Thank you for your interest in the Occupational Therapy Assistant (OTA) program at Asheville-Buncombe Technical Community College. Please read this information thoroughly.

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

Students must complete all graduation requirements in a timely manner. This includes completion of all Level II fieldwork within 18 months following completion of the didactic portion of the program.

Admission to the OTA program is competitive. We want to make sure you have the best possible chance of being selected by completing all processes and submitting all necessary application documents completely, correctly and by the deadline. Please call the Admissions Office if you have any questions: (828) 398-7577, 398-7578, 398-7887, or 398-7576 or email admissions@abtech.edu.

You must be a high school graduate, or have an Adult High School or High School Equivalency (HSE) diploma to be eligible to enter the competitive allied health programs and have self-certified this requirement on your A-B Tech College application.

**ACAO 115 : Success and Study Skills and MED 120 : Medical Terminology Prerequisite Requirement**

Accepted OTA students must successfully complete ACA 115 Success and Study Skills and MED 120 Survey of Medical Terminology (or acceptable substitutes) with a “C” or higher prior to fall 2017 term start. Prerequisites will be verified by the OTA department chairperson prior to full acceptance into the program. Students who have completed an Associate Degree or higher or who have 24 credit hours or more of college-level transfer credit will have satisfied the ACA 115 requirement.

**THE APPLICATION PERIOD**

We will begin accepting applications February 1, 2017, for the OTA class that begins fall semester 2017. All deadlines and requirements in this document must be met to be eligible to apply.
All students must review the *Competitive Program Guide* and complete the *Competitive Program Assessment* for admission before meeting with a GOT/Allied Health Advisor. Distance student services are also available for students living outside of Buncombe County or its adjacent counties. Please contact gotadvising@abtech.edu for assistance. Students are encouraged to view the *Competitive Program Guide* early and often to ensure you fully understand the application process and deadlines. To access the *Competitive Program Guide* and *Competitive Program Assessment*, please go to www.abtech.edu and select “Students”, then under First Steps select “Competitive and Limited Programs”. If you do not have internet access, you are welcome to use the computers in the K. Ray Bailey Student Services Center.

**IMPORTANT APPLICATION INFORMATION**

To be eligible for admission to the fall 2017 class, all qualified competitive allied health applicants will be required to take the ATI TEAS (Test of Essential Academic Skills) exam. The ATI TEAS exam may only be completed at a location within the United States of America per ATI guidelines.

Please note that students may use either ATI TEAS or TEAS (Version V) scores, provided the scores are five years old or newer. The ATI TEAS exam will be paid for by the student at the time of online registration on the ATI website. Information on the ATI TEAS exam and associated costs can be found at www.atitesting.com. Applicants should NOT schedule the ATI TEAS until after meeting with a GOT/Allied Health Advisor and obtaining a “ticket” to TEAS.

The ATI TEAS composite (total adjusted) score will be used to rank applicants for the competitive allied health programs. You may use your TEAS (Version V) composite score from a previous test session if the score is five years old or newer and already on file at the College. Individuals wishing to submit a TEAS score in lieu of testing during the application period must request authorization at the time of completion of the Verification/Selection Form.

Applicants may select only ONE of the following at the time of completion of the Verification/Selection Form: 1) Testing during the application period at the Testing Center on A-B Tech’s main campus on Victoria Road in Asheville, NC. This option is required for non-distance students who choose to test during the application period. 2) Testing at an approved testing facility in another location. This option is available ONLY to applicants who live outside of Buncombe or its adjacent counties. The location of the testing facility must be known at the time of application. 3) Use an existing score already on file at the College provided the score is five years old or newer. 4) Request to submit only one score from a testing session prior to the application period at another testing facility. If multiple test scores are received on a single report (regardless of the reason for or source of the error), the earliest composite score will be used.

**PLEASE NOTE:** Test scores will not be accepted and students may not schedule the ATI TEAS at A-B Tech until after an applicant has completed the Verification/Selection Form and only the TEAS option selected on that form will be permitted. Students who wish to change their ATI TEAS option must meet with a GOT/Allied Health Advisor before March 3, 2017, to complete a new Verification/Selection Form.

Applicants in need of testing accommodations should contact Support Services at supportservices@abtech.edu at least three weeks prior to testing.

