



Occupational Therapy Assistant *Advisement Packet & Program Application for Admission**

(*see Accreditation Status statement & Disclaimer to OTA Applicants)

Campus: Muskogee

The Occupational Therapy Assistant program is offered through a partnership between Indian Capital Technology Center and Connors State College. Students enrolled in this career major will experience challenging coursework while learning occupational therapy assistant theory, practice and critical thinking skills. Fieldwork opportunities are designed to develop professional behavior, observation skills, a foundation for critical inquiry, and synthesis of knowledge to entry level occupational therapy intervention. Treatment focuses will include a variety of physical and psychosocial dysfunctions across the lifespan.

The Occupational Therapy Assistant Program prepares the student as an occupational therapy assistant who will receive an Associate of applied Science degree through Connors State College. Graduates may then apply to take the National Certification Exam, to be administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual would be a Certified Occupational Therapy Assistant (COTA), and would request in writing from the Oklahoma State Board of medical Licensure and Supervision an application for state licensure. (See "Disclaimer to Applicants")

Classroom hours for technical course work at ICTC are generally Monday through Friday, 8:00 a.m. - 3:00 p.m. Class and fieldwork hours may vary and the potential exists for some limited learning opportunities that can only be offered during evenings or weekends. In such cases, students are given as much advanced notice as possible. The technical training program is approximately twelve months in length. Classes begin in August.

The instructional format of the technical coursework is lecture with hands-on / interactive activities, laboratory and fieldwork activities. Students will be assigned to and be required to travel to fieldwork sites in several locations throughout the technical training experience.

Students will be concurrently enrolled at ICTC and CSC while completing technical course work. CSC will develop degree plans and will perform degree checks. ICTC and CSC will work collaboratively to assist students in meeting general education and technical coursework required for graduation.

APPLICATION DEADLINE: March 22, 2016

Accreditation Status

The occupational therapy assistant program has applied for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. Once accreditation of the program has been obtained, its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

***DISCLAIMER TO APPLICANTS OF THE OTA PROGRAM:**

ACOTE granted the program candidacy status on December 7, 2014. Accreditation status of the program will not be known until immediately prior to the graduation of the first class in July, 2016. As stated above, graduates may not sit for national certification if program accreditation is not obtained.

**For information regarding Candidacy and Accreditation Status, contact:
Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational
Therapy Association (AOTA) at**

**4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449
Phone: 301-652-2682 (AOTA)**

www.acoteonline.org

*For information regarding accreditation standards or concerns regarding such standards contact
program officials at ICTC or AOTA*

ICTC reserves the right to close, extend, or re-open the announced application period without prior notification. Incomplete applications may not be considered.

APPLICATION TO ANY ICTC HEALTH CAREER PROGRAM DOES NOT GUARANTEE ADMISSION.

ICTC Nondiscrimination Statement

Indian Capital Technology Center is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment and admission practices. Concerns regarding this policy should be addressed to the District Compliance Coordinator, at 918-687-6383 or 1-800-375-8324, 2403 N 41st Street E, Muskogee, OK 74403. Additionally, each campus has a contact in which complaints can be reported.

CSC Notice of Nondiscrimination

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Occupational Therapy Assistant

Application Process

1- **Complete** application process for admission to Connors State College (CSC)

- **Acceptance to CSC required** for consideration for admission to OTA program

2- **Complete** Application to OTA program (attached) and obtain high school or GED transcript, 2 copies of *official* college transcript(s), and other documentation for points

- Completed application forms, high school or GED transcript and 2 copies of *official* college transcript(s) are required.
- Other documentation is required for awarding of points (See "Priority Point System Explanation")

3- **Complete** 24 hours of observation experience with an Occupational Therapist or Occupational Therapy Assistant documented by completion of the form in this packet

4- **Submit:**

- ▶ completed applications (CSC and ICTC)
- ▶ high school or GED transcript
- ▶ 2 copies of *official* college transcript(s)
- ▶ Observation documentation form
- ▶ other documents for points (as applicable) to:

**Connors State College – Three Rivers Port Campus
ATTN: Jody Butler (OTA Application Enclosed)
2501 N. 41st Street East
Muskogee, OK 74403**

- Applications that are incomplete or not accompanied by high school or GED transcript and 2 copies of *official* college transcript(s) may not be considered. Only documents submitted with application will be awarded points.
- Admission advisement is available at ICTC and CSC.

