All forms and information necessary for admission to the Nashville State Community College OTA Program are included in this packet.

Website: [www.nscc.edu/occupational-therapy-assistant](http://www.nscc.edu/occupational-therapy-assistant)
Facebook: [https://www.facebook.com/nsccota](https://www.facebook.com/nsccota)

The NSCC Occupational Therapy Assistant Program is accredited by:

Accreditation Council on Occupational Therapy Education (ACOTE)

c/o Accreditation Department
American Occupational Therapy Association (AOTA)
4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449
Phone: 301-652- AOTA (2682)
[www.acoteonline.org](http://www.acoteonline.org)

Email: [accred@aota.org](mailto:accred@aota.org)
Dear Prospective Student;

Thank you for your interest in the Occupational Therapy Assistant (OTA) Program at Nashville State Community College. The faculty of the OTA program is enthusiastic about our profession and enjoys working with dedicated persons who are interested in the field of Occupational Therapy. This is a growing field, and we are looking for students who can meet the challenges and demands of this exciting career.

The NSCC OTA Program is a two-year course of study. This includes three academic semesters and one semester of full-time internships. Given the necessary skills and knowledge required to become an OTA, applicants must be prepared to make a strong commitment to both academic coursework and internship training. The OTA must be prepared to work with persons of varied ages, cultures and abilities. OTA students will be challenged in both personal and professional ways as they prepare to become Occupational Therapy Assistants. It is important that all applicants recognize the commitment required if accepted into this program and to this profession.

In addition to OTA coursework, student must complete five required General Education courses. These courses include: BIOL 2010 Anatomy and Physiology I, ENGL 1010 English Composition I, PSYC 1030 General Psychology, and a Humanities Elective. For the remaining requirement students may choose either COMM 2025 Fundamentals of Communication OR COMM 2045 Public Speaking OR PSYC 2130 Life Development Psychology. Per Program requirements, BIOL 2010 Anatomy and Physiology I must be completed within 5 years before beginning the Program (since Fall 2013). Per Program requirements, PSYC 1030 General Psychology must be completed no later than the first Fall semester of the Program. All courses require a grade of “C” or better.

If a student has qualified as an “English as a Second Language” student through the college via the Michigan Test, and requires ESOL coursework, the student must complete ALL coursework indicated in order to be eligible to apply to the OTA Program. All students must have completed any/all Learning Support coursework (if applicable) before applying to the Program. See enclosed information regarding ESOL and Learning Support coursework.

The Program requires that students be proficient in the use of a computer. Students should be prepared to access and submit documents through eLearn, use PowerPoint, and be proficient with email. The Program utilizes an online testing format. Students should have ready access to a personal computer, dependable internet and/or identify alternative computer resources, such as the computer labs at NSCC.

Completion of the A.A.S. degree in the Occupational Therapy Assistant Program qualifies a person to take the national certification exam given by the National Board for Certification in Occupational Therapy. Once students have passed the certification exam, and complete the state mandated criminal background check, they are qualified for state licensure and may work in a variety of areas. Our graduates work in hospitals, schools systems, nursing homes, psychiatric programs, rehabilitation centers, outpatient clinics and in the community. Our graduates have been trained to use “occupations”, or activities of daily life, to help people of all ages participate in their activities of choice to their fullest potential. This can include, but is not limited to work, play, school, leisure, family, social participation, rest/sleep, and self-care.

We look forward to receiving your application. Please contact us at any time should you have questions at 615-353-3708.

Again, thank you for your interest.
Donna Whitehouse, MHA, OTR/L
Program Director, Occupational Therapy Assistant Program
Maximum Application Limit for NSCC OTA Program

Students may apply to the NSCC OTA Program a maximum of two times.

- Students who applied to the Program once before and were not selected may apply again for the 2019 class.
- Students who applied to the Program once before, were selected but declined their seat may apply again for the 2019 class.
- Students who have applied twice and who were accepted/did not begin, or were not accepted for the Program may not apply again.
Occupational Therapy Assistant Program

Application Checklist

All applications will be reviewed and evaluated based upon the initial packet submitted. Items may not be added at a later date. Review the checklist below carefully. All applications submitted by deadline will be considered equally.

