

# OCCUPATIONAL THERAPY ASSISTANT

GATEWAYCC.EDU/ OCCUPATIONAL-THERAPY-ASSISTANT

[ INFORMATION PACKET ]



HEALTH SCIENCES



MARICOPA  
COMMUNITY COLLEGES



GATEWAY  
COMMUNITY COLLEGE  
A MARICOPA COMMUNITY COLLEGE

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system,

<https://www.maricopa.edu/non-discrimination>.

For the latest information on programs, please visit our website at [gatewaycc.edu](http://gatewaycc.edu)

Dear Prospective Student:

Thank you for your interest in the Occupational Therapist Assistant Program at GateWay Community College.

Please review the enclosed Information and Application Packet. If you decide to apply for admission into the program, complete all the required steps noted on the **INFORMATION SHEET** and **APPLICATION PROCESS** pages of the packet.

Please access one of the following resources or the program website if you have additional questions about the program:

**College Website:** <http://www.gatewaycc.edu>

**College Advising:** 602-286-8181; [advisor@gatewaycc.edu](mailto:advisor@gatewaycc.edu)

**Dr. Marla Pomeranz**, OTD, OTR/L, MEd – Program Director / 602.286.8495

E-mail: [marla.pomeranz@gatewaycc.edu](mailto:marla.pomeranz@gatewaycc.edu)

**Angelia Lujan-Wienser**, COTA/L, BA- Academic Fieldwork Coordinator/  
602.286.8452

E-mail: [angelita.wiesner@gatewaycc.edu](mailto:angelita.wiesner@gatewaycc.edu)

Please note that the curriculum and prerequisites for the program will be revised periodically. It is the applicant's responsibility to remain aware of any changes in admission requirements.

I wish you success in your educational and career pursuits.

Sincerely,

Dr. Marla Pomeranz OTD, OTR/L, MEd  
Director – Occupational Therapist Assistant Program

Mrs. Angelita Wiesner, COTA/L, BA  
Academic Fieldwork Coordinator

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## APPLICATION PROCESS

- STEP 1** – See a College Advisor or visit the college website ([www.gatewaycc.edu](http://www.gatewaycc.edu))
- a. Receive a program information and application packet
- STEP 2** – Read the entire packet carefully
- a. Contact a college advisor to discuss questions
- STEP 3** – Complete the Student Information Form to the College
- a. Obtain form at the Admissions and Records office or at:  
<https://www.gatewaycc.edu/enrollment>
- b. Submit form to Admissions and Records or enroll online.
- STEP 4** – Transcripts – Request official transcripts from colleges/universities to be sent to the Admissions and Records Office, GWCC, 108 N. 40th St., Phoenix, AZ 85034.
- a. Official transcripts must be sent from institution to institution. Allow 2-4 weeks for receipt.  
Please request the institution to include the current name and student ID number used at GateWay Community College.
- STEP 5** – Complete pre-requisites (see page 12).
- STEP 6** – Submit the **COMPLETED** application (page 23) to the Admissions and Records Department.

### **A completed application packet consists of:**

1. Official college/university transcripts received by GWCC Admissions and Records.
2. Completed Student Information Form submitted to Admissions and Records
3. Documentation of completion program prerequisites.

## FREQUENTLY ASKED QUESTIONS ABOUT CAREERS IN OCCUPATIONAL THERAPY

### **What is an Occupational Therapy Assistant?**

Occupational Therapy Assistants (OTAs) help persons across the lifespan with physical, cognitive, psychological, or developmental impairments acquire or recover the ability to perform activities of daily living. OTAs blend science, creativity, and compassion to help their clients develop skills and strategies to participate fully in meaningful life activities. OTAs follow the Occupational Therapy Practice Framework for a holistic and client-centered approach to therapy creating interventions in the following domains of practice:

- **ADL:** Bathing, showering, toileting and toilet hygiene, dressing, swallowing/eating, feeding, functional mobility, personal hygiene and grooming, and sexual activity
- **IADL:** Care of others, care of pets, child rearing, communication management, driving and community mobility, financial management, health management and maintenance, home establishment and managements, meal preparation and cleanup,, religious and spiritual activities and expression, safety and emergency maintenance, and shopping
- **Health Care Management:** Social and emotional health promotion and maintenance, symptom and condition management, communication with health care systems, medication management, physical activity, nutrition management, and personal care device management.
- **Rest and sleep:** Rest, sleep preparation, and sleep participation
- **Education:** formal education participation, informal personal education needs or interests exploration (beyond formal education), and informal personal education participation
- **Work:** Employment interests and pursuits, employment seeking and acquisition, job performance, retirement preparation and adjustment, and volunteer exploration
- **Play:** Play exploration and play participation
- **Leisure:** Leisure exploration and leisure participation
- **Social participation:** Community, family, and friends

## **Who provides Occupational Therapy?**

Occupational Therapists (OTs) assess patients, determine what treatment is necessary, and perform skilled treatments. Occupational therapists assistants (OTAs) help the occupational therapist by performing selected treatment interventions with patients. OTs always supervise OTAs.

## **I really want to become an occupational therapist – do I need to become an occupational therapist assistant first?**

Individuals interested in becoming occupational therapists do not need to complete education as an OTA to become an OT.

## **What Education is Necessary?**

Individuals interested in becoming occupational therapists complete a bachelor's degree prior to making an application to enter an educational program. Programs for the education of occupational therapists are at both the masters and the doctoral level and generally take three to four years to complete. Occupational therapist assistants attend community or technical colleges that offer an associate's degree, these programs are completed in 4 semesters.

## **Where do OTs and OTAs work?**

OTs and OTAs are employed in hospitals, skilled nursing facilities, schools, home health and outpatient practice settings.

## **How much money do OTs and OTAs make?**

Information about wages and salaries for occupational therapists can be found at <https://www.bls.gov/ooh/healthcare/occupational-therapists.htm>

## **What is the current job market for OTAs?**

According to the United States Department of Labor/Bureau of Labor Statistics states, employment of occupational therapy assistants will increase 24 percent from 2016 to 2026, much faster than the average for all occupations. Demand for occupational therapy services is expected to increase in regards to the treatment of individuals with various illnesses and disabilities, such as Alzheimer's disease, cerebral palsy, autism, or the loss of a limb. The need for occupational therapists is expected to increase, as the large baby-boom generation ages and people remain active later in life.

Occupational therapists can help senior citizens maintain their independence by recommending home modifications and strategies that make daily activities easier. Therapists also play a role in the treatment of many conditions and ailments commonly associated with aging, such as arthritis and stroke.

Occupational therapists also will be needed in a variety of healthcare settings to treat patients with chronic conditions, such as diabetes. Patients will continue to seek noninvasive outpatient treatment for long-term disabilities and illnesses, either in their homes or in residential care environments. These patients may need occupational therapy to become more independent and to perform a variety of daily tasks.

Demand for occupational therapy services also will stem from patients with autism spectrum disorder. Therapists will continue to be needed in schools to assist children with autism in improving their social skills and accomplishing a variety of daily tasks.

Graduates of the OTA Program at GateWay Community College will be in high demand.

### **Why should I consider a career in occupational therapy?**

A career in occupational therapy is very rewarding. Each day occupational therapists and occupational therapist assistants work closely with their patients to help them recover from injuries or illnesses that have temporarily or permanently changed their lives. OTs and OTAs are important members of the rehabilitation team. Helping people to progress back towards optimal health is a wonderful experience.

