



Occupational Therapy Assistant Advisement Packet & Program Application for Admission

Campus: Muskogee

The Occupational Therapy Assistant program is offered through a partnership between Indian Capital Technology Center and Connors State College. Students enrolled in this career major will experience challenging coursework while learning occupational therapy assistant theory, practice and critical thinking skills. Fieldwork opportunities are designed to develop professional behavior, observation skills, a foundation for critical inquiry, and synthesis of knowledge to entry level occupational therapy intervention. Treatment focuses will include a variety of physical and psychosocial dysfunctions across the lifespan.

The Occupational Therapy Assistant Program prepares the student as an occupational therapy assistant who will receive an Associate of Applied Science degree through Connors State College. Graduates may then apply to take the National Certification Exam, to be administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual would be a Certified Occupational Therapy Assistant (COTA), and would request, in writing from the Oklahoma State Board of Medical Licensure and Supervision, an application for state licensure.

Classroom hours for technical course work at ICTC are generally Monday through Friday, 8:00 a.m. - 3:00 p.m. Class and fieldwork hours may vary and the potential exists for some limited learning opportunities that can only be offered during evenings or weekends. In such cases, students are given as much advanced notice as possible. The technical training program is approximately twelve months in length. Classes begin in August.

The instructional format of the technical coursework is lecture with hands-on / interactive activities, laboratory and fieldwork activities. Students will be assigned and be required to travel to fieldwork sites in several locations throughout the technical training experience. Please note that instructional format could change to online learning and fieldwork assignments could be altered due to COVID-19 circumstances.

Students are concurrently enrolled at ICTC and CSC while completing technical course work. CSC is responsible for developing degree plans and performing degree checks. ICTC and CSC work collaboratively to assist students in meeting general education and technical coursework required for graduation.

APPLICATION DEADLINE: April 20, 2021

Applicants should submit all documents together –in one packet – at the same time.

Accreditation Status

The occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-6611 and its Web address is www.acoteonline.org. Upon successful completion of program requirements, graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the graduate will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

**For information regarding Accreditation Status, contact:
Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational
Therapy Association (AOTA) at:**

**6116 Executive Boulevard, Suite 200
North Bethesda, MD 20852-4929
Phone: 301-652-6611**

www.acoteonline.org

***For information regarding accreditation standards or concerns regarding
such standards contact program officials at ICTC or AOTA***

ACOTE® accredited occupational therapy and occupational therapy assistant educational programs satisfy the states' educational requirements in all states, the District of Columbia, and Puerto Rico. Students graduating from an ACOTE® accredited occupational therapy and occupational therapy assistant educational program are eligible to take the National Board for Certification in Occupational Therapy (NBCOT) certification exam and apply for licensure in all states, the District of Columbia, and Puerto Rico. For more information regarding state qualifications and licensure requirements, please refer to the [AOTA State Licensure](#) webpage.

ICTC reserves the right to close, extend, or re-open the announced application period without prior notification. Should the application period be extended prior to the stated deadline no preference will be given to those who met the original application deadline.

Incomplete applications may not be considered.

APPLICATION TO ANY ICTC HEALTH CAREER PROGRAM DOES NOT GUARANTEE ADMISSION.

ICTC Nondiscrimination Statement

Indian Capital Technology Center is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment and admission practices. Concerns regarding this policy should be addressed to the District Compliance Coordinator, at 918-687-6383 or 1-800-375-8324, 2403 N 41st Street E, Muskogee, OK 74403. Additionally, each campus has a contact in which complaints can be reported.

CSC Notice of Nondiscrimination

Connors State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures. This provision includes, but is not limited to admissions, employment, financial aid and educational services. The Director of Human Resources, ADA, Affirmative Action and Title IX Coordinator, 700 College Rd., Warner, OK 74469, Gatlin Hall Rm 231; Phone (918) 463-6206; email: alta.crockett@connorsstate.edu has been designated to handle inquiries regarding non-discrimination policies. Any person (student, faculty or staff) who believes that discriminatory practices have been engaged in based on gender may discuss his or her concerns and file informal or formal complaints of possible violations of Title IX with CSC's Title IX Coordinator, (918) 463-6206.

