Dear Occupational Therapy Assistant Candidate:

Thank you for your interest in the Occupational Therapy Assistant Technology (OCAT) Program of Kent State University at Ashtabula. This Associate of Applied Science degree is offered in a hybrid format, with lecture content presented online asynchronously, labs completed on campus one day per week, and fieldwork experiences in a wide range of settings and geographical locations. Successful completion of this program prepares you to be eligible to practice Occupational Therapy anywhere in the country, in various settings, and with many different types of patients. As an Occupational Therapy Assistant, you will enjoy a rewarding career that enables you to change your life while helping to improve the lives of many people.

To assist you in learning about Occupational Therapy as a career and preparing for our OCAT Program, we have included the following helpful information in this packet:

- Occupational Therapy as a career and OTA responsibilities, functions, and benefits
- Occupational Therapy Assistant Program at Kent State University at Ashtabula
    - Application procedures and admissions process
    - Selection process
    - List of program courses
    - 2 Occupational Therapy Observation forms

Application materials and requirements are due by **March 1, 2021, to start the program in Summer 2021**.

If you are interested in learning more, please contact Allied Health Program Secretary, Theresa Hootman, at **440-964-4252**, or email thootma1@kent.edu to schedule an appointment with an advisor.

Best wishes in your educational pursuits. We look forward to assisting you.

Sincerely,

Julie Mirabell

Julie Mirabell, MS, OT/L
Program Director
Occupational Therapy Assistant Program

OCCUPATIONAL THERAPY

Occupational therapy is a health rehabilitation profession that uses activities/occupations as treatment to help people of all ages perform the skills they need to live as independently as possible. **Certified occupational therapy assistants** (COTAs) assist with the evaluation and treatment of individuals with or at risk for injuries, illnesses, cognitive impairments, psychosocial dysfunctions, mental illness, developmental or learning disabilities, physical disabilities, or other disorders or conditions. Under the supervision of registered occupational therapists (OTRs), COTAs:

    (1)   contribute to the evaluation process through the administration of assessments (standardized and non-standardized) for which they have established competency; and

    (2)   implement therapeutic interventions which use purposeful activity and occupations for developing, improving, sustaining or restoring function in areas of performance and wellness including, but not limited to, daily living skills, work performance, educational performance skills, and leisure capacities.

The client factors and performance skills are the elements of performance in which COTAs intervene for the purpose of attaining an individual's highest level of functional independence within the appropriate environmental context. Under the supervision of an OTR, COTAs also assist in the design, development, adaptation, application or training in the use of assistive technology devices and orthotic devices; training in the use of prosthetic devices; application of physical agent modalities; and the adaptation of environments and processes to enhance functional performance.

Therapists typically work during regular daytime hours, but evening, early morning, and weekend hours are available in some settings. Therapists can choose between full-time, part-time, or on-call/per diem schedules. School-based therapists often enjoy having summers off. Other types of therapy offer even more flexibility, such as home health therapy, which allows therapists to schedule patient treatments at his or her discretion.

CAREER INFORMATION

Upon successful completion of the program, entry-level occupational therapy assistants are qualified to:
1. Plan and carry out occupational therapy intervention programs, with appropriate supervision, to prevent deficits and to maintain or improve function in daily living skills and in underlying client factors, e.g., muscle strength, range of motion, coordination, cognition, and visual-spatial perceptions.
2. Participate in managing Occupational Therapy services.
3. Direct activity programs.
4. Incorporate values and attitudes congruent with the profession's standards and ethics.

The job market for OTAs continues to have an excellent outlook. The U. S. Department of Labor states that the OTA job outlook shows growth much faster than average and projects that from 2018-2028 the need for OTAs will increase by 31% with a projected need for an additional 13,200 OTAs (http://www.bls.gov). The national median OTA salary for 2019 is reported at $59,200. The Ohio median salary for an OTA is $60,810.

Occupational Therapy Assistants are employed in both traditional and nontraditional settings including: acute care hospitals, rehabilitation centers, schools, nursing homes, home health agencies, and mental health facilities.

Graduates with an Associate of Applied Science degree may advance their career by attending schools in the state to receive a Master's Degree in Occupational Therapy, including weekend or distance learning programs. A complete listing of Ohio schools may be found at http://www.aota.org/en/Education-Careers/Find-School.aspx.

