

**Jefferson College**  
**OCCUPATIONAL THERAPY ASSISTANT (OTA) PROGRAM**  
**Student Information Packet**

Thank you for your interest in the Occupational Therapy Assistant Program offered at Jefferson College. This packet includes all the information you will need to apply to the program. After reviewing this information, if you have additional questions please email the OTA Program Director, Shannon Tournier at [stournie@jeffco.edu](mailto:stournie@jeffco.edu).

**Mission Statement**

Our mission is to promote a quality learning environment that is student-centered and which supports OTA faculty in order to foster intellectual, social, and personal growth and enrichment. We will deliver excellence in teaching, scholarship, and community service through conveyance of the personal, environmental, and occupational factors that impact participation in daily life. We intend to provide experiences that prepare students to succeed in their careers using the knowledge, skills, attitudes, and habits of lifelong learning.

We strive to:

- **EDUCATE** OTA students to be able to provide evidence-based, client-centered assessment and intervention, develop client education and community-based programming, and promote health, wellness, and participation for individuals, organizations, and communities.
- **SERVE OUR COMMUNITIES** by implementing service projects, promoting health, and preparing a knowledgeable and competent local OTA workforce to fill employment gaps and provide needed services in local and rural communities.
- **SUPPORT PROFESSIONAL DEVELOPMENT** that complements the Program's strategic plan by fostering professional behavior, advocacy, cultural competence, and by encouraging personal growth as educators, researchers, practitioners, and citizens of the community and the world.
- **DEVELOP LEADERS** in the OT profession who promote advocacy, influence policy, and take on management and administrative roles.

**Vision**

Our vision for the Jefferson College OTA program is:

- To become a premier provider of excellence in Occupational Therapy Assistant education;
  - To remain a viable accredited program that exceeds expectation for innovative approaches and superior outcomes;
  - To empower students with knowledge, skills, and attitudes, which make them leaders in the community and in the OT profession;
  - To be a model of service for rural community enhancement and growth and promotion of health and wellbeing.
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## **Accreditation Status**

The Jefferson College 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 Blvd, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-6611 and its web address is [www.acoteonline.org](http://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, most 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.

"Students must complete Level II fieldwork within 18 months following completion of the didactic portion of the program."

## **Overview of Program**

- The program is an Associate Degree in Applied Science (AAS)
- Eligibility to sit for the National Certification Exam administered by the National Board of Certification in Occupational Therapy (NBCOT) based on accreditation
- The program is 2 years in length with a total of 76-78 credit hours
- The program is full-time with all classes and outside requirements occurring during daytime and weekday hours (evenings and weekends to be determined)
- Offers 720 hours of clinical fieldwork hours

## **Student Competencies**

Upon completion of the OTA program, graduates will possess the knowledge, skills, and attitudes to attain OTA role competence through client-centered care, evidence-based practice, occupation-based assessment and intervention using clinical reasoning, professional behavior, practicing leadership and advocacy, and life-long learning.

Expected outcomes for an entry-level Occupational Therapy Assistant under the supervision of an Occupational Therapist.

### 1. Professional Disposition:

- Professional Behavior
- Advocacy
- Cultural Competence/Awareness
- Life-long Learning

Demonstrate values, attitudes, and behaviors consistent with the Occupational Therapy profession's philosophy, standards, and ethics. Seek to improve therapeutic skill through professional development. Appreciate and adapt to diverse and alternative cultures, processes, and ideas. Explore and use community resources to promote occupational performance and participation. Promote full engagement in occupation and participation across the life span.

### 2. Practice:

- Clinical thinking/reasoning
- Theory-based practice
- Evidenced-based practice/research
- Occupation-based assessment/intervention
- Education (clinical and academic)

Demonstrate the ability to collect, report, and apply information relevant to the delivery of services as an entry-level Occupational Therapy Assistant. Recognize the importance of evidence in professional practice. Demonstrate the ability to effectively use occupations identified by the client for intervention, health promotion, and disease prevention. Base interventions and practice decisions on clinical reasoning guided by evidence and theory.

