

The Associate in Science (A.S.) in Occupational Therapy Assistant degree program prepares students to function as an entry-level certified occupational therapy assistant (COTA). Occupational therapy assistants provide support for occupational therapists and help patients learn to live to their fullest potential. The occupational therapy assistant degree (OT degree) combines general education and professional occupational therapist assistant (OTA) concentration courses through lecture, laboratory and clinical education experiences.

Beginning in Summer 2022, students will enter the prerequisite phase of the program (conditional offer) until they complete all admissions requirements.

Please note that admission to the professional-level Occupational Therapy Assistant courses/program is highly competitive.

### **Program Requirements**

#### Prerequisites

The following courses must be completed with a grade of C or better before the application deadline.

- BSC 2085C - Human Anatomy and Physiology I 4
- BSC 2086C - Human Anatomy and Physiology II 4
- ENC 1101 - English Composition I 3
  - or ENC 1101C - English Composition I Enhanced 4
  - or ENC 1102 - Writing About Texts 3
- Mathematics Credit Hours: 3
  - **or** higher-level MAC prefix course
  - **or** MAP 2302 - Differential Equations 3
  - **or** MGF 1106 - Topics in College Mathematics 3
  - **or** MGF 1107 - Explorations in Mathematics 3
  - **or** STA 2023 - Elementary Statistics 3
- Social and Behavioral Sciences: 3
  - DEP 2004 – Human Growth and Development 3

Pre-requisite and general education courses are offered in an online, on-campus and hybrid format. In the OTA program, there are two courses that are offered in a fully online format which includes OTH 1001 Introduction to Occupational Therapy and OTH 1704 Professionalism and Documentation in Healthcare. All other courses within the occupational therapy assistant program are offered in an on-campus or hybrid format, but all have components that require the use of technology.

*FSCJ uses the learning management system (LMS) Canvas for all courses and for submission of all coursework. Therefore, the following is a MINIMUM requirement:*

- *A Florida State College at Jacksonville [email account](#)*
- *Computer with:*
  - *Internet access*
  - *Current operating system such as [Firefox](#) or [Chrome](#).*
  - *Office software ([\(Microsoft Office 365 is free for FSCJ students\)](#))*
  - *Webcam, microphone and speakers*
  - *Software and plug-ins that may include:*
    - [Adobe Acrobat Reader](#)
    - [Flash Player \(required for recording audio and video on Canvas\)](#)
    - [Java \(required for screen sharing on Canvas\)](#)
    - [VLC media player](#)

Many textbooks within the program are offered in an e-book format or provide supplemental resources for students online. Online subscription-based resources are utilized to supplement textbooks. Faculty hold office hours on-campus and virtually to meet the varying needs of student schedules through the use of Cisco Webex, Microsoft Teams, or Canvas Conferences.

Technology competencies include, but are not limited to, word processing skills, completing internet searches, downloading and uploading files, presentation development and recording, navigation of the learning management system, file management skills, videoconferencing skills and the ability to scan coursework for upload into the learning management system.

Please review this checklist. If you answer yes to every item and have submitted transcripts to support your course completion, you could be ready for review and ranking for consideration for admittance to the professional phase of the Occupational Therapy Assistant program.

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#### CHECKLIST

- Submit official non-FSCJ transcripts to the College before the published application deadline for the term you wish to begin, if applicable.
- Submit official A.P., I.B., AICE, CLEP and/or DSST score reports to the College before the published application deadline for the term you wish to begin, if applicable. (A.P. – Advanced Placement, I.B. – International Baccalaureate, AICE – University of Cambridge)
  - Applicant has achieved a minimum average score of 75% for the 9-subtest areas to be eligible to apply for the Professional Phase.
  - Applicant has achieved a minimum score of 75% in each of the four listed HESI A2 subtests to be considered for the program.
    - Anatomy & Physiology
    - Math
    - Vocabulary
    - Reading Comprehension

