

# **Occupational Therapy Assistant Program**

**- Revised for Fall 2023 Application -**

The Dallas College School of Health Sciences offers a 60-credit hour Occupational Therapy Assistant (OTA) curriculum leading to an Associate of Applied Sciences Degree. Occupational therapy assistant courses are offered only at the Mountain View campus.

The Occupational Therapy Assistant program provides basic knowledge and skills for entry-level entrance into the workforce. Upon satisfactory completion of this curriculum, the student will be awarded an Associate of Applied Science degree and will be eligible to sit for the national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT) to become a Certified Occupational Therapy Assistant (COTA).

The curriculum is designed to meet the standards of the Accreditation Council for Occupational Therapy Education (ACOTE). ACOTE can be contacted at Accreditation Council for Occupational Therapy Education, c/o Accreditation Department, American Occupational Therapy Association, 4720 Montgomery Lane, Suite 200, Bethesda, MD, 20814-3449, Phone: (301) 652-2682 (AOTA). The website for ACOTE is [www.acoteonline.org](http://www.acoteonline.org).

*\*Mountain View's OTA program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE).*

**Note: An FBI background check and fingerprinting are required at application for acceptance to the program.**

Admission to the Dallas College Associate Degree Occupational Therapy Assistant (OTA) program is competitive, and a separate process from admission to Dallas College. The process for identifying and ranking the top applicants is outlined in this information packet. Those students deemed eligible to apply will be placed into an applicant pool for consideration.

This information packet contains specific application guidelines and requirements. Submission of an application packet verifies that an individual has 1) read this packet thoroughly, 2) obtained all necessary documents from designated websites, and 3) understood the policies and procedures for application and acceptance to the program.

Program information packets are revised throughout the academic year as needed. Program guidelines are subject to change. Students are responsible for ensuring they have the latest program information.

## Equal Educational Opportunity

Educational opportunities are offered by Dallas College without regard to race, color,

religion, national origin, sex, disability, age, sexual orientation, gender identity, or gender expression.

## A. Program Information

Admission

### A new class of up to 14 students is admitted into the Occupational Therapy Assistant Program each fall. Current dates for admission can be found in this packet. **Late applications or inquiries will not be considered for admission.**

Criminal History, Background Check, and Drug Screening

The student will be required to obtain a background check and drug screening to meet the requirements of the school and fieldwork education. Additional background checks/drug screenings may be required by fieldwork education sites. Costs associated with additional background checks are the responsibility of the student.

Most states, including Texas, require licensure to practice. Texas licensure is based on successful completion of the NBCOT examination. A felony conviction may affect a graduate's ability to sit for the NBCOT examination or attain state licensure. Any form of charges or convictions from the criminal background check/drug screening may be cause for exclusion from admission to the program.

If you have been convicted of a misdemeanor (excluding minor traffic violations) or a felony, it is your responsibility to contact the National Board for Certification in Occupational Therapy, Inc. at 301-990-7979, [www.nbcot.org](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.nbcot.org&data=02%7C01%7CCandiceFreeman%40dcccd.edu%7C20c72343d57742e3892908d4ca0a6b36%7Cd67e5453732f4adc94a44888f2d97d5d%7C0%7C0%7C636355593482406340&sdata=aAMjb4W1R8WgnZ1q17Dcp0z2F5G%2BPO%2FZgXgrgxtJTW8%3D&reserved=0), AND the Executive Council for Physical Therapy and Occupational Therapy 512-305-6900, [www.ecptote.state.tx.us](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.ecptote.state.tx.us&data=02%7C01%7CCandiceFreeman%40dcccd.edu%7C20c72343d57742e3892908d4ca0a6b36%7Cd67e5453732f4adc94a44888f2d97d5d%7C0%7C0%7C636355593482406340&sdata=Cd6KAVcOmhez9HWFn9rBlLf61Zk7uNBh5NjxexmDUhs%3D&reserved=0), to determine your certification and licensure eligibility.  It is your responsibility to have letters of verification sent directly to the program director from each of the above entities noting your eligibility for your application before the deadline.

A clinical affiliate/facility reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical affiliate/facility reserves the right to request that a student submit to a repeat drug screening at the student’s expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student’s immediate expulsion from the clinical facility. Furthermore, regardless of testing or testing results, a clinical affiliate/facility reserves the right to expel a student from their facility.

*Note: Should a student who has been accepted to a Health Sciences program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student may be dismissed from the program. A positive drug screen will prevent the student from reapplying to the nursing program for two years.*

Fees

Students will automatically be enrolled in IncludED for required textbooks. For more information about IncludED, visit the [IncludED Program (link)](https://www.dallascollege.edu/resources/books/pages/included.aspx) website. An estimated cost of additional books and resources will be available at *Success Camp* (mandatory attendance is required). In addition to books, students are responsible for costs associated with travel to and from fieldwork sites as well as dress attire for fieldwork. Other fees that students may incur are immunizations, drug screens, and background checks.

Program Courses

OTA courses are offered at the Mountain View Campus in a set sequence. Once admitted into the program, the student must progress through the curriculum as confirmed by ACOTE. This means a student cannot “jump” ahead in the curriculum and take advanced occupational therapy assistant courses. A grade of “C” or better is required for satisfactory completion of all courses, including academic core courses. ***Note: The OTA program follows the Nursing/Allied Health Department grading system. A “C” is calculated differently from Dallas College grading system. See the grading scale below.***

Prerequisite courses must be completed before starting the Occupational Therapy Assistant Program.

