OCCUPATIONAL THERAPY ASSISTANT

GATEWAYCC.EDU/**OCCUPATIONAL-THERAPY-ASSISTANT**

[INFORMATION PACKET]

MARICOPA COMMUNITY COLLEGES | **GATEWAY COMMUNITY COLLEGE** A **MARICOPA** COMMUNITY COLLEGE

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Occupational Therapist Assisting

Dear Prospective Student:

Thank you for your interest in the Occupational Therapist Assisting Program at GateWay Community College.

Please review the enclosed Information and Application Packet. If you decide to apply for admission into the program, complete all the required steps noted on the **INFORMATION SHEET** and **APPLICATION PROCESS** pages of the packet.

Please access one of the following resources or the program website if you have additional questions about the program:

College Website: http://www.gatewaycc.edu

College Advising: 602-286-8600; advisor@gatewaycc.edu

Caroline Delgado; 602-286-8183; delgado@gatewaycc.edu

Luciella Granillo; 602-286-8185; luciella.granillo@gatewaycc.edu

Dr. Marla Pomeranz, OTD, OTR/L, MEd – Program Director / 602.286.8020 / E-mail: marla.pomeranz@gatewaycc.edu

Please note that the curriculum and prerequisites for the program will be revised periodically. It is the applicant's responsibility to remain aware of any changes in admission requirements.

I wish you success in your educational and career pursuits.

Sincerely,

Dr. Marla Pomeranz OTD, OTR/L, MEd
Director – Occupational Therapist Assistant Program

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STEP 1 – See a College Advisor or visit the college website ([www.gatewaycc.edu)](www.gatewaycc.edu)
   a. Receive a program information and application packet

STEP 2 – Read the entire packet carefully
   a. Contact a college advisor to discuss questions

STEP 3 – Complete the Student Information Form to the College
   a. Obtain form at the Admissions and Records office or at:
      https://www.gatewaycc.edu/enrollment
   b. Submit form to Admissions and Records or enroll online.

STEP 4 – Transcripts – Request official transcripts from colleges/universities to be sent to the Admissions and Records Office, GWCC, 108 N. 40th St., Phoenix, AZ 85034.
   a. Official transcripts must be sent from institution to institution. Allow 2-4 weeks for receipt. Please request the institution to include the current name and student ID number used at GateWay Community College.

STEP 5 – Complete pre-requisites (see page 12).

STEP 6 – Submit the **COMPLETED** application (page 23) to the Admissions and Records Department.

A completed application packet consists of:
   1. Official college/university transcripts received by GWCC Admissions and Records.
   2. Completed Student Information Form submitted to Admissions and Records
   3. Documentation of completion program prerequisites.

What is Occupational Therapy Assisting?

Occupational Therapy Assistants (OTAs) help persons across the lifespan with physical, cognitive, psychological, or developmental impairments acquire or recover the ability to perform activities of daily living. OTAs blend science, creativity, and compassion to help their clients develop skills and strategies to participate fully in meaningful life activities. OTAs follow the Occupational Therapy Practice Framework for a holistic and client-centered approach to therapy creating interventions in the following domains of practice:

- ADL : Bathing, showering, toileting and toilet hygiene, dressing, swallowing/eating, feeding, functional mobility, personal hygiene and grooming, and sexual activity
- IADL: Care of others, care of pets, child rearing, communication management, driving and community mobility, financial management, health management and maintenance, home establishment and managements, meal preparation and cleanup, medication management, religious and spiritual activities and expression, safety and emergency maintenance, and shopping
- Rest and sleep: Rest, sleep preparation, and sleep participation
- Education: formal education participation, informal personal education needs or interests exploration (beyond formal education), and informal personal education participation
- Work: Employment interests and pursuits, employment seeking and acquisition, job performance, retirement preparation and adjustment, and volunteer exploration
- Play: Play exploration and play participation
- Leisure: Leisure exploration and leisure participation

- Social participation: Community, family, and friends

Who provides Occupational Therapy?

Occupational Therapists (OTs) assess patients, determine what treatment is necessary, and perform skilled treatments. Occupational therapists assistants (OTAs) help the occupational therapist by performing selected treatment interventions with patients. OTs always supervises OTAs.

I really want to become an occupational therapist – do I need to become an occupational therapist assistant first?

Individuals interested in becoming occupational therapists do not need to complete education as an OTA to become an OT.

What Education is Necessary?

