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.
  - Jennifer Smith, OTA Administrative Assistant, jsmith140@sfccmo.edu
- ☐ Completely read through the application in its' entirety.
- ☐ Complete a minimum of 10 hours of observation with an occupational therapist or occupational therapist assistant (5 pediatric hours and 5 adult hours). Observation form is in the application, make copies as needed.

Start completing the application

- ☐ Request **all** transcripts to be sent to the OTA Administrative Assistant, Jennifer Smith at jsmith140@sfccmo.edu or they can be mailed the MHPC OTA Office 3201 W. 16th 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

- ☐ Stack your application in the following order to help make sure you have all the required documents.
  - ☐ Completed Application Form

- ☐ Transcripts –We **MUST** receive an official transcript from every college where a prerequisite course was completed. ***Failure to submit all prerequisite transcripts will result in an incomplete application.***
    - Enclosed with the application
    - Emailed to the MHPC OTA Administrative Assistant at jsmith140@sfccmo.edu
    - Mailed to the OTA Administrative Office 3201 W. 16th St. Sedalia, MO 65301
- ☐ Observation Form 1
- ☐ Observation Form 2
- ☐ Resume
- ☐ Essay
- ☐ Student Release of Information Form
- ☐ BLS or CPR Certification Card/Certificate

☐ Place all documents in one large envelope and submit them 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 before the application due date of May 1st.**

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 **Missouri Health Profession 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*

Class of 2027-2028
Deadline to apply: May 1, 2027

Applications must be postmarked on or before May 1st

NOTICE OF NON-DISCRIMINATION
The Missouri Health Professions Consortium and its member institutions do not discriminate based on 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 the services needed.

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 based on 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 ***live*** virtual classroom scheduled instruction (on Mondays, Tuesday, Thursdays, and Fridays each week, Fall & Spring semesters), on-campus on Wednesdays for 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).

This program has ***live*** Zoom class scheduled meeting times between 8:30 – 4:00 Monday through Friday that are mandatory. 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, and video streaming.

For the laboratory component of the Program, an instructor meets face-to-face each Wednesday 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 two hours ONE way to any of their fieldwork locations. Local OT and OTA clinicians serve as 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 a license 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)
7501 Wisconsin Ave, Suite 510E
Bethesda, MD 20814
Phone: 301-652-2682
TDD: 800-377-8555
accred@aota.org
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.

Title IV and Professional Licensure Disclosure

The MHPC OTA Program is designed to meet the educational requirements for licensure and employment as an Occupational Therapy Assistant. Completion of the MHPC Associate Degree Occupational Therapy Assistant Program meets the educational requirements for OTA licensure in all 50 states, Guam, Puerto Rico, and the District of Columbia. Graduates are eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) certification examination. Successful completion of the NBCOT examination is required for state licensure.

A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or obtain state licensure. Students are encouraged to review NBCOT certification requirements and applicable state licensure laws prior to enrollment.

Program Mission and Vision

Mission:
The Missouri Health Professions Consortium (MHPC) Occupational Therapy Assistant (OTA) Program is dedicated to educating and preparing occupational therapy assistants to deliver high-quality occupational therapy interventions. Our focus is on serving the citizens of Missouri and neighboring states, particularly in rural and underserved areas. We equip OTA generalists with the essential knowledge, skills, and professional behaviors needed to excel in both traditional and evolving areas of practice.

Vision:
The OTA Program strives to be a leader in innovative occupational therapy assistant education. By integrating distance learning with hands-on experiences, we aim to develop a highly skilled and knowledgeable workforce of occupational therapy assistants committed to improving the well-being of individuals across 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 professionals 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 include 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 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.