Complete OTA Application includes:

- Two-page OTA Application (follow all directions on application)
  - Please make sure to include an email that is checked frequently. All communication between the OTA Program and the applicant will be sent via email.
- Typed Resume (see enclosed for format)
- Unofficial copies from ALL schools attended
  - This includes:
    - Greater than 30 college credit hours completed: NSCC transcripts, transferring colleges transcripts
    - Less than 30 college credit hours completed: High school transcript, GED score report, transcripts from any college attended
  - For students who have attended NSCC, you MUST include a copy of your NSCC transcripts. Applications for students who have attended NSCC but do not include NSCC transcripts will be considered incomplete. NSCC Transcripts, your academic records are available through MyNSCC. You may print off a copy, it is not necessary to request a copy from Records.
    - If you are/have attended other colleges and have transcripts on file through the NSCC Records office, please do NOT request a copy of those transcripts through the NSCC Records office. You must obtain a copy of your transcripts directly from the specific school.
    - All transcripts must reflect a cumulative GPA on a 4.0 scale
    - Highlight General Education courses that meet the NSCC OTA Program requirements
- Optional Supporting Documentation
  - While not required for admission, additional information regarding the applicant and their preparation is appreciated. See page titled “Application Review and Scoring for Interview Selection” for additional information.

To return application:

- Drop off application in the OTA Office (D27)
- Or send via postal mail
  Nashville State Community College
  Attention: Occupational Therapy Assistant Program
  120 White Bridge Road
  Nashville, TN 37209
- Faxed applications not accepted
Nashville State Community College
ESOL and Learning Support Course Requirements
Occupational Therapy Assistant Program Application

Per Nashville State Community College requirements, all students are required to demonstrate college level readiness for college course participation and degree completion.

To that end, students must demonstrate college level readiness in Reading, English/Writing, and Math.

If a student is required by the college to complete Learning Support coursework, this work must be successfully completed **BEFORE** applying to the Occupational Therapy Assistant Program.

**English/Writing**
- If a student requires Learning Support for English/Writing, students MUST complete the college level course and Learning Support co-requisite **BEFORE** applying to the OTA Program.
- **Impact on OTA Application process**: Students MUST complete ENGL 1010 with ENGL 0815 **BEFORE** applying to the OTA Program.
- For more information visit: [https://www.nscc.edu/faculty-staff/initial-course-placement-advising](https://www.nscc.edu/faculty-staff/initial-course-placement-advising)

**Reading**
- If a student requires Learning Support for Reading, students MUST complete the college level course and Learning Support co-requisite **BEFORE** applying to the OTA Program.
- **Impact on OTA Application process**: Students MUST complete one of the following courses with READ 0815 **BEFORE** applying to the OTA Program:
  - ART 1035  MUS 1030  PSYC 1030  THEA 1030  ENGL 1010
- For more information visit: [https://www.nscc.edu/faculty-staff/initial-course-placement-advising](https://www.nscc.edu/faculty-staff/initial-course-placement-advising)

**Math**
- The OTA Program does NOT require a math course at the college level. HOWEVER, all students must meet the college requirement to be college ready in math skills.
- **Impact on OTA Application process**: If a student requires Learning Support for Math, students MUST complete MATH 0810 **BEFORE** applying to the OTA Program.
- For more information visit: [https://www.nscc.edu/faculty-staff/initial-course-placement-advising](https://www.nscc.edu/faculty-staff/initial-course-placement-advising)
- This course requires permission from the Academic Dean for enrollment.
  - Contact Dr. Cynthia Waller, Dean, Division of Health Professions, cynthia.waller@nscc.edu, 615-353-3347

**English as a Second Language**
- If a student tests into recommended English as a Second Language coursework, students MUST complete ALL recommended ESOL coursework **BEFORE** applying to the OTA Program.
- Signing of ESOL course waiver does not constitute completion of this requirement.
- **Students who waive ESOL recommended coursework are ineligible for the NSCC OTA Program.**
Program Application

Name: __________________________________________________________________________________

Home Address: _________________________________________________________________________
Street/Apt #   City   State   Zip

Phone Number(s): ______________________________________________________________________
Preferred Contact #   Alternate Contact #

Email Address: ____________________________   NSCC A# ________________________________

TN Resident: _____Yes _____ No

Educational Experience:
High School Attended/GED: ___________________________   Date Completed: ______________

College/Graduate School (attach additional schools on separate page if needed)
School Name: ___________________________   Degree: ___________________   Years Attended: ______

School Name: ___________________________   Degree: ___________________   Years Attended: ______

School Name: ___________________________   Degree: ___________________   Years Attended: ______

Program Preparation:

If you are an ESOL (English as a Second Language) student, have you completed all ESOL coursework recommended via your Michigan Test Score? _______ Yes _______ No

If required, have you completed all Learning Support Coursework? _______ Yes _______ No

Please check with the NSCC Records/Admissions office to determine these courses are required
Please review application page title “Learning Support Requirements” for additional information.