OTs and OTAs work in hospitals, rehabilitation centers, home health, schools, skilled nursing facilities, outpatient clinics and sports medicine centers. Work hours are generally during the daytime, Monday through Friday. Weekend work is generally available or required at hospitals and skilled nursing facilities. OTs and OTAs are men and women who enjoy challenging work, communicating with people, and working in a team to assist patients to live life to the fullest.

### **Do I need to pass an examination to be an OT or OTA?**

To hold the title of occupational therapist or occupational therapist assistant in Arizona an individual must pass the National Board for Certification of Occupational Therapy exam (NBCOT) for the respective level of education and training. The Federation of State Boards of Occupational Therapy (ACOTE) administers the examination. Costs associated with applying for licensure/certification and taking the examination are approximately \$650.

### **If I have a criminal record, will that prohibit me from being successful in this career?**

Clinical agreements with healthcare facilities require that students possess a Fingerprint Clearance Card issued by the Arizona Department of Public Safety. Additionally, a student must not be listed on the Federal Government's Office of the Inspector General's Exclusion List. Students that are unable to obtain either of these clearances will be prohibited from attending all healthcare education programs at GateWay Community College.

## **FREQUENTLY ASKED QUESTIONS ABOUT THE PROGRAM**

### **How many students are admitted to the program?**

A new class of 25 students is admitted each January to the traditional day program. The number of students admitted may change depending on employment market conditions and the availability of clinical training sites.

### **What do I need to do to apply to the program?**

It is recommended that interested students contact a college advisor to discuss the program (602-286-8600 or [advisor@gatewaycc.edu](mailto:advisor@gatewaycc.edu)). Following these initial meetings, students should then work to complete the following:

- a) BIO201 AND BIO202
- b) CRE101 OR Equivalent by Assessment on Placement Test
- c) COM100 OR COM110 OR COM230
- d) ENG101 First-Year OR ENG107
- e) HCC146 OR Work experience or equivalent education as evaluated by the Gateway Health Core Curriculum Coordinator
- f) OTA100
- g) PSY101

### **What happens to my application if I am not accepted into the program?**

There are limited spaces available in the OTA program. Only students who have completed all the program prerequisites listed here may have their name added to the queue of those waiting for an available space in a cohort.

**How long does it take to complete the program?**

The program can be completed in five semesters. Students admitted to the day program in January 2024 will graduate in May 2025, if all lecture, laboratory, and clinical courses are completed satisfactorily. Many students take a year prior to actually beginning program courses to complete program prerequisites and general education courses that are required for the Associate in Applied Science (AAS) degree.

**Are the OTA Program courses transferable to colleges or universities if I decide to pursue a bachelor's degree?**

Certain bachelor's degree programs will accept up to 90 credits from the program. Contact college advising (602-286-8600) for further information. Also, see [www.nau.edu/extended](http://www.nau.edu/extended) for information about the Bachelor of Science in Health Sciences.

**When are the classes scheduled?**

The OTA program lecture and lab classes may be scheduled Monday through Friday. Classes may begin as early as 7:00 a.m. and end as late as 5:30 p.m. Depending on the semester, students may be in class for 3-6 hours per day, 3-4 days per week. All of the lab classes are held on site at either GateWay Community College.

Clinical practicum/fieldwork rotations are Monday through Friday for eight (8) hours each day for eight consecutive weeks. Extended hours and weekends are occasionally necessary during clinical experiences. These rotations require attendance at clinical facilities that include hospitals, extended care facilities, schools, and outpatient practices.

**Can I work and go to school?**

Applicants are cautioned that the OTA Program is a rigorous course of study. The program faculty recommends that work hours be kept to a minimum. Each student must make an individual decision about the number of work hours that he/she can accept while continuing to make acceptable academic progress in the program.

**Is financial aid available?**

Financial assistance is available to eligible students in the form of grants, scholarships, employment, or loans. Students may receive aid from one funding source or aid may be offered in a package from multiple sources. Contact the Financial Aid office at [602.286.8300/finaid@gatewaycc.edu](mailto:602.286.8300/finaid@gatewaycc.edu) for additional information or visit their web site at <http://www.gatewaycc.edu/financial-aid>

**Where can I get more information?**

**College Website:** <http://www.gatewaycc.edu>

**College Advising:** 602-286-8181; [advisor@gatewaycc.edu](mailto:advisor@gatewaycc.edu)

**Dr. Marla Pomeranz,** OTD, OTR/L, MEd – Program Director; 602-286-8495;

[marla.pomeranz@gatewaycc.edu](mailto:marla.pomeranz@gatewaycc.edu)

### IMMUNIZATION AND TB TESTING REQUIREMENTS

All health and safety documentation is submitted digitally. The health and safety requirements are subject to change based on the requirements of our clinical partners. Once a student has been accepted into a program for the start of an upcoming semester, clinical requirements will be sent out.

### MCCCD BACKGROUND CHECK POLICY REQUIREMENTS

Students seeking admission to an MCCCDC Allied Health or Nursing Program (Program) will be required to obtain a valid Level-One Arizona Department of Public Safety Fingerprint Clearance Card (FCC Card) AND a passing score on an MCCCDC background check. This policy precludes MCCCDC faculty or staff from assigning students to a clinical experience who cannot meet the new requirements.

Upon admission to the program, students are required to present a copy of the DPS card and apply for the MCCCDC Background Check. Students bear the financial costs for both the MCCCDC Background Check and the AZ Fingerprint Clearance Card. Students will receive Information regarding the MCCCDC Background Check after admission, but prior to the beginning of the program.

***Students are encouraged to apply for the card early in the application process. Please allow a minimum of eight weeks processing time for the DPS Level-One Fingerprint Clearance card.*** The card is valid for six years from the date of issue.

### DRUG SCREENING

Each student must go through a preclinical drug screen prior to beginning the first clinical rotation. Drug screening for all Occupational Therapist Assistant students is mandatory. The cost for tests will be the responsibility of the student. The urine drug screen will test for alcoholic beverages; illegal drugs, or drugs that may impair judgment while in the clinical agency. If the drug test is positive for the illegal drugs or undocumented prescription drugs, the student will not be able to continue in the program. Readmission is at the discretion of the college and the program. Some clinical sites also require screening for nicotine. Students who test positive for nicotine are allowed to continue in the program, but may be limited to clinical agencies that do not test for nicotine.



## ESTIMATED PROGRAM COSTS

The estimated cost for the program is outlined in the chart below. The student is responsible for providing transportation, housing, and uniforms.

### AAS Degree Program

Tuition* (41.5- 42.5 credit hrs. @ \$97 a credit hr.) <sup>1</sup> .....	\$ 4,025-4,122
Program Prerequisite Tuition (19-27 credit hrs. @ \$97 a credit hr.) <sup>1</sup> .....	1,843 – 2,619
General Education Tuition (15-17 credit hrs. @ \$97 a credit hr.) <sup>1</sup> .....	1,455 – 1,649
Registration fees (\$15 per semester).....	60
Course/ Lab Fees.....	750- 950
Equipment/ Supplies.....	150
Books <sup>3</sup> .....	1,900 – 2,757
Other Program Costs: Health/Safety Requirements, etc. <sup>2</sup> .....	1250 – 1,650
<b>Total Estimated Costs</b>	<b>\$ 11,433– 13,957</b>

### **Out-of-County residents pay \$401\* / Out-of-State residents pay \$372\*\* per credit hour<sup>1</sup>**

\* Rates are set according to the Arizona Revised Statute. Applies only to counties with no community colleges.

