STUDENT INFORMATION PACKET

Jefferson College

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

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Table of Contents

OCCUPATIONAL THERAPY ASSISTANT PROGRAM........................................................................................................1-3
    Mission Statement
    Vision
    Accreditation Status
    Overview of the Program
    Student Competencies

JEFFERSON COLLEGE TUITION AND FEES..................................................................................................................4-6
    Credit Hour Costs
    Special Fees
    Books and Supplies
    Laboratory Fees
    Payment of Tuition and Registration Fees
    Refunds of Registration Fees

ADMISSION CRITERIA.........................................................................................................................................................7

STUDENT REQUIREMENTS............................................................................................................................................8-9
    Certification
    Immunizations
    Physical Examination
    Drug Testing
    Background Check/Fingerprinting
    Family Care Safety Registration
    Working During Fieldwork

JEFFERSON COLLEGE POLICIES........................................................................................................................................10
    Drug Screening Policy
    Previous Official College Transcripts

GRADUATION.......................................................................................................................................................................11
Thank you for your interest in the Occupational Therapy Assistant Program offered at Jefferson College. This packet includes all the information you will need to apply to the program. After reviewing this information, if you have more questions please call (636)797-3000 ext.3466.

**Mission Statement**

Our mission is to promote a quality learning environment that is student-centered and which supports OTA faculty in order to foster intellectual, social, and personal growth and enrichment. We will deliver excellence in teaching, scholarship, and community service through conveyance of the personal, environmental, and occupational factors that impact participation in daily life. We intend to provide experiences that prepare students to succeed in their careers using the knowledge, skills, attitudes, and habits of lifelong learning.

We strive to:

- **EDUCATE** OTA students to be able to provide evidence-based, client-centered assessment and intervention, develop client education and community-based programming, and promote health, wellness, and participation for individuals, organizations, and communities.

- **SERVE OUR COMMUNITIES** by implementing service projects, promoting health, and preparing a knowledgeable and competent local OTA workforce to fill employment gaps and provide needed services in local and rural communities.

- **SUPPORT PROFESSIONAL DEVELOPMENT** that complements the Program's strategic plan by fostering professional behavior, advocacy, cultural competence, and by encouraging personal growth as educators, researchers, practitioners, and citizens of the community and the world.

- **DEVELOP LEADERS** in the OT profession who promote advocacy, influence policy, and take on management and administrative roles.

**Vision**

Our vision for the Jefferson College OTA program is:

- To become a premier provider of excellence in Occupational Therapy Assistant education;
- To remain a viable accredited program that exceeds expectation for innovative approaches and superior outcomes;
- To empower students with knowledge, skills, and attitudes, which make them leaders in the community and in the OT profession;
- To be a model of service for rural community enhancement and growth and promotion of health and wellbeing.
**Accreditation Status**

The Jefferson College 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, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

“Students must complete Level II fieldwork within 18 months following completion of the didactic portion of the program.”

**Overview of Program**

- The program is an Associate Degree in Applied Science (AAS).
- Eligibility to sit for the National Certification Exam administered by the National Board of Certification in Occupational Therapy (NBCOT) based on accreditation.
- The program is 2 years in length with a total of 74-79 credit hours.
- The program is full-time with all classes and outside requirements occurring during daytime, weekday hours (evenings to be determined).
- Offers 720 hours of clinical experience.

**Student Competencies**

Upon completion of the OTA program, graduates will possess the knowledge, skills, and attitudes to attain OTA role competence through client-centered care, evidence-based practice, occupation-based assessment and intervention using clinical reasoning, professional behavior, practicing leadership and advocacy, and life-long learning.

Expected outcomes for an entry-level Occupational Therapy Assistant under the supervision of an Occupational Therapist.

1. Professional Disposition:
   - Professional Behavior
   - Advocacy
   - Cultural Competence/Awareness
   - Life-long Learning
Demonstrate values, attitudes, and behaviors consistent with the Occupational Therapy profession’s philosophy, standards, and ethics. Seek to improve therapeutic skill through professional development. Appreciate and adapt to diverse and alternative cultures, processes, and ideas. Explore and use community resources to promote occupational performance and participation. Promote full engagement in occupation and participation across the life span.

