



Occupational Therapy
Assistant Program
Application Packet

Dear applicant,

Thank you for your interest in the Occupational Therapy Assistant program at San Jacinto College. We appreciate your interest and look forward to providing a quality education for an exciting career.

The material included in this packet will describe the admissions process for the San Jacinto College Occupational Therapy Assistant program and outline all the necessary forms for program application.

The program is 22 months in length and leads to an Associate in Applied Science Degree (AASOTA) and prepares the graduate to take the National Board for Certification in Occupational Therapy (NBCOT) national examination to become a certified occupational therapy assistant (COTA). This also entitles graduates to meet the requirements for state licensure.

Admission to the OTA Program is a separate procedure from admission to San Jacinto College. **Applicants must meet all the admission criteria for San Jacinto College before applying to the OTA program.** There are only 12-14 positions in this program and thus are competitive. Admission to the OTA Program will be determined by ranking each applicant through a point system (Admission Rubric).

Applications are accepted on a rolling basis and accepted from July through February of every year. If you have questions about the occupational therapy assistant program or the admissions process, please contact the Occupational Therapy Assistant Program 281-998-6150 x3141 or otaprogram@sjcd.edu. We look forward to working with you.

Sincerely,

Occupational Therapy Assistant Program Faculty

CONTACT INFORMATION

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General Information

ACCREDITATION

The Occupational Therapy Assistant Program at San Jacinto College is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE). The OTA program has been granted seven years of accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) starting March 2020. San Jacinto College graduates are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT).

Applicants who have further questions regarding accreditation of the OTA program at San Jacinto College, can contact ACOTE.

ACOTE Contact Information

Accreditation Council for Occupational Therapy Education
7501 Wisconsin Avenue, Suite 510E
Bethesda, MD 20814
Phone: (301) 652-6611
Website: www.acoteonline.org
Email: accred@aota.org

LOCATION

Occupational therapy assistant courses are only offered at the South Campus at San Jacinto College.

ADMISSION

Each Fall, a new class of students is admitted into the Occupational Therapy Assistant Program. The program accepts 12-14 students. Current admission dates can be found on the OTA website of San Jacinto College. **Late applications or inquiries may not be considered for admission.**

<https://www.sanjac.edu/programs/areas-of-study/health/ota/ota-admission-info>

PROGRAM COURSES

OTA courses are offered in a set sequence. Once admitted into the program, the student must progress through the curriculum as designed. This means a student cannot "jump" ahead in the curriculum and take advanced occupational therapy assistant courses. Prerequisite courses need to be completed by the start of the Occupational Therapy Assistant Program.

GRADES

The OTA program will follow the San Jacinto College grading system listed below:

90%-100% = A
80%-89% = B
70%-79% = C

60%-69% = D
0%-59% = F

Students must earn a "70" or above in all OTA coursework to progress in the program. A grade of "C" or better (70 or above) must be obtained in all other academic core courses in the OTA degree plan.

FEES

Students will be responsible for the cost of textbooks. The textbooks for the first two semesters will be high in cost but will be used throughout the remainder of the program. An estimated cost of books will be available at the information session and upon admission into the program. In addition to books, students are responsible for costs associated with travel to and from fieldwork sites and attire for fieldwork. Students may also incur fees for immunizations, drug screens, and background checks.

Up-to-date tuition rates can be found on the San Jacinto College website and Appendix F of this handbook: <https://www.sanjac.edu/admissions/paying-for-college/tuition-costs/>

Please note: Per San Jacinto College, the above tuition schedule is subject to change by the State Legislature and the San Jacinto Community College District Board of Trustees.

DRESS CODE

Student professional dress is expected for all classroom and clinical activities.

CLASSROOM: Students should always wear scrubs (solid color, no prints) and closed-toe shoes. Undershirts may be worn in white, black, grey, or brown underneath scrubs. In the classroom, students should refrain from wearing clothing that exposes excess skin or body parts that should not be exposed. Short shorts (running shorts), tight clothing, or low, revealing tops are not allowed in the classroom/lab. Students are expected to wear professional attire during presentations in or out of the classroom. Professional dress includes slacks, scrubs, the OTA polo, program t-shirts, belt, and closed-toe shoes (no heels or boots). No denim or athletic leisure wear in any form is allowed.

Tattoos should be covered, jewelry should be simple, and hair should be neat and pulled back for labs. Students must wear professional attire at all times. Students will be asked to wear the designated OTA professional attire for any community activities, unless otherwise indicated by a faculty member. Be prepared for climate change within the classroom environment, lab, or community facilities.

CLINICAL FIELDWORK: During Level I fieldwork, students will wear a department-issued OTA polo/t-shirt and scrubs (dependent on the clinical site). Students are to adhere to the Level II fieldwork site's policy for organization-specific dress code. Therefore, students may need to purchase different attire sets for each fieldwork assignment. Student ID from either San Jacinto College or the site-specific nametag provided to the student should be worn at all times.

CRIMINAL HISTORY BACKGROUND CHECK/DRUG SCREEN

Upon acceptance to the OTA program, the student will be required to obtain a background check to meet school requirements and fieldwork education requirements. There are no exceptions or waivers to getting a background check/drug screen within two weeks of acceptance into the program. Students who fail to comply with these requirements will be removed from the admission selection. Additionally, a student cannot enroll in first-semester courses if this is not completed. At times, fieldwork education sites may require additional background checks. Costs associated with additional background checks are the responsibility of the student.

Please be aware of the importance of notifying the OTA program director of anything that may be revealed on your background check or drug screen so that accurate information can be provided for the actions before the possibility of conditional acceptance. The program director and AFWC have the right to initiate random drug screens throughout the program if concerns are suspected. Students are required to pay for this additional screen. Should a clinical site require additional background checks, and the student does not pass it, the student will not be guaranteed another clinical site and will be withdrawn from the program.

IMMUNIZATIONS AND HEALTH SCREEN/DRUG SCREEN

Upon acceptance to the OTA program, students must also submit the required proof of current immunizations. All immunizations must be completed by the end of the 1st semester (Fall). Information will be provided to the students regarding Castle Branch sign up and process. (www.castlebranch.com).

