



APPLICATION FORM FOR THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM
CLINICAL - PHASE II
Summer 2025

Deadline to apply: APRIL 15, 2025

Last Name First Name Maiden Name Middle Initial
Mailing Address Street City State Zip Code
Telephone Number Cellphone Number
Social Security #
Email Address:
Student ID #
Have you applied to this program before? Yes No
If yes, please state the years you applied:
Have you ever attended college prior to this application? Yes No
Are you transferring from another college? Yes No
If yes, have you completed all Allegany College Admission requirements including application for admission?
High School Transcripts/GED Year of graduation:
College Transcripts Name of College(s)
ACM Placement Test

If transferring, please complete the following information:

Table with 4 columns: Institution(s), Address, Dates of Attendance, Degree or # of Credit Hours Completed. Rows 1 and 2.

Official transcripts of credits earned at other institutions need to be sent as quickly as possible.

Electronic transcripts should be sent to ACMtranscripts@allegany.edu. Paper transcripts should be sent to the attention of the Admissions Office.

Are you currently enrolled in classes at Allegany College? Yes No

When did you begin taking courses: Semester Year

I certify that all statements given on this application are true and accurate to the best of my knowledge.

DATE

APPLICANT'S SIGNATURE

** see page 2 **

Return Completed Form to:

Jeff Hopkins, MS, OTR/L
Allegany College of MD-Admissions Office
12401 Willowbrook Road, SE
Cumberland, Maryland 21502-2596

You must also apply to the College in addition to this program application. Apply online at www.allegany.edu .

Allegany College of Maryland

**EXPECTATIONS OF A CANDIDATE FOR THE
OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

I, _____, have read the Expectations of an Occupational Therapy Assistant Candidate.

___ I believe that I comply with all the Expectations and should be considered for the Occupational Therapy Assistant Program at Allegany College of Maryland.

___ I believe that I am unable to comply with all the Expectations; however, I wish to be considered for the Occupational Therapy Assistant Program at Allegany College of Maryland. I have provided a written explanation of why I believe I do not meet the Expectations as stated.

___ I believe that I am unable to comply with all of the Expectations. I wish to withdraw my request to be candidate for the Occupational Therapy Assistant Program. Explanations, verbal or written, are not necessary.

I understand that if I cannot comply with these Expectations, that it may be cause for my dismissal from the program at any time during my educational process.

Signature

Date

Witness

Date

*****YOU MUST HAVE YOUR SIGNATURE WITNESSED***
This application will not be accepted without witness signature.**

EXPECTATIONS

(Student keeps this section)

1. CHOOSING A HEALTH CARE PROFESSION

The decision to work in the health care profession should be based on an understanding of various health care professions. Some health professions require working in intense situations with terminally ill or severely injured people. Occupational therapy requires working with all types of people and various types of environments including, but not limited to rehabilitation centers, psychiatric hospitals, schools, and private homes.

EXPECTATIONS:

A candidate for the Occupational Therapy Assistant Program should feel comfortable working with persons with disabilities, and have the desire to help alleviate these disabilities.

A candidate for the Occupational Therapy Assistant Program should be able to treat and render assistance to all individuals, of all cultures, across the lifespan, without prejudice and repulsion.

If unable to meet these expectations, please explain:

2. THE PROFESSION OF OCCUPATIONAL THERAPY

Critical to the selection of a profession is the understanding of what the profession is, and what the profession does. Not everyone is suited to a specific profession.

EXPECTATIONS:

A candidate for the Occupational Therapy Assistant Program knows the basic functions of the profession and agrees with the basic philosophy and practice of Occupational therapy.

A candidate for the Occupational Therapy Assistant Program has a basic understanding and agrees with the philosophy of the Occupational Therapy Assistant Program at Allegany College of Maryland.

A candidate has a basic understanding of the differences among other allied health professionals and Occupational Therapy (physical therapy, nursing, social work, speech therapy, etc.)

