



# Missouri Health Professions Consortium

## Occupational Therapy Assistant

### Application Checklist

#### **Before completing the application – Prepare**

- Learn about the MHPC Occupational Therapy Assistant Program from its website, and your school’s website.
  - Missouri Health Professions Consortium <https://mhpc.sfccmo.edu/>
  - East Central College <https://www.eastcentral.edu/allied-health/occupational-therapy-assistant/>
  - Moberly Area Community College <https://www.macc.edu/ota/>
  - North Central Community College <https://www.ncmissouri.edu/academics/occupational-therapy-assistant/>
  - State Fair Community College <https://www.sfccmo.edu/academics-programs/areas-of-study/occupational-therapy-assistant/>
  - Three Rivers Community College <https://trcc.edu/academics/degrees-programs/occupational-therapy-assistant/>
- Please feel free to email if you have any questions or need more information about the program before you apply.
  - Brett Butler, OTA Director, [bbutler6@sfccmo.edu](mailto:bbutler6@sfccmo.edu)
  - Jennifer Smith, OTA Administrative Assistant, [jsmith140@sfccmo.edu](mailto:jsmith140@sfccmo.edu)
- Completely read through the application in its’ entirety.
- Obtain two Recommendations (Form is in the application, make copies as needed)
- Complete a minimum of 8 hours of observation with an occupational therapist or occupational therapist assistant. (Observation forms is in the application, make copies as needed)

#### **Start completing the application**

- Request your transcripts to be sent to you or to the OTA Administrative Assistant Jennifer Smith at [jsmith140@sfccmo.edu](mailto:jsmith140@sfccmo.edu) or they can be mailed the MHPC OTA Office 3201 W. 16<sup>th</sup> St. Sedalia, MO 65301. Do NOT have them just sent to State Fair Community College, we will not receive them. They must be addressed to MHPC OTA Office.
- Complete the application.
- Write your essay.
- Complete all the attached forms for the application.

#### **Submitting your application**

- Please place this checklist on top of your application documents. Stack your application in the following order to help make sure you have all required documents.

- Completed Application Form
- Transcripts – We do not have access to any transcripts. We **MUST** receive transcripts for all of your prerequisite classes.
  - Enclosed with the application or
  - Requested to be sent to OTA Administrative Office
- Observation Form 1
- Observation Form 2
- Recommendation Form 1
- Recommendation Form 2
- Essay
- Student Release of Information Form
- MHPC Online Student Learning Agreement
- Acknowledgement of Technology Requirements Form
- Performance Standards for Occupational Therapy Students
- BLS or CPR Certification Card/Certificate
- Place all documents in one large envelope and submit to the MHPC OTA Administrative Office in Sedalia prior to the application deadline.
- Be sure to follow all the instructions on the forms.
- All application materials MUST be postmarked on or before the application due date of May 1<sup>st</sup>.**

## **After Submitting your application**

- The OTA Administrative Assistant will notify applicants of the admission committee decision by email during the first week of June.



Program Information and  
Application Packet for the

## **Missouri Health Professions Consortium (MHPC) Occupational Therapy Assistant (OTA) Associate of Applied Science Degree Program**

Offered through the following institutions:

East Central College • Moberly Area Community College • North Central Missouri College  
State Fair Community College • Three Rivers College

### **Class of 2024-2025**

### **Deadline to apply: May 1, 2024**

Applications must be postmarked on or before May 1st

Missouri Health Professions Consortium Partners:

East Central College, *Union, Missouri*

Moberly Area Community College, *Moberly/Columbia, Missouri*

North Central Missouri College, *Trenton, Missouri*

State Fair Community College, *Sedalia, Missouri*

Three Rivers College, *Poplar Bluff, Missouri*

#### **NOTICE OF NON-DISCRIMINATION**

The Missouri Health Professions Consortium and its member institutions do not discriminate on the basis of race, color, national origin, ancestry, gender, age, disability, veteran status, and marital or parental status in admissions, programs and activities, and employment. Inquiries concerning nondiscrimination should be directed to the student's home campus. The student's home campus is the point of contact for issues related to discrimination. The MHPC OTA Program supports and upholds the policies of the partnering community colleges. If the student has difficulty identifying the appropriate contact at his/her respective college, the MHPC OTA Program Faculty and Program Director will assist him/her with making contact and accessing needed services.

#### **MHPC TITLE IX STATEMENT**

The MHPC OTA Program will not tolerate a hostile environment. Thus, prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence.

## Program Information

The Missouri Health Professions Consortium (MHPC) Occupational Therapy Assistant (OTA) Program is offered at the following community colleges: East Central College (ECC), Moberly Area Community College (MACC), North Central Missouri College (NCMC), State Fair Community College (SFCC), and Three Rivers College (TRC). The MHPC OTA Program admissions process does not discriminate on the basis of race, creed, national origin, ancestry, gender, sexual orientation, age, veteran status, marital or parental status, or the presence of a non-job-related condition or disability.

It is important to note:

- MACC students attend OTA lab sessions on the MACC campus in Columbia
- SFCC students attend OTA lab sessions on the SFCC campus in Sedalia
- ECC students attend OTA lab sessions on the ECC campus in Union
- NCMC students travel to SFCC in Sedalia to attend weekly lab sessions
- TRC students travel to ECC in Union to attend weekly lab sessions.

Students interested in the MHPC OTA Program are admitted to the community college on the same basis as other students, but admission to the college does not guarantee admission into the Associate of Applied Science degree program in Occupational Therapy Assistant (OTA). Students in the MHPC OTA Program register for all OTA courses through the “home campus” at which they have applied and been selected for OTA program admission. General education courses may be taken at the home campus or transferred to the home campus from another institution (transfer students should check with an advisor or the home campus registrar’s office for course equivalencies).

The MHPC OTA Program curriculum includes virtual classroom instruction (3-4 days/week, Fall & Spring semesters), on-campus laboratory instruction in Sedalia, Columbia, or Union as designated (1 day/week, Fall & Spring semesters), and a Level I fieldwork component online and off campus for Fall and Spring semesters, on site Level II fieldwork component 5 days/week, summer semester).

The live virtual classroom lecture component in the Fall & Spring semesters is taught by MHPC OTA faculty and is broadcast to the students using distance education technology. Distance education technology may include, but not be limited to Zoom, Canvas, Collaborate, Panopto, Big Blue Button, and video streaming.

For the laboratory component of the Program, an instructor meets face-to-face each week with the students who attend lab in Columbia (MACC students); Union (ECC students and TRC students); and Sedalia (SFCC students and NCMC students). NOTE: Students from NCMC will be required to travel to Sedalia, and TRC students will be required to travel to Union once each week to complete the required laboratory component of the Program.

The Level II fieldwork component of the MHPC OTA Program takes place in an off-campus clinical setting. Students should be prepared to drive a minimum of one hour each way to their fieldwork location. Local OT and OTA clinicians serve as the fieldwork educators and supervise the OTA students during the required fieldwork rotations.

After all classes and fieldwork requirements are completed within the MHPC OTA Program, students graduate from their home campus. The MHPC OTA Program is full-time only, with courses offered in a specific sequence. Each fall, an average of forty-five students are selected to begin the program the following August. The professional year of the program (OTA coursework) is designed to be completed within 12 months (three 16-week semesters) beginning in August and ending in August.

OTA courses must be completed with a “C” or better while also maintaining an overall 2.5 GPA or higher in order to progress to the OTA coursework of the next semester. The program involves student study groups as a required and critical element, and students in the class move through the entire degree sequence as a cohesive group or cohort. Once admitted into the professional year of the program, withdrawal from a course is equal to withdrawal from the program.

## ***Accreditation***

The MHPC OTA Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE). Following successful completion of coursework and passing of the national certification exam, individuals will be a Certified Occupational Therapy Assistant (COTA). In addition, Missouri requires licensure to practice; however, acquisition of a state license is based on the results of the NBCOT Certification Examination. A felony arrest, charge, or conviction may affect a student's ability to secure a clinical fieldwork rotation and/or graduate's ability to sit for the NBCOT Certification Exam or attain State Licensure.

For more information regarding the accreditation process, please contact the American Occupational Therapy Association:

ACOTE

c/o Accreditation Department

American Occupational Therapy Association (AOTA)

6116 Executive Boulevard, Suite 200

North Bethesda, MD 20852-4929

Phone: 301-652-2682

TDD: 800-377-8555

[accred@aota.org](mailto:accred@aota.org)

[www.acoteonline.org](http://www.acoteonline.org)

Any concerns regarding the program's compliance with its accrediting agency's policies and/or college policies are subject to the Student Grievance Process as stated in the Student Handbook and available on the college's website.