COVID-19 VACCINE

Students enrolling into San Jacinto College programs with external learning experiences (i.e., clinical, practicum, externship, cooperative, etc.) will be required to comply with the immunization requirements and policies of the clinical/external learning sites to engage in all clinical/external learning experiences. Vaccination requirements at clinical/external learning sites are implemented pursuant to the independent authority of such facilities and are not mandated by San Jacinto College. Failure to meet the immunization requirements mandated by clinical/external learning sites may limit a student's ability to complete the program and/or may delay the student's graduation date. San Jacinto College does not process exemptions, and students should address potential vaccination exemptions directly with the clinical/external learning site.

PERSONAL HEALTH INSURANCE

Students must carry personal health insurance and show proof of insurance before enrolling in fieldwork education courses. These courses begin the 2nd semester of the program.

PROFESSIONAL LIABILITY INSURANCE

Students enrolled in the OTA Program are required to have professional liability insurance. Students pay a predetermined fee to the Cashier's office at the start of each semester where a Fieldwork course is needed, and the College secures the limited liability insurance coverage. Students may wish to purchase additional liability insurance.

NOTE: The liability insurance that each student has does not cover the student's injuries; it only covers the patient's injuries. The student is entirely responsible for personal medical costs incurred while at fieldwork sites. If the student injures a patient, the limited liability insurance may or may not cover all legal fees.

CURRICULUM REQUIREMENTS

The Occupational Therapy Assistant program provides basic knowledge and skills for entry-level entrance into the workforce. Upon satisfactory completion of this curriculum, the student will be awarded an Associate of Applied Science degree and will be eligible to take the national certification examination administered by the National Board for Occupational Therapy (NBCOT) to become a certified occupational therapy assistant (COTA).

Courses in the OTA program must be taken in sequential order at the advisement of the program director and program faculty. Students may not "jump ahead" in the curriculum. A grade of "C" or better is required for satisfactory completion of all courses, including academic core courses.

Prerequisites

20 hours

ENGL 1301 Composition I	3
MATH 1314 College Algebra	3
BIOL 2301 Anatomy & Physiology I (Lecture)	3
BIOL 2101 Anatomy & Physiology I (Lab)	1
BIOL 2302 Anatomy & Physiology II (Lecture)	3
BIOL 2101 Anatomy & Physiology I (Lab)	1
PSYC 2301 General Psychology	3
PHIL 2306 Ethics	3

Major Course Requirements

40 hours

OTHA 2301 Pathophysiology in Occupational Therapy	3
OTHA 1305 Principles of Occupational Therapy	3
OTHA 1309 Human Structure and Function in Occupational Therapy	3
OTHA 1315 Therapeutic Use of Occupations or Activities I	3
OTHA 2304 Neurology in Occupational Therapy	3
OTHA 1241 Occupational Performance from Birth to Adolescence	2
OTHA 2231 Physical Function in Occupational Therapy	2
OTHA 1419 Therapeutic Interventions I	4
OTHA 2209 Mental Health in Occupational Therapy	2
OTHA 2302 Therapeutic Use of Occupations or Activities II	3

OTHA 1249 Occupational Performance for Adulthood	2
OTHA 2335 Health Care Management in Occupational Therapy	3
OTHA 1160 Clinical- Occupational Therapy Assistant (Pediatrics)	1
OTHA 1161 Clinical-Occupational Therapy Assistant (Mental Health)	1
OTHA 1162 Clinical-Occupational Therapy Assistant (Adult)	1
OTHA 2266 Practicum-Occupational Therapy Assistant	2
OTHA 2267 Practicum-Occupational Therapy Assistant	2
<u>Total of 60 Hours</u>	

OTA ADMISSION PROCESS

Acceptance into the OTA program is competitive, with a limited enrollment of 12-14 students.

How to Apply

Application to the OTA program at San Jacinto College is a two-step process. First, you must apply and be accepted to San Jacinto College, and second, you must submit an application to the OTA program via the online application.

1. Submit a completed San Jacinto College application to the Enrollment Services Office. Applications can be completed online at <https://www.sanjac.edu/admissions/how-to-apply/>. All prospective students must be admitted to San Jacinto College before being eligible to apply for the OTA program. **Note: Admission to San Jacinto College does not guarantee admission into the OTA program.**
2. Apply to the OTA program. Two application submission deadlines are:

Submission Deadlines	July 9, 2025- March 27, 2026 by 5:00pm CST
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**Applicants must meet the college's general admission requirements as well as program admissions requirements. Meeting minimum requirements does not guarantee admission to the program. Submission of the application early does not guarantee admission to the program, but it provides an opportunity for potential interviews earlier in the spring.*

Minimal Requirements – must be met at the time of application to be eligible for consideration.

- 18 years of age
- High school graduate/GED.
- Previously completed all prerequisites or actively enrolled in no more than two prerequisite courses is preferred. It is encouraged to have completed all prerequisites by the end of Spring semester of the admission cycle. Exceptions will be made by the program director.
- Minimum GPA of 2.0 in prerequisite courses. Please consider that 1-2 in progress prerequisite courses may lower your prerequisite GPA calculation below the minimum requirement.
- C or better in all prerequisite courses

Admission Criteria to the OTA Program

Application to the OTA program is a two-part process. Applicants are first ranked by a point system based upon criteria found on the admissions rubric. Only applicants whose pre-interview point total places them in the top 50 will be invited on campus to participate in the on-campus admission process. Meeting the minimum criteria does not guarantee an on-campus invitation or acceptance to the program. Second, applicants invited on campus will participate in a panel interview, write an essay, and complete a health assessment exam.

Application Rubric

The OTA program utilizes an admission rubric to evaluate all aspects of the application process. All documents provided at the time of submission will be awarded points based on their appropriate qualifications. See Appendix A.