NOTE: The OTA Program requires that students complete any/all outstanding Learning Support coursework BEFORE APPLYING to the Program.

If questions please refer to page in application packet titled “ESOL and Learning Support Requirements”
What General Education coursework, as required by the program, have you completed?

Note: The NSCC OTA Program screens all applicants carefully. HOWEVER, it is the student’s responsibility to ensure that any/all Learning Support requirements are completed and to ensure that all courses, including those transferred into NSCC, meet the General Education course requirements as defined by NSCC.

<table>
<thead>
<tr>
<th>NSCC COURSE NAME</th>
<th>I HAVE COMPLETED THIS COURSE WITH A GRADE OF “C” OR BETTER</th>
<th>I AM CURRENTLY ENROLLED IN THIS COURSE</th>
<th>I HAVE NOT YET TAKEN THIS COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2010: Anatomy and Physiology I (since Fall 2014) 4 Credits w/Lab</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1010: Composition I 3 Credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 2025 Fundamentals of Communication or COMM 2045 Public Speaking or PSYC 2130 Life Dev. Psychology 3 Credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 1030: General Psychology 3 Credits</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Humanities Elective  
See NSCC Catalog for Gen. Ed requirement options | | | |
| Med Term is a required course in the OTA curriculum, but may be taken early.  
A 3 credit Med Term course taken elsewhere can substitute for the OTA course.  List here if you have completed | | | |

The National Board for Certification in Occupational Therapy asks “Questions of Moral Character”. Students must pass the NBCOT exam in order to qualify for licensure in the state of TN. If you answer yes to any of the below questions, you will be asked to provide further information to NBCOT when you apply to take the exam. A felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure. NBCOT will determine if you meet their requirements to take the National OTA Board Exam.

**Questions of Moral Character (response not required)**

- Have you ever been charged with or convicted of a felony?
- Have you ever had any professional license, registration, or certification revoked, suspended or subject to probationary conditions by a regulatory authority or certification board?
- Have you ever been found by any court, administrative, or disciplinary proceeding to have committed negligence, malpractice, recklessness, or willful or intentional misconduct, which resulted in harm to another?

*If you have questions or concerns regarding your eligibility for the NBCOT exam, contact NBCOT at:*

National Board for Certification in Occupational Therapy, Inc.  
12 South Summit Avenue, Suite 100  
Gaithersburg, MD 20877-4150  
(301) 990-7979               Fax (301) 869-8492   www.nbcot.org

In addition to the above questions, the State of Tennessee, Department of Health Related Boards, Committee on Occupational Therapy asks questions regarding chemical substance use and abuse, current medical condition, pedophilia, exhibitionism, voyeurism and current mental/cognitive status when a graduate applies for State Licensure. A Criminal Background check is required. A current, valid license to practice as an Occupational Therapy Assistant, issued by the state of Tennessee is required of any person wishing to be employed as a Certified Occupational Therapy Assistant in Tennessee. A felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure if you have questions or concerns regarding your eligibility for Licensure, contact:

STATE OF TENNESSEE DEPARTMENT OF HEALTH: HEALTH RELATED BOARDS  
Board of Occupational Therapy  
(615) 741-3807  
665 Mainstream Drive, 2nd Floor  
Nashville, TN 37243
# Application Review and Scoring for Interview Selection