**APPLICATION DEADLINE:
MARCH 22, 2016**

Admission Requirements and Selection

OTA PROGRAM ADMISSION CRITERIA

- Admission to Connors State College
- Completed ICTC OTA Program Application
- High School diploma or GED (as evidenced by *transcript*)
- Minimum college GPA 2.5 (cumulative)
- Documentation of minimum of 24 hours of observation experience with OT or OTA
- Completion of the following courses at the time of admission:*

 - BIOL 1114 General Biology – "C" or higher – 4 credit hours
 - BIOL 2104 Human Anatomy – "C" or higher – 4 credit hours
 - BIOL 2114 Human Physiology – "C" or higher – 4 credit hours
 - ENG 1113 English Comp I – "C" or higher – 3 credit hours
 - ENG 1213 English Comp II – "C" or higher – 3 credit hours
 - MATH 1513 College Algebra – "C" or higher – 3 credit hours
 - PSYC 1113 General Psychology – "C" or higher – 3 credit hours
 - PSYC 2313 Developmental Psychology – "C" or higher – 3 credit hours
 - NURS 1003 Medical Terminology – "C" or higher – 3 credit hours
 - Additional courses:
 - *POLS 1113 American Federal Government – 3 credit hours
 - *HIST 1483 or HIST 1493 U.S.History – 3 credit hours

*Completion of all courses will be required for degree and must be completed prior to completion of technical course work.

Admission priority will be applied in the following manner:

- 1st priority: Applicants who meet all admission requirements and have a completed all of the above identified coursework
- 2nd priority: Applicants who meet admission requirements but lack 3 credit hours (POLS or HIST only) and/or documentation of completed observation experience with OT or OTA**
- 3rd priority: Applicants who meet admission requirements but lack 6 credit hours (POLS and HIST only) and/or documentation of completed observation experience with OT or OTA**

Applicants who are currently enrolled in the semester must provide documentation of in order for coursework to be considered. **Observation experience must be completed prior to admission

Connors State College will conduct transcript reviews. Applicants must be accepted for admission by Connors State College. Approved admission to CSC, however, does not guarantee admission to the Occupational Therapy Assistant program.

Applicants meeting the admission criteria will be scored according to the "Priority Point System", and ranked within each priority area according to the number of points earned. Highest ranking applicants will then be selected for interviews. ICTC/CSC will determine the number of applicants interviewed. A minimum of score of 10 on the interview is required for admission.

Following interviews, each applicant's interview points will be added to their "Priority Points". Selection for admission will be based on the applicant's total score (Priority Points plus Interview score). Applicants will be notified of admission status by letter in April or May.

If selected for admission, continued enrollment is contingent upon a satisfactory background check and sex offender registry check, subsequent fieldwork placement, and required drug screening. Classes begin in August. Attendance at orientation session will be required.

Cost

Cost of the technical courses of the program at ICTC is approximately \$4,800 - \$5,100.00 (In-District), plus fees required by CSC

- All students will be required to submit a \$100 deposit to ICTC to complete background checks and hold the position in the program.
- All other payments will be arranged through Connors State College.
- Books, supplies and fees for technical courses are included in the cost.
- Final grades and transcripts will not be released if a balance remains.

