Dear Prospective Student,

Thank you for your interest in the Occupational Therapy Assistant Program at Jackson State Community College. The faculty of the OTA Program is enthusiastic about our profession and look forward to working with dedicated persons who are interested in the field of Occupational Therapy and can meet the challenges and demands of this exciting career.

The OTA Program at JSCC is a two-year course of study. This includes four academic semesters and one semester of full time internships. Given the necessary skills and knowledge required to become an OTA, applicants must be prepared to make a strong commitment to both academic coursework and internship training. The OTA must be prepared to work with persons of varied ages, cultures and abilities. OTA students will be challenged in both Personal and professional ways as they prepare to become Occupational Therapy Assistants. It is important that all applicants recognize the commitment required if accepted into this program and to this profession.

In addition to OTA coursework, students must complete five required General Education courses. These courses include: BIOL 2010 Anatomy and Physiology I, ENGL 1010 English Composition I, SPCH 1010 Fundamentals of Speech communication, PSYC 1030 General Psychology, and a Humanities Elective. Per Program requirements, BIOL 2010 Anatomy and Physiology I must be completed no later than the summer before beginning the program and be current within 5 years. Per Program requirements, PSYC 1030 General Psychology must be completed no later than the first fall semester of the Program. All students must have completed any/all Learning Support coursework (if applicable) before applying to the program.

The OTA Program requires that students be proficient in the use of a computer. Students should be prepared to access and submit documents through eLearn, use power point, and be proficient with email. Students should have ready access to a personal computer, and/or identify alternative computer resources, such as the computer labs at JSCC.

The occupational therapy assistant program is accredited 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. Graduates of the program 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.

We look forward to receiving you application. Please contact us at any time should you have questions at (731) 424-3520

Again, thank you for your interest.

Julie Bezold, OTD, OTR/L
Program Director, Occupational Therapy Assistant Program
Application Checklist

This form should be completed and attached to your program application when submitted. All application materials must be received or postmarked by June 1.

It is the student’s responsibility to submit completed applications to the OTA Program. Students who submit completed applications will be given priority status over students who submit incomplete files. No priority is given to an application file based upon date of submission.

Complete OTA Application includes:
- Two-page OTA Application
- Typed resume (see enclosed)
- Unofficial copies of ALL Transcripts

For JSCC transcripts, your academic records are available on Jweb. You may print off a copy, it is not necessary to request a copy from Records.

- Documentation of 8 observation hours in an occupational therapy department

Optional Information
- While not required for admission, additional information regarding the applicant and their preparation is always appreciated. This can include letters of reference from employers and/or supervisors, verification of volunteer work and verification of work experiences that relate to Occupational Therapy.

To Return Application:
- Drop off application in the Allied Health Department (Classroom building Room 146)
- Or send via postal mail
  Jackson State Community College
  Attention: Occupational Therapy Assistant Program
  2046 North Parkway
  Jackson, TN 38301
- No Faxed applications
Jackson State Community College
Occupational Therapy
Assistant Program

PROGRAM APPLICATION

Name: _______________________________________________________________________________

Home Address: __________________________________________________________________________
Street/Apt #          City                  State                Zip

Phone Number(s): __________________________________________________________
Preferred Contact#    Alternate Contact #

Email Address: ________________________________________________________________
JSCC J#____________________

TN Resident: _______Yes          _______No

Educational Experience:
High School Attended/GED: ____________________________________________ Date Completed: ___________________

College/Graduate School
School Name: ______________________ Degree/Hrs. earned ___________ Years Attended: __________

School Name: ______________________ Degree/Hrs. earned ___________ Years Attended: __________

School Name: ______________________ Degree/Hrs. earned ___________ Years Attended: __________

Note: The OTA Program requires that students complete any/all outstanding Learning Support coursework before applying.

What General Education Coursework, as required by the program, have you completed?