**Notice to non-U.S. Citizen**

Admission to the Occupational Therapy Assistant program is open only to individuals with legal status or lawful presence. Some clinical sites may have additional immigration/citizenship requirements. Successful completion of clinical rotations is required for program completion. The college refund policy applies if a student drops the program after being denied clinical site privileges. Non-citizens are encouraged to contact the appropriate licensing/certifying agency to determine if they are eligible for licensure/certification upon graduation – decisions regarding licensure/certification are solely the responsibility of the licensing/certifying agency.
Please note that the Test for Essential Academic Skills (TEAS) may only be completed at a location within the United States of America per ATI guidelines. Questions regarding program admission for non-citizens may be made to internationalinfo@abtech.edu.

**HOW TO APPLY**

1. Complete and submit the general A-B Tech College application online at www.abtech.edu. (This is not an application to an allied health program. That will be done separately after you meet with a GOT/Allied Health Advisor in the Bailey Building and are approved as eligible to apply.)
2. Students must certify on their college application that they are a high school graduate from a valid institution, an adult high school graduate from a valid institution, or have a valid HSE diploma. High school graduation or the equivalent from a regionally accredited, valid institution is generally required for financial aid purposes. You must have this high school equivalency by the first day of classes for the fall semester 2017 to enter the competitive allied health programs.
3. Applicants must complete FOCUS 2 online career and educational planning assessment prior to meeting with a GOT/Allied Health Advisor to apply for any allied health program. The assessment is available on the Career Development Services web page. FOCUS 2 must be completed by 3:00 p.m. on March 3, 2017.
4. Applicants must complete New Student Orientation and the Smarter Measure assessment prior to meeting with a GOT/Allied Health Advisor to complete the Verification/Selection Form. Registration for NSO is available at www.abtech.edu/nso.
5. Applicants must document college readiness in English and math. With the exception of course credit (A-B Tech or transfer), placement must be five years old or newer. Students may place using different options for math and English. Official documentation of placement is required.

Placement in English and math may be met in one or more of the following ways:
1) High school placement: students with a 2.6 or higher unweighted GPA plus a fourth level math above Algebra II.
2) Course credit (A-B Tech or transfer) for DRE 098 or ENG 111 (for English placement) and DMA 010-050 or MAT 143 or higher (for math placement). A “P” in DRE/DMA or a “C” or higher is required.
3) Placement scores from one of more approved placement assessments, as follows:

<table>
<thead>
<tr>
<th>ACCUPLACER</th>
<th>SCORE</th>
<th>NC-DAP</th>
<th>SCORE</th>
<th>SAT</th>
<th>SCORE</th>
<th>ACT</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading And Sentence Skills</td>
<td>80</td>
<td>Composite English (Reading; Revising/Editing /Writing; and WritePlacer)</td>
<td>151</td>
<td>Reading OR Writing</td>
<td>500</td>
<td>Reading OR English</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>86</td>
<td></td>
<td></td>
<td>3/2016 Evidenced-Based Reading &amp; Writing</td>
<td>500</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>Arithmetic Elementary Algebra</td>
<td>55</td>
<td>Math</td>
<td>Mastery of DMA 010 thru 050 (7 or higher)</td>
<td>500</td>
<td>Math</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td></td>
<td>55</td>
<td></td>
<td>3/2016 or Later Math</td>
<td>530</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The College Placement Assessment or the equivalents detailed above must be completed and on file by **March 3, 2017**.

a. The College’s Placement and Retesting procedures apply to all applicants.
b. Applicants with disabilities should contact Support Services at supportservices@abtech.edu at least three weeks prior to testing to receive special accommodations.

6. If you meet the minimum placement requirements, you will be given written permission to schedule the ATI TEAS exam by a GOT/Allied Health Advisor in the Bailey Building and taken by the advisor to finalize a Verification/Selection form in the Admissions Office. **You must complete this step and the Verification/Selection form by March 3, 2017.** You must schedule and take the ATI TEAS exam by March 10, 2017, to be considered as an applicant.

You may use your TEAS Version V composite/total adjusted score from previous test sessions if the score is five years or newer and **already on file at the college.** Individuals wishing to submit a TEAS score in lieu of testing during the application period must request authorization **at the time of completion of the Verification/Selection Form.** TEAS test date must be prior to the application period start date of February 1, 2017, and must be from a regionally accredited institution. Be aware that only one TEAS test will be allowed during the fall 2017 application period.