Admission Requirements and Selection	<p>ADMISSION CRITERIA</p> <ul style="list-style-type: none"> ■ Documented evidence of admission to Connors State College ■ Completed OTA Academic Advisement form from Connors State College ■ Completed OTA Program application ■ Minimum college GPA 2.5 (cumulative) ■ Watch AOTA video (link below) and submit (with application) a written reflection of ≤300 words describing how you see yourself as an occupational therapy assistant in different settings and with different age groups <ul style="list-style-type: none"> ● https://www.aota.org/About-Occupational-Therapy/Patients-Clients/video-what-ot-can-do-occupational-therapy.aspx ■ Completion of the following courses by the date the technical specialty courses begin in August: <ul style="list-style-type: none"> ▪ BIOL 1114 General Biology – "C" or higher – 4 credit hours ▪ BIOL 2104 Human Anatomy – "C" or higher – 4 credit hours ▪ BIOL 2114 Human Physiology – "C" or higher – 4 credit hours ▪ ENG 1113 English Comp I – "C" or higher – 3 credit hours ▪ ENG 1213 English Comp II – "C" or higher – 3 credit hours ▪ MATH 1513 College Algebra – "C" or higher – 3 credit hours ▪ PSYC 1113 General Psychology – "C" or higher – 3 credit hours ▪ PSYC 2313 Developmental Psychology – "C" or higher – 3 credit hours ▪ NURS 1003 Medical Terminology – "C" or higher – 3 credit hours ■ The following 2 courses are also required for the degree and must be completed prior to completion of the technical specialty courses at ICTC; if they have not been completed prior to the start date of the technical specialty courses at ICTC in August, then they must be taken simultaneously. Priority for admission is given to applicants who have courses completed prior to the start date of the technical specialty courses at ICTC in August (see admission priority levels below) <ul style="list-style-type: none"> ▪ POLS 1113 American Federal Government – "C" or higher – 3 credit hours ▪ HIST 1483 or HIST 1493 U.S. History – "C" or higher – 3 credit hours ■ Documentation of Current Enrollment (<i>if applicable</i>) – Official final transcripts for spring semester must be submitted to ICTC by June 2 (4:00 p.m.) to complete application, receive Priority Points and maintain ranking within the priority level. <p>Applicants who will be enrolled in the summer semester must provide documentation of enrollment. If admitted, final transcripts for summer semester must be submitted prior to the start date of technical courses in August. Applicants have full responsibility of seeking advisement and obtaining academic advisement forms from CSC advisor and submitting them with the application. For academic advisement, applicants should contact Jody Butler at the CSC Port Campus (email: jody.butler@connorsstate.edu). International students should contact the CSC Registrar's office at the Warner campus for information related to academic qualifications and English proficiency requirements.</p> <p>Admission priority will be applied in the following manner: 1st priority: Applicants who meet all admission requirements and have completed all of the above identified coursework 2nd priority: Applicants who meet admission requirements but lack 3 credit hours (either POLS or HIST) prior to the start date of technical specialty courses at ICTC in August 3rd priority: Applicants who meet admission requirements but lack 6 credit hours (both POLS and HIST) prior to the start date of technical specialty courses at ICTC in August</p> <p>Connors State College will conduct transcript reviews which will require official transcripts from all colleges attended. Applicants must be accepted for admission by Connors State College. Approved admission to CSC, however, does not guarantee admission to the Occupational Therapy Assistant program.</p> <p>Applicants meeting the admission criteria will be scored according to the "Priority Point System" and ranked within each priority area according to the number of points earned. Highest ranking applicants will then be selected for interviews. ICTC/CSC will determine the number of applicants interviewed. A minimum score of 10 on the interview is required for admission. Following interviews, each applicant's interview points will be added to their "Priority Points". Selection for admission will be based on the applicant's total score (Priority Points plus Interview score). Applicants will be notified of admission status by letter in June.</p> <p>If selected for admission, continued enrollment is contingent upon a satisfactory background check and sex offender registry check, subsequent fieldwork placement, and required drug screening. Classes begin in August. Attendance at orientation session will be required (tentative date: July 13-14). Failure to attend will jeopardize admission.</p>
Cost	<p>Cost of technical courses at ICTC is approximately \$6,500.00 (In-District), plus fees required by CSC.</p> <ul style="list-style-type: none"> ▪ If admitted, students will be required to submit an estimated \$150 deposit to ICTC in June to complete background check, drug screening, and hold position in the program ▪ All other payments and financial aid will be arranged through Connors State College ▪ Books, supplies and fees for technical courses are included in the cost ▪ Final grades and transcripts will not be released if a balance remains