Individuals interested in becoming occupational therapists complete a bachelor's degree prior to making application to enter an educational program. Programs for the education of occupational therapists are at both the masters and the doctoral level and generally take three to four years to complete.

Occupational therapist assistants attend community or technical colleges that offer an associate's degree, these programs are completed in 4 semesters.

Where do OTs and OTAs work?

OTs and OTAs are employed in hospitals, skilled nursing facilities, schools, home health and outpatient practice settings.

How much money do OTs and OTAs make?

Information about wages and salaries for occupational therapists can be found at https://www.bls.gov/ooh/healthcare/occupational-therapists.htm

What is the current job market for OTAs?

According to the United States Department of Labor/Bureau of Labor Statistics states, employment of occupational therapy assistants will increase 24 percent from 2016 to 2026, much faster than the average for all occupations. Demand for occupational therapy services is expected to increase in regards to the treatment individuals with various illnesses and disabilities, such as Alzheimer's disease, cerebral palsy, autism, or the loss of a limb. The need for occupational therapists is expected to increase, as the large baby-boom generation ages and people remain active later in life. Occupational therapists can help senior citizens maintain their independence by recommending home modifications and strategies that make daily activities easier. Therapists also play a role in the treatment of many conditions and ailments commonly associated with aging, such as arthritis and stroke.

Occupational therapists also will be needed in a variety of healthcare settings to treat patients with chronic conditions, such as diabetes. Patients will continue to seek noninvasive outpatient treatment for long-term disabilities and illnesses, either in their homes or in residential care environments. These patients may need occupational therapy to become more independent and to perform a variety of daily tasks.

Demand for occupational therapy services also will stem from patients with autism spectrum disorder. Therapists will continue to be needed in schools to assist children with autism in improving their social skills and accomplishing a variety of daily tasks.

Graduates of the OTA Program at GateWay Community College will be in high demand.

Why should I consider a career in occupational therapy?

A career in occupational therapy is very rewarding. Each day occupational therapists and occupational therapist assistants work closely with their patients to help them recover from injuries or illnesses that have temporarily or permanently changed their lives. OTs and OTAs are important members of the rehabilitation team. Helping people to progress back towards optimal health is a wonderful experience.

OTs and OTAs work in hospitals, rehabilitation centers, home health, schools, skilled nursing facilities, outpatient clinics and sports medicine centers. Work hours are generally during the daytime, Monday through Friday. Weekend work is generally available or required at hospitals and skilled nursing facilities.

OTs and OTAs are men and women who enjoy challenging work, communicating with people, and working in a team to assist patients to live life to the fullest.

Do I need to pass an examination to be an OT or OTA?

To hold the title of occupational therapist or occupational therapist assistant in Arizona an individual must pass the National Board for Certification of Occupational Therapy exam (NBCOT) for the respective level of education and training. The Federation of State Boards of Occupational Therapy (ACOTE) administers the examination. Costs associated with the applying for licensure/certification and taking the examination are approximately $650.

If I have a criminal record, will that prohibit me from being successful in this career?

Clinical agreements with healthcare facilities require that students possess a Fingerprint Clearance Card issued by the Arizona Department of Public Safety. Additionally, a student must not be listed on the Federal Government's Office of the Inspector General's Exclusion List. Students that are unable to obtain either of these clearances will be prohibited from attending all healthcare education programs at GateWay Community College.

How many students are admitted to the program?

A new class of 20-25 students is admitted each January to the traditional day program. The number of students admitted may change depending on employment market conditions and the availability of clinical training sites.

What do I need to do to apply to the program?

It is recommended that interested students contact a college advisor to discuss the program (602-286-8600 or advisor@gatewaycc.edu). Following these initial meetings, students should then work to complete the following:
a) BIO201 AND BIO202
b) CRE101 OR Equivalent by Assessment on Placement Test
c) COM100 OR COM110 OR COM230
d) ENG101 First-Year OR ENG107
e) HCC146 OR Work experience or equivalent education as evaluated by the Gateway Health Core Curriculum Coordinator
f) OTA100
g) PSY101

What happens to my application if I am not accepted into the program?

There are limited spaces available in the OTA program. Only students who have completed all the program prerequisites listed here may have their name added to the queue of those waiting for an available space in a cohort.

How long does it take to complete the program?