Application Submission

The following items must be submitted to the online application platform:

1. **Copies of unofficial transcripts** – assist with verifying prerequisite courses taken or in progress, completion of other OTA courses, and completion of other degrees – awarded points per rubric.
 - i. Points for the prerequisite GPA will be determined by dividing the total grade points of prerequisite courses by the total hours of prerequisite courses (20 hours). Therefore, having courses in progress decreases your chance of obtaining a high prerequisite GPA.
2. **Three Recommendation Forms** - The total points of each recommendation is combined and divided by 3 to obtain a cumulative score and awarded points on rubric. **Forms can be completed by an OT or OTA.**
3. **Observation Hours**

Applicants are *strongly encouraged* to complete observation hours and submit their observation hours in the online application. See Observation Form Appendix E. Observations must be completed with a licensed OT or OTA. If an applicant works alongside an OT/OTA, observation must be completed outside of work hours. Applicants are awarded the following points on their admission rubric for observations:

Observation Hours: 33+ hours= 7 points 32-24 hours= 5 points 23-16 hours= 3 points <16 hours= 1 point

4. **Information Session**

Applicants are encouraged to attend an information session to receive information about the program and the application process. Please refer to the website for dates and times. (Awarded 3 points on the rubric for attendance). Information sessions are offered in person

and virtually. Please sign up for a date/time. May attend multiple times but will only be offered points for one session fully attended.

<https://www.sanjac.edu/programs/areas-of-study/health/ota/ota-admission-info#information-sessions>

5. Transcript evaluation (GPS report)

Obtain PDF from Enrollment Services (SOS) and submit it in the online application. This document further clarifies any courses that were taken at another college or university to obtain credit. (Mandatory/no points awarded). Complete Perform Degree Evaluation- My San Jac GPS. → What If → OTA Program (See instructions on website or Appendix C). Courses taken at other institutions will not appear on the GPS report unless the transcripts have been received and processed by San Jacinto College.

6. Other Degrees and Certifications

Applicants may receive points on the rubric as listed. Credit is given for no more than two degrees/certifications. The transcript must indicate the conferred degree date due to receive points.

7. Related Healthcare Experience

The San Jacinto College OTA Program will consider the following jobs listed below for employment verification, based on the length of employment. For admission points to be considered, please complete the Employment Verification Form (Appendix D) and submit it through the online application platform.

Approved Experience: Rehab Tech (any practice area), Special Education Teacher or Aid, Applied Behavioral Analysis (ABA) Therapist, Recreational Therapist, Nursing Fields, Respiratory Therapist, Mental Health Counselor, Emergency Medical Services

**Prerequisite Notes:*

- Anatomy & Physiology I and II with lab should be taken within the last five years, as it relates to the necessary skills required to be an OTA. An exception can be made for those applicants who are currently working in the healthcare industry.
- To waive Anatomy and Physiology I and II time limit, applicants must provide the Employment Verification Form filled out by their manager/leader. The Program Director will make the final decision regarding this matter. There are no other time limits on the other prerequisite courses.

In Progress Scores

In progress courses are courses in which an applicant is enrolled and plan to complete during the application cycle.

Only two courses can be in progress. Courses needing to be taken in the Summer after the admission cycle closes will be considered not taken. Therefore, a zero (0) will be provided.

Submission Period	July 9, 2025- March 27, 2026 by 5:00pm CST	*Allowed MAX two (2) In Progress Scores
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*Exceptions will need to be discussed with program director for consideration.

If the applicant applies with in-progress courses, they are responsible for updating their final course grade with the program director upon completion, with evidence through final course grade documentation or an unofficial transcript.

In Progress Example Rubric:

Prerequisite Courses	Grade	Hours	Grade Points	Term	In Progress 1 point
ENGL 1301 Composition I	A	3	12 9 6	Spring 2018	
MATH 1314 College Algebra	B	3	12 9 6	Spring 2018	
BIOL 2301 A&P I (Lecture)	A	3	12 9 6	Fall 2019	
BIOL 2101 A&P I (Lab)	A	1	4 3 2	Fall 2019	
BIOL 2302 A&P II (Lecture)	B	3	12 9 6	Spring 2019	
BIOL 2102 A&P II (Lab)	B	1	4 3 2	Spring 2019	
PSYC 2301 General Psychology	IP	3	12 9 6	Application Spring	1
PHIL 2306 Ethics	Not Taken	3	12 9 6	Summer after application submitted	0
IP = in progress				Total GP: 49	Pts. In Progress: 1
					Grade Pts. Total: 49+1 = 50
					Points
Prerequisite GPA: Min. 2.0 required		Total Grade Points/Total Hours = GPA:			1
2.00 - 2.50 = 1 2.51 - 3.00 = 4 3.01 - 3.50 = 7 3.51 - 4.00 = 10					50/20 = 2.5

Submitting Application

Applications will be accepted through an online application system found during the application periods. **Incomplete or late applications may not be accepted with the exception of in progress scores. Contact program director to discuss.**

Applications will not be accepted on other campuses of San Jacinto College.

Click the link for the application submission platform: [OTA Online Admission Portal Link](#)

*Please note the application portal does time out after 45 minutes, and information will be removed. Use the admission rubric (Appendix A) to review submission requirements.

Admission Process

Applications will be reviewed as received through the end of March. It is the applicant's responsibility to ensure the online application is complete. Information such as observation hours and prior employment in the healthcare field may be verified. **Applicants must provide a phone**

number and email address that are frequently checked for a timely response to the admission process. Please check all junk and spam folders for emails from @sjcd.edu.

Applicants will be ranked by the Pre-On Campus Point Total for consideration for the on-campus invitation portion. Please refer to the Admissions Rubric (Appendix A), where points are totaled for ranking. Pre-On-Campus scores are reviewed as part of the comprehensive admissions process and contribute to the final admission decision. Specifically, 30% of the overall score is derived from pre-on-campus components, 40% from the on-campus interview, 25% from the written essay, and 5% from the Health Assessment Exam.

