

Occupational Therapy Assistant Competitive Admission Process – 2027 (For the cohort starting in 27/FA)

Admission to the OTA program is selective with no more than 30 students admitted to the core level of the Occupational Therapy Assistant program each year (eligible for courses OTA-XXX). Selection is based upon the applicant's ranking among other candidates using the point system described below.

Students who wish to be considered for selection must first declare OTA as a major at Cincinnati State. Then the student must complete and submit a *Selective Admission Application* for the next OTA Cohort starting each fall semester through Cincinnati State e-form system with the e-form title “***Occupational Therapy Assistant (OTA) Selective Admission Application 2027***”. The application will include student information, an attached copy of the applicant's Academic Evaluation for the OTA degree (Degree Audit-found in Self- Service); along with any other applicable documentation used for the selection process (see below). The applicant's packet must be submitted to the program chair via the Cincinnati State e-form system during the application submission period. Packets received outside of the approved submission period **will not** be considered for that year's OTA cohort unless the cohort has not reached capacity when the application window has closed. No further applications will be accepted after the cohort orientation occurs (August) prior to the start of the 1st semester OTA sequence courses (Fall).

All program pre-requisites must be completed prior to applying for selective admission (see below). It is the responsibility of each applicant to ensure that high school and college transfer transcripts (when applicable) are sent to Cincinnati State via the registrar. Each applicant should meet with an OTA program advisor to review their transcripts to be sure they are ready to apply for selective admission. Tara Brock is the OTA Program Chair and the primary program advisor.

Applicants will be notified via their C-State college email, no later than the week of May 31, 2027, of their admission status. Students should frequently check their email for updates. Candidates who are selected to begin must reply by the date indicated on the acceptance notification, which will typically be one week after notification. If a student fails to declare OTA as their major, reply, accept, and register by the outlined deadlines, they may forfeit their spot and it will be offered to the next applicant in the ranking for that year. Additionally, all onboarding documents must be completed by assigned deadlines as well as the student must attend the mandatory in person OTA Program orientation and maintain a SU27 Cumulative GPA of 2.75 to start the OTA-XXX sequence. Failure to do so will result in the student forfeiting their spot and it will be offered to the next applicant in the ranking for that year

Any student who wishes to apply through selective admission to the OTA Program as well as another program in the Health and Public Safety Division must meet with each program chair prior to the end of the application window. Failure to do so will result in the student being unable to take their 2nd choice for a major, should they be unsuccessful with earning an open position in their 1st choice.

PROGRAM PREREQUISITES

Before submitting a selective admission application packet, the following prerequisites must be met:

- 2.75 overall cumulative GPA
- High school or college biology and chemistry with a C or better, or current college or HS coursework in Anatomy and Physiology with a C or better, or completion of Biology and Science Skills (BIO 100 or BIO 117 & BIO 127) at Cincinnati State with a C or better; both HS and college courses no older than 5 years old will be eligible (unless A&P is more recent).
- Ready for college level reading, writing, and math according to the Multiple Measures process used to place students (see the Program Chair for details about this placement measure).
- Admission to the College with the declared major of OTA (either Full Admit, Pathway Admit, or High School in Progress/HSIP)
- Meets the program specific application deadline date for submitting materials

APPLICANT RANKING CRITERIA

- **Science GPA – Max 25 Points**

- Minimum GPA of 2.0 (C) for science prerequisite

- GPA will be calculated from qualifying HS or college pre-requisite biology and chemistry classes; scores will be averaged regardless of different number of credit hours; if a HS student completed HS level A&P, that score may be used to establish the Science GPA.

- Note: In calculating your science GPA, if a prerequisite course (biology, chemistry) was a series, we will use the highest grade earned. For example, if you took CHEM 1 and CHEM 2, we will use the higher of the 2 grades to factor into your science GPA. The last course in the series must be within 5 years.

- College level Anatomy and Physiology can be used as the science GPA only if the pre-requisite requirements are out of the 5-year time frame.

- For HS coursework, Science GPA will be based on your numerical score for the course using the following criteria:

- 90-100 = A

- 80-89 = B

- 70-79 = C

- In the event your grades are not issued using numerical scores, the letter grade will be used.

