SHP ADMISSION PACKET
OCCUPATIONAL THERAPY ASSISTANT

SCHOOL OF HEALTH PROFESSIONS
COMMUNITY COLLEGE OF BALTIMORE COUNTY (CCBC)

WWW.CCBCMD.EDU/SHP

2024-2025

CCBC Catonsville Campus

1. **Apply to CCBC**
   ☐ Complete the free CCBC application: [Apply to CCBC](#)

2. **Submit**
   ☐ Submit official transcripts/score reports to CCBC Registrar

   ☐ Follow this link for more details: [Next Steps](#)

3. **Complete**
   ☐ If you have transcripts from other colleges, complete the Transfer Evaluation Request form. Go to [Transfer to CCBC (ccbcmd.edu)](#), click on "Next Steps," and then click on "Transfer Evaluation Request".

4. Review
   ☐ Review the Admission packet for your program

5. **Meet**
   ☐ Meet with a Health Professions Academic Advisor [Meet with an Advisor (ccbcmd.edu)](#)

6. **Take**
   ☐ If applying for Dental Hygiene, Radiography, Registered Nursing, Practical Nursing, or Practical Nursing-RN Bridge, register for and complete the TEAS test. More information about the TEAS and how to register: [TEAS](#)

7. **Apply**
   ☐ Access SHP CAS: [SHP CAS Login.](#) Dental Hygiene - [DH CAS Login](#)
   ☐ Complete each quadrant of the SHP CAS or DH CAS application

   ☐ Send 2nd set of transcripts to SHP CAS directions in 2nd quadrant of applications

☐ Submit the application with the non-refundable application fee by the program deadline

For assistance:

- Click the blue question mark in the top right corner of each page of the SHP CAS application

- Email shpseat@ccbcmd.edu

- Contact your Health Professions Academic Advisor

- Attend a SHP CAS workshop, in person or via TEAMS. Check CCBC Events page

8. **Check**
   ☐ Log back into your SHP CAS application and click on the "Check Status" tab to ensure your application is marked as Verified/Complete for evaluation

9. **Monitor**
   ☐ Regularly check the email address used in your SHP CAS or DH CAS application for updates and notifications. Check SPAM folder.

10. **Confirm**
    ☐ Log into your *[myCCBC](#)* account then review your *SIMON Degree* Audit to confirm transcripts from other institutions have been received and evaluated

11. **Be Notified**

    ☐ Refer to your program admission packet for information about interview dates and admission decisions. Final decisions are emailed to applicants from SHP Admissions only.

This checklist is designed to guide you through each step of the SHP selective admission process efficiently.

Links:

1. https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/index.html
2. https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/Degree-or-Certificate/Next-Steps.html
3. https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/pages/Transfer-to-CCBC.html
4. Meet with an Advisor (ccbcmd.edu) https://www.ccbcmd.edu/For/Accepted-Students/pages/Meet-with-an-Advisor.html
5. https://www.atitesting.com/teas
6. https://shp.liaisoncas.com/applicant-ux/#/login
7. https://dhcas.liaisoncas.com/applicant-ux/#/login
8. https://id.quicklaunch.io/CCBC

Contents

Occupational Therapy Assistant Program

Welcome

On behalf of the School of Health Professions, thank you for your interest in CCBC's Occupational Therapy Assistant (OTA) program. The program is well respected in the community and will prepare you with the skills necessary to be successful. Please carefully review the information contained within this guide to ensure you have completed all aspects required for admission consideration.

I wish you the best with the submission of your admission application.

Sincerely,

Antoinette Shaw, OTD, OTR/L
Program Director

Program Description

The field of occupational therapy involves work with those who have either been unable to attain independence or who have suffered a disruption to independent functioning in their daily occupation and roles. Occupational therapy practitioners see patients of all ages and all disabilities to facilitate functional living, which may include self-care, work, education skills; fulfillment of societal roles; self-determination, and mastery over the environment. Occupational therapy practitioners may be employed in hospitals, rehabilitation centers, sub-acute facilities, psychiatric and community-based programs, home health, the school system, private practice, and other settings.

The CCBC Occupational Therapy Assistant (OTA) program is a two-year, technical-level program from which graduates receive an Associate of Applied Science degree. It is designed to prepare students to function as entry-level certified occupational therapy assistants under the supervision of the registered occupational therapist. Courses DO NOT automatically transfer to professional-level occupational therapy programs. Students desiring to pursue a professional-level degree in occupational therapy are advised to contact those programs directly.

Accreditation

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). ACOTE is located at 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. The OTA Program is accredited through 2024.

