



<p><b>For Admissions use only.</b></p> <p>Received By: _____</p> <p>Date: _____</p>
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**Return this form to:**  
 Admissions Registration, and Records.  
 View submission instructions below.

## Occupational Therapy Assistant (OTA) Associate Degree Program

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Durham Tech Student ID Number \_\_\_\_\_ Date \_\_\_\_\_

ConnectMail\* Email Address: \_\_\_\_\_

\*NOTE: All official communication from the college is delivered via ConnectMail, including Health Technology admissions decisions.

**Applications due date: April 2**  
*Email [Donna Alston](#) if you have admissions questions.*

Submit **completed** application packets electronically to the Admissions, Registration, and Records office. Follow the [instructions to submit electronic documents](#) using our secure system. Acceptable digital formats include PDF, JPEG, TIFF, GIF, and PNG. No faxed or emailed applications will be accepted.

**CHECKLIST:**

All steps below are **required**. Please check that each item is completed.

**Enroll at Durham Technical Community College**

View [College enrollment steps](#) on the website.

- I am currently admitted to Durham Tech.  
*Note: If you have not been enrolled with Durham Tech within the last 12 months, you must reapply to Durham Tech using the [CFNC application](#).*
- I have submitted an official transcript(s) from high school and/or college to Admissions, Registration, and Records
- I have applied for Financial Aid (recommended but not required).
- I have attended a ConnectSession (Student orientation)  
*Note: Prospective students with 12 or more college credit hours transferred to Durham Tech are not required to attend a ConnectSession, but it is recommended.*
- I have attended an Occupational Therapy Assistant information session within the past 2 years.  
 Date: \_\_\_\_\_

**Meet Course Placement Requirements**

Students must demonstrate they are college ready in one of the following ways (**Check** each item that fulfills this requirement):

- Provide proof of unweighted US high school GPA of 2.8 or higher within the last ten years
- Transfer credit for English and math (college-level algebra)
- Provide proof of completion of an associate’s or bachelor’s degree
- Provide proof of satisfactory scores on ACT, SAT, GED, HiSET, NCDAP, COMPASS, ASSET, or ACCUPLACER scores within the last ten years

- Demonstrate mastery on RISE English placement test 2 and RISE Math placement test 2; **OR** successfully complete ENG-002 through Tier 2 (grade of P2) and MAT-003 through Tier 2 (grade of P2)

**Meet Natural Sciences Requirement:**

Note: Students who transfer in BIO 168 are not required to meet one of the requirements listed below.

Students must demonstrate readiness for BIO 168 – Anatomy and Physiology I in one of the following ways (*initial one*):

- Provide proof of completing high school biology and chemistry within the last 10 years with a grade of C (70%) or above
- Complete CHM 094 Basic Biological Chemistry
- Complete college biology and chemistry (both including a lab). Must show a grade of C (70%) or above in the lecture **and** lab (no time limit).

**Additional Required Documents:**

Students must provide all of the documents listed below with the completed application:

- I have attached a copy of the ATI TEAS test score showing I have achieved the minimum score requirement of 58.7% on the adjusted individual score within the last 3 years. **Important:** If you took the TEAS test at another institution, attach your scores from ATI to your application form.
- I have attached a signed Clinical Training Form (see below)
- I have attached a signed English Language Requirement Form (see below)
- I have attached a signed Essential Skills Form (see below)
- I have attached a signed Technology Proficiency Form (see below)

**Statement of Student Responsibility**

I verify that I have read all the information regarding admissions to the Occupational Therapy Assistant program, and understand the steps I must take to qualify for admissions. I understand that it is my responsibility to notify Admissions, Registration, and Records regarding changes in name, address, or phone number through eForms.

I understand that all official communication from the college is delivered via ConnectMail, including Health and Wellness admissions decisions.

I understand that my Occupational Therapy Assistant application will not be accepted unless everything is completed.

I understand that students who register for Occupational Therapy Assistant classes after acceptance into the program and then withdraw before classes begin or during the first semester will be given the opportunity to apply **only once more**.

*Note: Once an applicant has accepted a seat within the Occupational Therapy Assistant program, this is considered their first admittance. Students are only allowed to be accepted into the Occupational Therapy Assistant program **twice** (this also applies to returning students – only allowed to return **once**).*

Name \_\_\_\_\_

Student ID# \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Statement of Policy Regarding Acceptance for Clinical Training in the Following Programs at Durham Technical Community College

Associate Degree Nursing	Medical Product Safety & Pharmacovigilance	Practical Nursing
Anesthesia Technology	Occupational Therapy Assistant	Respiratory Therapy
Clinical Trials Research Associate	Orthopaedic Technology	Surgical Technology
Medical Assisting		

Students accepted into the above programs must meet the standards of both the College and the affiliated clinical sites in order to participate in the appropriate clinical training for the program. Each clinical site where a student receives training reserves the right to refuse clinical training to any student found to be unacceptable according to that site's policies and regulations. **Clinical sites require a Criminal Background Check (CBC) prior to the student's placement for training at that site.**

Reasons for refusal could include, among other considerations, a documented criminal background check indicating convictions for drug or alcohol related charges, child abuse or molestation, burglary, larceny, or other convictions deemed inappropriate to the particular clinical setting. In addition, students may be required to submit to a 12-panel drug screening per the clinical site's requirement.

