2026-2027

SHP Admission Packet Occupational Therapy Assistant

www.ccbcmd.edu/shp

2026-2027

School of Health Professions (SHP)

Program Application Checklist

1. **Apply to CCBC**
   ☐ Complete the free CCBC application: Apply to CCBC

2. **Submit**
   ☐ Submit official transcripts/score reports to CCBC Registrar

   ☐ Follow this link for more details: Next Steps

3. **Complete**
   ☐ If you have transcripts from other colleges, complete the Transfer Evaluation Request form. Go to Transfer to CCBC, click on "Next Steps," and then click on "Transfer Evaluation Request".

4. Review
   ☐ Review the Admission packet for your program

5. **Meet**
   ☐ Meet with a Health Professions Academic Advisor Meet with an Advisor

6. **Apply**
   ☐ Access SHP CAS: SHP CAS Login.
   ☐ Complete each quadrant of the SHP CAS

   ☐ Send 2nd set of transcripts to SHP CAS directions in 2nd quadrant of applications

   ☐ Submit the application with the non-refundable application fee by the program deadline

   For assistance:

   - Click the blue question mark in the top right corner of each page of the SHP CAS application
   - Email shpseat@ccbcmd.edu
   - Contact your Health Professions Academic Advisor
   - Attend a SHP CAS workshop, in person or via TEAMS. Check CCBC Events page

7. **Check**
   ☐ Log back into your SHP CAS application and click on the "Check Status" tab to ensure your application is marked as Verified/Complete for evaluation

8. **Monitor**
   ☐ Regularly check the email address used in your SHP CAS or DH CAS application for updates and notifications. Check SPAM folder.

9. **Confirm**
   ☐ Log into your *myCCBC* account then review your *SIMON Degree* Audit to confirm transcripts from other institutions have been received and evaluated

11. **Be Notified**

    ☐ Refer to your program admission packet for information about interview dates and admission decisions. Final decisions are emailed to applicants from SHP Admissions only.

This checklist is designed to guide you through each step of the SHP selective admission process efficiently.

Links:

1. Apply for Admission https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/index.html
2. Degree or Cer ficate Students https://www.ccbcmd.edu/For/Accepted-Students/pages/Degree-Cer ficate.html
3. Transfer to CCBC https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/Transfer-to-CCBC.html
4. Advising https://www.ccbcmd.edu/Student-Life/Student-Support/Advising/index.html
5. https://shp.cas.myliaison.com/applicant-ux/#/login
6. https://id.quicklaunch.io/CCBC

Contents

School of Health Professions (SHP) 2
Program Application Checklist 2
Welcome 2
Program Description 2
Accreditation 2
Application Deadline 3
Required Coursework 3
Admission Criteria 4
Transfer of Credit 4
Steps for Admission 5
Transcripts 5
How to Send Transcripts to the SHP CAS 5
To Send an Electronic Transcript 6
To Send a Paper Copy Using the US Postal Service 6
How to Send Transcripts to the CCBC Registrar 6
How to Determine if Transcripts are Received 6
How to Send CLEP, AP and/or International College Transcript Evaluations 7
Admission Response 7
Post Admission 7
Re-Admit Policy for OTA Program 8
Whom to Contact 8
Technical Standards for an Occupational Therapy Assistant Student 9
Tuition and Fees 11

Occupational Therapy Assistant Program

Welcome

On behalf of the School of Health Professions, thank you for your interest in CCBC's Occupational Therapy Assistant (OTA) program. The program is well respected in the community and will prepare you with the skills necessary to be successful. Please carefully review the information contained within this guide to ensure you have completed all aspects required for admission consideration.

I wish you the best with the submission of your admission application.

Sincerely,

Antoinette Shaw, OTD, OTR/L

Program Director

Program Description

The field of occupational therapy involves work with those who have either been unable to attain independence or who have suffered a disruption to independent functioning in their daily occupation and roles. Occupational therapy practitioners see patients of all ages and all disabilities to facilitate functional living, which may include self-care, work, education skills; fulfillment of societal roles; self-determination, and mastery over the environment. Occupational therapy practitioners may be employed in hospitals, rehabilitation centers, sub-acute facilities, psychiatric and community-based programs, home health, the school system, private practice, and other settings.

The CCBC Occupational Therapy Assistant (OTA) program is a two-year, technical-level program from which graduates receive an Associate of Applied Science degree. It is designed to prepare students to function as entry-level certified occupational therapy assistants under the supervision of the registered occupational therapist. Courses DO NOT automatically transfer to professional-level occupational therapy programs. Students desiring to pursue a professional-level degree in occupational therapy are advised to contact those programs directly.

