Metropolitan Community College

Penn Valley

Student Information Packet

Occupational Therapy Assistant Program

Program & Application Information Packet

Occupational Therapy Assistant Program

Thank you for your interest in the Occupational Therapy Assistant Program.

The Occupational Therapy Assistant Program is accredited by the
Accreditation Council for Occupational Therapy Education (ACOTE)
of the American Occupational Therapy Association (AOTA),
7501 Wisconsin Ave, Ste. 510E,
Bethesda, MD 20814.
AOTA's phone number is (301) 652- AOTA and the website is www.ACOTEONLINE.org

Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT) 800 S. Frederick Avenue, Suite 200, Gaithersburg, MD 20877-4150, (301) 990-7979. After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

Please note - A felony conviction may affect a graduate's ability to sit for the NBCOT Certification Examination or attain state licensure. Students, with concerns regarding their conviction status, who are interested in applying to the OTA Program can contact the NBCOT for an Early Determination Review - https://www.nbcot.org/Students/Services#CharacterReview

The field of Occupational Therapy is exciting, diverse and rewarding. COTAs work under the supervision of a Registered Occupational Therapist to provide patient care to individuals with varying physical and/or emotional challenges to obtain their maximum level of independence with self-care and daily living skills. A variety of work settings are available such as hospitals, nursing homes, school systems, home health care and community agencies.

This packet includes all the information you will need to apply to both the Full-time and Part-time pathways for the OTA program. After reviewing this information, if you have more questions please call (816) 604-4463.

Good luck with your educational pursuit.

Occupational Therapy Assistant Program: General Information

Occupational Therapy as a Career:

- Excellent employment opportunities in a variety of settings
- Competitive salary, approximates $35,000 – $60,000 for new graduates
- Opportunity to work with people of all ages with different needs.
- A fulfilling profession that allows you to help others live independent and purposeful lives

Occupational Therapy Assistant Program Overview:

- Students must apply to and be accepted to the program
- Accredited by the Accreditation Council of Occupational Therapy Education (ACOTE) since 1984
- The full-time program is 2 years (4 academic semesters) and part-time program is 2.5 years in length (year-round attendance), once accepted, with a base total of 73 credit hours
- The program is currently in person for the majority of classes, with some outside requirements, occurring during daytime, weekday hours; clinical experiences will occur during the week overall and during daytime hours also.
- Offers 760 hours of clinical experience
- Excellent reputation for quality education within the healthcare community

Student Requirements once accepted:

- Maintain CPR certification (obtained first semester of program)
- Complete physical exam to include TB test yearly (once accepted to program)
- Submit proof of *required* vaccinations and maintain health record
- Obtain Hepatitis B vaccination and titer or sign a waiver
- Not have to work the last semester of school during Level II Fieldwork (note – it is recommended that students limit the number of hours worked for increased success in the program throughout)
- Students will be required to submit to a drug screen and background check for clinical fieldwork sites. Please see the statement toward the end of the packet regarding this requirement.
- Criminal Background Check (CBC): Clinical sites require that only students with an acceptable consumer report, as it relates to criminal background, be allowed to participate in clinical rotations. Therefore, prior to commencing the clinical portion of your program, MCC will have Validity Screening Solutions, a credit reporting agency, conduct a criminal background check. You are responsible for completing the required application information with the credit reporting agency and paying the cost. Criminal background checks are normally conducted once during the program; however, some clinical sites may require a more current report.
    - MCC shall not use the results of a background check as criteria for admission to any program or course. However, you should know that you will not be able to obtain a license to practice or be allowed to participate in clinical should you have an unacceptable background as defined by state law regarding health care providers. An unacceptable background includes a felony and/or class "A" misdemeanor conviction.
- Progression and retention: In order to receive an AAS degree in Occupational Therapy the student must complete all courses with a grade of “C” or better in each course required for the degree and must successfully pass all laboratory checkouts as outlined in each course syllabus. As well, students are expected to maintain a GPA of at least 2.0 in the program. Progression through coursework is outlined in the curriculum sequence outlined in the course information packet with no opportunity to complete OTA courses in variation of the sequence. Students failing to meet these requirements will be required to reapply to the Occupational Therapy Assistant (OTA) program.
- Graduation: Students are required to complete all general education and OTA coursework successfully in order to graduate. Students will meet with faculty regularly to discuss progression to graduation.
- Certification and credentialing: Graduates of the program are eligible to apply for the National Board for Certification in Occupational Therapy exam as well as for licensure in individual states as allowed by state law. For more information on the exam, see www.NBCOT.org

