Step 1  Make application to Jefferson College. There is a $25 non-refundable application fee. Request all transcripts be sent to:

Jefferson College  
Admissions Office  
1000 Viking Drive  
Hillsboro, MO 63050

Transcripts must be official, which means they must be sent from the schools directly to Admissions; they cannot be delivered by students.

Step 2  Take the COMPASS placement test if necessary. Depending on test results, some additional developmental coursework may be required before acceptance into the program.

Step 3  Declare pre-OTA as your major. You can contact Stacey Wilson (636-481-3211) or Kim Flora (636-481-3285) in Enrollment Services. They can review your transcripts and help you determine course enrollment needs.

Step 4  Have completed, or be currently enrolled in the required pre-requisite courses:

- Intro to College, Freshman Seminar or COL100, COL101 or COL136
- Anatomy and Physiology I BIO211
- Anatomy and Physiology II BIO212
- English Composition I ENG101
- General Psychology PSY101

Step 5  Take the Health Care Work Keys test. Pay the $25.00 fee at the Cashier's Window. Take your receipt and the attached Referral Form to the Testing Center. The Health Care Work Keys test can be taken three times within 90 days. However, you must wait two days between tests. Test must be taken by mid-September to be considered for Spring admission of the following year. Minimum score of 4 in all areas. Submit results with application packet.
Jefferson College  
Occupational Therapy Assistant Program  

Admission Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>Step 6</td>
<td>Complete your Observation Hours. A total of four observation hours need to be completed; two hours at two different sites of your choosing. Be sure to have the Observation Form completed by the site you visit. The form is included in this document. <em>Submit with application packet.</em></td>
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<tr>
<td>Step 7</td>
<td>Write a one-page typed essay (single spaced, 12 point font) on, “Why I Want to Become an Occupational Therapy Assistant”. Include in this essay a reflection of your clinical observation experience and your definition of an Occupational Therapy Assistant. Essays will be evaluated for writing skills and will impact your admission to the program. Applicants are encouraged to utilize the campus writing center for assistance with mechanics of writing, such as critical thinking, clarity, organization, and professionalism. High scored essays will include those which are outstanding in content, organization and style, and are compelling in nature, drawing on personal experience to persuade the reviewer. <em>Submit with application packet.</em></td>
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<tr>
<td>Step 8</td>
<td>Make an appointment with Enrollment Services (636-481-3209) to obtain an OTA application packet.</td>
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<tr>
<td>Step 9</td>
<td>Pay the initial Application Fee of $50 at the Cashier's Window and retain your receipt. An additional $100 is paid after acceptance into the program for your Criminal Background Check and Drug Testing. <em>Submit receipt with application packet.</em></td>
</tr>
</tbody>
</table>
| Step 10 | Complete the required items listed above, place in a large envelope with your completed application (including your application fee receipt) and submit to the following address prior to the application deadline.  
  Jefferson College  
  Attn: Occupational Therapy Assistant Program  
  1000 Viking Drive  
  Hillsboro, MO 63050  

2 of 2
JEFFERSON COLLEGE Occupational
Therapy Assistant Program

Testing Center Referral Form

Health Care Work Keys Assessment:  ☑ Entry Exam  ☐ Exit Exam

<table>
<thead>
<tr>
<th>Student Name</th>
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Step 1: Pay your $25 fee at the Cashier’s Window.

Step 2: Take your paid receipt and this form to the Testing Center.
APPLICATION OBSERVATION FORM

To the applicant: Students considering a career in a health science field generally, and Occupational Therapy Assistant (OTA) specifically, can make a more informed education choice based on personal experience or observation. Prospective students are required to perform a minimum of two (2) hours of clinical observation at 2 different Occupational Therapy clinical sites; use a new form for each site. Students should contact the site in advance and schedule the observation while an Occupational Therapist or Occupational Therapy Assistant is on duty. Please take this form with you to the observation and obtain the clinician’s signature to confirm your observation hours. Return these completed forms with your applicant packet.

While at any clinical site, students must maintain the highest level of professional decorum to include appropriate dress, limited jewelry, and a professional appearance. Specifically, no jeans, t-shirts or sweatshirts, no tennis shoes or open-toed sandals are to be worn, tattoos should not be visible, and jewelry is limited to one earring per ear lobe. Overall appearance must be neat and clean, and inspire confidence in the patient-provider interaction.

Date of Observation: __________________________  Type of OT setting: __________________________
(Such as pediatric, mental health, long-term care, etc.)

Student’s Name: ______________________________  Number of Hours Observed Today: __________

Facility/Clinical OT Site Visited: ______________________________

To the clinician: As an admission requirement to the OTA Program offered at Jefferson College, applicants are required to observe an OT or OTA for a minimum of 2 hours at 2 different OT clinical settings.

If the information listed above for the prospective student is correct for today’s observation, please sign the form below and return it to the student.

Printed name of observed OT or OTA: ______________________________

OT’s or OTA’s Signature and Credentials: __________________________  Phone: ________________

Did the student observe treatment?  Yes [ ]  No [ ]

Did the student present himself or herself in a professional manner?  Yes [ ]  No [ ]

Are you interested in serving as a clinical fieldwork educator?  Yes [ ]  No [ ]

If yes, please list your e-mail address: ______________________________

Thank you for sharing your time and expertise. We appreciate the support! Please contact our office if you have comments regarding this applicant or if you would like information about your program.

Sincerely,

Lisa Martin MS, OTR/L
OTA Program Director Jefferson College
(636) 481-3427
lmarti10@jeffco.edu
Occupational Therapy: Living Life To Its Fullest™
JEFFERSON COLLEGE
OCcupational Therapy Assistant (OTA)
Associate of Applied Science Degree Program

APPLICANT OBSERVATION FORM

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