The program can be completed in five semesters. Students admitted to the day program in January 2020 will graduate in May 2021, if all lecture, laboratory, and clinical courses are completed satisfactorily. Many students take a year prior to actually beginning program courses to complete program prerequisites and general education courses that are required for the Associate in Applied Science (AAS) degree.

Are the OTA Program courses transferable to colleges or universities if I decide to pursue a bachelor's degree?

Certain bachelor's degree programs will accept up to 90 credits from the program. Contact college advising (602-286-8600) for further information. Also, see www.nau.edu/extended for information about the Bachelor of Science in Health Sciences.

When are the classes scheduled?

The OTA program lecture and lab classes may be scheduled Monday through Friday. Classes may begin as early as 7:00 a.m. and end as late as 5:30 p.m. Depending on the semester, students may be in class for 3-6 hours per day, 3-4 days per week. All of the lab classes are held on site at either GateWay Community College or East Valley Institute of Technology (EVIT).

Clinical practicum/fieldwork rotations are Monday through Friday for eight (8) hours each day for eight consecutive weeks. Extended hours and weekends are occasionally necessary during clinical experiences. These rotations require attendance at clinical facilities that include hospitals, extended care facilities, schools, and outpatient practices.

Can I work and go to school?

Applicants are cautioned that the OTA Program is a rigorous course of study. The program faculty recommends that work hours be kept to a minimum. Each student must make an individual decision about the number of work hours that he/she can accept while continuing to make acceptable academic progress in the program.

Is financial aid available?

Financial assistance is available to eligible students in the form of grants, scholarships, employment, or loans. Students may receive aid from one funding source or aid may be offered in a package from multiple sources. Contact the Financial Aid office at 602.286.8300/finaid@gatewaycc.edu for additional information or visit their web site at http://www.gatewaycc.edu/financial-aid

Where can I get more information?

College Website: http://www.gatewaycc.edu

College Advising: 602-286-8600; advisor@gatewaycc.edu

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marla.pomeranz@gatewaycc.edu

IMMUNIZATION AND TB TESTING REQUIREMENTS

All health and safety documentation is submitted digitally. The health and safety requirements are subject to change based on the requirements of our clinical partners. Once a student has been accepted into a program for the start of an upcoming semester, clinical requirements will be sent out.

MCCCD BACKGROUND CHECK POLICY REQUIREMENTS

Students seeking admission to an MCCCD Allied Health or Nursing Program (Program) will be required to obtain a valid Level-One Arizona Department of Public Safety Fingerprint Clearance Card (FCC Card) AND a passing score on an MCCCD background check. This policy precludes MCCCD faculty or staff from assigning students to a clinical experience who cannot meet the new requirements.

Upon admission to the program, students are required to present a copy of the DPS card and apply for the MCCCD Background Check. Students bear the financial costs for both the MCCCD Background Check and the AZ Fingerprint Clearance Card. Students will receive Information regarding the MCCCD Background Check after admission, but prior to the beginning of the program.

Students are encouraged to apply for the card early in the application process. Please allow a minimum of eight weeks processing time for the DPS Level-One Fingerprint Clearance card. The card is valid for six years from the date of issue.

DRUG SCREENING

Each student must go through a preclinical drug screen prior to beginning the first clinical rotation. Drug screening for all Occupational Therapist Assisting students is mandatory. The cost for tests will be the responsibility of the student. The urine drug screen will test for alcoholic beverages; illegal drugs, or drugs that may impair judgment while in the clinical agency. If the drug test is positive for the illegal drugs or undocumented prescription drugs, the student will not be able to continue in the program. Readmission is at the discretion of the college and the program. Some clinical sites also require screening for nicotine. Students who test positive for nicotine are allowed to continue in the program, but may be limited to clinical agencies that do not test for nicotine.

The estimated cost for the program is outlined in the chart below. The student is responsible for providing transportation, housing, and uniforms.

AAS Degree Program

Tuition* (41.5- 42.5 credit hrs. @ $85 a credit hr.) [1]	$ 3,527-3,612.50
Program Prerequisite Tuition (19-27 credit hrs. @ $85 a credit hr.) [1]	1,615 – 2,295
General Education Tuition (15-17 credit hrs. @ $85 a credit hr.) [1]	1,275 – 1,445
Registration fees ($15 per semester)	60
Course / Lab Fees	750- 950
Equipment / Supplies	150
Books [3]	1,900 – 2,757
Other Program Costs: Health/Safety Requirements, etc. [2]	1250 – 1,650
Total Estimated Costs	**$ 10,527 – 12,920**

Out-of-County residents pay $401* / Out-of-State residents pay $326** per credit hour[1]

*   Rates are set according to Arizona Revised Statute. Applies only to counties with no community colleges.