A maximum of fifty applicants will be scheduled for a campus interview and on-campus essay between February-April as part of the last component of the admission process. Applicants will be notified of acceptance no later than the end of June. Applicants placed on the waiting list will be notified in July if there are openings in the program.

Note: Students who have courses in progress and were interviewed can be conditionally accepted, as per the conditional acceptance policy, provided they submit documentation showing that they have achieved a final course grade of C or higher.

All documents needed for admission are included in this packet. Additional forms are available at <https://www.sanjac.edu/programs/areas-of-study/health/ota/ota-admission-info> under the Admission Document section. All documents must be submitted to the online application portal in PDF format only. Meeting the criteria does not guarantee an on-campus portion, or admission to the OTA program.

The following are submitted to the OTA Online Application:

1. Three (3) recommendation forms
2. Transfer Evaluation (GPS Report)
3. Unofficial Transcripts
4. Observation Hours Form (if applicable)
5. Employment Verification Form (if applicable)

Pertinent Information About Admissions

1. Deferral of Admission: Accepted students who would like to defer their admission for the following Fall semester must make an appointment with the Program Director of the OTA program, stating their reason for deferral. Granting deferral is not guaranteed, but the OTA department supports such requests that involve medical conditions and military commitments. If approved, the applicant will need to contact the OTA program by February 1st of the next application period to express their intent to remain a candidate for the incoming fall class. If deferred matriculation is declined, a new application would be required for any subsequent terms of entry. Only one deferral will be considered per applicant.

2. Denied Acceptance: If an applicant is denied acceptance into the OTA program, they have the right to request a conference call with the Program Director to review their application to determine appropriate actions to develop a stronger application. These calls will be limited to a 10-minute block. The OTA program will hold information regarding interviews and essay points confidential, and therefore, they will not be permitted to review any forms or documents.

Transfer policy for students previously enrolled in another OT or OTA program

1. A student requesting to transfer must meet all the admission requirements of San Jacinto College and the San Jacinto College OTA program.
2. There must be space available in the OTA program at San Jacinto College. Enrollment is limited to 12-14 currently.
3. The student must submit two current letters of reference. One letter must be from the Director/Chair of the program the student is transferring from and must state that the student is in good standing and eligible to return to the program. The other letter must provide a statement of good character and be from a professional.
4. The Program Director will make all final approvals of acceptance, with input from full-time OTA faculty, after carefully reviewing the application documents.
5. If admitted, students from an OT/OTA program who wish to transfer into the OTA program must start from the beginning of the SJC OTA curriculum. There are no course substitutions from the OT/OTA program to the SJC OTA program.

Admissions after extended leave from another OT or OTA program (dismissal or medical leave)

1. A student requesting admission to the OTA program at San Jacinto College, after having been out of an OT or OTA program for more than one year, will have to apply to the OTA program as stated above (See Transfer Policy).
2. There will be no conditional provisions provided for students who do not meet the standards set forth regarding transfer students.

ACCEPTANCE INTO THE OTA PROGRAM

Conditional Acceptance

Applicants who have completed the on-campus portion of the application process and have been selected for the cohort will be offered conditional acceptance. The conditional acceptance requires applicants to complete a criminal background check, undergo a drug screen, and submit their acceptance documents within two weeks of the initial correspondence. Information about completing screenings will be included in the conditional acceptance email. Any student who has been convicted of misdemeanors (other than minor traffic violations), felonies, or has a positive drug screen will be contacted immediately for further instructions. (See CRIMINAL HISTORY BACKGROUND CHECK/DRUG SCREEN section). Conditional acceptance may also include a requirement for final in-progress score grades with a C or better. If a student receives a grade below a C in an in-progress course, their conditional acceptance will be revoked.

Fully Accepted

Applicants who have completed their conditional accepted items with no concerns are sent correspondence of their final acceptance into the program. Applicants will then turn into students of the program, and all program-related processes will begin (course registration, uniforms, textbooks, etc.). Students who are fully accepted are required to attend a mandatory on campus orientation in August of every application cycle year. The program will provide more information as appropriate.

Waitlist Status

Applicants who have completed the on-campus portion of the application process and have not been initially selected for the cohort may be waitlisted, and their final correspondence will be provided by the end of July of the application cycle. At times, unforeseen events may occur, where a newly accepted student may need to drop out of the cohort, thereby possibly allowing someone on the waitlist to be conditionally accepted (See Conditional Acceptance)

ACADEMIC AND BEHAVIORAL POLICIES

Grievance Procedure

All formal complaints regarding the Occupational Therapy Assistant Program can be submitted to the program and will be recorded using the complaints form in the OTA program. The program director will evaluate all complaints and work towards a resolution for all parties involved. In addition, complaints can be made following procedures on the College website/handbook. <https://publications.sanjac.edu/general-information/student-information/student-rights-responsibilities/complaint-procedures/general-complaints/>

Withdrawal Policy

1. The OTA Program Director has the right to initiate the administrative withdrawal of any student whose attendance, conduct, scholastic standing, or lack of aptitude for the profession of occupational therapy makes it inadvisable for the student to continue in the program. This right exists regardless of grades. **The primary concern of the program and the college shall be patient safety and competence of practice.**
2. A Withdrawal Notice Form will be completed for all students who leave the program, regardless of their reason for leaving. Students considering withdrawal should talk to the program director for withdrawal and readmission information. It is the student's responsibility to process withdrawal forms in the registrar's office prior to the college's established withdrawal deadline.
3. For a student to be eligible for readmission into the program, they must meet with the program director upon withdrawal (regardless of the reason for withdrawal). This meeting will include documentation on the OTA Program Withdrawal Form of what they will do to help ensure a passing grade if readmitted and/or what they will do to rectify the situation that caused the withdrawal. The Withdrawal Notice form must be completed for the

student to be eligible for readmission. Meeting with program director does not guarantee readmission to the program.