### 3. Leadership:

- Program Development
- Entrepreneurship
- Leadership
- Management/Administration

Demonstrate the ability to recognize a variety of avenues for leadership at the local, state, and national levels. Identify professional associations at the state and national levels. Describe the scope of Occupational Therapy practice and articulate the values of Occupational Therapy services. Explain an introductory knowledge of management process and understand the business environment of service provision, supervision, employment, reimbursement regulations, federal and state regulations, and state practice acts. Recognize the potential opportunity for service expansion, modify or implement programming that addresses societal needs.

A maximum of 24 students will be admitted into the OTA Program. **Completed application materials and official transcripts must be received by August 31st each year** for cohort based classes beginning each January. The information received will be evaluated by the OTA Admissions Committee and applicants will be notified no later than September 30th. Interviews may be necessary. The Program Director and Admissions Committee will apply the selection criteria to each application resulting in a screening score. This score will rank applicants for each cycle. Alternates may be identified and be admitted dependent upon open slots.

### **Payment of Tuition and Registration Fees**

When a student registers, he/she has three options for payment:

- 1) Pay in full.
- 2) Have pending financial aid.
- 3) Sign up for the tuition payment plan.

One of these three options must be in place by the deadlines published at [www.jeffco.edu](http://www.jeffco.edu) to secure enrollment. A student will be dropped for nonpayment if he/she has not paid in full, does not have pending financial aid, or has not signed up for the tuition payment plan by the published deadlines. Payment must be made by cash, check, money order, Visa, MasterCard, or Discover. The tuition payment plan and payment provisions are posted online. Students are responsible for payment of all tuition and fees and for complying with all applicable payment provisions.

It is the responsibility of the student to drop online or submit an official withdrawal form to the Registrar/Student Records Office, at the appropriate dean or division chair's office, or the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial within the refund period to ensure that the student's financial obligation has been cancelled. Non-attendance does NOT relieve a student from any financial obligation incurred upon registration in courses. [www.jeffco.edu](http://www.jeffco.edu).

### **Refunds of Registration Fees**

During the 16-week semester, a student who officially withdraws from a full-semester course, **PRIOR TO THE BEGINNING OF THE THIRD WEEK OF CLASSES**, WILL RECEIVE A 100 PERCENT REFUND OF FEES PAID.

A written withdrawal must be made using an official College withdrawal forms or through STARS online prior to the beginning of the third week to obtain a refund. Official withdrawal forms are available online or upon request by contacting the Admissions Office at (636) 797-3000 ext. 3217, the Student Records Office at (636)797-3000 ext. 3206, or may be obtained from the physical locations in the Student Center on the Hillsboro campus, at the appropriate dean or division chair's office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. The forms must be returned to the Registrar/Student Records Office, the appropriate dean or division chair's office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial prior to the beginning of the third week of classes.

**AFTER THE BEGINNING OF THE THIRD WEEK OF CLASSES, NO REFUNDS WILL BE MADE.**

Deductions from refunds may be made for laboratory materials used and for other financial obligations. Refunds for courses of shorter-term length will be made on a pro-rata basis. The official written withdrawal requirement applies (i.e., refund expires after 12.5% of term length). For specific refund dates for all courses, visit the Jefferson College website at [www.jeffco.edu](http://www.jeffco.edu).

**Failure to attend classes does not constitute a withdrawal and does not entitle the student to a refund. All withdrawals must be initiated by the student on official forms or online.**

After the refund period, if a student becomes seriously ill or is critically injured and is physically unable to attend all classes, he/she may obtain permission by the Associate Vice President of Student Services to re-enroll in the same course without paying additional fees provided:

1. He/she officially withdraws from all classes at the time of illness or injury.
2. He/she presents evidence from his/her physician stating the student was unable to continue.
3. Attending classes (the physician's statement must document the nature of the illness or extent of injury).
4. He/she did not receive federal or state gift aid.
5. There is space available in the same course(s), and the student enrolls in Jefferson College within one semester from the time he/she is able to return to classes.

# Pre-Occupational Therapy Assistant Advising Guide

Updated 5/24/21

## **ADMISSION REQUIREMENTS**

- **HESI A2 Admissions Test**

A minimum required score of a 75% (or higher) is required for each of the following test sections: Reading Comprehension, Grammar, Math, and Vocabulary. In addition, a minimum score of 750 is required for the Critical Thinking section of the test. A Learning Style and Personality Style Profile section must also be completed during the test. Please include a copy of your test results with your application.