ESSENTIAL FUNCTIONS

Essential functions describe required skills and abilities for completion of the OCAT program and to work as a generalist occupational therapy assistant. This list is a summary of essential functions students are required to meet throughout program coursework and fieldwork experiences. Additional information can be found at http://www.online.onetcenter.org.

Motor Capabilities:
1. Move from room to room and maneuver in small spaces.
2. Transfer patients who may require physical assistance.
3. Guard and assist patients with ambulation, dressing, grooming and feeding tasks.
4. Perform therapeutic techniques, including applying resistance during exercise.
5. Lift and carry up to 50 pounds and exert up to 100 pounds of force (push/pull).
6. Squat, crawl, bend/stoop, reach above shoulder level, kneel, use standing balance, and climb stairs.
7. Use hands repetitively; use manual dexterity.
8. Adjust, apply, and clean therapeutic equipment.
9. Perform CPR.
10. Travel to and from academic and clinical sites.
11. In the average clinical day, students sit 1-2 hours, stand 6-7 hours and travel 1-3 hours.

Sensory Capabilities:
1. Convey verbal and manual instruction.
2. Assess patient's posture and response to treatment.
3. Respond in a timely manner to a timer, alarm or cries for help.
4. Monitor vital signs, changes in patient status, skin changes, etc.
5. Auditory, visual, and tactile abilities sufficient to assess patient status and perform treatments.

Communication Abilities:
1. Communicate effectively, concisely and accurately in English with patients, families and other healthcare providers; both verbal and written. (Examples: explain treatment procedures, teach patients and caregivers, document in charts.)
2. Effectively adapt communication for intended audience.
3. Interact and establish rapport with individuals, families, and groups from a variety of

social, emotional, cultural and intellectual backgrounds, treating all fairly and equally.
4. Assume the role of a healthcare team member.
5. Function effectively under supervision.

Problem Solving Abilities:
1. Function effectively under stress.
2. Respond appropriately to emergencies.
3. Adhere to infection control procedures.
4. Demonstrate problem-solving skills in patient care. (Measure, calculate, reason, prioritize and synthesize data.)
5. Use sound judgment and safety precautions.
6. Address questions and/or problems to the appropriate person at the appropriate times.
7. Organize and prioritize job tasks.
8. Follow policies and procedures required by clinical and academic settings.
9. Develop skills to choose appropriate treatment ideas to fit patient needs and capabilities.

Behavior Abilities
1. Maintain patient confidentiality in accordance with site policies and applicable laws.
2. Demonstrate self-control, keeping emotions in check and controlling anger even in difficult situations.
3. Take constructive criticism and apply it to improve behavior and skills.
4. Manage time effectively.
5. Demonstrate conduct reflecting in a professional and ethical manner at all times.
6. Demonstrate reliability, responsibility, dependability and fulfillment of obligations.

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

The OCAT Program at Kent State University at Ashtabula offers the necessary training to become an OTA in today's healthcare field. The program includes Occupational Therapy and related classes and clinical rotation experiences in varied therapy settings. Our graduates are eligible to take the national certification examination. Upon successful completion of the exam and licensure, graduates will be qualified to begin practicing as an OTA. An Associate of Applied Science Degree is granted following the successful completion of the program courses.

A new class enters the OCAT Program each **summer semester (May)** following acceptance during the previous spring semester. Students may and should begin prior to this by taking some of the 10 open enrollment courses (see page 11) that can be completed prior to admission to the OCAT Program. Although the program is scheduled over a one-and-a-half year period, it typically takes longer to complete the prerequisites and required courses needed to enter and complete the program. The program cannot be completed in less than 18 months, but semester workloads can be reduced by completing select courses prior to applying and being accepted into the program or during summer class breaks.

Students may take open enrollment courses at other institutions. More transfer credit information can be found at https://www.kent.edu/credittransfer/transferring-credit-coursework-exams-and-military-experience.

Enrollment in the OCAT Program is limited to **28 students**. **The deadline for application for admission into the Summer 2021 class is March 1, 2021.** To assist you in making correct class selections and educational decisions, you should meet with the OCAT advisor prior to each semester. If you are attending another institution or Kent State campus, your advisor can help you register for classes at that campus. Fulfillment of the admission requirements does not guarantee admission to the OCAT Program.