<table>
<thead>
<tr>
<th>JSCC Course Name</th>
<th>I have completed this course with a grade of “C” or higher</th>
<th>Identify college/where completed/name of course</th>
<th>I am currently enrolled in this course</th>
<th>Identify college enrolled</th>
<th>I have not yet taken this course</th>
<th>Identify when you plan to take this course</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2010 Anatomy and Physiology I (since 2010) 4 credits w/lab</td>
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<tr>
<td>ENGL 1010: composition I 3 credits</td>
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<tr>
<td>PSYC 1030: General Psychology 3 credits</td>
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<tr>
<td>SPCH 1010 Fundamentals of Speech 3 credits</td>
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<tr>
<td>Humanities Elective (see JSCC catalog for options)</td>
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</tbody>
</table>
Moral Character

The State of Tennessee, Department of Health Related Boards, committee on Occupational Therapy asks questions regarding chemical substance use and abuse, current medical condition, pedophilia, exhibitionism, voyeurism and current mental/cognitive status when a graduate applies for State Licensure. A criminal background check is required. A current, valid license to practice as an Occupational Therapy Assistant, issued by the State of Tennessee is required of any person wishing to be employed as a Certified Occupational Therapy Assistant in Tennessee. If you have questions or concerns regarding your eligibility for Licensure, contact:

STATE OF TENNESSEE
DEPARTMENT OF HEALTH
HEALTH RELATED BOARDS
Board of Occupational Therapy
(615) 741-3807
227 French Landing, Suite 300
Nashville, TN 37243
http://health.state.tn.us/boards/ot/

Note: National Board for Certification in Occupational Therapy asks “Questions of Moral Character”. Students must pass the NBCOT exam in order to qualify for licensure in the state of TN. NBCOT will determine if you meet their requirements to take the National OTA Board Exam. If you have questions or concerns regarding your eligibility for the NBCOT exam, contact NBCOT at:

National Board for Certification in Occupational Therapy, Inc.
12 South Summit Avenue, Suite 100
Gaithersburg, MD 20877-4150
(301) 990-7979 Fax (301) 869-8492
www.nbcot.org

I agree that I have been notified of the moral character requirements regarding eligibility for participation in mandatory fieldwork completion, eligibility to take the NBCOT exam, and eligibility for licensure.

____________________________________________________________Signature ____________Date
PHYSICAL FORM

Good health and physical ability are not criteria for the selection of students; but students must, before admission and registration into the program, present a physician's statement verifying that, in that physician's opinion, the student has no mental or physical handicaps which would interfere with proper performance in a clinical setting. The college will supply the student with a letter to present to the physician describing the Essential Functions which include requirements that students be able to engage in educational and training activities in such a way that they will not endanger other students or the public, including patients. These Essential Functions are attached to this document. Documentation of the following health records must be complete before enrollment in clinical courses: TB skin test, Hepatitis B vaccination, MMR, tetanus.

JSCC OTA Program Essential Functions include:

Cognitive Skills

The student must be able to:

1. Understand, conceptualize and apply information (academically, socially and clinically) in a timed and/or un-timed environment;
2. Problem solve effectively as a situation demands;
3. Prioritize information for proper decision making;
4. Generalize information and use critical thinking and reasoning when using information;
5. Comprehend and follow instructions independently (both verbal and written);
6. Follow multiple step (4 or more) directions independently;
7. Attend and focus for extended periods of time;
8. Interpret information from varied sources independently (oral, written, diagrams, etc.);
9. make well informed decisions;

Sensory Skills:

The student must be able to:

Use vision, hearing, and touch for demonstrating adequate safety skills, basic clinical skills (including observation, screening and assessment) and necessary supervisory needs.

Physical/Mobility:

The student must be able to:

1. Use necessary functional mobility for required tasks, including FW travel;
2. Use adequate strength/coordination to perform gross/fine motor tasks;
3. Successfully perform and instruct various basic clinical techniques (transfers, ADLs, etc.);
4. Deliver information in a clear, concise, succinct and consistent fashion;
5. Perform simple and repetitive tasks as needed, independently;
6. Perform complex and varied tasks as needed, independently.
Interpersonal/Behavioral Communications:

The student must be able to:

1. Demonstrate that they can manage their emotional health for full use of their intellectual abilities.
2. Communicate effectively and clearly with others;
3. Use therapeutic communication autonomously (attend, listen, clarify, explain, facilitate);
4. Adjust communication for intended audience;
5. Accept and carry out responsibility for detailed, complex tasks;
6. Function independently and as part of a group/team;
7. Lead a peer group;
8. Communicate effectively using accurate verbal and written techniques for all necessary academic and clinical tasks;
9. Relate to others beyond giving and receiving instruction;
10. Explain self clearly and support personal/professional actions;
11. Be confidential (use proprietary information properly);
12. Convey respect and appreciation for diversity and differences.

