2009 will be considered on a space available basis or for wait list status.

Once the 24 seats in the OT Program and the 12 seats in the OTX Program are filled, as well as the respective wait lists, no further applications will be accepted. When applications are closed, notification will appear on the Occupational Therapy Assistant Program’s web page that can be accessed at http://www.northshore.edu/departments/index.php Select Occupational Therapy Assistant.

If an applicant applies by January 14, 2009, the applicant will be sent notification of his/her admission decision. This notification will be postmarked by April 1, 2009. If offered admission, a $100.00 deposit will be required to secure your acceptance to the Occupational Therapy Assistant Program. If you are accepted to the Occupational Therapy Assistant Program, you MUST attend a Mandatory Orientation/Registration day scheduled for Thursday, May 14, 2009.

Section 3: Preferences for Admission
In addition to the minimum requirements in Section 1, additional consideration will be given to:

- The quality of the questionnaire (e.g. word processing, correct grammar/spelling, accuracy and completeness of answers).
- Overall High School or College Grade Point Average (GPA) as well as the specific GPA for college or high school courses such as Anatomy and Physiology, Biology, Composition, Computers, Psychology, and Sociology.
- Related Healthcare or Human Service work experience
- Earned Certificate or Degree from a College or University that is accredited by a national accrediting agency recognized by the U.S. Secretary Of Education.
- For recent high school graduates only (within 15 months of September 2009): The following can be submitted for consideration along with the minimum requirements listed in section 1: SAT scores; extracurricular/volunteer activities (please list on the 1st page of the questionnaire in this packet); and a letter of recommendation from a guidance counselor or teacher.

Section 4: Additional Important Information

1. The program will accept approximately 24 students for the OT Program and 12 students for the OTX Program for Fall 2009. The decision in response to your application will be "accepted to Occupational Therapy Assistant" or "waiting list for Occupational Therapy Assistant" or "accepted to another program at the College."

2. Transfer credit will be granted for comparable courses taken at a College or University that is accredited by a national accrediting agency recognized by the U.S. Secretary Of Education in which grades
of “C” or better were earned, provided the courses are equivalent and an official transcript has been received (Occupational Therapy Assistant courses taken at another College/University also requires submittal of course syllabi and will be reviewed for transfer credit on a case-by-case basis).

3. **Working as a Occupational Therapy Assistant is physically, mentally, and emotionally demanding.** Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. A list of those essential tasks is in this packet under the section entitled, “Technical Standards for The Occupational Therapy Assistant Program”. **If accepted to the Program**, you will be sent and will need to sign the Technical Standards form (a copy is included in this packet for your review as part of the admission application process).

4. **All students must document immunity** to Hepatitis, Measles, Mumps, Rubella; tetanus/diphtheria immunization within the last 10 years; and results of a TB (Mantoux) test in order to begin the professional courses. Students without Varicella immunity may need to be immunized. **If accepted to the Program**, a Health Packet will be mailed to you with further details pertaining to the specifics of these requirements. It must be completed by your physician or nurse practitioner AS SOON AS POSSIBLE, but **no later than July 10, 2009**.

5. If you are accepted to the Program, then you MUST attend a Mandatory Orientation/Registration day scheduled for Thursday, May 14, 2009.

6. During the program, **students are responsible for their own transportation** to a variety of clinical facilities (which may or may not be accessible by public transportation).

7. Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or includes a clinical affiliation, internship, or field placement with a private or public health care provider, **will be required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check, and possibly a drug screen**. Depending on the contents of student’s CORI, SORI or drug screen, participation in clinical, internship, or field placement course(s) may be denied.

8. **As part of the certification and licensure process to practice in as an Occupational Therapy Assistant**, individuals must apply to the licensure/certification examination through the National Board for Certification in Occupational Therapy, Inc. (NBCOT). As part of the application, individuals must answer specific questions pertaining to the type of felonies that directly relate to the safe, proficient, and competent practice of Occupational Therapy.

Thank you for your interest in the Occupational Therapy Assistant Program at NSCC and for your careful attention to the information provided in this packet. Please retain this letter for future reference.