4. Students who withdraw from the program and are eligible for readmission into the program must re-enter the program by the next academic year. Students who withdrew for longer than one academic year must repeat all OTHA courses. Any withdrawn student must reapply and will be considered under the program's admissions standards, along with all other applicants.
5. Students returning to the program will pay college fees and liability insurance as appropriate. Students who withdraw from the program must abide by the college tuition reimbursement policy <https://www.sanjac.edu/admissions/paying-for-college/refunds-drops-grading-deadlines>
6. Students may only withdraw from academic-based OTHA courses during one academic semester within their cohort program years. Withdrawal of academic-based OTHA courses in more than one academic semester within a subsequent cohort program year will result in removal from the OTA program unless otherwise determined by the program director. Situations that the program director may consider include but are not limited to illness, family hardship, and natural disasters.
7. Students may only fail or withdraw from one level II fieldwork-based OTHA course (OTHA 2266 and OTHA 2267). Failure or withdrawal from more than one fieldwork course will result in removal from the OTA program unless otherwise determined by the program director. Situations that may be considered are medical necessity, immediate family member death, personality, and/or conflict with the fieldwork educator (FWE) (only after conferences with both the site and student).

Withdraw Process

1. A Withdrawal Notice form will be completed by all students who leave the program, regardless of the reason for the student leaving. Students withdrawing from the program must meet with the program director to discuss the withdrawal process and readmission information immediately.
2. It is the student's responsibility to process withdrawal forms in the registrar's office prior to the college's established withdrawal deadline. Students log in under SOS to withdraw from courses. Sr. AA will change major back to general studies to resume taking other courses at SJC. Refund (if applicable) from the Business Office.
3. All refunds and drop dates are based on the SJC policy. See the link for more information. <https://www.sanjac.edu/admissions/paying-for-college/refunds-drops-grading-deadlines>
4. The student will submit an official letter explaining the reason for withdrawal. (See Appendix I)

5. If a student chooses to withdraw from the program due to personal concerns, the student may re-apply to the OTA program for the next cohort. The student must start the program by re-applying following the general OTA application process found on the OTA website. No documents from the previous admission will apply to the newly filed application. Prior admission to the program does not guarantee automatic admission to the program. The student's application and the entire qualified applicant pool for that year will be considered.
6. The OTA program's admissions committee will make the final decision regarding readmission applications based on space availability, previous student records, and potential for academic and clinical success, if applicable.

Scholastic/Professional Program Probation

Please refer to the San Jacinto College [General Catalog](#) regarding academic probation and suspension. In the OTA program, a student whose scholastic and professional performance is weak or unsatisfactory will meet with the individual instructor and/or program director to discuss areas of concern, and a Counseling Form will be completed. If the student's scholastic or professional performance does not improve, he/she may be put on a program probation plan, and specific criteria will be set for continuation in the program. If the student cannot meet the criteria or if performance does not improve, they will be dismissed from the program. In all instances, the student will be provided with individual counseling and assistance.

Program Suspension

Per the San Jacinto College [General Catalog](#), academic suspension occurs at the end of any term in which the student is on academic probation and both the student's overall institutional GPA and their GPA from that just completed term fall below 2.0 ("C"), the student will be placed on academic probation and will not be eligible to re-enroll until one term has passed. However, due to the OTA program's curriculum sequence, one-time admission enrollment, and good standing policy, students are not suspended from the program; rather, they are dismissed. Students' progress from being on academic probation to dismissal.

Classroom, Lab, and Fieldwork Equipment Safety

Safety of students, faculty, staff and patients is a high priority for the OTA program. Standard precautions are instructed to students, practiced and reinforced throughout the program. The OTA program complies with the standards of the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control (CDC). Students are responsible for using standard precautions and infection control when performing intervention with clients/patients as well as for any personal expenses that may occur in the event of exposure should be followed including documentation.

The following procedures should be followed to ensure safety within the classroom:

1. Food is **not allowed** in the classroom or OTA lab spaces.

2. The ADL suite is for supervised lab practice only. No food shall be stored, prepared, or consumed in this area. The only exception is for classroom instruction.
3. A faculty member or licensed OT or OTA should be present in the lab space if skills that involve use of equipment or tools are being used.
4. Students will refrain from practicing laboratory activities until after they have received the appropriate instruction.
5. Water bottles or other containers of liquid cannot be placed on electrical equipment.
6. Spills must be cleaned up immediately. All faculty and students should pick up after themselves and ensure the classroom and lab space is tidy at all times.
7. Dirty/used linens should be placed in the laundry hamper.
8. Students will notify faculty members in the OTA program of non-working or malfunctioning equipment and the faculty member will contact facilities management for repair. Students will not be allowed to use the equipment until it is repaired.
9. Any flammables are to be stored in the flammables cabinet located in the OTA spaces
10. All tables and mats should be cleaned with Clorox wipes after use as well as supplies placed back in storage areas.
11. All San Jacinto College policies in regards to safety should be adhered to.

Throughout the program students will use a variety of therapeutic media, supplies, and tools. Students must follow all written and oral instructions prior to beginning lab activities. Faculty will explain any risk and contraindications prior to demonstrating the proper use of hazardous materials and/or equipment. Students will be required to demonstrate competent and safe use of materials and equipment prior to ongoing use. Both class/lab space have a phone mounted to the wall for use in emergencies.

Emergency Response

1. Students are to be aware of school closings related to weather or disasters. They are encouraged to participate in the SJC AlertMe program which can be found at <https://www.sanjac.edu/student-life/campus-safety/alerts>
2. In the event of an emergency situation, students, faculty, and staff will follow the evacuation procedures as outlined by the SJC Campus Safety department <https://www.sanjac.edu/student-life/campus-safety/emergencies/resources-procedure>

FREQUENTLY ASKED QUESTIONS

1. Is the OTA program very difficult to get into?

The OTA program is rigorous and the application process is competitive. There are only 12-14 positions in the program, and the applicant pool exceeds the available positions.

2. Is the job market good?

Yes! The job market is excellent at this time as there is a push to hire more occupational therapy assistants. According to the Bureau of Labor and Statistics, there is a projection of 25% job growth by 2031, much faster than the average for all occupations. About 11,000 OTA job openings are projected to exist during this time. OTAs work collaboratively with an OT for patient intervention. The median salary is \$61,730 in May 2021. According to the 2023 US News Rankings, Occupational Therapy Assistants are ranked #1 in Best Health Care Support Jobs and #19 in the 100 Best Jobs!