## ***Program Mission and Vision***

The mission of the Missouri Health Professions Consortium (MHPC) Occupational Therapy Assistant Program is to educate and prepare occupational therapy assistants to provide occupational therapy interventions to the citizens of Missouri and neighboring states, especially those in rural and underserved areas. We educate and prepare generalists, to have the knowledge, skills and professional behaviors that are necessary to work in both traditional and emerging areas of practice.

The OTA Program's vision is to be recognized as a leader in innovative strategies for occupational therapy assistant education. Through a combination of distance and on-site education opportunities and experiences, we envision a cadre of highly skilled and educated occupational therapy assistants who will serve the citizens of Missouri and neighboring states.

## ***Professional Standards***

### **Clinical Competence**

The student will demonstrate all knowledge, skills and professional ability associated with the career path and described by the Accreditation Council on Occupational Therapy Education (ACOTE).

### **Professional and Ethical Conduct**

The student will demonstrate a commitment to and an acknowledgement of the profession of Occupational Therapy and a respect for the ethics of the field specifically and health care professions generally.

## ***Post-Acceptance Admission Requirements***

Upon acceptance to the MHPC OTA Program, students will be required, at their own expense, to complete criminal background screenings, drug screenings, Basic Life Support (BLS) for Healthcare Providers certification, and health requirements that includes a physical exam, selected diagnostic tests, and immunizations before an established deadline in the fall semester before OTA classes begin in August. Instructions and forms will be provided to those students selected for admission. Policies relating to these requirements are located on the MHPC website, <https://mhpc.sfccmo.edu/> Students with questions about a potentially negative criminal history should call the MHPC OTA Program office (660)596-7353 .

### **Graduate Learning Outcomes**

Upon completion of the MHPC Occupational Therapy Assistant Program, the graduate will be eligible to sit for the NBCOT certification exam. Upon passing the exam, graduates will be qualified to apply for Missouri licensure to deliver occupational therapy services to a variety of clients across the life span and in a variety of practice settings.

Graduates of the program will have experience in and be qualified to deliver entry-level occupational therapy services to clients focusing on the application of purposeful and meaningful activities. Skills will include utilization of clinical reasoning appropriate to the OTA role, transmission of the values and beliefs of ethical practice, and competence in order to meet career responsibilities and the client’s occupational needs.

### **Pre-OTA Advising**

Prior to applying for admission to the OTA Program, students are encouraged to meet with a pre-OTA advisor at the community college to make sure they are on track to complete the required general education classes.

| <b>Community College</b>       | <b>Pre-OTA Advisor</b>  | <b>Telephone</b>   |
|--------------------------------|---|--|
| East Central College           | Nancy Mitchell<br><a href="mailto:nancymitchell@eastcentral.edu">nancymitchell@eastcentral.edu</a>  | 636-584-6616   |
| Moberly Area Community College | Michelle Frey<br><a href="mailto:michelf@macc.edu">michelf@macc.edu</a>   | 660-263-4100 ext. 11249                                    |
| North Central Missouri College | Kristi Cutsinger<br><a href="mailto:kcutsinger@mail.ncmissouri.edu">kcutsinger@mail.ncmissouri.edu</a>  | (660) 359-3948 ext. 1316                                   |
| State Fair Community College   | Allison Brosch<br><a href="mailto:abrosch@sfccmo.edu">abrosch@sfccmo.edu</a><br><br>Brett Butler<br><a href="mailto:Bbutler6@sfccmo.edu">Bbutler6@sfccmo.edu</a><br><br>Jessica Fairfax<br><a href="mailto:jfairfax3@sfccmo.edu">jfairfax3@sfccmo.edu</a> | (660) 596-7396<br><br>(660) 596-7361<br><br>(660) 596-7231 |
| Three Rivers College           | Will Cooper<br><a href="mailto:wcooper@trcc.edu">wcooper@trcc.edu</a>   | (573) 840-9682   |

### **OTA Program Academic Calendar**

The MHPC OTA Program does not run on the same academic calendar as traditional college programs. Students should refer to their “home campus” academic calendar for enrollment and drop dates. The academic calendar for the OTA Class of 2025 is as follows:

| <b>Fall Session 2024</b>    | <b>2025 Cohort</b>               |
|-----------------------------|----------------------------------|
| <b>Classes Begin</b>        | <b>Monday, August 19, 2024</b>   |
| Labor Day (Holiday)         | Monday, September 2, 2024        |
| Veterans Day (Holiday)      | Monday, November 11, 2024        |
| Thanksgiving Break (Closed) | November 27-29, 2024             |
| Final Exams                 | December 9-13, 2024              |
| <b>Classes End</b>          | <b>Friday, December 13, 2024</b> |

| <b>Spring Session 2025</b>            | <b>2025 Cohort</b>               |
|---------------------------------------|----------------------------------|
| <b>Classes Begin</b>                  | <b>Thursday, January 2, 2025</b> |
| Martin Luther King (Holiday)          | Monday, January 20, 2025         |
| President Day (Holiday)               | Monday, February 17, 2025        |
| Professional Development Day (Closed) | Tuesday, March 4, 2025           |

|                         |                               |
|-------------------------|-------------------------------|
| Spring Break (Closed)   | March 18-22, 2025             |
| Spring Holiday (Closed) | Friday, April 18, 2025        |
| Final Exams             | April 21-25, 2025             |
| <b>Classes End</b>      | <b>Friday, April 25, 2025</b> |

| <b>Summer Sessions 2025</b> | <b>OTA Fieldwork A</b>                                  | <b>OTA Fieldwork B</b>                               |
|-----------------------------|---|--|
| <b>Classes Begin</b>        | <b>Monday, April 28, 2025</b>                           | <b>Monday, June 20, 2025</b>                         |
| Memorial Day (holiday)      | Monday, May 26, 2025 –<br>Determined by Fieldwork Site  | n/a  |
| Juneteenth (holiday)        | Thursday, June 19, 2025<br>Determined by Fieldwork Site | n/a  |
| Independence Day (holiday)  | n/a   | Friday, July 4, 2025<br>Determined by Fieldwork Site |
| Mid-Term                    | May 19-23, 2025   | July 14-18, 2025                                     |
| <b>Classes End</b>          | <b>Friday, June 20, 2025</b>                            | <b>Friday, August 15, 2025</b>                       |

### ***Grade Point Average (GPA) Requirement***

A minimum 2.5 GPA (Grade Point Average) or higher, on a 4-point scale, is required in the general education coursework (see page 6 for list of required general education courses). Applicants who do not have a minimum 2.5 GPA in the required coursework *at the time of OTA application submission* will not be considered for Program admission. Points are earned in the OTA application review process for GPA; higher general education coursework GPA's will receive more points than lower general education coursework GPA's. Waivers to exempt older coursework from the GPA calculation will not be offered. For questions or assistance in calculating general education coursework GPA, please contact an advisor at the home campus community college.

### ***Waivers for the Anatomy/Physiology 5-Year Limit***

Anatomy and Physiology coursework must have been completed no more than 5 years prior to enrolling in the OTA Program. Requests to waive the 5-year limit may be granted on a case-by-case basis but are not guaranteed. Students should keep in mind that the content included in the Anatomy and Physiology coursework is not taught during the OTA Program Year; it is assumed that the students have a current knowledge of the coursework upon which to build in the OTA Program.

To request a waiver for the Anatomy/Physiology coursework 5-year limit, contact the OTA Program office at (660) 596-7353 to obtain a waiver request form and completion instructions. Waiver requests and supporting documentation must be submitted to the OTA Program Office in Sedalia before May 1<sup>st</sup>. Waiver requests received after May 1<sup>st</sup> will not be considered.