**Student Name:** _____________________________

<table>
<thead>
<tr>
<th>Category</th>
<th>Criteria</th>
<th>Max Points</th>
<th>Earned Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application</strong></td>
<td>Completed Application, submitted by deadline. Information provided is legible, easy to read, thorough. All requested information is provided as requested and in the format outlined in the application.</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>
| **Transcripts**                 | All required transcripts provided with application. Transcript is readable and includes hours attempted, hours completed/earned, and GPA calculated on a 4.0 scale. General Education coursework is “highlighted” on transcript copy.  
*Note: If applicant has less than 30 college credit hours, a copy of the high school transcript is required. If applicant completed a GED and has less than 30 college credit hours, a copy of GED score is required.* | 5          |               |
| **Coursework** (Transcripts required as proof of enrollment/completion) | • 4 Points for each Gen. Ed. course completed at time of application submission  
• 2 points for each Gen. Ed. course in progress at time of application submission  
• 0 points courses with no enrollment or not completed by time of application submission                                                                                                                                                                                                   | 20         |               |
| **Grade Point Average**        | A cumulative GPA will be calculated from students GPA history and will be based upon transcripts from all prior colleges/universities. If the applicant has less than 30 college credit hours, high school GPA or GED GPA equivalent will be included in cumulative GPA.                                                                                          | 40         |               |
| **Resume**                     | Submitted resume follows the provided outline and includes candidate’s areas of interest as well as employment history. Candidate may highlight special skills or experiences that might set him/her apart from others. Resume is typed.                                                                                                         | 10         |               |
| **Committee Discretion**       | This section includes committees overall impression of candidate based upon totality of submitted application packet. Attempted credit hours vs. completed credit hours and course repetitions are considered in this section. Non-required supporting documents will be reviewed and considered. Examples of supporting documents include, but are not limited to:  
• Letters of recommendation - preference given to recommendations from OT’s/OTA’s who have knowledge of the applicant’s skills and abilities  
• A summary of observation or healthcare volunteer experience (does not need to be occupational therapy) that highlights special skills or opportunities  
• Summary of academic record, including poor performance history, and student hopes for the future.                                                                                                                                                                                                 | 15         |               |

**Total Score** 100

In accordance with our mission as a Tennessee Community College, Nashville State does not award priority or preferential status based upon where a student completed General Education coursework. All transferring institutions are treated equally.
Student Resume

The resume is a required part of your OTA Program application.

On a separate piece of paper please provide the following information.

- **Education**: Please identify schools attended, years of attendance and degrees awarded.

- **Work Experience**: Please list your places of employment, starting with the most recent job and going back. Identify your job title, your job duties and how long you worked there.

- **Volunteer Experience**: Please identify any volunteer work completed, especially any experiences in which you worked with or observed an Occupational Therapist or Occupational Therapy Assistant. Please provide the name of organization you worked with, where they are located, a contact person’s name, and approximately how many hours of volunteer work you completed with that organization (NOTE: Volunteer hours are NOT required for program application)
Composite Admission Score for students selected for interview

Students selected for the interview, based upon the interview selection criteria found elsewhere in this packet, will move on to the next phase of the Application process. The Composite Admission Score is the total of the selected students score based upon the interview, writing sample, General Education course completion and GPA.

Composite Admission Score is as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interview</td>
<td>45</td>
</tr>
<tr>
<td>Writing Sample</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>50</td>
</tr>
</tbody>
</table>

The Interview

All applications are reviewed and approximately 90 students are selected to participate in an Interview. Students are selected for the interview via the criteria enclosed in this packet. Only students who are selected for the interview will be considered for admission. Interviews are scheduled three to four times per year. Applicants are evaluated on professional appearance, personality as it relates to the OTA profession, creativity and problem solving, maturity, role as a group member, relating to others, communication skills and responses to interviewer questions.

NOTE: The Program Faculty reserve the right to require an additional, personal interview with an applicant if the interview process does not provide the interviewers with sufficient information to rate the student.

Writing Sample

In addition to the interview, all applicants are required to prepare a writing sample on site. Students will be given fifteen minutes to complete the writing sample. The samples will be evaluated, scored and added into the Composite Admission Score.
2019 OTA Program Interviews: Important Information

The NSCC OTA Program will conduct interviews for selected students interested in beginning the OTA Program Fall, 2019.

Interview dates/times are:

- Monday, March 11, 2019  3 – 5 pm
- Monday, March 25, 2019  3 – 5 pm
- Monday, April 15, 2019  3 – 5 pm

Additional interviews may be scheduled at the discretion of the OTA Program. Additional interview dates and times are not guaranteed.