The OCAT program is an intensive program. Before applying, each students should give careful consideration regarding their ability to meet all program requirements. Considerations include:

- Ability to work online independently, and meet regular course deadlines
- Travel and regular attendance to on-campus labs
- Schedule flexibility for completing required fieldwork hours
- Availability for 25 or more hours per week of class preparation and study, outside of lab and fieldwork.

Many students work part-time while enrolled in the program, but this is dependent upon the flexibility of the student's job, the number of courses that the student has completed prior to entering the program, and the semester schedule. Please discuss with the OCAT advisor if you plan to work while in the OCAT Program.

After **65 successful semester hours**, an Associate of Applied Science Degree is granted to the student. Students graduate in December of their second year in the program. The curriculum contains a strong core of occupational therapy classes as well as related courses in anatomy, psychology, human growth and development, and interpersonal communications. The associate-degree-level occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association

(AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. Graduates of the program 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.

<u>Important note: A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.</u>

All students accepted into the program will be required to complete state and federal background checks prior to attending fieldwork experiences. Felony convictions may result in the following:

- Fieldwork sites may refuse admission to OCAT students with a conviction. If a student is unable to complete the clinical portions of the program, he/she will be unable to complete the OCAT program.
- OCAT graduates with convictions may be denied the opportunity to take the National Board for Certification in Occupational Therapy (NBCOT) certification exam. OCAT applicants with convictions are referred to www.nbcot.org for more information.
- OCAT graduates with convictions may be denied permission to obtain a license to practice. OCAT applicants are referred to the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board at http://otptat.ohio.gov for more information.

For additional counseling, contact the OCAT Program advisor.

HYBRID PROGRAM RESOURCES

Technology Requirements

Students in the OCAT Program must have access to sufficient technology for successful participation. The Online Learning Page at KSU provides detailed information on technology requirements (https://www.kent.edu/onlinelearning). **PLEASE NOTE: Mobile Devices are not recommended for some program applications, such as exams.**

Hardware requirements
- A laptop or desktop with a minimum of a 2GHz processor and 4GB of RAM
- A web cam with 640x480 video pixel resolution (web cams built into laptops or monitors are acceptable)
- Headphones connected to the computer
- A microphone connected to the computer (your web cam or laptop may already have one built into it)

Internet Access
- A reliable high speed internet connection (minimum 768 Kbps/384 Kbps Download/Upload)
- A DSL, cable connection or greater is recommended

Software Requirements
Kent State University provides technical support for a limited number of operating systems and software applications. The following required computer operating systems and software applications are supported by the KSU Helpdesk:
- Windows 7 system operating software for PC computers
- Mac OS X 10.6 Snow Leopard or newer system operating software for Apple Mac computers
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Antivirus for Windows OS, Microsoft Security Essentials (https://support.microsoft.com/en-us/help/14210/security-essentials-download)
- Antivirus for Mac OS, Sophos (https://home.sophos.com/en-us/download-mac-anti-virus.aspx)
- Adobe Acrobat Reader (https://get.adobe.com/reader/)

The Division of Information Technology (www.kent.edu/it) provides the tools that make it possible to connect with courses, instructors, students and other KSU resources:
- Training in FlashLine, gmail, Blackboard, and more at support.kent.edu
- 24/7 Support at 330-672-HELP (4357) and live chat
- FREE Microsoft Office 365, and Security Essentials
- Distance learning technology, including Cisco VPN and Respondus Lock Down Browser

ADMISSION PROCESS

The requirements for admission to the Occupational Therapy Assistant technical study program are listed below. ALL of these requirements must be fulfilled, and evidence of their completion submitted by **March 1, 2021**, for admission in **Summer Semester (May) 2021**. Failure to submit ALL admission requirements will exclude the applicant from consideration for admission. Admission is based on comparative evaluation of the applicants' credentials as they relate to academic achievement.

1. **Complete and submit the Kent State University admission application with the application fee.** The application can be accessed at: www.kent.edu/admissions/apply.

2. **ALL high school and college transcripts must be sent to: Kent State University at Ashtabula, Admissions Office, 3300 Lake Road West, Ashtabula, OH 44004.**

3. **Prior to acceptance into the OTA program, applicants must demonstrate competence for college level coursework for reading, mathematics, and writing. This can be met by one of the following:**

    A. **Results of ACT, SAT or KSU placement assessment scores.**
    B. **Completion of all prescribed developmental coursework.**
    C. **Evidence of a completed bachelor's degree.**

    Arrangements to take the placement tests can be made by calling the general office of the campus where you wish to take the tests. **It is the applicant's responsibility to obtain the test results so that you are aware of what course work (if any) was recommended by your test scores.** It is advisable that you take the tests as soon as possible, to allow time to take the recommended course work prior to the selection deadline. Contact the program director/advisor for specific information about completion of developmental coursework.