	<p><i>*Tuition: \$3,172.50 (In-District); Books \$1,200.00; Fees & Supplies \$2,100.00 – Fees & costs are estimated & subject to change. Cost does not include uniforms or certification & licensure. Additional transcription & enrollment fees required by CSC. ICTC In-District tuition: \$2.25/clock hour; Out-of-District tuition: \$4.50/ clock hour. OTA program is 1410 clock hours.</i></p>				
Other Requirements	<p>For those applicants admitted, additional requirements will include the items listed below. Detailed information will be provided with admission letters; items do not need to be submitted with application.</p> <ul style="list-style-type: none"> • Documentation of required immunizations • Physical exam and health history • American Heart Association Healthcare provider / BLS CPR certification • Background check • Drug screening <p>Background checks and drug screens are required and are coordinated by ICTC. Fieldwork sites used for training may require background checks and drug screening prior to allowing students to begin fieldwork rotations. All fieldwork sites have the right to deny access to any student, resulting in potential inability to meet program objectives.</p> <p>Purchase of uniforms, shoes and other items may be required if admitted. All students are also required to provide their own laptop computer or tablet (Chromebooks not compatible) and have Internet access at home. Detailed information will be included with admission packets and at orientation.</p>				
Other Information	<p>ICTC/CSC are not obligated to admit applicants who do not meet the identified criteria for admission or score below 10 on the interview. If positions remain open after all applicants meeting the criteria for admission have been accommodated, ICTC/CSC reserve the right to extend or re-open the application period without advanced notice, and/or admit applicants who do not fully meet admission criteria or score below 10 on the interview. If these applicants are admitted, the right is reserved to admit contingently and/or on a probationary status and/or set stipulations for admission. An alternate list will remain in effect until the first week of class. Alternates and applicants not admitted to the program must reapply to be considered for later admission.</p> <table border="1" data-bbox="228 768 1477 1354"> <tr> <td colspan="2" data-bbox="228 768 1477 821"> <p>Degree Plan - Connors State College: Associate in Applied Science (AAS) Occupational Therapy Assistant Total Minimum Degree Hours: 67 credit hours</p> </td> </tr> <tr> <td data-bbox="228 821 751 1354"> <ul style="list-style-type: none"> ▪ General Education Requirements: 30 credit hours <ul style="list-style-type: none"> <input type="checkbox"/> BIOL 1114 General Biology – 4 hours <input type="checkbox"/> BIOL 2104 Human Anatomy – 4 hours <input type="checkbox"/> BIOL 2114 Human Physiology – 4 hours <input type="checkbox"/> ENGL 1113 English Comp I – 3 hours <input type="checkbox"/> ENGL 1213 English Comp II – 3 hours <input type="checkbox"/> HIST 1483 or HIST 1493 U.S. History – 3 hours <input type="checkbox"/> POLS 1113 American Federal Government – 3 hours <input type="checkbox"/> PSYC 1113 General Psychology – 3 hours <input type="checkbox"/> MATH 1513 College Algebra – 3 hours ▪ Technical Occupational Support Courses: 6 credit hours <ul style="list-style-type: none"> <input type="checkbox"/> NURS 1003 Medical Terminology – 3 hours <input type="checkbox"/> PSYC 2313 Developmental Psychology – 3 hours </td> <td data-bbox="751 821 1477 1354"> <ul style="list-style-type: none"> ▪ Technical Occupational Specialty Courses (ICTC): 19 credit hours <ul style="list-style-type: none"> <input type="checkbox"/> OTAT 1012 Intro to Occupational Therapy w/lab – 2 hours <input type="checkbox"/> OTAT 2211 Disease Pathology – 1 hour <input type="checkbox"/> OTAT 2021 Fieldwork IA – 1 hour <input type="checkbox"/> OTAT 1022 Kinesiology for OTA w/lab – 2 hours <input type="checkbox"/> OTAT 2112 Physical Dysfunction/Treatment Techniques w/lab – 2 hours <input type="checkbox"/> OTAT 2101 Therapeutic Activities w/lab – 1 hour <input type="checkbox"/> OTAT 2002 Health Care Systems & Occupational Therapy Management – 2 hours <input type="checkbox"/> OTAT 2121 Fieldwork IB – 1 hour <input type="checkbox"/> OTAT 2132 Pediatric Care in Occupational