2. Practice:
   - Clinical thinking/reasoning
   - Theory-based practice
   - Evidenced-based practice/research
   - Occupation-based assessment/intervention
   - Education (clinical and academic)

Demonstrate the ability to collect, report, and apply information relevant to the delivery of services as an entry-level Occupational Therapy Assistant. Recognize the importance of evidence in professional practice. Demonstrate the ability to effectively use occupations identified by the client for intervention, health promotion, and disease prevention. Base interventions and practice decisions on clinical reasoning guided by evidence and theory.

3. Leadership:
   - Program Development
   - Entrepreneurship
   - Leadership
   - Management/Administration

Demonstrate the ability to recognize a variety of avenues for leadership at the local, state, and national levels. Identify professional associations at the state and national levels. Describe the scope of Occupational Therapy practice and articulate the values of Occupational Therapy services. Explain an introductory knowledge of management process and understand the business environment of service provision, supervision, employment, reimbursement regulations, federal and state regulations, and state practice acts. Recognize the potential opportunity for service expansion, modify or implement programming that addresses societal needs.

A maximum of 24 students will be admitted into the OTA Program. **Completed application materials and official transcripts must be received by September 18, 2015** for classes beginning in **January 2016**. The information received will be evaluated by the OTA Admissions Committee and applicants will be notified no later than October 19, 2015. Interviews may be necessary. The Program Director and Admissions Committee will apply the selection criteria to each application resulting in a screening score. This score will rank applicants for each cycle. Alternates may be identified and be admitted dependent upon open slots.
JEFFERSON COLLEGE 2014-2015 TUITION AND FEES

Tuition and fees are subject to change without prior notice.

Credit Hour Costs

<table>
<thead>
<tr>
<th>2014-2015 General Credit Hour Costs*</th>
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</thead>
<tbody>
<tr>
<td>Type of Resident</td>
</tr>
<tr>
<td>In-District (Jefferson County)</td>
</tr>
<tr>
<td>Out-of-District/In-State</td>
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<tr>
<td>Out-of-State</td>
</tr>
<tr>
<td>Technology Fee</td>
</tr>
</tbody>
</table>

Jefferson College tuition and fees remain among the lowest in the State of Missouri. Rates are subject to change without notice. Some courses may have additional lab fees.

*Last Updated (February 2015)

Special Fees

- $30 One-time Jefferson College Application for Admission Fee
- $25 Healthcare Workkeys Entrance Test
- $150 $50 for OTA Application and the additional $100 after acceptance into the program for Criminal Background Check and Drug Testing
- $540 One-time Matriculation Fee (First Semester)
- $10 One-time Family Care Safety Registration Fee (First Semester)
- $30 Immunizations (First Semester, then yearly)
- $30 CPR (First Semester, then yearly)
- $45 Graduation Fee (Semester 4)
- $25 Second Diploma
- $5 Official Transcript; mailed
- $7 Official Transcript; mailed and faxed
- $7 Student ID Replacement
- $10 Parking Fee (per academic year; summer to spring)

Credit by Exam Fee; equivalent to one credit hour

Books and Supplies

The College Bookstore sells all required books and supplies. Depending upon a student’s course schedule and whether he/she purchases new or used books, the cost of books will average approximately $400 to $600 per semester.

Laboratory Fees

Laboratory fees are charged for various courses identified in the class schedule available at www.jeffco.edu. These fees help to offset consumable or other extraordinary costs associated with class instruction. Laboratory fees will vary by course. All lab fee refunds will be subject to the College’s refund policy found in the College’s General Catalog.
Payment of Tuition and Registration Fees

When a student registers, he/she has three options for payment:

1) Pay in full.
2) Have pending financial aid.
3) Sign up for the tuition payment plan.

One of these three options must be in place by the deadlines published at www.jeffco.edu to secure enrollment. A student will be dropped for nonpayment if he/she has not paid in full, does not have pending financial aid, or has not signed up for the tuition payment plan by the published deadlines. Payment must be made by cash, check, money order, Visa, MasterCard, or Discover. The tuition payment plan and payment provisions are posted online. Students are responsible for payment of all tuition and fees and for complying with all applicable payment provisions.

