



Dear Occupational Therapy Assistant Candidate:

Thank you for your inquiry about the Occupational Therapy Assistant Program (OCAT). Successful completion of this program prepares you to be eligible to practice Occupational Therapy anywhere in the country, in a variety of 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 information in this packet:

- Occupational Therapy as a career and OTA responsibilities, functions, and benefits
- Occupational Therapy Assistant Program at Kent State East Liverpool
 - Application procedures and admission process
 - Selection process
 - List of program courses
 - Program Application and 2 observation forms

If you wish to be considered for admission into the program for fall 2021, you must submit evidence of meeting **all** admission requirements that are detailed in this packet, by April 30, 2021. **It is the applicant's responsibility to ensure that all admission information has been received at the Kent State University, East Liverpool OCAT Program Office and that their application file is current and complete.**

It is strongly recommended that all interested applicants schedule an advising appointment with the Program Advisor. To schedule an appointment, please call Nina Sullivan at 330-382-7457, or email nssulliv@kent.edu. For program information, please contact me at 330-382-7456 or kswobod1@kent.edu

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

Kathy Swoboda, MLS, OTR/L
Program Director

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** (COTA's) assist with the evaluation and treatment of individuals with 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 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 to attain 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; the design, fabrication or application of orthotic devices; training in the use of orthotic or prosthetic devices; application of physical agent modalities; and the adaptation of environments and processes to enhance functional performance.

OT practitioners typically work during regular daytime hours, but evening, early morning and weekend hours are available in some settings. OT practitioners can choose between full-time, part-time or on-call or per-diem schedules. School-based practitioners often enjoy having summers off. Other types of therapy offer even more flexibility, such as home health therapy, which allows practitioners 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 Bureau of Labor Statistics states that the OTA career is growing much faster than average 2019-2029 and the need for OTAs will increase by 32% with projected job openings of 17,900 OTA's (<https://www.bls.gov/ooh/healthcare/occupational-therapy-assistants-and-aides.htm>). The national median annual wage for OTA's in 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 or Doctoral Degree in Occupational Therapy, including weekend or distance learning programs. A complete listing of schools may be found at <https://www.aota.org/Education-Careers/Find-School.aspx>

ESSENTIAL FUNCTIONS

Essential functions are the 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://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 that reflects 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 East Liverpool offers the necessary training to become an OTA in today's healthcare field. The program includes Occupational Therapy and related classes and full-time fieldwork experiences in varied therapy settings. An Associate of Applied Science Degree is granted following the successful completion of the program courses. 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.

A new class enters the OCAT Program each **fall semester**. Students may begin prior to this by taking some of the 11 open enrollment courses that can be completed prior to admission to the OCAT Program. Although the program is scheduled over a two-year period, it generally takes longer to complete the prerequisites and required courses needed to enter and complete the program. The program cannot be completed in less than two years, 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. Following is the KSU credit policy found at <https://www.kent.edu/credittransfer/transferring-credit-coursework-exams-and-military-experience> .

Enrollment in the OCAT technical study Program is limited to **25 students**. **The deadline for application for admission into the fall 2021 class is April 30, 2021 or until availability is satisfied.** To assist you in making correct class selections and educational decisions, you should meet with the OTA Program Director or 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 student should give careful consideration regarding their ability to meet all program requirements including:

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

After **65 successful semester hours**, an Associate Degree is granted to the student. This degree is granted in May of the second year following the completion of all classroom work and fieldwork experiences. 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 Occupational Therapy Assistant Technology 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. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

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:

- a. 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.
- b. 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.
- c. 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.

ADMISSION PROCESS

The requirements for admission to the OCAT technical study Program are listed below. **ALL of these requirements must be fulfilled, and evidence of completion submitted any time prior to April 30, 2021** for admission in **Fall Semester 2021**. Failure to submit ALL admission requirements may exclude the applicant from consideration for admission. Admission is based on comparative evaluation of the applicants' credentials as they relate to academic achievement and knowledge of the field. An applicant may only apply to the OCAT Program a total of two (2) times.

1. **Complete and submit the Kent State University admission application with the \$40.00 application fee.** The application can be accessed at: <https://www.kent.edu/admissions/apply>
2. **ALL high school and college transcripts must be sent to Kent State University at East Liverpool, Student Services Office, 400 E. Fourth Street, East Liverpool, Ohio 43920.**
3. **Prior to acceptance into the OCAT technical study 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 complete any recommended coursework 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 Nina Sullivan, at 330-382-7457 or email nssulliv@kent.edu. The program 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 in scheduling 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/columbiana/apply-occupational-therapy-assistant-technical-study> after February 15, 2021.
6. The following prerequisites must be completed prior to acceptance into the program:
 - **Completion of high school biology or college biology with a letter grade of “C” or better (BSCI 10001 meets this requirement)**
 - **Completion of MATH 00021 or a non-remedial Kent Core Math/Critical Reasoning course with a letter grade of “C”**
 - **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

- **Completion 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 an OT observation 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 2 years from date of completion.
- **Completion of BSCI 11010 Anatomy & Physiology I for Allied Health successfully with a letter grade of “C” or better OR be enrolled in this course during the summer semester** to be eligible for the fall start.

The OTA program utilizes web-enhanced courses and offers online courses. Applicants must possess basic computer skills and reliable access to the Internet. A high-speed internet connection is necessary for best results with Blackboard (online course platform) coursework. To be successful in online courses and to avoid technical issues, it is recommended that you use Mozilla Firefox as your primary Internet browser. In order to function appropriately, please update your browser’s plug-ins and keep your browser updated with the latest version.