Sincerely,

*Maryanne Atkinson*

Maryanne Atkinson, RT(R), R.N., M.Ed.  
Coordinator of the Enrollment Centers
Application for Admission

How to Apply for Admission

GENERAL INSTRUCTIONS
• Complete ALL information requested on the application form. An incomplete application will delay admissions processing.
• Submit proof of high school graduation, GED, a passing score on a federal Ability to Benefit test, or its equivalent. Some programs may require high school transcripts or GED scores.
• Submit official transcripts from each previous college listed on the application.

SUBMITTING YOUR APPLICATION
Submit all documents to the following mail address:
North Shore Community College, Enrollment & Student Records, PO Box 3340, Danvers, MA 01923-0840

INFORMATION
• NO application fee is required.
• NSCC has an open admissions policy and accepts students on a first-come, first-served basis.
• Some programs have specific selection procedures and interviews may be required. Prospective students are encouraged to call or visit the Enrollment Office in Danvers at 1 Ferncroft Road, or the Lynn Campus at 300 Broad Street.
• Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or includes a clinical affiliation, internship, or field placement with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check and/or SORI (Sex Offender Registry Information) check. Depending on the contents of a student’s CORI and/or SORI, participation in a clinical affiliation, internship, or field placement may be denied.
• For more information, please call 781-477-2107 or 978-762-4188. Admissions questions may also be emailed to: info@northshore.edu.

STUDENT FINANCIAL SERVICES
• Financial aid is available to matriculated students in eligible degree and certificate programs.

A matriculated student is one who has met all admission requirements and has been accepted into a program of study as a degree or certificate candidate.

A non-matriculated (non-degree status) student may enroll in a course or courses, but is not considered to be pursuing a degree or certificate and is not eligible for financial aid.

• Application materials are available in NSCC’s Office of Student Financial Services (978-762-4189, 781-477-2191) or online at www.fafsa.gov.
Credit Degree & Certificate Programs

Welcome to NSCC!

NSCC offers a wide variety of Associate Degree and credit Certificate Programs. To learn more about specific programs, such as locations, schedules and admissions requirements, please visit our website, email us, or call NSCC’s Admissions Department on the Lynn or Danvers campuses for more information.

www.northshore.edu • info@northshore.edu
NSCC Admissions Department: 781-477-2107 (Lynn) • 978-762-4188 (Danvers)

CREDIT DEGREE PROGRAMS
Accounting
Animal Care Specialist ✭
Aviation Management
Aviation Science Professional Pilot
Biotechnology ✭
Business Administration
Third Semester Abroad
Business Administration Transfer @
Computer Applications
Computer Information Systems
Computer Networking
Computer Programming ✭
Computer Science Transfer ✭
Criminal Justice
Culinary Arts & Food Service
Developmental Disabilities
Digital Graphic Design
Drug & Alcohol Rehabilitation
Early Childhood Development
Early Childhood Education
Elementary Education Transfer Program
Engineering Science Transfer ✭
Energy Utility Technology ✭
Executive Administrative Assistant
Fire Protection & Safety Technology
Floriculture
Food Science & Safety
Health Science
Horticulture
Hotel Management
Human Services Practitioner

Credit Degree Programs, continued
Interdisciplinary Studies
Legal Administrative Assistant
Liberal Arts @
Liberal Arts International
Management
Marketing
Medical Administrative Assistant
Nurse Education ✭
Nutritional Science & Diet Technology
Occupational Therapy Assistant ✭
Occupational Therapy Assistant Accelerated Option ✭
Paralegal
Physical Therapist Assistant ✭
Pre-Engineering
Radiologic Technology ✭
Respiratory Care ✭
Travel, Tourism & Hospitality
Veterinary Technology ✭

CREDIT CERTIFICATE PROGRAMS
Advanced Aesthetics & Skin Care ✭
Aesthetics & Skin Care ✭
Animal Care Specialist ✭
Biotechnology ✭
Computer Aided Design ✭
Computer Applications
Computer Networking
Cosmetology ✭

Credit Certificate Programs, continued
Criminal Justice
Culinary Arts & Food Service
Developmental Disabilities Direct Support
Digital Graphic Design
Early Care & Education: Infant/Toddler Child Care
Energy Utility Technology ✭
English as a Second Language (Certificate of Completion)
Fire Protection & Safety Technology—FPS Professional Development
Floriculture
Gerontology
Gerontology/Activities Specialist
Law Enforcement
Legal Office Support
Medical Assisting ✭
Medical Coding
Medical Office Support
Mental Health
Office Support
Paraeducator ❍
Paralegal ✭
Practical Nursing ✭
School Age Educator
Substance Abuse Counseling
Surgical Technology ✭
Web Development @
Wellness & the Healing Arts ✭
Youth Worker