If the HESI test was taken at FSCJ, no action is required. Your scores will be automatically submitted. If you have Questions pertaining to the HESI and submitting your official scores, please email [north\\_testing@fscj.edu](mailto:north_testing@fscj.edu) or call 904.713.4529. **The HESI assessment can only be taken once every 90 days.**

- Complete the following courses with a grade of "C" or better by the published program deadline for the term you wish to begin. A GPA of 2.5 must be maintained.
  - BSC 2085C - Human Anatomy and Physiology I 4
  - BSC 2086C - Human Anatomy and Physiology II 4
  - ENC 1101 - English Composition I 3
    - or ENC 1101C - English Composition I Enhanced 4
    - or ENC 1102 - Writing About Texts 3
  - Mathematics Credit Hours: 3
    - **or** higher-level MAC prefix course
    - **or** MAP 2302 - Differential Equations 3
    - **or** MGF 1106 - Topics in College Mathematics 3
    - **or** MGF 1107 - Explorations in Mathematics 3
    - **or** STA 2023 - Elementary Statistics 3
  - DEP 2004 Human Growth and Development 3
- Submit any additional documents to support your application the HCIC at [HCIC@FSCJ.edu](mailto:HCIC@FSCJ.edu) by the application deadline.
  - Work or Military Verification letters should include the following
    - Typed on company letterhead
    - Dates of employment
    - Health related duties
  - Submission of signed Core Performance Standards
  - Documentation of CPR/BLS certification from the **American Heart Association**
  - Emails containing supporting documents should be sent to the [HCIC@FSCJ.edu](mailto:HCIC@FSCJ.edu) email address and contain the following
    - Program of study, term, and application attachment in the subject line
    - Student name and ID number in the body of the message
    - Documents included as attachments

If you answered no to any of the above checklist items, please meet with an academic advisor to discuss your education plan and next steps.

While the following courses are not pre-requisites to the application process, they are general education requirements necessary to graduate with the Associate of Science degree. Due to the full course load and intensity of coursework required once

admitted into the Occupational Therapy Assistant program, it is strongly advised that students complete the course options below as required and meet the Civics Literacy requirement before beginning the Fall semester.

- **Social and Behavioral Sciences**

[AMH 2020 - United States History From 1877 to the Present Credit Hours: 3](#)

**or**

[POS 2041 - American Federal Government Credit Hours: 3](#)

*Note: Students are required to demonstrate competency in civic literacy in accordance with s. 1007.25, Florida Statutes (F.S.) and State Board of Education Rule 6A-10.02413, Florida Administrative Code (F.A.C.). Pursuant to guidelines established by Senate Bill 1108, competency is demonstrated by completion of one of two civic literacy courses, either AMH 2020 or POS 2041, with a grade of C or higher **AND** by achievement of the standard score on a state-approved assessment.*

## COMPETITIVE REVIEW PROCESS

Students are ready for review by the admissions committee upon completion of all checklist requirements. The committee uses the Associate in Science in Occupational Therapy Assistant Ranking Criteria below to review and rank candidates for admittance consideration. Please note that the admission process is highly competitive.

Grade Point Average: Applicants must earn a grade of C or better in each prerequisite course (noted in bold below) and have an overall minimum prerequisite GPA of 2.5.