## General Education Coursework Requirements

Prior to beginning the OTA Program in August, students must successfully complete the following general education courses with a “C” or better and maintain a minimum 2.5 GPA or higher in the required general education coursework listed below. Some coursework may require prerequisite study; students should consult the community college catalog or an academic advisor to ensure they are taking the correct coursework. Anatomy and Physiology coursework must have been completed no more than 5 years prior to enrolling in the OTA Program.

| Requirement   | Course equivalency at each community college |                                      |  |                                      |                      |
|---|--|--------------------------------------|--|--------------------------------------|----------------------|
|   | ECC  | MACC                                 | NCMC                                     | SFCC                                 | TRC                  |
| Human Anatomy w/Lab or HAPI (4-5 credits) *   | BIO 206                                      | BIO205                               | BI240                                    | BIO207                               | BIOL 231             |
| Human Physiology w/Lab or HAPII (4-5 credits) *   | BIO 207                                      | BIO209                               | BI242                                    | BIO208                               | BIOL 232             |
| Public Speaking (3 credits)   | COM 101 or COM 110                           | SPK101                               | SP175                                    | COMM101                              | SCOM 101 or SCOM 110 |
| English Composition I (3 credits)   | ENG 101                                      | LAL101                               | EN101                                    | ENGL101                              | ENGL 111             |
| General Psychology (3 credits)  | PSY 101                                      | PSY101                               | PY121                                    | PSY101                               | PSYC 111             |
| Human Lifespan Development (3 credits)  | PSY 250                                      | PSY205                               | PY233                                    | PSY210                               | PSYC 243             |
| Medical Terminology (3 credits)   | HSC 113                                      | HSC171                               | AH160                                    | HEOC119 or HEOC120                   | ALHE 125 or IST149   |
| Math requirement (Intermediate Algebra or higher) (3 credits)   | MTH 110 or MTH 140 or MTH 150 or MTH 160     | MTH140 Precalculus Algebra or higher | MT110                                    | MATH110 or MATH 112 OR MATH117       | MATH 153 or MATH 163 |
| US & State Constitution Requirement: American History or US Government (3 credits)  | HST 101 or HST 102 or PSC 102                | HST105 or HST106 or PSC105           | HI103, HI104 or PL216                    | HIST101 or HIST102 or POLS101        | GOVT 121             |
| Electives (1-3 credits)<br>Students must complete at least 30 credit hours consisting of general education coursework and electives | COL 101 and SOC 101                          | SKL101 or CIT101 or SOC101 or PHI152 | any elective (suggested: AH211 or SO107) | any elective (SOC100 is recommended) | LBSC 100 or SOC111   |

\* The Anatomy and Physiology coursework is a sequence of two courses that includes a lab component. Depending on the college, the two courses may be called, “Human Anatomy with Lab” and “Physiology with Lab”, or the courses may be called, “Human Anatomy and Physiology I” and “Human Anatomy and Physiology II”. Generally speaking, both courses must be taken at the same college in order for the coursework to be considered for transfer credit. The home campus community college has ultimate responsibility for determining transfer credit equivalencies.

Points are earned in the OTA application review process for general education coursework completion; applicants with all general education classes completed by the application deadline will earn more points than applicants who have not completed all required classes by the application deadline. Strong preference will be given to students who complete general education coursework at a MHPC partner institution.

Students may submit their OTA Application prior to completing all of the general education classes. In this case, offers for program admission are contingent upon the applicant completing the remaining coursework during the spring and summer semesters, while maintaining the minimum 2.5 GPA or higher, before OTA classes begin in August. **Students selected for admission to the Program must submit proof of general education course completion prior to beginning OTA classes in August.**

General education classes may be completed at colleges other than the MHPC partner community college. **Transfer credit is determined by each MHPC partner community college and students should not presume that all general education courses taken at another college will transfer as the equivalent to MHPC partner college coursework.**



Students can contact the Registrar’s Office or an academic advisor at the MHPC partner community college for assistance in determining transfer credit equivalency. If students are not currently enrolled at one of the MHPC community colleges, he or she must send official transcripts to the community college documenting completion of, or enrollment in, general education coursework for those courses to be recognized as completed or in-progress during the selection process. In addition, all applicants must send unofficial or official transcripts to the MHPC OTA Program office with their application materials.

Any student accepted into the program who fails to meet the admission contingency of completing the prerequisite courses with a “C” or better or who fails to maintain the minimum 2.5 GPA in the fall semester will not be eligible to begin the program in August.

***MHPC OTA Professional Year Coursework Requirements***

Students enrolled in the OTA Program must complete the coursework with a “C” or better while also maintaining an overall minimum 2.5 GPA or higher in order to progress to the next semester. Refer to the college catalog for course descriptions.

| <b><u>Semester 1 (fall, 16-weeks)</u></b>             | <b>Credit Hours</b> |
|---|---------------------|
| OTA200 Foundations of Occupational Therapy            | 3                   |
| OTA205 Medical Conditions in Occupational Therapy     | 3                   |
| OTA210 Activity Analysis and Therapeutic Media        | 3                   |
| OTA215 Mental Health and Geriatric Practice           | 3                   |
| OTA215 A: Level I Fieldwork and Lab                   | 1                   |
| OTA220 Pediatric and Adolescent Practice              | 3                   |
| OTA215 A: Level I Fieldwork and Lab                   | <u>1</u>            |
| <b>Total, Fall Semester</b>                           | <b>17</b>           |
| <br>  |                     |
| <b><u>Semester 2 (spring, 16-weeks)</u></b>           | <b>Credit Hours</b> |
| OTA250 Functional Kinesiology                         | 1                   |
| OTA250 A: Lab   | 1                   |
| OTA255 Physical Disabilities Practice                 | 3                   |
| OTA255: OTA215 A: Level I Fieldwork and Lab           | 1                   |
| OTA260 Community Practice and Emerging Practice in OT | 3                   |
| OTA265 Ethics, Management, and Leadership             | 3                   |
| OTA270 Professional Skills                            | <u>3</u>            |
| <b>Total, Spring Semester</b>                         | <b>15</b>           |
| <br>  |                     |
| <b><u>Semester 3 (summer, 16-weeks)</u></b>           | <b>Credit Hours</b> |
| OTA290 Level II A Fieldwork                           | 8                   |
| OTA295 Level II B Fieldwork                           | <u>8</u>            |
| <b>Total, Summer Semester</b>                         | <b>16</b>           |
| <br>  |                     |
| <b>Total Credit Hours, Professional Year</b>          | <b>48</b>           |

## Estimated Student Costs Class of 2025

Tuition and Fees for the MHPC OTA Program year (OTA Coursework) will be higher than general education costs at the home campus. This is an estimate of student costs associated with the program, including tuition, books, supplies, immunizations, training/certifications for the Class of 2025.

### **Students Supplies Group A: Required** *Student is responsible for making payment to vendor.*

|  |                 |
|--|-----------------|
| Nationwide Criminal Background Screening                       | \$ 58.00        |
| Drug Screen  | \$ 87.00        |
| Missouri Family Care Safety Registry (FCSR) Application        | \$ 15.55        |
| Supplies (estimates only, prices may be higher than estimated) |                 |
| • Scrubs (you will wear 5 days a week)                         | \$ 25.00        |
| • Gait belt (Fall term)  | \$ 10.00        |
| • Goniometers x3 (Spring term)                                 | \$ 25.00        |
| • Tape measure (Spring term)                                   | \$ 3.00         |
| • Blood pressure Kit (Spring term)                             | \$ 25.00        |
| <b>Subtotal Student Supplies Group A</b>                       | <b>\$ 88.00</b> |

### **Students Supplies Group B: Required** *Student is responsible for making payment to vendor.*

|  |                    |
|--|--------------------|
| Student Membership Dues for American Occupational Therapy Association (AOTA)   | \$ 75.00           |
| Physical Examination (cost is estimated and varies depending on healthcare provider/insurance coverage)  | \$ 150.00          |
| Immunizations (cost is estimated and varies depending on healthcare provider/insurance coverage)<br><i>Tetanus/diphtheria (TDaP) within past 10 years; MMR series, Varicella series, Hep B series (or Titer indicating immunity for any series); Flu shot, 2 step Tuberculosis screening, chest x-ray or blood work; COVID Vaccination</i> | \$ 500.00          |
| American Heart Association "BLS for Healthcare Providers" Certification - estimated  | \$ 75.00           |
| Professional Clothing and shoes for Fieldwork (varies between students)  | \$ 300.00          |
| Computer Headset with microphone   | \$ 30.00           |
| Web cam (if computer does not have one)  | \$ 35.00           |
| <b>Subtotal Student Supplies Group B</b>   | <b>\$ 1,165.00</b> |

### **Students Supplies Group C: Required** *Student is responsible for making payment to vendor.*

|  |                  |
|--|------------------|
| Occupational Therapy Toolkit             | \$ 169.00        |
| Quick Reference Occupational Therapy     | \$ 68.50         |
| <b>Subtotal Student Supplies Group C</b> | <b>\$ 237.50</b> |

### **Semester 1 - Fall, 16 weeks**

|   |                    |
|---|--------------------|
| Tuition & Fees @ 17 credit hours/5 classes (paid directly to home campus) | \$ 4,590.00        |
| Books - estimated (paid directly to home campus)                          | \$ 1,000.00        |
| <b>Subtotal Fall Semester</b>   | <b>\$ 5,590.00</b> |

### **Semester 2 - Spring, 16 weeks**

|   |                    |
|---|--------------------|
| Tuition & Fees @ 15 credit hours/5 classes (paid directly to home campus) | \$ 4,050.00        |
| Books - estimated (paid directly to home campus)                          | \$ 800.00          |
| Miscellaneous School Supplies   | \$ 20.00           |
| Course Fees - OTA 270: Professional Skills OTA NBCOT Exam                 | \$ 550.00          |
| <b>Subtotal Spring Semester</b>   | <b>\$ 5,420.00</b> |