All sections of the test will take a total of 4 ½ hours to complete and the sections can be done in any order. Students can take breaks, as needed, once a test is completed. Each subject is its own separate test with its own separate score (0-100%). Applicants are strongly encouraged to study before taking the HESI exam. HESI study guides are on reserve in the Jefferson College Library at the Hillsboro and Arnold campus. HESI study guides are also sold online through the publisher: Elsevier. HESI A2: ISBN # 978-0-323-58226-1 (Title: HESI Admission Assessment Exam Review, Ed. 5). Applicants need only to study the first four chapters of the study guide. <https://www.us.elsevierhealth.com/admission-assessment-exam-review-9780323582261.html>

The exam can be completed at the Hillsboro Testing Center Mondays and Thursdays from 8am-4:30pm OR Tuesdays and Thursdays from 8am-8pm OR can be taken at the Arnold Testing Center (Room 310) from Monday through Thursday from 9am-5:30pm. Appointments are not necessary, but applicants must arrive at least 5 hours prior to closing to have enough time to complete the exam. The cost of the HESI A2 exam is \$61. Applicants can pay at the cashier's window in the Student Center (cash, check, or credit card) and bring the receipt to the Testing Center. Students with \$61 in cash can pay directly at the Testing Center.

- **Minimum Cumulative GPA of 2.5** (Admission GPA includes all college-level course work.)

- **Prerequisite Coursework**

- \_\_\_ BIO211 Anatomy & Physiology—Completed with a “C” or better, within the last 3 years
- \_\_\_ BIO212 Anatomy & Physiology II—Completed with a “C” or better, within the last 3 years
- \_\_\_ ENG101 English Composition I—Completed with a “C” or better
- \_\_\_ PSY101 General Psychology—Completed with a “C” or better
- \_\_\_ First Year Experience – COL100, COL101, or COL136—Completed with a “C” or better  
(*This course may not be required for students who have previously completed college credit.*)
- \_\_\_ Students must have completed MTH002/MTH084 or higher OR have minimum placement scores to place into a MTR Math course before admission into the OTA program.

## **GENERAL EDUCATION REQUIREMENTS FOR AAS DEGREE**

*These courses can be completed prior to acceptance or while in the OTA program.*

- \_\_\_ PSY205 Life Span Human Development—Completed with a “C” or better
- \_\_\_ COM100 Fundamentals of Communication—Completed with a “C” or better
- \_\_\_ PSC102 US & MO Gov't & Const, HST103 US History I, or HST104 US History II—Completed with a “C” or better
- \_\_\_ Computer Literacy: CIS125, EDU205 (or by examination)—Completed with a “C” or better

## **APPLICATION PROCESS**

- The OTA program is a spring start. A student may apply for the program while completing prerequisite courses, provided the prerequisites will be completed successfully prior to the spring program start.
- The deadline for applications is August 31 of each year.
- Completed applications can be mailed to: Shannon Tournier, OTA Program Director, 1000 Viking Drive, Hillsboro, MO 63050
- Applicants will need to also complete responses to essay questions as part of a completed application.
- Once accepted into the program, and prior to program start, a background check and drug screen will be completed. Proof of Health Insurance, CPR certification, and vaccinations are required before a student can start any fieldwork rotations.

*If you have questions or need additional information, please contact Joan Warren Advising Specialist for Pre-Allied Health Programs @jwarren@jeffco.edu or 636-481-3211.*

## STUDENT REQUIREMENTS

Once accepted into the OTA program, the Health and Emergency Record must be completed with the following information and submitted per the directions established via the OTA Program Director.

### Certification

**CPR Certification:** Every student must take and maintain CPR Certification.

### Immunizations

- **Annual TB** (date, type, result): If you have not had a TB test in the past calendar year, you will need a 2-step TB test.
- **Measles/Mumps:**
  - students born on or after 01/01/57 need to provide adequate documentation of diagnosed disease, laboratory evidence of immunity, or documentation of adequate vaccination; or
  - healthcare personnel (HCP) born in 1957 or later without serologic evidence of immunity or prior vaccination, give 2 doses of MMR, 4 weeks apart).