7. Applicants accepted into the program must attend a required program orientation session which will be scheduled in fall 2017. During orientation, students will receive information concerning the required criminal background check, drug screening, immunization requirements, CPR certification, TB testing, physical exam, etc. These procedures must be completed prior to the first Fieldwork experience. Specific dates will be distributed at the program orientation session.

8. Applicants accepted into the program must complete a minimum of 8 hours of observations in **two different** type occupational therapy settings and submit the completed observation forms to the OTA program chairperson at the required program orientation in the spring.

**ADMISSION TO THE PROGRAM**

1. You will receive the points of your ATI TEAS exam composite score (adjusted individual total score). The TEAS exam includes Reading, Math (including Algebra), Science and English sections. **The TEAS exam score will be used to rank applicants within their selected competitive allied health program.**

2. The OTA Chairperson will verify student’s successful completion of ACA 115 Success and Study Skills and MED 120 Survey of Medical Terminology (or acceptable substitutes) with a “C” or higher **prior to fall 2017 term start.**

**OTHER IMPORTANT INFORMATION – READ CAREFULLY**

Criminal background checks and drug screenings will be **required** by clinical sites for students entering the competitive allied health programs. These screenings will be conducted at the student’s expense by a professional and independent vendor. Failure to achieve acceptable standards for these screenings will result in the denial of clinical privileges. Successful completion of clinicals is required for program completion. The college refund policy applies if a student drops the program after being denied clinical site privileges.

Applicants should be aware that most states require licensure in order to practice as an occupational therapy assistant. State licenses are usually based on the results of the National Board for Certification in Occupational Therapy (NBCOT) Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain licensure. NBCOT offers an Early Determination and Character Review process that can be found at [http://www.nbcot.org/early-determination-character-review](http://www.nbcot.org/early-determination-character-review)

Applicants for competitive Allied Health Programs must demonstrate the ability, with or without reasonable accommodations, to meet certain technical standards critical to the successful completion of the program. These
standards include skills and abilities essential for such things as operation of equipment; evaluation and manipulation of patients; evaluation of microscopic components and color reactions; and communication with patients, families and other medical personnel. For an explanation of specific physical and cognitive requirements for the OTA program, refer to the “Program Recommendations for ADA Technical Standards” notebook, which is available in the Admissions Office or on the A-B Tech web page. For further clarification, contact the OTA Department chair at (828) 398-7272.

Students accepted into the OTA program will be required to obtain CPR certification from the American Heart Association prior to beginning OTA 161 Fieldwork I-Placement 1 in the second semester. This CPR for the healthcare provider/professional rescuer course must include hands on skill demonstration of one and two rescuer adult, child and infant CPR and use of an AED.

If you are not selected for the OTA program beginning fall semester 2017 and wish to apply for the fall 2018 class, you must re-apply.

All documents that you submit with your application for the OTA program must be true, correct and complete. Falsification of documentation may result in denial of admission or dismissal after admission.

Admission criteria are reviewed each year and are subject to change from year to year.

Students enrolled in the OTA program must complete all pre-requisite courses before proceeding in any OTA course. All courses in the program are prerequisites for courses in subsequent semesters. Students may have to enroll in general education and related courses that are scheduled as either Day or Evening courses to be able to meet the prerequisite requirements.

Allied Health students will be required to complete clinical rotations which may require them to travel more than one hour from campus. Clinical rotations may be conducted during weekend and/or evening hours. Students are responsible for arranging for their own transportation.

COMPETITIVE ALLIED HEALTH READMISSION POLICY

The following readmission policy applies to students who receive an unsuccessful grade in a competitive allied health program, or who voluntarily withdraw from such a program. Unsuccessful grades are defined as “D”, “F”, or “U”.

1. If you receive an unsuccessful grade in a competitive allied health program, you may not proceed to any subsequent course, which has the course in question as a prerequisite. You must repeat the course in question before proceeding to the next higher course in the program.
2. Most allied health courses are offered only once annually.
3. Due to the competitive nature of the OTA program, it will be necessary for the students who have received an unsuccessful grade in a major course during their first semester to reapply for regular admission to the program during the next application period.
4. Students who do not successfully complete a subsequent semester may seek approval from the department chairperson to ask special permission from the division dean to be directly re-admitted to the program (without participation in the competitive admission process) for the next class start or academic year. Requests will be taken and considered on an individual basis.