Answers to Frequently Asked Questions:

- OTA coursework will not transfer to a four-year institution; however, some general education coursework may transfer. The OTA level does not allow you to enter a master's program to become an Occupational Therapist

- Anatomy and Physiology and Introduction to Occupational Therapy **must** have been taken within the last five years to be accepted

- Completion of all required general education prior to starting in the OTA program is preferred for admittance into the part-time program. For the inaugural part-time class, students will be allowed to take Introduction to Occupational Therapy (OTHA 100) in the first summer semester of the program.

- Completion of all required general education courses before starting in the full-time OTA program would help to "lighten" the student's course load. Completion of the Anatomy and Physiology requirement before application to the program is strongly recommended. *Note – students who have not taken more than 1-2 science courses, or a full credit hour load, in a single semester will benefit from completing all prerequisites prior to being accepted into the program.*

- New OTA classes are accepted twice a year, the part-time cohort has a summertime admittance, while the full-time cohort begins in the fall semester.

- For information on transferring credits: https://mcckc.edu/admissions/transfercredit.aspx

- All prerequisites must be completed, or in progress, **PRIOR** to the application deadline on March 1 for the part-time program and June 15 for the full-time program; however, students in the process of completing a prerequisite during the semester they apply may be accepted contingent upon passing the course with greater than a C

- Both the part-time and full-time program classes meet during the day most days of the week, excluding weekends. The schedule changes each semester; however, classes generally start at 9:00 AM and end by 4:00 PM. Fieldwork each semester is based on the working schedule of the fieldwork educator so flexibility will be required.

- There are some courses in the OTA program offered via distance-education or in a hybrid format. OTHA 100, a prerequisite, can be taken either in-person select semesters or on-line through distance education in Fall, Spring or Summer semesters. OTHA 102 Documentation Guidelines will be completed using a hybrid model with one session weekly on campus occurring within the first fall semester of the program. Quizzes may/will be taken on-line and all exams are taken at the institution's testing center, on-campus proctored by program faculty, or proctored remotely utilizing a program requiring a webcam via Canvas, MCC's learning management system. All other courses are in-person and utilize the Learning Management System for management of content. Students are required to have regular access to computer technology with up-to-date software, reliable broadband connection to the internet and the ability to install software that may be required for the course. Technical skills required for online courses include:
    - Access sites and navigate online.
    - Use a word processor (i.e. Microsoft Word) to open and save in common document file formats (accepted formats Word and PDF).
    - Send and receive e-mail, with a minimum daily review and reply, including attaching and downloading files.
    - Read and post to discussion/messaging boards and blogs.
    - Use a supported browser and adjust browser settings as required.
    - Save a URL as a bookmark/favorite.
    - Perform online searches using Google or other search engine.
    - Cut, paste and copy information from the internet or files and save to the computer or other storage device

- Students applying with previous degrees awarded still take the OTA coursework as outlined in the curriculum

checklist. The program is 2-2.5 years in duration regardless of previous general education coursework taken.

- All students who have not taken placement tests in the past 3 years will be required to take the Accuplacer placement tests to establish reading level. Even students with a degree will need to take the reading placement test prior to application to the program.

Occupational Therapy Assistant Program
Application Process

To apply to MCC (for students new to MCC)

- The MCC admission application should be completed online at www.mcckc.edu. Select **Apply** and follow the steps. Application to MCC is free.