\*\* According to Arizona Revised Statute, 15-1802 F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out of state surcharges do not apply to such students.

Students must also plan on the expense of driving to clinical locations across the metropolitan Phoenix and outlying areas. Several clinical affiliates are not on bus routes so one's own private transportation vehicle is necessary.

<sup>1</sup> Tuition and course fees are set by the Maricopa County Community College District Governing Board and are subject to change without notice. All other fees are also subject to change. All tuition and fees are the responsibility of the student. The calculated tuition is based on the maximum number of credits required for the AA degree.

<sup>2</sup> Other program costs may be less or more than listed based on a student's individual health record in respect to being in compliance with the immunization and safety requirements for the clinical experience.

<sup>3</sup> Book costs may change without notice

**IMPORTANT: Tuition is charged per academic credit hour, according to your residency classification or status. Fees may vary, and will be assessed at the time of registration. For more information please visit <https://www.maricopa.edu/become-a-student/tuition-paying/tuition-cost-chart>**

## PREREQUISITES FOR OCCUPATIONAL THERAPIST ASSISTANT

Please read all pertinent information about the Occupational Therapist Assistant Program contained in this information and application packet. If you have any questions, please contact a College Advisor or the Program Director.

1. Submission of a completed Student Information Form. See a college advisor or the Admissions and Records Department or access the web at <http://enroll.gatewaycc.edu/Enrollment/HowToEnroll/default.htm>
2. Successful completion of the following college courses:

	<b><u>CREDITS</u></b>
• BIO201 AND BIO202	<b>8</b>
• CRE101 OR Equivalent by Assessment on Placement Test	<b>0-3</b>
• COM100 OR COM110 OR COM230	<b>3</b>
• ENG101 First-Year OR ENG107	<b>3</b>
• HCC146 OR Work experience or equivalent education as evaluated by the Gateway Health Core Curriculum Coordinator	<b>0-2</b>
• OTA100	<b>2</b>
• PSY101	<b>2</b>
<b>TOTAL</b>	<b>19-24</b>

\*20 Observation hours (see observation hours verification form)

## ASSOCIATE OF APPLIED SCIENCE DEGREE

A student must fulfill the requirements for an AAS degree (refer to the college catalog) to become an Occupational Therapist Assistant. It is strongly recommended that as many General Education courses as possible be completed prior to beginning the program and during the first semester.

ENG102	3.0 credits
Psychology 266	
SOC101	3.0 credits
Mathematics 140/141/142/206	3.0 – 5.0
credits <u>Humanities Elective</u>	<u>3.0 credits</u>
Total credits	11.0 – 14.0 credits

The above classes may be taken at any regionally accredited community college or university. For classes taken outside the Maricopa County Community College District, please contact a college advisor prior to taking the course to ensure transferability. Please see the GateWay Community College Catalog for a list of courses that satisfy requirements for the AAS degree.

### **Total Credits for an AAS in Occupational Therapist Assistant**

Program pre-requisites	19.0-24.0
Required program credits	41.5-42.5
General Studies	<u>15.0 – 17.0</u>
Total credits	66.5 – 77.5

### **Additional Requirements**

Prior to the first clinical practicum (OTA105), a student must show proof of:

- Current American Heart Association HealthCare Provider CPR Certification card
- Completed Immunization and Health Declaration Form

- Current negative drug testing
- Fingerprint clearance card/criminal background check

American Heart Association HealthCare Provider CPR Certification may be completed at GateWay (RES109/HCC109). **All costs** for CPR certification, TB testing, immunizations, fingerprint clearance and drug testing are the responsibility of the student.

**Total Credits of A.A.S. in Occupational Therapist Assistant Program 66.5 – 77.5 credits**

**OTA Program Pre-requisites:**

**19-24 credits**

- BIO201 Introduction to Human Anatomy and Physiology I (4)
- BIO202 Introduction to Human Anatomy and Physiology II (4)
- CRE101 OR CRE111 OR Equivalent by Assessment on Placement Test (0-3)
- COM100 OR COM110 OR COM230 (3)
- ENG101 First-Year OR ENG107 (3)
- HCC146 OR Work experience OR equivalent education as evaluated by the Gateway Health

**Core Curriculum Coordinator (0-2)**

- OTA100 (2)
- PSY101 (3)

**OTA Courses First Spring (Jan- May)**

**15.5 credits**

- OTA102 Psychosocial health and Occupational Therapy - 3.0 credits
- OTA105 Fieldwork Level I- Mental Health - .5 credits
- OTA107 Fundamentals of Occupational Therapy - 3.0 credits
- OTA 117 Physical Health and Occupational Therapy - 3.0 credits
- PSY 266 Abnormal Psychology- 3.0 credits
- SOC101 Introduction to Sociology - 3.0 credits

**OTA Courses First Summer (May-June)**

- OTA234 Occupational Therapy Professional Standards- 2.0 credits
- OTA216 Pediatrics I
- OTA 201 Assistive Technology- 2.0 credits
- MAT 140/141/142/206 Math Electives- 3.0-5.0 credits
- HUM Humanities, Arts, and Design Area Elective - 3.0 credits

**7.0-15.0 credits**

**OTA Course First Fall**

**13.0 credits**

- ENG 102/108 English Composition - 3 credits
- OTA 205 Fieldwork Level I- Geriatrics- .5 credits
- OTA 207 Occupational Therapy in Geriatrics- 3.0 credits
- OTA215 Fieldwork Level I- Pediatrics- .5 credits
- OTA217 Occupational Therapy in Pediatrics- 3.0 credits
- OTA 157 Occupational Therapy Assistant in Physical Rehabilitation- 3.0 credits

**OTA Courses Second Spring (Jan-May)**

**10.0 credits**

- OTA 255 Fieldwork Level II Adult Population - 4 credits
- OTA 264 Fieldwork Level II Pediatrics- - 4 credits
- OTA284 Occupational Therapy Professional Transition- 2.0 credits

## LEGAL PROCEDURES

Fingerprinting: The program requires fingerprinting and background checks prior to admission to the program. Students are responsible for any costs associated with fingerprinting. To obtain a DPS Level I Finger Print Clearance Card call 602.223.2279 and request a fingerprint clearance card packet or you can visit them in person at 2102 W. Encanto Blvd. in Phoenix and pick up the packet. <http://www.azdps.gov/reports/fingerprint/fag/default.asp>

Felonies: Commission of a felony must be disclosed to the Arizona Board of Occupational Therapy upon application for Occupational Therapist Assistant Certification. It is the decision of the Board whether or not to grant certification after commission of a felony. For further information contact: Arizona State Board of Occupational Therapy at [\(602\) 589-8352](tel:6025898352) or visit their web site at <https://ot.az.gov/>

## CONFIDENTIALITY STATEMENT

Students enrolled in the program will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies the students will be required to sign an agreement to adhere to the requirements of those clinical sites and applicable laws, including the Health Information Portability and Accountability Act of 1996 (HIPAA).

## ACCREDITATION( S)

GateWay Community College is a Maricopa Community College, accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), a regional accreditation agency recognized by the U.S. Department of Education. For the latest information on programs, graduation rates and consumer information, visit [gatewaycc.edu](http://gatewaycc.edu). If needing to contact the program/institution directly please call 602-286-8020 or send an email to [marla.pomeranz@gatewaycc.edu](mailto:marla.pomeranz@gatewaycc.edu).