Graduates of the program will be eligible to sit for the national certification examination

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for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). To view current program pass rates on the NBCOT examination for this Occupational Therapy Assistant program, click on this link https://www.nbcot.org/Educators-Folder/SchoolPerformance. After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure which is usually based on the results of the NBCOT Certification Examination.

Students enrolled in the OTA program should be aware that a prior felony conviction may affect the graduate's ability to sit for the National Certification Examination and/or attain state licensure. For further clarification, contact NBCOT at 301-990-7979 or the Maryland State Board of Occupational Therapy Practice at 410-402-8556.

Application to the School of Health Professions (SHP) is a separate and competitive process from admission to CCBC. CCBC uses an outside vendor to manage the applications in the School of Health Professions Central Application Service (SHP CAS). The SHP CAS and CCBC are separate systems and do not share information. You must submit two applications and sets of transcripts, one to CCBC and one to SHP CAS. Send inquiries to shpseat@ccbcmd.edu.

Application Deadline

June 1st deadline for a Fall start

Required Coursework

All prerequisites, general program requirements, and general education requirements for this program must be completed with a 'C' or better grade. Courses can be in progress but should be completed by the application deadline for best consideration and to be considered competitive. All Prerequisites must be completed successfully prior to the start of the fall semester.

- ENGL 101
- ENGL 102
- CMNS 101
- CSIT 120
- BIOL 220*
- BIOL 221
- PSYC 101
- PSYC 103
- MATH 153

- One of these courses must satisfy the General Education Diversity requirement.
*BIOL 110 is the pre-requisite for BIOL 220 at CCBC.

Admission Criteria

- A 2.50 GPA on the above listed courses.
- A CCBC GPA of 2.00 or higher for any courses completed at CCBC.
- Technical Standards form
- Must demonstrate health insurance coverage which must be maintained throughout the program. Any lapse in health insurance coverage during enrollment in the OTA program is grounds for immediate dismissal.
- All paperwork must be received by the application deadline. Applications with missing documentation will be considered ineligible for admission into the Occupational Therapy Assistant program.
- Prior to application review, official transcripts from all colleges (except CCBC) must be evaluated by the CCBC Registrar's Office for transfer of credit. Only courses that transfer into CCBC will be considered for admission. Review the "How to submit your final transcript" section of the Apply Now webpage at: https://www.ccbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx . It is strongly recommended that SHP applicants speak specifically with a Health Professions Pathways Advisor early in the application process to review courses required for admission and graduation.
- All occupational therapy assistant program applicants must be at least 18 years old, have received a GED or high school diploma, and have completed all prerequisites before starting program courses.

Transfer of Credit

All applicants who are transferring to CCBC are encouraged to review their DegreeWorks Audit for transferred credit with a Health Professions Pathways Advisor.

Applicants who wish to be admitted into a selective admissions program must take courses as listed in the CCBC catalog and as shown on their DegreeWorks audit.

Steps for Admission

1. Apply for admission to CCBC at http://www.ccbcmd.edu/apply
2. Participate in assessment testing, if necessary.
3. Complete prerequisite courses as necessary.
4. Once you have your CCBC Student ID number, log into https://shp.liaisoncas.com/applicant-ux/#/login and apply to the program by the application deadline. The **non-refundable** $50 application fee is due at time of submission.
   a. If you need assistance with the program application, you can watch the video in the application or,

b. You can watch our YouTube video [showing an application walkthrough at https://www.youtube.com/channel/UCGjjlbh2aheqelcxERFZ99w?view_as=subscriber](https://www.youtube.com/channel/UCGjjlbh2aheqelcxERFZ99w?view_as=subscriber)

5. It is the responsibility of the student to ensure that all documents have been received or uploaded into the SHP CAS by the application deadline.

6. Applicants will receive an **email** inviting them to complete the **CCBC SHP Supplemental application** once their program SHP CAS application has been verified. Instructions will be in the email.

Transcripts

Official transcripts from <u>ALL</u> US colleges and universities attended by the applicant are required to be submitted to the SHP CAS <u>and</u> the CCBC Registrar. Official AP and CLEP scores should be sent directly to the CCBC Registrar/Office of Enrollment Services. The unofficial score report of AP or CLEP may be sent directly to the School of Health Professions Admissions office. Do not send AP or CLEP scores to the SHP CAS.

Please read these instructions carefully. Transcripts should be sent to the SHP CAS Transcript Processing Center and to CCBC, 4 to 6 weeks before the application deadline. If the program that you are applying to only requires an unofficial transcript sent to the SHP CAS, you must still submit Official Transcripts to CCBC for transfer of credit.