Personal Health Insurance

Students are required to carry personal health insurance and show proof of insurance with the application in the OTA program.

Professional Liability Insurance

Students enrolled in the OTA Program are required to have professional liability insurance. **Students will pay this fee with their lecture courses.** NOTE: The liability insurance that each student will have does not pay for injuries to the student - only for injuries to the patient. The student is completely responsible for personal medical costs incurred while at fieldwork sites. If a patient is injured by the student, the limited liability insurance may or may not cover all legal costs.

Dress Code

Student professional dress is expected for all classroom and clinical activities.

CLASSROOM/LEVEL I FIELDWORK: Students are expected to wear OTA scrubs (undershirts may be worn), a white lab coat, closed-toe tennis shoes (slip-resistant), and a campus nametag. An optional jacket (ordered from an approved uniform vendor) is also considered. No hoodies or overcoats are to be worn in class/lab. You will use your OTA jacket or lab coat as a substitution. Nametags from Dallas College OTA program should be worn at all times.

LEVEL II FIELDWORK/CLINICAL: Level II fieldwork sites usually specify their dress code, and the student may have to purchase different sets of attire for each fieldwork. Nametags from either Dallas College OTA program or the site-specific nametag provided to the student should be worn at all times.

Tattoos should be covered. Jewelry and piercings should be minimal and cannot interfere with hands-on coursework. Hair is to be neat and pulled back for labs. Coverings and other suggested surgical head caps may be worn as directed by the OTA Program Director. Students will be asked to wear the designated OTA scrub attire for any community activities unless changes are made by a faculty member of the OTA program. A Dallas College name badge will be worn with the uniform on the scrub top.

Grades

The OTA program will follow the Nursing/Allied Health Department grading system listed below:

| *Grading Percentages* | 92%-100% | 84%-91.9% | 75%-83.9% | 68%-74.9% | 67% & Below |
| --- | --- | --- | --- | --- | --- |
| *Letter Grade* | A | B | C | D | F |

Students must earn a “75%” or above in all OTA coursework to progress in the program.

Curriculum

\*All applicants must have a GED or High School diploma to apply\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PREREQUISITE SEMESTER | LEC  Hours | LAB  Hours | EXT  Hours | CONT  Hours | CR  Hours |
| ENGL-1301 Composition I | 3 | 0 | 0 | 48 | 3 |
| PSYC-2301 General Psychology | 3 | 0 | 0 | 48 | 3 |
| PSYC-2314 Lifespan Growth and Development | 3 | 0 | 0 | 48 | 3 |
| BIOL-2401 Anatomy & Physiology I | 3 | 3 | 0 | 96 | 4 |
| BIOL-2402 Anatomy & Physiology II | 3 | 3 | 0 | 96 | 4 |
| + an Elective Humanities/Fine Arts | 3 | 0 | 0 | 48 | 3 |
| **TOTAL Semester Hours:** | **18** | **6** | **0** | **384** | **20** |

*Humanities/Fine Arts Elective - must be selected from the*[*AAS Core Options for Humanities/Fine Arts (link)*](https://www1.dcccd.edu/catalog/ss/transfer/ct-core.cfm#humanities)*.*

\*Anatomy and Physiology I and II with lab must be taken within the last five years.

\*\*All pre-requisites must be completed prior to applying to the OTA Program.

| SEMESTER I | LEC  Hours | LAB  Hours | EXT  Hours | CONT  Hours | CR  Hours |
| --- | --- | --- | --- | --- | --- |
| OTHA 1161 Occupational Therapy Assistant Clinical Adults | 0 | 0 | 3 | 48 | 1 |
| OTHA 1305 Principles of Occupational Therapy | 2 | 4 | 0 | 96 | 3 |
| OTHA 1315 Therapeutic Use of Occupations & Activities I | 2 | 4 | 0 | 96 | 3 |
| OTHA 2206 Mental Health in Occupational Therapy | 2 | 0 | 0 | 32 | 2 |
| OTHA 2331 Physical Function in Occupational Therapy | 2 | 4 | 0 | 96 | 3 |
| **TOTAL Semester Hours:** | **8** | **12** | **3** | **368** | **12** |

| SEMESTER II | LEC  Hours | LAB  Hours | EXT  Hours | CONT  Hours | CR  Hours |
| --- | --- | --- | --- | --- | --- |
| OTHA-1162 Occupational Therapy Assistant Clinical-Pedi | 0 | 0 | 3 | 48 | 1 |
| OTHA-1319 Therapeutic Interventions I | 2 | 4 | 0 | 96 | 3 |
| OTHA-1341 Occupational Performance in Pediatrics | 2 | 4 | 0 | 96 | 3 |
| OTHA-1349 Occupational Performance in Adults | 2 | 4 | 0 | 96 | 3 |
| OTHA-2301 Pathophysiology in Occupational Therapy | 2 | 2 | 0 | 64 | 3 |
| **TOTAL Semester Hours:** | **8** | **14** | **3** | **400** | **13** |