If these cannot be provided, you will need to have your doctor draw titers to document vaccination or immunity

- **Chickenpox:** adequate vaccination (For HCP who have no serologic proof of immunity, prior vaccination, or history of Varicella disease, give 2 doses of Varicella vaccine, 4 weeks apart), diagnosed disease or, for those with a negative or uncertain history of Chickenpox, serologic screening.
- **Hepatitis B:** (can waive, if documented; titer optional)
- **Rubella:** students born after 01/01/57 need to provide laboratory evidence of immunity or documentation of adequate vaccination. All women, regardless of birth date, should have proof of rubella immunity or prior vaccination.
- **Tetanus-Diphtheria:** booster every ten years after initial series.

### Physical Examination

Complete student medical history and examination. (provide both student and physician pages)

**All students must successfully complete the blood borne pathogen, universal precautions, and HIPAA examinations prior to the start of their fieldwork rotations.** This will be completed as part of the curriculum.

Jefferson College provides professional Liability Insurance for all students enrolled for Level I and Level II Fieldwork. Please note that this is not student health insurance.

### Drug Testing

Students must submit to a drug screening.

Students may be required to submit to additional drug screening for clinical fieldwork sites. Please see the statement under *Drug-Free Workplace, Campus and Community* policy section regarding this possible requirement.

### **Background Check/Fingerprinting**

Criminal Background Check (CBC): Clinical sites require that only students with an acceptable consumer report, as it relates to criminal background, be allowed to participate in clinical rotations. Therefore, after acceptance to the program Jefferson College will have a credit reporting agency conduct a background check. You must fill out and submit the **Background Check Request Form** with your application packet. Some fieldwork sites will require fingerprinting as part of the criminal background check process. Therefore, students must submit to fingerprinting after acceptance to the program and prior to attending Fieldwork.

Criminal background checks are normally conducted once during the program; however, some clinical sites may require a more current report. The cost of a background check and fingerprinting is approximately \$50-75 at the student's expense and is subject to change.

Note: Students with felony convictions will be ineligible for entrance into the OTA program. (See Appeals Process – Fingerprint Results.) Some students with felony convictions may be eligible for program acceptance but may face implications relating to completion of fieldwork, eligibility to take the NBCOT certification examination and/or obtain a license to practice. Felony convictions must be disclosed at the time of application submission, and acceptance will be provisional pending results of the background check. Contact the Jefferson College OTA Program Office at (636) 481-3521 for more information.

### **Family Care Safety Registration**

All OTA students must register with the Missouri Family Safety Care Registry prior to starting OTA classes. Please follow the directions in the OTA Application to complete the registration process. The fee is \$15.25.

### **Working During Fieldwork**

There are two semesters containing a Level I concentrated Fieldwork. Students will be required to be on site at the clinicals for 40 hours each week. Note that if students have a part-time job, they will not be able to work during that week. Specific dates for fieldwork will be provided at the beginning of the corresponding semester.

There are two Level II concentrated Fieldwork rotations. You will be required to be on site at the assigned fieldwork rotations for a sixteen weeks; two 8-week sessions (at two different fieldwork sites) at 40 hours per week. Note that if students hold a part-time job, they will not be able to work during those weeks. Specific dates for fieldwork will be provided no later than one month prior to start date.

**All OTA students must complete and pass Level II fieldwork within 18 months following completion of academic preparation.**



## JEFFERSON COLLEGE POLICIES

### **Drug Screen Policy**

Jefferson College is committed to maintaining high standards in all programs including allied health and nursing education and practice. Safe practice includes efficient, reliable, and unimpaired student performance at all times including in the classroom and in a clinical setting. Being under the influence of drugs or alcohol poses serious safety and health risks not only to the user but also to all persons who come in contact with the user. Students are required to perform all education related activities in appropriate mental and physical condition.

The College's Drug-Free policy and the Code of Student Conduct impose prohibited conduct and possible disciplinary action. If in violation of these policies, students subject themselves to disciplinary actions up to and including suspension or expulsion from the College and its programs.