Community College	Pre-OTA Advisor	Telephone
East Central College	Nancy Mitchell nancymitchell@eastcentral.edu	636-584-6616
Moberly Area Community College	Michelle Frey michellf@macc.edu	*660-263-4100 ext. 11249*
North Central Missouri College	Kristi Cutsinger kcutsinger@mail.ncmissouri.edu	(660) 359-3948 ext. 1316
State Fair Community College	Allison Brosch abrosch@sfccmo.edu Brett Butler Program Director until December 31, 2026 Program Director starting January 1, 2027 Rebecca Throneberry rthroneberry@sfccmo.edu	(660) 596-7396 (660) 596-7361 (660) 596-7381
Three Rivers College	Andrea Pierce apierce@trcc.edu Chris Adams cadams@trcc.edu	(573) 840-9682 ext. 2112 (573) 840-9292

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 2027 is as follows:

***Please note Spring Break and Physical Disabilities Fieldwork week will either be Week 11 or Week 12 in March 2028. It may be reversed as to what is on this schedule.*

OTA Academic Calendar | 2027 – 2028

Aug 2027

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	Week 1 Fall					28
29	Wk 2					

Sep 2027

S	M	T	W	T	F	S
			Week 2			4
5	Week 3					11
12	Week 4					18
19	Week 5					25
26	Week 6					

Oct 2027

S	M	T	W	T	F	S
					1	2
3	Week 7					9
10	Week 8					16
17	Week 9 - Midterms					23
24	Week 10					30
31						

Nov 2027

S	M	T	W	T	F	S
	Week 11					6
7	Week 12					13
14	Week 13					20
21	Wk 14	Thanksgiving				27
28	Wk 15					

Dec 2027

S	M	T	W	T	F	S
			Week 15			4
5	Week 16					11
12	OTA Finals Week					18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 2028

S	M	T	W	T	F	S
						12
2	Week 1					8
9	Week 2					15
16	Week 3					22
23	Week 4					29
30	31					

Feb 2028

S	M	T	W	T	F	S
		Week 5				5
6	Week 6					12
13	Week 7					19
20	Week 8					26
27	Week 9 - Midterms					

Mar 2028

S	M	T	W	T	F	S
	Week 9 - Midterms					4
5	Week 10					11
12	Week 11–Spring Break					18
19	Week 12 – Phys Dis FW					25
26	Week 13					

Apr 2028

S	M	T	W	T	F	S
						1
2	Week 14					8
9	Week 15					15
16	Week 16					22
23	OTA Finals Week					29
30						

May 2028

S	M	T	W	T	F	S
	Rotation A Week 1					6
7	Rotation A Week 2					13
14	Rotation A Week 3					20
21	Week 4 - Midterms					27
28	Week 5					

Jun 2028

S	M	T	W	T	F	S
				Week 5		3
4	Rotation A Week 6					10
11	Rotation A Week 7					17
18	FW A Week 8 - Finals					24
25	Rotation B Week 1					

Jul 2028

S	M	T	W	T	F	S
						1
2	Rotation B Week 2					8
9	Rotation B Week 3					15
16	Week 4 - Midterms					22
23	Rotation B Week 5					29
30	31					

August 2028

S	M	T	W	T	F	S
	Week 6					5
6	Week 7					12
13	FW B Week 8 - Finals					19
20	New Cohort Starts					26
27	28	29	30	31		

2027 – 2028 Important Dates

Fall Session 2027 August 23 – December 17, 2027	
Classes Begin	**Monday, August 23, 2027**
Labor Day (Holiday)	Monday, September 6, 2027
Midterms – Week 9	**October 18-22, 2027**
Veterans Day (Holiday)	Thursday, November 11, 2027
Central Lab at SFCC	**Wednesday, November 17, 2027**
Thanksgiving Break (Closed)	November 24-26, 2027
Final Exams	**December 6-10, 2027**
Semester Ends	**Friday, December 17, 2027**

Spring Session 2028 January 3 - April 28	
Classes Begin	**Monday, January 3, 2028**
Martin Luther King (Holiday)	Monday, January 17, 2028
President Day (Holiday)	Monday, February 21, 2028
Midterms Week 9	**February 28 – March 3, 2028**
Spring Break or Fieldwork Option 1	March 13-17, 2028
Spring Break or Fieldwork Option 2	March 20-24, 2028
Central Lab at SFCC	**Wednesday, April 5, 2028**
Spring Holiday (Closed)	Friday, April 14, 2028
Final Exams	**April 17-21 2028**
Semester Ends	**Friday, April 28, 2028**