*Tuition: \$2,380.00 - \$2,720 (In-District); Books \$900.00; Fees & Supplies \$1,500.00 – Fees & other costs are estimated and subject to change. Cost does not include uniforms, or cost of certification & licensure. Additional transcribing & enrollment fees will be required by CSC. ICTC In-District tuition: \$1.75 - \$2.00 /clock hour; Out-of-District tuition: \$3.50 - \$4.00 / clock hour. OTA program is 1360 clock hours.

Other Information

ICTC/CSC are not obligated to admit applicants who do not meet the identified criteria for admission or score below 10 on the interview. If positions remain open after all applicants meeting the criteria for admission have been accommodated, ICTC/CSC reserve the right to extend or re-open the application period without advanced notice, and/or admit applicants who do not fully meet admission criteria or score below 10 on the interview. If these applicants are admitted, the right is reserved to admit contingently and/or on a probationary status and/or set stipulations for admission.

An alternate list will remain in effect until the first week of class. Alternates and applicants not admitted to the program must reapply to be considered for later admission.

Degree Plan - Connors State College:

Associate in Applied Science (AAS) Occupational Therapy Assistant

Total Minimum Degree Hours: 62 credit hours

- **General Education Requirements: 30 credit hours**
 - BIOL 1114 General Biology – 4 hours
 - BIOL 2104 Human Anatomy – 4 hours
 - BIOL 2114 Human Physiology – 4 hours
 - ENGL 1113 English Comp I – 3 hours
 - ENGL 1213 English Comp II – 3 hours
 - HIST 1483 or HIST 1493 U.S. History – 3 hours
 - POLS 1113 American Federal Government – 3 hours
 - PSYC 1113 General Psychology – 3 hours
 - MATH 1513 College Algebra – 3 hours
- **Technical Occupational Support Courses: 6 credit hours**
 - NURS 1003 Medical Terminology – 3 hours
 - PSYC 2313 Developmental Psychology – 3 hours
- **Technical Occupational Specialty Courses (ICTC): 18 credit hours**
 - OTAT 1012 Intro to Occupational Therapy w/lab – 2 hours
 - OTAT 2212 Disease Pathology – 1 hour
 - OTAT 2020 Fieldwork IA – 1 hour
 - OTAT 1023 Kinesiology for OTA w/lab – 2 hours
 - OTAT 2113 Physical Dysfunction/Treatment Techniques – 2 hours
 - OTAT 2101 Therapeutic Activities w/lab – 1 hour
 - OTAT 2002 Health Care systems & Occupational Therapy Management – 1 hour
 - OTAT 2121 Fieldwork IB – 1 hour
 - OTAT 2133 Pediatric Care in Occupational Therapy w/lab – 2 hours
 - OTAT 1101 Therapeutic Media – 1 hour
 - OTAT 2153 Psychosocial Dysfunction/Treatment Techniques – 2 hours
 - OTAT 2143 Elder Care in Occupational Therapy – 2 hours
- **Technical Occupational Related Courses: 8 credit hours**
 - OTAT 2205 Fieldwork IIA – 2 hours
 - OTAT 2215 Fieldwork IIB – 6 hours

Certification and Licensure

After completing the required credit hours, degree graduates will be eligible to take the National Certification Exam, to be administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam the individual will be a Certified Occupational Therapy Assistant (COTA). Presently the cost of the exam is \$620 and is paid directly to NBCOT. After completing the certification exam, each applicant must request in writing from the Oklahoma State Board of Medical Licensure and Supervision an application for State licensure. The current fee for state licensure for a COTA in Oklahoma is \$100, paid directly to the state board. Costs of the certification exam and licensure are the responsibility of the graduate and will be paid directly to the appropriate entities.

A felony conviction may affect a graduate's ability to take the NBCOT Certification examination or attain state licensure. The National Board for Certification in Occupational Therapy (NBCOT) offers an "early determination" review to individuals with a felony background who are considering entering an educational program. For further information call (301) 990-7979 or visit their website at www.nbcot.org.