Professional Skills:

The student must be able to:

1. Continuously conduct self in accordance with all JSCC Standards, Student Code of Conduct and the AOTA Code of Ethics;
2. Maintain poise and flexibility with spontaneous changes and in stressful or changing conditions;
3. Maintain composure in time compressed and performance based situations;
4. Identify personal learning needs;
5. Use effective personal management (including time and resources) and organizational skills;
6. Demonstrate effective self-awareness and control;
7. Maintain a work pace appropriate to a given workload;
8. Assume responsibility for own actions, without prodding;
9. Assume initiative and responsibility for learning;
10. Modify behavior in response to feedback from peers/instructors;
11. Take initiative for own learning in the classroom, lab and on fieldwork;
12. Participate in the OTA Program as an adult Learner

Environmental Context:

The student must be able to:

1. Work around and with others effectively;
2. Use technology functionally;
3. Manage exposure to dust, fumes, odors, allergies etc.
4. Understand and apply knowledge regarding the risk of exposure to infectious agents, secretions, and bodily fluids in all environments.
5. Comply with JSCC policies regarding workplace safety
6. Use proper techniques (as stated in OTA lab policy manual) when using supplies, equipment, and technology.
7. Understand and follow environmental patterns and changes.
Technical Standards for the OTA Program

Students in the OTA Program at JSCC will be involved in simulated and actual clinic activities typical to the OT profession. Activities completed will require the student to use both physical and cognitive skills as well as professional behavior. Physical skills used may include gross motor strength and mobility such as that to transfer a patient, fine motor dexterity and perception are needed such as that to fabricate a piece of adaptive equipment. Problem solving, judgment and organizational skills will be needed as the student learns to apply theoretical concepts to treatment activities. Students will need to be prepared to safely and effectively work and communicate with persons, who due to the nature of their disabilities, may be acutely ill (mentally and physically), may display inappropriate behaviors, or may lack certain physical and cognitive skills. The student is expected to maintain professional therapeutic relationships and behavior in both simulated and actual clinical situations. Specific physical requirements will vary from setting to setting and will have specific standards necessary for employment and fieldwork placement.

Any student who identifies or displays limitations with any of the above mentioned skills should work with the OTA faculty to determine realistic and acceptable accommodations or compensatory methods for the student to have potential for success in the program. Please refer to the accompanying list of essential job functions of the Occupational Therapy Assistant. Students applying to the OTA Program at JSCC will not be discriminated against on the basis of race, ethnicity, gender, age or disability.

I _______________________________________ have read and understand the Technical Standards for the OTA Program/ Essential Job Functions of the Occupational Therapy Assistant.

_________________________________________________________________________________

Signature/ Date
STUDENT RESUME

On a separate piece of paper please provide the following information.

The resume is a required part of your OTA Program application.

- Education: Please identify schools attended, years of attendance and (if college) degrees awarded.

- Work Experience: Please list your places of employment, starting with the most recent job and going back. Identify your job title, your job duties and how long you worked there.

- Volunteer Experience: Please identify any volunteer work that you have done, especially any experience in which you worked with or observed an Occupational Therapist or Occupational Therapy Assistant. Please provide the name of organization you worked with, where they are located, a contact person’s name and approximately how many hours of volunteer work you completed with that organization. JSCC requires 8 observation hours with an Occupational Therapist or Occupational Therapy Assistant.
**Application Review and Scoring for Interview Selection**

The following will be used to evaluate applications and select students for OTA program Interviews

<table>
<thead>
<tr>
<th>Category</th>
<th>Criteria</th>
<th>Max Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>Completed application, submitted by deadline. Information is easy to read. All requested information is provided as requested and in the format outlined in the application.</td>
<td>10</td>
</tr>
<tr>
<td>Transcripts</td>
<td>All required transcripts provided with application. Transcript is readable and includes GPA calculated on a 4.0 scale. Note: If applicant has less than 30 college credit hours, a copy of the high school transcript is required. If applicant completed a GED and has less than 30 college credit hours, a copy of GED score is required</td>
<td>5</td>
</tr>
</tbody>
</table>
| Coursework           | • 4 points for each General Education course completed at time of application submission  
• 2 points for each course in progress at time of application submission  
• 0 points courses for not yet taken at time of application submission                                                                 | 20         |
| Grade Point Average  | A cumulative GPA will be calculated from students GPA history and will be based upon transcripts from all prior colleges/universities. If the applicant has less than 30 college credit hours, high school GPA or GED GPA equivalent will be included in cumulative GPA. | 40         |
| Resume               | Submitted resume follows the provided outline and includes candidate's areas of interest as well as employment history. Candidate may highlight special skills or experiences that might set him/her apart from others.  
Resume is typed                                                                                                      | 5          |
| Observation Hours    | A minimum of 8 Observation hours required with an OTA/OT                                                                                                                                            | 10         |
| Committee Discretion | ~This section includes committees overall impression of candidate based upon totality of submitted application packet.  
~Volunteer hours and community involvement  
~Attempted credit hours vs. completed credit hours and course repetitions are considered in this section.  
~Supporting documents will be reviewed and considered                                                                     | 10         |
THE INTERVIEW