The student must conform to and be subject to all policies and regulations of the assigned clinical site. The site reserves the right to end clinical training of any student whose performance violates rules, policies, procedures or professional standards expected by the agency. Written justification from the clinical site will be provided to the college for such suspension. The clinical site and college personnel reserve the right to take appropriate immediate action, when necessary, to maintain the proper and safe operation of its facilities and the safety of clients in the clinical setting.

**Criminal Background Check and Drug Screening:** When students are admitted into the program of study, the student receives the CBC and drug screening information and directions: The criminal background check will include reports from all states where the student has lived, worked, or gone to school from the date that they turned eighteen (18) years of age. The CBC will include both felonies and misdemeanors. The National Sex Offender Registry is included in the CBC. Flagged reports are sent directly from the designated CBC vendor to the clinical sites. Durham Tech does not retain copies of the results. **Note: Please do not get this report from your local police department.** The drug screening is a 12-panel test.

**Students will pay a fee directly to a designated vendor for the CBC and drug screening.**

Additional information on the [Criminal Background Check requirement](#) may be obtained from the Durham Tech website.

*I verify that I have read and fully understand the Statement of Policy Regarding Acceptance for Clinical Training at Durham Technical Community College. I also understand that a criminal background check and/or drug testing will be required for placement in clinical training sites for Durham Technical Community College.*

**NAME (Print)** \_\_\_\_\_ **STUDENT ID#** \_\_\_\_\_

**Program of Study** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## Durham Technical Community College English Language Requirement Form

All health care workers (native and non-native U.S. English speakers alike) are expected to use clear communication skills in the workplace. Students whose native language is not U.S. English are expected to demonstrate "near native" U.S. English language abilities. To confirm this ability, all students entering a Health Technologies program are required to meet the English language requirement.

Students meeting the following criteria must comply with this revised requirement:

1. Students who applied to a Health and Wellness program on or after January 1, 2016, **OR**
2. Students who applied to a Health and Wellness program before January 1, 2016, but have not yet met the previous English language requirement.

Please check the **ONE** that applies:

- I have only attended a U.S. high school, and my first language is U.S. English.
- I have attended school outside the United States.
- My first language is not U.S. English.

**If you checked the first checkbox**, please sign here. There is nothing further that you need to do.

I understand that this is an official Durham Technical Community College document and that any falsification on this document may result in disciplinary action according to the Student Code of Conduct.

My signature below indicates that I am responding truthfully.

Student Name (print): \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If you checked the second or third checkboxes**, you must meet the English Language Requirement by successfully completing **one** of the following options listed on the following page.

1. Take the Duolingo English Test and score 100 points or higher **or**
2. Take the Test of English as a Foreign Language (TOEFL), iBT version (obtain a score of 22 in listening and above 26 in speaking **or**
3. Complete EFL 055 OR EFL 064 and other EFL courses as recommended or required by placement testing (obtain a score of 80% or above).

**Note:** Scores for the above tests and classes are valid for up to 5 years.

I understand that this is an official Durham Technical Community College document and that any falsification on this document may result in disciplinary action according to the Student Code of Conduct.

I checked the second or third checkboxes; however, I have met the English Language Proficiency Requirement as follows:

- I have taken the Duolingo English Test and scored 100 points or higher.
- I took the Test of English as a Foreign Language (TOEFL), iBT version and scored above 22 in listening and above 26 in speaking.
- I have completed one or more EFL curriculum courses in the areas listening/speaking and have scored an 80% or higher.

My signature below indicates that I am responding truthfully.

**How to complete this section:** Fill in your name but no other information in the admissions application and email it to [wilderp@durhamtech.edu](mailto:wilderp@durhamtech.edu). She will sign it and return it to you. You can then complete the application and submit it electronically (see instructions at the top of the application).

Student Name (Print): \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EAP Representative Name/Title \_\_\_\_\_

EAP Representative Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Essential Skills Requirements for Occupational Therapy Practice

Listed below are essential skills that a student should possess in order to progress satisfactorily through the Occupational Therapy Associate (OTA) curriculum. A prospective student with a disability that is concerned that the disability may impact his or her ability to perform one or more of these skills, provide patient care, or participate in other job activities, is encouraged to contact a disabilities services counselor for assistance by calling 919-536-7207.