Summer Sessions 2028	OTA Fieldwork A	OTA Fieldwork B
Classes Begin	**Monday, May 1, 2028**	**Monday, June 26, 2028**
Midterm Week	**May 22-26, 2028**	**July 17-21, 2028**
Memorial Day (holiday)	Monday, May 29, 2028 – Determined by Fieldwork Site	n/a
Juneteenth (holiday)	June 19, 2028 Determined by Fieldwork Site	n/a
Independence Day (holiday)	n/a	July 4, 2028 Determined by Fieldwork Site
Final Week	**June 19-23, 2028**	**August 14-18, 2028**
Classes End	Friday, June 23, 2028	Friday, August 18, 2028

Grade Point Average (GPA) Requirement

A minimum 2.5 GPA (Grade Point Average) or higher, on a 4-point scale, is required in the Prerequisite General Education courses (see page 10 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 1st. Waiver requests received after May 1st will not be considered.

Transfer Credits for Prerequisites

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 **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.

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	BIO 205	BI240	BIO207	BIO231
Human Physiology w/Lab or HAPII (4-5 credits) *	BIO 207	BIO 209	BI242	BIO208	BIOL232
Math requirement (Intermediate Algebra or higher) (3 credits)	MTH 110 MTH 140 MTH 150 MTH 170	MTH 140 MTH 142 or higher	MT110	MATH 110 or higher	MATH 153 MATH161 MATH163
Medical Terminology (1-3 credits)	HSC 113	HSC171	AH160	HEOC119	ALHE125 or IST149
English Composition I (3 credits)	ENG 101 ENG 114	LAL 101	EN101	ENGL101	ENGL111
US & State Constitution Requirement: American History or US Government (3 credits)	HST 101 HST 102 PSC 102	HST 105 HST 106 PSC 105	HI103 HI104 PL216	HIST101 HIST102 POLS101	GOVT121 TRC only accepts Government
General Psychology (3 credits)	PSY 101	PSY 101	PY121	PSY101	PSYC111
Human Lifespan Development (3credits)	PSY 250	PSY 205	PY233	PSY210	PSYC243
Public Speaking (3 credits)	COM 101 COM 110	SPK 101	SP175 or SP220	COMM100 COMM101	SCOM101 or SCOM 110
Electives (1-3 credits) Students must complete at least 30 credit hours consisting of general education coursework and electives.	COL 101 **and** SOC 101 **Need Both**	SKL 101 CIT 101 SOC 101 or PHI 152	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 for the coursework to be considered for transfer credit. The home campus community college has ultimate responsibility for determining transfer credit equivalencies.

Students may submit their OTA Application prior to completing all 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 a minimum of 2.5 GPA or higher, before OTA classes begin in August. **Students selected for admission to the Program must submit an official transcript of ALL general education course completion prior to beginning OTA classes 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 to progress to the next semester. Refer to the college catalog for course descriptions.

YEAR 1	**General Education Requirements**	**Credit Hours**
Human Anatomy with Lab (or Anatomy & Physiology I)		4
Physiology with Lab (or Anatomy & Physiology II)		4
Oral Communications or Public Speaking		3
English Composition I		3
General Psychology		3
Human Growth & Learning/ Lifespan Development		3
Medical Terminology		3
Mathematics Requirement		3
US History or Government, Constitution Requirement		3
General Education Electives		1-3
	TOTAL GENERAL EDUCATION: 30-32 Credit Hours	

YEAR 2	**Professional Requirements**	
SEMESTER 1: August - December		**Credit Hours**
OTA 200: Foundations of Occupational Therapy		3 (lecture)
OTA 205: Medical Conditions in Occupational Therapy		3 (lecture)
OTA 210: Activity Analysis and Therapeutic Media		3 (lecture)
OTA 215: Mental Health & Geriatric Practice		3 (lecture)
	OTA 215 A: Lab	1 (lab)
	OTA 215 B: Level 1 Fieldwork	
OTA 250: Functional Kinesiology (CRN: 25004)		2 (lecture)
	OTA 250 A: Lab (CRN: 25006)	1 (lab)
	Total Semester 1: 16 Credit Hours	
SEMESTER 2: January – April		
OTA 220: Pediatric & Adolescent Practice		3 (lecture)
	OTA 220 A: Lab	1 (lab)
	OTA 220 B: Level I Fieldwork	
OTA 255: Physical Disabilities Practice		3 (Lecture)
	OTA 255 A: Lab	1 (lab)
	OTA 255 B: Level I Fieldwork	
OTA 260: Community Practice and Emerging Practice in OT		3 (lecture)
OTA 265: Ethics, Management, & Leadership		3 (lecture)
OTA 270: Preclinical and Professional Skills		2 (lecture)
	Total Semester 2: 16 Credit Hours	
SEMESTER 3: May-August		
OTA 290: Level II Fieldwork, Rotation A		8
OTA 295: Level II Fieldwork, Rotation B		8
	Total Semester 3: 16 Credit Hours	
	TOTAL PROFESSIONAL PROGRAM HOURS: 48	