Selected students will be assigned an interview date/time based upon criteria outlined elsewhere in this packet.

The NSCC program will interview approximately 30 students per interview date. The program accepts a maximum of 30 students.
Preparing for the OTA Program

College Preparatory Work
When beginning college, some students are required to take Learning Support Coursework and/or ESOL (English as a Second Language) coursework. All ESOL and Learning support coursework, as recommended by the Michigan Test or by the college, must be completed prior to Program Application. See page titled “ESOL and Learning Support Course Requirements” for additional information.

Required General Education Courses
Students must have a grade of “C” or better in all General Education courses that are required by the OTA program in order to complete the degree.

- ENGL 1010: Composition I 3 Credits
- BIOL 2010 Anatomy and Physiology I (Must be completed by end of Fall 2019) 4 Credits w/Lab
- COMM 2025 Fundamentals of Communication OR COMM 2045 Public Speaking or PSYC 2130 Life Development Psychology 3 Credits
- PSYC 1030: General Psychology (Must be completed by end of Fall 2019) 3 Credits
- Humanities Elective (See NSCC Catalog) 3 Credits

Optional courses that will enhance your OTA coursework (not required)

- BIOL 1000: Medical Terminology (online course recommended)
- HHP 1300: CPR and First Aid
- SOCI 2010: Marriage and Family
- SPAN 1010: Spanish

Computer Literacy
The Program requires that students be proficient in the use of a computer. Students should be prepared to access and submit documents through Desire2Learn, use PowerPoint and be proficient with email. The Program utilizes an online testing format. Students should have consistent access to a personal computer with reliable internet access and/or identify alternative computer resources, such as the computer labs at NSCC.

Minimum Computer Technical Requirements
Information regarding software and browser requirements for best access to NSOnline and other NSCC information may be found here: https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

If an applicant is not familiar with online testing, course delivery, email, online assignment submissions, etc. the OTA Program recommends visiting http://ww2.nscc.edu/onlinelearning/NSCCorientation.html and completing the NSCC Online Orientation.
Anatomy and Physiology requirement

All students applying to the program must have completed BIOL 2010 Anatomy and Physiology I within the five (5) years before expecting to begin the Program.

For students hoping to be admitted into the Fall 2019 class, the BIOL 2010 Anatomy and Physiology course must have been completed, with a grade of “C” or better, no earlier than Fall Semester 2014. Coursework completed before that date (even the Summer semester prior) does not meet our five year timeline requirement.

Students do not have to complete BIOL 2010 Anatomy and Physiology I before applying to the OTA Program.

If a student is accepted into the program, but unable to complete Anatomy and Physiology before entering in the fall semester, he/she will lose their seat in the Program and will need to reapply for admission the next year. The student is not guaranteed Program admission upon reapplication.

Medical Terminology requirement

Medical Terminology is a required course for the NSCC OTA program. There are several ways in which students may complete this requirement.

1. Complete the NSCC OTA Program course OTAP 1130 Med Term for OT in the Fall semester following admission.
2. Complete a 3 credit hour Medical Terminology course from another accredited institution prior to admission (subject to NSCC review for acceptable transfer credit). Grade of C or better is required.
3. Two credit Medical Terminology courses may be considered for OTA program credit after a case-by-case review. Request for review must come before the beginning of admitted Fall semester courses.

Note: One credit hour Medical Terminology transfer courses are not acceptable for the Medical Terminology requirement.
OTA Curriculum

BIOL 2010: Anatomy and Physiology must be completed, with a grade of “C” or better, within five years before the student hopes to begin the program.

**Fall Semester: Year One***
- OTAP 1310: Occupational Human Development 3 Credits
- OTAP 1320: Exploring Occupations 3 Credits
- OTAP 1210: Foundations of Occupational Therapy 2 Credits
- OTAP 1220: OT Documentation with Level IA 2 Credits
- OTAP 1130: Med Term for OT 1 Credit
- PSYC 1030: General Psychology 3 Credits
- ENGL 1010: Composition I 3 Credits

*** There are eleven (11) OTA credits in the first semester, assuming a student is taking OTAP 1130 Med Term for OT. Financial Aid (qualified students) pays 100% for a student load of 12 credit hours or more. Financial aid is available at a prorated amount for students with less than 12 credit hours. If a student desires 100% financial aid, students may take the 3 credit hour BIOL 1000 Medical Terminology course offered through NSCC instead. Note, this course MUST be taken in the first Fall semester of the OTA Program.