Therapy w/lab – 2 hours <input type="checkbox"/> OTAT 1101 Therapeutic Media – 1 hour <input type="checkbox"/> OTAT 2152 Psychosocial Dysfunction/Treatment Techniques – 2 hours <input type="checkbox"/> OTAT 2142 Elder Care in Occupational Therapy – 2 hours ▪ Technical Occupational Related Courses: 12 credit hours <ul style="list-style-type: none"> <input type="checkbox"/> OTAT 2206 Fieldwork IIA – 6 hours <input type="checkbox"/> OTAT 2216 Fieldwork IIB – 6 hours </td> </tr> </table> <p>Certification and Licensure</p> <p>After completing the required credit hours, degree graduates will be eligible to take the National Certification Exam, to be administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam the individual will be a Certified Occupational Therapy Assistant (COTA). Presently the cost of the exam is \$555 and is paid directly to NBCOT. After completing the certification exam, each applicant must request in writing from the Oklahoma State Board of Medical Licensure and Supervision an application for state licensure. The current fee for state licensure for a COTA in Oklahoma is \$120 paid directly to the state board. Costs of the certification exam and licensure are the responsibility of the graduate and will be paid directly to the appropriate entities.</p> <p>A felony conviction may affect a graduate's ability to take the NBCOT Certification examination or attain state licensure. The National Board for Certification in Occupation Therapy (NBCOT) offers an "early determination" review to individuals with a felony background who are considering entering an educational program. For further information call (301) 990-7979 or visit their website at www.nbcot.org</p> <p>The Adult Health Careers Handbook contains program policies and other information and is available online at www.ictctech.com. For questions about the program contact Karla James, AHC Recruiter/Advisor at 918-348-3923.</p>	<p>Degree Plan - Connors State College: Associate in Applied Science (AAS) Occupational Therapy Assistant Total Minimum Degree Hours: 67 credit hours</p>		<ul style="list-style-type: none"> ▪ General Education Requirements: 30 credit hours <ul style="list-style-type: none"> <input type="checkbox"/> BIOL 1114 General Biology – 4 hours <input type="checkbox"/> BIOL 2104 Human Anatomy – 4 hours <input type="checkbox"/> BIOL 2114 Human Physiology – 4 hours <input type="checkbox"/> ENGL 1113 English Comp I – 3 hours <input type="checkbox"/> ENGL 1213 English Comp II – 3 hours <input type="checkbox"/> HIST 1483 or HIST 1493 U.S. History – 3 hours <input type="checkbox"/> POLS 1113 American Federal Government – 3 hours <input type="checkbox"/> PSYC 1113 General Psychology – 3 hours <input type="checkbox"/> MATH 1513 College Algebra – 3 hours ▪ Technical Occupational Support Courses: 6 credit hours <ul style="list-style-type: none"> <input type="checkbox"/> NURS 1003 Medical Terminology – 3 hours <input type="checkbox"/> PSYC 2313 Developmental Psychology – 3 hours 	<ul style="list-style-type: none"> ▪ Technical Occupational Specialty Courses (ICTC): 19 credit hours <ul style="list-style-type: none"> <input type="checkbox"/> OTAT 1012 Intro to Occupational Therapy w/lab – 2 hours <input type="checkbox"/> OTAT 2211 Disease Pathology – 1 hour <input type="checkbox"/> OTAT 2021 Fieldwork IA – 1 hour <input type="checkbox"/> OTAT 1022 Kinesiology for OTA w/lab – 2 hours <input type="checkbox"/> OTAT 2112 Physical Dysfunction/Treatment Techniques w/lab – 2 hours <input type="checkbox"/> OTAT 2101 Therapeutic Activities w/lab – 1 hour <input type="checkbox"/> OTAT 2002 Health Care Systems & Occupational Therapy Management – 2 hours <input type="checkbox"/> OTAT 2121 Fieldwork IB – 1 hour <input type="checkbox"/> OTAT 2132 Pediatric Care in Occupational Therapy w/lab – 2 hours <input type="checkbox"/> OTAT 1101 Therapeutic Media – 1 hour <input type="checkbox"/> OTAT 2152 Psychosocial Dysfunction/Treatment Techniques – 2 hours <input type="checkbox"/> OTAT 2142 Elder Care in Occupational Therapy – 2 hours ▪ Technical Occupational Related Courses: 12 credit hours <ul style="list-style-type: none"> <input type="checkbox"/> OTAT 2206 Fieldwork IIA – 6 hours <input type="checkbox"/> OTAT 2216 Fieldwork IIB – 6 hours
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Occupational Therapy Assistant