If unable to meet these expectations, please explain:

3. COMMUNICATIONS WITH OTHER INDIVIDUALS AND GROUPS

In Occupational Therapy, the assistant is required to communicate and build relationships with other individuals of all ages, race, sex, and cultural differences. Therapists are required to communicate in groups. They should have an interest in several subjects in order to converse on a casual and therapeutic basis.

EXPECTATIONS:

A candidate for the Occupational Therapy Program must be able to communicate both orally and in writing, and be able to hear and see accurately to gather information and assess the patient.

A candidate for the Occupational Therapy Assistant Program should have some experience working with groups or clubs and would benefit from the role of a leader in a group or club.

If unable to meet these expectations, please explain:

4. PERFORMANCE OF DUTIES

Occupational Therapy is a medically related profession. Independently being able to perform duties is a must. Personal, physical, or mental problems and other employment, regardless of nature, should not interfere with the performance of assignments and class/clinic attendances.

EXPECTATIONS:

Candidates for the Occupational Therapy Assistant Program are responsible for their own transportation to and from Level I and Level II clinical and didactic courses.

A candidate for the Occupational Therapy Assistant Program will be responsible for the cost of traveling, food, as well as housing, if necessary, when attending didactic courses and clinical rotations.

A candidate for the Occupational Therapy Assistant Program should be a responsible individual. Those students must meet the requirements set forth in the college Occupational Therapy Assistant Department as well as requirements set forth at all clinical affiliation sites.

A candidate for the Occupational Therapy Assistant Program must be able to reach, manipulate and operate the equipment necessary to work with clients. A candidate must also be able to move, transfer, manipulate and observe a client as necessary to perform didactic and clinical assignments. This often includes being able to lift 50 pounds.

A candidate for the Occupational Therapy Assistant Program should be able to demonstrate emotional and psychological health in day-to-day situations with clients and staff in routine and non-routine situations and in daily didactic and clinical situations.

If unable to meet these expectations, please explain:

5. ESSENTIAL FUNCTIONS of Allied Health Programs

The role of the student demands intelligence, sound judgement, intellectual honesty, the ability to relate with people and the capacity to react to emergencies in a calm and reasoned manner. An attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients, and commitment to the patient's welfare are essential attributes. See Professional Standards** below.

****PROFESSIONAL TECHNICAL STANDARDS**

Students are expected to demonstrate these professional technical standards* with or without reasonable accommodations.

1. Intellectual-conceptual abilities

Demonstrate the academic ability to absorb a large volume of technically detailed material, synthesize information, and apply data to solve complex clinical problems. Additionally, well-developed study skills, motivation, and personal accountability are essential to acquire information in a limited or accelerated timeframe successfully.

2. Behavior and social attributes

Demonstrate the ability to develop the emotional maturity to approach highly stressful human situations in a calm, safe, and rational manner. Students must display sound ethical integrity consistent with a healthcare professional*.

3. Communication

Demonstrate the ability to communicate accurately with patients, clients, other healthcare professionals and the community in order to elicit and share information, to detect changes in mood and activity, and to establish a therapeutic relationship. Students should be able to communicate effectively and with sensitivity when dealing with patients, clients and all members of the health care team in person, in writing and in all forms of documentation.

4. Observation

Demonstrate sufficient ability to observe demonstrations, clients and/or patients accurately from afar and within close proximity. Visual, auditory, tactile, and olfactory senses may be necessary for observations.

5. Motor capabilities.

Demonstrate sufficient ability and stamina with or without reasonable accommodations to fulfill the customary requirements of the program and the profession. Gross and fine motor skills, as well as, visual, auditory, tactile, and olfactory senses may be necessary to monitor, assess, and respond to patient care situations safely and efficiently.

Allegany College of Maryland maintains a strong institutional commitment to equal educational opportunities for qualified students with disabilities who apply for admission or who are already enrolled. The technical standards are not intended to deter any candidate for whom reasonable accommodation will allow the fulfillment of the complete curriculum. Students and prospective students who disclose their disabilities will have a confidential review by the Academic Access &

Disability Resources Director to determine whether there are any reasonable accommodations or alternative mechanisms that would permit the candidate to satisfy the standards. This process is informed by the knowledge that students with varied types of disabilities have the ability to become successful career professionals. Contact adr@allegany.edu or 301-784-5234 for a confidential consultation.