**Spring Semester: Year One**
- OTAP 1350: Group Process and Dynamics 3 Credits
- OTAP 1360: Challenges to Mental Health 3 Credits
- OTAP 1370: Challenges to Physical Health 3 Credits
- OTAP 1340: Human Movement for Occupation 3 Credits
- OTAP 1380: AT and Environments 3 Credits
- OTAP 1240: OT Documentation with Level IB 2 Credits

**Summer Semester: Year One**
- COMM 2025 or COMM 2045 or PSYC 2310 3 Credits
- Humanities Elective 3 Credits

**Fall Semester: Year Two**
- OTAP 2210: OT Int. and Tx: Peds 2 Credits
- OTAP 2320: OT Int. and Tx: Mental Health 3 Credits
- OTAP 2330: OT Int. and Tx: Adults 3 Credits
- OTAP 2320: Practical Applications of OT 3 Credits
- OTAP 2220: Practice Management 2 Credits
- OTAP 2110: Level I C 1 Credit

**Spring Semester: Year Two**
- OTAP 2610: Level II A 6 Credits
- OTAP 2620: Level II B 6 Credits
IMPORTANT INFORMATION FOR STUDENTS APPLYING TO THE
2019 NSCC OTA PROGRAM

All NSCC OTA students are required to participate in clinical fieldwork experiences in hospitals, school systems and in the community. NSCC and the clinical fieldwork site must have an agreement in place in order for a student to participate in such an experience. As part of this agreement, many clinical sites require that students submit a recent criminal background check and/or a drug screen. Based on the results of the background check and/or drug screen, an affiliated clinical site may decide to not allow a student’s presence at their facility.

Prior to enrolling in the program, it is important for potential students to be aware of the following information:

- Accepted students are responsible for initiating, completing and paying for the criminal background check and drug screen in a timely manner. If accepted, dates will be outlined in the Orientation letter. Estimated cost: ~ $110.00
- All accepted students are required to have personal Health Insurance and maintain enrollment throughout the duration of the academic experience if accepted into the Program
- All accepted students will be required to purchase Student Liability Insurance. Cost and due dates will be outlined in the Orientation letter.
- Clinical affiliate sites will determine if a student’s background check information and/or drug screen meets their standards. NSCC will not make that determination.
- Clinical affiliations are a requirement for Program completion; a criminal history or negative drug screen might impact ability to complete the course of study.
- Some clinical sites require students to complete an ADDITIONAL background check or drug screen based on their specific criteria, the student may be required to pay for this second check. Student is responsible for cost.
- All students are required to have current American Heart Association Healthcare Provider CPR Certification (2 years), no substitutions allowed. Students must maintain certification while enrolled in the OTA Program.

Criminal background checks and drug screens are NOT required for program application. If selected to participate in the program, you will be provided with additional information on background checks, drug screens and the timeline for completion.

Students are reminded to carefully review the “Questions of Moral Character” on the OTA Program Application, and to review the information provided regarding NBCOT exam eligibility and Tennessee Licensure eligibility. A felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

NOTE: While NSCC will attempt to locate clinical fieldwork sites for all students, NSCC is not obligated to provide clinical fieldwork experiences for students with a negative criminal history or negative drug screen. Students with a negative criminal history or drug screen could potentially complete the academic portion of the Program, but be unable to participate in the required clinical fieldwork experiences. A student in that situation would not be awarded a degree.

If you have questions or concerns regarding the criminal background check, please call 615-353-3708.

Additional information may be found at www.nbcot.com and http://tn.gov/health/article/OT-about
Occupational Therapy Assistant Program Application

Frequently Asked Questions

• If I attend NSCC, do I need to provide a copy of my NSCC transcripts?
  o YES! ALL students must submit copies of transcripts from ALL schools attended. This includes copies of NSCC transcripts. Application is considered incomplete if transcripts are missing.

• What if the copy I have is poor and very difficult to read?
  o We must be able to read all course, credit, grade and GPA information. If we cannot read the transcript, your file will be considered incomplete. A cumulative GPA on a 4.0 scale is required to be reflected on all submitted transcripts.