TOTAL PROGRAM: 78-80 Credit Hours

Estimated Student Costs Class of 2028

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 2028.

Required Student Supplies Before Program Starts

Student is responsible for making payment to vendors.

Nationwide Criminal Background Screening and Missouri Family Care Safety Registry (FCSR)	$	91.00
Drug Screen	$	150.00
Immunizations (cost is estimated and varies depending on healthcare provider/insurance coverage) *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*	$	500.00
Physical Examination (cost is estimated and varies depending on healthcare provider/insurance coverage)	$	150.00
American Heart Association "BLS for Healthcare Providers" Certification - estimated	$	75.00
Computer, Webcam (if computer doesn't have one), Computer Headset with Microphone	$	400.00
Subtotal Student Supplies Group A	**$**	**1,366.00**

Required Student Supplies for the Program

Student is responsible for making payment to vendors.

Supplies (estimates only, prices may be higher than estimated)		
• Scrubs (estimate is for 3 sets) **(you will wear 5 days a week)**	$	150.00
• Gait belt	$	10.00
• Goniometers x3	$	10.00
• Tape measure	$	3.00
• Blood pressure Kit	$	25.00
Student Membership Dues for American Occupational Therapy Association (AOTA)	$	78.00
Professional Clothing and shoes for Fieldwork or Interviews (varies between students)	$	150.00
Occupational Therapy Toolkit	$	169.00
Quick Reference Occupational Therapy	$	68.50
Subtotal Student Supplies Group B	**$**	**663.50**

Semester 1 - Fall, 16 weeks

Tuition & Fees 16 credit hours/5 classes (paid directly to home campus)	$	4,704.00
Books - estimated (paid directly to home campus)	$	1,000.00
Gas estimate to weekly OTA Lab and Level I Fieldwork	$	1,000.00
Subtotal Fall Semester	**$**	**6,704.00**

Semester 2 - Spring, 16 weeks

Tuition & Fees 16 credit hours/5 classes (paid directly to home campus)	$	4,704.00
Books - estimated (paid directly to home campus)	$	400.00
Course Fees - OTA 270: Professional Skills OTA NBCOT Exam	$	550.00
Gas estimate for weekly OTA Lab and Level I Fieldwork	$	1,000.00
Subtotal Spring Semester	**$**	**6,654.00**

Semester 3 - Summer, 16 weeks

Tuition & Fees 16 credit hours/2 classes (paid directly to home campus)	$	4,704.00
Books - estimated (paid directly to home campus)	$	100.00
Pass the OT 1 year Subscription	$	250.00
Additional Drug Screen (only if required by fieldwork site)	$	150.00
Gas estimate to weekly OTA Level II Fieldwork site	$	3,000.00

Graduation Fees - estimated (to be paid to the home campus)	$ 50.00
Subtotal Summer Semester	**$ 8,254.00**

Additional Fees (required after graduation)

Transcripts - estimated (required for NBCOT exam application)	$ 15.00
Missouri Limited License Permit Fee - estimated	$ 30.00
Missouri Permanent License Fee - estimated	$ 70.00
Subtotal post-graduation	**$ 115.00**

TOTAL Estimated Professional Year Cost $ 23,756.50

***Tuition & Fees listed above are current for 2026-2027 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, gas, etc.) are only approximation.** Program costs above do not include ordinary living expenses, childcare, and health insurance. Transportation costs to travel to home campus, clinical lab and/or clinical fieldwork sites are only estimates, and *costs will vary*. 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 personal health insurance.