Professional Technical Standards were approved 3/19/2021

*Refer to Professional Technical Standards/Program Guidelines/Course Syllabi/College Student Handbook

- **Insurance**—It is required by the OTA Program that students be covered by medical insurance before practicing in the clinical setting, as this is NOT provided by the college. Students are responsible for their own health insurance. Personal health insurance information is available at the ACM Business Office located in Room 162 of the College Center Building.
- **AHA Health Care Provider CPR certification** is required for all programs except Human Services
- Be free of contagion and possess sufficient physical stamina with or without reasonable accommodations and possess mental stability to fulfill the requirements of the program and the customary requirements of the profession to competently perform the technical activities that are a critical part of the program curriculum and profession, including:
 - ◆ Work for 10-12 hours performing physical task requiring physical energy without jeopardy to patient and student safety as, for example, bending, lifting, turning and ambulating adult patients.
 - ◆ Perform fine movements and be able to manipulate instruments and equipment.
 - ◆ Establish and work toward goals in a consistently responsible, realistic manner.
 - ◆ Have auditory ability sufficient to monitor and assess health needs.
 - ◆ Have visual ability sufficient for observation and assessment necessary for patient care.

EXPECTATIONS:

A candidate for the Occupational Therapy Assistant Program shall seek knowledge of and abide by all policies and procedures of the college and clinical affiliation sites.

If unable to meet these expectations, please explain:

6. POLICIES AND PROCEDURES

The Occupational Therapy Assistant student is responsible for adhering to the policies and procedures of Allegany College and all organizations they attend for their clinical rotations (Level I and Level II).

EXPECTATIONS:

A candidate for the Occupational Therapy Assistant Program shall seek knowledge of and abide by all policies and procedures of the college and clinical affiliation sites.

If unable to meet these expectations, please explain:

7. APPEARANCE

Occupational Therapy is a medically related profession. Often, the medical profession is critical of certain attire for safety and patient care reasons. For example, large and abstract jewelry is a hazard around machinery and clients; heavy perfumes/cologne are noxious or even dangerous to clients who are ill, etc.

EXPECTATIONS:

A candidate for the Occupational Therapy Assistant Program must dress in accordance with the Occupational Therapy Assistant Program at Allegany College of Maryland and the policies of the clinical affiliation sites.

If unable to meet these expectations, please explain:

8. RESPONSE TO EMERGENCY SITUATIONS

Health care professionals frequently engage in emergency situations. CPR and other emergency training are required of Occupational Therapy Assistants.

A candidate for the Occupational Therapy Assistant Program should be able to respond and demonstrate appropriate judgment in emergency situations.

A candidate for the Occupational Therapy Assistant Program must be able to complete a course in Cardiopulmonary Resuscitation and remain current with certification.

If unable to meet these expectations, please explain:

9. PROFESSIONAL ETHICS

Professional ethics is the rightness and wrongness in relation to performing duties and responsibilities of a profession. The Code of Ethics for the Occupational Therapy profession is a public statement of the values and principles used in promoting and maintaining high standards of behavior in Occupational Therapy. The Code of Ethics is a set of principles that applies to Occupational Therapy personnel at all levels.

EXPECTATIONS:

A candidate for the Occupational Therapy Assistant Program should be able to develop a sense of rightness and wrongness appropriate to employment in a health care setting, and adhere to the Code of Ethics at all times.

A candidate for the Occupational Therapy Program should have a set of ethical behaviors that will allow them to be receptive to professional ethics, teaching and enabling them to practice in a health care setting.