Application Process

STEP 1

Complete the application process for admission to Connors State College

- Apply online at: http://ssb.okstate.edu/CSC/bwskalog.P_DispLoginNon (documentation required)

STEP 2

Obtain 2 copies of **official** college transcript(s) from ALL colleges attended

- 1 copy for Connors State College for advisement; 1 copy with application to ICTC

STEP 3

Contact Jody Butler at Connors State College by email: jody.butler@connorsstate.edu for advisement & degree check and to

Obtain the OTA academic advisement form to be submitted with application

STEP 4

Obtain additional documentation for points (as applicable - see "Priority Point System")

STEP 5

Watch AOTA video (link below) and **submit** (with application) a written reflection of ≤ 300 words describing how you see yourself as an occupational therapy assistant in different settings and with different age groups

- <https://www.aota.org/About-Occupational-Therapy/Patients-Clients/video-what-ot-can-do-occupational-therapy.aspx>

STEP 6

Complete the application to OTA program (attached)

STEP 7

Submit all the following forms together in the same packet to the address below

- Completed OTA program application
- Documentation of admission to Connors State College
- OTA academic advisement form from CSC
- *Official* transcript(s) from ALL colleges attended (may be "issued to student" if sealed)
- Written reflection after watching AOTA video
- Additional documents for points (as applicable)
- Self-addressed, stamped envelope

STEP 8

Submit official final transcript for spring semester (if applicable) to the same address by June 2 (no later than 4:00 p.m.)

**Indian Capital Technology Center - Adult Health Careers
ATTN: Lisa Martin (OTA Application Enclosed)
2403 N. 41st Street East
Muskogee, OK 74403**

Applications that are incomplete or not accompanied by documentation of admission to CSC, *official* college transcript(s), OTA academic advisement form, and written reflection may not be considered. Only documents submitted with application will be awarded points (excluding spring semester grades). All documents should be submitted together –in one packet or envelope– at the same time.

**APPLICATION MUST BE RECEIVED IN THE ICTC OFFICE BY 4:00 P.M. BY:
APRIL 20, 2021**

Priority Point System (OTA)

NAME: _____

ALL REQUIRED DOCUMENTATION SHOULD BE SUBMITTED WITH THE APPLICATION. THIS INCLUDES:

<ul style="list-style-type: none"> • Completed application • Official college transcript(s) • Written reflection 	<ul style="list-style-type: none"> • Documentation of admission to CSC • OTA Academic Advisement form
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POINTS WILL NOT BE AWARDED FOR DOCUMENTATION NOT SUBMITTED WITH APPLICATION (See reverse side for further Point explanation).

COURSE GRADES

English Comp I	A – 6 pt B – 4 pt C – 1 pt	English Comp II	A – 6 pt B – 4 pt C – 1 pt	Points Awarded:
General Biology	A – 6 pt B – 4 pt C – 1 pt	Medical Terminology	A – 6 pt B – 4 pt C – 1 pt	
Human Anatomy	A – 6 pt B – 4 pt C – 1 pt	Human Physiology	A – 6 pt B – 4 pt C – 1 pt	
Developmental Psychology	A – 6 pt B – 4 pt C – 1 pt	General Psychology	A – 6 pt B – 4 pt C – 1 pt	
College Algebra	A – 6 pt B – 4 pt C – 1 pt	ICTC Health Careers Certification or ICTC Sports Medicine	1 pt	

