



## **Occupational Therapy Assistant Program**

### **Associate in Science**

### **Information/Application Packet**

**North Campus**

**4501 Capper Road**

**Jacksonville, Florida 32218**

#### **College Mission Statement**

*Florida State College at Jacksonville provides high value, relevant life-long education that enhances the intellectual, social, cultural and economic development of our diverse community.*

#### **Program Mission Statement**

*The mission of the occupational therapy assistant program is to graduate competent, ethical, confident occupational therapy assistants committed to professional development through life-long learning in a positive, non-discriminatory and supportive learning environment.*

#### **Program Accreditation**

*The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3349. ACOTE's Telephone Number, C/O AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org).*

Dear Prospective Student,

Thank you for your interest in applying to Florida State College at Jacksonville's North Campus/Nassau Center Occupational Therapy Assistant Program! Your decision to pursue a degree in Occupational Therapy is an excellent one and will certainly open the door to many exciting and valuable opportunities in this healthcare field. If you are accepted into the program, we are confident that you will engage in rich academic experiences and will be proud of the progress you make as you aim to complete the program.

Please know that **you** are the most important person to North Campus/Nassau Center employees. Faculty, staff and administrators are dedicated to providing a student-centered campus that is technologically on the cutting edge, responsive to the needs of our students and communities of interest, and committed to documenting successful student outcomes.

Prior to completing this application packet, please carefully review the requirements of your selected program to determine if this is the right choice for you. If you need assistance with making your career choice please visit the Career Development Center or call (904) 766-6679. Note the critical deadlines for submitting the documents, and ensure that all required documentation accompanies the application submission. If you need assistance with any of the information, our program department leaders and student service representatives stand ready and willing to assist!

We wish you luck with the application process. Upon acceptance to any of our programs, I encourage you to stop by and let us personally greet as you either accomplish the fulfillment of any prerequisite coursework or begin your core courses. Clearly, our motto drives our mission as we strive to "change lives....one student at a time." Thank you for giving us the opportunity to make a difference in your future!

With Best Regards,

Dr. Sandy Robinson  
Campus President

Dr. Melanie Ferren  
Dean of Career Education

Dr. Neal Henning  
Dean of Career Education

## **General Information**

### **ACOTE 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 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449 ([www.acoteonline.org](http://www.acoteonline.org)). ACOTE's telephone number (c/o AOTA) is (301)652-AOTA.

On December 3, 2010, the Accreditation Council for Occupational Therapy Education (ACOTE) granted accreditation status to the Occupational Therapy Assistant program at Florida State College at Jacksonville effective for 7 years. 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). For official program pass rates on the certification exam please visit <https://secure.nbcot.org/data/schoolstats.aspx>. Upon 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.

### **SACS-COC Accreditation**

Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools to award the baccalaureate degree and the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

### **Equal Access/Equal Opportunity**

Florida State College at Jacksonville, hereby reaffirms the principle of equal opportunity for all persons regardless of race, disability, color, ethnicity, national origin, religion, gender, age, sex, sexual orientation/expression, marital status, veteran status, or genetic information. Equal opportunity principle applies with regard to employment, delivery of educational programs and services, and all other appropriate areas in which the College is involved.

The College is committed to ensuring that all persons are not subject to discrimination. Any student, employee or applicant who believes they have experienced discrimination or harassment, including workplace or classroom harassment, discrimination in hiring or admission practices, or other acts of discrimination or harassment can file a complaint through the College's Equity Office.

Ms. Lisa Moore currently serves as the College's Equity Officer and Stacey Legler serves as the Employee Relations Equity Coordinator. Dr. Melanie Miller serves as the College's Title IX coordinator. Anyone who believes they have been subject to discrimination or harassment can contact the College's Equity Office (contact information below), or complete and submit the [equity intake form](#).

## Equity Office

[Lisa Moore](#)

Executive Director, Employee Relations  
and College Equity Officer

501 W. State Street  
Jacksonville, Florida 32202  
(904) 632-3221 (confidential)  
(904) 632-3326  
[equityofficer@fscj.edu](mailto:equityofficer@fscj.edu) (confidential)

## Stacey Legler

Employee relations and Equity  
Coordinator

501 west State Street  
Jacksonville, Florida 32202  
(904) 632-3221 (confidential)  
(904) 632-3290  
[equityofficer@fscj.edu](mailto:equityofficer@fscj.edu) (confidential)

## Title IX Office

[Dr. Melanie Miller](#)

Associate Vice President of  
Student Services/Title IX  
Coordinator

501 West State Street  
Jacksonville, Florida 32202  
[titleix@fscj.edu](mailto:titleix@fscj.edu)

## Graduation Rates

Graduation Year	Number of Admissions	Number of Graduates	Graduation Rate
2012	20	19	95%
2013	22	21	95%
2014	24	21	87.5%
Total	66	61	92.4%

## GENERAL PROFESSIONAL INFORMATION

**The Career:** Occupational therapy assistants under the direction of occupational therapists help people of all ages regain, develop, or master everyday skills in order to live independent, productive, and satisfying lives. Working in collaboration with occupational therapists and other healthcare professionals, occupational therapy assistants are employed in a variety of traditional and emerging practice settings including but not limited to hospitals, community settings, mental health settings, public schools, rehabilitation settings, home health agencies, and nursing homes. Occupational therapy assistants provide occupation-based treatment interventions to improve the quality of life of clients within the community.