It is the responsibility of the student to drop online through STARS or submit an official withdrawal form to the Registrar/Student Records Office, at the appropriate dean or division chair’s office, or the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial within the refund period to ensure that the student’s financial obligation has been cancelled. Non-attendance does NOT relieve a student from any financial obligation incurred upon registration in courses. www.jeffco.edu.

Refunds of Registration Fees

During the 16-week semester, a student who officially withdraws from a full-semester course, PRIOR TO THE BEGINNING OF THE THIRD WEEK OF CLASSES, WILL RECEIVE A 100 PERCENT REFUND OF FEES PAID.

A written withdrawal must be made using an official College withdrawal forms or through STARS online prior to the beginning of the third week to obtain a refund. Official withdrawal forms are available online or upon request by contacting the Admissions Office at (636) 797-3000 ext. 3217, the Student Records Office at (636)797-3000 ext. 3206, or may be obtained from the physical locations in the Student Center on the Hillsboro campus, at the appropriate dean or division chair’s office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial. The forms must be returned to the Registrar/Student Records Office, the appropriate dean or division chair’s office, or at the offices at Jefferson College Arnold, Jefferson College Northwest, or Jefferson College Imperial prior to the beginning of the third week of classes.

AFTER THE BEGINNING OF THE THIRD WEEK OF CLASSES, NO REFUNDS WILL BE MADE.

Deductions from refunds may be made for laboratory materials used and for other financial obligations. Refunds for courses of shorter-term length will be made on a pro-rata basis. The official written withdrawal requirement applies (i.e., refund expires after 12.5% of term length). For specific refund dates for all courses, visit the Jefferson College website at www.jeffco.edu. Failure to attend classes does not constitute a withdrawal and does not entitle the student to a refund. All withdrawals must be initiated by the student on official forms or online via STARS.
After the refund period, if a student becomes seriously ill or is critically injured and is physically unable to attend all classes, he/she may obtain permission by the Associate Vice President of Student Services to re-enroll in the same course without paying additional fees provided:

1. He/she officially withdraws from all classes at the time of illness or injury.
2. He/she presents evidence from his/her physician stating the student was unable to continue.
3. Attending classes (the physician’s statement must document the nature of the illness or extent of injury).
4. He/she did not receive federal or state gift aid.
5. There is space available in the same course(s), and the student enrolls in Jefferson College within one semester from the time he/she is able to return to classes.
ADMISSION CRITERIA

Because of the academic demands of a curriculum that prepares graduates to take a national certification examination, applicants must meet certain academic standards for admission. Selection into the program is based on completion of all admission criteria on a first come, first served basis. Admission criteria are:

ADMISSION REQUIREMENTS

- **Compass or ACT Test Scores** – are required for admission into general education courses. Test scores must be within two years or must have completed coursework necessary to meet gen. ed. requirements.
  
<table>
<thead>
<tr>
<th>ACT Minimum Test Scores</th>
<th>COMPASS Minimum Test Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>___English 18 or ENG 099 with &quot;C&quot; or better</td>
<td>___Writing 70 or ENG 099 with &quot;C&quot; or better</td>
</tr>
<tr>
<td>___Math 23 or MTH 128 with &quot;C&quot; or better</td>
<td>___Algebra 66 or MTH 128 with &quot;C&quot; or better</td>
</tr>
<tr>
<td>___Reading 18 or RDG 030 with &quot;C&quot; or better</td>
<td>___Reading 81 or RDG 030 with &quot;C&quot; or better</td>
</tr>
</tbody>
</table>

- **WorkKeys for Healthcare Exam**
  
  Subjects consist of Reading for Information, Locating Information and Applied Math. Minimum score of 4 is required on all sections to receive an OTA Program Application. Generally testing and application timeframe is July – Mid September each year. Please check the Jefferson College program website (www.jeffco.edu/ota) for specific dates.