COLLEGE CREDIT / GPA

Prior College Degree	Graduate degree – 4 pts Baccalaureate degree – 3 pts Associate degree – 2 pts	GPA	3.5 and above – 20 pts 3.4 – 19 pts 3.3 – 18 pts 3.2 – 17 pts 3.1 – 16 pts 3.0 – 15 pts 2.9 – 14 pts 2.8 – 13 pts 2.7 – 12 pts 2.6 – 11 pts 2.5 – 10 pts	Points Awarded:
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CERTIFICATION OR LICENSURE IN A HEALTH CAREER

Current certification / licensure in health care *(see "Point Explanation" for required documentation)	<i>Paramedic, LPN, Surg Tech, Rad Tech, PTA</i> <i>Military Medic</i> <i>Certified Medical Assistant, LTCNA, Patient Care Assistant, EMT</i> <i>Certified Medication Aid, Home Health Aid (without LTCNA), Phlebotomy certificate</i> <i>Other* _____</i>	4 pts 3 pts 2 pts 1 pt 0-1 pt	Points Awarded: <i>(Max 5)</i>
Employment in Health Care		1 pt	

APPLICATION COMPLETE / FOLLOWED INSTRUCTIONS

All application components submitted together by due date	1 pts	Points Awarded:
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TOTAL POINTS (Prior to Interview – (85 possible):

INTERVIEW (30 possible):

TOTAL POINTS (Including Interview) :

Priority Point System Explanation

POINT SECTIONS	EXPLANATION and SUPPORTING DOCUMENTATION										
Course Grades	<p>Points are awarded according to grades in English Comp I & II, General & Developmental Psychology, Biology, Human Anatomy, Human Physiology, and Medical Terminology, and College Algebra. Point for completion of HCC or Sports Medicine at ICTC must be within last 3 years.</p> <p>Points will be awarded ONLY if an official transcript (college or career tech) is submitted with the application, final spring transcripts (if applicable) are submitted by the deadline date and the criteria for each is met.</p>										
College Hours Earned / GPA	<p>Points will be awarded according to college degrees awarded and GPA</p> <ul style="list-style-type: none"> • <u>College Credit</u> – Must submit <i>official</i> transcripts submitted as instructed • <u>Grade Point Average (GPA)</u> – points will be awarded for cumulative college GPA; If no GPA is documented on transcript, points will not be awarded 										
Current Certification or Licensure in Health Care*	<p>Must provide a copy of current certification or license issued by the official certifying or licensing agent. Military Medics should provide a DD214.</p> <p><i>*ICTC reserves the right to evaluate additional certifications not listed, and award 0-1 point based on the certification's relationship to direct patient care and the program for which the applicant is applying.</i></p>										
Employment	<p>Must provide documentation from employer verifying work experience in health care directly related to patient care for a minimum of one (1) year within the last 5 years.</p>										
Completed Application / Followed Instructions	<p>Points will be awarded if completed application and required documents are submitted together to ICTC by the due date</p>										
Interview	<p>Interviews have a possible 30 points, and a minimum score of 10 is required to be considered for admission. Applicants who meet the admission criteria and are granted interviews will be notified and the interview will be scheduled. The interview will take approximately 15-30 minutes.</p>										
POINT TIES	<p>Ties in applicant scores will be broken by the following items in the order that they are listed below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1) Applicant resides within the ICTC school district</td> <td style="width: 50%;">6) Points received for "Current Cert/License in Hlth Care"</td> </tr> <tr> <td>2) Interview score</td> <td>7) Date Application received</td> </tr> <tr> <td>3) GPA</td> <td>8) Random drawing</td> </tr> <tr> <td>4) Points received for college course grades</td> <td></td> </tr> <tr> <td>5) Points received for college degrees and GPA combined</td> <td></td> </tr> </table>	1) Applicant resides within the ICTC school district	6) Points received for "Current Cert/License in Hlth Care"	2) Interview score	7) Date Application received	3) GPA	8) Random drawing	4) Points received for college course grades		5) Points received for college degrees and GPA combined	
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4) Points received for college course grades											
5) Points received for college degrees and GPA combined											



GENERAL INFORMATION ABOUT ABILITIES NEEDED FOR SUCCESS IN HEALTH CAREERS EDUCATION

A student in health careers education will be learning through direct participation in patient care and as a member of the health care team. To participate effectively as a health care provider, individuals should possess certain abilities which include but may not be limited to:

Vision

adequate to read very small print, diagrams, graphs, and calibrations such as mm and 0.1 ml. Also, must be able to discriminate color changes of skin and body exudates.