For information on the activities of our professional organization and the role of the occupational therapy assistant, please visit the website of the American Occupational Therapy Organization (AOTA) ([www.aota.org](http://www.aota.org)).

**Program Information:** This is a limited access program. Upon completion of the two year 70 credit occupational therapy assistant (OTA) program, the graduate will be awarded an associates of science (A.S.) degree and will be prepared to function as an entry-level practitioner. The program includes a combination of general education and professional OTA concentration courses. OTA courses include lecture, laboratory, and clinical education

experiences. As the program is a limited access program, admission into the program is based on prior academic performance, completion of prerequisite coursework and clinical observation hours, and other criteria detailed on the rubric in this application. This application outlines costs, requirements, deadlines and procedures.

**Jobs:** Graduates from the occupational therapy assistant program can find work in long term nursing facilities, schools, out-patient centers, in-patient centers and other industry-related facilities in Florida and throughout the country. According to the U.S. Department of Labor 2012 Occupations Outlook Handbook, the demands for OTAs is expected to grow by 41% between 2012 and 2022 ([www.bls.gov](http://www.bls.gov)).

Upon completion of coursework, Florida State College at Jacksonville does not guarantee employment or salary in a given field of study. Any jobs mentioned are given as examples of potential employment.

**PERFORMANCE STANDARDS:** Individuals who choose the Occupational Therapy Assistant profession require the capabilities outlined below regarding core performance standards. This list is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The overall physical demand rating for a job of the OTA falls within the Medium classification according to the Dictionary of Occupational Titles.

**Specialized Motor Skills and Mobility:** Gross and fine motor abilities sufficient to provide safe and adequate performance of clinical procedures.

- Demonstrate physical abilities sufficient to move from room to room.
- Manipulate equipment by pushing/pulling weight up to 300 lbs. and lifting a minimum of 50 lbs.
- Walk long distances (up to approximately 3 miles per day).
- Occasionally required to perform stooping, kneeling and crouching.
- Assist with patient transfers and lifts or help them turn stand or walk.
- Regularly required to stand, talk and/or hear.

**Sensory:** Sufficient use of the senses of vision, hearing, touch and smell to observe, assess and evaluate close to and at a distance in the classroom and clinical setting

- Hear auditory signals from monitors, cameras and beepers.
- Hear emergency signals, auscultatory sounds and patient verbalizing needs.
- Perform visual assessment and observe patients' responses.
- Perceive, interpret and use information via observation, listening, touching, and smelling.

**Critical Thinking:** Critical thinking ability sufficient for clinical judgment, ability to acquire, assimilate, integrate, apply and evaluate information and problem solve.

- Understand and interpret written and verbal orders.
- Respond promptly to emergency situations.
- Concentrate and focus attention for long periods of time.
- Identify cause and effect relationships in clinical situations.
- Skills in analyzing problems, identifying solutions, recommending and implementing methods, procedures and techniques for resolution of issues.
- Make accurate decisions independently.

**Interpersonal/Behavioral:** Interpersonal ability sufficient to communicate and interact with individuals, families and groups from a variety of backgrounds including: social, emotional, cultural, economic and intellectual.

- Establish rapport with patients, clients, colleagues and other health care personnel.

- Demonstrate patience, empathy and concern for other.
- Display calm manner in fearful or hostile situations.
- Exhibit emotional stability and composure to function safely under stress and adapt to changing environments.
- Exhibit social skills necessary to interact effectively with clients, families, supervisors, co-workers and community members of the same or different cultures with respect, compassion, tact, collaboration, teamwork, responsibility and discretion.
- Display attitudes and actions consistent with the core values and ethical standards of the occupational therapy profession.
- Maintain personal hygiene and appearance (including skin and piercing practices) consistent with close personal contact in client care.
- Establish therapeutic relationships and communicate in a supportive manner.

**Communication:** Communication abilities sufficient for interaction with others in verbal and written form.

- Communicate needs in a prompt, clear and concise manner. Accurately document findings both written and oral. Communicate information accurately and effectively.
- Read and evaluate written information such as admissions reports, diagnosis, Occupational Therapy evaluations, treatment plans, written and verbal orders.
- Observe and record patients' progress, attitudes and behavior and maintain this information in client records.
- Participate in multi-disciplinary team meetings to review client's functional status, treatment, concerns and recommendations.
- Communicate effectively with providers, families and other agencies.

**Behavior:** Sufficiency of motivation, responsibility and flexibility to function in new, ever-changing and stressful environments and adapt appropriately to diverse client needs.

- Maintain patient confidentiality.
- Show accountability for actions.
- Adapt to assignment of patients and clinical site such that the student meets objectives while providing safe, adequate patient care.
- Knowledge of the principles and practices of legal, ethical and professional rules of conduct.
- Maintain and promote a positive attitude toward clients and their treatment program.
- Monitor patients, activities in home, school or clinic environment; help to create a safe and therapeutic environment for patients; follow established safe practices; follow safety protocols and calls for assistance as required.

**Knowledge:**

- Knowledge of records management and documentation requirements.
- Knowledge of construction, use and care of orthopedic appliances, splinting and Durable Medical Equipment.
- Conduct direct therapy to include therapeutic exercise, transfer training, facilitate normal postural responses and developmental sequence, teach wheelchair mobility, provide training in activities of daily living, provide training in oral motor and feeding skills, and instructs clients in proper body mechanics in developmental sequence, transfers, balance activities and wheelchair use.