**Critical Thinking:** The OTA student must possess critical thinking skills sufficient for clinical judgment. The student must be able to use the OT process as a basis for solving client problems, including identifying cause and effect relationships in clinical situations, developing appropriate interventions, and safely and effectively providing treatment.

**Interpersonal Skills:** The OTA student should possess interpersonal and self-management skills sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds. The student must be able to establish therapeutic relationships with patients, families and significant others.

**Communication:** The OTA student should possess communication skills sufficient for interaction with clients, caregivers and other professionals in verbal and written form. The student must be able to effectively report and document clinical observations, provide client and caregiver instruction, gather data through interviewing, participate in team meetings and provide in-service presentations.

**Mobility:** The OTA student should possess physical skills sufficient to maneuver throughout the facility and within small spaces to provide effective intervention. The student must be able to move around in patient rooms, bathrooms and other workspaces to provide effective treatment implementation.

**Motor Skills:** The OTA student should possess gross and fine motor skills sufficient to function as an OTA. The student must be able to use equipment, fabricate and use adapted devices, fabricate splints and utilize motor activities in client treatment as required by the work site. The student must also be able to position, transfer and transport clients, provide physical assistance and demonstrate physical endurance adequate for the workplace.

**Hearing:** The OTA student should possess auditory skills sufficient to monitor and assess client needs. The student must be able to hear monitor alarms, emergency signals, auscultatory sounds (breath and heart sounds) and cries for help.

**Visual:** The OTA student should possess visual skills sufficient for observation and assessment necessary in OTA practice. The student must be able to observe patient/client responses to treatment, see a change in skin color and read assessment instruments.

**Tactile:** The OTA student should possess tactile skills sufficient for physical assessment. The student must be able to perform palpation, physical examination, such as manual muscle testing, and/or tactile functions related to therapeutic intervention.

**Emotional:** The OTA student should possess emotional stability sufficient to maintain composure in stressful situations. The student must be able to interact appropriately with peers, clients and supervisors at all times, including during high stress, and to receive corrective feedback calmly.

**Environmental:** The OTA student should be able to tolerate environmental stressors. The student must be able to adapt to variations in work schedule, work with clients who may have open wounds, or be soiled or unbathed, work with chemicals and materials required for OT practice, and work in areas that are close or crowded.

*I verify that I have read and fully understand the Essential Requirements for OT Practice. I also understand that if I have a disability requiring accommodation in any of the above skill areas, that it is my responsibility to contact the personnel listed above before beginning the program, to determine whether a suitable accommodation can be made that would enable me to effectively provide OT services.*

Name (print) \_\_\_\_\_ Student ID# \_\_\_\_\_

Program of Study \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

## Technology Proficiency for the Occupational Therapy Associate (OTA) Program

The skills listed below are examples of skills or abilities OTA students are expected to have on entering the program. The program does not teach these skills; students are responsible for having or developing them outside of the program. If you do not have proficiency in any of the tasks listed below, it is your responsibility to become proficient through taking an *Introduction to Computers* course, using online tutorials such as those found at [GCFGlobal](#) or [Durham Tech Library LibGuides](#), or other methods you choose. Proficiency in the skills listed below is essential to student success in the OTA program as well as in the field of OT.

### At the time you apply to the OTA program you must be able to:

- Use your ConnectMail email account to receive and send communication to Durham Tech, including attaching documents, opening attachments and saving them
- Use a web browser to navigate a variety of websites, refresh a web page, and find resources
- Use web-based document sharing platforms such as Google docs

### Use Microsoft Office programs:

1. Use Microsoft Word to:
  - Create, open, and save documents
  - Compose documents using text functions including editing
  - Use page layout, font and paragraph functions to format text (margins, orientation, columns, headers, page numbering, font style & size, bold, italics, color, highlighting, spacing)
  - Use spelling and grammar check to find and correct errors in your writing
  - Insert tables to organize content
  - Use track changes to work on shared documents
2. Use Microsoft PowerPoint to:
  - Create, open, edit and save presentations

### Use Sakai, a learning management system, to:

- Find a course syllabus
- Open weekly lessons
- Take online tests
- Submit assignments
- Monitor performance in the grade book
- Communicate with others in the class
- Participate in discussion forums

I verify that I understand the technology proficiency expectations of the OTA program and agree that I am able to do the tasks I have checked off above. I understand that these skills are necessary to succeed in the program and that they are not taught in the program. I understand that it is my responsibility to learn how to do any skills I have not checked off prior to starting the OTA program.

Student signature \_\_\_\_\_ Date \_\_\_\_\_