How to Send Transcripts to the SHP CAS

1. Enter your colleges or universities in the **Colleges Attended** section of the application before requesting any transcripts.
2. Click **ORDER** under each school you have listed.
3. You may choose to send the transcript electronically (recommended) or as a paper copy through the US Postal System. You only need to submit one transcript from each school regardless of the number of programs to which you are applying.

To Send an Electronic Transcript

o Choose one of the e-transcript services listed. CCBC uses Parchment. Search for the school that you attended. Complete the prompts to make an account. You will be asked where you would like the credential/transcript sent, type SHP CAS into the search bar.

o You will then be asked for the Application ID, this number is found in the 'Order Your Official Transcript' screen in the SHP CAS application, in Step 3. Copy and paste the number in the space on the e-transcript service page.

o Complete the form request by signing and paying for the transcript. You will receive a receipt that the transcript has been ordered.

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- o You can use the mail system to send paper copies of your Official Transcript. Click on the word 'Order', chose Option 2: Order a Mailed Paper Transcript. Click 'Download Transcript ID Form' and print the form. Contact the Registrar at each institution you attended and request one official transcript be sent to SHP CAS.
- o Provide the Registrar with the following items:
  1. SHP CAS Transcript ID Form. Ask the Registrar to attach it to your official transcripts. This form is not required but strongly recommended as it helps ensure your official transcripts are properly matched to your application. If you cannot use this form, make sure the registrar prints "SHP CAS" and your full SHP CAS ID number on the transcript before mailing it.

  2. Give the Registrar this mailing address:
     SHP CAS Transcript Processing Center
     PO Box 9134
     Watertown, MA 02471

How to Send Transcripts to the CCBC Registrar

Use this link to send your transcripts from all colleges attended, except CCBC, to CCBC Enrollment Services: https://www.ccbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx. Evaluation of your application will be delayed if you do not submit transcripts to the CCBC Registrar's Office.

How to Determine if Transcripts are Received

Applicants are responsible for checking to see that the official transcripts have been received at the required locations, (SHP CAS AND CCBC Registrar's Office).
1. SHP CAS - log into your CAS applications and select the Check Status tab in the upper right corner. All expected transcripts will be listed and it will be noted if the transcript has been received or not. Contact the SHP CAS directly by clicking on the blue question mark at the top of the application if you have questions about your transcript.
2. CCBC Enrollment Services – Log into your CCBC SIMON account to determine if your transcripts have been received and to review any transfer of credits. You can contact transfereval@ccbcmd.edu if you have a question about courses that may or may not have been transferred into CCBC.

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How to Send CLEP, AP and/or International College Transcript Evaluations

Send Official scores and evaluation directly to the CCBC Registrar office using this link, https://www.ccbcmd.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx. Unofficial copies can be sent to the SHP Admission Office at, shpseat@ccbcmd.edu.

Admission Response

Admissions decisions are emailed to applicants approximately 4 to 6 weeks after the application deadline.

Post Admission

Once admitted into the Occupational Therapy Assistant program students must attend a School of Health Professions Orientation and the OTA Program Orientation. The date and time of these orientations are provided in the acceptance letter.

In addition, students must comply with several health requirements to participate in the clinical portion of the OTA program. These requirements may include:

- Current CPR
- Recent physical examination
- Background check and drug screening
- Updated immunizations
- Recent PPD
- Tdap
- Hepatitis B vaccination

Please note this list is not all-inclusive. Students are responsible for all costs associated with the requirements for participating in the clinical portion of the program which may also include travel costs and specific dress (uniform) requirements.

Re-Admit Policy for OTA Program

- Any student who interrupts the sequence of OTA courses for any reason must contact the OTA Program Director immediately.
- The student will be placed on a re-admit waiting list for reinstatement into the OTA program on a first come/first serve basis.
- The student will re-enter the OTA program on a space-available basis with no guarantee that they will re-enter in any requested semester or year.
- The student is allowed to repeat one (failed) OTA course.

- The student will not be allowed to be placed on the waiting list a second time

Whom to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a **Health and Science Pathways Advisor** only. For the Catonsville campus call 443-840-2222 or visit the Student Services Center room 102. The hours, addresses, and phone numbers for all sites can be found by calling 443-840-2222 or online at http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Contact-an-Academic-Advisor.aspx.

School of Health Professions Office of Admissions at 443-840-1989 or email shpseat@ccbcmd.edu.

Professional Standards

Professional standards are considered the minimum expectation of skills to be performed by an occupational therapy assistant. The list below was compiled with input from the Academic Fieldwork Educators (clinical preceptors), members of the OTA Program Advisory Board, and job requirements per the US Bureau of Labor Statistics. Occupational therapy assistants must be able to perform the following:

I. **Communication:**
   A. Write concisely, and fluently for readability, in English.
   B. Read fluently in English.
   C. Speak in fluent English to report patient information and oral presentations.
   D. Communicate clearly with the patient, family, and significant others in English.
   E. Use medical terminology and abbreviations appropriately.
   F. Understand, follow and give directions in English.
   G. Accurately hear information verbally communicated by the patient, family members, and other health care staff.