**   According to Arizona Revised Statute, 15-1802 F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out of state surcharges do not apply to such students.

Students must also plan on the expense of driving to clinical locations across the metropolitan Phoenix and outlying areas. Several clinical affiliates are not on bus routes so one's own private transportation vehicle is necessary.

[1]   Tuition and course fees are set by the Maricopa County Community College District Governing Board and are subject to change without notice. All other fees are also subject to change. All tuition and fees are the responsibility of the student. The calculated tuition is based on the maximum number of credits required for the AA degree.

[2]   Other program costs may be less or more than listed based on a student's individual health record in respect to being in compliance with the immunization and safety requirements for the clinical experience.

[3]   Book costs may change without notice

> **IMPORTANT: Tuition is charged per academic credit hour, according to your residency classification or status. Fees may vary, and will be assessed at the time of registration. For more information please visit https://www.maricopa.edu/become-a-student/tuition-paying/tuition-cost-chart**

PREREQUISITES FOR OCCUPATIONAL THERAPIST ASSISTING

Please read all pertinent information about the Occupational Therapist Assisting Program contained in this information and application packet. If you have any questions, please contact a College Advisor or the Program Director.

1. Submission of a completed Student Information Form. See a college advisor or the Admissions and Records Department or access the web at
    http://enroll.gatewaycc.edu/Enrollment/HowToEnroll/default.htm

2. Successful completion of the following college courses:

	CREDITS
• BIO201AND BIO202	**8**
• CRE101 OR Equivalent by Assessment on Placement Test	**0-3**
• COM100 OR COM110 OR COM230	**3**
• ENG101 First-Year OR ENG107	**3**
• HCC146 OR Work experience or equivalent education as evaluated by the Gateway Health Core Curriculum Coordinator	**0-2**
• OTA100	**2**
• PSY101	**2**
TOTAL	**19-24**

ASSOCIATED OF APPLIED SCIENCE DEGREE

A student must fulfill the requirements for an AAS degree (refer to the college catalog) to become an Occupational Therapist Assistant. It is strongly recommended that as many General Education courses as possible be completed prior to beginning the program and during the first semester.

ENG102	3.0 credits
Psychology 266	
SOC101	3.0 credits
Mathematics 140/141/142/206	3.0 – 5.0 credits
<u>Humanities Elective</u>	<u>3.0 credits</u>
Total credits	11.0 – 14.0 credits

The above classes may be taken at any regionally accredited community college or university. For classes taken outside the Maricopa County Community College District, please contact a college advisor prior to taking the course to ensure transferability. Please see the GateWay Community College Catalog for a list of courses that satisfy requirements for the AAS degree.

Total Credits for an AAS in Occupational Therapist Assisting

Program pre-requisites	19.0-24.0
Required program credits	41.5-42.5
General Studies	<u>15.0 – 17.0</u>
Total credits	66.5 – 77.5

Additional Requirements

Prior to the first clinical practicum (PTA206), a student must show proof of:
- Current American Heart Association Health Care Provider CPR Certification card
- Completed Immunization and Health Declaration Form
- Current negative drug testing
- Fingerprint clearance card/criminal background check

American Heart Association Health Care Provider CPR Certification may be completed at GateWay (RES109/HCC109). **All costs** for CPR certification, TB testing, immunizations, fingerprint clearance and drug testing are the responsibility of the student.

Total Credits of A.A.S. in Occupational Therapist Assisting Program 66.5 – 77.5 credits

OTA Program Pre-requisites: **19-24 credits**
    BIO201 Introduction to Human Anatomy and Physiology I (4)
    BIO202 Introduction to Human Anatomy and Physiology II (4)
    CRE101 OR CRE111 OR Equivalent by Assessment on Placement Test (0-3)
    COM100 OR COM110 OR COM230 (3)
    ENG101 First-Year OR ENG107 (3)
    HCC146 OR Work experience OR equivalent education as evaluated by the Gateway Health

Core Curriculum Coordinator (0-2)
    OTA100 (2)
    PSY101 (3)