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.	• Assist adults and children with transfers to/from a variety of surfaces and provide proper positioning for the clients independently and safely. • Transport adults and children in wheelchairs. • Transport and set up intervention and therapeutic equipment such as swings, balls, splint pans, prostheses, tub seats, portable commodes, etc. • Physically support clients engaging in treatment safely during treatment sessions.
Fine Motor Skills	Fine motor abilities are sufficient to provide safe and effective patient care in a timely fashion.	• Use instruments such as goniometers and strength gauges, safety devices, adaptive equipment in the care/treatment of clients. • Construction of splints, adaptive equipment, as needed.
Hearing	Auditory ability sufficient to monitor and assess health needs of clients for safe client care.	• 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.
Visual	Sufficient observation skills are necessary for safe client care.	• 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.
Critical Thinking	Critical thinking is sufficient for clinical judgment.	• Interpret and carry out written and verbal communication often in stressful situations. • Identify cause-effect relationships to develop appropriate and safe intervention strategies following OTR plan of care. • Determine when assistance from an OTR is needed.
Interpersonal Skill	Interpersonal abilities sufficient to interact with clients, families, groups, team members from a variety of social, emotional, cultural, and intellectual backgrounds.	• Establish rapport and maintain professional boundaries in relationships with clients/families and colleagues. • Motivate and engage clients in treatment. • Ability to resolve conflicts and to respond to feedback in a professional manner. • Respond appropriately and effectively with psychotic behavior and/or threatening inappropriate or aggressive behavior that may be exhibited by clients.
Communication	Communication abilities for interaction with others orally and in writing.	• Accurately present therapy findings/results /plan to clients/families and in team meetings. • Instruct client/family in OT treatment procedures. • Accurately document client progress notes, reports according to facility guidelines and standards.

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 committee.

Applicants are ranked using the same admission criteria and selection procedures, and rankings are grouped by clinical lab location 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, MO 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, MO 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, observation, resume, 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 on **Monday, July 26, 2027, at 9:00am**. 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
MHPC OTA Program Director (through December 31, 2026)
3201 W. 16th Street
Sedalia, MO 65301
660-596-7361
Website: https://mhpc.sfccmo.edu/

Incoming Program Director Starting January 1, 2027:
Rebecca Throneberry, OTD, OTR/L
Missouri Health Professions Consortium
3201 W. 16th Street
Sedalia, MO 65301
Email: rthroneberry@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 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 rank the five campuses in order of which they would like to attend.

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.

To be considered for admission to the MHPC OTA Program, students must complete the following steps before the May 1st OTA Application deadline:

1. Apply for community college admission

Meet all requirements for admission to the community college, including a complete 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.

After applying for community college admission, students must submit high school and official college transcripts to the community college 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. Do NOT send high school transcripts with your OTA application.

2. Submit transcripts

In addition to submitting transcripts to the community college, **students must also submit official transcripts for all colleges where required OTA prerequisite coursework was taken 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 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.

OTA applications will not be reviewed unless transcripts are on file at 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 21). The admission process is highly competitive, and each campus has a limited number of available seats. To improve their changes of acceptance, applicants are encouraged to rank all campuses they are willing to travel to for lab sessions. Students who wish to be considered for multiple campus need to submit only one OTA application packet.

4. Observation Form(s)

Students considering a career in a health science field generally—and as an Occupational Therapy Assistant (OTA) specifically—can make a more informed educational choice based on personal experience and clinical observation.

To support this process, **students are required to complete a minimum of 10 hours of observation with an occupational therapist or an occupational therapy assistant**, including experience **at a minimum of 5 hours in one pediatric site and 5 hours in one adult site** of their choosing. Each site must be a separate facility; your pediatric and adult sites cannot be the same site.

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 takes place, a maximum of 1 hour observation at that site may be counted.**

You must use the **enclosed Observation Form** to document your hours. A **separate form must be completed for each facility**, and the **occupational therapy practitioner must sign the form** to verify your observation.

Points are earned in the OTA application review process for clinical observation; applicants who complete more than the minimum required hours and observe in a greater variety of clinical OT settings will earn more points than those who meet only the basic requirements. It is strongly recommended that you complete more than 10 hours and observe in multiple types of OT settings to gain a deeper understanding of the profession's diversity. You will also be required to reflect on your observation experience as part of your application essay.