All applicants are reviewed and approximately up to 36 students are selected to participate in the interview. Students are selected for the interview via the criteria enclosed in this packet. Only students who are selected for the interview will be considered for admission. Applicants are evaluated on professional appearance, personality as it relates to the OTA profession, creativity, and problem solving, maturity, role as a group member, relating to others, communication skills and responses to interviewer questions. Interview scores will be tabulated and added into the Composite Admission Score.

NOTE: The Program Faculty reserve the right to require an additional personal interview with an applicant if the interview process does not provide the interviewers with sufficient information to rate the student. Applicants must earn a minimum of a “recommendation: through the interview process to be accepted into the program.

GENERAL EDUCATION COURSE COMPLETION

The JSCC OTA Program requires students to complete 5 General Education courses in addition to the required OTA courses. These courses are:
- BIOL 2010 Anatomy and Physiology I
- Humanities Elective (see JSCC online catalog)
- SPCH 1010 Fundamentals of Speech
- ENGL 1010 English Composition
- PSYCH 1030 General Psychology

Students are strongly encouraged, to complete as many of these courses as possible prior to beginning the OTA Program. BIOL 2010 Anatomy and Physiology I must be completed before beginning the program. PSYCH 1030 General Psychology must be completed no later than the first fall semester in the program. Students are awarded ½ point per currently enrolled course or 1 point per completed course with a grade of “C” or higher. Completion of, or enrollment in, required General Education courses does not guarantee admission into the JSCC OTA Program.

GRADE POINT AVERAGE

Students must have a GPA of 2.5 to apply to the program. GPA scores are calculated on a point for point basis. A 2.5 GPA is awarded 25 points, a 3.5 is awarded 35 points, etc.

NOTIFICATION OF STATUS FOLLOWING INTERVIEW

The OTA Program will complete interviews during the month of June, 2017. Once all interviews have been completed and all data tabulated, student will be ranked in order of Composite Score. All students will be notified of Program status via letter, in late June or early July after all interviews have been completed.

- Accepted students’ notification letter will include information regarding preparation for fall 2017 Semester.
- A few (not a specific number) will be notified of waitlist status and will be provided with additional information for potential program preparation.
- Students not accepted for the fall 2017 class will receive notification at the same time as other students.

Due to the expected number of applicants, the OTA program will not be able to provide specific feedback to individual students regarding individual performance. We do recommend that students read through the application packet carefully, including the Composite Admission Score Summary information. This is a competitive application program. Careful consideration is given to all applicants and their submitted information. Decisions are made based upon the outlined criteria.
### JSCC OTA Curriculum

<table>
<thead>
<tr>
<th>OTA Year One Fall Semester</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 1110</td>
<td>Occupational Human Development</td>
<td>3</td>
</tr>
<tr>
<td>OTA 1120</td>
<td>Exploring Occupation</td>
<td>3</td>
</tr>
<tr>
<td>OTA 1130</td>
<td>Foundations of Occupational Therapy</td>
<td>2</td>
</tr>
<tr>
<td>OTA 1140</td>
<td>OT Doc with FW A</td>
<td>2</td>
</tr>
<tr>
<td>OTA 1150</td>
<td>Med Terminology for OT</td>
<td>1</td>
</tr>
<tr>
<td>PSYC 1030</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>OTA Year One Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 1210</td>
<td>3</td>
</tr>
<tr>
<td>OTA 1220</td>
<td>3</td>
</tr>
<tr>
<td>OTA 1230</td>
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<td>OTA 1240</td>
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<tr>
<td>OTA 1250</td>
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<tr>
<td>OTA 1260</td>
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</table>