The occupational therapy assistant program has been granted full accreditation status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200 North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is [www.acoteonline.org](http://www.acoteonline.org). Program 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, all 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.

## **POLICIES, RULES, REQUIREMENTS, AND REGULATIONS COMPLIANCE**

- ❖ Policies, courses, programs, fees, and requirements may be suspended, deleted, restricted, supplemented, or changed through action of the Governing Board of the Maricopa Community Colleges.
- ❖ The Maricopa Community Colleges reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations.
- ❖ Admission or graduation from any Allied Health program at GateWay Community College does not guarantee the student's professional certification, licensure, or employability. The student must comply with legal requirements of the profession. This may include provisions from Arizona Revised Statutes 41-1758.03 (sections B and C) regarding the denial of a fingerprint clearance card or being listed on the US government's Office of Inspector General's Exclusion List.
- ❖ Students with related health care experiences not listed in the Program (Health Core Curriculum courses) Prerequisites/Co-requisite options, may request an evaluation for course competency equivalence by contacting Gateway's Health Core Curriculum Coordinator Monica Wadsworth-Seibel by calling 602-286-8512 or emailing her at [wadsworth@gatewaycc.edu](mailto:wadsworth@gatewaycc.edu)
- ❖ The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.
- ❖ The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: [\(480\) 731-8499](tel:4807318499). For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www.maricopa.edu/non-discrimination>.
- ❖ Up to date Program material can be found online at <https://www.gatewaycc.edu/occupational-therapy-assistant>

## **COLLEGE COMMUNICATION**

**The following information is very important so you do not miss any notices:**

**Communication with students is strictly through Maricopa Colleges email, not a personal email account.**

GateWay Community College uses a district-wide Google powered email system. This system is the way all official College communications concerning selective admissions, class enrollment, financial aid, tuition due dates and other important student information are sent.

All students need to check their new student e-mail regularly or forward the new student email to a personal email to ensure that all official college communication is received.

Students may access their new e-mail accounts directly from their Student Center once they log in at [my.maricopa.edu](http://my.maricopa.edu). First section "Student Communication Center".

The benefits to the student include:

- Quicker response
- Convenience. You can receive & read email even if out-of-town
- Saves trees!

Go to [my.maricopa.edu](http://my.maricopa.edu) and log in to your account. Click on 'create an account' in the paragraph above the picture of the students to set up your student account. You may edit your information, such as address, phone, etc. here also if you need to. This is a self-service for students, which includes registering for classes, adding/dropping classes, making payments, printing your class schedules, viewing financial aid & viewing your grades. If you have any technical issues, please call 1-888-994-4433.

## STUDENT SERVICES

The following are some of the services available to students.

**Advising** – The Health Sciences Academic Advisors are available by phone, email, or in person in the [CH Center for Health Careers Education Building](#), on the north side of campus during the following business hours:

**For an appointment call 602.286.8181**

Monday – Thursday: 1 p.m. – 6 p.m.

Fridays: 10 a.m. – 5p.m.

**(During the summer, college is closed on Fridays)**

**Note: Students must check in 2 hours before closing time to ensure they will be seen.**

Decrease your waiting time by scheduling an appointment at [advisor@gatewaycc.edu](mailto:advisor@gatewaycc.edu) or by calling 602.286.8181

**Bookstore** – Available are textbooks and supplies for classes, call 602.286.8400. You may visit their website at [www.efollett.com](http://www.efollett.com) and select “College Textbooks”.

**Counseling** – Academic, personal, or career counseling available. Call 602.286.8900.

**Employment** – Upon completion of the Occupational Therapist Assistant Program, contact the Career & Re-Entry Services, at 602.286.8500 for assistance.

**Financial Aid** – Available for qualified students. Contact the Financial Aid Office at 602.286.8300 or visit website: <http://www.gatewaycc.edu/financial-aid>

**Student Assessment Center** – Services include instructor makeup exams, the English, Math, and Reading COMPASS placement tests, and selected instruments required for acceptance into the Health Science or Nursing programs. Call 602.286.8160 for specific days and times tests are available.

**Tutoring Assistance** – Available through the Learning Center, 602.286.8800.

For a complete listing of student services, please refer to the college catalog, or visit Gateway's website: [www.gatewaycc.edu](http://www.gatewaycc.edu) or call college information at 602.286.8000.

*The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.*

*The Maricopa Community Colleges do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: [\(480\) 731-8499](tel:4807318499). For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.*



## ESSENTIAL FUNCTIONS

The following is a list of physical/mental requirements that are expected of students in the Occupational Therapist Assistant Program.

### Performance Essentials for the OTA Student

- Abide by and perform the OTA Program Essential Functions with or without accommodations (see following pages).
- Ability to abide by policies and procedures of the College, the OTA Program and fieldwork sites.
- Ability to handle the stress, physical demands and cognitive workload of a daytime program averaging 15 credits per semester.
- Manual dexterity sufficient to perform therapeutic activities and procedures with pediatric, geriatric, and adult populations.
- Ability and desire to comply with the Occupational Therapy Code of Ethics, accompanied by the demonstration of professional behaviors both in the classroom and during fieldwork.
- Ability to render assistance to individuals of all cultures, across the lifespan without prejudice.
- Ability to observe, gather, and report relevant data.
- Independent mobility.
- Ability to comprehend and effectively communicate the English language both orally and in writing, using appropriate grammar and vocabulary.
- Ability to accurately follow directions, both verbal and written.
- Ability to appropriately utilize supervisory guidelines.
- Ability to respond quickly in emergency situations through interpretation of auditory alert and using clinical reasoning.
- Ability to visually assess patient's skin for changes in color/edema, skin integrity, and pressure sores, determine amount and/or consistency of food for those with choking/swallowing precautions, to read client facial expressions and body language to determine level of pain, to safely transfer patients to the side that will best benefit the patient – in varying lighting conditions, often with little contrast, to be able to determine fall risk hazards in the pathway of facilities and client homes such as water on the floor, curb cuts, throw rugs, objects in the path, etc.
- Ability to read and complete a variety of types of medical documentation of various print sizes under varying lighting conditions quickly and accurately within time constraints and productivity standards set by the facility to ensure patient safety, effective treatment, and accurate patient records are completed.

- Ability to consult and collaborate with students, faculty, occupational therapists and occupational therapy assistants, and members of the community.
- Ability to perform safe transfers (or provide instruction).
- Ability to reposition (or provide instruction).
- Ability to utilize individual safety precautions.
- Ability and desire to demonstrate values of caring, understanding, and responsiveness to the needs of individuals as well as the community.
- Ability to participate in promotion of health and wellness through public awareness programs.
- The ability to define and respect professional and personal boundaries.

### **ADA Standards**

The following are definitions or terminology used in describing essential functions necessary for entry-level students and/or professionals within the OTA Program of the Allied Health Division of GateWay Community College. The required skills and frequencies within each profession's program will vary. See OTA Essential Functions form for additional information regarding these.

**A. SENSORIMOTOR TASKS:** Tasks which require the use of sensory, perceptual, neuromuscular and motor skills to perform them.