Accreditation

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). ACOTE is located at 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. The OTA Program is accredited through 2024.

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). To view current program pass rates on the NBCOT examination for this Occupational Therapy Assistant program, click on this link https://www.nbcot.org/Educators-Folder/SchoolPerformance. After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure which is usually based on the results of the NBCOT Certification Examination.

Students enrolled in the OTA program should be aware that a prior felony conviction may affect the graduate's ability to sit for the National Certification Examination and/or attain state licensure. For further clarification, contact NBCOT at 301-990-7979 or the Maryland State Board of Occupational Therapy Practice at 410-402-8556.

Application to the School of Health Professions (SHP) is a separate and competitive process from admission to CCBC. CCBC uses an outside vendor to manage the applications in the School of Health Professions Central Application Service (SHP CAS). The SHP CAS and CCBC are separate systems and do not share information. You must submit two applications and sets of transcripts, one to CCBC and one to SHP CAS. Send inquiries to shpseat@ccbcmd.edu.

Application Deadline

June 1st deadline for a Fall start

Required Coursework

All prerequisites, general program requirements, and general education requirements for this program must be completed with a 'C' or better grade. Courses can be in progress but should be completed by the application deadline for best consideration and to be considered competitive. All Prerequisites must be completed successfully prior to the start of the fall semester.

- ENGL 101
- CMNS 101
- BIOL 220*
- PSYC 101
- MATH 153
- ENGL 102
- CSIT 120
- BIOL 221
- PSYC 103

- One of these courses must satisfy the General Education Diversity requirement.

*BIOL 110 is the pre-requisite for BIOL 220 at CCBC.

Admission Criteria

- A 2.50 GPA on the above-listed courses.
- A CCBC GPA of 2.00 or higher for any courses completed at CCBC.
- C or better grade in all prerequisites for admission consideration.
- Technical Standards form
- Must demonstrate health insurance coverage which must be maintained throughout the program. Any lapse in health insurance coverage during enrollment in the OTA program is grounds for immediate dismissal.
- All paperwork must be received by the application deadline. Applications with missing documentation will be considered ineligible for admission into the Occupational Therapy Assistant program.
- Prior to application review, official transcripts from all colleges (except CCBC) must be evaluated by the CCBC Registrar's Office for transfer of credit. Only courses that transfer into CCBC will be considered for admission. Review the "How to submit your final transcript" section of the Transfer webpage at: Transfer to CCBC https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/Transfer-to-CCBC.html. It is strongly recommended that SHP applicants speak specifically with a Health Professions Pathways Advisor early in the application process to review courses required for admission and graduation.
- All occupational therapy assistant program applicants must be at least 18 years old, have received a GED or high school diploma, and have completed all prerequisites before starting program courses.

Transfer of Credit

All applicants who are transferring to CCBC are encouraged to review their DegreeWorks Audit for transferred credit with a Health Professions Pathways Advisor.

Applicants who wish to be admitted into a selective admissions program must take courses as listed in the CCBC catalog and as shown on their DegreeWorks audit.

Need to determine how to transfer courses or what courses can be transferred into CCBC? Check out the "Request and evaluation" section or the "Course Equivalencies" section of this page: https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/Transfer-to-CCBC.html.

Steps for Admission

1. Apply for Admission to CCBC at https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/index.html.
2. Participate in assessment testing, if necessary.
3. Complete prerequisite courses as necessary.
4. Once you have your CCBC Student ID number, log into https://shp.cas.myliaison.com/applicant-ux/#/login and apply to the program by the application deadline. The **non-refundable** $50 application fee is due at time of submission.
5. If you need assistance with the program application, you can watch the video in the application or,
6. You can watch our YouTube video showing an application walkthrough at https://www.youtube.com/channel/UCGjjlbh2aheqelcxERFZ99w?view_as=subscriber.
7. It is the responsibility of the student to ensure that all documents have been received or uploaded into the SHP CAS by the application deadline.
8. Review all emails during the application process.

Transcripts

Official transcripts from ALL US colleges and universities attended by the applicant are required to be submitted to the SHP CAS and the CCBC Registrar. Official AP and CLEP scores should be sent directly to the CCBC Registrar/Office of Enrollment Services. The unofficial score report of AP or CLEP may be sent directly to the School of Health Professions Admissions office. Do not send AP or CLEP scores to the SHP CAS.

Please read these instructions carefully. Transcripts should be sent to the SHP CAS Transcript Processing Center and to CCBC, 4 to 6 weeks before the application deadline.