| SEMESTER III | LEC  Hours | LAB  Hours | EXT  Hours | CONT  Hours | CR  Hours |
| --- | --- | --- | --- | --- | --- |
| OTHA-1163 Occupational Therapy Assistant Clinical-Elders | 0 | 0 | 3 | 48 | 1 |
| OTHA-1253 Occupational Therapy Performance in Elders | 2 | 1 | 0 | 48 | 2 |
| OTHA-2302 Therapeutic Use of Occupations & Activities II | 2 | 4 | 0 | 96 | 3 |
| OTHA-2305 Therapeutic Interventions II | 2 | 4 | 0 | 96 | 3 |
| OTHA-2235 Health Care Mgmt. in Occupational Therapy | 2 | 1 | 0 | 48 | 2 |
| **TOTAL Semester Hours:** | **8** | **10** | **3** | **336** | **11** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SEMESTER IV | LEC  Hours | LAB  Hours | EXT  Hours | CONT  Hours | CR  Hours |
| OTHA-2266 Practicum for Occupational Therapy Assistant | 0 | 0 | 20 | 320 | 2 |
| OTHA-2267 Practicum for Occupational Therapy Assistant | 0 | 0 | 20 | 320 | 2 |
| **TOTAL Semester Hours:** | **0** | **0** | **40** | **640** | **4** |
| **GRAND TOTAL** | **==** | **==** | **==** | **2128** | **60** |

## B. Application Requirements to the Occupational Therapy Assistant (OTA) Program

The following must be completed with Dallas College **prior to** consideration for the OTA program:

* Apply for admission into Dallas College at [Admissions & Registration](https://www.dallascollege.edu/admissions/pages/default.aspx)
* An overall cumulative GPA of 2.75 or higher must be achieved throughout the higher education career
* Complete the six OTA prerequisite courses with a GPA of 2.75 or higher and a “C” or better in each course
* Submit all official transcripts from colleges/universities other than Dallas College to the Admissions/Registrar’s Office.
* Take the [ATI TEAS Test](https://www.atitesting.com/teas/register) and score a 65 or higher. Testing dates and TEAS information can be found on their website.
* Meet the physical and mental standards for admission
* Register with [SurScan](http://www.surscan.com/) to complete a background check, a drug screen, TB test, and upload all required immunizations. More information can be found in this [PDF (link)](https://www.dallascollege.edu/SiteCollectionDocuments/docs/cd/credit/occupational-therapy/ota-surscan-registration-print.pdf) about registering as a Dallas College student.
* Provide proof of medical insurance and a current CPR Healthcare Provider-level certificate
* Final submission of the OTA application should be completed via the OTA website: [OTA Application Submission (link)](https://www.dallascollege.edu/cd/credit/occupational-therapy/mvc/pages/application-forms.aspx)

## C. General Admission Requirements to Dallas College

Applicants to the OTA program must meet all [college admission requirements](https://www.dallascollege.edu/admissions/pages/default.aspx) as outlined in the official college catalog.

Applicants must have earned either a high school diploma or General Education Diploma (GED) in addition to complying with Texas Success Initiative (TSI) requirements before they will be eligible to apply to the program. Students should consult with Admissions to determine their TSI status prior to application to a Health Sciences program.

Official College Transcripts

Prior to applying to the OTA program, potential applicants must submit official transcripts from all colleges and universities the applicant has attended whether the coursework is or is not relevant to the program application. Transcripts from Dallas College campuses are not required.

The transcripts must be current with the print date no later than three years from the applicant’s anticipated admission to the program. If the official transcripts have not been submitted, the individual’s application will be voided.

Official transcripts must be sent electronically from the applicant’s previous colleges to [StudentTranscripts@dcccd.edu](mailto:StudentTranscripts@dcccd.edu). Transcripts sent by the applicant in pdf or other formats are not accepted. Transcripts may also be mailed from a college in a sealed envelope to:

Dallas College

Attn: Admissions Processing

3737 Motley Drive

Mesquite, TX 75150

Initial Advisement

Students who are beginning college for the first time will follow the [Seven Steps to Enrollment (link)](https://www.dallascollege.edu/admissions/application/pages/default.aspx) which will guide them through the process of applying to the college system, placement testing, selecting a degree plan, contacting an academic advisor, and enrolling in basic courses.

A student who has not completed college coursework should request a general Associate Degree plan from a Success Coach as a starting point toward future application to a health sciences program. ***Note: Additional assessment testing in computer literacy and learning frameworks courses may be required for certain students.***

## D. Prerequisite Courses

Applicants must complete the six (6) prerequisite courses listed below with a C or better in each course **AND** a minimum prerequisite grade point average of 2.75 to apply to the OTA program.

|  |  |
| --- | --- |
| PREREQUISITE COURSES | CREDIT HOURS |
| ENGL 1301 Composition I | 3 |
| PSYC 2301 General Psychology | 3 |
| PSYC 2314 Lifespan Growth and Development | 3 |
| BIOL 2401 Anatomy & Physiology I \* | 4 |
| BIOL 2402 Anatomy & Physiology II \* | 4 |
| + an Elective Humanities/Fine Arts | 3 |
| TOTAL | 20 |

**All prerequisites must be completed prior to applying to the OTA Program.**

**\* Important Note:** BIOL 1406 (Biology for Science Majors) is the required prerequisite for enrollment into BIOL 2401 (Anatomy and Physiology I). BIOL 2401 is the required prerequisite for enrollment into BIOL 2402 (Anatomy and Physiology II). Anatomy and Physiology I & II with lab must be taken within the last five years as it is vital to comprehending the material to be an OTA.