OTA Courses First Spring (Jan- May)   **15.5 credits**
    OTA102 Psychosocial health and Occupational Therapy - 3.0 credits
    OTA105 Fieldwork Level I- Mental Health - .5 credits
    OTA107 Fundamentals of Occupational Therapy - 3.0 credits
    OTA 117 Physical Health and Occupational Therapy - 3.0 credits
    PSY 266 Abnormal Psychology- 3.0 credits
    SOC101 Introduction to Sociology - 3.0 credits

OTA Courses First Summer (May-June)   **8.0-14.0 credits**
    OTA 157 Occupational Therapy Assistant in Physical Rehabilitation- 3.0 credits
    MAT 140/141/142/206 Math Electives- 3.0-5.0 credits
    HUM Humanities, Arts, and Design Area Elective - 3.0 credits

OTA Course First Fall   **14.0 credits**
    ENG 102/108 English Composition - 3 credits
    OTA 201 Assistive Technology- 2.0 credits
    OTA 205 Fieldwork Level I- Geriatrics- .5 credits
    OTA 207 Occupational Therapy in Geriatrics- 3.0 credits
    OTA215 Fieldwork Level I- Pediatrics- .5 credits
    OTA217 Occupational Therapy in Pediatrics- 3.0 credits
    OTA234 Occupational Therapy Professional Standards- 2.0 credits

OTA Courses Second Spring (Jan-May)   **10.0 credits**
    OTA 255 Fieldwork Level II Adult Population - 4 credits
    OTA 264 Fieldwork Level II Pediatrics- - 4 credits
    OTA284 Occupational Therapy Professional Transition- 2.0 credits

LEGAL PROCEDURES

Fingerprinting: The program requires fingerprinting and background checks prior to admission to the program. Students are responsible for any costs associated with fingerprinting. To obtain a DPS Level I Finger Print Clearance Card call 602.223.2279 and request a finger print clearance card packet or you can visit them in person at 2102 W. Encanto Blvd. in Phoenix and pick up the packet. http://www.azdps.gov/reports/fingerprint/faq/default.asp

Felonies: Commission of a felony must be disclosed to the Arizona Board of Occupational Therapy upon application for Occupational Therapist Assistant Certification. It is the decision of the Board whether or not to grant certification after commission of a felony. For further information contact: Arizona State Board of Occupational Therapy at (602) 589-8352 or visit their web site at https://ot.az.gov/

CONFIDENTIALITY STATEMENT

Students enrolled in the program will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies the students will be required to sign an agreement to adhere to the requirements of those clinical sites and applicable laws, including the Health Information Portability and Accountability Act of 1996 (HIPAA).

ACCREDITATION(S)

GateWay Community College is a Maricopa Community College, accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. For the latest information on programs, graduation rates and consumer information, visit gatewaycc.edu. If needing to contact the program/institution directly please call 602-286-8020 or send an email to marla.pomeranz@gatewaycc.edu. The occupational therapy assistant program has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the AmericanOccupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. The program must have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

❖ Policies, courses, programs, fees, and requirements may be suspended, deleted, restricted, supplemented, or changed through action of the Governing Board of the Maricopa Community Colleges.

❖ The Maricopa Community Colleges reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations.

❖ Admission or graduation from any Allied Health program at GateWay Community College does not guarantee the student's professional certification, licensure, or employability. The student must comply with legal requirements of the profession. This may include provisions from Arizona Revised Statutes 41-1758.03 (sections B and C) regarding the denial of a fingerprint clearance card or being listed on the US government's Office of Inspector General's Exclusion List.

❖ Students with related health care experiences not listed in the Program (Health Core Curriculum courses) Prerequisites/Co-requisite options, may request an evaluation for course competency equivalence by contacting Gateway's Health Core Curriculum Coordinator Jeanne Dial Bautista by calling 602-286-8512 or emailing her at dial@gatewaycc.edu.

❖ The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

❖ The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit **http://www.maricopa.edu/non-discrimination.**

❖ Up to date Program material can be found online at https://www.gatewaycc.edu/occupational-therapy-assisting

COLLEGE COMMUNICATION

The following information is very important so you do not miss any notices:

Communication with students is strictly through Maricopa Colleges email, not a personal email account.

GateWay Community College uses a district-wide Google powered email system. This system is the way all official College communications concerning selective admissions, class enrollment, financial aid, tuition due dates and other important student information are sent.

All students need to check their new student e-mail regularly or forward the new student e-mail to a personal e-mail to ensure that all official college communication is received.