• I have a GED. Do you need that information too?
  o Yes, if you have less than 30 college credit hours.

• I have a Bachelor’s degree, do you still need my High School transcripts?
  o No. We require a copy of High School transcripts only if you have completed less than 30 college credit hours

• I have completed one semester of college; do you need my High School transcripts?
  o Yes. We require a copy of High School transcripts if you have completed less than 30 college credit hours

• I have applied to the Program before, do I need to complete and send in another application, including copies of my transcripts?
  o Yes. Note that students are limited to a maximum of two applications. If you have applied to the OTA Program at least twice before without success, you are ineligible to apply again.

• When will I be notified if I get an interview?
  o We hope at least 2-3 weeks prior to the interview. Please hold open on your calendar interview dates listed in the OTA application packet.

• Will I be notified if I do not get an interview?
  o Yes.

• If I do not get an interview, will you review my file and tell me why?
  o No. Individual interview selection score vs. comparison range of selected scores will be available upon request.

• After you review my file, will you call me and let me know if I am missing information?
  o No. The Application Packet includes a checklist with all required information. It is the students’ responsibility to ensure all required information is submitted per guidelines. Please hold your application until you have all pieces (transcripts, etc.) and submit everything in one complete packet.

• The application says that I need to be familiar with computers, online testing, online assignment submissions, email, etc. Is this really true?
  o Yes. Technology is an integral part of the OTA Program and students are expected to enter the program with basic computer knowledge and skills.

• Do I have to be admitted/enrolled at NSCC to apply to the OTA Program?
  o No. But, if accepted in May, students must immediately begin the process for NSCC Admission.

• If I get accepted into the Program, how should I best prepare for Fall 2019?
  o The OTA Program is rigorous. It is full time. Consider if you are prepared to participate in a full time, professional program. Consider your support system. If you have children, consider your alternative child-care plans if they get sick. Consider where you live and if you have reliable transportation to and from NSCC. Consider your financial support and available funding – we recommend that students do not work/have limited work responsibilities while enrolled in the OTA Program. Consider your computer skills – are you prepared to check email at least daily, upload documents, access information via web searches, etc.
Optional Form: Recommendation for Admission

This form is not required for admission. However, any additional information we receive regarding student character is appreciated and will be reviewed during the admissions process. Please note that recommendations are more highly considered when they are from a person who is not related to the applicant, if from a person who can speak to the applicants educational and/or work accomplishments, and/or from a person in the health care field and familiar with the rigors of a health care educational program.

This form must be submitted in a sealed envelope.

Name of Applicant: ____________________________________________________________

Name of person completing this form: ____________________________________________

How long have you known the applicant? ________________________________________

In what capacity do you know the applicant? ______ Student   ______ Employee   ______ Volunteer   ______ Other __________________________

Why do you think this person will succeed as an Occupational Therapy Assistant?

Please describe any qualifications, traits or accomplishments you feel are significant in demonstrating the applicants’ ability to complete the Occupational Therapy Assistant Program.

What might be barriers to success for this applicant?
Would you be comfortable with the applicant working with your friend or your family member? Why or Why not?

Please assess the applicants' qualities below:

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Unable to Rate</th>
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<tbody>
<tr>
<td>Intellectual Competence</td>
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<td>Emotional Stability</td>
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<td>Leadership Ability</td>
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<td>Dependability</td>
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<td>Interpersonal Skills</td>
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<td>Oral Communications</td>
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<td>Written Communication</td>
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<td>Moral Character</td>
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<td>Self-Motivation</td>
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</table>

Please identify your level of confidence in this person's ability to complete OTA Program:

____ Highly Recommend  ____ Recommend  ____ Recommend with Reservations  ____ Do Not Recommend

Signature of Person completing this form: __________________________________________ Date: __________

Place of Employment: __________________________________________________________________________________________________

Title: _________________________________________________________________________________________________________

Address: ______________________________________________________________________________________________________

Telephone#: ______________________ Email: __________________________________________

If we have questions or need clarification, may we contact you?  _____ Yes  ____ No

Additional Comments:

We suggest that you provide this form, in a sealed envelope with your signature over the seal, back to the applicant. The applicant will then include their letter with their completed application packet.