1. **Bilateral integration:** The coordination of both sides of the body during an activity.
2. **Depth perception:** Determining the relative distance between objects, figures, or landmarks and self and changes in planes and surfaces. Helpful in walking, reaching and driving.
3. **Endurance:** The ability to sustain cardiac, pulmonary and musculoskeletal exertion over a period of time.
4. **Exposure:** To come in contact with a variety of substances or conditions.
5. **Fine motor coordination and dexterity:** The ability to use the small muscle groups for controlled movements to manipulate objects. Picking, pinching, typing, writing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
6. **Grasping:** Applying pressure to an object with the fingers and palm to maintain hold.
7. **Gross motor coordination:** The ability to use large muscle groups for controlled, goal-directed movements.

8. **Hearing:** Perceiving the nature of sounds with no less than a 40 dB loss with Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as auscultation of lung/heart sounds. STUDENTS should be able to hear a patient whisper to them, vital sounds for monitoring patients and alarm system signals.
9. **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
10. **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor requires the substantial use of the upper extremities and back muscles.
11. **Oral-motor control:** The ability to coordinate oropharyngeal musculature for controlled movement as in talking and eating.
12. **Perceptual processing:** The ability to organize and assign meaning to incoming sensory information as in drawing away from hot materials.
13. **Physical contact:** Touching or being touched by another person or object.
14. **Postural alignment and body mechanics:** The ability to maintain biomechanical integrity among the body parts to safely execute a push/pull, lift, transfer or sustain sitting and/or standing posture.
15. **Postural control:** Being able to use righting and equilibrium reactions to maintain balance during functional activities.
16. **Praxis:** The ability to recognize the need for and plan a new motor act in response to an environmental demand. This incorporates learning new movements in transfers, patient handling and operation of technical equipment.
17. **Reaching and/or stretching:** Extending, especially hand(s) and arm(s) to their full length in a variety of directions.
18. **Repetitive motions:** Substantial movements(motions) of the wrist, hands, fingers, walking and standing.
19. **Right-left discrimination:** The ability to differentiate one side from the other.
20. **Sensory processing:** The ability to interpret sensory stimuli (tactile, proprioceptive, vestibular, visual, gustatory, olfactory and/or auditory).
21. **Stereognosis:** The ability to identify objects through the use of proprioception, cognition and the sense of touch. One may be required to manipulate objects out of direct line of sight.
22. **Stooping:** Bending legs at knees with spine straight, coming to rest on balls of feet.

This factor requires full use of the lower extremities and back muscles.

23. **Strength:** The ability to demonstrate a degree of muscle power when movement is resisted (as in resisting gravity or the force of an object).
24. **Talking:** Expressing or exchanging ideas by means of the spoken word. Must be able to convey detailed or important spoken instructions to other people accurately, loudly, or quickly.
25. **Topographic orientation:** The ability to determine the location of objects and settings and the route to the location. A student will need to move between buildings and departments within the college and clinical settings.
26. **Transfer:** The use of proper body mechanics and techniques to move a person or object from one position to another.
27. **Visual acuity:** The ability of the eye to perceive the shape of objects in the direct line of vision. Used in preparing and analyzing data and figures, transcription, computer terminal work and extensive reading.
28. **Visual field or peripheral vision:** The ability to perceive the presence, motion or color of objects outside of the direct line of vision. Needed to avoid tripping over and bumping into objects that are not in one's direct line of sight.
29. **Visual-motor coordination:** The skill of coordinating the interaction of information from the eye with the movement of the body, as in copying information from a chart onto a data collection sheet.
30. **Work load or physical demand** (US Department of Labor, 1986)
  - a. **Sedentary work:** Involves sitting, some walking and standing, and requires lifting up to 10 lbs. maximum.
  - b. **Light work:** Involves significant walking and standing, and lifting up to 20 lbs.
  - c. **Medium work:** Lifts up to 50 lbs. maximum with frequent lifting and carrying of 25lbs.
  - d. **Heavy work:** Lifting 100 lbs. maximum with frequent lifting and carrying of 50 lbs.
  - e. **Very heavy work:** Lifts in **excess** of 100 lbs. and frequently lifts and carries 50 lbs.
31. **Writing:** The physical process of putting information down on paper or another pertinent writing surface.

**B. COGNITIVE TASKS:** Tasks requiring the ability to receive information from the environment,

interpret the information and learn new skills and concepts presented.

1. **Attention span:** The act of focusing on a task for a period of time. Students must be able to maintain attention during course work to prevent gaps in learning. During clinicals attention must be maintained to maintain safety and accuracy in work.
2. **Concept formation:** Being able to organize a variety of new and old information to form thoughts and ideas. This is a necessary skill for learning at the college level.
3. **Critical thinking:** The ability to use a variety of cognitive skills to evaluate, identify and respond to information one has gathered and make appropriate decisions based on the information. Students must use this skill in developing strategies when problems or new challenges arise.
4. **Generalization:** The ability to apply previously learned information in a variety of new ways or situations. Students will need to transfer skills and information from the college setting into the clinical and work settings.
5. **Goal setting:** The ability to identify and define a realistic long or short term need of a patient, client or one's self.
6. **Learning:** Acquiring new skills, concepts and behaviors.
7. **Level of arousal:** Demonstrating a level of alertness and responsiveness to the environment. Students must maintain a level of arousal to provide opportunity for learning and to immediately recognize safety issues on fieldwork.
8. **Memory:** Remembering and recalling information after short or long periods of time. Required to learn new information that will be transferred to clinical and employment situations.
9. **Orientation:** Being able to identify a person, place, time and situation.
10. **Problem solving:** The ability to recognize and describe a problem, develop an alternative plan, organize steps in and implement the plan, and evaluate the outcomes.
11. **Recognition:** Being able to identify familiar faces, objects and other previously presented materials. Choosing the correct instrument for a procedure while in clinicals is an example of the use of recognition.
12. **Sequencing:** Being able to place information, concepts and actions in proper order. Any procedure requires the proper sequencing of steps from beginning to end.

**C. PSYCHOSOCIAL TASKS:** Tasks that require interacting with other persons, exhibiting socially appropriate behaviors and coping with a variety of difficult situations.

1. **Awareness of others:** The ability to respond to another person's feelings or needs. The student must be able to identify a patient's feelings or needs through interpretation of both verbal and non-verbal communication from the patient.
2. **Communicating respect:** The ability to convey to others that you believe in the value or potential of another person. The student must be able to identify and assist the patient in recognizing his/her strengths and assets despite disability or acute health problems.
3. **Communicating warmth:** The ability to convey to another that you care through your voice, body language and/or facial expressions. The student must be able to build rapport to promote patient confidence in the student's ability to assist in the restoration of the health and well-being of the patient.
4. **Coping skills:** Recognizing and managing stress and related factors. A necessary skill for success in testing, accepting constructive criticism and talking in front of a group. The student must be able to identify and implement techniques to assist him/her in remaining calm enough to successfully complete a test, participate in clinical and academic counseling sessions, and complete public speaking assignments.
5. **Ethical:** Having a sense of principle that allows one to determine whether an act is correct and proper conduct. Each professional health organization refers to a Code of Ethics. Students must be able to recognize, accept and follow the Code of Ethics for his/her chosen profession. Ethical guidelines may be national, state or local guidelines.
6. **Independence:** The ability to work on a task without assistance from peers, instructors or supervisors. This includes attempting to solve problems on one's own before asking for assistance. Health professionals must often make decisions independently of others or seek out clarifying information to assist in appropriate decision making. A student must be able to locate resources for, reason through, and make independent decisions.
7. **Interests:** Mental or physical activities that give pleasure and require sustained attention. Some professions must incorporate the interests of patients into planning and implementing treatment. A student must be able to identify the interests of his/her patients.
8. **Interpersonalskills:** Both verbal and non-verbal communication skills used in interactions with others in a variety of settings. Students need to recognize that gestures, facial expressions, voice quality and tone contribute to communication between two individuals. A student must be able to talk to and answer questions

from other individuals.