### **Semester 3 - Summer, 16 weeks**

|   |             |
|---|-------------|
| Tuition & Fees @ 16 credit hours/2 classes (paid directly to home campus) | \$ 4,320.00 |
| Books - estimated (paid directly to home campus)                          | \$ 260.00   |
| Additional Drug Screen (only if required by fieldwork site)               | \$ 87.00    |
| Miscellaneous School Supplies   | \$ 20.00    |

|   |          |
|---|----------|
| Graduation Fees - estimated (to be paid to the home campus) | \$ 50.00 |
|---|----------|

**Subtotal Summer Semester**    \$ 4,737.00

**Additional Fees (required after graduation)**

|   |          |
|---|----------|
| Transcripts - estimated (required for NBCOT exam application) | \$ 20.00 |
|---|----------|

|   |          |
|---|----------|
| Missouri Limited License Permit Fee - estimated | \$ 30.00 |
|---|----------|

|  |          |
|--|----------|
| Missouri Permanent License Fee - estimated | \$ 70.00 |
|--|----------|

**Subtotal Post-Graduation**    \$ 120.00

**TOTAL Estimated Professional Year Cost**    \$ 17,518.05

**\*Tuition & Fees listed above are current for 2023-2024 and are paid directly to the home campus, subject to change each year.** Specific tuition and fee rates may vary by campus but the total cost to the student remains the same regardless of home campus assignment. Total tuition and fee rates include tuition, professional program/course fees, student activity fees, technology fees and support services fees and do not vary based on student designation of in/out of district. **All other costs (books, immunizations, screenings, supplies, etc.) are only an approximation.** Program costs above do not include ordinary costs of daily transportation, living expenses, child care, and health insurance. Transportation costs to travel to home campus, clinical lab and/or clinical fieldwork sites are not included above. Clinical fieldwork costs will vary throughout the professional coursework depending on location. If a student chooses a distant clinical fieldwork site, he/she is responsible for related living expenses, including transportation, room and board.

## Capacity Standards

Students must be in a state of physical and mental health compatible with the responsibilities of a career as an occupational therapy assistant and in general, working with individuals in a healthcare or other provider environment. Upon acceptance to the program, a physical examination, selected diagnostic tests and immunizations will be required (forms will be provided). In addition, students must carry liability/malpractice insurance coverage throughout the duration of the OTA Program; this coverage is available from the home campus and may be included in tuition/fees or it may be an additional expense depending on the policy at each home campus.

## Performance Standards for Occupational Therapy Assistant Students

Students enrolled in the MHPC OTA Program are expected to meet the following performance standards:

| Ability             | Standard   | Some Examples of Necessary Activities   |
|---------------------|--|---|
| Mobility            | Ability sufficient to assist clients to move from room to room, move over varied terrain, and provide safe and effective client care in a timely fashion.                | <ul style="list-style-type: none"> <li>Assist adults and children with transfers to/from a variety of surfaces and provide proper positioning for the clients independently and safely.</li> <li>Transport adults and children in wheelchairs.</li> <li>Transport and set up intervention and therapeutic equipment such as swings, balls, splint pans, prostheses, tub seats, portable commodes, etc.</li> <li>Physically support clients engaging in treatment safely during treatment sessions.</li> </ul> |
| Fine Motor Skills   | Fine motor abilities sufficient to provide safe and effective patient care in a timely fashion.  | <ul style="list-style-type: none"> <li>Use instruments such as goniometers and strength gauges, safety devices, adaptive equipment in the care/treatment of clients.</li> <li>Construction of splints, adaptive equipment, as needed.</li> </ul>  |
| Hearing             | Auditory ability sufficient to monitor and assess health needs of clients for safe client care.  | <ul style="list-style-type: none"> <li>Detect and respond independently to monitoring alarms, signs of client's distress such as a change in a client's pulse, blood pressure, and/or a client's communication of distress.</li> </ul>  |
| Visual              | Sufficient observation skills necessary for safe client care.  | <ul style="list-style-type: none"> <li>Detect and respond independently to warning signals from team members and/or clients of impending danger or emergency, i.e. a change in an individual's physical communication of distress.</li> </ul>   |
| Critical Thinking   | Critical thinking sufficient for clinical judgment.  | <ul style="list-style-type: none"> <li>Interpret and carry out written and verbal communication often in stressful situations.</li> <li>Identify cause-effect relationship to develop appropriate and safe intervention strategies following OTR plan of care.</li> <li>Determine when assistance from an OTR is needed.</li> </ul>   |
| Interpersonal Skill | Interpersonal abilities sufficient to interact with clients, families, groups, team members from a variety of social, emotional, cultural, and intellectual backgrounds. | <ul style="list-style-type: none"> <li>Establish rapport and maintain professional boundaries in relationships with clients/families and colleagues.</li> <li>Motivate and engage clients in treatment.</li> <li>Ability to resolve conflict and to respond to feedback in a professional manner.</li> <li>Respond appropriately and effectively with psychotic behavior and/or threatening inappropriate or aggressive behavior that may be exhibited by clients.</li> </ul>                                 |
| Communication       | Communication abilities for interaction with others orally and in writing.   | <ul style="list-style-type: none"> <li>Accurately present therapy findings/results /plan to clients/families and in team meetings.</li> <li>Instruct client/family in OT treatment procedures.</li> <li>Accurately document client progress notes, reports according to facility guidelines and standards.</li> </ul>   |

## ***Selection Process***

Enrollment in the MHPC Occupational Therapy Assistant Program is limited and the Program may not be able to offer admission to all qualified applicants. Only students meeting all admission criteria and submitting all required application items by the application deadline will be considered. Completed applications will be evaluated utilizing selection criteria established in advance by the program director and OTA admissions committees.

Applicants are ranked using the same admission criteria and selection procedures, and rankings are grouped by clinical lab location in order to meet accreditation standards regarding student/faculty ratios for lab. Three Rivers College (TRC) applicants attend weekly clinical labs at East Central College (ECC) in Union and therefore applicants from those two campuses will be ranked as a group. North Central Missouri College (NCMC) students attend weekly labs at State Fair Community College (SFCC) in Sedalia and therefore applicants from those two campuses will be ranked as a group.

Application review begins as soon as materials arrive at the OTA Program office in Sedalia. Each requirement for admission has a point value attached (GPA, general education coursework, observation, recommendation, essay, etc.), and a screening score determines the preliminary ranking of applicants (paper review).

The MHPC OTA Program office will notify the candidates of the admission committee decision by email during the first week of June, either selected for OTA Program admission or not selected this application cycle. Students selected for the OTA Class will be required to complete the OTA Admissions Paperwork items during the summer semester prior to beginning OTA classes in August.

## ***Orientation for New OTA Students***

Students selected for Program admission must attend a **mandatory** one-day orientation session at the State Fair Community College Sedalia Campus. Students will be notified of the orientation details upon acceptance to the Program. Bringing the entire class together on the same day will allow for a faculty/student meet & greet prior to the start of OTA classes in August. The group will review the OTA student handbook; policies and procedures; training on the technology and course delivery platform; student roles and responsibilities; dress codes and equipment; and OTA class schedules for the year.

## ***Program Questions***

It is the intent of the Missouri Health Professions Consortium (MHPC) and all the cooperating schools to create the highest quality occupational therapy assistant program available.

If you have questions or concerns regarding the program or any of its components, program policies or practices, please direct your concerns to the MHPC OTA Program Office in Sedalia, or to the Allied Health Director at the home campus.

Sincerely,

Brett Butler MFA, BA, COTA/L

OTA Program Director

Missouri Health Professions Consortium

3201 W. 16<sup>th</sup> Street

Sedalia, MO 65301

Email: [bbutler6@sfccmo.edu](mailto:bbutler6@sfccmo.edu)

Website: <https://mhpc.sfccmo.edu/>

## OTA Application Process

Admission to the MHPC OTA Program is competitive and applications are assigned points in each required category in order to determine campus ranking and student selection. The application procedure and selection process are the same for all campuses participating in the MHPC OTA Program. Students are encouraged to apply to more than one campus to potentially increase their chances of being selected for the program.

Applicants may wish to review the OTA Frequently Asked Questions (FAQ) Advising Form, OTA Student Handbook and other informational documents posted on the MHPC website <https://mhpc.sfccmo.edu/> prior to submitting application materials (click on the “occupational therapy assistant” program link). The information posted on the website will give a better understanding of program requirements and student expectations.