- **Minimum cumulative GPA of a 2.5**

- **Prerequisite Coursework**
  
  ___ BIO211 Anatomy and Physiology I - *Completed with a “C” or better within the last three years.*
  
  ___ BIO212 Anatomy and Physiology II - *Completed with a “C” or better within the last three years.*
  
  ___ ENG 101 English Composition I - *Completed with a “C” or better.*
  
  ___ PSY 101 General Psychology - *Completed with a “C” or better.*
  
  ___ First Year Experience – COL 100; COL 101; GUD 136
  
  **Completed with a “C” or better. This course may not be required for students who have previously completed college credit.**

GENERAL EDUCATION REQUIREMENTS FOR AAS DEGREE

These courses can be completed prior to acceptance or while in the OTA program.

___ PSY 205 Human Development - *Completed with a “C” or better.*

___ SPD 105 Oral Communication or COM 100 Fundamentals of Communication - *Completed with a “C” or better.*

  **SPD 175 Public Speaking can be substituted.**

___ PSC 102 US & MO Gov’t & Constitution or HST 103 US History I to Construction - *Completed with a “C” or better.*

___ Computer Proficiency: CIS 125, EDU 205, or by examination - *Completed with a “C” or better.* **CIS 133 can be substituted.**

APPLICATION PROCESS

- The OTA program is a spring start. A student may apply for the program while completing prerequisite courses provided the prerequisites will be completed successfully prior to the spring program start.

- Complete a minimum of 4 total observation hours with an occupational therapist or occupational therapist assistant in at least two different types of clinical settings. The Observation Form is available on the OTA program website: [www.jeffco.edu/ota](http://www.jeffco.edu/ota). Include both of your Observation Forms with your application.

- A student will need to complete the WorkKeys for Healthcare assessment with minimum scores of 4 in each section to receive an OTA program application.

- An essay on “Why you want to become and Occupational Therapy Assistant” will be required with your application. Please refer to the Admissions Process and Student Information Packet, as well as additional educational and career information on the OTA program website: [www.jeffco.edu/ota](http://www.jeffco.edu/ota).

- Once accepted into the program and prior to program start, a background check, and drug screen. CPR certification and vaccinations are required before entering clinicals.

- If you have questions or need additional information, please contact Enrollment Specialist, Stacey Wilson at 636-481-3211 or Program Director, Lisa Martin at 636-481-3427.
STUDENT REQUIREMENTS

Once accepted into program, the Health and Emergency Record must be completed with the following information and submitted no later than Orientation Day.

Certification

CPR Certification: Every student must take and maintain CPR Certification.

Immunizations

- **Annual TB** (date, type, result): If you have not had a TB test in the past calendar year, you will need a 2-step TB test.
- **Measles/Mumps**:  
  - students born on or after 01/01/57 need to provide adequate documentation of diagnosed disease, laboratory evidence of immunity, or documentation of adequate vaccination; or  
  - healthcare personnel (HCP) born in 1957 or later without serologic evidence of immunity or prior vaccination, give 2 doses of MMR, 4 weeks apart).  
  If these cannot be provided, you will need to have your doctor draw titers to document vaccination or immunity
- **Chickenpox**: adequate vaccination (For HCP who have no serologic proof of immunity, prior vaccination, or history of Varicella disease, give 2 doses of Varicella vaccine, 4 weeks apart), diagnosed disease or, for those with a negative or uncertain history of Chickenpox, serologic screening.
- **Hepatitis B**: (can waive, if documented; titer optional)
- **Rubella**: students born after 01/01/57 need to provide laboratory evidence of immunity or documentation of adequate vaccination. All women, regardless of birth date, should have proof of rubella immunity or prior vaccination.
- **Tetanus-Diphtheria**: booster every ten years after initial series.

Physical Examination

Complete student medical history and examination. (provide both student and physician pages)

All students must successfully complete the blood borne pathogen, universal precautions, and HIPAA examinations prior to the start of their fieldwork rotations. This will be completed as part of the curriculum.

Jefferson College provides professional Liability Insurance for all students enrolled for Level I and Level II Fieldwork. Please note that this is not student health insurance.

Drug Testing

Students must submit to a drug screening.