Occupational Therapy Assistant Ranking Rubric			Max Points
<b>Overall Cumulative GPA (Minimum requirement 2.5)</b>			<b>20</b>
<b>Overall GPA</b>	<b>Points</b>		
2.5 - 2.99	5		
3.0 - 3.49	15		
3.5 – 4.0	20		
<b>A grade of "C" or better in all required OTA prerequisite courses.</b>			<b>30</b>
<b>Course Grade</b>	<b>Points</b>		
A	10 per course		
B	8 per course		
C	6 per course		
<b>Required Prerequisite Courses:</b>			
<b>Course Title</b>	<b>Course Code</b>	<b>Credit Hours</b>	
English Composition I	ENC 1101	3	
Human Growth and Development	DEP2004	3	
Anatomy & Physiology I or Anatomy & Physiology II	BSC 2085C or BSC2086	4	
<b>HESI A2</b>			<b>50</b>
<p>A complete HESI/A2 administration is required and consists of nine (9) sub-tests that must be completed in one sitting. The Average Combined Score (cumulative score) of the 9 categories must be 75% minimum for consideration of the application for admissions. A minimum score of 75 in each of the following sub-tests is required: <i>Anatomy &amp; Physiology, Math, Vocabulary, and Reading Comprehension.</i></p> <p><i>*Must take all 9 categories at one sitting. Exam can be taken up to 3 times per year to meet these criteria</i></p>			

<p><b>4 Primary Categories: A&amp;P, Math, Vocabulary, Reading Comprehension</b>  Add all the points achieved in each of the four categories including A&amp;P, Math, Vocabulary and Reading Comprehension and then divide by 8 to calculate the points for this category.</p> <p>For example:  A&amp;P: 100  Math: 100  Vocabulary: 100  Reading Comprehension: 100  Total: 400  Divide by 8= 50 points</p>		
<b>Bonus Points</b>		
<b>Health Care Experience (Direct Patient Care) or Military Experience</b>		
<b>Duration</b>	<b>Points</b>	
1 month	.25 pts	
2 months	.50 pts	
3 months	.75 pts	
4 months	1.0 pts	
5 months	1.25 pts	<b>5</b>
56 months	1.5 pts	
7 months	2.0 pts	
8 months	2.25pts	
9 months	2.5 pts	
10 months	3 pts	
11 months	4 pts	
12 months or >	5pts	
<b>CPR Certification for Health Care Providers</b>		
American Heart Association Only	<b>Points</b>	<b>2</b>
CPR/BLS Provider Card	2	
<b>Total Possible Points</b>		<b>107</b>

### Accreditation

The OTA program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, Bethesda, MD 20852-4929. To contact ACOTE (c/o AOTA), call (301) 652-AOTA or visit [www.acoteonline.org](http://www.acoteonline.org). For official program pass rates on the certification exam please visit NBCOT. Upon

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. A felony conviction may affect a graduate's ability to sit for the NBCOT Certification Examination or attain state licensure.

At its April 2018 meeting, the Accreditation Council for Occupational Therapy Education (ACOTE) granted the FSCJ Occupational Therapy Assistant Program a Status of Accreditation for a period of ten years. ACOTE is recognized as the accrediting agency for occupational therapy education by both the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). ACOTE is also an active member of the Association of Specialized and Professional Accreditors (ASPA). ACOTE currently accredits over 407 occupational therapy and occupational therapy assistant educational programs in the United States and its territories.

The program completed the Interim Report in 2022 and the next onsite evaluation will take place by 2027/28.

### **Record of Conviction of a Crime**

Effective July 1, 2009, pursuant to Section 456.0635, Florida Statutes, health care review boards shall refuse to renew a license, certificate or registration, issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been convicted or plead guilty or nolo contendere, regardless of adjudication, to a felony violation of: chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application, terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years) or terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years). The Florida nursing or allied health licensure or certification application requires disclosure of any criminal history and the disposition of all cases prior to board review. Being convicted of or having entered a plea of guilty or nolo contendere to, any of the listed felonies in Florida Statute 456.0635 or termination for cause from the statutorily described Medicaid programs will preclude an applicant from obtaining a nursing or allied health license or certification in the state of Florida. Entry and



acceptance into the nursing or allied health program does not guarantee licensure or certification in the state of Florida.

## **PERFORMANCE STANDARDS**

Individuals who choose the Occupational Therapy Assistant profession require the capabilities outlined below regarding core performance standards. This list is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The overall physical demand rating for a job of the OTA falls within the medium classification according to the Dictionary of Occupational Titles.