**Humanities/Fine Arts Elective - must be selected from the**[**AAS Core Options for Humanities/Fine Arts (link).**](https://www1.dcccd.edu/catalog/ss/transfer/ct-core.cfm#humanities)

## E. Evaluation of previous coursework

Official transcripts are fully evaluated by the Dallas College Transcript Evaluation Center after a student has been enrolled for at least one regular semester. However, the Success Coach also evaluates a student’s coursework and generates an Educational Plan for the student. The Educational Plan is a preliminary, unofficial degree plan for advisement purposes and only reflects specific courses toward a health sciences program. Educational Plans are optional and are not required for application to a health sciences program. They are usually completed within 4-6 weeks. An Educational Plan should be requested at least one semester prior to a program application filing deadline if possible.

The School of Health Sciences and the OTA Office reserve the right to accept or reject any coursework completed at other colleges presented for transfer evaluation toward Health Science programs.

Five-Year Time Limit Select Courses

**BIOL 2401 and BIOL 2402 must be completed within five years of anticipated program entry.** For example, BIOL 2401 completed in Fall 2018 is valid for application to the Fall 2023 OTA program. However, if the course was completed in Summer 2018 or earlier, the course will have exceeded the five-year limit. There are no exceptions to the five-year time limit. No waivers of the five-year time limit are considered.

Credit by Examination, CLEP, and Advanced Placement Credit

Credit through CLEP, High School Advanced Placement Exams and Credit by Examination may be awarded for a limited number of courses toward Health Sciences programs including ENGL 1301, PSYC 2301, and PSYC 2314. CLEP credit is not awarded for ENGL 1301. Advanced Placement (“AP”) credit for ENGL 1301 and PSYC 2301 is acceptable if the credit appears on a college transcript as ENGL 1301 or PSYC 2301 equivalency. A letter grade is not awarded for “AP” credit.

**Note: An applicant to the OTA program may present credit by exam, CLEP, or “AP” credit for only one of the six prerequisite courses. Credit will be acknowledged but not calculated with the grade point average.**

See detailed information regarding [Credit by Exam, CLEP, and AP credit (link)](https://www1.dcccd.edu/catalog/generalinfo/priorlearningassess/cbe.cfm?loc=econ).

Coursework from Foreign Universities

Only *college-level algebra* may be considered for transfer to the OTA program from colleges or universities outside the United States. **No other courses will be considered.** [Foreign Coursework Evaluation](https://www.dallascollege.edu/cd/credit/pages/ecc-health-resources.aspx) is a multi-step process which may take several weeks. **The student must be enrolled in credit classes at a Dallas College campus before the evaluation process can be initiated.**

## F. TEAS Exam

The [TEAS](https://www.atitesting.com/teas/register) exam is a timed, computerized test which is usually completed in 3-4 hours. This exam tests reading, math, science and English and language usage. In addition to completing the six prerequisites courses, applicants to the OTA program must also earn ***a score of 65 or higher*** on the TEAS test.

Please note the following important information regarding the TEAS:

* Test scores are valid for **two years** from date of testing to the application filing deadline date.
* Applicants may take the TEAS in person (via an institution or PSI) or online (via an institution or TEAS at ATI) at any approved testing site. The approximate cost of the TEAS is $115 depending on where you take your exam. ***Note:* If you test at an institution or school testing center (in person or online), your TEAS transcript will be sent to that school. If you want your scores sent to Dallas College, you will have to purchase additional transcripts or transcript credits. Refer to the** [**TEAS Help Center (link)**](https://help.atitesting.com/how-do-ati-teas-transcripts-and-score-submissions-work) **for more information.**
* **Applicants are responsible for securing their own testing appointment at the location of their choice.** The procedure for making testing appointments and payment varies among testing sites. **Applicants are responsible for submitting their score sheet with their program application materials.**
* Students can attempt the TEAS test multiple times for the Dallas College OTA program.
* Applicants are encouraged to schedule their TEAS at least 72 hours prior to the application deadline. ***Note:* Score sheets may not be available for download from your ATI student account for 3 days. Do not assume that you will have your score sheet to submit with application materials if you test on the application deadline date.**
* Before registering for the exam, applicants should review this [TEAS guide (link)](https://help.atitesting.com/what-do-i-need-to-know-before-i-register-for-the-ati-teas-exam?_ga=2.213971351.1899562703.1658771728-2132849920.1657134917) to ensure a successful examination experience. TEAS study materials are available online through the Dallas College Library.

## G. Observation Hours

OTA applicants must complete 40 observational hours (20 hours in two different areas/settings) by the deadline and submit the *Observation/Volunteer Record* form (included in this packet). The *Observation/Volunteer Record* must be completed by an occupational therapist. Students must submit an *Observation/Volunteer Record* for each facility in which observation/volunteer hours were completed.

## H. Letters of Recommendation

OTA applicants must submit three *Letter of Recommendation* forms with their application packet. The form is included in this packet. Two letters need to be from an OT/OTA and one letter can be a personal recommendation (co-worker, professor, etc.).

## I. SurScan

Applicants to the OTA program are required to have a current physical examination form, background check, drug screening, specific immunizations, a tuberculosis screening (TB test), and Healthcare Provider-level CPR certification. The School of Health Sciences utilizes SurScan, a medical record management company, to verify these requirements. Applicants submit these forms directly to SurScan, who will verify the completeness of the requirements no later than the application filing deadline. Failure to submit and receive approval for this documentation will result in disqualification of the applicant.