3. What is the starting salary?

Starting salary as an occupational therapy assistant will vary dependent on setting. The median pay is \$77,584, according to 2025 Texaswages.com.

<https://texaswages.com/WDAWages/WDASocDetails?soc=31-2011&wgeType=mean>

4. What are the program's graduation rates?

Graduation Year	Students Entering/Graduating	Graduation Rate
2020	12/8*	67%
2021	14/12*	57.7%
2022	12/12	100%
2023	12/11*	91.67%
2024	12/11*	91.67%
2025	12/11	91.67%
2026	12/TBD	

*Students withdrew from program due to personal reasons.

TBD – Students currently enrolled in program

5. I heard there is a national licensing exam that I must pass in order to practice as and OTA in Texas?

Yes, there is a national licensing exam through the National Board for Certification in Occupational Therapy (NBCOT). You will be eligible for the certification exam once you complete the program and graduate. As of March 2020, the occupational therapy assistant program at San Jacinto College has been accredited for seven years by the Accreditation Council for Occupational Therapy Education (ACOTE). Graduates of this

program will be eligible to take the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT).

Once this exam is complete, you can apply for your licensure to practice through the appropriate state agency. In Texas, the agency is the Texas Board of Occupational Therapy Examiners (TBOTE). However, please note that any felony conviction may affect a graduate's ability to sit for the NBCOT examination or attain state licensure. Applicants have the right to request a criminal history evaluation from the applicable licensing agency.

www.NBCOT.org – National Board for Certification in Occupational Therapy

<https://ptot.texas.gov/occupationaltherapy/> - TBOTE

6. Do you offer this program at North or Central Campus?

No, the OTA program is only located at South Campus. However, you may take non-occupational therapy assistant courses (prerequisites) on other campuses, at night, on weekends, etc.

7. Do you offer this program at night?

No, the OTA program does not offer night classes.

8. When is the application deadline?

The OTA program has two submission deadlines:

<i>Regular Submission Deadlines</i>	<i>July 9, 2025- March 27, 2026 by 5:00pm CST</i>
-------------------------------------	---

See OTA website for application deadlines (<https://www.sanjac.edu/programs/areas-of-study/health/ota/ota-admission-info>). Applications will not be considered after these dates.

9. Does submitting an application guarantee me a spot in the OTA program?

No. Applicants must meet the college's general admission requirements as well as program admissions requirements. Meeting minimum requirements does not guarantee admission to the program. Submission of application early does not guarantee admission in the program but provides an opportunity for potential interview earlier in the spring.

10. When does the OTA program start?

The program will accept students annually to start every Fall semester. There is only one cohort admitted every Fall.

11. Are there any health entrance exams required?

Yes. An applicant who is selected for an on campus interview will take a health entrance exam at no cost to the applicant on their interview day.

12. Are observation hours mandatory?

No, but observation hours are strongly recommended. The program does awarded points on the admission rubric for applicants who have sought out observation hours and invested time to learn more about the profession. A strong application would include observations hours. See observation form in Appendix E.

13. Where do I go for observation hours if I seek observation opportunities?

Any facility is appropriate if you observe a licensed OT or OTA. Example settings are inpatient, outpatient, rehabilitation, acute care, pediatrics, mental health, skilled nursing facility, or home health.

14. Is there a recommendation form to complete?

Yes. Refer to the website to download the form. Three of these must be completed (one number in each category must be indicated). If you complete observations, an OT or OTA can complete a reference form. Reference forms cannot be completed by family or friends. Directions for completion are included in the Application packet- See Appendix B.

15. Can I submit my application in person?

The OTA program has transitioned to an electronic application system. Please see the link to apply for the OTA program. [OTA Online Admission Portal Link](#).

16. Do you have any non-traditional students in the program?

Yes, the OTA program admits students from various backgrounds, including those who may have had a previous career.

17. Do any of the required prerequisites have to be taken within a certain time period?

It is preferred for Prerequisites to be completed before the start of the program. Preferably prerequisite courses would have been completed at the time of submitting your application. However, if 1-2 courses are in progress, your application will still be processed. Prerequisites (A&P I and II) should not have been taken more than five years

ago. However, certain circumstances such as a second career will be considered. It is highly recommended to complete all A&P courses upon submitting your application.

18. I have to work throughout the program. Can I take the program part-time?

No. Due to the progression and sequence of the program, it is not offered at part-time status. There are clinical experiences embedded in the curriculum as well as 16 weeks of full time clinical experience required at the end of the didactic portion of the program.

19. What if I want to re-apply for the program?

Many students reapply and are encouraged to do so. You will need to complete a new application with all new documents and note on your application that you are reapplying. If observation hours were completed within two years of re-applying, you may resubmit those forms. Applicants should have copies of all materials initially submitted to resubmit certain documents of application.

20. Is the OTA program an online program?

No. The San Jacinto College OTA program is a face-to-face program. The program will only implement hybrid (online and on campus lab) or full online on a schedule if community and government officials place a state of emergency due to local, state, or national emergencies. Students are notified ahead of time if changes to instruction are required.

21. Do all my vaccinations need to be complete before applying?

No. If accepted into the program, immunizations must be complete by the end of the first Fall semester. Please see the application packet's Immunization and Health Screen/Drug Screen section.

22. Do I have to take the COVID-19 vaccine to be a part of the OTA program?

Please see the COVID-19 Vaccine statement under IMMUNIZATIONS AND HEALTH SCREEN/DRUG SCREEN on page 5 of the application packet.

23. What if I have concerns about my background check and drug screen?

Having a failed background check does not automatically disqualify an acceptance status. However, the student must reach out to NBCOT to follow up about the character review questions or if an Early Determination Review process is required. All questions can be directed to professional.conduct@nbcot.org (301.990-7979, extension 3150. If NBCOT does clear an applicant, documentation must be provided prior to full admission.