If unable to meet these expectations, please explain:

10. CRIMINAL BACKGROUND CHECK

OTA program fieldwork sites require receipt of the results of a criminal background check before accepting a student for fieldwork and will not accept a student with a criminal record. The OTA program contracts with an independent agency to perform criminal background checks and the cost of the service is included as a course fee in the first semester of Phase II of the program. The results of the criminal background check are reported to the OTA program director and will be shared only with the clinical coordinator within the OTA program. If a student has any criminal history, he or she will not be able to complete fieldwork, and as fieldwork is an integral part of the OTA curriculum, the student will also not be able to complete the program. In addition, a criminal history may prevent the student from becoming certified and licensed to practice occupational therapy. Graduates of the program are eligible to sit for the certification examination administered by the National Board for Certification of Occupational Therapy (NBCOT), One Bank Street, Suite 300, Gaithersburg, MD 20878, www.nbcot.org, 301-990-7979. Please see the reverse of this page for a fact sheet from NBCOT's web site regarding a Felony Background Review.

EXPECTATIONS:

A candidate for the Occupational Therapy Assistant Program should have a clean criminal record.

A candidate for the Occupational Therapy Assistant Program should understand that during enrollment in the program, any official change, or the initiation of any governmental proceeding affecting the information revealed by the initial criminal background check must be reported immediately to the director of the program.

If unable to meet these expectations, please explain:

OTA Pre-Admission Observation Requirement:

Please follow the instructions listed below for the new OTA pre-admission requirement. (updated Aug2021)

*Completion of **four** hours of volunteer observation hours (job shadowing) at **two** different facilities (for a total of **eight** hours).

Please **review the Expectations for Completing Observation Hours** on the next page. The therapist you are shadowing has the right to dismiss you from your observation hours at any time for violations of the above expectations, or any other behavior that he or she deems unprofessional or unsafe. In addition, the therapist will be rating you based upon your behaviors. Please have them complete and return the VOLUNTEER OBSERVATION EVALUATION FORM. It is the student's responsibility to provide the supervising therapist with an addressed and stamped envelope to return the confidential evaluation to our office before the **April 15** deadline.

Additionally, please review and summarize the following links:

1. Review <http://abbypediatricot.blogspot.com/p/a-day-in-life-of-ot.html>
 - a. Write a summary of the similarities and differences between these practice settings, and then reflect on which area of practice you find most appealing. Describe why you feel you would be a good "fit" to a specific setting (400-500 words).

1. Review <https://www.youtube.com/watch?v=jwwOXILYQ4Q&t=10s>
 - Write a reflection of 250-300 words using correct grammar mechanics. No texting abbreviations will be accepted.

Your reflection papers should be mailed, faxed or emailed to the following contacts prior to the April 15 deadline:

Allegany College of Maryland
Occupational Therapy Assistant Program
12401 Willowbrook Road SE
Cumberland, MD 21502

FAX # 301-784-5626

Email: jandres@allegany.edu

Expectations for Completing Observation Hours

When you are completing your observation hours as part of the admission requirements for the OTA program, it is important to remember that you are representing Allegany College of Maryland and the Occupational Therapy Assistant Program. It is also important to remember that you are a guest of the facility and the therapist you are shadowing is taking time out of his or her very busy schedule to accommodate you. With those facts in mind, the following is a list of expectations:

1. **Be punctual.** A busy therapist can't wait around for you to show up late to the facility.
2. **Communicate with your therapist.** If something happens and you can't make it for your scheduled hours, notify the therapist that you won't be there. Again, they don't have time to wait around, wondering if you're going to show up.
3. **Dress appropriately.** No jeans, pajama or yoga pants, no tank tops or low-cut shirts for women, no T-shirts or sweat shirts, no open-toe shoes or high heels, no dangly earrings or necklaces. Appropriate attire for most facilities would be khakis or dress slacks with a polo or button-down shirt for men, khakis or dress slacks and a nice blouse or sweater for women. Make sure your clothing is neat and clean.
4. **DO NOT bring a cell phone into the clinical area.** Cell phones should remain in your vehicle, purse, or backpack while you are observing.
5. **Avoid wearing strong perfumes, lotions, or colognes.** If you are a smoker, avoid having a cigarette right before entering a clinical area. Many of the clients you will be coming in contact with have respiratory issues and these strong odors could cause them distress.
6. **Observe confidentiality.** As a student observer, *you are bound by confidentiality laws. You may not discuss details or names of clients with anyone outside the facility.*
7. **Be respectful of all therapists, aides, secretaries, and clients that you come in contact with while observing.** Address them as Mr., Mrs., Ms., respectively, until they have given you permission to use their first names. It is appropriate and expected to ask questions, but make sure you are asking them in a respectful manner. Make sure if you are asking your therapist questions about a particular client that you do it out of earshot of other clients.
8. **Be attentive and show interest.** Behaviors such as sleeping or excessive talking about unrelated topics are not efficient use of anyone's time. Ask if there is anything you can do to make daily operations better, and carry out these tasks accordingly. It is to your benefit to understand the daily rewards and challenges of the job in order to fully understand the mutual benefits of this career choice.