***Important Notes: Some of the immunizations require multiple doses on a specific timeline over several months. Therefore, potential applicants to this program should begin their immunizations at least six to seven months prior to the application deadline. Additional proof of immunizations including titers may be required by clinical sites.***

Please allow 2-4 weeks for SurScan to verify the applicant’s records and respond to your submissions. SurScan should receive your documentation by April 7, 2023 to allow time to verify that the applicant’s records are complete at the application deadline. This documentation must be kept current throughout the application process and, if accepted to the program, during the student’s enrollment in the program.

**SurScan Registration**

To set up your SurScan account, follow these directions:

1. Go to [www.SurScan.com](http://www.SurScan.com)

2. Click on the REGISTER button on the top right-hand corner of the page.

3. Enter the client code “*Dallas College”*.

4. Follow the directions to enter your name, email, etc.

5. Choose the “*Occupational Therapy Assistant”* program on the pull-down menu.

6. Continue entering your information, payment, and document upload.

Contact SurScan at [clientservices@surscan.com](mailto:clientservices@surscan.com) or 972-633-1388 for assistance in setting up your account.

For inquiries regarding your immunization records after upload, contact [records@surscan.com](mailto:records@surscan.com) or 972-633-1388 extension 107.

## J. Application Filing Periods

The official application filing period for the Fall 2023 semester (late August) admission is February 1, 2023 to May 11, 2023. Notification emails are sent by May 31, 2023.

Important Note: There is no late application filing period for the Occupational Therapy Assistant program.

## K. Selection Process

During the month of May, application packets will be reviewed. Please refer to the “Admissions Rubric” (in Appendix A) where points are totaled for ranking. The highest total point applicant sets the bar for ranking. Applicants will be ranked in descending order based on point total. If two or more applicants tie for total points, core GPA will be used as a tiebreaker with the higher GPA ranked higher.

A maximum of twenty-five applicants will be scheduled for a campus interview and an on-campus essay in the month of May.

## Notification of Acceptance

Applicants will be notified of acceptance no later than mid-June. At the time of notification, applicants will be given a 48-hour deadline to notify the program that they accept. Applicants who were placed on the waiting list will be notified by the end of June if there are openings in the program.

Failure to confirm by the specified date or failure to attend the scheduled orientation seminar (*Success Camp*) for the accepted class will result in forfeiture of their space in that class. Notification emails of acceptance, non-acceptance, or disqualification are sent on the same day.

**Note:** Applications materials are not “held over” to the next year’s official filing period. Students who are not selected for admission to the program or students who decline their acceptance may reapply again during the next year’s filing period to be considered for a future admission opportunity.

## General Information

1. The Dallas College OTA program accepts up to 14 students each fall semester. **The School of Health Sciences reserves the right to make changes in program enrollment capacity.**
2. The Dallas College OTA program is completed in four, 16-week academic semesters. The curriculum involves 22-26 hours per week of class, lab, and clinical experience with an additional 4-5 hours of studying and preparation time each week. Clinical experiences may involve daytime, evening, and weekend hours. Full time employment is discouraged while enrolled in the OTA program.
3. Students must comply with class and clinical attendance requirements according to OTA student handbook guidelines which are published annually. Students anticipating surgery or the delivery of baby are advised to wait until the following application season to apply to the OTA program.
4. All applicants must be certified in cardiopulmonary resuscitation (CPR) at the health care provider level, through the American Heart Association, the American Red Cross, or Military approved mechanism, prior to beginning the Occupational Therapy Assistant​ program.​ CPR course must be face to face or hybrid training. Completely online courses are not accepted. Evidence of CPR certification will be required prior to beginning the program and throughout the program.

CPR classes are available through [Continuing Education](https://www.dallascollege.edu/cd/ce/training/health/pages/cpr.aspx) on an ongoing basis. Please email the Continuing Education Admissions Office at [ContinuingEd@dcccd.edu](mailto:ContinuingEd@dcccd.edu) for more information or browse the [Continuing Education course schedules](https://www.dallascollege.edu/cd/ce/Pages/default.aspx).

1. Proof of current personal healthcare insurance coverage is required for all health sciences students. Students must secure their own coverage and the insurance policy must cover the student at any facility. Information on college student policies and rates can be found at <https://www.healthcare.gov/>.
2. Please contact the office below for assistance:

Occupational Therapy Assistant Program

4849 W. Illinois Avenue

W-29 Suite

Dallas TX 75211

Telephone: 972-860-5666

Program Website:

[Occupational Therapy Assistant](https://www.dallascollege.edu/cd/credit/occupational-therapy/pages/default.aspx)

**Send electronic transcripts directly to:**

[StudentTranscripts@dcccd.edu](mailto:StudentTranscripts@dcccd.edu)

**Mail official transcripts directly to:**

Dallas College  
Attention: Admissions Processing  
3737 Motley Drive  
Mesquite, TX 75150