How to Send Transcripts to the SHP CAS

1. Enter your colleges or universities in the **Colleges Attended** section of the application before requesting any transcripts.
2. Click **ORDER** under each school you have listed.
3. You may choose to send the transcript electronically (recommended) or as a paper copy through the US Postal System. You only need to submit one transcript from each school regardless of the number of programs to which you are applying.

To Send an Electronic Transcript

Choose one of the e-transcript services listed. CCBC uses Parchment. Search for the school that you attended. Complete the prompts to make an account. You will be asked where you would like the credential/transcript sent, type SHP CAS into the search bar.

You will then be asked for the Application ID, this number is found in the 'Order Your Official Transcript' screen in the SHP CAS application, in Step 3. Copy and paste the number in the space on the e-transcript service page.

Complete the form request by signing and paying for the transcript. You will receive a receipt that the transcript has been ordered.

To Send a Paper Copy Using the US Postal Service

You can use the mail system to send paper copies of your Official Transcript. Click on the word 'Order', chose Option 2: Order a Mailed Paper Transcript. Click 'Download Transcript ID Form' and print the form. Contact the Registrar at each institution you attended and request one official transcript be sent to SHP CAS.

Provide the Registrar with the following items:

SHP CAS Transcript ID Form. Ask the Registrar to attach it to your official transcripts. This form is not required but strongly recommended as it helps ensure your official transcripts are properly matched to your application. If you cannot use this form, make sure the registrar prints "SHP CAS" and your full SHP CAS ID number on the transcript before mailing it.

Give the Registrar this mailing address:

SHP CAS Transcript Processing Center
PO Box 9134
Watertown, MA 02471

How to Send Transcripts to the CCBC Registrar

Use this link to send your transcripts from all colleges attended, except CCBC, to CCBC Enrollment Services: https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/Transfer-to-CCBC.html. Evaluation of your application will be delayed if you do not submit transcripts to the CCBC Registrar's Office.

How to Determine if Transcripts are Received

Applicants are responsible for checking to see that the official transcripts have been received at the required locations, (SHP CAS AND CCBC Registrar's Office).

1. SHP CAS - log into your CAS applications and select the Check Status tab in the upper right corner. All expected transcripts will be listed and it will be noted if the transcript has been received or not. Contact the SHP CAS directly by clicking on the blue question mark at the top of the application if you have questions about your transcript.

2. CCBC Enrollment Services – Log into your CCBC SIMON account to determine if your transcripts have been received and to review any transfer of credits. You can contact transfereval@ccbcmd.edu if you have a question about courses that may or may not have been transferred into CCBC.

How to Send CLEP, AP and/or International College Transcript Evaluations

Send Official scores and evaluation directly to the CCBC Registrar office using this link, https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/Transfer-to-CCBC.html. Unofficial copies can be sent to the SHP Admission Office at, shpseat@ccbcmd.edu.

Admission Response

Admissions decisions are emailed to applicants approximately 4 to 6 weeks after the application deadline.

Post Admission

Once admitted into the Occupational Therapy Assistant program students must attend a School of Health Professions New Student Orientation and the OTA Program Orientation. The date and time of these orientations are provided in the acceptance letter.

In addition, students must comply with several health requirements to participate in the clinical portion of the OTA program. These requirements may include:

- Current CPR
- Recent physical examination
- Background check and drug screening
- Updated immunizations
- TB QuantiFERON Blood Test Results
- Tdap
- Hepatitis B vaccination

Please note this list is not all-inclusive. Students are responsible for all costs associated with the requirements for participating in the clinical portion of the program which may also include travel costs and specific dress (uniform) requirements.

Re-Admit Policy for OTA Program

- Any student who interrupts the sequence of OTA courses for any reason must contact the OTA Program Director immediately.
- The student will be placed on a re-admit waiting list for reinstatement into the OTA program on a first come/first serve basis.
- The student will re-enter the OTA program on a space-available basis with no guarantee that they will re-enter in any requested semester or year.
- The student is allowed to repeat one (failed) OTA course.
- The student will not be allowed to be placed on the waiting list a second time

Whom to Contact

Academic Advising – Academic Advising– Advising is available at all campuses and extension centers. Please ask to speak with a Health Professions Pathways Advisor only. Current students can schedule an appointment with an advisor through myCCBC. You'll need your CCBC ID number to submit an advising request form. Login to schedule https://www.ccbcmd.edu/Student-Life/Student-Support/Advising/index.html or call 443-840-2222.

School of Health Professions Office of Admissions at 443-840-1989 or email shpseat@ccbcmd.edu.

