

Spring/Fall 2016 OTA Program Applicant Instructions

The OTA program will be admitting a total of 60 students for the Spring and Fall 2016 semesters. The filing period will begin August 17, 2015 and commence on September 14, 2015 at 3:00 p.m. Please note that the OTA program may experience a high volume of applications during the filing period; therefore, careful preparation of your application is highly recommended.

All prerequisite courses must be completed with a grade of "C" or better and applicants must provide official transcripts demonstrating that these requirements have been met. If the applicant is enrolled in any prerequisite courses that will not be completed until after the deadline to apply has passed, they may not submit their application with their coursework still in progress.

Therefore, your application must be completed in full with all supporting documentation in order for your name to be entered into the applicant pool. Any piece of missing or inaccurate information will result in the application not being considered for admission, and it will be returned to the mailing address provided.

You may deliver your application in person to room T-209 during appropriate office hours.

OR

You can mail your application to:

Santa Ana College
ATTN: Michelle Parolise; OTA Program Application
1530 West 17th Street
Santa Ana, CA 92706

Postmarks will not be honored!

**ALL APPLICATION MATERIALS MUST BE DELIVERED IN ONE SEALED ENVELOPE.
NO APPLICATIONS OR SUPPORTING DOCUMENTATION WILL BE ACCEPTED VIA EMAIL OR FAX!**

Students should expect a confirmation email within 3 business days of submitting their application. This email will just confirm that the application was received – the application will not have been processed at that time. Please be sure that you have clearly written your current email address on the application as this is the format we will use to communicate with you.

All completed applications that meet the OTA requirements will be entered into an unbiased random selection process that will determine student positioning to begin the program. Information such as grade point average, work experience, or observational hours will not be taken into account when applications are submitted.

After the filing period has closed, all applicants will be notified *via email* regarding the status of their acceptance into the program. Applicants should expect to receive this email by November 2015. Due to the high volume of applications, please do not call the OTA program to obtain your status; as *no specific information regarding individual admission will be provided via telephone.*

Upon acceptance into the program students will be required to complete a background check, obtain professional liability insurance, and provide documentation of various medical requirements. All pieces of documentation must be submitted to certified profile system within a reasonable period of time after being accepted into the program. Failure to complete these requirements will result in the student being dismissed from the program.

Furthermore, graduates of the program will receive an Associate's Degree and will be qualified to sit for the National Board for Certification in Occupational Therapy (NBCOT) examination. Students who have completed all requirements will also need to apply for a license to practice in the State of California through the Board of Occupational Therapy (BOT).

If a student is not randomly selected to participate in the OTA program during the Spring or Fall 2015 semesters, they will have the opportunity for their application to be kept on file. If an individual chooses to have their application kept on file it will be included in the Fall 2015 randomization process for the 2016 semesters. If an individual is not randomly selected to participate in the OTA program and does not choose for their application to be kept on file, all of their documents will be shredded.

Application Checklist

Utilize this checklist to ensure that you have completed all necessary requirements before submitting your application.

1. _____ **OBTAIN A SAC STUDENT ID NUMBER:** Potential students must apply to SAC in order to obtain an identification number. Your application and transcripts will not be evaluated without a student identification number. Admission to the college does not guarantee admission to the OTA program. Also, if you were previously a student of the Rancho Santiago Community College School District, but have not taken courses in the last Spring or Fall semester you may need to re-apply to the college in order to re-activate yourself in the database.
2. _____ **DOWNLOAD AND COMPLETE THE OTA APPLICATION:** Your application should consist of two single sided pages. *DO NOT make a double sided copy of your application.* All information should be typed or printed legibly in blue or black ink.
 - Select only ONE OPTION when indicating your preferred enrollment format. Think carefully about this selection as you will not be able to alter your decision once your application has been submitted.
 - i. **Option I: Spring (On-Campus/Daytime) Format-**All lecture and lab classes meet on campus twice a week from 8:00 a.m.-5:30 p.m. during the first, second, and third semesters. During the fourth semester students are required to complete two full-time fieldwork rotations.
 - ii. **Option II: Fall (Online/Evenings/Weekend) Format-**Lecture classes are online and lab classes meet on-campus, twice a week in the evenings from 6:00-9:00 p.m. during the first, second, and third semesters. In addition to this, during the third semester students are also required to attend 12 mandatory Saturday classes from 9:00 a.m.-12:00 p.m. During the fourth semester students are required to complete two full-time fieldwork rotations.

iii. **Option III: First Available**-Selecting this option indicates that the student has NO PREFERENCE in the format in which they are enrolled. As a result, the format will be determined by the final positioning from the unbiased random selection process.

3. _____ **PROVIDE OFFICIAL HIGH SCHOOL TRANSCRIPTS:** This is required ONLY if you do not hold an AA/AS or BA/BS degree from an accredited United States institution. Transcripts must be in an official sealed envelope.

- Graduates from foreign countries that have difficulty obtaining their high school transcripts please contact the OTA office directly.

4. _____ **SATISFACTORY COMPLETION OF ALL PREREQUISITES, OR THEIR EQUIVALENTS, WITH A GRADE OF "C" OR BETTER.**

Biology 149, Human Anatomy and Physiology with a lab (*this course must be at least 4 units and taken within the last ten years*)

Communication Studies 101/101H, Introduction to Interpersonal Communication *or*

Communication Studies 102, Public Speaking *or*

Communication Studies 140, Argumentation and Debate *or*

Communication Studies 145, Group Dynamics *or*

Communication Studies 152, Oral Interpretation

English 101/101H, Freshman Composition

Psychology 100, Introduction to Psychology

5. _____ **PROVIDE OFFICIAL COLLEGE TRANSCRIPTS:** All College/University transcripts must be in an official sealed envelope and included with your application. Application packets missing official transcripts will be returned to the mailing address provided.

- You **DO NOT NEED** to include your official transcripts in your application packet if you have taken your prerequisite course(s) at Santa Ana or Santiago Canyon College.
- You must submit your official transcripts even if you think that they are already on file.
- *Do not send your official transcripts directly to Admissions & Records or to the OTA office;* as they must be included in your application packet.

6. _____ **DEMONSTRATE COMPLETION OF THE MATH REQUIREMENT:** If you do not hold a Bachelor's degree your application and transcripts should demonstrate either the completion of an Intermediate Algebra course (or higher) with a grade of "C" or better OR you must provide your score on the SAC Math Placement test.

7. _____ **PROVIDE A VALID COPY OF YOUR CPR CARD:** Basic Life Support (BLS) for Healthcare Providers through the American Heart Association is the only CPR Certification that will be accepted. Please include a copy of both the front and back of the card.
8. _____ **REVIEW APPLICATION FOR COMPLETENESS:** Each section of the application should be filled out accurately and completely! Also, double check that you have provided a current email address.
 - Incomplete applications will be returned to the mailing address provided.
9. _____ **DELIVER YOUR APPLICATION MATERIALS TO THE OTA PROGRAM BY THE DEADLINE:** Your OTA application and official transcripts should be submitted **ALTOGETHER IN ONE SEALED ENVELOPE** on or before September 15, 2015 by 5:00 p.m.
 - Applications received after the deadline will be returned to the mailing address provided.
 - Students should expect a confirmation email once their application has been received by the OTA program.
10. _____ **STATUS EMAIL:** By November 2015 students will be notified via email regarding the status of their acceptance into the OTA program.

Thank You for Your Cooperation
Santa Ana College
Occupational Therapy Assistant Program ☺