9. **Self-concept:** The developed value of one's physical, emotional and sexual self. Students are more likely to be successful if they have a good self-concept and must often help others confronting illness and disability to build self-concepts. The student must be able to identify and promote a positive self-concept within the patients he/she encounters.

## Occupational Therapy Assistant Program Essential Functions

Area of Function  
explain

YES NO If no, please

Area of Function explain		YES	NO	If no, please
Mobility	<p>1. Have physical stamina to stand, walk, perform repetitive motions, and/or transfer patients for 8 hours or more in a clinical setting.</p> <p>2. Can stand on both legs, move from room to room, and maneuver in small spaces. <b>Physical disabilities must not pose a threat to the safety of the student, faculty, patients, or other health care workers.</b></p>			
Flexibility	1. Can bend the body downward and forward by bending at the spine and waist, and kneeling/stooping as appropriate to perform patient treatment.			
	2. Can flex and extend all joints freely – upper and lower extremities – specifically as needed to maintain proper postural control and body mechanics when working with clients in various settings.			
Strength	<p>1. Can raise objects from a lower to a higher position or move objects horizontally from position to position. <i>This factor requires the substantial use of the upper extremities and back muscles.</i></p>			
	2. Possess mobility, coordination, and strength to push, pull or transfer heavy objects/people. Consistently required to meet a medium physical workload demand, with occasional heavy physical workload demand required, dependent upon caseload. (Strength to lift 25 lbs. frequently and 50 lbs. or more occasionally).			
Fine Motor Skills, Dexterity, and Hand/Eye Coordination	1. Possess manual dexterity, mobility, and stamina to perform transfers, lifting objects, working with small children and older adults, perform manual therapy techniques and/or CPR.			
	2. Can seize, hold, grasp, turn, and otherwise work with both hands.			
	3. Can pick, pinch, or otherwise work with the fingers.			
Auditory Ability	1. Possess sufficient hearing to assess patients' needs, follow oral instructions, communicate with other health care workers, as well as respond to audible sounds of emergency notifications, codes, equipment notifications, and respond to patients' auditory expressions of pain and discomfort with or without			



	accommodations.			
Visual Acuity, Visual Field, Visual Motor Coordination, and Contrast Sensitivity	1. Possess the visual acuity/visual field/visual scanning/visual motor coordination to read and write documentation under a variety of time constraints, print sizes, and conditions, as well as visually assess the patient for skin integrity, pain, and to determine flight risk due to unpredictable patient behaviors. Ability to assess the environment for hazards related to fall risk and safety to patients and healthcare staff. Ability to assess visual signs of distress, aggression in order to de-escalate behaviors and avoid harm/injury to patients as required with or without accommodations.			
	2. Possess sufficient contrast sensitivity/visual field to determine fall risks such as: water on the floor, changes in elevation in indoor and outdoor environments, moving and stationary hazards to mobility in the environment that may pose a danger to clients to ensure safe functional mobility based on the needs of the client with or without accommodations.			
	3. Ability to frequently perform patient care/assessment/documentation tasks under a demanding schedule with few rest breaks.			
Depth Perception	1. Is able to determine distance from one surface to another and evaluate environmental conditions in the patient environment in order to safely transfer patients in a variety of environments and situations with or without accommodations.			
Communication	1. Possess verbal/nonverbal and written communication skills adequate to exchange ideas, detailed information, and instructions accurately with or without accommodations.			
	2. Able to speak, read, comprehend, and write legibly in the English language.			
Perception	1. Possess ability to make decisions quickly and under pressure to maintain patient safety.			

Judgment/ Safety	2. Ability to problem-solve to maintain patient safety and provide effective treatment solutions.			
	3. Ability to manage responsibilities effectively in busy clinical environments.			
	4. Right/left discrimination, stereognosis, and sensory			

	processing needed for patient safety.			
	5. Sufficient topographical orientation skills needed for safety in navigation through facilities with patients.			
Cognition	1. Possess sufficient cognition to maintain appropriate: attention span, critical thinking, ability to generalize, form concepts, and set goals necessary as a clinician.			
	2. Possess sufficient memory, orientation, recognition, and sequencing needed for making safe patient care.			
Interpersonal Skills	1. Able to interact purposefully and effectively with others.			
	2. Able to convey/utilize sensitivity, respect, tact, and a mentally healthy attitude. Ability to modify behavior in response to feedback from faculty and/or clinical fieldwork supervisors.			
	3. Oriented to reality and not mentally impaired by mind-altering substances.			
	4. Able to function safely and effectively during high stress periods.			
Psychosocial Skills	1. Can demonstrate appropriate awareness of others, self-control, and self-expression while utilizing ethical and professional social conduct.			
	2. Possess appropriate interpersonal skills to allow for: communication with warmth and respect, value of beliefs and backgrounds of others, and ability to establish rapport with patients and families.			
	3. Ability to utilize self-control, time management, and coping skills in a variety of demanding situations to maintain professional behaviors.			
	4. Adhere to the OT Code of Ethics, both in the classroom and during clinical placements.			

A student wishing to register for services must meet MCCCDC admissions requirements, or be enrolled as an MCCCDC student, and must provide Disability Resources and Services (DRS) with required documentation verifying the nature and extent of the disability prior to receiving any accommodation. The DRS Director is responsible for evaluating documentation and determining accommodation eligibility.

If you are new to GateWay Community College, please take a moment to log into DRS Connect to get started with registering with the DRS office. If you already registered with our office, please sign in to DRS Connect to start requesting your accommodations.

Please note that every time DRS Connect asks for your "username" and your "student I.D.", both terms refer to your MCCCDC MEID number. The "password" will be the same private password you created originally with your MEID,

<https://olympic.accessiblelearning.com/GCCAZ/>

Upon reading and reviewing the Essential Functions, I have selected the appropriate boxes above attesting to my ability to perform the indicated function area. I further understand that I may be required by the OTA faculty to be re-evaluated if deemed necessary based on my ability to perform the essential functions during the program, for retention, and progression through the program.

**Please mark the box that meets your ability at this time:**

I currently have the ability to perform the Essential functions.

I am currently unable to perform the Essential functions indicated without accommodations.

---

\_\_\_\_\_  
Please Print Your Name

\_\_\_\_\_  
GWCC Student No.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Today's Date

*GateWay Community College does not discriminate on the basis of race, color, sex, religion, national origin, disability, sexual orientation, or age.*

**PROGRAM APPLICATION – OCCUPATIONAL THERAPIST ASSISTANT**

2025 – Applications accepted from January 2024 to December 18, 2024

**NOTE:** It is the applicant's responsibility to assure that the information on this application remains current. The applicant must inform GateWay Community College of any changes in the information provided below. Failure to provide current information may result in the applicant forfeiting their program space. Entrance into the OTA program is first come first serve based on submitting a complete packet.