In order to be considered for admission to the MHPC OTA Program, students must complete the following steps before the May 1<sup>st</sup> OTA Application deadline:

### **1. Apply for community college admission**

Meet all requirements for admission to the community college, including a completed student admissions file to the college where you wish to attend the MHPC OTA Program. Students must be admitted to the community college before they can be admitted to the OTA Program. The college admission process should be completed as soon as possible.

### **2. Submit transcripts**

After applying for community college admission, students must submit high school and official college transcripts to the community college in order to complete the college admissions process. Official transcripts for all colleges attended, including dual credit, must be on file at the community college prior to the application OTA application deadline.

In addition to submitting transcripts to the community college, **students must also submit official transcripts for all college coursework, including dual credit, to the MHPC OTA Program office in Sedalia** before the application deadline. If the applicant is admitted on contingency, completing pre-requisites the semesters leading to the OTA program class start date, the student must submit an additional official transcript upon completion of pre-requisites in order to begin class in August. The OTA Program office does not require a copy of high school transcripts.

NOTE: It may take a few weeks for official transcripts to arrive from other colleges. Therefore, do not delay in requesting transcripts as they must be received by the OTA application deadline. It is the student’s responsibility to ensure that transcripts arrive at the community college and the OTA Program office in Sedalia before the deadline.

Students who wish to apply to the program at more than one campus **MUST** apply for community college admission at each campus and submit official transcripts to each campus. OTA applications will not be reviewed unless transcripts are on file at the community college and the OTA Program office by the application deadline.

### **3. Application for Program Admission**

After applying for community college admission and submitting all transcripts to the college, you must complete the enclosed **Application for Program Admission** (see application starting on page 18). The admission process is very competitive and there are a limited number of seats per campus; therefore, applicants are encouraged to apply to the program at more than one campus to potentially increase their chances of being accepted to the program. Students wishing to apply to more than one campus will need to submit only one OTA application packet to the MHPC OTA Program office.

### **4. Observation Form(s)**

Complete a **minimum of 8 hours** observation with an occupational therapist or an occupational therapy assistant at one or more clinical sites of your choosing. Review and complete the enclosed **Observation Form**. A separate form should be used for each facility, and the occupational therapy practitioner must sign the form for verification. If you are unable to find a facility to observe, please contact the OTA Administrative Offices at [jsmith140@sfccmo.edu](mailto:jsmith140@sfccmo.edu) or 660-596-7353.

Students considering a career in a health science field generally, and occupational therapy assistant specifically, can make a more informed education choice based on personal experience or observation. While at any clinical site, students must maintain the highest level of professional decorum to include appropriate dress, limited jewelry, and a professional appearance. Specifically, no jeans, t-shirts or sweatshirts, no tennis shoes or open-toed sandals are to be worn, tattoos should not be visible, and jewelry is limited to one earring per ear lobe. Overall appearance must be neat and clean and inspire confidence in the patient-provider interaction.

Types of facilities that employ occupational therapists or occupational therapy assistants include hospitals, nursing homes, outpatient clinics, rehabilitation centers, school systems, mental health facilities, and some therapeutic riding centers. These requests are made quite frequently and you will find most facilities accommodating. Be prepared to discuss your reason for the request and your availability. Students should begin this process at least 6 months before the application is due as some facilities will not be able to accommodate your request on a short time frame. If the student is employed at a facility where observation took place, a maximum of 8 hours observation at that site may be counted.

It is recommended that you observe more than 8 hours and in multiple OT settings to gain an understanding of the diversity of the profession. Points are earned in the OTA application review process for clinical observation; applicants who complete more than the minimum and in more than one clinical OT setting will earn more points than applicants who complete only the minimum required observation hours. You will need to reflect upon your observation experience in the essay required as part of the application process.

### **5. Recommendation Forms**

Submit a minimum of **two** recommendations using the enclosed **Recommendation Form** (make copies of the Recommendation Form as necessary). Forms should be completed by a professional reference, other than a relative, who has knowledge of your work, academic performance, volunteer experiences, or other experiences relevant to the occupational therapy profession.

The recommender may mail the form directly to the MHPC OTA Program office or they may return the form to the applicant to be submitted with other application materials. Recommendation forms must be received at the MHPC OTA Program office before the application deadline. It is the student's responsibility to ensure recommendation forms arrive before the application deadline.

Written letters of recommendation are not required but may be attached to the completed recommendation forms. Letters submitted without a completed form will not qualify as a valid recommendation. Points are earned in the OTA application review process for recommendation; therefore, it is important that the reference answers all questions on the form.

### **6. Essay**

Submit a 1-2-page typed **essay** (double spaced, 12-point font) on why you want to join the occupational therapy profession. Include in this essay a reflection of your clinical observation experience and your definition of occupational therapy. Essays will be evaluated for writing skills and will impact your admission to the program.

The essay is an important component of the application process and many of the OTA classes are writing intensive; therefore, strong writing and communication skills are important. Students in the MHPC OTA Program are required to write research papers, submit clinical progress notes and give presentations. Communication is extremely important for healthcare professionals because they must be able to communicate with clients, families, and other members of the healthcare team including physicians, nurses, and therapists.

Applicants are encouraged to utilize the home campus writing center for assistance. The writing center may not be able to help with your OT-related wording but they would be able to help with writing mechanics, such as critical thinking, clarity, organization, and professionalism, as well as sentence structure, organization and clarity. **The essay must demonstrate the applicant's ability to meet academic requirements, including speaking, reading, and writing the English language.**

Points are earned in the OTA application review process for the essay component. Essays that meet formatting requirements and that are outstanding in content, organization and style, as well as compelling in nature (drawing on personal experience to persuade the reviewer) will score more points than essays that only meet minimum requirements. Tip: 1-2-page limit means the length should be at least 1 full page but no more than 2 full pages; points will be deducted if the essay is less than 1 full page or more than 2 full pages.

The essay scoring rubric is included below to use as a reference when writing your essay (do not submit this rubric with your application materials):

**ESSAY RATING SCALE**

**U (Unsatisfactory):** Does not meet minimum requirements: is inaccurate, unclear, or inappropriate.

**S (Satisfactory):** Meets minimum requirements. Is accurate, but the overall quality needs improvement. Is competent, but maybe superficial, lack focus and organization, or contains a number of distracting errors.

**AS (Above Satisfactory):** This essay contains all essential elements and meets minimum requirements. Quality is evident in accuracy, clarity and appropriateness. This essay is insightful, but may lack in fluidity or other critical thinking elements.

**GS (Gold Star):** This is an ‘A+’ Essay demonstrating insightful analysis as well as meeting all essential elements. This item exceeds requirements. Quality is evident in accuracy, clarity and appropriateness. Essay is outstanding in content, organization and style.

| ESSENTIAL ELEMENTS   | YES | NO |
|--|-----|----|
| Typed; no pencil-over-white out corrections or other messiness   |     |    |
| Follows correct format: 1-2-page limit (at least 1 full page but no more than 2 full pages), typed, double- spaced, 12 pt. font. |     |    |
| Addresses primary question of why applicant wants to join the occupational therapy profession.                                   |     |    |
| Includes a reflection of the observation at the occupational therapy clinical site(s).   |     |    |

| CRITICAL THINKING   | U | S | AS | GS |
|---|---|---|----|----|
| Demonstrates general understanding of the occupational therapy profession.  |   |   |    |    |
| Writer is able to pair personal perspective with an accurate depiction of occupational therapy in practice.   |   |   |    |    |
| Essay is compelling, drawing on experience to persuade audience.  |   |   |    |    |
| Essay demonstrates genuine reflection and thoughtful analysis of the applicant’s personal goals as they relate to becoming an occupational therapy assistant.   |   |   |    |    |
| CLARITY AND ORGANIZATION  | U | S | AS | GS |
| Introduction gives a sense of purpose to the essay, including a strong thesis statement.  |   |   |    |    |
| Each paragraph is logically developed, (topic sentence and supporting statements) and relates to the purpose of the essay. The material is clustered logically. |   |   |    |    |
| There is strong conclusion which summarizes essay and supports writer’s argument for admission to the program.  |   |   |    |    |
| PROFESSIONALISM   | U | S | AS | GS |
| Written from the perspective of the applicant.  |   |   |    |    |
| Essay uses terminology which supports human dignity, and is free from language that may be perceived as disparaging or offensive.                               |   |   |    |    |
| MECHANICS OF WRITING  | U | S | AS | GS |
| Free from errors in grammar, spelling, punctuation, usage   |   |   |    |    |
| Sentences fluid and varied in form and length.  |   |   |    |    |
| Essay contains smooth transitions between sentences & paragraphs.   |   |   |    |    |

**7. Student Release of Information Form**

Complete the enclosed **Student Release of Information Form** that gives your consent for the home campus to release your student transcripts to the Missouri Health Professions Consortium for the purpose of determining your eligibility for acceptance to the OTA Program.