<table>
<thead>
<tr>
<th>OTA Year One Summer Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 2110</td>
<td>2</td>
</tr>
<tr>
<td>SPCH 1010</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>OTA Year Two Fall Semester</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>OTA 2120 – OT Mental Health Int. and Tx. Adult</td>
<td>3 Credits</td>
</tr>
<tr>
<td>OTA 2130 – OT Int and Tx for the Physically Challenged Adult</td>
<td>3 Credits</td>
</tr>
<tr>
<td>OTA 2140 – OT Interv and Treat / Geriatric</td>
<td>3 Credits</td>
</tr>
<tr>
<td>OTA 2150 – Management Skills for the OTA</td>
<td>2 Credits</td>
</tr>
<tr>
<td>OTA 2160 – Fieldwork C</td>
<td>1 credit</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>OTA Year II Spring Semester</strong></th>
<th><strong>Credits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 2210 - Fieldwork Level II A</td>
<td>6 Credits</td>
</tr>
<tr>
<td>OTA 2220 – Fieldwork Level II B</td>
<td>6 Credits</td>
</tr>
</tbody>
</table>

**Total Required - Associates Degree: 70 Credits**

*Students are required to complete BIOL 2010 Anatomy and Physiology (4 credits) no later than the summer prior to being accepted into the OTA program.*

- There are eleven (11) OTA credits in the first semester. If a student is taking only OTA coursework in the first Program Semester and has no General Education coursework to complete, he/she will need to add a course to meet the 12 credit hour minimum for Financial Aid. The OTA Program recommends a one-credit hour Physical Education course or HSC 100, Basic Life Support for Healthcare Providers*
ANATOMY AND PHYSIOLOGY REQUIREMENT

All students applying to the program must have completed BIOL 2010 Anatomy and Physiology I within the five (5) years before expecting to begin the program.

For students hoping to be admitted into the Fall 2017 semester class, BIOL 2010 Anatomy and Physiology course must have been completed, with a grade of “C” or better, no earlier than Fall Semester 2012. Coursework completed before that date (even the summer semester prior) does not meet our five year timeline requirement.

If a student were accepted into the program, but unable to complete Anatomy and Physiology I before entering in the fall semester, he/she would lose their seat in the OTA Program and would need to reapply the next year. The student, however, is not guaranteed Program admission upon reapplication.
Important Information for Students Applying To the 2017 JSCC OTA Program

All JSCC OTA students are required to participate in clinical fieldwork experiences in hospitals, school systems and in the community. JSCC and the clinical fieldwork site must have an agreement in place in order for a student to participate in such an experience. As part of this agreement, may clinical sites require that students submit a recent criminal background check and/or a drug screen. Based on the results of the background check and/or drug screen, an affiliated clinical site may decide to not allow a student’s presence at their facility.

Prior to enrolling in the program, it is important for potential students to be aware of the following information:

- Accepted students are responsible for initiating, completing and paying for the criminal background check and drug screen in a timely manner. If accepted, dates will be outlined in the Orientation letter. Estimated cost $50-$75.00.
- All accepted students are required to have and maintain personal health insurance through the duration of the academic experience.
- All accepted students will be required to purchase student liability insurance. Cost and due dates will be outlined in the orientation letter.
- Clinical affiliate sites will determine if a student’s background check information and/or drug screen meets their standards. JSCC WILL NOT MAKE THAT DETERMINATION.
- Clinical affiliations are a requirement for Program completion; a criminal history or positive drug screen might impact ability to complete the course of study.
- Some clinical sites require students to complete an additional background check or drug screen based on their specific criteria, the student may be required to pay for this second check.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENS ARE NOT REQUIRED FOR PROGRAM APPLICATION.

Students are reminded to carefully review the Moral Character section in the OTA Program application.

Additional information may be found at www.nbcot.org and http://health.state.tn.us/boards/ot/
Observation/Volunteering Information

Observation of the clinical practice of Occupational Therapy is required as part of the admission process for Occupational Therapy Assistant program at JSCC. This observation may be obtained through either volunteering or actual work experience.

Applicants to the OTA Program must submit evidence of 8 hours of observation/volunteering experience prior to the application deadline (see the Observation Verification Form). This evidence must be recorded on the program’s designated form. This form may be obtained in the OTA Program’s office area, from JSCC’s Allied Health office, or from the OTA Program’s web pages. This form must be signed by the Occupational Therapist or Occupational Therapy Assistant with which the experience was obtained and should clearly designate the number of hours completed. IT IS HIGHLY RECOMMENDED THAT THE STUDENT OBTAIN A COPY OF THIS FORM TO SUBMIT ALONG WITH THEIR APPLICATION (PLEASE INDICATE “COPY” ON THE FORM) TO AVOID DELAYS OR ERRORS BY THE CLINICIANS.