SELECTION PROCESS

The OCAT technical study program admits a new class of up to 25 students each fall semester. The deadline for application materials and requirements for the fall 2021 admission is April 30, 2021. Qualified applicants will be ranked on a points scale. Points are based on grade point average, observation experiences, writing sample, and completion of open enrollment courses. The 25 candidates with the highest points will be accepted.

Students who are enrolled in BSCI 11010 during the summer 2021 semester may be **provisionally accepted**, pending successful completion (C or better grade) of the course. Provisionally accepted student who do not earn a “C” or higher in BSCI 11010 at the conclusion of the summer semester will not be eligible to start the program in the fall.

Applicants will be notified by email of either acceptance or rejection, with reason for rejection by May 31, 2021. Information regarding the selection results will not be given over the phone. There is no waiting list, but student who continue to take program open enrollment courses listed in the OTA curriculum may have a stronger, more competitive application the following year. Students may only apply to the OCAT program two (2) times.

Pursuant to Federal Regulations and State Law Kent State University is committed to providing all persons equal access to its programs, facilities, employment, and investigating alleged complaints of discrimination without regard to race, color religion, age, gender, sexual orientation, national origin, handicap, 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, 106 Kent Hall, Kent State University, Kent, OH 44242.

TUITION AND FEES

TUITION:

Kent State University Regional Campus tuition and fees are published here:

<https://www.kent.edu/tuition>

Withdrawal information may be found at www.kent.edu/registrar.

Refund schedule may be found at <http://www.kent.edu/bursar/refund-policy>

OCAT student also incur the following costs and fees, which are subject to change:

- OTA books: average \$350.00 per semester
- Program fees: \$110 per semester (\$550 total)
 - Covers equipment and supplies for all OCAT courses, AOTA 1-year membership, EXXAT fieldwork management system student fee, KSU nametag, BCI/FBI fingerprinting x 2, 1 set KSU scrubs, polo shirt
- Annual physical examination and current immunizations
- CPR certification
- Clinical education expenses (travel, uniform, facility name tag, and meals)
- Licensure fees to national and state boards (following graduation)

HOUSING:

There are no school-owned residence halls at the East Liverpool Campus. However, there are apartments in the area that students who have opted not to commute have rented in the past.

FINANCIAL AID/SCHOLARSHIPS

Information on general financial aid and scholarships is available from the Kent State East Liverpool Office of Financial Aid, 330-385-3805. The Free Application for Federal Student Aid (FAFSA) is available online at <https://studentaid.gov/h/apply-for-aid/fafsa>

**Kent State University East Liverpool
Occupational Therapy Assistant Program**

Course Number	Course Title	Credit Hour
Summer Semester		
* BSCI 11010	Foundational Anatomy & Physiology I	3
FIRST YEAR		
Fall Semester (following acceptance into technical study program)		
* BSCI 11020	Foundational Anatomy & Physiology II	3
* OCAT 10000	Foundations of Occupational Therapy	2
OCAT 10003	Occupational Therapy Practice Skills Laboratory	1
* AHS 12010	Professionalism in Healthcare	1
* PSYC 11762	General Psychology	3
* UC 10097	Destination Kent State: First Year Experience	1
* ENG 11011 or 11002	Kent Core Composition	<u>3</u>
		14
Spring Semester		
OCAT 10001	Occupational Therapy Practice Skills II	3
OCAT 10002	Occupational Performance in Psychosocial Health	4
OCAT 10092	Therapeutic Techniques – Fieldwork 1A	1
AHS 22002	Clinical Kinesiology	3
AHS 22003	Clinical Kinesiology Laboratory	1
* AHS 12005 <u>or</u>	Concepts in Lifespan Development <u>or</u>	3
NURS 20950	Human Growth & Development	3
* PSYC 21211 <u>or</u> 40111	Psychology of Everyday Life <u>or</u> Abnormal Psychology	<u>3</u>
		18
SECOND YEAR		
Summer Semester		
OCAT 20000	Occupational Performance in Physical Health	4
OCAT 20003	Occupational Therapy Practice Skills III	3
OCAT 20092	Therapeutic Techniques Fieldwork 1B	<u>1</u>
		8
Fall Semester		
OCAT 20004	Occupational Performance in Pediatric Populations	3
OCAT 20006	Occupational Performance in Physical Health II	3
OCAT 20001	OT Management and Leadership Skills	2
* Kent Core	Choose from Mathematics and Critical Reasoning	3
* Kent Core	Choose from Humanities or Fine Arts	<u>3</u>
		14
Spring Semester		
OCAT 20192	Clinical Applications I	4
OCAT 20292	Clinical Applications II	<u>4</u>
		8
TOTAL HOURS REQUIRED		65

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

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

**Kent State University at East Liverpool
Occupational Therapy Assistant Program**

OCCUPATIONAL THERAPY OBSERVATION

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 KSUEL.

For each facility, complete this form in its entirety. Completed forms must be received by KSUEL by the April 30 deadline for fall 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 **not** include any specific or identifying client information.

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

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

PLEASE RETURN TO: Kathy Swoboda, Program Director

FAX: 330-382-7564

EMAIL: kswobod1@kent.edu

MAIL: Kent State University at East Liverpool
400 East Fourth Street
East Liverpool, OH 43920

**Kent State University at East Liverpool
Occupational Therapy Assistant Program**

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Print Name and Credentials of OT Practitioner: _____

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

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