4. **Schedule an appointment with the OCAT Program advisor** by contacting the department secretary, Theresa Hootman, at 440-964-4252 or email thootma1@kent.edu. The advisor will assist you in completing the requirements needed for admission into the OCAT Program, answer questions about the admission process, and meet with you each semester to assist you in scheduling your classes.

5. **Complete and submit the OCAT Program application for admission.** Please note that admission to the Occupational Therapy Assistant technical study program is a separate process from admission to the University and requires a separate application. There is no additional fee to apply to the OCAT Program. The OCAT application will be available at http://www.kent.edu/ashtabula/health-degrees/application-ocat-technical-study after approximately January 1, 2021.

6. The following prerequisites must be completed prior to acceptance into the program:

‣ **Completion of high school biology or college biology (BSCI 10001 meets this requirement) with a letter grade of 'C' or better.**

‣ **Completion of MATH 00021 or a non-remedial college math course with a letter grade of 'C' or better.**

‣ **A minimum cumulative grade point average (GPA) of 2.7 from your last scholastic experience** is required to apply to the program, and you must maintain a 2.0 to remain in the program. To qualify as a scholastic experience, at least **six credit hours** of related coursework must have been completed at that institution.

‣ **Complete a minimum of 16 hours of observation experiences at Occupational Therapy facilities of your choice. The 16 hours must be completed in a minimum of two different facilities (minimum of 8 hours at each site).** Complete and submit the Occupational Therapy Observation form (one form for each facility) as part of the program's application process. It is the applicant's responsibility to contact an Occupational Therapy department to arrange for this observation. It is advisable to start your Occupational Therapy experience as soon as possible to be sure you are making the correct career choice for yourself. Observation forms are valid for up to 5 years from date of completion.

‣ Applicants must have either successfully **completed BSCI 11010—Anatomy and Physiology I for Allied Health OR be enrolled in this course during the spring semester** by the application deadline to be eligible for the summer start.

SELECTION PROCESS

The OCAT Program admits a new class of up to **28 students** each Summer Semester. The deadline for application materials and requirements to be completed and submitted for the **Summer 2021 admission** is **March 1, 2021**. Qualified applicants will be ranked on a point scale. Points are assigned based on grade point average (GPA), writing sample and completion of open enrollment courses. The 28 candidates with the highest points will be accepted. Selection of lab section will be based on ranking.

Students who are enrolled in BSCI 11010 during the Spring 2021 semester may be **provisionally accepted**, pending successful completion (C or better grade) of the course by the end of the Spring 2021 semester. Provisionally accepted students who do not have credit for a 'C' or higher in BSCI 11010 at the conclusion of the spring semester may not be eligible to start the program in the summer.

Applicants will be notified by their kent.edu email of acceptance status by March 31, 2021. Information regarding the selection results will not be given over the phone. Students may only apply to the OCAT program two times.

Pursuant to federal regulations and state law, Kent State University is committed to provide all persons equal access to its programs, facilities, employment, without regard to race, color, religion, age, gender, sexual orientation, national origin, disability, or identification as a disabled veteran, or veteran of the Vietnam era. Inquiries regarding federal regulations and state law may be directed to the Office of Affirmative Action, Wright Hall, Kent State University, Kent, Ohio 44242-0001.

TUITION AND FEES

<u>**TUITION/MISCELLANEOUS FEES**</u>:

Kent State University Regional Campus tuition and fees are published here: https://www.kent.edu/bursar/tuition-and-fees

Withdrawal and refund schedules may be found at www.kent.edu/registrar.

OCAT students also incur the following costs and fees:
- books: usually average $350 per semester
- course fees: approximately $25-75 per semester
- compliance tracking fee $35
- current physical examination and immunizations
- CPR certification
- clinical education expenses (travel, uniform, name tag and meals)
- annual fingerprinting/criminal background checks (state and federal): $78
- licensure fees to national and state licensing board (following graduation)

<u>**HOUSING & TRAVEL**</u>

There is no on-campus housing available on the KSUA campus at this time. However, there are students who move to the campus area to complete their education. Please contact the program director for more information about housing and travel options.