**8. MHPC Online Student Learning Agreement**

Review and sign the enclosed **MHPC Online Student Learning Agreement** to indicate you understand the requirements for online learning. You will spend a lot of time online with your professors, so please make sure you consider your ability to learn and work online.



### **9. Acknowledgement of Technology Requirements Form**

Review and sign the enclosed **Acknowledgement of Technology Requirements Form** to indicate you understand the technology requirements of the program. The MHPC OTA Program is a partially distance-based allied health program which utilizes e-technologies to deliver a large portion of course content and as a means of communication with program faculty and staff.

### **10. Performance Standards for OTA Students**

Review and sign the enclosed **Performance Standards for Occupational Therapy Assistant Students** to indicate you understand the physical requirements of the Program.

#### **Re-Applicants**

Applications not selected for program admission are kept on file for one year before being destroyed if the student does not re-apply. Students who were not selected for the OTA Program during the last admission cycle may re-apply and carry forward the following items: observation forms signed by an OT or OTA; recommendation forms; essay; and transcripts that have not changed. Re-applicants should include a letter addressed to the OTA Admissions Committee to explain what steps they have taken to strengthen their application. There is no guarantee that re-applicants will be selected for program admission. Re-applicants must have no more than one general education course left to complete at time of application submission.

### **OTA Application Submission**

Complete and/or collect the required items (#3-9 above, plus official or unofficial college transcripts), place in one large envelope and **submit to the MHPC OTA Program office in Sedalia** prior to the application deadline. Be sure to follow instructions on all forms. All application materials must be postmarked on or before the application date for the cohort class that begins in August.

Only complete application packets will be considered. Applicants should retain copies of all application materials! Once received, applications are the property of the MHPC OTA Program and will not be returned or copied. Sending applications via certified mail is strongly encouraged, but not required.

Contact the MHPC OTA Program office in Sedalia at (660) 596-7353 if you have questions about the OTA application or admissions process.

#### **Submit application materials to:**

Missouri Health Professions Consortium  
OTA Office  
3201 W. 16<sup>th</sup> Street  
Sedalia, MO 65301



Missouri Health Professions Consortium (MHPC)  
Occupational Therapy Assistant (OTA) Program  
**Application for Program Admission Class of 2025**

**Section A. Personal Information (please print)**

I am a (choose one): \_\_\_\_\_ new applicant \_\_\_\_\_ re-applicant

|  |                |                             |                      |  |
|--|----------------|-----------------------------|----------------------|--|
| Name _____   |                |                             |                      |  |
| First  | Middle Initial | Last                        | Maiden Name          |  |
| Address _____  |                |                             |                      |  |
| City _____   |                | State _____                 | Zip _____            |  |
| County of Residence: _____   |                |                             |                      |  |
| Email Address*: _____  |                |                             |                      |  |
| *List a current email (personal or school) that you check frequently. All communication from the OTA Program is via email so applicants need to check their email often in case we have questions about your application materials. <b>Applications that do not include a valid email address will be considered incomplete.</b> |                |                             |                      |  |
| Cell Phone: ( _____ ) _____  |                | Home Phone: ( _____ ) _____ |                      |  |
| Social Security No. _____  |                |                             | Date of Birth: _____ |  |

**Section B. Campus Selection**

|   |   |
|---|---|
| ✓   | Indicate which campus you wish to apply for the MHPC OTA Program (select any/all campuses where you are willing to commute or relocate for the OTA coursework portion of the program August - May): |
|   | East Central College (weekly lab in Union)  |
|   | Moberly Area Community College (weekly lab in Columbia)   |
|   | North Central Missouri College (attend weekly lab in Sedalia)   |
|   | State Fair Community College (weekly lab in Sedalia)  |
|   | Three Rivers College (attend weekly lab in Union)   |
| If you have indicated more than one campus above, you must indicate your 1 <sup>st</sup> preference, 2 <sup>nd</sup> preference, 3 <sup>rd</sup> preference, etc.<br><i>In order to be considered for the program at one or more of the campuses, you must apply for college admission and submit official transcripts to each community college selected above before the May 1<sup>st</sup> deadline.</i> |   |

**Section C. College Admission and Transcripts**

|   |  |
|---|--|
| ✓ | Checkmark each item below to confirm the following:  |
|   | I confirm (select one): _____ I am a current student at the campus selected above or _____ I have applied for college admission at each campus selected above. I understand that I must be accepted to the college in order to be considered for admission to the OTA Program.   |
|   | I confirm that my official high school and official college transcripts are on file with each campus listed above. I understand my OTA application will not be reviewed if my official transcripts are not on file at the community college by the application deadline.   |
|   | <b>I confirm that I have submitted a copy of my official or unofficial college transcripts to the MHPC OTA Program office</b> (either included with this packet or mailed separately to the OTA office). I understand that my application will be considered incomplete if my transcripts do not arrive at the OTA Program office by the application deadline. |

**Section D. Checklist**

|   |   |
|---|---|
| ✓ | Checkmark each item below to confirm the following:   |
|   | I am attaching the <b>Observation Form(s)</b> signed by an OT or OTA for verification (minimum of 8 hours observation required).  |
|   | I am attaching at least <b>two Recommendation Forms</b> completed by professional references ( <b>OR</b> my professional reference will submit the forms directly to the MHPC OTA Program office before the May 1 <sup>st</sup> deadline). If recommender is mailing the form to the OTA office, it is the student's responsibility to contact the OTA office before the deadline to confirm that the form has been received. |
|   | I am attaching my <b>essay</b> on why I want to join the occupational therapy profession that includes my definition of occupational therapy and a reflection on my observation experience(s).  |
|   | I am attaching the signed <b>Student Release of Information Form, Online Learning Agreement Form, Acknowledgement of Technology Requirements Form, Performance Standards Form</b>   |

Applicant Name: \_\_\_\_\_

**Section E. Education Background Information**

|   |            |                       |                          |
|---|------------|-----------------------|--------------------------|
| High School _____   |            |                       |                          |
| Name of School  | City/State | Year Graduated or GED |                          |
| List all colleges you have attended, <i>including dual credit</i> (attach a separate page if more space is needed to list additional colleges): |            |                       |                          |
| Name of College   | City/State | Dates Attended        | Degree Received (if any) |
|   |            |                       |                          |
| Name of College   | City/State | Dates Attended        | Degree Received (if any) |
|   |            |                       |                          |
| Name of College   | City/State | Dates Attended        | Degree Received (if any) |
|   |            |                       |                          |

You must submit all official transcripts to the campus where you wish to apply for the MHPC OTA Program, as well as **submit official or unofficial college transcripts to the OTA Program office**. OTA applications will not be reviewed unless all required transcripts are on file by the application deadline.

**Section F. Program Prerequisites/General Education Course Requirements, grades of "C" or better and 2.5 GPA or higher is required** (It is the student's responsibility to confirm transfer credit with the community college to which he or she is applying for OTA Admission)

| Course   | College | Year Completed or Semester Enrolled | Number of Credit Hours | Grade Received |
|--|---------|-------------------------------------|------------------------|----------------|
| *Human Anatomy w/lab (or HAP I)                        |         |                                     |                        |                |
| *Human Physiology w/lab (or HAPII)                     |         |                                     |                        |                |
| Intermediate Algebra or higher                         |         |                                     |                        |                |
| Medical Terminology                                    |         |                                     |                        |                |
| English Composition I                                  |         |                                     |                        |                |
| History/Government                                     |         |                                     |                        |                |
| General Psychology                                     |         |                                     |                        |                |
| Human Lifespan Development                             |         |                                     |                        |                |
| Public Speaking  |         |                                     |                        |                |
| Electives (see page 6 for the required electives list) |         |                                     |                        |                |

\* Anatomy & Physiology coursework must be no older than 5-years or a waiver for the 5-year requirement must be requested and approved.