✦ Fall-start only programs ✈ Evening-only programs ✕ Clock-hour programs
@ Programs also offered online ✭ Special admissions process (Some programs have additional admissions requirements.)
NSCC Application for Admission

Please select a term:
○ FALL  ○ WINTER/SPRING  ○ SUMMER

LAST NAME

MIDDLE NAME

FIRST NAME

ANY PREVIOUS LAST NAME

ADDRESS

CITY

ENTER SOCIAL SECURITY #

Optional, but required if seeking financial aid or tax credit.

STATE

ZIP

DATE OF BIRTH

MONTH  DAY  YEAR

GENDER:  □ FEMALE  □ MALE

Contact Information

CELL PHONE  ☐ ☐ ☐ - ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

WORK PHONE  ☐ ☐ ☐ - ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

HOME PHONE  ☐ ☐ ☐ - ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

EMAIL ADDRESS (PLEASE PRINT NEATLY)

Personal Information

• Ethnicity Information  Optional

ARE YOU HISPANIC OR LATINO?  ○ YES  ○ NO

ARE YOU:  Please check any that apply.

☐ AMERICAN INDIAN OR ALASKA NATIVE  ☐ ASIAN  ☐ BLACK OR AFRICAN-AMERICAN  ☐ NATIVE HAWAIIAN OR PACIFIC ISLANDER

☐ WHITE  ☐ I CHOOSE NOT TO RESPOND.

• Military Information

ARE YOU PRESENT OR FORMER MILITARY PERSONNEL?  ○ YES  ○ NO

ARE YOU THE SPOUSE OR CHILD OF A VETERAN?  ○ YES  ○ NO

• Residency Information

U.S. CITIZEN  ☐ RESIDENT ALIEN (GREEN CARD)

If yes, enter Alien Registration number.

If no, enter type of Visa.

WILL YOU REQUIRE A TEMPORARY STUDENT VISA (F-1) TO ATTEND NSCC?  ○ YES  ○ NO

Generally, in order to qualify for the in-state tuition rate, applicants must have proof of Massachusetts residency. A resident is defined as a person who has lived for at least six (6) months in Massachusetts, and who intends to remain in Massachusetts indefinitely. International students and, under most circumstances, Non-Resident Aliens ARE NOT eligible for Massachusetts resident rates.

I, ________________________________, certify that I meet the requirements for Massachusetts residency as defined above.

Please sign your name.

Submit all documents to:

NORTHSHORE COMMUNITY COLLEGE, Office of Enrollment & Student Records, 1 Ferncroft Road, Danvers, MA 01923-0840
Massachusetts Community Colleges In-State Tuition Eligibility Form

LAST NAME

FIRST NAME

MIDDLE NAME

ANY PREVIOUS LAST NAME

ADDRESS

CITY

STATE

ZIP

ENTER SOCIAL SECURITY #

DATE OF BIRTH MONTH DAY YEAR

Optional, but required if seeking financial aid or tax credit.

STUDENT ID NUMBER

ARE YOU A U.S. CITIZEN? ○ YES ○ NO

IF NOT, PLEASE COMPLETE THE FOLLOWING:

ARE YOU A PERMANENT RESIDENT? ○ YES ○ NO

IF YES, LIST ALIEN REGISTRATION NUMBER

IF YOU ARE NOT A U.S. CITIZEN OR PERMANENT RESIDENT, PLEASE STATE YOUR VISA OR IMMIGRATION STATUS IN DETAIL:

Please check the in-state or reduced tuition eligibility category that applies to you:

I have been a Massachusetts resident for six continuous months and intend to remain here.

As proof of my intent to remain in Massachusetts, I possess at least two of the following documents, which I shall present to the institution upon request. These documents are dated within one year of the start date of the academic semester for which I seek to enroll (except possibly for my high school diploma). The institution reserves the right to make any additional inquiries regarding the applicant’s status and to require submission of any additional documentation it deems necessary. Please check-off those documents you possess as proof of your intent to remain in Massachusetts.