5. Resume

Create a ***one-page*** resume that highlights your qualifications for being an Occupational Therapy Assistant. Your resume should include the following:

1. **Contact Information & Summary**
   Include your full name, phone number, email address, and an optional LinkedIn profile. Add a short summary or objective that describes your career goals and key strengths.
2. **Work Experience**
   List any jobs, internships, or volunteer work. Include the job title, company name, dates, and a few bullet points describing your responsibilities and accomplishments using action verbs.
3. **Education & Skills**
   Include your school(s), expected graduation date, and any certifications. List relevant hard and soft skills.
4. **Three References**
   Include three professional and personal references for your resume.
5. **Clear Formatting**
   Your resume should be easy to read, well-organized, and consistently formatted.
6. **Proofread & Customize**
   Make sure there are no spelling or grammar errors. Tailor your resume to a specific job or career interest.

Tips for a Strong Resume:

- **Tailor your resume:** Customize your resume for your OTA Application by highlighting the skills and experience that are most relevant to the specific role.
- **Use action verbs:** Start each bullet point in your experience section with action verbs to clearly describe your responsibilities and achievements.
- **Be concise and easy to read:** Use clear, concise language and a readable font.
- **Proofread carefully:** Ensure your resume is free of any errors.

Points are earned in the OTA application review process for resumes; therefore, it is important that the resume is as professional and accurate as possible.

6. Essay

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.

You will submit a *1–2-page* typed essay in response to a series of interview questions assessing your understanding of Occupational Therapy, your motivations, and your professional strengths. This essay is a critical part of the OTA application review process and should reflect your ability to communicate clearly and professionally.

Formatting & Length

- Submit a well-developed essay that is **1–2 full pages**, double-spaced, using **12-point font** and standard margins.
- Ensure your responses are thoughtful and detailed without being repetitive.
- Essays shorter than one full page or longer than two full pages will receive point deductions.

Essay Structure

- **Answer each question separately** in the order provided.
- **Begin each section with the corresponding question** to clearly organize your responses.

Content Guidelines

- Use **clear, precise language** and avoid vague or overly general statements.
- Support your responses with **relevant examples from your observations**, personal experiences, or explanations where appropriate.
- Show your understanding of **Occupational Therapy** and the **role of an OTA**.
- Reflect on your **personal motivations, values, and goals**, and explain how they align with the profession.

Professional Writing

- Use correct **grammar, spelling, punctuation**, and professional tone.
- Proofread your essay carefully to ensure clarity, accuracy, and organization.
- Utilize campus writing resources if needed. While the Writing Center may not assist with OT-specific content, they can help with writing mechanics and structure.

Evaluation Criteria

Essays are scored based on:

- Content quality and depth
- Organization, clarity, and following directions
- Writing mechanics and professionalism
- Relevance and insightfulness of personal reflection

Outstanding essays that are well-written, compelling, and draw on personal experience will earn higher scores than essays that simply meet the minimum requirements. The essay must demonstrate the applicant's ability to meet academic requirements, including speaking, reading, and writing the English language.

By following these directions, your responses to the following questions will demonstrate your understanding, professionalism, organization and communication skills. This will help present yourself as a strong candidate for a career as an Occupational Therapy Assistant.

1. What is Occupational Therapy?
2. What inspired you to pursue a career as an Occupational Therapy Assistant?
3. After your observations, what are the most important qualities for an Occupational Therapy Assistant to possess and how do you embody these qualities?
4. Describe a professional or educational experience that helped prepare you for this program.