Technical Standards for an Occupational Therapy Assistant Student

The standards outlined in this manual are consistent with guidance provided by the American Occupational Therapy Association (AOTA) and reflect the expectations described in the Occupational Therapy Practice Framework: Domain and Process, Fourth Edition (OTPF-4). They represent the minimum professional, cognitive, behavioral, sensory, communication, and physical abilities necessary to safely and effectively perform the responsibilities of an occupational therapy assistant in academic, laboratory, simulated, community-based, and clinical settings.

These standards are intended to prepare students for entry-level practice and reflect the knowledge, skills, and professional behaviors expected of occupational therapy assistants in contemporary healthcare and community practice environments.

Students must be able to do the following, with or without reasonable accommodation(s):

Knowledge Acquisition & Application

• Learn and apply foundational and practice knowledge

• Recognize, define, analyze, synthesize, and apply information using sound judgment and problem-solving skills

• Notice, respond to, and adjust to dynamic situations as they occur

• Plan, sequence, and coordinate tasks

Communication & Collaboration

• Communicate effectively and respectfully with a variety of audiences

• Respect varying viewpoints using professional language across all interactions

• Produce communication in a clear, concise, and accurate manner

• Apply basic technological skills in educational programs

• Verbal and nonverbal communication may occur through spoken language, writing, digital formats, or through augmentative devices, interpreters, or other means

Professional & Ethical Conduct

• Initiate, maintain, and conclude social interactions appropriately

• Demonstrate ethical behavior, reliability, and integrity

• Adapt behavior based on feedback from others and learned experiences

• Self-initiate actions to meet personal and educational needs

• Identify and reflect on personal strengths and needs while respecting those of others

• Demonstrate consistent and timely management of educational responsibilities

• Follow published policies and procedures

Functional Performance & Motor Coordination

- Safely engage in or direct tasks that involve positioning, movement, and/or material handling
- Move and transport objects of varying sizes and weights
- Safely navigate within a variety of environments

Health & Safety

- Engage in practices that prioritize the safety and well-being of self and others
- Notice, respond to, and adjust to unsafe situations as they occur
- Adhere to infection control standards and universal precautions

TECHNICAL STANDARDS DECLARATION

I have read and understand the technical standards required for the Occupational Therapy Assistant program at CCBC. I hereby declare that I can meet the listed essential technical standards.

Name of Applicant (Print or type)

_____

Signature of Applicant

_____

Date

_____

Signature of Witness/Date

_____

Occupational Therapy Assistant Program
Tuition and Fees

CCBC / OTA Program Current Tuition (Per Credit)*		Fall 2026	Spring 2027	AY 2027-2028	Total Cost for 2 Years (2026-2028)
Baltimore Co. (in county resident)	$124.00	$1,240.00	$1,116.00	$2,108.00	$4,464.00
Maryland Resident (in state, but out of county)	$246.00	$2,460.00	$2,214.00	$4,182.00	$8,856.00
York, PA	$247.00	$2,470.00	$2,223.00	$4,199.00	$8,892.00
US Resident (out of MD state or York, PA)	$377.00	$3,770.00	$3,393.00	$6,409.00	$13,572.00
CCBC / OTA Program Current Fees*		**Fall 2026**	**Spring 2027**	**AY 2026-2027**	**Total Cost for 2 Years (2025-2027)**
General Service Fees (per billable hour)	$22.00	$220.00	$198.00	$374.00	$792.00
School of Health Professions OTA program application	$50.00	$50.00	---	---	$50.00
Registration Fee	$55.00	$55.00	$55.00	$110.00	$220.00
Capital Fee	$20.00	$20.00	$20.00	$40.00	$80.00
Technology Fee (per billable hour)	$19.00	$190.00	$171.00	$323.00	$684.00
Lab Fees (see class schedule for course fees)		---	$275.00	$440.00	$715.00

CCBC / OTA Program Current Tuition (Per Credit)*		Fall 2026	Spring 2027	AY 2027-2028	Total Cost for 2 Years (2026-2028)
Activity Fee (per billable hour/max $48)	$4.00	$40.00	$36.00	$68.00	$144.00
Graduation Fee	$75.00	---	---	$75.00	$75.00
Transcript Fee	$12.00	---	---	$12.00	$12.00
Books		$363.33	$402.86	$94.99	$861.18
Uniform (Scrubs with school logo)	**$49.00-$110.00	$49.00-$110.00	---	---	$49.00-$110.00
CastleBranch (Background, Drug Screen, Medical Requirement Tracker)		$107.50	---	$38.50	$146.00
Total Cost (for In-County only)					**$8,292.18-$8,358.18

* Tuition and Fees are subject to change. Visit https://www.ccbcmd.edu/costs-and-paying-for-college/tuition-and-fees for up-to-date information.

**Based on the style of uniform selected