- Arrange for *official* transcripts to be sent to MCC, Attn: MCC Student Data Center, 3200 Broadway, Kansas City, MO 64111 and also to the Occupational Therapy Assistant Program at the same address. The Student Data Center will determine course equivalencies and post them to the MCC transcript. **Include** copies of high school transcripts, GED and any college transcripts for the student data center. You do **not** need to send high school transcripts or GED reports to the OTA program nor do you need to have an official MCC transcript sent to the program. Transcripts from colleges other than MCC need to be sent to the OTA program as well as the Student Data Center. Please note that it may take a few weeks for transcripts from other colleges to be sent and received. Therefore, do not wait too long to send transcripts as they may not be received by the March 1st or June 15th deadline and thus affect your application status.

- Arrange for unofficial transcripts to also be sent to the Occupational Therapy Assistant Program, Attn. Lisa Koch OTR, Program Director; 3444 Broadway #410J, Kansas City, MO 64111. To not delay the review of your application.

- Prior to formal admission to the **part-time** OTA Program complete the minimum of 23 hours of course work toward the degree that must include:
  - Achieve placement score minimum if required (see information on next page)
  - **OTHA 100 Introduction to Occupational Therapy (In person or on-line)** (1 Cr.)
  - **ANY Biological or Physical Science worth 4 or more credits (**Anatomy and physiology taken for the program *will not* also count toward this science requirement)
  - **BIOL 150 Medical Terminology** (2 Cr.)
  - **ENGL 101 Composition & Reading** (3 Cr.)
  - **HLSC 108, Anatomy and Physiology for Health Professions** (or an **equivalent Anatomy & Physiology class *with a Lab*)** (4 Cr).
  - **PSYC 140 General Psychology** (3 Cr.)
  - **COMM 100 Fundamentals of Speech** OR COMM 102 OR COMM 223 OR COMM 233 (3 Cr.)
  - **HIST 120 OR HIST 121 OR POLS 136** (3 Cr.)

- Prior to formal admission to the **full-time** OTA Program complete the minimum of 11 hours of course work toward the degree that must include:
  - Achieve placement score minimum if required (see information on next page)
  - **OTHA 100 Introduction to Occupational Therapy (In person or on-line)**
  - **ANY Biological or Physical Science worth 4 or more credits (**Anatomy and physiology taken for the program *will not* also count toward this science requirement)
  - **BIOL 150 Medical Terminology** (2 Cr.)
  - **ENGL 101 Composition & Reading** (3 Cr.)
  - Highly recommend if possible taking **HLSC 108, Anatomy and Physiology for Health Professions** (or an **equivalent Anatomy & Physiology class *with a Lab)* prior to beginning** the program instead of waiting for the first semester of the program.

To apply to the OTA Program

- Download the application packet from www.mcckc.edu/occupationaltherapy.

- Complete a 3-4-page **Paper** (**double spaced, 11 or 12-point font, 1-inch margins**). The paper will be evaluated for writing skills and will impact your selection for the program. Please note that plagiarism will not be accepted and any sources used should be referenced. Use information you gained from OTHA 100 as well as your own research to write this section. Include in your paper the following:
    a. Your definition of Occupational Therapy and your reasons for choosing the field. Your definition should be complete and well defined.
        - Include what Occupation means
    b. Include a discussion of the diverse areas in which an OTA would practice, and which areas of OT you are interested in. Include any experiences you have had with OT either personally or professionally.
    c. Why you feel you would be a good candidate for the field of OT and the program.

- Complete the **Curriculum Checklist** by identifying the courses you have taken and the grade you received in each course. The minimum GPA for admission is a 2.5.

- Copy of your most current **Official Transcripts (non-MCC)** reflecting the courses you have taken that are relevant to your acceptance into the OTA program. Please know it can take a few weeks for colleges and universities to send transcripts and a few weeks as well for the student data center to evaluate them. (see #2) You may include unofficial transcripts or copies of your official transcripts with your application to ensure the program has records.