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | **Estimated Expenses for the OTA Program** | | | | |
| **Dallas College Updated 08/01/2022** | | | |
|  |  |  |  |
| **Pre-Requisite Courses** | | | |
| **Costs** | **Dallas County Resident** | **Out of County Resident** | **Out of State/Country Resident** |
| Tuition/Textbooks\*\* (20 hrs) | $1,580.00 | $2,700.00 | $4,000.00 |
| TEAS Exam | $115.00 | $115.00 | $115.00 |
| SurScan | $105.00 | $105.00 | $105.00 |
| CPR Certification | $50.00 | $50.00 | $50.00 |
| Physical Exam and Immunizations (varies by insurance) | $225.00 | $225.00 | $225.00 |
| Total for Pre-requisites | $2,075.00 | $3,195.00 | $4,495.00 |
|  |  |  |  |
| **Semester I - Fall Semester** | | | |
| **Costs** | **Dallas County Resident** | **Out of County Resident** | **Out of State/Country Resident** |
| Tuition/Textbooks\*\* (12 hrs) | $948.00 | $1,620.00 | $2,400.00 |
| Scrubs/Uniform | $65.00 | $65.00 | $65.00 |
| Student/Professional Organization Fees\*\*\* | $125.00 | $125.00 | $125.00 |
| Total for Semester I | $1,138.00 | $1,810.00 | $2,590.00 |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Semester II - Spring Semester** | | | |
| **Costs** | **Dallas County Resident** | **Out of County Resident** | **Out of State/Country Resident** |
| Tuition/Textbooks\*\* (13 hrs) | $1,027.00 | $1,755.00 | $2,600.00 |
| Total for Semester II | $1,027.00 | $1,755.00 | $2,600.00 |
|  | | | |
| **Semester III - Fall Semester** | | | |
| **Costs** | **Dallas County Resident** | **Out of County Resident** | **Out of State/Country Resident** |
| Tuition/Textbooks\*\* (11 hrs) | $869.00 | $1,485.00 | $2,200.00 |
| Total for Semester III | $869.00 | $1,485.00 | $2,200.00 |
|  | | | |
| **Semester IV - Spring Semester** | | | |
| **Costs** | **Dallas County Resident** | **Out of County Resident** | **Out of State/Country Resident** |
| Tuition (4 hrs and no additional books) | $316.00 | $540.00 | $800.00 |
| Scrubs/Uniform for Fieldwork Sites (if needed) | $65.00 | $65.00 | $65.00 |
| Total for Semester IV | $381.00 | $605.00 | $865.00 |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Post-Graduation** | | | |
| **Costs** | **Dallas County Resident** | **Out of County Resident** | **Out of State/Country Resident** |
| Occupational Therapy Knowledge Examination | $25.00 | $25.00 | $25.00 |
| IdentoGO (Digital Fingerprinting) | $39.00 | $39.00 | $39.00 |
| Pass the OT Prep | $100.00 | $100.00 | $100.00 |
| Board Exam (NBCOT) | $515.00 | $515.00 | $515.00 |
| State Licensure | $100.00 | $100.00 | $100.00 |
| Total for Post-Graduation | $779.00 | $779.00 | $779.00 |

\* - All numbers are estimates and subject to change

\*\* - Textbooks are included in tuition if participating in IncludED

\*\*\* - American Occupational Therapy Association (AOTA) Student membership - $75 per year; Texas Occupational Therapy Association (TOTA) Student membership - $30 per year; Student Occupational Therapy Association (SOTA) - $20 fee

**Occupational Therapy Assistant Program Application Checklist**

**Read the following instructions carefully.** Application materials must include the below items to be considered complete and valid. **Incomplete application materials will be disqualified.** Application materials can be submitted online via the OTA website: [OTA Application Submission (link)](https://www.dallascollege.edu/cd/credit/occupational-therapy/mvc/pages/application-forms.aspx).

This checklist is provided to assist you in following the steps toward program application.

Complete an admission application for Dallas College, if not already a Dallas College student. (OTA applicants must have a High School Diploma or GED.)

Submit official transcripts from all previously attended colleges/universities to [studenttranscripts@dcccd.edu](mailto:studenttranscripts@dcccd.edu) or to Dallas College, ATTN: Admissions Processing, 3737 Motley Drive, Mesquite, TX 75150 by the deadline.

Complete the [Texas Success Initiative](https://www.dallascollege.edu/admissions/tsi/pages/default.aspx) requirements. See a Success Coach as needed for TSI counseling, placement testing, etc. and complete any developmental courses as may be prescribed from test scores.

Complete the six OTA prerequisite courses with a cumulative GPA of 2.75 or higher and a “C” or better in each course, as well as an overall GPA of 2.75

Take the TEAS Test before OTA deadline with a score of 65 or higher

Create a SurScan account (follow these instructions [PDF](https://www.dallascollege.edu/SiteCollectionDocuments/docs/cd/credit/occupational-therapy/ota-surscan-registration-print.pdf)). Uploads will include: background check, drug screening, physical exam form, immunization records, TB screening documentation, proof of medical insurance and proof of current Healthcare provider-level CPR certification (photocopy of front and back of CPR card). See a physician or healthcare clinic for a physical examination, immunizations, TB screening, etc., and obtain Healthcare provider-level CPR certification.

The following must be submitted to the online application:

All observation feedback forms with signatures. This includes a total of 40 hours (20 hours at two different areas of practice).

Three recommendation forms/letters. Two letters need to be from an OT/OTA and one letter can be a personal recommendation (co-worker, professor, etc.)

Photocopy of your Social Security card

Photocopy of your Driver License or State ID card.

Employment letter with credential if applicable (Rehabilitation Tech, CNA, PTA, PCT, or other work in an allied health field). If you have related **healthcare work experience**, submit a copy of your licensure/certification with a letter from your employer verifying your responsibilities and length of employment.

I am applying for the OTA Program and have submitted my application to the OTA Office. I understand that this is not an acceptance into the program; this is the beginning of the application process. I have reviewed my application and to the best of my knowledge have determined that all requirements have been met and submitted on time.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: Date:

This application will be used in the accumulation of points for the admission process. Students admitted are aware that Dallas College at Mountain View Campus is Accredited per ACOTE. Final decisions on point allocation will be determined by the program director.