☐ VALID DRIVER’S LICENSE
☐ VALID CAR REGISTRATION
☐ MASS. HIGH SCHOOL DIPLOMA
☐ RECORD OF PARENTS’ RESIDENCY FOR UNEMANCIPATED PERSON*
☐ UTILITIES BILLS*
☐ VOTER REGISTRATION*
☐ SIGNED LEASE OR RENT RECEIPT*
☐ EMPLOYMENT PAY STUB*
☐ STATE/FEDERAL TAX RETURNS*
☐ MILITARY HOME OF RECORD*
☐ OTHER

I am an eligible participant in the New England Board of Higher Education’s Regional Student Program.

I am a member of the armed forces (or spouse or unemancipated child) on active duty in Massachusetts.

Certification of Information
I certify that this information is true and accurate. I understand that any misrepresentation, omission or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal or to a tuition refund.

Signature of Applicant
I certify that all above information is true.

Date

Signature of Parent
If applicant is under 18 years of age.

Date

For official use. Do not write in this box.
I have reviewed the above information in order to determine this individual’s eligibility to receive the in-state tuition rate. Based on my review I have determined that this individual:

☐ IS eligible for the in-state tuition rate.
☐ IS NOT eligible for the in-state tuition rate.
☐ I am unable to make a determination at this time. The following additional information has been requested from the applicant:

Authorized College Personnel Signature

Date
Educational Objectives

Please note, in order to be eligible for financial aid, students must enroll in an NSCC Degree or Certificate program of study.

• Please check boxes below which apply to you. I am:

☐ A TRANSFER STUDENT (PREVIOUSLY ATTENDED ANOTHER COLLEGE).
☐ A FIRST-TIME STUDENT (NEVER ATTENDED COLLEGE BEFORE).
☐ AN NSCC GRADUATE SEEKING READEMISSION.
☐ A PREVIOUS NSCC STUDENT (NON-GRADUATE). WERE YOU IN A DEGREE PROGRAM?
  ☐ YES ☐ NO

☐ I INTEND TO PURSUE A DEGREE OR CERTIFICATE PROGRAM.
  Please refer to NSCC Degree & Certificate Programs list.
☐ I PREFER UNSPECIFIED STATUS. I DO NOT INTEND TO CHOOSE A PROGRAM OF STUDY AT THIS TIME. I understand I am not eligible for financial aid unless I choose a program of study.

☐ FIRST CHOICE: ____________________________

  Some programs have specific admissions requirements. If you do not meet these requirements, your program of study will default to your second choice.

☐ SECOND CHOICE: ____________________________

If you are applying to an NSCC Degree or Certificate program, select the goal which best describes you.

☐ I AM PLANNING TO GRADUATE WITH A DEGREE OR CERTIFICATE
☐ I AM TAKING ONE OR MORE COURSES TO TRANSFER

If you have not yet selected an NSCC program, select the goal which best describes you.

☐ I AM TAKING ONE OR MORE COURSES TO TRANSFER.
☐ I AM TAKING ONE OR MORE COURSES TO UPGRADE OR LEARN NEW JOB/ACADEMIC SKILLS.
☐ I AM TAKING COURSES FOR PERSONAL GROWTH.
☐ I AM NOT READY TO DECLARE AT THIS TIME.

• Educational Background

1). HIGH SCHOOL EDUCATION ☐ HIGH SCHOOL GRADUATE ☐ DID NOT GRADUATE

<table>
<thead>
<tr>
<th>NAME OF HIGH SCHOOL</th>
<th>CITY</th>
<th>STATE</th>
<th>YEAR GRADUATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ YES ☐ NO IF YOU DID NOT GRADUATE FROM HIGH SCHOOL, DO YOU HAVE A HIGH SCHOOL EQUIVALENCY (OR GED)? YEAR OBTAINED:</td>
<td></td>
<td></td>
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<tr>
<td>☐ YES ☐ NO HAVE YOU PASSED A FEDERAL ABILITY TO BENEFIT TEST (ATB)? DATE OF TEST: __________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ YES ☐ NO ARE YOU A HIGH SCHOOL TECH PREP STUDENT?</td>
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<td></td>
</tr>
<tr>
<td>☐ YES ☐ NO DID YOUR MOTHER OR FATHER GRADUATE FROM A 4-YEAR COLLEGE?</td>
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<td></td>
</tr>
<tr>
<td>☐ YES ☐ NO WILL YOU HAVE RECEIVED A BACHELOR’S OR PROFESSIONAL DEGREE BY THE TIME YOU ENTER NSCC?</td>
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</tr>
</tbody>
</table>