- **Work Ahead Points BIO 151/152 -Max 20 Points**

- Curriculum science courses (BIO 151 or BIO 152) will be used for calculation of “work ahead” points only when a pre-requisite science course exists within the 5-year limit. When BIO 151 and BIO 152 are out of the 5-year timeframe, students may be required to retake BIO 151 as a pre-requisite for OTA-233. 10 points will be earned for each A, and 5 points will be earned for each B, 1 point will be earned for a C.

- A point will be deducted for any course that is repeated, or any class retaken which was previously assigned a “W”.

- **Work Ahead Points ENG 101 and ENG (102/103/104) -Max 10 Points**

- Curriculum English courses (ENG 101/101A) and ENG (102/103/104) will be used for calculation of “work ahead” points for English. 10 points will be earned for each A, and 5 points will be earned for each B, 1 point will be earned for a C.

- A point will be deducted for any course that is repeated, or any class retaken which was previously assigned a “W”.

- **Work Ahead Points Co-requisite points-Max 4 Points**

- Curriculum co-requisites such as FYE/HLT, MAT-105, PSY 110, SOC 105 will be used for calculation of “work ahead” points with 1 point for each course with a grade of C or higher.

- A point will be deducted for any course that is repeated, or any class retaken which was previously assigned a “W”.

- **Experience Points- Max 25 Points**

- ▶ Prior degree or certificate earned – (Certificate ≤ 1 yr. = 2 pts. or > 1 yr. = 3 pts.; Associate = 5 pts.; Bachelor’s/Master’s = 7 pts.) **Attach transcripts and/or state/national certificate/license for review (unofficial transcripts accepted).**

- ▶ 50% or more total credits earned at Cincinnati State (min 12 cr hours) = 5 pts.

- ▶ Documentation of direct client contact employment in a healthcare setting within the last 2 years – 1000 hours min. (**requires letter from supervisor on letterhead stating the type of work, number of hours, and dates of service**) = 5 pts. **OR**
- ▶ Healthcare Volunteer experience with direct client contact (250 hours min)/or family involvement with OT in direct contact with the family member within the last 2 years – (**requires letter from supervisor on letterhead stating the type of work, number of hours, and dates of service or family involvement reflection documentation**) = 2 pts.
 - *Family involvement only means that you were someone's primary caregiver and you must submit documentation about the care you performed (please consult with the program chair about what is needed for earning these points)*
 - *Healthcare Work experience, volunteer experience, and personal experience can be earned.*
 - *Those who have at least 250 hours of work experience, but have not achieved 1000 hours, can earn volunteer experience.*
 - *Students are **not** encouraged to try to earn 250 hours of "volunteer" experience prior to submitting an application. This is included for those who have the experience in their recent past.*
- ▶ Currently officially enrolled as an **Honors Experience** student (provide a letter from the Honors Experience chair) = 5 pts.
- ▶ Military experience veteran = 5 pts. **Attach copy of evidence.**
- ▶ Repeat applicant = 1 pt. *Provide last time completed: _____
- ▶ *HS Students Only:* **Provide documentation of involvement** in leadership capacity through HS or community clubs/organizations, or involvement in the National Honor Society – attach letter of rec. from faculty advisor = 5 pts.
- ▶ **1 point deduction for each no-show advising appointment documented in Starfish after the initial OTA advising appointment has occurred. No points are deducted for communicated cancellations.**

Note: Max of 25 points can be earned for Experience Points.

Note: For employment experience, or volunteer/family experience, please provide a summary of what you were responsible for and the dates/number of hours you completed. This should be submitted on appropriate letterhead for the facility where you volunteered. Also, keep in mind that this is volunteer experience and not merely observation time. If you have any questions, please notify the program chair: Tara.Brock@cincinnatiastate.edu .

CRIMINAL BACKGROUND CHECK

Once students are accepted into the Core Level of the OTA program, they will be required to submit a criminal background check in order to verify eligibility for clinical placements. *Please wait for further instructions.* The background checks **must be completed prior to October 1st of the 1st semester of OTA courses (OTA-xxx)**. Failure to complete the background check by the required date may be grounds for dismissal from the program. Additionally, many clinical facilities also require a repeated background check after the first year as well as a drug screening prior to placement. That will be determined based on clinical placement, which varies throughout the program.

According to Ohio Occupational Therapy Licensure laws "...all applicants for initial licensure as an occupational therapist or occupational therapy assistant shall submit to a criminal records check completed by the bureau of criminal identification and investigation in accordance with section 4755.06 and 4755.70 of the Revised Code. The results of the criminal records check shall be received by the board prior to the issuance of a license to practice as an occupational therapist or occupational therapy assistant."