Students may access their new e-mail accounts directly from their Student Center once they log in at my.maricopa.edu. First section "Student Communication Center".

The benefits to the student include:
- Quicker response
- Convenience. You can receive & read email even if out-of-town
- Saves trees!

Go to my.maricopa.edu and log in to your account. Click on 'create an account' in the paragraph above the picture of the students to set up your student account. You may edit your information, such as address, phone, etc. here also if you need to. This is a self-service for students, which includes registering for classes, adding/dropping classes, making payments, printing your class schedules, viewing financial aid & viewing your grades. If you have any technical issues, please call 1-888-994-4433.

The following are some of the services available to students.

Advising – The Health Sciences Academic Advisors are available by phone, email, or in person in the CH Center for Health Careers Education Building, on the north side of campus during the following business hours:

Walk-in basis	**For an appointment call 602.286.8181**
Tuesday: 8 a.m. to 6 p.m.	Monday, Thursday & Fridays by appointments. Decrease your waiting time by scheduling an appointment at advisor@gatewaycc.edu or by calling 602.286.8200.
Wednesdays: 8 a.m. to 2 p.m.	
Note: *Students **must** check in 2 hours before closing time to ensure they will be seen.*	***(During the Summer, college is closed on Fridays)***

Bookstore – Available are textbooks and supplies for classes, call 602.286.8400. You may visit their website at www.efollett.com and selecting "College Textbooks".

Counseling – Academic, personal, or career counseling available. Call 602.286.8900.

Employment – Upon completion of the Occupational Therapist Assisting Program, contact the Career & Re-Entry Services, at 602.286.8500 for assistance.

Financial Aid – Available for qualified students. Contact the Financial Aid Office at 602.286.8300 or visit website: http://www.gatewaycc.edu/financial-aid

Student Assessment Center – Services include instructor makeup exams, the English, Math, and Reading COMPASS placement tests, and selected instruments required for acceptance into the Health Science or Nursing programs. Call 602.286.8160 for specific days and times tests are available.

Tutoring Assistance – Available through the Learning Center, 602.286.8800.

For a complete listing of student services, please refer to the college catalog, or visit Gateway's website: www.gatewaycc.edu or call college information at 602.286.8000.

The following is a list of physical/mental requirements that are expected of students in the Occupational Therapist Assistant Program.

1. Demonstrate visual acuity and auditory ability to assess the condition of a patient and administer effective patient care.
2. Demonstrate manual dexterity, eye-hand coordination, fine and gross motor skills, and tactile abilities to perform functions as directed by the occupational therapist.
3. Demonstrate critical thinking and problem solving skills for effective patient management and implementation of selected treatment interventions.
4. Maneuver equipment in a patient's room or in the therapy department in a time efficient manner.
5. Work in stressful situations that require quick thinking and the simultaneous coordination of a variety of activities.
6. Demonstrate physical agility to respond to patient and family needs, including unexpected changes in the patient's status.
7. Demonstrate the physical ability to assist patients in ambulating, positioning in bed, and transferring from the bed/mat, wheelchair or car in a time efficient manner.
8. Demonstrate proper body mechanics for lifting.
9. Lift objects in excess of 100 pounds with assistance with frequent lifting and/or carrying objects weighing 50 pounds or more.
10. Tolerate prolonged standing, stooping, squatting, bending, pushing, and pulling.
11. Demonstrate ability to read, write, understand and speak English.
12. Demonstrate effective verbal and non-verbal communication skills with internal and external customers.

Students who are unable to perform these functions, with or without reasonable accommodations, may be unsafe in the clinical environment and thus will likely be unsuccessful in the program.

☐   2020 – Applications accepted from August 2019 to December 2, 2019

NOTE: It is the applicant's responsibility to assure that the information on this application remains current. The applicant must inform GateWay Community College of any changes in the information provided below. Failure to provide current information may result in the applicant forfeiting their program space.

Please print clearly:

_____
LEGAL NAME – LAST   FIRST   MIDDLE

_____
FORMER NAME(S) which may appear on transcript(s)

_____
ADDRESS STREET

_____
CITY   STATE   ZIP

_____
PHONE NUMBER HOME   PHONE NUMBER WORK   PHONE NUMBER CELL

_____
STUDENT ID NUMBER   MARICOPA EMAIL ADDRESS(Ex. @maricopa.edu)

ADMISSION APPLICATION DISCLAIMER:
Admission to the Occupational Therapist Assistant Program at Gateway Community College does not guarantee that a student will receive an Associate in Applied Science Degree from the college. Additionally, completion of the Occupational Therapist Assistant Program is not the sole criterion for obtaining a license/certificate to work as an occupational therapist assistant. Licensing/certification requirements, if required, are the exclusive responsibility of the individual State Board of Occupational Therapy or similar agency, and an individual must satisfy specific requirements of those agencies independent of graduation from the an accredited OTA education program.

