

**Central Community College (CCC)  
Occupational Therapy Assistant (OTA) Program  
Admission Packet**



**College Mission: Maximizes student and community success**

# Occupational Therapy Assistant (OTA) Admissions Procedures

Begin the admissions process early.

**You will NOT be granted consideration to the OTA program until items 1 – 5 are completed.**

It is the student's responsibility to notify the program when you want to start the program and once all items are completed.

## ADMISSION CRITERIA AND PROCEDURE

1. Apply to Central Community College, selecting Occupational Therapy Assistant as your program of interest.
2. Background Test Requirements
  - You must have a criminal background check completed before formal acceptance in the Occupational Therapy Assistant Program.
  - Please visit the program website at [cccneb.edu/OTA](http://cccneb.edu/OTA) and click on the link found under **Admission Criteria**
  - There is a fee and please follow all instructions until completed, it is multiple step process
  - Applicants with a felony conviction are **NOT** eligible for admission to the Occupational Therapy Assistant program. This restriction ensures that graduates meet the legal and professional standards necessary for certification, licensure, and employment in occupational therapy settings. Prospective students with a felony conviction are encouraged to contact our admissions office for guidance and to explore alternative educational options.
3. Schedule a meeting with the OTA department
  - Dr. Callie Bridges [calliewatson@cccneb.edu](mailto:calliewatson@cccneb.edu)
  - Libby Theoharis [libiaparo@cccneb.edu](mailto:libiaparo@cccneb.edu)
4. Meet program-specific academic eligibility. Test scores must be within 3 years of your OTA application. Grand Island testing center can be reached at 308-398-7378. Hastings: 402-461-2416. Kearney 308-338-4027. Holdrege 308-995-8133. Columbus 402-562-1206.

Program specific minimum scores are listed below:

| ACT TEST                  | NEXT GEN           | MAPS                | Accuplacer Placement Test |
|---------------------------|--------------------|---------------------|---------------------------|
| Composite $\geq 19$       | Reading $\geq 263$ | Reading $\geq 223$  | Reading $\geq 74$         |
| Math $\geq 19$            | Writing $\geq 263$ | Language $\geq 223$ | Sent-Skills $\geq 84$     |
| All other areas $\geq 18$ | Math $\geq 246$    | Math $\geq 240$     | Elem Algebra $\geq 57$    |

5. Complete 10 hours of observation with a Certified Occupational Therapy Assistant (COTA) or Occupational Therapist (OT)
  - Hours must be completed by observing at a minimum of **two practice areas**. The form can be found on the website (under Admission Criteria or in this packet).
  - Contact any healthcare facility that employs a COTA or OTs. For example: nursing home, hospital, outpatient clinics, schools
  - Please ask the facility for their dress code and dress appropriately with close-toed shoes
  - Please stay off your phone while observing
  - Please appropriately and formally thank them for their time (for example send them a thank you card)

*\*\*\*Please note all application materials and test scores are good for three years only*

## SELECTION PROCESS

The Occupational Therapy Assistant Program values diversity as a strength that enhances learning, clinical reasoning, and client-centered care. Diversity within our program includes, but is not limited to, differences in age, life experience, educational background, socioeconomic status, cultural identity, geographic origin, abilities, and pathways to healthcare. The program is committed to inclusive and holistic recruitment and admissions practices that recognize multiple routes to becoming an effective occupational therapy assistant and that support the development of a workforce reflective of the communities we serve.

Enrollment is limited to 23 students each fall. Admission is based on a first-come-first served basis once OTA admission requirements are met. If more than 23 students meet academic eligibility, the date of file completion will be used to determine placements. All other students meeting academic eligibility will be placed on an admissions waitlist. Application materials for students not meeting academic eligibility but continuing to work toward meeting admission requirements will be kept on file for a period of two admission cycles. After that time, a student will need to reapply to the program meeting the stated requirements for all first-time applicants.

## APPROXIMATE EDUCATIONAL COSTS – OTA PROGRAM

### Approximate Educational Costs for OTA Program

\*\*College tuition and fees are established by Board of Governors and may be subject to change

|  | Fall                      | Spring                    | Summer                    | Fall                      | Spring                    | Total                           |
|--|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------------|
| Tuition and fees<br>In-state \$112<br>Out of state \$160                 | \$1,792 In<br>\$2,560 Out | \$1,904 In<br>\$2,720 Out | \$1,456 In<br>\$2,080 Out | \$1,456 In<br>\$2,080 Out | \$1,568 In<br>\$2,240 Out | \$8176 In state<br>\$11,680 Out |
| Books/Materials  | \$350                     | \$374                     | \$200                     | \$286                     | \$50                      | \$1,260                         |
| Liability Insurance  |                           |                           | \$12                      |                           | \$12                      | \$24                            |
| Background Check<br>*may have to be repeated depending on fieldwork site | \$50                      |                           |                           |                           |                           | \$50                            |
| Drug Test<br>*may have to be repeated depending on fieldwork site        |                           |                           |                           | \$50                      |                           | \$50                            |
| Professional Memberships<br>AOTA/NOTA                                    | \$75 AOTA<br>\$30 NOTA    |                           |                           | \$75 AOTA<br>\$30 NOTA    |                           | \$210                           |
| CPR/Immunizations<br>(cost depends on shots/titer needed)                |                           |                           | \$70/Varies               |                           |                           | \$70                            |
| PAMs   |                           |                           | \$100                     |                           |                           | \$100                           |
| NBCOT exam<br>(post-graduation expense)                                  |                           |                           |                           |                           |                           | Online: \$500<br>Printed: \$540 |
| <b>Total</b>   | \$2,297 In<br>\$3,065 Out | \$2,278 In<br>\$3,094 Out | \$1,838 In<br>\$2,462 Out | \$1,897 In<br>\$2,521 Out | \$1,630 In<br>\$2,302 Out | \$9,940 In<br>\$13,444 Out      |