I hereby certify that the information in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification is cause for denial of admission or expulsion from the college. I understand that the faculty and staff of Dallas College at Mountain View Campus- Occupational Therapy Assistant Program will read the information contained in this application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant: Date:

**Please submit the requested information *only.* Other documents submitted other than those requested will not be considered.**

**IMMUNIZATION, CPR, AND PHYSICAL EXAM REQUIREMENTS**

**SCHOOL OF HEALTH SCIENCES PROGRAMS**

The immunization requirements on this form are REQUIRED of all individuals applying to the School of Health Sciences program. Students must upload their **ORIGINAL** health documentation to [www.SurScan.com](http://www.SurScan.com) (the Dallas College Immunization Form is not original documentation). Use client code *Dallas College* for account set up.

All Vaccine/Immunization records must include full dates i.e. month/day/year & health care providers’ signatures. Health care provider initials may be considered sufficient if the document is on a health care provider’s letterhead including the name & address of the practice.

Immunization records should include date administered, vaccine administered, injection site, specific dose, route, vaccine manufacturer, lot number, and expiration along with provider and student information. Lab reports required on all titers. Based on clinical placement requirements, a titer may be required after an initial equivocal or negative result and repeat series of vaccinations. **School records will NOT** **be accepted**. Immunization records submitted without thorough documentation will not be accepted at any clinical site and students will be required to repeat vaccines or obtain titers in lieu of vaccines if applicable.

1. **MMR**
   1. Documentation of 2 vaccines **or** positive Immunoglobulin G (IgG) antibody titers to Measles (Rubeola), Mumps and Rubella.
   2. If titer is negative or equivocal, series must be repeated.
2. **Varicella**
   1. Documentation of 2 vaccines **or** positive Immunoglobulin G (IgG) antibody titers to Varicella
   2. If titer is negative or equivocal, series must be repeated.
3. **TDap**
   1. Documentation of vaccine within the past 10 years
4. **Influenza Vaccine (Seasonal Flu)**
   1. Documentation of current seasonal flu vaccine by October 1st
5. **Hep B (Students involved in Direct Patient Care)**
   1. Hepatitis B series (2 or 3 dose) (Hepatitis A/B combo series accepted) **AND**
   2. Positive Hepatitis B Surface Antibody titer. If Hep B vaccine documentation cannot be found, a positive titer will be sufficient.
   3. If titer is negative or equivocal, series must be repeated and a 2nd titer is drawn; upload results of both titers and vaccination proof.
6. **TB Testing**
   1. TB skin test, QuantiFeron Gold (blood test) or T-Spot is accepted.
   2. If screen results are positive (+), those results and documentation of a chest x-ray is required and must be negative for active disease.
   3. TB screening must be within 12 months of program application and must be updated every year

**A valid physical exam is required at entry into all Health Sciences programs and must be submitted on the attached Physical Exam form.**

**CPR: Annual Basic Life Support for Health Care Providers CPR certification.** **CPR certification from the American Heart Association (AHA), Red Cross or Military approved mechanism is the only approved CPR course and must be face to face or hybrid training. Completely online courses are not accepted.**

**PHYSICAL EXAM FORM**

**You must use this physical exam form. The form must be completed by a physician or nurse practitioner.**

Applicant Full Name Date of Birth

Email Address Student ID #

Height Weight Temp Blood Pressure Sex

Vision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Glasses \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Lenses R \_\_\_\_\_\_\_\_\_\_ L \_\_\_\_\_\_\_\_\_\_

History: Include any significant information regarding previous medical and surgical conditions and use of alcohol and/or drugs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Appearance:

|  |  |  |  |
| --- | --- | --- | --- |
| Normal | Check each item in appropriate column | Abnormal | Describe every abnormality in detail (attach additional sheet if necessary). |
|  | Eyes-ears-nose-throat |  |  |
|  | Mouth-teeth-neck |  |  |
|  | Thyroid |  |  |
|  | Heart and Vascular |  |  |
|  | Lungs |  |  |
|  | Abdomen and Viscera |  |  |
|  | Hernia |  |  |
|  | Scars |  |  |
|  | Back, vertebrae |  |  |
|  | Extremities |  |  |
|  | Skin |  |  |
|  | Neurological |  |  |

**Physician Recommendation**

Based upon your physical examination, is the applicant free of any restrictions in his/her ability Yes \_\_\_\_ No \_\_\_\_

to turn and/or move heavy objects? If “no,” please describe:

If the applicant able to see and hear adequately to practice as a health care professional? Yes No

If “no,” please explain:

Is the applicant free of any pathological conditions either physical or mental that would interfere Yes No

With the practice of a health care profession? If “no,” please describe:

**PHYSICIAN OR NURSE PRACTITIONER SIGNATURE IS REQUIRED FOR THIS FORM TO BE ACCEPTED:**

Signature of Physician or Nurse Practitioner Date

Printed Name of Physician or Nurse Practitioner

Phone Number ( )

Address of Physician or Nurse Practitioner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendices**

1. Admission Worksheet Rubric
2. Occupational Therapy Assistant Observation Feedback Form
3. Letter of Recommendation Form (turn in 3 recommendation forms)

