

Occupational Therapy Assistant Program

School of Health Professions
Community College of Baltimore County (CCBC)
Catonsville Campus

Admissions Packet

2021 – 2022



Occupational Therapy Assistant

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 in an attempt 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), 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. 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://secure.nbcot.org/data/schoolstats.aspx>. 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.

Admissions 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 by the application deadline.

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

*One of these courses must satisfy the Gen Ed Diversity requirement.

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

Admission Criteria

- A 2.50 GPA on above listed courses.
- A CCBC GPA of 2.00 or higher for any courses completed at CCBC.

- 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.
- Students must answer two writing prompts posted in the SHP CAS application. The response must be 999 characters or less. The two prompts are:
 - How did you hear about the professions of occupational therapy?
 - Describe 3 personal attributes you think will support you in becoming an Occupational Therapy Assistant.

Steps for Admission

1. Apply for admission to CCBC at <http://www.ccbcmd.edu/apply>
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.liaisoncas.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.
 - a. If you need assistance with the program application, you can watch the video in the application or,
 - b. You can watch our YouTube video [showing an application walkthrough at https://www.youtube.com/channel/UCGjjlbh2aheqelcxERFZ99w?view_as=subscriber](https://www.youtube.com/channel/UCGjjlbh2aheqelcxERFZ99w?view_as=subscriber)
5. It is the sole responsibility of the student to ensure that all documents have been received or uploaded into the SHP CAS by the application deadline.
6. Applicants will receive an **email** inviting them to complete the **CCBC SHP Supplemental application** once their program SHP CAS application has been verified. Instructions will be in the email.

TRANSCRIPTS

Official transcripts from ALL U.S. colleges/universities attended by the applicant, are required to be submitted to the SHP CAS **AND** to CCBC. AP and CLEP scores should be sent directly to the School of Health Professions Office. Please read these instructions carefully. Transcripts should be sent 4 – 6 weeks prior to the admission deadline.

- 1) SHP CAS Transcript Processing Center – there two ways to send official transcripts;
 - a) Electronically – If your school offers electronic transcripts, for example, Parchment, elect to send your transcript this way as it is more time efficient. Go into your student account

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on your college website and request copies of your Official Transcripts. You will be asked where to send the electronic copy, choose SHP CAS or something similar according to how your school has it listed.

You will also be asked for a Transcript Matching Number, on the transcript request form. This number is found in your SHP CAS application in the Academic History quadrant. Click on Colleges Attended. Under each college that you listed, is a blue button that says Transcript Matching Form, click on it. In the top, right hand corner of the form is a bar code, under the bar code is a series of numbers and letters. This number is the Transcript Matching Number, copy and paste it into the space on the electronic transcript request form.

- b) US Postal Service – You can use the mail system to send paper copies of your Official Transcript. Request from the institution(s) that you have attended, an Official copy of your transcript and have it sent to your home. A Transcript Matching Form must be sent with each transcript. The form is found in the Academic History quadrant of your SHP CAS application, in the Colleges Attended tab. Under each college that you listed, is a blue button that says Transcript Matching form, click on it. The form that comes up, must be printed out and wrapped around the unsealed, official, copy of your transcripts. Put all documents in an envelope and mail to the below address,

SHP CAS Transcript Processing Center
P.O. Box 9134
Watertown, MA 02471

- 2) CCBC Enrollment Services Center, Baltimore, MD

Additionally, ALL official U.S. College transcripts, **not including CCBC**, must be sent to the CCBC Enrollment Services Center. Directions can be found using this URL www.ccbc.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx

- 3) SHP Admission Office, Baltimore, MD

If you have CLEP scores, AP scores and/or an International College Transcript evaluation, the official score report or evaluation must be sent directly to our office. Do not send it to Watertown or to Enrollment Services. We will forward the report or evaluation once we have used it for admission consideration, to the appropriate group.

CCBC School of Health Professions Admission Office
7201 Rossville Blvd.
Carol Diane Eustis Center for Health Professions Building, Suite 102
Baltimore, Maryland 21237

- 4) All applicants are responsible for checking to see that their official transcripts have been received in the appropriate locations.
 - a) SHP CAS – log into your applications and select the Check Status tab in the upper right corner. If you have a concern, select the blue question mark at the top of your application and follow the prompts.
 - b) CCBC Enrollment Services – Log into your SIMON account to determine if your transcripts have been received and to review your transfer of credit.
 - c) Applications missing transcripts will not be considered for admission.

Admission Response

Admissions decisions are emailed to applicants approximately 6 to 8 weeks after the application deadline.

Post Admission

Once admitted into the Occupational Therapy Assistant program students must attend a School of Health Professions Orientation followed by an 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 in order 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
- Recent PPD
- 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 he/she 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

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a **Health and Science Pathways Advisor** only. For the Catonsville campus call 443-840-4382 or visit the Student Services Center room 102. The hours, addresses and phone numbers for all sites can be found by calling 443-840-2222 or online at <http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Contact-an-Academic-Advisor.aspx>.

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



Occupational Therapy Assistant Program

Tuition and Fees

CCBC / OTA Program Current Tuition (Per Credit)		Fall 2020	Spring 2021	AY 2020-2021	Total Cost for 2 Years (2020-2022)
Baltimore Co. (in county resident)	\$122.00	\$1,220.00	\$1,098.00	\$2,318.00	\$4,392.00
Maryland Resident (in state, but out of county)	\$241.00	\$2,410.00	\$2,169.00	\$4,579.00	\$8,676.00
York, PA	\$242.00	\$2,420.00	\$2,178.00	\$4,598.00	\$8,712.00
US Resident (out of MD state or York, PA)	\$372.00	\$3,720.00	\$3,348.00	\$7,068.00	\$13,392.00
CCBC / OTA Program Current Fees*		Fall 2020	Spring 2021	AY 2020-2021	Total Cost for 2 Years (2020-2022)
General Service Fees (per billable hour)	\$22.00	\$220.00	\$198.00	\$418.00	\$792.00
Selective Admissions Application (for School of Health Professions)	\$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

CCBC / OTA Program Current Tuition (Per Credit)		Fall 2020	Spring 2021	AY 2020-2021	Total Cost for 2 Years (2020-2022)
Technology Fee (per billable hour)	\$15.00	\$15.00	\$135.00	\$285.00	\$540.00
Lab Fees (see class schedule for course fees)		---	\$275.00	\$275.00	\$715.00
Activity Fee (per billable hour/max \$48)	\$4.00	\$40.00	\$36.00	---	\$144.00
Graduation Fee	\$75.00	\$75.00	---	---	\$75.00
Transcript Fee	\$12.00	\$12.00	---	---	\$12.00
Books		\$300.00	\$450.00	\$750.00	\$1,200.00
Uniform (Polo shirt with school logo)	\$25.00	\$25.00	---	---	\$25.00
CastleBranch (Background, Drug Screen, Medical Requirement Tracker)	\$94.50	\$94.50	---	---	\$94.50
Total Cost (for In-County only)					\$8,339.50
* Fees subject to change					