#### **APPLICATION AND ADMISSION PROCESS**

Students are accepted into this program every year beginning in the fall. Application is a two-step process. You

must first make **general** application to Florida State College at Jacksonville (FSCJ). This can be done at any FSCJ campus or online at [www.fscj.edu/admissions-aid/admissions](http://www.fscj.edu/admissions-aid/admissions). There is a one-time application fee of \$25.00. Applicants transferring from another educational institution must submit transcripts to the Student Records Office for processing and evaluation of credits. Once outside transcripts have been processed, course credits will be added to your official FSCJ transcript. Please allow 4-6 weeks for processing of transcripts by the Student Records Office. International Baccalaureate (IB), Advanced Placement (AP), and College Level Examination Program (CLEP) documentation must be provided directly to the Assessment and Certification Center for credit evaluation and addition to the FSCJ transcript. Please contact North Campus Assessment and Certification Center at (904) 766-6708 for more information.

After applying to FSCJ and completing the necessary courses, you may then apply *specifically* to the Occupational Therapy Assistant program. This limited access program is open to applicants regardless of race, disability, color, ethnicity, national origin, religion, gender, age, sex, sexual orientation/expression, marital status, veteran status, or genetic information. Applicants must meet the Florida State College at Jacksonville admissions eligibility requirements (See college website for information) and must have completed all prerequisites in order to be considered for admission.

***All applicants should contact a campus admissions office to see if they need to take the College Placement Test or other placement test and/or other admissions requirements. Application deadline is the close of business, May 30th,*** for admission to the program for the following fall term. If May 30th falls on a weekend, then the deadline will be the close of business on the Monday immediately following. Applicants will be required to have a drug screen and background check performed prior to entrance into the program.

#### **Occupational Therapy Assistant Program Course Requirements**

**Note: Any previous OT/OTA education courses that are >2 years old will not receive credit and must be retaken. BSC 2085/BSC 2086 courses older than 5 years will not receive credit and must be retaken.**

##### **Required Prerequisite Courses: (20 credits):**

Successful completion of the following prerequisites is necessary before applying to the program.

- ENC 1101 English Composition I Credit hours: 3  
Or ENC 1101C English Composition I Enhanced
- BSC 2085C Human Anatomy and Physiology I Credit hours: 4
- BSC 2086C Human Anatomy and Physiology II Credit hours: 4
- PSY 1012 General Psychology Credit hours: 3
- DEP 2004 Human Growth and Development Credit hours: 3
- Mathematics credit hours: Credit hours: 3  
Recommended course: MAC 1105-College Algebra or higher preferred.  
\* Refer to A.S. General Education Requirements

##### **Additional General Education Courses (6 credits):**

- Humanities Credit hours: 3  
Refer to A.S. General Education Requirements.
- ENC 1102 Writing About Non-Fiction Credit hours: 3  
Or SPC 2065 Speech Communication for Business and the Professions

##### **Required Professional Courses (44 credits):**

- OTH 1001 Introduction to Occupational Therapy Credit hours: 3
- OTH 1003 Human Occupation Across the Lifespan Credit hours: 3

## Occupational Therapy Assistant Program – North Campus 2015/2016 FSCJ Catalog

•	OTH 1014	Functional Anatomy I	Credit hours:	3
•	OTH 1019	Functional Anatomy II	Credit hours:	2
•	OTH 1520	Pediatrics in Occupational Therapy	Credit hours:	4
•	OTH 1704	Professionalism and Documentation in Healthcare	Credit hours:	2
•	OTH 1800	Occupational Therapy Practicum I (Level I Fieldwork)	Credit hours:	2
•	OTH 2165	Adaptive Living Skills	Credit hours:	3
•	OTH 2300	Mental Health in Occupational Therapy	Credit hours:	3
•	OTH 2420C	Physical Rehabilitation in Occupational Therapy	Credit hours:	3
•	OTH 2432	Neurological Rehabilitation in Occupational Therapy	Credit hours:	3
•	OTH 2602	Occupational Therapy with the Geriatric Population	Credit hours:	2
•	OTH 2840	Occupational Therapy Supervised Practice II(Level II Fieldwork)	Credit hours:	5
•	OTH 2841	Occupational Therapy Supervised Practice II(Level II Fieldwork)	Credit hours:	5
•	OTH 2933	Seminar for Clinical Practice	Credit hours:	1
Total Credits:				70

### Curriculum

Six of the 8 general education courses must be completed before application and entrance into the occupational therapy assistant program. A minimum grade of “C” or better must be achieved in all Professional core courses.



### Fieldwork Experience

Fieldwork is an integral part of the educational process and is designed to be an in-depth experience in delivering occupational therapy services to clients in a variety of settings in the community. Level II fieldwork generally requires two eight-week full-time experiences scheduled in the last semester prior to graduation. Students are discouraged from working during the full-time fieldwork experience to ensure successful completion of the fieldwork rotation. Students are responsible for uniform expenses, background screenings, physicals, vaccinations, travel expenses and any miscellaneous expenses required by each fieldwork location. All Occupational Therapy Assistant students must complete Level II Fieldwork within 18 months following completion of academic preparation.