ALL REQUIRED DOCUMENTATION SHOULD BE SUBMITTED WITH THE APPLICATION. THIS INCLUDES:

- **COMPLETED APPLICATION**
- **HIGH SCHOOL or GED TRANSCRIPT** (*Copy of diploma NOT acceptable*)
 - **2 COPIES of OFFICIAL COLLEGE TRANSCRIPTS**
- **DOCUMENTATION OF OBSERVATION with OT or OTA FORM**

All other documentation is for awarding of points and should also be **SUBMITTED WITH THE APPLICATION**. POINTS WILL NOT BE AWARDED FOR DOCUMENTATION TURNED IN AFTER THIS TIME (See reverse side for further Point explanation).

COLLEGE COURSES

English Comp I	A – 6 pt B – 4 pt C – 2 pt	English Comp II	A – 6 pt B – 4 pt C – 2 pt
General Psychology	A – 6 pt B – 4 pt C – 2 pt	General Biology	A – 6 pt B – 4 pt C – 2 pt
Human Anatomy	A – 6 pt B – 4 pt C – 2 pt	Human Physiology	A – 6 pt B – 4 pt C – 2 pt
Developmental Psychology	A – 6 pt B – 4 pt C – 2 pt	Medical Terminology	A – 6 pt B – 4 pt C – 2 pt
College Algebra	1 pt	American Federal Government	1 pt
History	1 pt	ICTC Health Careers Certification or ICTC Sports Medicine	1 pt

COLLEGE CREDIT / GPA

College Credit Hours	Meets all admission requirements and has completed all identified coursework	4 pts	College GPA	3.5 - 4.0 -- 4 pt 3.0 - <3.5 – 3 pt 2.75 - <3.0 – 2 pt 2.5 - <2.75 – 1 pt
	3 credit hours (POLS or HIST) and/or observation with OT or OTA not completed	2 pts		
	6 credit hours (POLS or HIST) and/or observation with OT or OTA not completed	1 pts		

CERTIFICATION OR LICENSURE IN A HEALTH CAREER

Current certification / licensure in health care** **(see "Point Explanation" for required documentation)	<i>(Max of 5 points in this category)</i>		
	Paramedic, LPN, Surgical Technologist, Radiological Technologist	--	4 pt
	Military Medic	--	3 pt
	Certified Medical Assistant, CNA &/or HHA, EMT	--	2 pt
	Certified Medication Aid, CPR (Health Care Provider), Phlebotomy	--	1 pt
Employment in Health Care		2 pt	Other* _____

TOTAL POINTS (Prior to Interview – 67 possible):

INTERVIEW (30 possible)

TOTAL POINTS (Including Interview) :