2). COLLEGE EDUCATION ☐ COLLEGE GRADUATE ☐ DID NOT GRADUATE

<table>
<thead>
<tr>
<th>NAME OF COLLEGE</th>
<th>CITY</th>
<th>STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADUATION DATE/DEGREE RECEIVED</td>
<td>DATES OF ATTENDANCE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF COLLEGE</th>
<th>CITY</th>
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</thead>
<tbody>
<tr>
<td>GRADUATION DATE/DEGREE RECEIVED</td>
<td>DATES OF ATTENDANCE</td>
<td></td>
</tr>
</tbody>
</table>

Signature Required

☐ SIGNATURE OF APPLICANT
I certify that all above information is true.

☐ SIGNATURE OF PARENT
If applicant is under 18 years of age.

Date
Additional Interests

Did you know? The following opportunities are available to you while attending NSCC. Please review and check below if you would like additional information. Some programs have eligibility requirements.

- Financial Aid
- Career Planning
- Dual Enrollment Program
  Enrichment program for high school students
- Joint Admissions & Transfer Agreements
  Admission to four-year colleges and universities guaranteed provided certain requirements are met. For more details on a list of participating four-year colleges and universities, contact NSCC’s Student Support & Advising Center (978-762-4036, 781-477-2132)
- Honors Program
  An opportunity for academic challenge, social networking, and enhanced transfer opportunities
- Presidential Scholars
  A leadership development opportunity, including a scholarship, for incoming high school graduates
- STEP
  High school or home-schooled students can take college courses to finish requirements for a high school diploma

Or, one of NSCC’s supportive learning communities:

- TRiO/Student Support Services
  An academic and college adjustment program for first generation or low-income students
- Women in Transition
  A program for women who have been out of school for many years
- Project Enable
  An evening program for students with a GED
- Challenges, Choices, and Change
  A full-time program that combines academics and personal development to empower women and build a foundation for success
- Bridges to the STARS
  A program for women and minorities interested in science, math, or technology
### TECHNICAL STANDARDS FOR OCCUPATIONAL THERAPY ASSISTANT

**General Job Description:** Works under the supervision of occupational therapist(s) in the delivery of occupational therapy services within a variety of institutional and community-based settings for persons of all ages whose functional performances (occupational performances) in home, school, workplace or community life are hindered by physical, developmental and/or emotional disability. Assists in the evaluation, planning, and implementation of skilled interventions that are designed to facilitate a client’s meaningful participation in life by restoring, reinforcing and enhancing performance in daily life activities, diminishing or correcting pathology, and promoting and maintaining health. Intervention includes therapeutic use of self; therapeutic use of preparatory methods, purposeful activities, and occupation-based activities; consultation; and education.

**To the Student:** As you reflect upon the general job description of an occupational therapy assistant (OTA) and pursue application to the OTA Program, please carefully assess your personal physical, sensory, communication, and cognitive/behavioral and social/behavioral abilities in reference to the technical standards identified for program participation. All OTA students must meet these defined technical standards. Please contact the Occupational Therapy Assistant Program at 978-762-4176 if you require more specific information about the OTA Technical Standards and program requirements related to these standards.

If accepted to this program, you will be required to sign a Technical Standards form (a copy of which appears below for your review as part of the application process). Do NOT sign this form at this time.