### Application Procedure

Acceptance into the limited access Occupational Therapy Assistant Program is based upon academic performance, completion of prerequisite coursework, clinical observation hours, scores on the PSB-Health Occupations Aptitude Test and other criteria detailed on the rubric. To be considered as a qualified applicant, individuals must complete the following by the application deadline of May 30:

1. **Applicants** must be accepted for admission to Florida State College at Jacksonville or be currently enrolled at Florida State College at Jacksonville. Acceptance to Florida State College at Jacksonville does not guarantee admission to the OTA program.
2. Applicants must submit a completed application and clinical experience verification form to the Occupational Therapy Assistant program department.
3. Applicants must complete the PSB-Health Occupations Aptitude Test and include results in the occupational therapy assistant application file. Contact the assessment and certification center of any FSCJ campus for scheduling information.
4. CPR Certification for Healthcare Providers Level and First Aid Certification through American Heart Association or American Red Cross. Students must keep their CPR current to attend class and fieldwork.
5. Applicants must provide a copy of your FSCJ transcript that includes all outside courses from other institutions along with any College Level Examination Program (CLEP), International Baccalaureate (IB) or Advanced Placement (AP) courses.
6. Applicants must have completed 20 credit hours of general education prerequisites, including ENC 1101 or ENC 1101C, PSY 1012, BSC 2085C, BSC 2086C, DEP 2004, and MAC 1105 (or higher mathematics course preferred) with a minimum grade of "C". Refer to A.S. General Education Requirements in the current course catalog. Course credit that was received for College Level Examination Program (CLEP), International Baccalaureate (IB) or Advanced Placement (AP) courses will be counted as a "C" for purposes of point calculation on the rubric. **Any previous OT/OTA education courses that are >2 years old will not receive credit and must be retaken. BSC 2085/BSC 2086 courses older than 5 years will not receive credit and must be taken.**
7. Applicants must submit documented evidence verifying completion of the minimum of 10 hours of observation, service learning and/or work experience in occupational therapy with a licensed occupational therapist or occupational therapy assistant utilizing the clinical experience verification form. Submit the completed clinical experience verification form and only one reflection essay for all experiences no longer than one page double-spaced.
8. Students who have applied to FSCJ and submitted completed applications to the OTA department by the deadline will be ranked according to a point scale based on grade point average in the required general education courses, scores on the PSB-Health Occupations Aptitude Test, and accumulated hours of clinical experience in occupational therapy, American Heart Association or American Red Cross First Aid and CPR certification and essay scores. The highest ranked students will be accepted into the OTA program and will be notified of their acceptance by mail. A ranked alternate list will be established. In the event of forfeiture, the next highest ranked student will be notified of acceptance. Refer to the last page of this information packet for a complete description of the point system on which ranking is based.

**\*\*"Priority status is given to Florida residents in selecting the top 30 qualified applicants."**

**Note:** A physical examination and criminal background check will be required upon acceptance into the program and again prior to clinical internships.

This process is repeated for each new group of applicants.

A waiting list will be established until end of add/drop of the fall semester.

### **Need More Information?**

**Contact:** Dr. Kimberly Fahlgren, North Campus, (904) 713-4532 or [kfahlgre@fscj.edu](mailto:kfahlgre@fscj.edu)

### **Completed applications should be sent to:**

Occupational Therapist Assistant Program  
Florida State College at Jacksonville, North Campus  
4501 Capper Road A-309  
Jacksonville, FL 32218

Candidates will be notified of their status after all completed applications have been reviewed by the Admissions Committee. Notification of admission to the program will be made by mail and it is estimated that notification letters will be mailed within 4-5 weeks after the application deadline. Students who receive letters of acceptance must accept the seat within two weeks in writing. If the student does not accept the seat by the deadline, the seat will be offered to the next highest-ranked candidate on the Alternate List.

NOTE: It is the applicant's responsibility to keep the Occupational Therapy Assistant Program leaders informed of any changes in mailing address. Incorrect addresses may delay a candidate's notification or cause the candidate to lose his/her seat.

### **STUDENTS WHO ARE AWARDED AND FORMALLY ACCEPT OTA PROGRAM CLASS SEATS**

The following must be completed by students who are awarded and formally accept a seat in the OTA program:

1. OTA Program Orientation Session: Students are required to attend an OTA Program Orientation Session to be held on Florida State College at Jacksonville North Campus. There is only one orientation session and the student will be notified of the time, date, and location of the orientation session in the acceptance letter.
2. Student Health Certificate, Immunization History and Hepatitis B Vaccine: Students must submit a current physical on the FSCJ physical examination form, Student Health Certificate (completed by a physician), immunization history (including MMR, Tdap or Td, and tetanus booster within past 10 years), Varicella titer, and Hepatitis B Vaccine statement.
3. Medical Insurance: Students are required to carry medical insurance while enrolled in the OTA program. The student is responsible for any and all costs related to their medical needs while enrolled in the program. Information on low cost student plans can be obtained from the Student Activities Office of any Florida State College at Jacksonville campus.
4. Professional Liability Insurance: Students must be covered by professional liability insurance in order to participate in off-campus clinical internships. This is arranged through the College at a cost of \$21 to the student.