Category	Scoring Criteria
1. What is Occupational Therapy? Understanding of OT principles, scope, and purpose. Clear accurate explanation with relevant examples	**1-2 =** Vague or inaccurate **3-4 =** General definition but no examples given **5-6 =** Accurate, insightful with examples
2. Why pursue a career as an OTA? Genuine motivation, personal connection, awareness of OTA role. Passion and clarity in reasons.	**1-2** = Limited generic description of motivation, no personalization **3-4** = Basic rationale and personal connection, however, lacks passion and clarity **5-6** = Clear, personal and passionate motivation
3. **Qualities of an OTA and self-embodiment** Identification of key OTA qualities and characteristics and strong self-reflection.	**1-3 =** Qualities listed lack rationale and no self-connection **4-6 =** Basic description of qualities, with limited self-reflection **7-8 =** Well supported, reflective, relevant qualities to OTA role
4. **Professional/Educational Experience** Describe a professional or personal experience that has prepared you for this program.	**1-2 =** Experience is irrelevant, poorly described, not connected to the program **3-4 =** Generic experience with limited connection to the program **5-6 =** General experience with some details and basic connections to the program. **7-8 =** Detailed relevant experience, clearly connected to the program.
5. Follow directions	**0 =** One or more questions unanswered, spacing incorrect, length requirement not met (too short, too long) **2 =** Answered all the questions, but problems in formatting or length **4 =** All questions answered, formatting and length correct
6. Professionalism	**1-3 =** Unprofessional or unprepared **4-5 =** Generally professional **6-7 =** Highly polished, confident, and appropriate
7. Organization	**1-2 =** Disorganized or hard to follow **3-4 =** Organization of responses impacts clarity **5-6 =** Clear, logical, well-paced responses
8. Mechanics	**1-2 =** Frequent errors or awkward phrasing **3-4 =** Occasional grammar or language use errors **5 =** Fluent, professional, grammatically sound

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. 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.

OTA Application Submission

Complete and/or collect the required items (2-10 above, plus official 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 BEFORE May 1st.**

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. 16th Street
Sedalia, MO 65301

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

Application for Program Admission Class of 2028

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: _____

Personal Email Address: _____

School Email Address: _____

**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. Applications that do not include a valid email address will be considered incomplete.*

Cell Phone: (_____) _____ Home Phone: (_____) _____

Social Security No. _____ Date of Birth:_____

Section B. Campus Selection

1-5	Please rank all campuses you are willing to commute to or relocate for the OTA labs every Wednesday August – May, (**using 1-5 as indicators**):
	East Central College (weekly lab in Union, MO)
	Moberly Area Community College (weekly lab in Columbia, MO)
	North Central Missouri College (weekly lab in Sedalia, MO)
	State Fair Community College (weekly lab in Sedalia, MO)
	Three Rivers College (weekly lab in Union, MO)
If you have indicated more than one campus above, you must indicate your 1st preference, 2nd preference, 3rd preference, etc. ***To be considered for the program at one or more of the campuses, you must indicate your preferences above.***	

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 to be considered for admission to the OTA Program.
	I confirm that my official high school and official college transcripts are on file with my home campus listed above.
	I confirm I have submitted a copy of my ***official*** college transcripts to the MHPC OTA Program office (either included with this packet, emailed, 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 for any reason (lost in mail, hold placed on transcript by releasing college, etc.).

Section D. Checklist

✓	Checkmark each item below to confirm the following:
	I am attaching the **Observation Form(s)** signed by an OT or OTA for verification (minimum of 10 hours observation required).
	I am attaching my **Resume.**
	I am attaching my **Essay** which answers the four interview questions.

Applicant Name: _____

Section E. Education Background Information

High School _____
Name of School City/State Year Graduated or GED

List all colleges you have attended, *including dual credit* (attach a separate page if more space is needed to list additional colleges):

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. Your OTA application **MUST** include a transcript from **EVERY** campus where a prerequisite class was taken.* ***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

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 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 accommodation 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 1st deadline to:
Missouri Health Professions Consortium
OTA Admissions Office
3201 W. 16th Street
Sedalia, MO 65301

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

Applicant Observation Form

***To the applicant*:** Observe a *minimum* of 10 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 for more than 10 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 1 hour 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 10 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):

___ Pediatrics: home health
___ Pediatrics: out-pt
___ Pediatrics: in-pt
___ Pediatrics: school system
___ Adult: acute care
___ Adult: in-pt rehab
___ Adult: out-pt rehab
___ Adult: sub-acute / LTC
___ Adult – Home Health
___ Mental Health
___ Community Practice
___ 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:
MHPC OTA Program Director
3201 W. 16th Street
Sedalia, MO 65301
Office: 660-596-7361

Additional comments about this applicant:

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

Student Release of Information Form

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