Failure of a drug screen does automatically disqualify an acceptance status unless drugs screened for are deemed medically necessary. If this is the case, then medical documentation must be provided.

24. Do I have to attend an information session to apply?

No, you do not have to attend an information session to apply, but we strongly recommend attending one to learn more about the application and admission process. Information sessions are held in person and online by a member of the OTA program faculty. If you attend, points are added to your admission rubric, should you apply. See <https://www.sanjac.edu/programs/areas-of-study/health/ota/ota-admission-info>

APPENDIX

- A. Admission (Point system) Rubric
- B. Letter of Recommendation Form
- C. GPS Report Instructions
- D. Employment Verification Form
- E. Observation Hours Form
- F. Cost and Tuition

Appendix A

San Jacinto College South Campus Occupational Therapy Assistant Program Admission Rubric (Point System)

Student Name:		G#:		Semester of Application:	
Prerequisite Courses	Grade	Hours	Grade Points	Term	In Progress 1 point
ENGL 1301 Composition I		3	12 9 6		
MATH 1314 College Algebra		3	12 9 6		
BIOL 2301 A&P I (Lecture)		3	12 9 6		
BIOL 2101 A&P I (Lab)		1	4 3 2		
BIOL 2302 A&P II (Lecture)		3	12 9 6		
BIOL 2102 A&P II (Lab)		1	4 3 2		
PSYC 2301 General Psychology		3	12 9 6		
PHIL 2306 Ethics		3	12 9 6		
IP = In Progress				Pts. In Progress:	
				Total GP:	Grade Pts. Total:
					Points
Prerequisite GPA: Min. 2.0 required		Total Grade Points/Total Hours = GPA:			
2.00 - 2.50 = 1		2.51 - 3.00 = 3		3.01 – 3.50 = 5	
		3.51 – 4.00 = 7			
Recommendation Forms	3=120-110 2=109-90 1=89 and below				
Three recommendation forms will be added together for total points.					
Optional Degree (s) or Certificate Program(s): Max Possible Points up to 5 (only credit for 2)					
Bachelor's Degree = 3 points Associate's Degree = 2 points Certificate Program (Pharmacy Tech, Medical Assisting, Surgical Tech, Vocational Nursing, etc.) = 2 points					
Employment Verification: <6 month = 3 6-12 month = 4 >12 month = 5					
Rehab Tech (any practice area), Special Education Teacher or Aid, Applied Behavioral Analysis (ABA) Therapist, Recreational Therapist, Nursing (CNA, LVN, RN), Respiratory Therapist, Mental health counselor, Emergency Medical Services					
Observation Hours: 33+ hours= 7 32-24 hours= 5 23-16 hours= 3 <16 hours= 1					
Must be completed with a licensed OT or OTA.					
Information Session on Campus	3 Points				
	(Max points 30) Pre-On Campus Point Total				
On Campus Scores					
HSRT Score:	72-80+ score= 5 points 71-63= 3 points 62-50= 1 point				
Essay	Max Possible Points 25				
Interview	Max Possible Points 40				

Total Points	Max Possible Points 100	

For OTA Program Administration Use Only

Comments:

Appendix B

San Jacinto College South Campus Occupational Therapy Assistant Program Recommendation Form

Applicant's Name: _____

In requesting the completion of this evaluation form, which will be used in the admission selection process for the occupational therapy assistant program at San Jacinto College, I waive my right to access the document. _____ (Applicant Signature)

Name of individual completing form: _____

Phone #: _____ Email: _____

If OT/OTA License #: _____ State: _____

***Note to individual completing form: Recommendations account for 20% in determining admission into the occupational therapy program. Please complete it accurately and honestly and return it to the applicant in a sealed envelope. Thank you for assisting in the admission process of the above applicant. Please indicate number ratings only per the rating scale below. You may only pick one number per category.**

Superior	Above Average	Rating Scale	Below Average	Poor
5	4	Average	2	1
		3		

Evaluation Area	Rating
Work Ethic: Attendance and punctuality, complete tasks on time, follow through with commitments and responsibilities, and takes responsibility for actions.	
Attitude and Enthusiasm: uses body postures to convey attentiveness, expresses concerns professionally, actively participates in tasks, displaces behaviors that are positive, respectful, considerate, polite, and tolerant towards others, takes initiative	
Time management: uses methods for proper planning, prepared for class or work, and effectively uses the time to complete workload or course assignments	
Emotional Intelligence: Regulates emotions during stress, uses appropriate eye contact, fosters group cohesion, adapts to self and others, demonstrates good manners	
Communication: Provides positive and constructive feedback, shares opinions with others using good tone of voice, body language, or writing skills, and speaks/writes clearly.	
Critical Thinking: Asks thoughtful questions, analyzes and generates solutions to problems, ability and foresight in everyday decisions, and problem solves independently.	
Personal Appearance: Cleanliness, grooming, adheres to school or organization dress code.	
Reliability and Character: Dependability, integrity, honesty, and trustworthiness.	

Overall Impression of this applicant:

Appendix C

How to Obtain a GPS Report

Step 1: Log onto SOS

Step 2: Click on Student Tab

Step 3: Click on Degree Evaluation

The screenshot shows the SOS website interface. At the top, there is a blue banner with the text "WELCOME TO S.O.S." and a logo on the right. Below the banner is a navigation menu with links for "All Users", "Employees", "Faculty", "Financial Aid", "Students", and "MyW". The "Students" link is circled in red. Below the navigation menu is a "Students" section with a grid of service tiles. The "Degree Evaluation" tile is circled in blue. A red arrow points from the "Students" link to the "Degree Evaluation" tile, and a blue arrow points from the "Degree Evaluation" tile to the "What If" section in the next screenshot.

Step 4: Click on What If located on the Worksheets. See below.