Priority Point System Explanation

POINT SECTIONS	EXPLANATION and SUPPORTING DOCUMENTATION										
College Courses	<p>Points are awarded according to grades in college English Comp I & II, General & Developmental Psychology, Biology, Human Anatomy, Human Physiology, and Medical Terminology, and for GPA. Points are awarded for completion of other courses with a "C" or better.</p> <p>Points will be awarded ONLY if an official transcript (college or career tech) is submitted, and the criteria for each is met. If applicant is currently enrolled, points will be awarded if an official transcript documenting enrollment, as well as documentation from instructor indicating a current letter grade.</p>										
College Hours Earned / GPA	<p>Points will be awarded according to the number of required college courses required</p> <ul style="list-style-type: none"> • <u>College Credit</u> – Must submit <i>official</i> transcripts • <u>Grade Point Average (GPA)</u> – points will be awarded for cumulative college GPA. If no GPA is documented on transcript, points will not be awarded. 										
Current Certification or Licensure in Health Care*	<p>Must provide a copy of current certification or license issued by the official certifying or licensing agent. CPR must be "Health Care Provider" to receive points. Military Medics should provide a DD214.</p> <p><i>*ICTC reserves the right to evaluate additional certifications not listed, and award 0-1 point based on the certification's relationship to direct patient care and the program for which the applicant is applying.</i></p>										
Employment	<p>Must provide documentation from employer verifying work experience in health care directly related to patient care for a minimum of one (1) year within the last 5 years.</p>										
Interview	<p>Interviews have a possible 30 points, and a minimum score of 10 is required to be considered for admission. Applicants who meet the admission criteria and are granted interviews will be notified and the interview will be scheduled. The interview will take approximately 15-30 minutes.</p>										
POINT TIES	<p>Ties in applicant scores will be broken by the following items in the order that they are listed below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1) Applicant resides within the ICTC school district</td> <td style="width: 50%;">6) Points received for "Current Cert/License in Hlth Care"</td> </tr> <tr> <td>2) Interview score</td> <td>7) Date Application received</td> </tr> <tr> <td>3) GPA</td> <td>8) Random drawing</td> </tr> <tr> <td>4) Points received for College Course</td> <td></td> </tr> <tr> <td>5) Points received for "Health-Related Education"</td> <td></td> </tr> </table>	1) Applicant resides within the ICTC school district	6) Points received for "Current Cert/License in Hlth Care"	2) Interview score	7) Date Application received	3) GPA	8) Random drawing	4) Points received for College Course		5) Points received for "Health-Related Education"	
1) Applicant resides within the ICTC school district	6) Points received for "Current Cert/License in Hlth Care"										
2) Interview score	7) Date Application received										
3) GPA	8) Random drawing										
4) Points received for College Course											
5) Points received for "Health-Related Education"											



GENERAL INFORMATION ABOUT ABILITIES NEEDED FOR SUCCESS IN HEALTH CAREERS EDUCATION

A student in health careers education will be learning through direct participation in patient care and as a member of the health care team. To participate effectively as a health care provider, individuals should possess certain abilities which include but may not be limited to:

Vision

adequate to read very small print, diagrams, graphs, and calibrations such as mm and 0.1 ml. Also, must be able to discriminate color changes of skin and body exudates.

Hearing

conversational tones discriminate between different sounds within the body such as breath, heart, fetal heart with use of adaptive medical equipment such as stethoscope; also hear signal alerts on medical machinery.

Smell

to detect and discriminate between odors.

Touch

in order to perceive, through the tactile sense, certain parts of a person's anatomy for the purpose of identifying reference sites for various treatments and/or diagnostic procedures, to collect data during a physical exam, to render personal hygiene measures, etc.

Speak & Write

the predominant language of the geographic area in a clear, concise way during verbal and written communication.

General physical fitness / Gross Motor / Fine Motor

including strength, balance, and agility adequate to endure activities including, but not limited to the following: several consecutive hours of walking, standing, moving, and lifting other persons, pushing and pulling various types of equipment such as wheelchairs, gurneys (stretchers), bending and stooping. Fine motor skills are needed to write, to manipulate small equipment such as syringes, needles, surgical instruments, tubing, etc., and to maintain sterile fields. General physical fitness also including freedom from infectious diseases which pose a significant risk of transmission to others in the work place if reasonable accommodations will not eliminate that risk.

General mental/ emotional fitness

adequate to ensure informed judgment and individual competence on the part of the student in accepting responsibilities, delegating activities to others and providing care to patients.

Basic academic skills

Reading & Math: prefer High School or higher grade equivalency level as evidence on approved program assessment exam(s). Skills should include; penmanship legible; word usage (written & verbal) appropriate and correct within sentence structure, words spelled correctly; ability to read and interpret various forms of written communication; working with whole numbers, fractions, decimals, calculation of such things as IV fluid rates, preparation of medication dosages, applying various formulas to determine body mass, etc.

