



Occupational Therapy Assistant

Admission Criteria

Admission Requirements for the OTA Program

The OTA program is made up of 2 phases: (1) the pre-professional phase and (2) the professional phase. The pre-professional phase is considered the time required to complete all prerequisite coursework and application requirements for the OTA program. After the student has applied and been selected for admission into the program, the student will enter the professional phase.

The OTA Program admits one class of 20 students per year that begins each Fall semester (mid-August). The deadline to apply is June 1st of the year you wish to enter the professional phase. The professional phase is completed over 4 semesters (18 months) with the student graduating the following fall semester (Fall, Spring, Summer, Fall).

The deadline for applying June 1st occurs during the SUMMER semester prior to the FALL semester start date. If a student is enrolled in courses that will complete all requirements during the Summer Semester of the June 1st deadline, the student may submit the application with those required courses still in progress; however, the student will not be scored as high as the student that completes the prerequisites prior to the June 1st deadline.

Graduates of the program will be eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) examination. After successful completion of the examination, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licensure is usually based on the results of the NBCOT Certification Examination.

If you have a felony, misdemeanor, or have been convicted of legal and/or moral violations, NBCOT and the state licensure board have the right to refuse to grant you certification and/or licensure despite graduation from an accredited program.

*****Please note the OTA program has a selective admissions process, therefore due to the competitive nature of the selection process, careful preparation for application is highly recommended.**

Specific Admission Criteria

To be considered for admission to the Occupational Therapy Assistant program, the applicant must:

1. **Be admitted to the Darton College of Health Professions. This must be completed prior to submitting your OTA Program application.**

If you are not already an Albany State University student, the first step is to apply to Albany State University's Darton College of Health Professions. You may apply on-line at: <https://www.asu.edu/admissions/how-to-apply>

• A \$30 application fee (subject to change) is required at the time you apply to the institution.

• Do not send the college application or the required fee to the OTA Program. The fee application processes are separate and no additional fee is required when submitting the OTA Program application.

• For transfer students: Official transcripts must be sent to the Albany State University, Darton College of Health Professions Registrar's Office and must be received by the June 1st deadline.

*****Please note that admission to the College does not mean admission to the OTA program.*****

2. **Complete the following requirements before applying to the OTA program.**

The student must complete an Occupational Therapy Assistant (OTA) Program Application packet. It is the responsibility of the student to obtain all documentation and have the documentation complete and submitted by the deadline.

a. **GRADE POINT AVERAGE:** Applicants must have a minimum cumulative grade point average of 2.5 or higher for all college or university level courses taken, or a 2.5 or higher grade point average for the last 60 credit hours completed to be considered for program admission. Students that do not meet these GPA requirements will not be considered for program admission.

b. **OBSERVATION HOURS:** Applicants must complete a minimum of 40 observation hours in two or more occupational therapy settings. However, more hours completed will assist the student with being more competitive in the selection process. It is the student's responsibility to arrange these observation hours.

• This form must be documented and submitted by an occupational therapist or occupational therapy assistant.

• You may submit any documentation form from the facility or utilize the **Observation Hours Form** located within the Registration packet.

c. **RECOMMENDATION FORMS:** At least two recommendation forms must be completed by an OT or OTA. The required Recommendation Form is located within the application packet and may be photocopied for additional recommendations.

d. **IMMUNIZATION FORM:** Must have immunizations completed with current PPD within 3 months of June 1st deadline. The required Certificate of Immunization form is located within the application packet and may be photocopied.

e. **PREREQUISITE COURSEWORK:** To receive full consideration of your completed application, prerequisite coursework must be completed before the June 1st application deadline. Candidates that have remaining courses that will be completed in the Summer Semester prior to the start of the program will be rated lower than those that have completed all prerequisites before the application deadline.

• All prerequisite coursework must be completed with a grade of "C" or higher.

f. **UNOFFICIAL TRANSCRIPTS:** Unofficial transcripts from all colleges or universities ever attended must be submitted as part of the OTA program application.

g. **PROOF OF HEALTH INSURANCE:** Proof of health insurance must be provided prior to the start of the OTA program. Please do not submit proof with this application packet. If you are selected for the program, then additional information will be given to you at orientation for the submission of proof of health insurance. For additional information regarding this University System of Georgia requirement, refer to the link on the Albany State University website: <https://www.asu.edu/health-insurance>

h. **HAND WRITTEN ESSAY:** Applicants must include a hand written essay explaining why you have chosen OTA as a career. (There is no required length for the essay, but it is recommended that you submit a paper that is at least one page in length to fully answer the question.)

i. **TEAS TEST REQUIREMENT:** Submit an unofficial copy of the TEAS score report. Currently, there is no established cut off score. TEAS Information & registration through ACT testing: <https://www.asu.edu/teas>

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Selection Process

The OTA Selection Committee reviews and scores each application based on the following criteria: grade point average (Cumulative G.P.A. for last 60 credit hours) and G.P.A. for all prerequisite coursework), the number of hours observed in two or more occupational therapy settings, the hand-written essay, appropriate recommendations received from OTs or OTAs, and the TEAS Test.

Legal Limitations

Individuals who have been convicted of a felony or misdemeanor may not be eligible for licensure. If convicted of a felony or misdemeanor, it is recommended that you contact the Occupational Therapy Board in the state where you plan to seek licensure to verify your eligibility for licensure. All students will be required to complete a national criminal background check prior to placement in clinical experiences. Some clinical facilities may also require a drug screen prior to placement (students may be responsible for payment). The clinical affiliate determines whether a student can participate in the clinical rotation based upon the results of the background check and drug screen.

Georgia State Board of Occupational Therapy <https://www.osb-ot.org/>

Non-Discrimination Policy

Albany State University's Darton College of Health Professions, in compliance with Federal law, does not discriminate based on race, color, national origin, handicap, sex, religion, or age in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

The faculty of the Occupational Therapy Assistant program acknowledges Section 504 of the Rehabilitation Act of 1973 and P.L. 103-383, The Americans with Disabilities Act and will consider for admission, progression, and graduation candidates who demonstrate the ability to perform the essential abilities. These standards are admission guidelines and are subject to continuing revision and improvement.

The Health Sciences Department is responsible for the information on this page. To inquire about the Occupational Therapy Assistant program, please contact Health_Sciences@asu.edu.