### **More Information Online**

- Florida Occupational Therapy Association <http://www.flota.org>

- Bureau of Labor Statistics <http://www.stats.bls.gov/ooh/healthcare/occupational-therapist.htm>
- Florida Licensing Board <http://www.flota.org/licensure>

**ESTIMATED EXPENSE:** These figures are approximate and subject to change.

### **TUITION**

Florida Resident: \$104.88 per credit hour (\$7,341.60)

Georgia Resident (Counties of Ware, Glynn, Charlton, Brantley, Camden) \$216.55 per credit hour (\$15,158.50)

Non-Florida/Georgia Resident: \$401.27 per credit hour (\$28,088.90)

**OTHER EXPENSES** (*Fees and other expenses are subject to change without notice.*)

NBCOT exam	\$450.00
Background-Fingerprint-Drug Screen	\$115.00
College application fee	\$ 25.00
FSCJ name tag	\$ 12.00
Graduation fees	\$ 20.00
BP Cuff and Stethoscope	\$ 50.00
Hip Kit	\$ 25.00
PPE Kit	\$ 7.00
Splinting Kit	\$ 25.00
Physical exam/vaccinations/PPD (est. cost)	\$125.00
Textbooks (est. cost)	\$1,000.00
CPR and First Aid Courses-estimated (American Heart/American Red Cross)	\$110.00
Professional Liability Insurance	\$ 21.00
Lab Fees	\$ 5.00
Student AOTA membership (optional)	\$131.00/yr.
PSB-Health Occupations Aptitude Test	\$ 50.00
State Application Fee	\$100.00 (nonrefundable)
Initial License Fee	\$ 75.00
Unlicensed Activity Fee	\$ 5.00

### **STUDENT EMPLOYMENT**

The professional phase of the OTA program is academically demanding and time consuming. The transition from general education courses to the OTA curriculum requires many adjustments, and a major commitment of both time and effort. Employment may be possible on a part-time basis; full-time employment is discouraged. Employment is strongly discouraged during full-time fieldwork experience for successful completion of the fieldwork experience.

### **FINANCIAL AID**

Florida State College at Jacksonville offers many types of financial assistance to students who would otherwise be unable to further their education without such support. Depending on the type of aid, eligibility is based on one or more of the following criteria: financial need of the individual (in the case of dependent students, family need is used), educational costs, academic achievement and availability of funds. Inquiries regarding financial aid should be directed to the [enrollment services/financial aid office](#) on the student's home campus. A student's home campus is his/her point of contact for academic advising, financial aid advising and disbursement of funds.

**Florida State College at Jacksonville's Federal School Code is 001484.**

#### **Remember, it is your responsibility to:**

- Apply early for financial aid assistance; do not wait for acceptance into the program before beginning this process;
- Complete a [FAFSA](#) (Free Application for Federal Student Aid) each year; (FAFSAs for the upcoming fall term are available after January 1);
- Submit all required forms and documentation to Florida State College at Jacksonville; and
- Use financial aid for educationally related expenses only.

The entire process takes a minimum of 6 weeks to complete.

### **RECORD OF CONVICTION OF A CRIME**

Effective July 1, 2009, pursuant to Section 456.0635, Florida Statutes, health care review boards shall refuse to renew a license, certificate or registration, issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been convicted or plead guilty or nolo contendere, regardless of adjudication, to a felony violation of: chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application, terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent 5 years) or terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent 5 years). The Florida nursing or allied health licensure or certification application requires disclosure of any criminal history and the disposition of all cases prior to board review. Being convicted of, or having entered a plea of guilty or nolo contendere to, any of the listed felonies in Florida Statute 456.0635 or termination for cause from the statutorily-described Medicaid programs will preclude an applicant from obtaining a nursing or allied health license or certification in the state of Florida. Entry and acceptance into the nursing or allied health program does not guarantee licensure or certification in the State of Florida.

Most clinical agencies require students to undergo drug screen and criminal background checks prior to placement in the agencies for clinical experiences. Students whose drug screening and criminal background checks are deemed unsatisfactory may be denied access to clinical experiences by the clinical agencies. Failure to qualify for and meet clinical requirements at clinical sites may prevent completion of the program. Withdrawal from the program may be necessary if students cannot be placed for clinical experiences.

Some practice settings may have additional requirements including health insurance, a service learning application, references, fingerprinting and background check, drug testing, and/or an interview prior to the start of the clinical experience. The additional requirements are the responsibility of the student, including expenses.

The cost of the background check(s) and drug screen(s) is borne by the student. Additionally, it is the student's responsibility to have all paperwork completed by the program's published deadline.

Students who are unable to complete the clinical requirements after acceptance into limited access programs are not eligible for refunds of tuition. A physical examination will be required upon acceptance to the program.

### **Graduation Requirements**

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In order to be awarded the associate in science degree, students must have met the following requirements:

1. Students must fulfill the specific program requirements as outlined in the Florida State College at Jacksonville Catalog.
2. Earned a cumulative grade point average of 2.0 ("C") at Florida State College at Jacksonville in courses eligible toward the associate in science degree programs (A.S. Florida State College at Jacksonville GPA).
3. Earned an all-college cumulative grade point average of 2.0 ("C") on a 4.0 scale on all courses attempted, including transferred credits. (All college cumulative.)
4. Completed at least 25 percent of credit semester hours required for the degree at Florida State College at Jacksonville. Credit by examination and credit by portfolio development do not count toward this residency requirement.
5. Completed the minimum required semester hours, as specified by the degree, of which a minimum of 15 semester hours must be General Education Requirements.
6. Earned a grade of at least a "C" in each course used to satisfy the General Education Requirements.
7. Students must have fulfilled all financial obligations to the College before they may graduate.