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Applicants Educated Outside the United States:

Applicants who received their high school education outside the United States must submit official documentation that their high school education and subsequent graduation is equivalent to that of a high school graduate in the United States. This may be accomplished by one of the following methods:

1. Take the GED exam and submit scores/documentation indicating high school equivalency. The applicant may contact an ICTC or CSC counselor for assistance with this process.
2. Request a review/evaluation of academic records from an official agency that specializes in validating academic credentials of persons educated outside the United States. Provide proof /documentation of such to ICTC/CSC. Such documentation must indicate that the applicant's education meets high school graduate equivalency in the United States.
3. If the applicant has completed a minimum of 30 college hours from an accredited/approved higher education institution within the state of Oklahoma, the applicant may be eligible to petition the Oklahoma Department of Education to be awarded high school equivalency. For more information the applicant may contact the Oklahoma Department of Education at 1-800-405-0355.

It is the applicant's responsibility to provide one of the above forms of documentation. The applicant is responsible for any cost that might be incurred.

Applicants Who Are Home Schooled or Graduated From a Non-State Accredited High School:

Applicants who are home schooled &/or graduated from a non-accredited high school should demonstrate high school equivalency. This may be accomplished in one of the following ways:

1. Take the GED exam and submit scores/documentation indicating high school equivalency. The applicant may contact an ICTC/CSC counselor for assistance with this process.
2. If the applicant has completed a minimum of 30 college hours from an accredited/approved high education institution within the state of Oklahoma, the applicant may be eligible to petition the Oklahoma Department of Education to be awarded high school equivalency. For more information the applicant may contact the Oklahoma Department of Education at 1-800-405-0355.

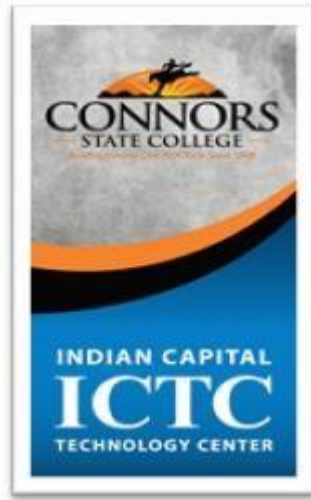
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Occupational Therapy Assistant Program

Occupational Therapy Observation Verification

I, _____, (OT/OTA) certify that _____ (applicant) has completed a minimum of 24 hours of observation at _____ (facility).

By signing this form, the student agrees that he/she does not have affiliations with this facility during or prior to, the past 12 months.

OT/OTA signature

Date

Applicant signature

Date



Official use only:	
AC	AQ
ANC	ANQ
ADM/ALT	_____

OCCUPATIONAL THERAPY ASSISTANT
Program Application For Admission
*(*see Accreditation Status statement & Disclaimer to OTA applicants)*

APPLICANT INFORMATION:

DATE APPLICATION SUBMITTED: _____ SOCIAL SECURITY# _____

NAME: _____
(Last) (First) (MI) (Other last names on educational/financial records, etc)

MAILING ADDRESS: _____
(Street) (City) (State) (Zip)

HOME PHONE: _____ CELL PHONE: _____ E-MAIL: _____

ALTERNATE CONTACT: _____
(Name) (Relation) (Phone)

Are you a US Citizen? NO* YES **Proof of Legal Residency may be required for certification or licensure*

PROGRAM TO WHICH YOU ARE APPLYING

Occupational Therapy Assistant* (ICTC Muskogee Campus – Application deadline: March 22, 2016)
**see "Accreditation Status / Disclaimer to Applicants of the OTA Program"*

EDUCATION HISTORY

HIGH SCHOOL GRADUATE Year: _____ or GED Year: _____

If High School Graduate:
 High School Name _____ City/State _____

PREVIOUS ENROLLMENT IN ICTC HEALTH CAREER PROGRAMS
 Please indicate below if you have been previously enrolled in any of the programs below:

Practical Nursing	Yes / No	Year:	Campus:
Radiology Technology	Yes / No	Year:	
Surgical Technology	Yes / No	Year:	
Occupational Therapy Assistant	Yes / No	Year:	
Health Careers Certification or Sports Medicine	Yes / No	Year:	Campus:

COLLEGE DEGREES

Degree	College	Year

CREDIT FOR PREVIOUS LEARNING / RELATED COURSES
 Credit for courses listed below may be granted for some programs with submission of *official* transcripts documenting stated requirements.
 Please indicate whether or not you will be requesting credit.