CERTIFICATION:
I certify that the above answers are true, correct and complete. I understand that any falsification or intentional misrepresentation of information on this application may be cause for dismissal from the Occupational Therapist Assistant Program and from the college.

_____
Applicant's Name (PRINT)

_____   _____
Signature   Date

<u>Submit to:</u>
GateWay Community College

ATTN: Selective Admissions
Admissions and Records Office
108 N 40th Street
Phoenix, AZ 85034-1704

Last Name	First Name	Student ID	Date

The following prerequisites must be completed prior to submitting your application.   Applicants are strongly encouraged to meet with a program adviser to review and complete this application checklist prior to submitting the application to the OTA Program.

	Course	Course Title	Credits Required	College	Semester Completed or Enrolled	Grade
+	BIO201	Human Anatomy & Physiology I	4			
+	BIO 202	Human Anatomy & Physiology II	4			
+	CRE 101	College Critical Reading and Critical Thinking/OR Equivalent by Assessment on Placement Test	0-3			
+	COM100/ 110/230	Introduction to Human Communication OR Interpersonal Communication OR Small Group Communication	3			
+ +	ENG101 ENG107	First Year Composition **OR** First Year Composition for ESL	3			
+	HCC146	Common Medical Terminology/ OR Work experience or equivalent education as evaluated by the Gateway Health Core Curriculum Coordinator	0-2			
+	OTA100	Introduction to Occupational Therapy Assistant Profession	2			
+	PSY101	Introduction to Psychology	3			
+	ESSAY	A one-page essay stating why student wishes to become an occupational therapy assistant (OTA) must accompany application.	N/A			

The following items are required to be submitted following admission to the program and no later than 14 days prior to the first day of class.

Level One Fingerprint Clearance Card (copy required)	Expiration Date	MCCCD Policy Background Check Acknowledgement (copy attached)	☐

A "Healthcare Provider" CPR card from the American Heart Association is required two months prior to the start of clinical experiences.

Student Signature	Student Name (printed)	Date

Adviser Signature	Adviser Name (printed)	Date

Allied Health and Nursing Programs
Maricopa County Community College District
Summary of Criminal Background Check Requirement *(Student Copy)*

Overview of the Requirements

In order for students to be admitted to or maintain enrollment in good standing in Maricopa County Community College District's ("MCCCD") Allied Health and Nursing programs ("Programs"), students must provide with their application to a Program all of the following:

- A copy of an Arizona Department of Public Safety Level-One Fingerprint Clearance Card ("Card"). Students are required to pay the cost of applying for the Card. Cards that are NOT Level-One status will not be accepted.

- An original version of the "**Criminal Background Check Disclosure Acknowledgement"** form attached to this Summary signed by the student.

At all times during enrollment in a Program, students must obtain and maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on supplemental background check performed by MCCCD authorized vendor. Admission requirements related to background checks are subject to change as mandated by clinical experience partners

Implementation of the Requirements

1. Students that are denied issuance of a Card may be eligible for a good cause exception through the Arizona Department of Public Safety. It is the student's responsibility to seek that exception directly with the department. Until the student obtains a Card and meets the other requirements for admission, he or she will not be admitted to a Program.

2. Students admitted to a Program whose Card is revoked or suspended must notify the Program Director immediately and the student will be removed from the Program in which they have been admitted or are enrolled. Any refund of funds would be made per MCCCD policy.

3. The **Criminal Background Check Disclosure Acknowledgement** directs students to disclose on the data collection form of the MCCCD authorized background check vendor all of the requested information as well as any information that the background check may discover. Honesty is important as it demonstrates character. Lack of honesty will be the basis for denial of admission or removal from a Program if the information that should have been disclosed but was not would have resulted in denial of admission. Failure to disclose other types of information constitutes a violation of the Student Code of Conduct and may be subject to sanctions under that Code. Students have a duty to update the information requested on the [background check vendor] data collection form promptly during enrollment in a Program. The [background check vendor] data collection form may ask for the following information but the form may change from time to time:

- Legal Name
- Maiden Name
- Other names used
- Social Security Number
- Date of Birth
- Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
- Pending criminal charges that have been filed against you including dates and details.
- Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized MCCCD background check vendor will be asked to pass or fail each student based on the standards of MCCCD's clinical experience partners that have established the most stringent requirements. The sole recourse of any student who fails the background check and believes that failure may have been in error is with the background check vendor and not MCCCD.