*Performance Level: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%*

<table>
<thead>
<tr>
<th>PHYSICAL STANDARDS</th>
<th>Performance Level*</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIFT: medium work strength to carry/maneuver heavy equipment</td>
<td>O</td>
</tr>
<tr>
<td>fully/partially support weight of client during transfers to and from various surfaces (bed, chair, wheelchair, mat, toilet, tub, car, etc.) and when engaging client in functional ambulation</td>
<td>F</td>
</tr>
<tr>
<td>BEND/STOOP: to adjust body parts, clothing and/or equipment when engaging clients in functional daily life activities in all areas of occupation (ADL, IADL, Work, Education, Play/Leisure, and Social Participation); for developmental activities</td>
<td>F</td>
</tr>
<tr>
<td>KNEEL: to assist clients who may fall or faint; to perform C.P.R.; to assist clients with mat activities, developmental activities and functional daily life activities in all areas of occupation (ADL, IADL, Work, Education, Play/Leisure, and Social Participation)</td>
<td>F</td>
</tr>
<tr>
<td>CROUCH: to manage wheelchair parts and hospital beds, equipment adjustment, storing materials; to assist with lower body ADL training; to assist client in seated activities from bed, chair, wheelchair and/or mat</td>
<td>O</td>
</tr>
<tr>
<td>CRAWL: for developmental interventions; engage in mat activities</td>
<td>O</td>
</tr>
<tr>
<td>REACH: for retrieval of items in closets, cabinets, etc.; to adjust equipment; to guard clients</td>
<td>F</td>
</tr>
</tbody>
</table>
**HANDLE:** sustained grasp and manipulate body parts during intervention; grasp and manipulate tools/equipment and modalities used in OT service delivery, including but not limited to pens/pencils, craft supplies, educational supplies, personal care items; positioning devices, functional mobility equipment, physical agent modalities, PB cuffs, protective gloves, gowns and masks; computers and assistive technology; adaptive equipment; suspension equipment, etc.

**DEXTERITY:** use fine motor skills when performing standardized tests (dynamometer, goniometer, etc.); constructing orthotic devices/splints; writing/documenting; adjusting knobs, dials, and BP cuffs; donning and doffing protective gloves, masks and gowns.

**STAND:** stand extended periods of time and for majority of working shift

**WALK:** within facility environment (internal) for assigned shift

**PUSH/PULL:** wheelchairs, hospital beds, scooters, hoyser lifts, and other equipment including but not limited to IV poles, oxygen tanks, portable devices

**BALANCE:** to assist clients with functional activities, including mobility (even and uneven surfaces)

**ENDURANCE:** to manage full-time equivalent Level 2 fieldwork experiences and assigned work shifts

### SENSORY STANDARDS

<table>
<thead>
<tr>
<th>TACTILE:</th>
<th>Perform to palpate muscle contractions and circulatory pulses; palpate bony landmarks and identify joint articulation; exert the necessary pressure to form splints; to discern skin texture and temperature to discriminate hot and cold modalities</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUDITORY:</td>
<td>Hear verbal directions and requests from health care team and clients/families; hear heart sounds through a stethoscope; hear breath sounds; hear client distress sounds and calls for assistance up to 10 feet away; hear environmental safety alarms; hear for effective communication between clients/families/co-workers</td>
</tr>
<tr>
<td>VISUAL:</td>
<td>See in detail to observe and detect client's movements, facial expressions and performance during intervention; see in detail to detect/assess BP (manometer dial) and ROM (goniometer); see in detail to detect changes in skin integrity, sweating, skin color, swelling, muscle atrophy, and gestures of non-verbal communication; see to detect safety hazards in the environment (water on floor, cords, and other small items) that could pose danger to a client's mobility/functional performance; see from a distance to observe client behaviors and performance. Read numbers, letters, printed, typed and cursive writing in fine print; read paper and computerized files/records; read dials on modality equipment; read manuals and forms for administering and scoring standardized tests; read client records; read to collect information and screening data in English; read directions accompanying equipment; read to research subject matter</td>
</tr>
</tbody>
</table>

### COMMUNICATION STANDARDS

<table>
<thead>
<tr>
<th>SPEAK:</th>
<th>In English language in clear and concise manner; to communicate in person and by phone with clients, families, significant others, the health care team, and community (report factual data orally; interview clients/family; explain role of occupational therapy and purpose of interventions)</th>
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<table>
<thead>
<tr>
<th>Performance Level*</th>
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<tbody>
<tr>
<td>C</td>
</tr>
<tr>
<td>F</td>
</tr>
<tr>
<td>O</td>
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<tr>
<td>C</td>
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<tr>
<td>F</td>
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<td>C</td>
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</table>

