



**Anoka Technical College
Occupational Therapy Assistant Program
OTA Admission Policies
ACOTE Standards A.3.1 and A.3.3**

Program Pre-requisites: There are no courses that are prerequisite to begin the program.

Students who apply to the OTA Program must attend an Information Session prior to submission of application. A certificate of attendance will be given at the Information Session, which should be attached to the application packet.

All required documentation must be submitted in full to Enrollment Services during the open application period.

Admission criteria:

Option #1

1. A score of 78 or higher in Reading Comprehension portion of the ACCUPLACER test taken within the past two years OR score of 21 or higher on the reading subject area of the ACT test taken within the past 2 years OR Anoka Technical College READ 0900 with a grade of "B" or better within the past two years.
2. A score of 81 or higher in Arithmetic Skills portion of the ACCUPLACER test taken within the past two years OR score 22 or higher on the Mathematics subject area of the ACT test taken within the past 2 years OR Anoka Technical College MATH 0801 with a grade of "B" or better within the past two years.
3. Successfully complete Test of Essential Academic Skills for Allied Health, requirement (ATI-TEAS). Adjusted individual Total Score of 65% or higher on the ATI-TEAS test. There is a cost associated with the test. It is the responsibility of the applicant to pay this fee.
4. Submit Certificate of Attendance from Information Session.

Option #2: Students who have a Bachelor's or Master's degree

1. Submit an official transcript of Bachelor's or Master's degree.
2. Submit Certificate of Attendance from Information Session.
3. Do not need to take the Accuplacer test nor the ATI TEAS.

OTA Program Application Guidelines: Posted on OTA webpage in full detail

Students can apply to the OTA Program via ATC Enrollment Services Department once all admission prerequisites are successfully completed. All required documents must be submitted as an entire package. These can be submitted in hard copy in person, mailed or electronically via email. Please be aware that the college is not responsible for packets not received in time due to mailing timelines. The Enrollment Services Department will accept them via email as a PDF file, or in person. Application packets will be accepted in the order received starting October 1, 2018. Upon submission of a complete application, applicants will be notified within two weeks via email, if they have earned a seat in the program or have been added to the wait list. Applications will continue to be accepted until there are 30 applications. After 30 applicants are accepted, applications will continue to be accepted, however, these applicants will be placed on a "temporary wait list" in the order received. Applicants on the temporary wait list will

be accepted into the program if a seat becomes available for the current cohort only. Temporary wait list applicants will be notified via email/phone call and will have 48 hours to accept their seat. If no response is received within 48 business hours, the next person will move up on the wait list and the applicant who did not respond will move to the bottom of the temporary wait list. There will be a deadline date described in the correspondence by which the applicant must officially accept their seat, attend program orientation**, complete college orientation and register for courses for the fall semester or potentially forfeit their seat.

****Students accepted to the program and those on the “temporary wait list” will need to attend a mandatory OTA program orientation on Thursday, April 4, 2019 from 3:30-5:30pm in room #126.**

Further procedures: In the event that 30 applications are not received, the following policies will be in place. The OTA Program in collaboration with Enrollment Services will determine which of the following will be set into place. Information will be posted on the OTA webpage as to dates to notify potential applicants.

1. Host an additional Information Session.
2. Work with Testing Services Department to add needed assessments prior to new application deadline.
3. Applicants will be accepted until 30 students are accepted.
4. If the amount of applications exceeds the available spots available, applicants will be accepted in the order received.
5. Any remaining applicants will be placed on the “temporary wait list” in the order received. These applicants will be invited to attend mandatory OTA Program orientation. If they attend, they will remain on the “temporary wait list.” If they do not attend, they will be moved to the end of the “temporary wait list,” and the next applicant on the list will be moved up.
6. “Temporary wait list” is maintained for the current cohort only. Applicants who are on the “temporary wait list” and do not gain admission for the current cohort, must reapply to the program the next year. Applicants do not need to come to another Information Session, nor retest (unless scores have expired). Applicants should note the date of attendance for Information Session on the OTA Application. A cross reference on the attendance records will verify Information Session attendance.

Policies related to Orientation:

1. In the event that one of the 30 accepted applicants does not attend mandatory OTA Program Orientation, drops from the program prior to the start or does not show up the first week of class, the first person on the list will receive a phone call and email from Enrollment Services.
2. The applicant will have 48 hours to respond positively that they will join the program cohort.
3. If the first applicant does not respond within 48 hours (end of two business days), the next applicant on the list will be notified. This process will continue until the list is exhausted. If the list of students move beyond the “temporary wait list” who attended Program Orientation, any student who did not attend mandatory OTA Program Orientation will be required to meet with the Program Director prior to beginning the program. Dates and times will be determined by the Program Director. If this is not completed, the applicant will be dropped from the list.
4. If further applicants are needed, the process will be repeated until the applicant list for the current cohort is exhausted.

No exceptions to the requirements are allowed. Five Information Sessions are scheduled each year. Assessment opportunities are available every week. Proper planning, time management and self-

initiation are a part of the application process and are an essential skill to the role of the occupational therapy assistant.

All applicants are encouraged to talk with the OTA Program Director or Enrollment Service professionals if there are questions.