***Felony records and misdemeanors may prohibit you from being placed for fieldwork in this program or obtaining licensure/certification needed for employment.**

ADDITIONAL SKILLS AND SUGGESTIONS FOR SUCCESS

In addition to the other requirements, all students must be able to access the college online teaching platform, Brightspace, and must be accessible via an electronic mail address. *We will not use personal email addresses.* All correspondence will be sent via the student's Cincinnati State email account. Students may utilize any of the computers on any campus to create and check their email accounts and to access Brightspace. Brightspace and email accounts should be checked frequently (at least 1 time/week) for messages, assignments, and/or announcements. Students are responsible for keeping their demographic information current by updating their personal information as needed.

IMPORTANT TO NOTE:

COVID Vaccine- At the present time, the OTA Program has a number of clinical placements which do not require a vaccination for COVID; however, that can change and is out of our control. If you earn a placement in the program for the fall cohort, it is imperative that you connect with the Academic Fieldwork Coordinator about this so that arrangements can be made to be placed for fieldwork. Be advised that, in the event that all placements available require the COVID vaccine, it could result in you not being able to continue in the course sequence and/or to graduate.

**Selective Admission Application
Coversheet
Occupational Therapy Assistant
Program- 2027**

TO THE APPLICANT

This form will be completed within the e-form system along with and your Academic Evaluation (Degree Audit found in My Services). Please complete these steps to ensure your application is completed in its entirety. **Step 1:** Complete all required fields in the e-form. **Step 2:** Submit your documents in e-form between March 1, 2027 and May 14, 2027. Applications will not be accepted before/after March 1, 2027 and May 14, 2027 unless the cohort does not fill to capacity by the deadline). **Step 3:** Receive a receipt from e-form and keep copies of all your documents.
Note: Be sure to follow the packet instructions to submit that on the same date as you submit the application.

Student ID: _____

Legal Name: _____
Last First Middle

Preferred name, if not first name _____ Former last name(s), if any _____

Mailing address: _____
Number & street

City State Zip/postal code

Preferred telephone () _____ College E-mail _____

- ☐ I certify that all information submitted in the admission process- including the application is factually true and honestly presented. I understand that these documents will become the property of the institution and will not be returned to me.

Signature _____ Date _____
mm/dd/yyyy

Occupational Therapy Assistant Program



Selective Admission Requirement Checklist

Requirements to Apply for Selective Admission that will be loaded to e-form
(please check as complete):

- _____ *Application Coversheet Personal Information*
- _____ *Declared Program major: OTA (Active status) –Date of acceptance: _____*
- _____ *Completion of all Pre-requisite courses (Biology, Chemistry) with a C or higher within the last 7 years (HS or college level courses will be acceptable; however, HS courses cannot be any older than 5 years); or BIO 100 at Cincinnati State only.*
- _____ *Readiness to take college level ENG 101/101A and MAT 105/105A*
- _____ *Overall GPA of 2.75 or higher*
- _____ *Copy of unofficial transcript from Cincinnati State for OTA Major (Degree Audit)*
- _____ *Link to your video sent... Date Link Sent: _____*
- _____ *Experience Documentation (check all that apply):*
 - _____ *50% or more credits from CS – include Academic Evaluation (Degree Audit)*
 - _____ *Copy of transcript for prior degree or certificate earned – unofficial transcripts will be acceptable*
 - _____ *Letter documenting current healthcare work experience; or volunteer/family involvement (student can either include employment or volunteer/family, not both)*
 - _____ *Documentation of Honors Experience*
 - _____ *Military DD 214 honorable discharge form*
 - _____ *Repeat applicant*
 - _____ *HS Students Only: HS leadership – letter of Rec.*
- _____ ***Keep a personal copy of all documentation uploaded***

Submit your application no later than **May 14, 2027**. Submissions should be made to e-form titled **“Occupational Therapy Assistant (OTA) Selective Admission Application 2027”**. No applications will be received prior to March 1, 2027. All fields marked with “*” must be complete. Incomplete applications in e-forms will not be reviewed. You will receive an email confirmation from the Program Chair once your application is received within 5 business days. You will not receive acceptance notice until the week of May 31, 2027. If you do not receive a confirmation within 5 days of submission or notice of acceptance status by June 4, 2027, e-mail Tara.Brock@cincinnatiastate.edu about your status.