- The application and paper need to be placed **in an envelope** and sent to the Occupational Therapy Assistant Program, MCC-PV, 3444 Broadway, KCMO 64111 or dropped off to the Division Administrative Assistant at the Health Science Institute, HSI 410 at 3444 Broadway, KC, MO by **March 1** for priority review for the part-time program and **June 15** for the full-time program**.**

- DO NOT include any additional materials such as resumes, letters of recommendation, other essays, etc. These will not be evaluated and will not impact your selection to the program.

- No students will be selected until after the deadline listed above. Early application does not guarantee you admission to the program. Within 1-2 weeks after the above deadline, you may be asked to complete an interview with program representatives. This interview will be scheduled via telephone or e-mail at the program's convenience. Students may be asked to submit an on-the-spot writing sample.

- **A valid e-mail must be provided** on the application as students will be informed of their status with the program via e-mail. Students can expect to learn of their acceptance or non-acceptance within 2 to 3 weeks after interviews are completed.

- Students accepted into the OTA Program will be required to attend an orientation, program workshop and enrollment session. **Do not** try to enroll in any course prior to this orientation session.

- At the orientation session and OTA Program workshop, students will review the Occupational Therapy Assistant Program Handbook Recommendations/Policies, and sign a statement of understanding. The workshop will focus on the student services, supports and strategies students will benefit from to be successful in the OTA program.

Applicant selection is based on:

- Past and present academic performance, at least 2.5 GPA
- Volunteer and work experience
- Written communication abilities
- Application paper
- Interview and live writing sample

Test Scores for MCC OTA Program

All requirements must be met by all applicants before the start of any given application period.

All applicants **must** have taken the ACT, COMPASS or ACCUPLACER placement test within the **three years** of the application deadline. Based on scores, the applicant would need to take and pass the indicated courses before they would be eligible to apply to the program. The scores are as follows:

Placement Scores:

Reading

Accuplacer (Classic)	Require Class(s)	Accuplacer (Next-Gen)	Require Class(s)
20-44	Read 10	200-229	Read 10
45-71	Read 11	230-247	Read 11
72-84	Read 100	248-255	Read 100

ACT[1]	Required Class(s)
1-17	Undetermined*
18-36	None required

Writing

Accuplacer (Classic)	Require Class(s)	Accuplacer (Next-Gen)	Require Class(s)
20-54[1]	Engl 80	200-231[2]	Engl 80
55-79[1] OR 80-85 and reading required	Engl 90	232-241[2] OR 242-245 and reading required	Engl 90
80-85 and no reading required OR 86-120	Engl 101	242-245 and no reading required OR 246-300	Engl 101

[1 &2] Must take MCC Writing test (essay)

ACT[1]	Required Class(s)
1-17	English placement undetermined*
18-36	ENGL101

*Contact your assigned academic advisor for further discussion.

Note:

- All applicants **must** have a current (less than three years old) ACT or ACCUPLACER reading score in order to be considered for the program.

- If you completed the required writing and reading courses with at least a "C" letter grade, the courses do not need to be retaken even if you need to retake the ACCUPLACER test.
- If you are a current, returning, or transfer student, and have completed Engl 101 with at least a "C" letter grade, you **only** need to retake the reading section of the ACCUPPLACER test if scores are over three years or no previous scores on record.
- If you have completed or tested out of ESL, you are expected to take and complete Read 100 with at least a "C" letter grade or scored 110 on the ESL reading section of ACCUPLACER test (less than three years old).
- If you are electing to complete BIOL109 or BIOL110/210 to satisfy the Anatomy & Physiology requirement, the math placement scores will be required to determine your prerequisites for CHEM105

The reading and writing requirements of the program **are significant**, the Accuplacer may indicate a student would benefit from developing stronger skills prior to beginning the program.

This college does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to or treatment of employment in its programs and activities-MCC provides a range of services to allow persons with disabilities to participate in the educational programs and activities. If you need an accommodation due to a disability under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, please contact Disability Support Services (DSS) Coordinator, 604-4293. Advance notice may be necessary for some accommodations to be provided in a timely manner. Accommodations must be supported by adequate documentation and are determined on an individualized basis.

