### Admission Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Important Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Transcript or GED Scores</td>
<td>Official high school transcript is required.</td>
</tr>
<tr>
<td>College Transcripts</td>
<td>Official College transcript(s) required.</td>
</tr>
<tr>
<td>Accuplacer: Reading</td>
<td>• Score of 80 or a College level science class with a lab</td>
</tr>
<tr>
<td>Accuplacer: Reading</td>
<td>• A minimum grade of C in BIO-213, BIO-101 or BIO-115 will meet this requirement.</td>
</tr>
<tr>
<td>Accuplacer: Reading</td>
<td>• Ten (10) Year limit for transfer credits</td>
</tr>
<tr>
<td>Accuplacer: Sentence Skills</td>
<td>• Score of 74 or a College level Writing class</td>
</tr>
<tr>
<td>Accuplacer: Sentence Skills</td>
<td>• A minimum grade of C in ENG-101 will meet this requirement.</td>
</tr>
<tr>
<td>Job Shadows &amp; Personal Reflection Statement</td>
<td>• Completion of two (2) jobs shadows (please see attached forms)</td>
</tr>
<tr>
<td>Job Shadows &amp; Personal Reflection Statement</td>
<td>• Completion of Personal Reflection Statements. Bring this form to the required Information Orientation Session.</td>
</tr>
<tr>
<td>Job Shadows &amp; Personal Reflection Statement</td>
<td>These forms are included or may be obtained in the Enrollment Services Center, Frye Building, Fairfield.</td>
</tr>
<tr>
<td>Test of Essential Academic Skills-V (TEAS-V)</td>
<td>• May be taken twice in an academic year (September to August)</td>
</tr>
<tr>
<td>Required composite score of 60 Percentile</td>
<td>• No less than 45 days between test dates</td>
</tr>
<tr>
<td>Required composite score of 60 Percentile</td>
<td>• Test consists of Reading, Math, Science, and English &amp; Language Usage</td>
</tr>
<tr>
<td>Required composite score of 60 Percentile</td>
<td>• The TEAS-V may only be taken three (3) times in total.</td>
</tr>
</tbody>
</table>

Instructions on how to register for a test date will be mailed to students. Payment is expected at the time of test date registration.

| Academic Standing                                | Students currently matriculated at KVCC must hold a cumulative GPA of 2.5 at the start of their first semester of program study; |
| Academic Standing                                | Students who are transferring must have achieved a cumulative GPA of 2.5 at their previous educational institution. |

### Occupational Therapy Assistant Information & Orientation Session

- Upon successful completion of the above academic admission requirements, you will receive an acceptance letter.
- You must then attend a required OTA Information & Orientation Session.
- These sessions are scheduled regularly (one per month) throughout the academic year. You will be notified of the date for this session by Diane Sauter-Davis, MA, OTR/L FAOTA (Program Director & Faculty).

Failure to attend this required session within two (2) months of your acceptance will jeopardize your admission status.

For information regarding the admission process for this program, general information about the program or a tour of the campus, contact:

**CJ McKenna, Admissions**  
E-mail: cmckenna@kvcc.me.edu  
Phone: 453-5155  
Office: Enrollment Center, Fairfield

**Diane Sauter-Davis, OTA Program Director & Faculty**  
E-Mail: dsauter@kvcc.me.edu  
Phone: 453-5172  
Office: 130, Lunder Library, Fairfield

The requirements for the OTA Program are set from Sept 2015 through August 2016. KVCC reserves the right to change this score at the beginning of each new academy year.

09/23/2015 Updated
The Occupational Therapy Assistant Program at Kennebec Valley Community College teaches professionalism and technical skills. This course of study requires a strong personal commitment from each student. All applicants must be aware of the practice of occupational therapy in order to make this educational commitment. Applicants fulfill this knowledge requirement through job shadowing.

Each applicant must observe two (2) different settings to successfully complete the job shadow requirement.

An applicant can:
1. Visit two (2) settings; one (1) from category A and one (1) from category B - see below. Each job shadow must be at least four (4) hours long.

OR

2. Document previous or current work experience in an OT Department AND complete one (1) job shadow in a different setting.

OR

3. Document volunteer work in an OT Department AND complete one (1) job shadow in a different setting.

OR

4. Complete a job shadow AND interview an OT or OTA who works in a different setting.

Proper documentation is required from all job shadows and or work/volunteer experiences.