**Section G. Work Experience**

Please list your recent part-time and/or full-time paid work experience:

|           |              |            |                 |              |
|-----------|--------------|------------|-----------------|--------------|
| Job Title | Company Name | City/State | Begin/End Dates | # hours/week |
|           |              |            |                 |              |
| Job Title | Company Name | City/State | Begin/End Dates | # hours/week |
|           |              |            |                 |              |
| Job Title | Company Name | City/State | Begin/End Dates | # hours/week |
|           |              |            |                 |              |
| Job Title | Company Name | City/State | Begin/End Dates | # hours/week |
|           |              |            |                 |              |

Were any of these positions in an OT setting, and/or did you work frequently with an OT or OTA? If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Name: \_\_\_\_\_

**Section H. Volunteer Experience**

Please list your recent volunteer experience(s) (add another sheet of paper if you wish to list more volunteer experience):

Organization Name: \_\_\_\_\_

City/State: \_\_\_\_\_ Begin/End Dates: \_\_\_\_\_

Describe your volunteer duties with this organization: \_\_\_\_\_

Organization Name: \_\_\_\_\_

City/State: \_\_\_\_\_ Begin/End Dates: \_\_\_\_\_

Describe your volunteer duties with this organization: \_\_\_\_\_

Were any of these experiences in an OT setting, and/or did you work frequently with an OT or OTA? If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**Section I. Criminal Background**

Do you have a felony arrest, charge, or conviction on your criminal record? \_\_\_ Yes \_\_\_ No

Have you ever received a suspended imposition of sentence or suspended execution of sentence for a felony? \_\_\_ Yes \_\_\_ No

If yes, please indicate your felony class: \_\_\_\_\_

Note: Students with certain felony arrests, charges, or convictions may be eligible for Program acceptance but there could be implications relating to completion of fieldwork, eligibility to take the NBCOT certification examination, and/or eligibility for state licensure. **Applicants with a felony arrest, charge, or conviction MUST contact the MHPC OTA Program office at (660) 596-7353 prior to submitting their application.** Failure to disclose felony criminal history will be sufficient cause for being declared ineligible or dismissed from the Program. Students are required to submit a written explanation of the felony arrest, charge, or conviction in order to be considered for acceptance to the Program.

Do you hold current Basic Life Support (BLS) for Healthcare Providers certification with the American Heart Association?

\_\_\_\_\_ Yes \_\_\_\_\_ No (if yes, please submit a copy of your signed BLS card with your application materials)

I certify that I am physically and mentally able to perform the essential duties and functions of an occupational therapy assistant (with reasonable accommodations if necessary). I certify that all information submitted for this application is true and complete. I understand that if any of the above facts have been misrepresented, intentionally or not, it will be sufficient cause for being declared ineligible or dismissed from the program.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

If there are any additional details you wish the OTA admissions committee to consider about your application, please explain (attach another sheet of paper if more space is needed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submit all OTA application materials before the May 1<sup>st</sup> deadline to:**

Missouri Health Professions Consortium

OTA Admissions Office

3201 W. 16<sup>th</sup> Street

Sedalia, MO 65301



Missouri Health Professions Consortium (MHPC)  
Occupational Therapy Assistant (OTA) Program

**Applicant Observation Form**

**To the applicant:** Observe a *minimum* of 8 hours with an occupational therapist or occupational therapy assistant in one or more clinical sites and use a new form for each site (make copies of this form as necessary). *It is recommended that students observe more than 8 hours and in more than one clinical OT setting.* Students should contact the site in advance and schedule the observation while an occupational therapist or occupational therapy assistant is on duty. Take this form with you and obtain the clinician’s signature to verify your observation hours. Return this completed and signed form with your application packet. If student is employed at this facility, a maximum of 8 hours observation at this site may be counted.

\_\_\_\_\_ Date(s) of Observation

\_\_\_\_\_ Total Number of Hours Observed

\_\_\_\_\_ Student Name (please print)

\_\_\_\_\_ Facility Name/Clinical Occupational Therapy Site

\_\_\_\_\_ City/State

**To the clinician:** As an admission requirement to the MHPC OTA Program offered at East Central College; Moberly Area Community College; North Central College; State Fair Community College; and Three Rivers College, applicants are required to observe an OT or OTA for a *minimum* of 8 hours in one or more clinical settings. If the information listed above for the prospective student is correct for today’s observation, please complete the section below, sign the form and return it to the student.

Type of OT setting(s) that the student observed at this facility on the above date(s):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Pediatrics: home health   | <input type="checkbox"/> Adult: acute care      | <input type="checkbox"/> Adult – Home Health |
| <input type="checkbox"/> Pediatrics: out-pt        | <input type="checkbox"/> Adult: in-pt rehab     | <input type="checkbox"/> Mental Health       |
| <input type="checkbox"/> Pediatrics: in-pt         | <input type="checkbox"/> Adult: out-pt rehab    | <input type="checkbox"/> Community Practice  |
| <input type="checkbox"/> Pediatrics: school system | <input type="checkbox"/> Adult: sub-acute / LTC | <input type="checkbox"/> other: _____        |

Please list the diagnoses the student observed during this experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed Name of Observed OT or OTA: \_\_\_\_\_

Signature and Credentials: \_\_\_\_\_

Did the student present himself or herself in a professional manner? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Is your facility currently a fieldwork site for the MHPC OTA Program? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ I do not know  
If no, would you be interested in serving as a fieldwork educator? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe  
If yes or maybe, please list your telephone number or email address: \_\_\_\_\_

Thank you for sharing your time and expertise. Please complete the comment box below or contact our office if you have further comments regarding this applicant.

For more information about the program:  
Brett Butler MFA, BA, COTA/L  
MHPC OTA Program Director  
3201 W. 16<sup>th</sup> Street  
Sedalia, MO 65301  
Office: 660-596-7236  
[Bbutler6@sfccmo.edu](mailto:Bbutler6@sfccmo.edu)

Additional comments about this applicant:

\_\_\_\_\_



**Missouri Health Professions Consortium (MHPC)  
Occupational Therapy Assistant (OTA) Program**

**Recommendation Form**

**To the Applicant:** Please complete Section A and then present this form to the recommender along with a stamped envelope addressed to the MHPC OTA Program office (mailing address is located on the next page). Alternatively, the recommender may return the form to you to submit with your application materials. Forms should be completed by a professional reference, other than a relative, who can attest to your character and work ethic, and preferably by someone who is familiar with the occupational therapy profession. PLEASE NOTE: **A minimum of 2 recommendations are required (make copies of this form as necessary).** Recommendations are due by the May 1<sup>st</sup> deadline. Applications will not be reviewed unless 2 recommendations are on file by the deadline.

**Section A for the Applicant to Complete:**

Name \_\_\_\_\_  

First
Initial
Last

**WAIVER OPTION**  
 The Family Education Rights and Privacy Act of 1974 opens many student records for the student’s inspection. The law also permits the student to sign a waiver relinquishing his or her right to inspect letters of recommendation. The applicant’s signature below constitutes a waiver; no signature means the student will have the right to read this reference.

\_\_\_\_\_  

Applicant’s Signature
Date

**Section B for the Recommender to Complete:**

How long have you known the applicant? \_\_\_\_\_

How well do you know the applicant?     Very Well             Moderately Well             Slightly

In what capacity do you know the applicant? \_\_\_\_\_  
 \_\_\_\_\_

**To the Recommender:** Graduates of the MHPC Occupational Therapy Assistant Program are expected to pursue careers where they will work closely with individuals who have varying disabilities and challenges. Your assessment of their potential is essential in the procedure used for selection of final candidates. Please complete commentary on the next page and mail to the address listed on the next page. The student should have provided a stamped addressed envelope for your convenience. Alternatively, you may return the form to the student and he/she will submit the form with his/her application.

**Section C for the Recommender to Complete:**

| Please carefully assess the applicant in the following areas, comparing this applicant to others you have known who have similar levels of experience or education. | Excellent | Above Average | Average | Below Average | Unable to Judge |
|---|-----------|---------------|---------|---------------|-----------------|
| <b>Communication Skills:</b> Command of oral and written language, clarity, coherence and facility of expression.   |           |               |         |               |                 |
| <b>Motivation for the OT Profession:</b> Solid commitment based on mature values and a realistic view of the profession.  |           |               |         |               |                 |
| <b>Maturity:</b> Self-control, unselfishness, realistic self-appraisal, ability to cope with life situations.   |           |               |         |               |                 |
| <b>Reliability:</b> Honesty, trustworthiness, conscientiousness.  |           |               |         |               |                 |
| <b>Perseverance:</b> Steadfastness in purpose, disciplined work habits, stamina and endurance.  |           |               |         |               |                 |
| <b>Interpersonal Relations:</b> Effective response and sensitivity to the feelings and needs of others, compassion.   |           |               |         |               |                 |
| <b>Emotional Stability:</b> Performance under pressure, absence of tension symptoms, mood stability.  |           |               |         |               |                 |
| <b>Intellectual Ability:</b> Facility in understanding new ideas, perception of relationships between concepts, insight.  |           |               |         |               |                 |
| <b>Resourcefulness:</b> Adaptability to new situations, effective use of available resources, originality.  |           |               |         |               |                 |
| <b>Judgment:</b> Ability to analyze a situation and make an appropriate decision, common sense.   |           |               |         |               |                 |

**Section D for the Recommender to Complete:**

We are interested in obtaining an accurate profile of the applicant's capacity for the profession. We would appreciate your additional comments regarding the areas in which you rated the candidate on the previous page.