We appreciate your interest in A-B Tech and the Occupational Therapy Assistant program.
Dear Prospective Applicant:

I am pleased to provide information regarding the accreditation process for developing occupational therapy educational programs and its impact on students enrolled in these programs. Universities and colleges generally contact AOTA headquarters early in their consideration of initiating an OT or OTA educational program. The accreditation process, which takes approximately two years, is designed to start before the first class of students enters the program and completed before the first class graduates.

An occupational therapy or occupational therapy assistant program must be accredited by the AOTA Accreditation Council for Occupational Therapy Education (ACOTE) prior to students’ graduation for its students to be eligible to sit for the national certification examination offered by the National Board for Certification in Occupational Therapy (NBCOT). Therefore, students who enter developing programs are taking a risk that the program will not obtain accreditation and they will not be eligible to sit for the NBCOT certification exam.

Any program submitting a Letter of Intent to seek ACOTE accreditation must, prior to the admission of the first class of students into the program, obtain “Candidacy Status” (formerly “Developing Program Status”) by submitting a Candidacy Application describing how the program plans to demonstrate compliance with the ACOTE Accreditation Standards for a Doctoral-Degree-Level Educational Program for the Occupational Therapist, a Master's-Degree-Level Educational Program for the Occupational Therapist, or an Associate-Degree-Level Educational Program for the Occupational Therapy Assistant. If the program obtains Candidacy Status, the next step is to enter into the “Initial Review Process” and continue through the accreditation process.

I would suggest that you speak with the director of any new program in which you are interested regarding the plans for the program and for application for accreditation. If the program has applied to seek accreditation, the program director will have received a tentative schedule of the accreditation process. This schedule delineates a sequence of required steps the program must complete before accreditation is granted.

You may ask the program director where the program is in the initial accreditation process and specifically whether the program has received Candidacy Status or Developing Program Status (if it is early in the process) or whether the program has received a Letter of Review (if it is midway through the process). The Letter of Review is used by ACOTE to provide feedback to a developing program prior to the initial on-site evaluation. The granting of a Letter of Review indicates that, on the basis of examination of the Initial Report of Self-Study and supplementary information available to the review committee, ACOTE has determined that the program is likely to meet the ACOTE Standards if fully implemented in accordance with its plans. This shall not be regarded as a form of pre-accreditation status, but is intended to provide an indication that program planning appears to be proceeding in a direction that will lead toward accreditation.

If you are uncomfortable with the risk involved in entering a developing program, it may be better for you to pursue one that is already accredited. However, the accreditation process is designed to facilitate development, and substantial support is provided to the program during the process.

I hope that this information is helpful to you. Please feel free to contact the AOTA Accreditation Department at accred@aota.org if you have additional questions. Best wishes in your pursuit of an occupational therapy or occupational therapy assistant degree!

Sincerely,

Sue Graves

Sue Graves
Assistant Director of Accreditation, AOTA
STUDENT PREPARATION AND TESTING RESOURCES AVAILABLE

COLLEGE PLACEMENT
Test resources are available from:

www.abtech.edu/placement (See Test Preparation Section)

SAT or ACT study guides, which are available at various libraries and bookstores, are also good resources for testing preparation.

FOCUS 2
Online career and educational assessment.

http://www.abtech.edu/focus2

ATI TEAS
Test resources and online registration and payment are available at the following website:

www.atitesting.com

Study guides are available for review in the Holly Library and the A-B Tech Madison and South sites. Study guides may also be purchased online from the test vendor ATI at the online store link or at the A-B Tech bookstore. Online practice assessments are also available at the vendor website.

PLEASE NOTE: Applicants are required to take the ATI TEAS exam on A-B Tech’s main campus on Victoria Rd., Asheville, NC. Applicants who live outside of Buncombe County or its adjacent counties can make arrangements to take the TEAS exam at another institution with permission/approval from the GOT/Allied Health Advisor, as indicated on the Verification/Selection form.

ADDITIONAL PREPARATION RESOURCES
March2Success.com provides free personal assessments and preparation tools for the college placement test and the ATI TEAS exam.