The therapist you are shadowing has the right to dismiss you from your observation hours at any time for violations of the above expectations, or any other behavior that he or she deems unprofessional or unsafe. In addition, the therapist will be rating you based upon your behaviors. **IF THE OTA PROGRAM RECEIVES TWO UNSATISFACTORY EVALUATION FORMS (SCORES OF 2.5 OUT OF 5, OR LOWER), YOU WILL NOT BE ELIGIBLE TO INTERVIEW FOR THE PROGRAM.**

Volunteer Observation Evaluation Form

Many facilities require students doing observation hours to have an identification badge. To obtain a badge, contact Jamie Andres at 301-784-5538 or email her at jandres@allegany.edu

Name _____ Student ID # _____

Facility _____ Total Hours Observed _____

Type of Setting _____

Dates of Observation: _____ Number of Hours: _____

Please circle those patient treatments/diagnoses that you observed.

Treatments

ADL retraining
Home management
Hot/Cold packs
Ultrasound

Transfer training_
Therapeutic exercise
Electrical Stimulation
Balance activities

Diagnoses

Brain injury
Joint replacement
Stroke
Burns

Spinal Cord injury
Amputation
Shoulder/hand injury
Dementia

Other (please describe):

Supervising Clinician

Please rate the student on each aspect by circling the number indicating level of performance.
(Scale is found on the back of this form)

Appearance

0 0.5 1.0 1.5 2.0 2.5 3.0 3.5 4.0 4.5 5.0
Inappropriate dress Appropriate dress
Poor hygiene Good hygiene

Verbalization

0 0.5 1.0 1.5 2.0 2.5 3.0 3.5 4.0 4.5 5.0
Shy Comfortable
Hesitates to speak Verbalizes well

Interest

0 0.5 1.0 1.5 2.0 2.5 3.0 3.5 4.0 4.5 5.0
Non-participative, Shows interest
Appears bored Asks questions

Behavior

0 0.5 1.0 1.5 2.0 2.5 3.0 3.5 4.0 4.5 5.0
Late Punctual
Immature Mature and appropriate

PLEASE MAKE ANY ADDITIONAL COMMENTS ON THE BACK OF THIS FORM.

Thank you for your time and efforts in supporting OTA education!

Clinician's Name (Print or Type)

Clinician's Signature

It is the student's responsibility to provide you with an addressed, stamped, envelope.

Please keep this evaluation confidential. Please sign form, seal envelope, sign over seal, and return to:

Allegany College of Maryland, OTA Program, 12401 Willowbrook Rd., SE, Cumberland, MD 21502-2596

Allegany College of Maryland, OTA Program

Observation Evaluation Form

RUBRIC

This form should be mailed in a confidential manner using an addressed stamped envelope that the student has provided to you. The information on this form should not be shared with the student.

PLEASE SIGN YOUR NAME OVER THE SEAL OF THE ENVELOPE BEFORE MAILING.

The address on the envelope should be:

Allegany College of Maryland, OTA Program
12401 Willowbrook Road, SE
Cumberland, MD 21502-2596

- I highly recommend
- I recommend
- I recommend with reservations
- I do not recommend

Please reference the rubric below to assist you in filling out the performance scale as it relates to Appearance, Verbalization, Interest, and Behavior. If you give a score of 2.5 or below on any item, please add a comment to explain.