Program Costs

Approximate Fees and Expenses (Subject to change) Based on a total of 73 credit hours:
See http://www.mcckc.edu/tuition for up to date information and to see the districts

Placement Test 1

	Summer 2026 Program Costs	Total for program
In-District Tuition	$121.00 per credit hour	$8833.00
Out of District/Metro Rate Tuition	$237.00 per credit hour	$17,301.00
Out of State Tuition	$320.00 per credit hour	$23360.00
Books/materials		Total = $1200.00*
MCC Fees	$165/per course	$2804
Immunizations/medical	Variable	Variable
Document management	$145*	$145*
EHR subscription	$65-89/semester	$195-267.00*

	Summer 2026 Program Costs	Total for program
In-District Tuition	$126.00 per credit hour	$9198.00
Out of District/Metro Rate Tuition	$246.00 per credit hour	$17,958.00
Out of State Tuition	$332.00 per credit hour	$$4236.00
Books/materials		Total = $1200.00*
MCC Fees	$165/per course	$2804
Immunizations/medical	Variable	Variable
Document management	$145*	$145*
EHR subscription	$65-89/semester	$195-267.00*

*Subject to change

Financial Aid and Scholarships are available contact the **Financial Aid Office** for more information at 816-604-1000.

A Summary of Your Rights under the Fair Credit Reporting Act

Metropolitan Community College
Criminal Background Checks (CBCs) for Allied Health, Nursing and Continuing Education Programs

Student Application Packet:

Criminal Background Check (CBC):

Clinical sites require that only students with an acceptable consumer report, as it relates to criminal background, be allowed to participate in clinical rotations. Therefore, prior to commencing the clinical portion of your program, Metropolitan Community College (MCC) will have Validity Screening Solutions, a credit reporting agency, conduct a background check. You are responsible for completing the required application information with the credit reporting agency and paying the cost. **Criminal background checks are normally conducted once during the program; however, some clinical sites may require a more current report**.

MCC shall not use the results of a background check as criteria for admission to any program or course. However, you should know that you will not be able to obtain a license to practice or be allowed to participate in clinicals should you have an unacceptable background as defined by state law regarding health care providers. An unacceptable background includes a felony and/or class "A" misdemeanor conviction.

Drug-Free Workplace, Campus and Community Drug Screen Policy

MCC – Penn Valley is committed to maintaining high standards in all programs including allied health and nursing education and practice. Safe practice includes efficient, reliable, and unimpaired student performance at all times including in the classroom and in a clinical setting. Being under the influence of drugs or alcohol poses serious safety and health risks not only to the user but also to all persons who come in contact with the user. Students are required to perform all education related activities in appropriate mental and physical condition

MCC-PV has adopted the Federal Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. The policy is one of zero tolerance. Together with the college's Drug-Free policy, the Code of Student Conduct imposes prohibited conduct and possible disciplinary action. If in violation of these policies, students subject themselves to disciplinary actions up to and including suspension or expulsion from the college and its programs.

Clinical facilities are committed to providing a safe environment in order to protect its patients, residents, employees and visitors; to provide the highest level of service; and to minimize the potential for accidents and injuries. Therefore, many of the clinical contracts between MCC – PV and hospitals, clinics, and other facilities have a component requiring drug screening for allied health and/or nursing students. The clinical site might require that an MCC – PV allied health and/or nursing student complete and pass a drug screen prior to being admitted into the facility as a student. Additionally, some clinical facilities require random drug testing during the duration of a clinical rotation. Refusal to submit to a drug screen or testing positive can make a student ineligible to participate in clinical training.

The cost for a drug screen may be covered by the clinical facility. If not, the student is responsible for the cost.

METROPOLITAN COMMUNITY COLLEGE – PENN VALLEY
OCCUPATIONAL THERAPY ASSISTANT PROGRAM

PERFORMANCE STANDARDS FOR
OCCUPATIONAL THERAPY ASSISTANT STUDENTS

Student Responsibilities:

Occupational Therapy Assistants work under the supervision of an Occupational Therapist, helping people with physical, cognitive, social or emotional problems reach maximum independence in daily living skills. OTAs work in a variety of settings: hospitals, schools, out-patient clinics, mental health clinics as well as community agencies and businesses. During your academic experience, you'll be exposed to a very hands-on and interactive learning environment that is both supportive and challenging. Your education also includes fieldwork at varying facilities which will involve direct client contact and involvement with community professionals. Student should consider this responsibility both an opportunity and a requirement.