Hearing

conversational tones discriminate between different sounds within the body such as breath, heart, fetal heart with use of adaptive medical equipment such as stethoscope; also hear signal alerts on medical machinery.

Smell

to detect and discriminate between odors.

Touch

in order to perceive, through the tactile sense, certain parts of a person’s anatomy for the purpose of identifying reference sites for various treatments and/or diagnostic procedures, to collect data during a physical exam, to render personal hygiene measures, etc.

Speak & Write

the predominant language of the geographic area in a clear, concise way during verbal and written communication.

General physical fitness / Gross Motor / Fine Motor

including strength, balance, and agility adequate to endure activities including, but not limited to the following: several consecutive hours of walking, standing, moving, and lifting other persons, pushing and pulling various types of equipment such as wheelchairs and gurneys, repetitive bending and stooping, kneeling, half-kneeling, lifting 20 lbs. repetitively, lifting 50 lbs. occasionally, push/pull 50 lbs. frequently, and frequent overhead reach activity. Fine motor skills are needed to write, to manipulate equipment such as syringes, medical equipment, and to maintain a sterile field. General physical fitness also including freedom from infectious diseases which pose a significant risk of transmission to others in the workplace if reasonable accommodations will not eliminate that risk.

General mental/ emotional fitness

adequate to ensure informed judgment and individual competence on the part of the student in accepting responsibilities, delegating activities to others and providing care to patients.

Basic academic skills

Reading & Math: prefer High School or higher grade equivalency level as evidence on approved program assessment exam(s). Skills should include; **penmanship** legible; **word usage** (written & verbal) appropriate and correct within sentence structure, words spelled correctly; ability to **read and interpret** various forms of written communication; working with whole numbers, fractions, decimals, calculation of such things as IV fluid rates, preparation of medication dosages, applying various formulas to determine body mass, etc.

ICTC Nondiscrimination Statement

Indian Capital Technology Center is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment and admission practices. Concerns regarding this policy should be addressed to the District Compliance Coordinator, at 918-687-6383 or 1-800-375-8324, 2403 N 41st Street E, Muskogee, OK 74403. Additionally, each campus has a contact in which complaints can be reported.

CSC Notice of Nondiscrimination

Connors State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures. This provision includes, but is not limited to admissions, employment, financial aid and educational services. The Director of Human Resources, ADA, Affirmative Action and Title IX Coordinator, 700 College Rd., Warner, OK 74469, Gatlin Hall Rm 231; Phone (918) 463-6206; email: alta.crockett@connorsstate.edu has been designated to handle inquiries regarding non-discrimination policies. Any person (student, faculty or staff) who believes that discriminatory practices have been engaged in based on gender may discuss his or her concerns and file informal or formal complaints of possible violations of Title IX with CSC’s Title IX Coordinator, (918) 463-6206.



Official use only:
 AC AQ
 ANC ANQ
 ADM/ALT _____

OCCUPATIONAL THERAPY ASSISTANT
Program Admission Application
Application Deadline: April 20, 2021

APPLICANT INFORMATION:

DATE APPLICATION SUBMITTED: _____ LAST FOUR DIGITS SS# _____

NAME: _____
(Last) (First) (MI) (Other last names on educational/financial records, etc)

MAILING ADDRESS: _____
(Street) (City) (State) (Zip)

HOME PHONE: _____ CELL PHONE: _____ E-MAIL: _____

ALTERNATE CONTACT: _____
(Name) (Relation) (Phone)

Are you a US Citizen? NO* YES **Proof of Legal Residency may be required for certification or licensure*

PROGRAM TO WHICH YOU ARE APPLYING

Occupational Therapy Assistant (ICTC Muskogee Campus)