## CURRICULUM OVERVIEW

Graduates with an Occupational Therapy Assistant AAS degree will be prepared to provide occupational therapy services that meet the demands of current and future practice while demonstrating quality, ethical, and professional occupational therapy behavior in all practice environments.

## CURRICULUM SEQUENCE

Students enrolled in the Occupational Therapy Assistant program at Central Community College engage in five semesters of academic coursework. In addition to 51 credit hours of OTA specific coursework, students will complete 21 hours of CCC core curriculum that supports the major. Semesters consist of in-classroom study, two Level I Fieldwork, and two 8-week Level II Fieldwork. The program is located on the Grand Island campus. All OTA coursework is in-person only. Once students are admitted into program, taking OTA coursework, students are not permitted to take the OTA coursework and fieldwork part time.

Students completing the AAS degree are eligible to sit for the National Board of Certification in Occupational Therapy (NBCOT) examination. After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). It is the standard in most states to require licensure in order to practice.

| FALL 1 <sup>ST</sup> YEAR |  | SPRING 1 <sup>ST</sup> YEAR |   |                              |   |
|---------------------------|--|-----------------------------|---|------------------------------|---|
| ENGL 1010                 | English Composition I                          | 3                           | BIOS 2250 Anatomy and Physiology I                | 4                            |   |
| PSYC 2890                 | Developmental Psychology                       | 3                           | PHIL 2650 Introduction to Ethics                  | 3                            |   |
| BIOS 1010                 | General Biology                                | 4                           | OTHA 1220 Community Centered Practice             | 3                            |   |
| OTHA 1030                 | Fundamentals of Occupational Therapy           | 4                           | OTHA 1240 Pediatric / Adolescent Practice         | 4                            |   |
| OTHA 1210                 | Occupational Activity Analysis                 | 3                           | OTHA 2400 Mental Health and Psychosocial Practice | 3                            |   |
| Semester Credit Total     |  | 17                          | Semester Credit Total                             |                              |   |
| 17                        |  | 17                          |   |                              |   |
| SUMMER                    |  |                             |   |                              |   |
| OTHA 2000                 | Gerontology and Physical Disabilities Practice | 4                           |   |                              |   |
| OTHA 2050                 | Fieldwork Practicum Level IA                   | 2                           |   |                              |   |
| OTAH 2700                 | Functional Kinesiology                         | 3                           |   |                              |   |
| BIOS 2260                 | Anatomy and Physiology II                      | 4                           |   |                              |   |
| Semester Credit Total     |  | 13                          |   |                              |   |
| FALL 2 <sup>ND</sup> YEAR |  | SPRING 2 <sup>ND</sup> YEAR |   |                              |   |
| OTHA 2410                 | Functional Neuroanatomy                        | 2                           | OTHA 2900   | Fieldwork Practicum Level II | 7 |
| OTHA 2440                 | Fieldwork Practicum Level I B                  | 2                           | OTHA 2950   | Fieldwork Practicum Level II | 7 |
| OTHA 2460                 | Modality and Splinting Lab                     | 1                           |   |                              |   |
| OTHA 2470                 | Documentation and Professional Skills          | 2                           |   |                              |   |
| OTHA 2500                 | Ethics, Management, and Leadership             | 2                           |   |                              |   |
| OTHA 2010                 | Foundations of Fieldwork                       | 2                           |   |                              |   |
| Semester Credit Total     |  | 11                          | Semester Credit Total                             |                              |   |
| 11                        |  | 14                          |   |                              |   |
|                           |  | Degree Credit Total         |   | 72                           |   |

## **ADDITIONAL INFORMATION**

### **Fieldwork Placement**

Fieldwork placement will be made by the Academic Fieldwork Coordinator. While every effort will be made to match sites to student needs and interest, no guarantee is given or implied that placement will be made in a student's home community of choice. Expenses incurred for Level I and Level II Fieldwork experiences such as transportation, out-of-town lodging, food, and incidental expenses are the sole responsibility of the student.