Allied Health and Nursing Programs
Maricopa County Community College District
Summary of Criminal Background Check Requirement   *(Student Copy)*

(Student: Sign and Attach to Application)

All allied health and nursing students who seek to enroll in MCCCD healthcare programs must complete a Criminal Background Check. The outlined criteria have been created based on MCCCD's largest clinical experience hospital partners. These partners have stringent background check standards that preclude MCCCD from assigning students to their sites who cannot meet those standards. In order for MCCCD students to be able to continue to complete clinical experiences at local hospitals, students must meet these standards.

For persons wishing to enroll in a Program the person must meet the following standards:

- Possession of a valid Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students who currently possess a DPS Card that is another level will not be allowed entrance into a health care program. Students are required to pay the cost of obtaining this background check. If the Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or while enrolled in a MCCCD healthcare program a student must notify the Program Director immediately and he or she will be removed from the Program. Please see the "Frequently Asked Questions" sheet for details regarding the DPS Card.

- Each student must provide documentation that he or she has completed and "passed" a MCCCD-supplemental background check through the approved vendor **CastleBranch.** Student**s** are required to pay the cost of obtaining this background check. Students whose background checks are more than six months old on the date of beginning a healthcare program must obtain an updated background check. Students who have been in a Program for more than 12 months may be requested to obtain an updated background check. Please see the attached "Frequently Asked Questions" sheet for more details regarding the MCCCD supplemental-background check.

- The MCCCD supplemental or the clinical agency background check may include but are not limited to the following:
  - Nationwide Federal Healthcare Fraud and Abuse Databases
  - Social Security Verification
  - Residency History
  - Arizona Statewide Criminal Records
  - Nationwide Criminal Database
  - Nationwide Sexual Offender Registry
  - Homeland Security Search

- By virtue of the MCCCD supplemental background check, students will be disqualified for admission to a program or continued enrollment in a program based on their criminal offenses, the inability to verify their Social Security number, or their being listed in an exclusionary database of a Federal Agency or on a sex offender registry. Offenses that will lead to a "fail" on the supplemental background check may include but are not limited to:
  - Social Security Search-Social Security number does not belong to applicant
  - Any inclusion on any registered sex offender database
  - Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
  - Any conviction of Felony no matter what the age of the conviction
  - Any warrant in any state

o Any misdemeanor conviction for the following-No matter age of crime
- violent crimes
- sex crime of any kind including non consensual sexual crimes and sexual assault
- murder, attempted murder
- abduction
- assault
- robbery
- arson
- extortion
- burglary
- pandering
- any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
- any abuse or neglect
- any fraud
- illegal drugs
- aggravated DUI

o Any misdemeanor controlled substance conviction last 7 years
o Any other misdemeanor convictions within last 3 years
o Exceptions: Any misdemeanor traffic (DUI is not considered Traffic)

- At all times students are in a program they must maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on the MCCCD supplemental background check performed by the MCCCD-authorized vendor.

- Admission requirements related to background checks are subject to change without notice.

- Some clinical agencies may require additional components of a criminal background check, other than those required by MCCCD, as well as a drug screening. Students are required to pay for any and all criminal background checks and drug screens required by a clinical agency to which they are assigned

- Even though a student possesses a valid DPS Level One Fingerprint Clearance Card and has passed the MCCCD supplemental background check, a clinical agency may decline to place a student due to information the clinical agency obtains in a background check it requires.

- If a clinical agency to which a student has been assigned does not accept the student based on his or her criminal background check, the student may not be able to complete the program.

- MCCCD may, within its discretion, disclose to a clinical agency that a student has been rejected by another clinical agency.

- MCCCD has no obligation to make attempts to place a student when the reasons for lack of placement are criminal background check issues. Since clinical agency assignments are critical requirements for completion of the program, inability to complete required clinical experience due to a student's criminal background check will result in removal from the program.

_____   _____
Signature   Date

_____   _____
Printed Name   Student ID Number

_____
Desired Health Care Program