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<table>
<thead>
<tr>
<th>RESPOND:</th>
<th>To clients with communication disorders (aphasia, hearing loss), or those who use ESL</th>
<th>F</th>
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</thead>
<tbody>
<tr>
<td>COMPREHEND:</td>
<td>Oral and written language, including health care terminology in order to communicate with clients, families, significant others, health care providers, and community</td>
<td>C</td>
</tr>
<tr>
<td>WRITE:</td>
<td>In English, clearly and legibly for recording client specific data and general service delivery information in handwritten charts and computerized systems of documentation; In proper English using various electronic communication systems (email, etc.) to communicate with educational and professional community</td>
<td>C</td>
</tr>
</tbody>
</table>

**COGNITIVE/BEHAVIORAL and SOCIAL/BEHAVIORAL STANDARDS**

| **Think critically for sound clinical judgment in the delivery of occupational therapy services (plan and implement appropriate client-centered interventions; problem solve to make adjustments in therapeutic interventions based on appropriate and inappropriate physiological and psychological responses by clients; determine need for consultation with occupational therapist and other health care providers/team members)** | C |
| **Function safely, effectively, and calmly under demanding and stressful situations** | C |
| **Remain alert to surroundings, potential emergencies; respond to client situations including falls, pain, changes in physical and/or mental status.** | C |
| **Prioritize multiple tasks and maintain composure while managing multiple tasks simultaneously.** | C |
| **Sustain concentration to attend to demanding and continuous tasks throughout work shift (direct client care and service management tasks)** | C |
| **Exhibit social skills necessary to interact effectively with clients, families, supervisors, co-workers and community members of the same or different cultures with respect, compassion, politeness, tact, collaboration, teamwork, and discretion.** | C |
| **Maintain personal hygiene consistent with close personal contact associated with client care.** | C |
| **Display attitudes/actions consistent with the core values and ethical standards of the occupational therapy profession.** | C |
| **Display attitudes/actions to effectively engage in the supervisory process including acceptance of feedback, modifying behavior in response to feedback, and providing feedback.** | C |
| **Display attitudes/actions to approach workplace problems in a mature and responsible manner; seek and utilize effective strategies to resolve problems** | C |
| **Abide by established policies and procedures of educational and health care institutions.** | C |

*Performance Level: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%

*Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. A list of those essential tasks is listed above. For those applicants offered admission, you will be asked to self certify by signing the Technical Standards which are included in the Health Forms packet that you will be required to complete no later than July 9, 2009.*
**OCCUPATIONAL THERAPY ASSISTANT PROGRAM ADMISSIONS QUESTIONNAIRE - FALL 2009**

This questionnaire is NOT an application for admission. Instructions, page one: Please complete this page by printing all of your answers. Attach additional sheet(s) if needed or submit a resume (make sure your name is on each additional sheet).

Name: ___________________________________________ Soc Sec #: __________________________

Address: ______________________________________________________________________________

Day Time Phone: (____)_______________________ Evening Phone: (____)_______________________

Cell Phone: (____)__________________________ Email: ________________________________@______

Are you applying to transfer Occupational Therapy Assistant credits from another program of study? Yes ☐ No ☐

**Please PRINT all answers (or attach a word processed resume):**

<table>
<thead>
<tr>
<th>Your current job:</th>
<th>Employer:</th>
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<tbody>
<tr>
<td>Dates:</td>
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</tr>
<tr>
<td></td>
<td>Duties and Responsibilities:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Prior job(s)</th>
<th>Employer/Facility:</th>
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</thead>
<tbody>
<tr>
<td>Dates:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Duties and Responsibilities:</td>
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</tbody>
</table>

<table>
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<tr>
<th>Related Healthcare or Human Service Experience</th>
<th>Employer/Facility:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Duties and Responsibilities:</td>
</tr>
</tbody>
</table>

Please proceed to the next page and follow the instructions.
1. **As a member of the interdisciplinary team, what is the role of an Occupational Therapy Assistant?** 
   Demonstrate your research into the field of Occupational Therapy. Please provide specific examples of the duties and responsibilities of an Occupational Therapy Assistant in two areas of practice.

2. **Describe how your life experiences have enhanced your knowledge of yourself and the Occupational Therapy Profession?** 
   Describe how your life/work experiences and extracurricular, and/or volunteer activities contributed to choosing this profession.