### **Course Progression**

This is an academically challenging program, and students should anticipate engaging in critical and creative collaborative thinking processes and daily out-of-classroom graded homework assignments. A commitment to a full-time course of study with daily attendance is mandatory. Satisfactory completion of coursework is contingent on a student's demonstrated ability to master subject material. Students admitted to the program must complete all OTA-required coursework and practicum experiences with a grade of C or higher to progress through the program. Students who do not complete all attempted coursework with a final course grade of C or higher may not progress to the next semester of coursework.

### **Transfer of Credit**

Students must have achieved a grade of 2.0 in all transferring coursework that will be used for the AAS degree. Students may be asked to submit a syllabus(i) of the transfer course(s) for comparison. Transfer coursework must have been completed in the past five years (except for English Comp I which can have been completed at anytime in student's academic career). Exceptions to the "5-year rule" for transfer of credit may be granted upon written request of the student. These exceptions are granted under unique circumstances, including advanced study of subject matter or current substantial related work experience with near equivalence to the required course. Students requesting an exception will be asked to demonstrate current proficiency in the subject matter.

### **CCC Criminal Background Check, Drug Testing, Character Check, Felony Convictions**

All students meeting academic eligibility and granted admission to the OTA program are required to complete a Criminal Background Check conducted by the College. Students may refer to the CCC Criminal Background Check (CBC) Student Procedures for additional information. The OTA program requires background checks and drug tests for admitted OTA program students to verify an individual's suitability to participate in Level I Fieldwork experiences and Level II Fieldwork practicum experiences, this also ensures the safety of individuals and organizations with whom the student comes in contact, as well as fellow students. The National Board of Certification in Occupational Therapy (NBCOT) performs a brief character review of all certification applicants. This review "*serves the public interest by screening illegal, unethical, and incompetent behaviors of individuals who are yet to be certified by NBCOT®. To ensure that occupational therapy practitioners meet standards of professional conduct prior to entering the profession, all applicants for certification are required to provide information and documentation related to affirmative responses to character questions on the examination application*" (NBCOT 2009). A misdemeanor or felony charge and/or conviction may affect a graduate's ability to sit for the NBCOT examination or attain state licensure. For additional information, visit the NBCOT website (see [NBCOT character reviews](#)). Students with a felony will not be considered for the OTA program.

### **Immunizations**

The Hepatitis B immunization series, MMR, Tdap, varicella (chicken pox), flu shot, a COVID vaccine (two shot series and booster if applicable) or approved exemption, and tuberculosis testing are required of all students admitted into the OTA program. These standards are put in place to protect the public from possible exposure to life-threatening contagious diseases as well as protect the health status of students. Students are responsible for all associated costs. Failure to provide official proof of immunizations will impact fieldwork placement.

**Accreditation**

The occupational therapy assistant program has been granted accreditation through 2026 by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814. Additional information regarding occupational therapy accreditation may be obtained from the ACOTE Accreditation section of the AOTA web page ([www.acoteonline.org](http://www.acoteonline.org)), or by phone 800-729-2682. Graduates of the program are eligible to sit for the occupational therapy assistant national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT). Most states require licensure to practice; however, state licenses are usually based on the results of the NBCOT certification exam and on the demonstration of continuing education and competency.

**Affirmative Action/Equal Opportunity**

Central Community College (CCC) does not discriminate on the basis of race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law, in matters of employment, admissions, financial aid, or other activities and opportunities as set forth in compliance with federal and state statutes and regulations.

Any person having inquiries concerning Central Community College compliance with Title II, Title IV, Title VI, Title IX, the Age Discrimination Act, and/or Section 504 should contact: Vice President of Human Resources, 3134 W Highway 34, PO Box 4903, Grand Island NE 68802-4903, 308-398-7325, [titleixcoordinator@cccneb.edu](mailto:titleixcoordinator@cccneb.edu).

**Mandatory Orientation**

Students must attend the mandatory orientation to go over program information/requirements, such as costs, fieldwork, student handbook, immunizations, student resources/services, and advising. This is typically held in late spring or summer.

FORM: OTA Observation

NAME:

Student ID:

Central Community College  
Occupational Therapy Assistant Observation Form

WAIVER OPTION

The Family Education Rights and Privacy Act of 1974 states that student records are available for inspection by the student. The law also permits the student to sign a waiver relinquishing his or her right to inspect letters of recommendation. The applicant's signature below constitutes a waiver; no signature means the student will have the right to read this reference.

Applicant's Printed Name \_\_\_\_\_

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Name of Observation Site \_\_\_\_\_ Practice Setting \_\_\_\_\_

Dates Completed \_\_\_\_\_ Signature / Title \_\_\_\_\_

Number of hours completed \_\_\_\_\_

Please comment on any concerns you may have regarding this student:

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Name of Observation Site \_\_\_\_\_ Practice Setting \_\_\_\_\_

Dates Completed \_\_\_\_\_ Signature / Title \_\_\_\_\_

Number of hours completed \_\_\_\_\_

Please comment on any concerns you may have regarding this student:

Please return completed form to:

ccchealth@cccneb.edu

**The Observation Hours Form is to be completed by the OTR or COTA and returned to Central Community College**