**Note: Students are cautioned to pay particular attention to the following statements.**

1. A student's graduation date will be the date of the end of the College term in which the student is deemed eligible for meeting the academic requirements. (The removal of an incomplete grade does not affect students' graduation dates, since the grade change is effective as of the end of the term in which the incomplete grade was assigned rather than the term in which the incomplete work was made up.)
2. If students expect to complete the coursework under the terms of the catalog in effect during the term of their first registration, they must graduate within five years or they will need to be reassigned to an active catalog. Accordingly, students who enter under this catalog (2015/2016) must graduate by the end of the Summer Term 2020, or they will automatically be reassigned to the 2019/2020 catalog requirements. Changes to requirements as mandated by law or by rule of the District Board of Trustees may supersede this provision.
3. The General Education Requirements may be taken on any Florida State College at Jacksonville campus or center or online.
4. Many courses in this catalog have prerequisite and/or co-requisite courses which are listed in the course descriptions. Students are advised to be guided by these requirements.
5. Students who place into college preparatory courses are required to complete designated college preparatory courses with a grade of "C" or better regardless of program of study.
6. Degree-seeking students whose native language is not English, who fall below a designated cutoff score on the English as a second language (ESL) entry placement test, will be required to take ESL courses with EAP prefix prior to registering for other college credit classes. The level of these courses will be determined by the entry placement scores. Individual exceptions will be determined by the ESL program manager.
7. Degree-seeking students identified as non-native speakers must take an English as a second language (ESL) placement test prior to taking the College's standard college placement test. Students who place into ESL, as determined by the test, must complete ESL courses before registering for other college credit classes. Non-degree-seeking college credit students who plan to take English or reading courses must also meet these requirements. Exceptions to these requirements can be made by the ESL program manager or designee.

### **University Transfer**

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This associate in science degree program is intended primarily for students who desire to complete an associate in science degree and become employed. Students who decide to pursue university transfer study must meet certain course and test requirements. For details refer to the [University Transfer Guide](#).

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**Occupational Therapy Assistant Program (OTA)-North Campus**

**Application for Professional Phase of Program**

**Application Deadline-May 30, 2016**

**INCOMPLETE AND/OR LATE APPLICATIONS WILL NOT BE PROCESSED**

**Complete Occupational Therapy Assistant applications must contain the following items.**

- ☐ Completed Occupational Therapy Assistant Application Form (see pages 18-22);
- ☐ Transcript printed from FSCJ CONNECTIONS that includes all courses taken including transfer credits from outside institutions (not official);
- ☐ Verification of degree (copy of diploma), if applicable;
- ☐ Copy of American Heart Association or American Red Cross Healthcare Provider level CPR card and Basic First Aid Card;
- ☐ Signed clinical verification form (s) (see page 20);
- ☐ Completed one page, double spaced, typed written essay (see page 21);
- ☐ PSB-Health Occupations Aptitude Test scores for Occupational Therapy Assistant

**Instructions for completing application:**

- 1. Apply to FSCJ in person or online**
- 2. Send Transcripts from outside educational institutions to Student Records Office for processing and credit evaluation.** Please allow 4-6 weeks for processing of transcripts by the Student Records Office.
  - a. Students who are transferring credit for course work completed at a college or university other than Florida State College at Jacksonville are required to have their official transcript(s) sent directly from the college or university to the Student Records Office at Florida State College at Jacksonville. Send official transcripts to: Florida State College at Jacksonville, Admissions Office, P.O. Box 2550, Jacksonville, Florida 32203-2550. In order for your transcripts to be evaluated by Florida State College at Jacksonville, you must have been accepted to Florida State College at Jacksonville and have an active student number.
  - b. \*An unofficial copy of ALL college transcript(s) must be submitted with the program application, including a recent Florida State College at Jacksonville transcript. The OTA Admissions Committee will not access transcripts online regardless of where the prerequisite courses were completed. An unofficial copy can be printed from the Florida State College at Jacksonville website through the student's account.
  - c. \*Please Note\* Decision about transferring credits for prerequisite and general education courses are not made by the OTA program faculty or staff prior to acceptance into the professional phase of the program. Prospective students should contact the Registrar to determine what credits will transfer and be accepted toward the OTA prerequisites.
- 3. Advanced Placement (AP) Credit, College Level Examination Program (CLEP) and International Baccalaureate (IB) Program Credits must be submitted directly from the original credit granting institutions to the Assessment and Certification Center at (904) 766-6708 to receive credit.**
- 4. A completed Occupational Therapy Assistant (OTA) Program Application**
  - a. Type or print legibly in black or blue ink.
  - b. The application consists of pages 18 - 22
  - c. Review, sign, and date application upon completion.

**5. A Transcript printed from FSCJ CONNECTIONS that includes all courses taken including transfer credits from outside institutions (not official).**

- a. In order to apply to the OTA Program you must have:
  - i. A grade of “C” or better in all completed OTA general education courses including the OTA prerequisite courses.
  - ii. An overall cumulative GPA of 2.0 or higher.
- b. The six prerequisite courses include:
  - i. ENC 1101 English Composition I or ENC 1101C English Composition I Enhanced;
  - ii. PSY 1012 General Psychology;
  - iii. BSC 2085C Human Anatomy & Physiology I;
  - iv. BSC 2086C Human Anatomy & Physiology II;
  - v. DEP 2004 Human Growth and Development
  - vi. MAC 1105 College Algebra or higher preferred (Refer to A.S. General Education Requirements)
- c. The Florida State College at Jacksonville copy can be unofficial.
- d. All required completed OTA general education courses and degrees awarded must be highlighted by you with a yellow highlighter (on the transcript).