**Please print clearly:**

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LEGAL NAME – LAST	FIRST	MIDDLE
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FORMER NAME(S) which may appear on transcripts

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ADDRESS STREET

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CITY	STATE	ZIP
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PHONE NUMBER HOME	PHONE NUMBER WORK	PHONE NUMBER CELL
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STUDENT ID NUMBER	MARICOPA EMAIL ADDRESS (Ex. @maricopa.edu)	
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**ADMISSION APPLICATION DISCLAIMER:**

Admission to the Occupational Therapist Assistant Program at Gateway Community College does not guarantee that a student will receive an Associate in Applied Science Degree from the college. Additionally, completion of the Occupational Therapist Assistant Program is not the sole criterion for obtaining a license/certificate to work as an occupational therapist assistant. Licensing/certification requirements, if required, are the exclusive responsibility of the individual State Board of Occupational Therapy or similar agency, and an individual must satisfy specific requirements of those agencies independent of graduation from an accredited OTA education program.

**CERTIFICATION:**

I certify that the above answers are true, correct and complete. I understand that any falsification or intentional misrepresentation of information on this application may be cause for dismissal from the Occupational Therapist Assistant Program and from the college.

Applicant's Name (PRINT)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit to: GateWay Community College, ATTN: Carmel DeVora Admissions and Records Office 108 N 40th Street  
Phoenix, AZ 85034-1704**

# OCCUPATIONAL THERAPIST ASSISTANT – ADMISSION APPLICATION CHECKLIST/ADVISOR REVIEW

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Date

The following prerequisites must be completed prior to submitting your application. Applicants are strongly encouraged to meet with a program adviser to review and complete this application checklist prior to submitting the application to the OTA Program.

Course	Course Title	Credits Required	College	Semester Completed or Enrolled	Grade
+ BIO201	Human Anatomy & Physiology I	4			
+ BIO 202	Human Anatomy & Physiology II	4			
+ CRE 101	College Critical Reading and Critical Thinking/OR Equivalent by Assessment on Placement Test	0-3			
+ COM100/110/230	Introduction to Human Communication OR Interpersonal Communication OR Small Group Communication	3			
+ ENG101 + ENG107	First Year Composition <b>OR</b> First Year Composition for ESL	3			
+ HCC146	Common Medical Terminology/ OR Work experience or equivalent education as evaluated by the Gateway Health Core Curriculum Coordinator	0-2			
+ OTA100	Introduction to Occupational Therapy Assistant Profession	2			
+ PSY101	Introduction to Psychology	3			
+ 20 Hours	Documentation of observation hours 10 hour minimum with adults 10 hour minimum with pediatrics	N/A			

The following items are required to be submitted following admission to the program and no later than 60 days prior to the first day of class.

<b>Level One Fingerprint Clearance Card (copy required)</b>	<b>Expiration Date</b>
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<b>MCCCD Policy Background Check Acknowledgement (copy attached)</b>	<input type="checkbox"/>
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A "Healthcare Provider" CPR card from the American Heart Association is required 60 days prior to admission.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adviser Signature

\_\_\_\_\_  
Adviser Name (printed)

\_\_\_\_\_  
Date

## WORK / OBSERVATION HOURS

Twenty (20) hours of work/observation in occupational therapy practice settings are a prerequisite to application for admission into the OTA Program. A **minimum of 10 hours in an adult setting and 10 hours minimum in a pediatric setting is required**. The work/observation experience requirement has a two-fold purpose. First, it assures that the applicant has completed career exploration in the field. The applicant should be well aware of the job duties and responsibilities of the OTA through the work/observation and thus be able to make an intelligent decision about the appropriateness of pursuing this career goal. Second, the program wants to be reasonably certain that students entering the program are committed to this career goal. The work/observation requirement is used to assure that applicants have had first hand experience with the job duties that an OTA is required to perform. **The applicant should expect that the majority of facilities only allow volunteers to observe occupational therapy practice. "Hands on" experience is not allowed in most facilities.**

Work/observation hours can be gained at a number of facilities which provide occupational therapy services. These facilities include acute care hospitals, skilled nursing units/facilities, rehabilitation units/hospitals, private practices, business owned practices, schools, and private agencies.

It is the responsibility of the student to arrange for work/observation hours or to certify work experience gained in the field. Work/observation can be arranged by contacting the occupational therapy or therapy departments of the types of facilities noted above. Phone numbers and locations of facilities may be found using Google or a search engine. Facilities may have a waiting list for individuals wanting to complete observation hours and may have limited hours in which observation hours can be accommodated. Applicants often achieve the required observation hours through attendance at multiple facilities. It is common to contact a number of facilities before observation can be arranged. Some orientation may be required. Allow several weeks to find a facility or facilities to complete the 20 hours. Receiving occupational therapy services for a personal injury or medical condition does not count toward the work/observation hour requirement.

The work/observation hours must be certified by an occupational therapist or an occupational therapist assistant. Please see the Work/Observation Hours Verification and Assessment Form included in this packet. One form is required from each facility at which work/observation experience was completed.

## WORK / OBSERVATION HOURS VERIFICATION & ASSESSMENT FORM

INSTRUCTIONS TO THE APPLICANT - On the attached form PRINT your name in the indicated spaces. Give this form and a stamped, self-addressed envelope to each Occupational Therapist/Occupational Therapist Assistant who has observed your performance during your volunteer/work/observation in OCCUPATIONAL THERAPY. Only DIRECT work/observation in OCCUPATIONAL THERAPY will satisfy the prerequisite requirement. Work/observation must have occurred within the past two years. Make additional copies of this form if your work/observation has been performed in more than one facility. A separate form must be provided to each facility.

Applicants must submit the Work/Observation Verification and Assessment form(s) with their application to the program.

**WORK / OBSERVATION HOURS - VERIFICATION & ASSESSMENT FORM**

**(Page 1 of 3)**

Applicant's Name

Social Security # or GateWay ID #

The above named applicant is applying for admission into the Occupational Therapist Assistant Program at GateWay Community College. A provision of the Family Educational Rights and Privacy Act of 1974 allows students to review the Volunteer/Work/Observation Verification and Assessment form unless the student waives the right in writing.

I waive the right to review this Volunteer/Work/Observation Verification and Assessment Form.

Applicant's Signature

Date

**INSTRUCTIONS FOR OCCUPATIONAL THERAPY WORK/OBSERVATION SUPERVISOR**

Please complete the form below. Twenty hours (20) of work/observation hours are required for admission into the Occupational Therapist Assistant Program at GateWay Community College. The rating and comments sections of this form are used for student advisement purposes.

After completing the form please mail the form to the address provided below. To assure confidentiality, please sign your name across the back flap of the envelope.

GateWay Community College- ATTN: Carmel DeVora  
Admissions and Records, 108 N 40th Street  
Phoenix, AZ, 85034-1704

I, \_\_\_\_\_, do hereby verify that \_\_\_\_\_  
(SUPERVISOR'S NAME - PLEASE PRINT) (APPLICANT'S NAME PLEASE PRINT)

has completed \_\_\_\_\_ hours of work/volunteer experience in occupational therapy at

\_\_\_\_\_  
(FACILITY NAME)

Supervisor's Signature

Date

Address

City

State

Zip Code

Work Phone Number

OT/OTA License or  
Certificate #

State

(PAGE 2 OF 3)

Please rate the above named applicant on their performance during the work / observation experience in the following areas. Rating scale = 0 - 10 with 10 being the highest score possible. The ratings on this form will be used as part of the application process to the program.

<input type="checkbox"/> Maturity	.	Personal Appearance
<input type="checkbox"/> Initiative	.	Attendance
<input type="checkbox"/> Problem-solving Skills	.	Interpersonal Communication
<input type="checkbox"/> Interest in Occupational Therapy	.	Adaptability
<input type="checkbox"/> Professional Manner	.	Dependability

Please comment below about the applicant's performance during the work/observation experience at your facility. Please comment on the applicant's readiness to enter an Occupational Therapist Assistant education program. Comments will be used for student advisement purposes only. Use additional paper, if necessary.