Students may be required to submit to additional drug screening for clinical fieldwork sites. Please see the statement under Drug-Free Workplace, Campus and Community policy section regarding this possible requirement.
Background Check/Fingerprinting

Criminal Background Check (CBC): Clinical sites require that only students with an acceptable consumer report, as it relates to criminal background, be allowed to participate in clinical rotations. Therefore, after acceptance to the program Jefferson College will have a credit reporting agency conduct a background check. You must fill out and submit the Background Check Request Form with your application packet. Some fieldwork sites will require fingerprinting as part of the criminal background check process. Therefore, students must submit to fingerprinting after acceptance to the program and prior to attending Fieldwork.

Criminal background checks are normally conducted once during the program; however, some clinical sites may require a more current report. The cost of a background check and fingerprinting is approximately $50-75 at the student’s expense and is subject to change.

Note: Students with felony convictions will be ineligible for entrance into the OTA program. (See Appeals Process – Fingerprint Results.) Some students with felony convictions may be eligible for program acceptance but may face implications relating to completion of fieldwork, eligibility to take the NBCOT certification examination and/or obtain a license to practice. Felony convictions must be disclosed at the time of application submission, and acceptance will be provisional pending results of the background check. Contact the Jefferson College OTA Program Office at (636) 481-3427 for more information.

Family Care Safety Registration

All OTA students must register with the Missouri Family Safety Care Registry. Please visit the website above to register and perform this check. There is typically a $10.00 fee. You must use a credit card in order to get the report quickly. A report will be mailed to you. You need to submit a copy of the report to the OTA Program. If you have worked in health care or education, you may already be on the Registry. If that is the case, there will be a message telling you that when you attempt to register. If you are on the Registry, call the phone number on the Web site and tell them you need an updated copy of the report sent to you. [www.dhss.mo.gov/fcsr](http://www.dhss.mo.gov/fcsr)

Working During Fieldwork

There are two semesters containing a Level I concentrated Fieldwork. Students will be required to be on site at the clinicals for 40 hours each week. Note that if students have a part-time job, they will not be able to work during that week. Specific dates for fieldwork will be provided at the beginning of the corresponding semester.

There are two Level II concentrated Fieldworks. You will be required to be on site at the clinicals for sixteen weeks; two 8-week sessions at 40 hours per week. Note that if students hold a part-time job, they will not be able to work during those weeks. Specific dates for fieldwork will be provided at the beginning of the corresponding semester.

All OTA students must complete and pass Level II fieldwork within 18 months following completion of academic preparation.
JEFFERSON COLLEGE POLICIES

Drug Screen Policy

Jefferson College is committed to maintaining high standards in all programs including allied health and nursing education and practice. Safe practice includes efficient, reliable, and unimpaired student performance at all times including in the classroom and in a clinical setting. Being under the influence of drugs or alcohol poses serious safety and health risks not only to the user but also to all persons who come in contact with the user. Students are required to perform all education related activities in appropriate mental and physical condition.

The College’s Drug-Free policy and the Code of Student Conduct impose prohibited conduct and possible disciplinary action. If in violation of these policies, students subject themselves to disciplinary actions up to and including suspension or expulsion from the College and its programs.

Clinical facilities are committed to providing a safe environment in order to protect its patients, residents, employees and visitors; to provide the highest level of service; and to minimize the potential for accidents and injuries. Therefore, many of the clinical contracts between Jefferson College and hospitals, clinics, and other facilities have a component requiring drug screening for allied health and/or nursing students. The clinical site might require that the OTA student complete and pass an additional drug screen prior to being admitted into the facility for fieldwork. Additionally, some clinical facilities require random drug testing during the clinical rotation. Refusal to submit to a drug screen or testing positive can make a student ineligible to participate in clinical training. The cost for a drug screen may be covered by the clinical facility. If not, the student is responsible for the cost.

Previous Official College Transcripts

Must submit official college transcripts (hand carried not accepted) if college course will be counted toward the degree requirements. Must complete and submit a Request for Evaluation of Transfer Credit.

Jefferson College has an open admissions policy which is in keeping with the College’s goal of providing affordable, quality education to students from a variety of educational backgrounds. This open admission policy does not guarantee admission to all programs, including the Occupational Therapy Assistant program. The General College’s Catalog includes a statement that students applying for programs with selective admission criteria may be required to take additional tests or meet additional criteria. The OTA program has selective admission criteria, such as the G.P.A., the required ACT, observational experiences, and written essay. The College will provide remedial assistance to help students develop the skills/knowledge they may need to meet admission criteria for the OTA program.