**6. Psychological Services Bureau Health Occupations Aptitude Examination**

- a. Applicants are required to take the Revised PSB Health Occupations Aptitude Test (HOT test). Be sure to choose Occupational Therapy Assistant as the norming group. There is a \$20 fee to re-norm the exam if you took it for another program. Applicants are permitted a maximum of two attempts within a one year period with three months between attempts. Test results are good for a two-year period. There is a fee for the examination. Applicants should contact FSCJ’s North Campus Assessment and Certification Center at (904) 766-6708, or any other FSCJ Campus Assessment and Certification Center for test and scheduling information. The examination results must be submitted to the OTA Program with the application. Students who are not currently enrolled in FSCJ must apply and gain admission to the College prior to receiving authorization to take the examination through FSCJ’s Assessment Center. Students who have been admitted to FSCJ, but have not been enrolled in any courses for a period of one year or more must contact a campus Enrollment Services Office in order to reactivate their student number prior to receiving authorization to take the examination.

**7. If completed, a copy of CPR and First Aid certification (front and back)-American Heart Association**

- a. To include infant, child, adult CPR and Basic First Aid-Healthcare Provider Professional Level.
- b. Staple behind HOT Test.

**8. A completed Clinical Experience Verification Form with reflection page.**

- a. You are to complete a minimum of ten hours service learning and/or observation with a licensed occupational therapist or certified occupational therapy assistant.
- b. Fill out the top portion of the form prior to your observation.
- c. Bring the first page of the form with you to your observation site. Following completion of your observation, kindly ask the therapist to complete the bottom half of the page.
- d. Following your observation/ service learning experience type a **one-page double spaced** reflection of your experience. Refer to page two of the *Clinical Experience Verification Form* and sign form.
- e. Though a minimum of ten hours of observation is required, additional hours are encouraged. You may add additional forms to your application, but **only one essay will be accepted**.
- f. Do not staple the form or your reflection. Place it in the back of the application packet materials.
- g. As therapists tend to be very busy, please remember to be respectful and thankful of their time and experience by exhibiting professionalism.



## Occupational Therapy Assistant Program – North Campus 2015/2016 FSCJ Catalog

The observation experience will help to broaden your understanding of occupational therapy as a profession and the role of the practitioner to assist you in determining if this is the right career choice for you.

When all forms are complete and required information gathered, place forms in a large envelope with the application form on top.

Mail or hand deliver your completed application packet on or before application deadline (must be postmarked on or before due date) to:

Occupational Therapy Assistant Program  
Florida State College at Jacksonville North Campus  
4501 Capper Road  
Room A-309  
Jacksonville, Florida 32218

**Occupational Therapy Assistant Program Application**

(Please type or print all information)

Name: \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)

Social Security #\*: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

*In compliance with Florida State Statute 119.071(5), Florida State College at Jacksonville issues this notification regarding the purpose of the collection and use of Social Security numbers. Florida State College at Jacksonville will collect your Social Security Number (SSN) for use for legitimate business purposes which include record identification, state and federal reporting. Providing your SSN on this application means that you consent to the use of your number in the manner described. If you choose not to provide your SSN, you will be provided an alternate identification number. All Social Security Numbers are protected by Federal regulations and are not to be released to unauthorized parties. Read more about the collection of Social Security Numbers in the College Catalog and on the College Web site.*

Current Mailing Address: \_\_\_\_\_

(City, State, Zip, County): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Previous Education**

High School: \_\_\_\_\_

Name	City, State	Graduation Year
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Equivalency Diploma: \_\_\_\_\_

Issuing Agency	City, State	Date
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Have you completed a college degree? \_\_\_\_ No \_\_\_\_ Yes. If yes, complete:

Highest degree earned	Institution	City, State	Year
-----------------------	-------------	-------------	------

Have you attended an Occupational Therapy or Occupational Therapy Assistant Program before?

\_\_\_\_ No \_\_\_\_ Yes. If yes complete

Institution	Reason for withdrawal
-------------	-----------------------

9. **Note: Any previous OT/OTA education courses that are >2 years old will not receive credit and must be retaken. BSC 2085/BSC 2086 courses older than 5 years will not receive credit and must be retaken.**

**CPR/First Aid Certification (must be American Heart Association or American Red Cross)**

\_\_\_\_ Yes, I am currently certified. \_\_\_\_\_  
Type of certification Expiration date

\_\_\_\_ No, I am not currently certified.

**Overall Cumulative GPA:** \_\_\_\_\_

GPA can be found on your transcript through the FSCJ Connections website.

**Florida State College at Jacksonville  
Occupational Therapy Assistant Program  
Student Course Completion Worksheet**

**General Education Courses:**

Write completed course grade earned in appropriate box.

If you are currently enrolled in the course place an "X" in the appropriate box.

Remember to highlight the course and grade on your Florida State College at Jacksonville transcript.

**General Education Requirements**

<b>Prerequisite &amp; General Education Courses</b>			
<b>Course Number &amp; Title</b>	<b>Grade Earned</b>	<b>Currently Enrolled</b>	<b>Do not write below</b>
ENC 1101 English Composition I or ENC 1101C English Composition I Enhanced			
PSY 1012 General Psychology			
BSC 2085C Human Anatomy and Physiology I			
BSC 2086C Human Anatomy & Physiology II			
MAC 1105 College Algebra			
DEP 2004 Human Growth & Development			
<b>Additional General Education Courses*</b>			
SPC 2065 Speech Communication for Business and the Professions or ENC 1102			
Humanities Elective			

\*These courses are not required prerequisites.

**PSB Health Occupations Aptitude Test (HOT Test)**

According to your test record and profile chart, write the percentile for the following sections.