EDUCATION HISTORY

HIGH SCHOOL GRADUATE Year: _____ **or** **GED** Year: _____

If High School Graduate:
 High School Name _____ City/State _____

PREVIOUS ENROLLMENT IN ICTC HEALTH CAREER PROGRAMS

Please indicate below if you have been previously enrolled in any of the programs below:

Practical Nursing	Yes / No	Year:	Campus:
Radiology Technology	Yes / No	Year:	
Surgical Technology	Yes / No	Year:	
Occupational Therapy Assistant	Yes / No	Year:	
Physical Therapist Assistant	Yes / No	Year:	
Health Careers Certification or Sports Medicine	Yes / No	Year:	Campus:

COLLEGE DEGREES

Degree	College	Year

CREDIT FOR PREVIOUS LEARNING / RELATED COURSES

Credit for courses listed below may be granted for some programs with submission of *official* transcripts documenting stated requirements. Please indicate whether or not you will be requesting credit.

OCCUPATIONAL THERAPY / OCCUPATIONAL THERAPY ASSISTANT COURSEWORK	YES / NO

Complete Reverse Side of Application →

Statements of Understanding

1. Photo Release

I give my permission to Indian Capital Technology Center to use my photograph or video image for public relations or instructional purposes. I understand that I will not be compensated in any manner for this use.

2. Approval for Release of Records

I authorize Indian Capital Technology Center to release records/information to agencies providing or preparing to provide assistance to me for my educational benefit. This includes financial aid entities, fieldwork sites, other education entities, or official agencies.

3. Background Checks

Individuals applying for enrollment and who are admitted must comply with the request for a background check(s), which includes a sex offender registry check(s) as set forth in current ICTC policy. The background check may be shared with fieldwork sites. Information contained in the background check may affect the individual's ability to continue enrollment in the program. In addition, background check results may affect employment or licensure.

4. Drug and Alcohol Screens

Students enrolled in health career programs at ICTC will be required to complete drug and/or alcohol screens. Failure to submit a clear screen at any time may result in immediate dismissal from ICTC. Expenses associated with screens are the responsibility of the student. Results of drug and alcohol screen may be shared with fieldwork sites as necessary.

5. Services for Students Requiring Accommodations

Adult students requiring accommodations are advised to contact Student Services at 918-687-6383 and/or notify the Program Administrator/ Instructor.

6. Financial Aid

The student is ultimately responsible for the payment of all school expenses at the time they are due. Financial aid information is available from CSC.

7. Policies and Procedures

Students are expected to comply with all policies and regulations of Indian Capital Technology Center and its health careers programs. Handbooks containing policies and procedures for ICTC students and full-time Adult Health Careers students are available to every student enrolled at www.icctech.com. Students should ensure they obtain and read these documents upon admission. If a student cannot access the handbook for any reason, he/she should notify faculty and request the document.

I have read and understand the above statements and disclaimers:

Signature of Applicant

Date

PLEASE ANSWER THE FOLLOWING (3) **THREE QUESTIONS** AND SIGN BELOW:

(1) Have you ever been convicted of a felony?

Yes ___ No ___ If yes, what state(s)? _____

(2) Have you ever been registered as a sex offender?

Yes ___ No ___ If yes, what state(s)? _____

(3) Have you ever been dismissed from ICTC or another educational institution for disciplinary action?

Yes ___ No ___

I hereby certify that I am the applicant referred to in the application and that the information I have provided is true and accurate to the best of my knowledge. I understand that if I am admitted to ICTC, any false statement or misrepresentation on this application and throughout the course of the admission process and/or enrollment shall be considered sufficient cause of dismissal from the program.

Signature of Applicant

Date

HOW DID YOU HEAR ABOUT US?

<input type="checkbox"/> Current or Former Student	<input type="checkbox"/> Radio	<input type="checkbox"/> High School Teacher or Counselor
<input type="checkbox"/> ICTC Website	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Mail Flyer
<input type="checkbox"/> Facebook	<input type="checkbox"/> Co-worker	<input type="checkbox"/> Flyer at ICTC
<input type="checkbox"/> Twitter	<input type="checkbox"/> Employer	<input type="checkbox"/> Career Fair
<input type="checkbox"/> Other – Please specify: _____		

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