3. **What are your academic and professional goals?** 
   How do your career goals relate to your personal values and goals? What are the educational requirements to become an Occupational Therapy Assistant? What are the career opportunities for advancement within the Occupational Therapy profession and what are the educational requirements for such advancements?

4. **How do you plan to manage your academic commitments along with your other life responsibilities while enrolled in the Program?** 
   How are you planning to balance your life and academic responsibilities so as to optimize your chances to be successful in this rigorous Program.

5. **Why do you think you will be a good Occupational Therapy Assistant?** 
   Please describe your accomplishments and personal attributes that will contribute to you functioning as a competent Occupational Therapy Assistant.
MANDATORY INFORMATIONAL SESSION

OCCUPATIONAL THERAPY ASSISTANT PROGRAMS [OT AND OTX]

Applicants to the Occupational Therapy Assistant Program are required to attend one of the scheduled information sessions with the Department Chair. Come to learn more about the admissions process and the program. Please bring any questions you may have. This information should enable you to make a more informed decision about NSCC’s Occupational Therapy Assistant Programs and the various options of study (i.e., part-time, full-time, accelerated OTX).

All sessions will be held at the Danvers Campus
Health Professions Building
ROOM 202DH

1 Ferncroft Road Danvers

Tuesday, December 9, 2008 9:00a.m.
Monday, January 26, 2009 1:30p.m.
Tuesday, February 24, 2009 9:00a.m.
Thursday, March 19, 2009 3:00p.m.
Wednesday, April 15, 2009 11:00a.m.

with

Maureen Nardella

(978) 762-4176

Email: mnardell@northshore.edu
Verification Form

Please read and sign both the "Student Handbook" and "Application Packet" section.

**Student Handbook**

I, ________________________________, have read the Occupational Therapy Assistant Student Handbook (located in the Library on the Danvers or Lynn Campus) in its entirety. I acknowledge that it is my responsibility to assure my understanding of the content by seeking further information from an Academic Advisor and/or other College personnel.

Signature: ____________________________ Date: _________________________

**Application Packet**

I, ________________________________, have read the Occupational Therapy Assistant Program Application Packet in its entirety and had any questions answered completely by an Academic Advisor or other College personnel. I acknowledge that it is my responsibility to assure my understanding of the content by seeking further information from an Academic Advisor and/or other College personnel.

Signature: ____________________________ Date: _________________________
Checklist for Applying to the Occupational Therapy Assistant Program

Use this form to help you organize your application to the Occupational Therapy Assistant Program.

YES (place “check” next to completed items)

_____ NSCC Admissions Application and Residency Form for Fall 2009 (OT and OTX Program)

_____ Successful completion (pass) of communications and math proficiency (OT and OTX Program) If you demonstrated Communication Proficiency by SAT scores that did not include the written essay portion, by CNET Exam, or by TEAS Exam, then you must also take the WritePlacer test and achieve a score of 07 or higher.

_____ High school transcript or GED score report (OT and OTX Program)

_____ Official transcripts from all Colleges previously attended. For students who previously attended an Occupational Therapy School, submit course syllabi as well (OT and OTX Program)

_____ Overall Grade Point Average (GPA) of 2.0 or better, High School or College (OT and OTX Program)

_____ Occupational Therapy Assistant Program Admissions Questionnaire (OT and OTX Program)

_____ Verification Form (OT and OTX Program)

_____ Attendance at a Mandatory Information Session conducted by the Occupational Therapy Assistant Department (OT and OTX Program)

_____ For the OTX Program option ONLY: must have one of the following:
   Evidence of successful completion of all Pre-admission course requirements which are: Composition 1 (CMP101), Composition Two Elective (CMP104-150), Anatomy and Physiology 1 (BIO103), Anatomy and Physiology 2 (BIO104), Introduction to General Psychology (PSY102), Human Growth and Development (PSY118).

   ----------------OR----------------
   A written plan or plan of action to complete all pre-admission course requirements by the end of Summer Session 1, 2009.

"When all the items are checked “yes”, submit these items to the Enrollment Center. You can either drop these items off to the Enrollment Centers on the Lynn or Danvers Campus, or mail these items to 1 Ferncroft Road, P.O. Box 3340, Danvers, MA 01923-0840. We strongly recommend that you drop the items by as previously stated on the first page of this packet."