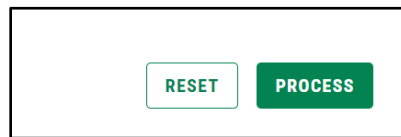
The screenshot shows the "What-If Analysis" form in the SOS system. The form is titled "What-If Analysis" and has a "What-If" tab selected. Below the title are three checkboxes: "Use current curriculum" (unchecked), "In-progress classes" (checked), and "Preregistered classes" (checked). Below the checkboxes are three dropdown menus for "Program": "Catalog year *" (2023-2024), "Degree *" (Associate of Applied Science), and "Level *" (Undergraduate). Below the "Program" section is a dropdown menu for "Areas of study": "Major *" (Occupational Therapy Ast AAS). At the bottom of the form is a section for "Additional areas of study" with a dropdown arrow.

Step 5: Select current application cycle year from the Catalog Year drop down.

Step 6: Select Associates of Applied Science from the Degree drop down. *Keep undergraduate level.

Step 7: Select Occupational Therapy Ast AAS from the Major drop down.

Step 8: Click the Process What-If button at the bottom of the screen. This process may take a few minutes to generate the request.



Step 9: Click Print on the top right corner. Keep a copy and submit one copy in the application packet.



Step 10: Select PDF dimension: Letter- Portrait. Open PDF. Upload one copy in the online application packet.

Appendix D



SOUTH CAMPUS

Employer Verification Form			
Applicants must complete this form and can submit additional documentation from employer human resources.			
Applicant's Name:			
Organization Name:			
Manager/Leader Name and Title: Manager/Leader Phone number: Manager/leader Email:			
Applicant's Job Title:			
Dates of Employment	From:	To:	Total # Hours per week:
Job Roles and Responsibilities <i>(Must be HR description)</i>			
Manager/Leader Signature	Signature:		Date:
Applicant Signature	Signature:		Date:
Additional Comments			

**San Jacinto College OTA Program
Employment Verification
Consideration List**

The San Jacinto College OTA Program will consider the following jobs listed below for employment verification based on employment length. For admissions point consideration, please fill out the Employment Verification Form and submit it on the online application system.

- Rehab Tech (any practice area)
- Special Education Teacher or Aid
- Applied Behavioral Analysis (ABA) Therapist
- Recreational Therapist
- Nursing Fields
- Respiratory Therapist
- Mental health counselor
- Emergency Medical Services

Appendix E



OTA Program Observation Form

One form may contain multiple facilities in which observation hours are completed.

Observation Definition: Non-work related observation in the field of Occupational Therapy

Applicant's Name (PRINT): _____

1. This applicant has observed _____ hours under my supervision.

Therapist Name and Credentials: _____

License # _____ State: _____

Facility Name: _____

Address: _____

Phone Number: (____) _____ Email: _____

Signature of OT/OTA: _____

2. This applicant has observed _____ hours under my supervision.

Therapist Name and Credentials: _____

License # _____ State: _____

Facility Name: _____

Address: _____

Phone Number: (____) _____ Email: _____

Signature of OT/OTA: _____

3. This applicant has observed _____ hours under my supervision.

Therapist Name and Credentials: _____

License # _____ State: _____

Facility Name: _____

Address: _____

Phone Number: (____) _____ Email: _____

Signature of OT/OTA: _____

4. This applicant has observed _____ hours under my supervision.

Therapist Name and Credentials: _____

License # _____ State: _____

Facility Name: _____

Address: _____

Phone Number: (____) _____ Email: _____

Signature of OT/OTA: _____

5. This applicant has observed _____ hours under my supervision.

Therapist Name and Credentials: _____

License # _____ State: _____

Facility Name: _____

Address: _____

Phone Number: (____) _____ Email: _____

Signature of OT/OTA: _____

6. This applicant has observed _____ hours under my supervision.

Therapist Name and Credentials: _____

License # _____ State: _____

Facility Name: _____

Address: _____

Phone Number: (____) _____ Email: _____

Signature of OT/OTA: _____

Total Number Observation Hours: _____

Student Signature: _____

Appendix F

San Jacinto College OTA Program Cost and Fees

Approximate Total Costs for the Occupational Therapy Assistant Program as of Spring 2025			
	In-District Texas Resident	Out-of-District Texas Resident	Non-Texas Resident/ International
SJC Semester Credit Hour Tuition Rate https://www.sanjac.edu/admissions/paying-for-college/tuition-costs/	\$83.00 per credit hour	\$144.00 per credit hour	\$223.00 per credit hour
PREREQUISITES			
Prerequisite Courses (20 credit hours) *			
Total Tuition Fee	\$1,660.00	\$2,880.00	\$4,460.00
START OTA PROGRAM			
First Semester: (12 credit hours)			
Total Tuition Fee	\$996.00	\$1,728.00	\$2,676.00
Second Semester: (8 credit hours)			
Total Tuition Fee	\$664.00	\$1,152.00	\$1,784.00
Third Semester: (8 credit hours)			
Total Tuition Fee	\$664.00	\$1,152.00	\$1,784.00
Fourth Semester: (8 credit hours)			
Total Tuition Fee	\$664.00	\$1,152.00	\$1,784.00
Fifth Semester: (4 credit hours)			
Total Tuition Fee	\$332.00	\$576.00	\$892.00
ADDITIONAL FEES			
Textbooks	\$1,081.00 entire program		
OTA Student Fees (Uniforms, lab materials, background check and drug screens)	\$265.00 entire program		
Fieldwork Costs (Varies)	\$800.00 entire program		
Total Additional Fee Cost**	\$2,146.00		
END OTA PROGRAM			
Grand Total for OTA Program Semesters Only and Additional Fees:	\$5,466.00	\$7,906.00	\$11,066.00
Grand Total of Prerequisites, OTA Program Semesters and Additional Fees:	\$7,126.00	\$10,786.00	\$15,526.00

**Please note prerequisite course prices only reflect San Jacinto College tuition rates. Prerequisite courses can be taken at any College or University.*

*** Please note this amount is subject to change and can vary throughout the program, especially regarding associated fieldwork costs such as transportation, fuel, parking, immunization, health insurance, etc.*