FINANCIAL AID/SCHOLARSHIPS

Information on general financial aid and scholarships is available from the Kent State Ashtabula University Office of Financial Aid at 440-964-4213. Financial aid appointments are scheduled at the Central Office. The Free Application for Federal Student Aid (FAFSA) is available online at http://www.fafsa.ed.gov.

Kent State University at Ashtabula
OCCUPATIONAL THERAPY ASSISTANT PROGRAM
Suggested sequence of courses for completing the program in two years

Course Number		Course Title	Credit Hours

FIRST YEAR
Spring Semester

* BSCI	11010	Anatomy and Physiology for Allied Health I	3
* KENT CORE COMPOSITION ELECTIVE			3
* PSYC	11762	General Psychology	3
* US	10097	Destination Kent State: First Year Experience	1
* KENT CORE HUMANITIES OR FINE ARTS ELECTIVE			3
			13

Summer Semester (following acceptance into technical study program)

* BSCI	11020	Anatomy and Physiology for Allied Health II	3
* OCAT	10000	Foundations in Occupational Therapy	2
OCAT	10003	Occupational Therapy Practice Skills Lab	1
			6

Fall Semester

* AHS	12005	Concepts in Lifespan Development	3
* PSYC	21211	Psychology of Everyday Life **OR**	3
* PSYC	40111	Abnormal Psychology	3
AHS	22002	Clinical Kinesiology	3
AHS	22003	Clinical Kinesiology Lab	1
OCAT	10001	Occupational Therapy Practice Skills II	3
OCAT	10002	Occupational Performance in Psychosocial Health	4
OCAT	10092	Fieldwork 1a	1
			18

SECOND YEAR
Spring Semester

* KENT CORE MATH ELECTIVE			3
* AHS	12010	Professionalism in Healthcare	1
OCAT	20000	Occupational Performance in Physical Health	4
OCAT	20092	Therapeutic Techniques--Fieldwork 1b	1
OCAT	20001	OT Management and Leadership Skills	2
OCAT	20003	Occupational Therapy Practice Skills III	3
			14

Summer Sessions

OCAT	20004	Occupational Performance in Pediatric Populations	3
OCAT	20006	Occupational Performance in Physical Health II	3
			6

Fall Semester

OCAT	20192	Clinical Applications I	4
OCAT	20292	Clinical Applications II	4
			8

TOTAL REQUIREMENTS: 65 Hours

* Indicates the open enrollment courses. These courses can be taken prior to admission to the technical study program.

NOTE: The curriculum listed above does not include prerequisites. It is highly recommended that some open enrollment courses be taken prior to admission to allow a more manageable credit load during program and a December graduation following the second year of the program. The minimum grade accepted for all prerequisite and required courses is 'C'. Pass/fail grades will not be accepted.

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Kent State University at Ashtabula
Occupational Therapy Assistant Program

OCCUPATIONAL THERAPY OBSERVATION FORM

Observation Requirement: A minimum of **16 hours** (minimum of eight hours at two different sites) must be completed prior to admission in the technical study portion of the Occupational Therapy Assistant program at KSUA.

For each facility, complete this form in its entirety. Completed forms must be received by KSUA by the March 1 deadline for summer admission eligibility.

Professionalism Requirements: While shadowing, students are considered a visitor in the clinical setting. It is expected that the applicant will conduct themselves as courteous professionals. Although the student experience is observation only, the shadowing program is intended to be an interactive learning process with the opportunity for student-professional-patient interactions. Applicants must dress professionally per the requirements of the facility, refrain from cell phone use, keep all information confidential to ensure patient privacy, and adhere to other applicable facility requirements.

Name of Applicant: _____   **Applicant Email:** _____

Name and Location (City/State) of Facility: _____

Date	Number of Hours	OT Practitioner Initials

List eight concepts/topics that you learned/observed about OT during this shadowing experience. Do **no**t include any specific or identifying client information.

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-
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-
-
-
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Print Name and Credentials of OT Practitioner: _____

OT Practitioner Signature: _____   **State & License #** _____

PLEASE RETURN TO: Theresa Hootman, Allied Health Secretary
 FAX: 440-964-4355   **EMAIL**: thootma1@kent.edu   **MAIL:** Kent State University at Ashtabula
                                                                                                                          3300 Lake Road West
                                                                                                                          Ashtabula, OH 44010

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