**Appendix A: Admission Worksheet Rubric**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: Student ID#: Application Semester:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Grade** | **Credit Hours** | **Grade Points** | **Term** | | **Repeat** | **Score** |
| ENGL-1301 Composition I |  | 3 | 12 9 6 3 0 |  | | Y or N |  |
| PSYC-2301 General Psychology |  | 3 | 12 9 6 3 0 |  | | Y or N |  |
| PSYC-2314 Lifespan Growth and Development |  | 3 | 12 9 6 3 0 |  | | Y or N |  |
| BIOL-2401 Anatomy & Physiology I |  | 4 | 12 9 6 3 0 |  | | Y or N |  |
| BIOL-2402 Anatomy & Physiology II |  | 4 | 12 9 6 3 0 |  | | Y or N |  |
| + an Elective Humanities/Fine Arts |  | 3 | 12 9 6 3 0 |  | | Y or N |  |
| *Subtract 1 point for each repeated course due to a D or F.* | | | | *Points Subtracted:* | | |  |
| Total credit hours: | | \_\_/20 |  | Total Course Score: | | |  |
| **A = 12 pts (16 pts for BIOL courses) B = 9 pts C = 6 pts D = 3 pts F = 0 pts** | | | | | | | |
|  | | | | | | | |
| Overall GPA: Minimum 2.75 required | | | | | | | |
| Cumulative GPA: | | |  | Total Score for GPA: | | |  |
| **4.0 – 3.51 = 10 3.5 – 3.01 = 7 3.0 – 2.75 = 4 2.74 and below = 0** | | | | | | | |
|  | | | | | | | |
| Observation hours: Completed 40 hours of observation (from at least 2 different areas of practice) | | | | | | | |
| Maximum possible points 10  Received the correct number of hours but only in one area of practice 5 | | | | | | Total Obser. Score: |  |
|  | | | | | | | |
| Letters of Recommendation: The rating scale on the letters of recommendation will be added together for total points. | | | | | | | |
| Total rating from letters of recommendation (LOR): | | | |  | | Total Score for LOR: |  |
| **120 – 116 = 5 115 – 104 = 4 103 and below = 3** | | | | | | | |
|  | | | | | | | |
| Optional Degree(s) or Certificate Program(s): | | | | | | | |
| Maximum Possible Points is 5 (only credit for 2 items) | | | | | | Total Degree Score: |  |
| **Bachelor’s Degree = 3 Associate’s Degree = 2 Certificate Program (Pharmacy Tech, Vocational Nursing, etc.) = 2** | | | | | | | |
|  | | | | | | | |
| Related Healthcare Work Experience: | | | | | | | |
| Rehabilitation tech/CNA/Aide/Any work in the Allied Health Field (Biologist, PTA, etc.) | | | | | Total Work Score: | |  |
| **12 months or more = 5 6 – 11 months = 4 5 months or less = 3** | | | | | | | |
|  | | | | | | | |
| Pre-Interview Point Total: | | | | | | |  |
|  | | | | | | | |
| Essay: Total Points out of 25 | | | | | | |  |
| Group Interview: Total Points out of 20 | | | | | | |  |
| Interview: Total Points out of 30 | | | | | | |  |
|  | | | | | | |  |
| TOTAL POINTS: | | | | | | |  |

**Note the following:**

* Proof of employment is required for points to be given for related healthcare work experience. Please include your employment letter and a copy of your credential with your application.
* After careful tabulation of the applicant’s accumulated points (essay included), experience, and character (interview), the program director will make the final decision for acceptance for all OTA applicants.

**Appendix B**

**Observation/Volunteer Record**

Submit one form for each facility in which observation/volunteer hours were completed.

Applicant Name (Please PRINT): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This applicant has observed/volunteered \_\_\_\_\_\_\_\_\_\_\_\_ hours under my supervision.

Name and Credentials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Volunteer Review | Superior (5) | Good (4) | Average (3) | Below Average (2) | Poor (1) |
| Arrived on Time |  |  |  |  |  |
| Appropriately Dressed |  |  |  |  |  |
| Interaction with Staff |  |  |  |  |  |
| Interaction with Clients/Patients |  |  |  |  |  |

Overall impressions of likely success as an OTA in a setting such as yours:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this form, I certify that the above applicant completed the stated hours.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Date:

**Appendix C**

**Letter of Recommendation**

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Individual Completing Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**\*Note to individual completing form:** Recommendations account for 20% in determining admission into the occupational therapy program. Please complete it accurately and honestly. Thank you for assisting in the admission process of the above applicant.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Rating Scale: | Superior | Above Average | Average | Below Average | Poor |
| # | *5* | *4* | *3* | *2* | *1* |

|  |  |
| --- | --- |
| Evaluation Area | Rating |
| **Attitude and Personality**: Mannerisms, disposition, ability to work with people, confidence, acceptance of criticism. |  |
| **Reliability and Character**: Dependability, integrity, honesty, trustworthiness. |  |
| **Personal Appearance**: Cleanliness, grooming. |  |
| **Work Habits and Industry**: Conscientiousness, following through, resourcefulness, self-discipline, initiative, willingness. |  |
| **Composure**: Reaction to stress, poise, self-control, adaptability. |  |
| **Capacity for Independent Thinking**: Leadership ability, creative thought, curiosity, demonstrates interest. |  |
| **Judgment and Common Sense**: Ability and foresight in everyday decisions, expression of opinion, maturity. |  |
| **Oral Expression**: Clarity, coherence, and confidence in conversation. |  |

Overall Impression of this Applicant: (You may include additional sheets of paper)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This form can also be completed online at* [*https://forms.office.com/r/cAc3hyp3rN*](https://forms.office.com/r/cAc3hyp3rN) *or by scanning the QR Code.*