Clinical facilities are committed to providing a safe environment in order to protect its patients, residents, employees and visitors; to provide the highest level of service; and to minimize the potential for accidents and injuries. Therefore, many of the clinical contracts between Jefferson College and hospitals, clinics, and other facilities have a component requiring drug screening for allied health and/or nursing students. The clinical site might require that the OTA student complete and pass an additional drug screen prior to being admitted into the facility for fieldwork. Additionally, some clinical facilities require random drug testing during the clinical rotation. Refusal to submit to a drug screen or testing positive can make a student ineligible to participate in clinical training. The cost for a drug screen may be covered by the clinical facility. If not, the student is responsible for the cost.

### **Previous Official College Transcripts**

Students must submit official college transcripts (*hand carried not accepted*) if college courses will be counted toward their degree requirements and they must complete and submit a Request for Evaluation of Transfer Credit.

Jefferson College has an open admissions policy which is in keeping with the College's goal of providing affordable, quality education to students from a variety of educational backgrounds. This open admission policy does not guarantee admission to all programs, including the Occupational Therapy Assistant program. The General College's Catalog includes a statement that students applying for programs with selective admission criteria may be required to take additional tests or meet additional criteria. The OTA program has selective admission criteria, such as G.P.A. requirements and written essay responses. The College will provide remedial assistance to help students develop the skills/knowledge they may need to meet admission criteria for the OTA program.

All prospective students seeking admission to the OTA program must follow the same College application procedure as outlined in this document. Students are not discriminated against on the basis of race, age, gender, religion, or national origin by either Jefferson College or the OTA program.

## GRADUATION

To meet graduation requirements for the Associate of Applied Science degree as an Occupational Therapy Assistant, students must earn the equivalent of 24-29 credit hours in general education courses and 49 credit hours in Occupational Therapy Assistant course work. The total 76-78 credit hours must yield a cumulative grade point average of 2.5, and all OTA and science courses must have an earned grade of "C" or above.

COURSE NUMBER	Prerequisites	CREDITS
COL100; 101 or 136	First Year Experience	1-3
ENG101(H)	English Composition I	3
PSY101(H)	General Psychology	3
BIO211	Anatomy and Physiology I	4
BIO212	Anatomy and Physiology II	4
		15-17
<b>SEQUENCE</b>		
<b>Spring Semester</b>		
OTA100	Foundations of Occupational Therapy	3
OTA110	Physical Dysfunction in Occupational Therapy I	3
OTA111	Physical Dysfunction Performance Skills I	2
OTA120	Professional Practice and Management I	1
OTA127	Activity Analysis	3
		12
<b>Summer Semester</b>		
CIS125, EDU 205	Computer Concepts Applications, Educational Technology, or	3
PSY205	Human Development	3
		6
<b>Fall Semester</b>		
OTA128	Physical Dysfunction in Occupational Therapy II	3
OTA129	Physical Dysfunction Performance Skills II	2
OTA130	Psychosocial Occupational Therapy	3
OTA131	Psychosocial Performance Skills	2
OTA140	Professional Practice and Management II	1
OTA150	Level I Fieldwork A	1
		12
<b>Spring Semester</b>		
OTA160	Level I Fieldwork B	1
OTA210	Pediatric Occupational Therapy	3
OTA211	Pediatric Performance Skills	2
OTA220	Professional Practice & Management III	1
OTA221	Older Adult Interventions	5
		12
<b>Summer Semester</b>		
HIST 103(H), HST104(H),	U.S History I, II, or U.S & MO Govt. and Constitution	3
COMM100(H), COM110	Fundamentals of Communication or Public Speaking	3
		6
<b>Fall Semester</b>		
OTA250	Level II Fieldwork A	6
OTA260	Level II Fieldwork B	6
OTA270	Fieldwork Seminar	1
		13
<b>TOTAL</b>		<b>76-78</b>

- This credit allocation is based on a credit ratio of one credit for two (2) hours of laboratory.
- All OTA students must complete and pass Level II Fieldwork within 18 months following completion of academic preparation.
- All students must take the Jefferson College exit exam.