**Specialized Motor Skills and Mobility:** Gross and fine motor abilities sufficient to provide safe and adequate performance of clinical procedures.

- Demonstrate physical abilities sufficient to move from room to room.
- Manipulate equipment by pushing/pulling weight up to 300 lbs. and lifting a minimum of 50 lbs.
- Walk long distances (up to approximately 3 miles per day).
- Occasionally required to perform stooping, kneeling and crouching.
- Assist with patient transfers and lifts or help them turn stand or walk.
- Regularly required to stand, talk and/or hear.

**Sensory:** Sufficient use of the senses of vision, hearing, touch and smell to observe, assess and evaluate close to and at a distance in the classroom and clinical setting

- Hear auditory signals from monitors, cameras and beepers.
- Hear emergency signals, auscultatory sounds and patient verbalizing needs.
- Perform visual assessment and observe patients' responses.
- Perceive, interpret and use information via observation, listening, touching, and smelling.

**Critical Thinking:** Critical thinking ability sufficient for clinical judgment, ability to acquire, assimilate, integrate, apply and evaluate information and problem solve.

- Understand and interpret written and verbal orders.
- Respond promptly to emergency situations.
- Concentrate and focus attention for long periods of time.
- Identify cause and effect relationships in clinical situations.
- Skills in analyzing problems, identifying solutions, recommending and implementing methods, procedures and techniques for resolution of issues.
- Make accurate decisions independently.

**Interpersonal/Behavioral:** Interpersonal ability sufficient to communicate and interact with individuals, families and groups from a variety of backgrounds including social, emotional, cultural, economic and intellectual.

- Establish rapport with patients, clients, colleagues and other health care personnel.
- Demonstrate patience, empathy and concern for other.
- Display calm manner in fearful or hostile situations.
- Exhibit emotional stability and composure to function safely under stress and adapt to changing environments.
- Exhibit social skills necessary to interact effectively with clients, families, supervisors, co-workers and community members of the same or different cultures with respect, compassion, tact, collaboration, teamwork, responsibility and discretion.
- Display attitudes and actions consistent with the core values and ethical standards of the occupational therapy profession.
- Maintain personal hygiene and appearance (including skin and piercing practices) consistent with close personal contact in client care.
- Establish therapeutic relationships and communicate in a supportive manner.

**Communication:** Communication abilities sufficient for interaction with others in verbal and written form.

- Communicate needs in a prompt, clear and concise manner. Accurately document findings both written and oral. Communicate information accurately and effectively.
- Read and evaluate written information such as admissions reports, diagnosis, Occupational Therapy evaluations, treatment plans, written and verbal orders.
- Observe and record patients' progress, attitudes and behavior and maintain this information in client records.
- Participate in multi-disciplinary team meetings to review client's functional status, treatment, concerns and recommendations.
- Communicate effectively with providers, families and other agencies.

**Behavior:** Sufficiency of motivation, responsibility and flexibility to function in new, ever-changing and stressful environments and adapt appropriately to diverse client needs.

- Maintain patient confidentiality.
- Show accountability for actions.
- Adapt to assignment of patients and clinical site such that the student meets objectives while providing safe, adequate patient care.
- Knowledge of the principles and practices of legal, ethical and professional rules of conduct.
- Maintain and promote a positive attitude toward clients and their treatment program.
- Monitor patients, activities in home, school or clinic environment; help to create a safe and therapeutic environment for patients; follow established safe practices; follow safety protocols and calls for assistance as required.

**Knowledge:**

- Knowledge of records management and documentation requirements.
- Knowledge of construction, use and care of orthopedic appliances, splinting and Durable Medical Equipment.
- Conduct direct therapy to include therapeutic exercise, transfer training, facilitate normal postural responses and developmental sequence, teach

wheelchair mobility, provide training in activities of daily living, provide training in oral motor and feeding skills, and instructs clients in proper body mechanics in developmental sequence, transfers, balance activities and wheelchair use.

Signature: \_\_\_\_\_