II. **Physical Demands:**
   A. Perform patient care that requires lifting, turning, transferring, and ambulating patients.
   B. Perform common procedures that require large motor skills such as stooping. kneeling, bending, squatting, and reaching.
   C. Perform procedures that require fine motor skills such as vital sign measurements, standard tests, etc.
   D. Be mobile to access the clinical space, equipment, and/or patient rooms.
   E. Working on one's feet for up to 8-12 hours.

III. **Clinical Performance:**
   A. Assist in the development of patient/client profiles (including vital signs, measuring range of motion, manual muscle testing, and other standard tests).
   B. Observe and analyze patient/client performance (physical, physiological, and psychological response to treatment) and adjust treatment plan as necessary.
   C. Provide patient/client/family/caregiver with education, training, and community resources.

IV. **Interpersonal Skills/Professional Behaviors:**
   A. Able to work with patients across the lifespan.
   B. Able to establish rapport with the patient, family and/or significant others.
   C. Use therapeutic self to engage patient in therapy process.
   D. Acknowledge and be sensitive of the multi-cultural issues in healthcare.
   E. Accept and understand supervision/direction.
   F. Work as a member of the healthcare team and be aware of the chain of command.
   G. Work with a culturally diverse group of patients and health care professionals.
   H. Observe, interpret, and respond appropriately to verbal and non-verbal communication from patient.

V. **Safety:**
   A. Adhere to the written/oral safety precautions.
   B. Follow routine precautions at the health care facility.
   C. Takes initiative to respond to emergency situations.
   D. Be aware of potential safety issues with a variety of materials.

PROFESSIONAL STANDARDS DECLARATION

Declaration - I have read and understand the professional standards required for the Occupational Therapy Assistant program at CCBC. I hereby declare that I am able to meet the above-listed essential professional standards. *BE SURE TO SUBMIT WITH THE APPLICATION.*

Name of Applicant (Print or type)   Signature of Witness/Date

_____   _____

Signature of Applicant   Date

_____   _____

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Occupational Therapy Assistant Program
Tuition and Fees

CCBC / OTA Program Current Tuition (Per Credit)*		Fall 2024	Spring 2025	AY 2025-2026	Total Cost for 2 Years (2024-2026)
Baltimore Co. (in county resident)	$122.00	$1,220.00	$1,098.00	$2,074.00	$4,392.00
Maryland Resident (in state, but out of county)	$244.00	$2,440.00	$2,196.00	$4,148.00	$8,784.00
York, PA	$245.00	$2,450.00	$2,205.00	$4,165.00	$8,820.00
US Resident (out of MD state or York, PA)	$375.00	$3,750.00	$3,375.00	$6,375.00	$13,500.00
CCBC / OTA Program Current Fees*		Fall 2024	Spring 2025	AY 2025-2026	Total Cost for 2 Years (2024-2026)
General Service Fees (per billable hour)	$22.00	$220.00	$198.00	$374.00	$792.00
School of Health Professions OTA program application	$50.00	$50.00	---	---	$50.00
Registration Fee	$55.00	$55.00	$55.00	$110.00	$220.00
Capital Fee	$20.00	$20.00	$20.00	$40.00	$80.00
Technology Fee (per billable hour)	$17.00	$170.00	$153.00	$289.00	$612.00
Lab Fees (see class schedule for course fees)		---	$275.00	$440.00	$715.00
Activity Fee (per billable hour/max $48)	$4.00	$40.00	$36.00	$68.00	$144.00

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CCBC / OTA Program Current Tuition (Per Credit)*		Fall 2024	Spring 2025	AY 2025-2026	Total Cost for 2 Years (2024-2026)
Graduation Fee	$75.00	---	---	$75.00	$75.00
Transcript Fee	$12.00	---	---	$12.00	$12.00
Books		$497.36	$385.81	$103.00	$986.17
Uniform (Scrubs with school logo)	**$45.00-$110.00	$45.00-$110.00	---	---	$45.00-$110.00
CastleBranch (Background, Drug Screen, Medical Requirement Tracker)	$94.50	$94.50	---	---	$94.50
Total Cost (for In-County only)					**$8,217.67-$8,282.67

* Tuition and Fees are subject to change. Visit https://www.ccbcmd.edu/costs-and-paying-for-college/tuition-and-fees for up-to-date information.

**Based on the style of uniform selected

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