Application Instructions

Applications to the Occupational Therapy Assistant (OTA) Program

Will be accepted: March 1 – June 1, 2024, for consideration of Fall semester entry.

Minimal Requirements:

1. Apply to Wallace State Community College. There is no fee to apply.   Be unconditionally admitted to the college and in good standing. You will receive a student number starting with "A" that you should use on all correspondence, and when you apply to a health science division program.

2. Official college transcripts <u>from each college previously attended</u> must be submitted to WSCC Admissions <u>prior to applying to a health science program.</u> We recommend that you have unofficial copies ready for your health science program application.

   NOTE: It is the responsibility of each applicant to ensure that all information is on file with the WSCC Admissions Office prior to application deadline.

3. **Occupational Therapy Assistant (OTA) Program:**
   A. Minimum of **19** ACT composite score or superscore (National or Residual) is required for admission consideration.   Proof of score must be uploaded to the online application.
      ACT scores are available on Degree Works reports, transcripts including High School, and through ACT.org. While an official score report is not required, if ordering your score report from ACT.org, please use <u>Code 0083</u> and allow 4-6 weeks for processing. WSCC will receive your score from ACT and add it on your myWallaceState account. To use scores available on ACT.org you will need to print to PDF, we do not accept screenshots. We will accept ACT Superscores from ACT, but not manually calculated ACT Superscores. Scan the document to PDF format, save the file, and then upload the document to your online application.
   B. Complete general education required courses for OTA (1st and 2nd semester courses) by the program application deadline of June 1st.
      Attain a minimum 2.5 GPA or greater on a 4.0 scale with a grade of "C" or better on all general required pre-OTA courses only, excluding ORI 110. GPA calculated for program selection will e on the general required pre-OTA courses only.
   C. Submit the online health division application with all required attachments by the deadline.

Student must meet the essential functions and technical standards required for the program as documented on the required **WSCC physical form** at www.wallacestate.edu – see Physical Form Essential Functions.
Form to be completed **upon** program acceptance, view **now** for reference only.

The Occupational Therapy Assistant Program at Wallace State Community College 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 301-652-6611. ACOTE's website address is www.acoteonline.org

Each health program has an online program application process which requires documents to be uploaded and submitted complete by **June 1st** for evaluation. All information must be uploaded to each online application to be complete. Information will NOT be accepted in person, by mail/email, or via fax. Any missing documentation may result in your application being declined.

<u>The application must be prepared by the applicant.</u> Mailing address, email, and phone number must be current to receive correspondence. Please check your WSCC student email for application notifications. Applicants will be notified by email of your application outcome by **July 1st.** No information regarding individual admission status will be

given via telephone; **do not call** Admissions or the program directly to obtain status.   Log in to your Dynamic Forms account to review the application.

4. The following are **required documents** that are needed before beginning the program application:
    a. **General Education Worksheet** – fill out and calculate totals. Save the file.
    b. **ACT Composite Score** - Scores (National, Residual, or Superscore) printed from Degree Works will be accepted for Wallace State students. Transcripts with ACT score is also acceptable. Save the file.
    c. **Transcript** – Obtain the most current unofficial transcript from each college previously attended and highlight the highest grade received for courses listed on General Education Worksheet. Make sure your name and the college name are clearly visible on each transcript. The <u>unofficial</u> transcript must include all pages (even blank ones). *WSCC Admissions office CANNOT print transcripts from other colleges. The WSCC transcript can be obtained from your MyWallaceState account.* Save the file.
    d. **Observation Hours Form** – the OTA Program requires that applicants complete a total of 24 quality hours divided between 2 different Occupational Therapy department settings under an Occupational Therapist or Occupational Therapy Assistant.

How to Scan to PDF
All documents must be uploaded to the online MLT Program application. Document format must be PDF with 16 MB limit. All documents must be legible to be valid. All pages of the documents (even blank pages, full set of page numbers) must be uploaded to be complete. ** Only one image per page. If document contains multiple pages, these pages MUST be batched together into a single PDF document.

1. *Download the Free Cam Scanner App to your smart phone, https://www.camscanner.com/*
2. *Set up Free Basic Account. See free tutorial: https://www.youtube.com/watch?v=iZRaIwludu8*
3. *From App, select files to send.*
4. *Add applicant email address. Tap Send.*
5. *Open email from computer, rename document as directed above and upload to online application when prompted.*

Any missing documentation could result in your application being declined.

5. **Apply to the Program**
    First time users will be required to click on "Create New Account" upon entering the online application. To receive application notifications, use your WSCC student email address to "Create New Account".
    *   You will use your WSCC student email information to create the account for Dynamic Forms.
        Username: firstname.lastname@student.wallacestate.edu
        Password: !ACCS010199 (for a January 1, 1999 date of birth)

    The application will time out after 45 minutes. A "Save Progress" button is accessible for your convenience. The draft is saved in My Forms. **Application is not complete until all documents are uploaded and completed application has been submitted.**
    Application can be reviewed/tracked by signing into your Dynamic Forms account. A confirmation email will be sent when application has been processed.

6. **Selection**
    Meeting Minimal Requirements Does Not Guarantee Acceptance**.**
    The OTA Program admits students annually in the fall semester.
    Candidates are ranked for admission on the basis of ACT scores, weighted GPA (GPA x 9), and completion of admission requirements.
    Program applications will be reviewed for completion of program admission requirements. Written notification of program acceptance status will be sent to each applicant via information supplied on the program application.
    Following acceptance into the program, students must respond confirming their intent to enroll by using the internet link provided on their letter, by the deadline indicated on the letter. A student who fails to respond will forfeit his/her place in the class.

In the event of a tie, the following procedure will be followed in the order listed below to determine student acceptance in the program: 1) highest GPA for general education requirements, 2) ACT Composite Score, 3) date of application submission.

Please check your WSCC student email periodically for application notifications. Once application information is submitted, it becomes the property of Wallace State Community College and will not be released from this application. Application data is not kept on file from previous submissions.

Accepted students will be required to submit proof of current CPR certification prior to attending clinical. American Heart Association (AHA) Basic Life Support (BLS)for health care providers will be accepted. Online CPR courses **WILL NOT** be accepted.

Accepted students are required to submit to drug screenings and background checks, as well as attend a mandatory health program orientation. Drug Testing Policy and Background Check Policy are available for viewing on the Health Division page.