Examination Section	Percentile	Do not write below
Academic Aptitude – Total		
Natural Science		
Reading Comprehension		
COUNTRY OF CITIZENSHIP: _____ *AGE: _____ DATE OF BIRTH: _____ *RACE: ( ) Black (not of Hispanic origin) ( ) White (not of Hispanic origin) ( ) Asian or Pacific Islander ( ) American Indian or Alaskan Native ( ) Hispanic ( ) Other *Sex ( ) Male ( ) Female <small>*The use of this information is to submit data as requested by State and Federal Government and Accrediting Agencies. This information is not considered in the admission process and will not be used to discriminate against any applicant.</small>		

**I certify, I have read all the instructions and the information contained in this application and its attachments is true and accurate.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

**CLINICAL EXPERIENCE VERIFICATION FORM**

Criteria: Prospective students must complete a minimum of ten hours of observation and/or service learning with a licensed occupational therapist and/or an occupational therapy assistant.

**Directions:** A *Clinical Experience Verification Form* is to be included in your application. Please refer to the application process for additional information.

**STUDENT INFORMATION (TO BE COMPLETED BY STUDENT):**

Name (print): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**FACILITY INFORMATION (to be completed by student):**

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**VERIFICATION BY THERAPIST (To be completed by an OT or OTA):**

Observation/Service learning Date:

\_\_\_\_\_

Time of Observation: \_\_\_\_\_ to \_\_\_\_\_

OT/OTA Name (print): \_\_\_\_\_

OT/OTA Signature: \_\_\_\_\_

OT/OTA License #: \_\_\_\_\_

OT/OTA Contact #: \_\_\_\_\_

OT/OTA Comments (optional): \_\_\_\_\_

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Florida State College at Jacksonville OTA Program Clinical Experience Verification Form

## Reflection Essay

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Following your service learning and/or observation, please reflect and comment on your experience(s) and your emerging understanding of occupational therapy. All observation hours must have been completed within the preceding 18 months of the application.

You are to type up a short one-page reflection essay, doubled spaced, on your experience. **Do not** put your name on the paper. **Do not** use last names or identifying information of any individuals in the observational setting that may violate HIPAA regulations. Essays extending beyond one page in length will receive point deductions. Include the paper in your application along with this form. You may use the following criteria to guide you in your reflection statement. Please sign the verification statement below.

**Name and type of facility** (Ex: skilled nursing facility)

**Date and hours of observation and /or service learning hours:**

**Name of therapist:** (may also include title and responsibilities)

**Context/Environment:** (Ex: what did the facility “look like”? What did you observe in the environment that “caught your attention”?)

**Clients and intervention:** (Ex: what did you observe: age, gender, challenges, etc.? What did you observe client(s) “doing” during treatment session(s)?)

**Overall experience:** Why do you want to become an OTA?

**By signing below, I confirm that I have completed the criteria requested of the Clinical Experience Verification Form including the required observation and/or service learning hours and independent completion of the reflection page.**

**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_

### Collection and Use of Social Security Numbers

*In compliance with Florida State Statute 119.071 (5), students should be aware that Florida State College at Jacksonville collects and uses social security numbers (SSNs) if specifically required by law to do so or if necessary for the performance of the College's duties and responsibilities. The College takes appropriate measures to secure SSNs from unauthorized access and does not release SSNs to other parties except as required to fulfill the College's duties and responsibilities.*

Florida State College at Jacksonville is a member of the Florida College System and is not affiliated with any other public or private university or college in Florida or elsewhere.

Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

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Florida State College at Jacksonville OTA Program Clinical Experience Verification Form

## Occupational Therapy Assistant Program – North Campus 2015/2016 FSCJ Catalog

Criteria					Max Pts.	Points Earned																																											
<b>Degree</b> <table><tr><td>Associate in Arts</td><td>6</td></tr><tr><td>Baccalaureate</td><td>8</td></tr><tr><td>Master's Degree or Higher</td><td>10</td></tr></table>					Associate in Arts	6	Baccalaureate	8	Master's Degree or Higher	10	10																																						
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<b>CPR certification for health care providers</b> Red Cross or American Heart Association with First Aid					2																																												
<b>Overall Cumulative GPA</b> (Minimum requirement 2.0) Florida State College at Jacksonville transcript with all prerequisite classes <table><tr><td>Overall GPA</td><td>Points</td></tr><tr><td>2.0 – 2.49</td><td>1</td></tr><tr><td>2.50 - 2.99</td><td>7</td></tr><tr><td>3.0 - 3.49</td><td>13</td></tr><tr><td>3.5 - 4.0</td><td>15</td></tr></table>					Overall GPA	Points	2.0 – 2.49	1	2.50 - 2.99	7	3.0 - 3.49	13	3.5 - 4.0	15	15																																		
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<b>Revised PSB Health Occupations Aptitude Test (HOT Test).</b> A percentile rank of less than 25 suggests a weakness in that particular area. <table><tr><td>Score</td><td>Point</td></tr><tr><td>0-24</td><td>0</td></tr><tr><td>25-39</td><td>5</td></tr><tr><td>40-59</td><td>10</td></tr><tr><td>60-74</td><td>15</td></tr><tr><td>&gt; 75</td><td>20</td></tr><tr><td>Academic Aptitude- Total</td><td></td><td></td></tr><tr><td>Reading Comprehension</td><td></td><td></td></tr><tr><td>Natural Sciences</td><td></td><td></td></tr></table>					Score	Point	0-24	0	25-39	5	40-59	10	60-74	15	> 75	20	Academic Aptitude- Total			Reading Comprehension			Natural Sciences			60																							
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