OCCUPATIONAL THERAPY / OCCUPATIONAL THERAPY ASSISTANT COURSEWORK	YES / NO

Complete Reverse Side of Application →

Statements of Understanding

1. Photo Release

I give my permission to Indian Capital Technology Center to use my photograph or video image for public relations or instructional purposes. I understand that I will not be compensated in any manner for this use.

2. Approval for Release of Records

I authorize Indian Capital Technology Center to release records/information to agencies providing or preparing to provide assistance to me for my educational benefit. This includes financial aid entities, fieldwork sites, other education entities, or official agencies.

3. Background Checks

Individuals applying for enrollment and who are admitted must comply with the request for a background check(s), which includes a sex offender registry check(s) as set forth in current ICTC policy. The background check may be shared with fieldwork sites. Information contained in the background check may affect the individual's ability to continue enrollment in the program. In addition, background check results may affect employment or licensure.

4. Drug and Alcohol Screens

Students enrolled in health career programs at ICTC will be required to complete drug and/or alcohol screens. Failure to submit a clear screen at any time may result in immediate dismissal from ICTC. Expenses associated with screens are the responsibility of the student.

5. Services for Students Requiring Accommodations

Adult students requiring accommodations are advised to contact Student Services at 918-687-6383 and/or notify the Program Administrator/ Instructor.

6. Financial Aid

The student is ultimately responsible for the payment of all school expenses at the time they are due.

7. Policies and Procedures

Students are expected to comply with all policies and regulations of Indian Capital Technology Center and its health careers programs. Handbooks containing policies and procedures for ICTC students and full-time Adult Health Careers students are available to every student enrolled at www.icctech.com. Students should ensure they obtain and read these documents upon admission. If a student cannot access the handbook for any reason, he/she should notify faculty and request such documents.

8. *Accreditation Status / Disclaimer to Applicants of the OTA Program

The occupational therapy assistant program has applied for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. Once accreditation of the program has been obtained, its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

DISCLAIMER TO APPLICANTS OF THE OTA PROGRAM: ACOTE granted the program candidacy status on December 7, 2014. The accreditation status of the program will not be known until immediately prior to the graduation of the first class in July, 2016. As stated above, graduates may not sit for national certification if program accreditation is not obtained.

I have read and understand the above statements:

Signature of Applicant

Date

I hereby certify that I am the applicant referred to in the application and that the information I have provided is true and accurate to the best of my knowledge. I understand that if I am admitted to the ICTC/CSC Occupational Therapy Assistant Program, any false statement or misrepresentation on this application and throughout the course of the admission process and/or enrollment shall be considered sufficient cause of dismissal from the program.

Signature of Applicant

Date

ICTC Nondiscrimination Statement

Indian Capital Technology Center is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment and admission practices. Concerns regarding this policy should be addressed to the District Compliance Coordinator, at 918-687-6383 or 1-800-375-8324, 2403 N 41st Street E, Muskogee, OK 74403. Additionally, each campus has a contact in which complaints can be reported.

CSC Notice of Nondiscrimination

Connors State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures. This provision includes, but is not limited to admissions, employment, financial aid and educational services. The Director of Human Resources, ADA, Affirmative Action and Title IX Coordinator, 700 College Rd., Warner, OK 74469, Gatlin Hall Rm 231; Phone (918) 463-6206; email: walkernv@connorsstate.edu has been designated to handle inquiries regarding non-discrimination policies. Any person (student, faculty or staff) who believes that discriminatory practices have been engaged in based on gender may discuss his or her concerns and file informal or formal complaints of possible violations of Title IX with CSC's Title IX Coordinator, (918) 463-6206.