OTA Program Applicant Name: __________________________________________________________

Name of Site: _____________________________________________________________________
Address: _________________________________________________________________________
Telephone Number: ________________________________________________________________
Name of OT practitioner shadowed: ___________________________________________________

Type of Facility (Check one (1) from each category):

Category A Observation
☐ Outpatient Mental Health, Behavioral Health
☐ Inpatient Mental Health, Behavioral Health
☐ Developmental Disabilities
☐ Brain Injury
☐ Private Practice/non-traditional setting
☐ Pediatrics/School System
☐ Pediatrics/Early Interventions

Category B Observation
☐ Acute Care Hospital (Psychiatric and/or Physical Disabilities
☐ Home Health
☐ Skilled Nursing Facilities (SNF)
☐ Inpatient Physical Rehabilitation
☐ Outpatient Physical Rehabilitation

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Please give a brief description of this applicant’s exposure to occupational therapy, and any other comments:

______________________________
Printed Name of Occupational Therapy Practitioner

______________________________
Signature of Occupational Therapy Practitioner

______________________________   __________________________
(No. of Hours Completed)        Date

☐ It is my recommendation that the applicant observe occupational therapy at another facility to obtain further exposure to the field.

Please return the completed form to

    Admissions
    Kennebec Valley Community College
    92 Western Avenue
    Fairfield, Maine  04937

ACCREDITATION

American Occupational Therapy Association, Inc. (AOTA)

    4720 Montgomery Lane, Suite 200
    Bethesda, MD 20814-3449
    http://www.acoteonline.org/ (301) 652-6611

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09/23/2015 Updated
OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Personal Reflection Statement

After completing the two (2) job shadows, use the space below to create your personal statement based on your experience. The personal reflection statement below should be no more than 250 words.

Please use all of the following topic prompts to guide your reflection statement.

Each student MUST bring a copy of this personal reflection statement to the required OTA Information and Orientation Session.

Writing Prompts:

• My job shadowing experience helped to confirm my decision to be an Occupational Therapy Assistant by.

• My job shadow experience helped me learn that "commitment to a job well done in occupational therapy" involves.

• I plan to accomplish my goal of becoming an Occupational Therapy Assistant by using my life experiences and talents to.

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09/23/2015 Updated
Notice to the Applicant

**Criminal Background Checks**
Applicants to certain programs need to note that a criminal background check will likely be required while enrolled in the program or as a condition of employment in the field. Certain internship and/or practicum sites, such as health care facilities, may limit or deny clinical privileges to those students who have a prior or current criminal record.

- Should a clinical facility refuse to permit a student to complete a clinical rotation based upon the student’s criminal background check, the student may not be able to complete the program. In the event a student is denied placement at a clinical site the college will likely be required to enter an academic dismissal from the program.

- Additionally, certain licensing and credentialing boards may refuse to issue a license to practice based upon prior or current criminal offense(s). To learn more about whether the program or profession in which you are interested has such requirements or limitations, contact the appropriate Department Chair.

**Infectious Diseases**
Applicants who consider a career in Nursing or the Allied Health professions should be aware that during the course of their education and subsequent employment, they will be working in situations where exposure to infectious diseases is probable. This is an occupational risk for all health care workers. Persons should not become health care workers unless they recognize and accept this risk. Proper education and strict adherence to well-established infection control guidelines, however, can reduce the risk to a minimum. Thorough education in infection control procedures is an integral part of each health care program.

**Exposure to Latex**
Additionally, applicants should be aware that exposure to natural rubber latex (NRL) is likely. Individuals exposed to NRL products may develop allergic reactions such as skin rashes; hives; nasal, eyes, or sinus symptoms; and, rarely, shock.

**Costs**
Costs associated with required immunizations, criminal background checks, finger printing (when applicable) and admission testing are the responsibility of the applicant.

**Clinical/Fieldwork Placement**
Students may be scheduled for day, evening and night clinical/fieldwork experiences in some programs. It is expected that the student is able to make the necessary arrangements in order to complete all scheduled times. Placement is State-wide. The student is responsible for all travel and/or living related to the clinical or fieldwork experience.

KVCC is an equal opportunity affirmative action institution and employer.

For more information, contact Jon Connolly, Academic Dean, at (207) 453-5117.