All prospective students seeking admission to the OTA program must follow the same College application procedure as outlined in this document. Students are not discriminated against on the basis of race, age, gender, religion, or national origin by either Jefferson College or the OTA program. Students begin with a Pre-Occupational Therapy Assistant advising session and completion of the HESI a2 Assessment. Cut off scores will be used for consideration of making application to the program.
To meet graduation requirements for the Associate of Applied Science degree as an Occupational Therapy Assistant, students must earn the equivalent of 24-29 credit hours in general education courses and 50 credit hours in Occupational Therapy Assistant course work. The total 74-79 credit hours must yield a cumulative grade point average of 2.5, and all OTA and science courses must have an earned grade of “C” or above.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>Prerequisites</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL100; 101 or 136</td>
<td>First Year Experience</td>
<td>1-3</td>
</tr>
<tr>
<td>ENG101(H)</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY101(H)</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>BIO211</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO212</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15-17</td>
</tr>
<tr>
<td></td>
<td><strong>SEQUENCE</strong></td>
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<tr>
<td></td>
<td><strong>Spring Semester</strong></td>
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<tr>
<td>OTA100</td>
<td>Foundations of Occupational Therapy</td>
<td>3</td>
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<tr>
<td>OTA110</td>
<td>Physical Dysfunction in Occupational Therapy</td>
<td>3</td>
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<tr>
<td>OTA111</td>
<td>Physical Dysfunction Performance Skills</td>
<td>2</td>
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<tr>
<td>OTA125</td>
<td>Biomechanical Basis of Performance</td>
<td>4</td>
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<tr>
<td>CIS125,EDU205</td>
<td>Computer Proficiency (Met by exam or coursework)</td>
<td>0-3</td>
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<td>12-15</td>
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<td><strong>Summer Semester</strong></td>
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<tr>
<td>OTA105</td>
<td>Health Conditions</td>
<td>2</td>
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<tr>
<td>OTA120</td>
<td>Professional Practice and Management I</td>
<td>1</td>
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<tr>
<td>PSY205</td>
<td>Human Development</td>
<td>3</td>
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<td><strong>Fall Semester</strong></td>
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<tr>
<td>OTA130</td>
<td>Psychosocial Occupational Therapy</td>
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<tr>
<td>OTA131</td>
<td>Psychosocial Performance Skills</td>
<td>2</td>
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<tr>
<td>OTA140</td>
<td>Professional Practice and Management II</td>
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<tr>
<td>OTA145</td>
<td>Applied Neurology</td>
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<tr>
<td>OTA150</td>
<td>Level I Fieldwork A</td>
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<tr>
<td>COM100(H)</td>
<td>Fundamentals of Communication</td>
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<td><strong>Spring Semester</strong></td>
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<tr>
<td>OTA160</td>
<td>Level I Fieldwork B</td>
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<tr>
<td>OTA210</td>
<td>Pediatric Occupational Therapy</td>
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<td>OTA211</td>
<td>Pediatric Performance Skills</td>
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<tr>
<td>OTA220</td>
<td>Professional Practice &amp; Management III</td>
<td>1</td>
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<tr>
<td>OTA232</td>
<td>Environments and Assistive Technology</td>
<td>4</td>
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<tr>
<td>PSC102(H) or HST103(H)</td>
<td>US &amp; MO Governments &amp; Constitution, or US History I</td>
<td>3</td>
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<td><strong>Fall Semester</strong></td>
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<tr>
<td>OTA250</td>
<td>Level II Fieldwork A</td>
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<tr>
<td>OTA260</td>
<td>Level II Fieldwork B</td>
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<tr>
<td>OTA270</td>
<td>Fieldwork Seminar</td>
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<tr>
<td></td>
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<td>13</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td>74-79</td>
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</tbody>
</table>

- This credit allocation is based on a credit ratio of one credit for two (2) hours of laboratory.
- All OTA students must complete and pass Level II Fieldwork within 18 months following completion of academic preparation.
- All students must take the Jefferson College exit exam.