This observation/volunteering experience may be obtained from any Occupational Therapy provider. The following information may be needed for facilities in the immediate Jackson area.

- For any facility owned by West Tennessee Healthcare (i.e. JMCGH, a Sports Plus clinic, The Therapy and Learning Center, or any outlying affiliate) the student should review all of the applicable information at the Job Shadowing Opportunities link at http://www.wth.org.
- For any other facility please contact the facility’s therapy department for that facility’s specific volunteering procedures.

Students are expected to comply with all policies and procedures of the Occupational Therapy provider including attire, privacy, and safety. Specific orientation regarding these policies and procedures may be required by the facility prior to beginning the observation/volunteering experience.
Jackson State Community College
Occupational Therapy
Assistant Program

VERIFICATION OF OBSERVATION
OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Name: __________________________________ JSCC ID or SSN# __________________

**Directions:** Application to the JSCC OTA Program requires documentation of 8 hours of observation time. Students are advised to make copies of this observation verification form as necessary to document all observations. The 8 hour observation requirements should have been completed within the **one year** prior to the program’s application deadline of May 31st and are **not** reusable on subsequent applications. Students should obtain a copy of this form to attach to their application.

*Professional attire required for observation: Shirt with collar (polo or golf shirt), pants (no jeans or shorts), no sandals or cloth tennis shoes. Other requirements may be specified by the facility.*

**Check one:** _____ Observation experience OR _____ Work experience

This is to certify that ____________________________________________________ (Name) observed/worked (please circle one) _________ hours in this facility in fulfillment of requirements for the Occupational Therapy Assistant Program at Jackson State Community College.

**Clinician Comments: (Please include the date(s) of the experience.)**

_________________________ OT or OTA* Name (Please print)  ____________________________ Position License Number

_________________________ OT or OTA* Signature  ____________________________ Date

*Must be a licensed OT or OTA
This form is not required for admission; however, any additional information received regarding student character is appreciated and be reviewed during the admissions process. This form must be submitted in a sealed envelope if mailed or hand delivered.

It may be faxed to: (731) 425-9551.

Name of Applicant: __________________________________________

Notice to Applicant: Please fill in your name and carefully read the paragraph below. Then give this form to an individual with knowledge of your academic and professional potential.

Confidentiality: The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, permits enrolled students access to letters of recommendation retained in their files. The applicant may waive this right of access, in which instance retained letters will be considered confidential and will not typically be available to students. If you wish to waive your right of access to this letter, please indicate by signing on the line below.

By signing below, you agree to waive all right to review the content of this letter of recommendation.

Applicant Name ______________________________________________________________________ Date __________________

Name of person completing this form: ______________________________________________________

How long have you known the applicant: ______________________________________________________________________

In what capacity do you know the applicant?

Student Employee Volunteer Other

Why do you think this person will succeed as an Occupational Therapy Assistant? (Please describe any qualifications, traits or accomplishments you feel are significant in demonstrating the applicants' ability to complete the OTA Program)
What might be barriers to success for this applicant?

Would you be comfortable with the applicant working with your friend or family member? Why or Why not?

Please assess the applicant’s qualities below:

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Unable to Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual Competence</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Emotional Stability</td>
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<td>Leadership Ability</td>
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<td>Interpersonal skills</td>
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<td>Oral Communications</td>
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Please identify your level of confidence in this person’s ability to complete the OTA Program:

_____ Highly Recommend  _______ Recommend
_____ Recommend with Reservations  _______ Do Not Recommend

Signature of Person completing this form: ______________________________ Date: _____________________
Place of Employment: ___________________________________________________________________________
Title: _______________________________________________________________________________________
Address: _____________________________________________________________________________________
Telephone #: __________________________________________________________________________________

If we have questions or need clarification, may we contact you? _____ Yes  _______ No

We suggest that you provide this form in a sealed envelope with your signature over the seal, back to the applicant. The applicant will then include their letter with their completed application packet.

If you prefer you may mail ATTN: Julie Bezold, 2046 North Parkway, Jackson, TN 38301 or FAX: (731) 425-9551