Strengths: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Concerns: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendation:

Recommend Enthusiastically

Recommend

Do Not Recommend

Recommender Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_

I am an  Occupational Therapist  Occupational Therapy Assistant  Other \_\_\_\_\_

If you are not an OT or OTA, please let us know your level of familiarity with the profession of Occupational Therapy:

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

**Please mail this recommendation form before the May 1<sup>st</sup> deadline to: (or give it back to the student)**

Missouri Health Professions Consortium

Attn: OTA Admissions Office

3201 W. 16<sup>th</sup> Street

Sedalia, MO 65301

For additional information about the MHPC OTA Program, please contact:

Brett Butler MFA, BA, COTA/L

MHPC OTA Program Director

3201 W. 16<sup>th</sup> Street

Sedalia, MO 65301

Office: 660-596-7236

[Bbutler6@sfccmo.edu](mailto:Bbutler6@sfccmo.edu)



Missouri Health Professions Consortium (MHPC)  
Occupational Therapy Assistant (OTA) Program

### Student Release of Information Form

To the applicant: Please complete this form and return it with the OTA application materials by the application deadline.

In order to determine an applicant's eligibility for acceptance to the OTA Program, the Missouri Health Professions Consortium, including admissions committee representatives from all partnering institutions, will need to review transcript information, including grades, GPA, degree audit reports, and all other relevant enrollment information which contributes to determination of program eligibility and candidate rank.

Campus(es) where applicant is applying for the OTA Program (circle at least one):    ECC    MACC    NCMC    SFCC    TRC

Social Security Number: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Maiden/Alias Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_                      State: \_\_\_\_\_    Zip: \_\_\_\_\_

List the names of all colleges you have attended\*:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*official college transcripts must be on file at each campus circled above and unofficial transcripts must be on file at the OTA Program office in Sedalia, by the application deadline.

I understand that some of my records may be protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) and cannot be released without my written consent. I hereby waive all provisions of the law and privilege relating to the records described in this disclosure. I certify that this consent has been given freely and voluntarily. This authorization is good for the academic year in which it was signed unless revoked in writing.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date





## MHPC Online Student Learning Agreement

**Please consider the following before taking an online, hybrid, web enhanced or web supported course.**

1. I have continuous access to a functional, capable computer and internet connection. I have the appropriate software required for my online courses.
2. I have access to a “broadband” or high-speed internet connection. I understand that having dial-up connection may seriously limit my ability to complete an online, or hybrid course. DSL, satellite, and cable are examples of broadband connections.
3. I understand the importance of reporting any technical issues to the course instructor as soon as possible.
4. I take responsibility for any activities I am assigned online. Instructors, at their discretion, may make exceptions due to technical issues. I understand the importance of backing up my work, saving my online work when possible, and copying my work to multiple locations when feasible.
5. I can send and receive emails and handle attachments, via download or upload.
6. I am proficient in the use of a word processing program and have keyboarding experience.
7. I have experience in downloading software or documents; I am comfortable in accessing the Internet and using web browsers.
8. I am capable of downloading and installing the tools necessary to fully access my online classes.
9. I will be given access to Canvas through State Fair Community College. I will be given a user name and password before Fall classes begin.
10. I will not upload any copyrighted or illegal files to Canvas.
11. I will conduct myself appropriately in discussion forums, chats, email, or any other communication settings/tools used in the Canvas Learning System. I understand that inappropriate comments will not be tolerated and may result in expulsion from the course or other disciplinary actions as needed. As a general rule, anything that is not acceptable in the traditional classroom environment is similarly not acceptable in the online environment.
12. I understand that my activity on the Canvas online learning system is automatically logged and that instructors may at any time review my Canvas student activity logs to investigate allegations or suspicions of cheating or other violations of the Online Learning Student Agreement.

By signing this form, I have read and agree to the above terms and conditions for Online Student Learning.

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Signature

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Date



Missouri Health Professions Consortium (MHPC)  
Occupational Therapy Assistant (OTA) Program

## Acknowledgement of Technology Requirements Form

**To the applicant:** Review this form to indicate you understand the technology requirements of the OTA Program. Sign and return the form with your OTA application materials by the application deadline.

The Missouri Health Professions Consortium (MHPC) Associate of Applied Science Occupational Therapy Assistant (OTA) Program is a partially distance-based allied health program which utilizes e-technologies to deliver a large portion of course content and as a means of communication with program students, faculty and staff. Through a combination of didactic coursework, classroom/laboratory practice, and clinical fieldwork experiences, students will learn the profession of occupational therapy assistant. Aspects of all of these learning environments will require familiarity with internet-based technologies. In addition to internet-based technologies, distance education technologies will also be readily utilized to convey course content and will primarily be broadcast originating from the MACC campus.

Offers of acceptance to the MHPC OTA Program are made as conditional offers. In addition to the satisfactory completion of general education courses, a satisfactory background check, and a negative alcohol, drug, and/or controlled substance test, applicants are required to acknowledge the integral use of technology in the delivery of this program. Technologies include, but are not limited to: internet, e-mail, Canvas, Zoom, online database searching, web-based lecture capture, internet streaming video review, document scanning, and other e-technologies as assigned as integral components of the MHPC OTA Program. While many of these technologies are accessible through any computer with access to the internet, students may be required to travel to the “home” campus to attain consistent, high-speed access compatible with viewing of content-specific materials. Students are also required to attend lab classes on campus delivered through in person and Zoom format.

Students are NOT required to have a personally owned computer or home-based high-speed internet access as these materials and services are made readily available at all “home” campuses. However, current MHPC OTA students report that personally owned laptop computers and access to high speed internet connections in their homes lead to increased satisfaction and a more convenient and accessible virtual learning environment. Students will require access to a scanner in order to submit documents electronically as required. The free CamScanner app is recommended for smart phones.

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I have read and understand the above technology requirements related to the MHPC OTA Program and hereby acknowledge that in order to successfully complete the program I will need to utilize said technologies for communication with program faculty and staff, access to course content, assignment submission, and dialogue with fellow classmates and colleagues in these virtual environments.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_



Missouri Health Professions Consortium (MHPC)  
Occupational Therapy Assistant (OTA) Program

## Performance Standards for Occupational Therapy Assistant Students

**To the applicant:** Review and sign this page to indicate you understand the performance standards listed on page 9 above. Return the signed page with your application materials by the application deadline.

### **Student Responsibilities:**

Occupational Therapy Assistants (OTAs) work under the supervision of an Occupational Therapist (OT), helping people with physical, cognitive, social or emotional problems reach maximum independence in daily living skills. OTA's work in a variety of settings: hospitals, schools, out-patient clinics, mental health facilities as well as community agencies and businesses. During your academic experience, you will be exposed to learning environments which are challenging and reflective of job demands typical of future practice as an OTA. Your education also includes fieldwork at varying facilities which will involve direct client contact and involvement with community professionals. Compliance and demonstration of performance skills related to physical as well as professional standards of practice are a requirement for successful completion of the MHPC OTA Program.

Students are expected to follow professional standards set by the MHPC OTA Program and to conduct themselves in an ethical and responsible manner with other students, faculty, administrators, all program and College facilities, community professionals and clients, equipment, and supplies.

### **Performance Standards for Successful Completion of the Occupational Therapy Assistant Program:**

These Performance Standards should be used to assist each applicant and student to determine if they are otherwise qualified to be an Occupational Therapy Assistant. It is the policy of the Missouri Health Professions Consortium to provide reasonable accommodations for individuals with disabilities. If you need an accommodation due to a disability under the Americans with Disabilities Act, please contact the MHPC OTA Program Office at (660) 596-7353.

Upon completion of the Associate of Applied Science degree in Occupational Therapy Assistant, the graduate will be able to meet the standards outlined on page 12 above.

I acknowledge receiving, reading, and understanding the OTA Performance Standards and I realize that these Performance Standards must be met for successful completion of the MHPC OTA Program. I further understand that completion of the MHPC OTA Program does not guarantee that the National Board for Certification in Occupational Therapy (NBCOT) or State of Missouri will issue a certificate of registration, authority, permit or license to me.

Student Name (printed) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

324.086 The National Board for Certification in Occupational Therapy may refuse to issue or renew any certificate of registration or authority, permit or license required pursuant to sections 324.050 to 324.089 for one or any combination of causes stated in subsection 2 of this section, Chapter 324 for the State of Missouri.

**Any applicant who is concerned about meeting the performance standards or being eligible for certification or licensure may discuss this matter with the OTA Program Director by contacting the MHPC OTA office at (660) 596-7236.**