▪  
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Signature

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Date





**(Page 3 of 3)**

The occupational therapy work/observation certified on this form can best be described as occurring in the following setting:

\* **NOTE:** If several types of experiences were provided at one facility, please specify the number of hours spent in each type of experience.

**HOURS**

- Acute Care Hospital
- Rehabilitation Unit - Hospital based
- Rehabilitation Unit - Free standing
- Outpatient Services - Hospital based
- Private Practice
- Sports Medicine
- Extended Care Facility
- Industrial injury rehabilitation clinic
- Home care
- Pediatric care
- School based physical therapy
- Cardiac Rehabilitation
- Other (please specify)

**Submit to:**

GateWay Community College- ATTN: Carmel DeVora  
Admissions & Records  
108 N 40 th Street  
Phoenix, AZ 85034 - 1704





**Allied Health and Nursing Programs  
Maricopa County Community College District  
Summary of Criminal Background Check Requirement**

*(Student Copy)*

**Overview of the Requirements**

In order for students to be admitted to or maintain enrollment in good standing in Maricopa County Community College District's ("MCCCD") Allied Health and Nursing programs ("Programs"), students must provide with their application to a Program all of the following:

- A copy of an Arizona Department of Public Safety Level-One Fingerprint Clearance Card ("Card"). Students are required to pay the cost of applying for the Card. Cards that are NOT Level-One status will not be accepted.
- An original version of the "**Criminal Background Check Disclosure Acknowledgement**" form attached to this Summary signed by the student.

At all times during enrollment in a Program, students must obtain and maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on supplemental background check performed by MCCCD authorized vendor. Admission requirements related to background checks are subject to change as mandated by clinical experience partners

**Implementation of the Requirements**

1. Students that are denied issuance of a Card may be eligible for a good cause exception through the Arizona Department of Public Safety. It is the student's responsibility to seek that exception directly with the department. Until the student obtains a Card and meets the other requirements for admission, he or she will not be admitted to a Program.
2. Students admitted to a Program whose Card is revoked or suspended must notify the Program Director immediately and the student will be removed from the Program in which they have been admitted or are enrolled. Any refund of funds would be made per MCCCD policy.
3. The **Criminal Background Check Disclosure Acknowledgement** directs students to disclose on the data collection form of the MCCCD authorized background check vendor all of the requested information as well as any information that the background check may discover. Honesty is important as it demonstrates character. Lack of honesty will be the basis for denial of admission or removal from a Program if the information that should have been disclosed but was not would have resulted in denial of admission. Failure to disclose other types of information constitutes a violation of the Student Code of Conduct and may be subject to sanctions under that Code. Students have a duty to update the information requested on the [background check vendor] data collection form promptly during enrollment in a Program. The [background check vendor] data collection form may ask for the following information but the form may change from time to time:
  - Legal Name
  - Maiden Name
  - Other names used
  - Social Security Number
  - Date of Birth
  - Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
  - Pending criminal charges that have been filed against you including dates and details.
  - Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized MCCCD background check vendor will be asked to pass or fail each student based on the standards of MCCCD's clinical experience partners that have established the most stringent requirements. The sole recourse of any student who fails the background check and believes that failure may have been in error is with the background check vendor and not MCCCD.



**Allied Health and Nursing Programs  
Maricopa County Community College District  
Summary of Criminal Background Check Requirement**

*(Student Copy)*

***(Student: Sign and Attach to Application)***

All allied health and nursing students who seek to enroll in MCCCCD healthcare programs must complete a Criminal Background Check. The outlined criteria have been created based on MCCCCD's largest clinical experience hospital partners. These partners have stringent background check standards that preclude MCCCCD from assigning students to their sites who cannot meet those standards. In order for MCCCCD students to be able to continue to complete clinical experiences at local hospitals, students must meet these standards.

For persons wishing to enroll in a Program the person must meet the following standards:

- Possession of a valid Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students who currently possess a DPS Card that is another level will not be allowed entrance into a health care program. Students are required to pay the cost of obtaining this background check. If the Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or while enrolled in a MCCCCD healthcare program a student must notify the Program Director immediately and he or she will be removed from the Program. Please see the "Frequently Asked Questions" sheet for details regarding the DPS Card.
- Each student must provide documentation that he or she has completed and "passed" a MCCCCD-supplemental background check through the approved vendor **CastleBranch**. Students are required to pay the cost of obtaining this background check. Students whose background checks are more than six months old on the date of beginning a healthcare program must obtain an updated background check. Students who have been in a Program for more than 12 months may be requested to obtain an updated background check. Please see the attached "Frequently Asked Questions" sheet for more details regarding the MCCCCD supplemental- background check.
- The MCCCCD supplemental or the clinical agency background check may include but are not limited to the following:
  - Nationwide Federal Healthcare Fraud and Abuse Databases
  - Social Security Verification
  - Residency History
  - Arizona Statewide Criminal Records
  - Nationwide Criminal Database
  - Nationwide Sexual Offender Registry
  - Homeland Security Search
- By virtue of the MCCCCD supplemental background check, students will be disqualified for admission to a program or continued enrollment in a program based on their criminal offenses, the inability to verify their Social Security number, or their being listed in an exclusionary database of a Federal Agency or on a sex offender registry. Offenses that will lead to a "fail" on the supplemental background check may include but are not limited to:
  - Social Security Search-Social Security number does not belong to applicant
  - Any inclusion on any registered sex offender database
  - Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
  - Any conviction of Felony no matter what the age of the conviction
  - Any warrant in any state

- o Any misdemeanor conviction for the following-No matter age of crime
  - violent crimes
  - sex crime of any kind including non consensual sexual crimes and sexual assault
  - murder, attempted murder
  - abduction
  - assault
  - robbery
  - arson
  - extortion
  - burglary
  - pandering
  - any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
  - any abuse or neglect
  - any fraud
  - illegal drugs
  - aggravated DUI

- o Any misdemeanor controlled substance conviction last 7 years
- o Any other misdemeanor convictions within last 3 years
- o Exceptions: Any misdemeanor traffic (DUI is not considered Traffic)

- At all times students are in a program they must maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on the MCCCCD supplemental background check performed by the MCCCCD- authorized vendor.
- Admission requirements related to background checks are subject to change without notice.
- Some clinical agencies may require additional components of a criminal background check, other than those required by MCCCCD, as well as a drug screening. Students are required to pay for any and all criminal background checks and drug screens required by a clinical agency to which they are assigned
- Even though a student possesses a valid DPS Level One Fingerprint Clearance Card and has passed the MCCCCD supplemental background check, a clinical agency may decline to place a student due to information the clinical agency obtains in a background check it requires.
- If a clinical agency to which a student has been assigned does not accept the student based on his or her criminal background check, the student may not be able to complete the program.
- MCCCCD may, within its discretion, disclose to a clinical agency that a student has been rejected by another clinical agency.
- MCCCCD has no obligation to make attempts to place a student when the reasons for lack of placement are criminal background check issues. Since clinical agency assignments are critical requirements for completion of the program, inability to complete required clinical experience due to a student's criminal background check will result in removal from the program.

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Signature

Date

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Printed Name

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Student ID Number

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Desired Health Care Program