0= Never

1= Rarely

2= Occasionally

3= Frequently

4= Always

5= With Distinction

Additional Comments:

Dismissal policy from observation hours

The therapist being shadowed has the ability to dismiss the observation student from the facility due to unprofessional behavior which may include, but is not limited to any of the following: texting, sleeping, inappropriate dress including the exposure of the 3 B's (breast, belly or buttocks), inappropriate body language, lack of punctuality, et al. It is at the discretion of the therapist to determine if the student will be able to return to the facility to complete their volunteer hours.

If you have any questions, feel free to call me at (301) 784-5536 or Jamie Andres, Administrative Associate, at (301) 784- 5538. Thank you for your time and assistance in this process.

Sincerely,
Jeff Hopkins, MS, OTR/L
Program Director

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Burns
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Clinician's Name (Print or Type)

Clinician's Signature

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Allegany College of Maryland, OTA Program
12401 Willowbrook Road, SE
Cumberland, MD 21502-2596

- I highly recommend
- I recommend
- I recommend with reservations
- I do not recommend

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Sincerely,
Jeff Hopkins, MS, OTR/L
Program Director

Application Process for OTA Clinical Phase II STUDENT CHECKLIST

Use this form as your checklist for completing the process of application to the Occupational Therapy Assistant Program. It is your responsibility to make sure the following areas are completed by the **April 15th deadline**:

- ___ 1. **Application to College** (This can be completed online at <https://services.allegany.edu/admissions/application/>)
- ___ 2. **Submission of all Transcripts**
 - a. Must have completed all prerequisite courses before or during the Spring semester of which the deadline falls.
 - b. Must hold a "C" or better
 - c. Cumulative GPA of a minimum of 2.5

*****Official transcripts of credits earned at other institutions need to be sent as quickly as possible.*****

Paper transcripts should be sent to the attention of the Admissions Office. Electronic transcripts should be sent to ACMtranscripts@allegany.edu. Please allow *three* weeks for processing of the transcript.

- ___ 3. **Understand the Expectations** as outlined in the application packet. **Sign and return** the signature page only with your application. You should keep the Expectations for future reference.
- ___ 4. **Application to the OTA Program – Clinical, Phase II**
(Notice: It is to your advantage to *submit the application form early*. The observation forms and reflection papers can follow at any time but prior to the April 15 deadline.)
- ___ 5. **Meet** with their **OTA** advisor to confirm that all forms have been completed and on file *within* 6 months prior to the application deadline. (If you would be needing a prerequisite general education class, you would have time to add it in the spring semester.)
- ___ 6. **Submission of all Observation Evaluation Forms and Reflection papers** before the April 15 deadline. If all of the above are met by the April 15th deadline, *you will be notified by mail of an interview and essay time and date.*
- ___ 7. Upon completion of the above requirements, a **Professional Interview** will be granted. You will be notified by email/USPS mail.

The courses that need to be successfully completed prior to Phase II are as follows:

- | | |
|--|--|
| ___ Freshmen English I | ___ Humanities Elective (Speech is strongly suggested) |
| ___ Mathematics Elective | ___ General Psychology |
| ___ Introduction to OTA | ___ Human Growth and Development |
| ___ Diversity & Health Determinants | ___ Medical Terminology is not required but <i>strongly recommended</i> |
| ___ Musculoskeletal Anatomy & Human Anatomy & Phys (BIO121 or 201) | |
| OR | |
| ___ Anatomy & Physiology I & II (BIO207 or 208) | |

* ACM students – regarding Anatomy and Physiology options:

Sequencing cannot be interchanged

BIO121 Musculoskeletal Anatomy followed by BIO201 Human Anatomy & Physiology ***BIO 201 is a combined
BIO121 is **nontransferable and offered only at ACM *A & P course and may or may not transfer.*

OR

BIO207 Anatomy & Physiology I followed by BIO208 Anatomy & Physiology II are **strongly recommended**

**Please note: Bio100, 101, or 102 is a prerequisite for Bio 207.*

For students transferring from another institution or ACM students seeking transferable credit, Biological Science 207 and 208 may be substituted for Biological Science 121 and 201.