Students are expected to follow the code of student behavior set by the College and to conduct themselves in a professional, ethical, and responsible manner with other students, faculty, administrators, all program and College facilities, community professionals and clients, equipment, and supplies.

Performance Standards for Successful Completion of the Occupational Therapy Assistant Program:

These Performance Standards should be used to assist each applicant and student to determine if they are otherwise qualified to be an Occupational Therapy Assistant.

It is the policy of MCC – Penn Valley to provide reasonable accommodations for individuals with disabilities. If you need an accommodation due to a disability under the Americans with Disabilities Act, please contact the Disability Support Services Coordinator at 816-759-4089 or visit the MCC website at www.mcckc.edu/access.html. Two to six week advance notice is required for some accommodations.

Function	**STANDARD**	**SOME EXAMPLES OF NECESSARY ACTIVITIES**
Mobility	Ability sufficient to assist clients to move from room to room, move over varied terrain, and provide safe and effective client care in a timely fashion.	• Assist adults and children with transfers to/from a variety of surfaces and provide proper positioning for the clients independently and safely. • Transport adults and children in wheelchairs. • Transport and set up intervention and therapeutic equipment such as swings, balls, splint pans, prostheses, tub seats, portable commodes, etc. • Physically support clients engaging in treatment safely during treatment sessions.
Fine Motor Skills	Fine motor abilities sufficient to provide safe and effective patient care in a timely fashion.	• Use instruments such as goniometers and strength gauges, safety devices, adaptive equipment in the care/treatment of clients • Construction of splints, adaptive

		equipment, as needed
Hearing	Auditory ability sufficient to monitor and assess health needs of clients for safe client care.	• Detect and respond independently to monitoring alarms, signs of client's distress such as a change in a client's pulse, blood pressure and/or a client's communication of distress
Visual	Sufficient observation skills necessary for safe client care.	• Detect and respond independently to warning signals from team members and/or clients of impending danger or emergency, i.e. a change in an individual's appearance, and/or an individual's physical communication of distress.
Critical Thinking	Critical thinking sufficient for clinical judgment.	• Interpret and carry-out written and verbal communication often in stressful situations. • Identify cause-effect relationship to develop appropriate and safe intervention strategies following the OTR plan of care. • Determine when assistance from an OTR is needed
Interpersonal Skill	Interpersonal abilities sufficient to interact with clients, families, groups, team members from a variety of social, emotional, cultural, and intellectual backgrounds.	• Establish rapport and maintain professional boundaries in relationships with clients/families and colleagues. • Work with a diverse client population including persons of various ages, ethnic, racial, religious, alternative lifestyle and socioeconomic backgrounds without prejudice. • Motivate and engage clients in treatment. • Ability to resolve conflict and to respond to feedback in a professional manner • Respond appropriately and effectively with abnormal behavior and/or threatening inappropriate or aggressive behavior(s) that maybe exhibited by clients. • Exhibit teamwork skills and a spirit of cooperation and respect for peers, faculty, supervisors and other professionals, clients and their significant others. • Function as part of a team including consulting, negotiating, sharing and influencing.

Communication	Communication abilities for interaction with others orally and in writing	• Accurately present therapy findings/results/plan to clients/families and in team meetings. • Instruct client/family in OT treatment procedures. • Accurately document client progress notes, reports according to facility guidelines.
Professional Behavior	Behavior consistent with the standards and core values of the occupational therapy profession.	• Regular attendance and timeliness. • Ability to self-assess and implement self-improvement strategies. • Ability to recognize and employ feedback from instructors and clinical partners; ability to give and receive feedback to enhance professional growth • Conduct oneself in accordance with professional ethics. • Completion of activity to increase public awareness of occupational therapy and/or health. • Participation in community service activities.