

# River Valley Community College - Occupational Therapy Assistant Application Packet

Dear Prospective OTA Student,

Thank you for your interest in applying for admission to the Occupational Therapy Assistant Program at River Valley Community College. I am excited for your interest in entering the field of occupational therapy!

Please review the contents of this application packet thoroughly. Applicants must complete the RVCC college-level application and all components of this Supplemental OTA Program Application Packet. Please upload contents of this packet to the Admissions Portal. Once all components of both the RVCC application and the OTA supplemental application packet are complete, I will reach out to schedule a pre-admission advising appointment. If you feel you have completed all the steps of the application but have not been contacted, please reach out to me at [mnichols@ccsnh.edu](mailto:mnichols@ccsnh.edu) or [RVCCadmissions@ccsnh.edu](mailto:RVCCadmissions@ccsnh.edu).

If you are a current RVCC student and wish to change majors, please consult your current advisor first. You will complete a change of major form in addition to this application packet.

I look forward to working with you.

Sincerely,

Megan Nichols, MOT, OTR/L  
Program Director  
Occupational Therapy Assistant Program  
[mnichols@ccsnh.edu](mailto:mnichols@ccsnh.edu)  
One College Place | Claremont, NH

# River Valley Community College - Occupational Therapy Assistant Application Packet

## 1. River Valley Community College Application

Complete River Valley Community College Application at:  
<https://www.rivervalley.edu/admissions/welcome/>

## 2. Transcripts

Submit transcripts for any college credits or documentation of advanced placement credits that you wish to transfer in: River Valley Community College, Attn: Admissions, 1 College Place, Claremont, NH 03743 OR electronically to RVCCAdmissions@ccsnh.edu

If you have taken any college courses at any of the Community Colleges System of New Hampshire colleges, you do not need to request a transcript from that college. We can access the transcript internally.

## 3. Personal Statements

Provide responses, as attachments, to both of the following prompts:

- **Prompt 1:** Provide a personal statement detailing your interest in the field of occupational therapy.
- **Prompt 2:** The World Federation of Occupational Therapy (WFOT) describes the concept of occupation as “the everyday activities that people do as individuals, in families and with communities to occupy time and bring meaning and purpose to life. Occupations include things people need to, want to and are expected to do” (WFOT, 2012). Describe an occupation that you participate in, and the meaning associated with the occupation.

## 4. Demonstration of Knowledge Related to the Field of Occupational Therapy

Attach documentation of completion of *one* of the following activities:

1. Ten observation hours with an OTA or OT in any practice setting. (Use “Documentation Form 1” at the end of this packet)

**OR**

2. Conduct an informational interview with an OTA or OT (Use “Documentation Form 2” at the end of this packet)

**OR**

3. Successful completion of the AHLT 104R Introduction to Occupational Therapy and Physical Therapy course offered at RVCC

## 5. Resume

Upload a current resume to the admissions portal.

## 6. OTA Program Acknowledgements Form

Initial and sign the OTA Program Acknowledgements form. Upload the completed form to the admissions portal.

#### **7. OTA Program Essential Functions Form**

Initial and sign the OTA Program Essential Functions Form. Upload the completed form to the admissions portal.

#### **8. Pre-admission Advising Interview**

Participation in a pre-admission advising interview with the program director of the occupational therapy assistant program is required before admission. The OTA program director will arrange the pre-admission advising appointment once the candidate's RVCC application is completed and verified by the admissions team and the complete OTA Program application packet is received. This appointment can occur either in-person or remotely via video conferencing technology.

## **RVCC Occupational Therapy Assistant Admissions Acknowledgements**

Occupational therapy assistant (OTA) students are required to complete and pass fieldwork placements throughout the OTA program in order to graduate from the program and sit for the National Board Certification in Occupational Therapy (NBCOT) exam. Fieldwork is the clinical education component of the program and occurs in the community within health or school systems. Specific fieldwork sites may have requirements beyond the requirements of the RVCC OTA program.

Please acknowledge the programmatic requirements by initialing and signing below.

### **Health Insurance**

I understand that students in the OTA program must carry personal health insurance during the portions of the program where students are engaged in fieldwork experiences. I understand that the OTA program faculty will periodically request documentation of my health insurance policy. This is a requirement for all fieldwork placements. \_\_\_\_\_

### **Vaccinations & Tuberculosis Testing**

The OTA program does not require vaccinations as a pre-requisite for admission. However, many fieldwork sites do require documentation of vaccinations. Required vaccinations may include MMR, Varicella, Hepatitis B, Tdap, Influenza, and COVID-19. Fieldwork sites are not obligated to accept religious or medical waivers for fieldwork students in place of vaccination records. I acknowledge that students may be required by some fieldwork sites to obtain a 2-step TB skin test. I acknowledge that the TB skin test will be at the expense of the student if required. I acknowledge that failure to produce documentation of vaccinations and a negative TB skin test may result in cancellation or delay of fieldwork placements, difficulty in placing students into desired fieldwork locations, and may impact timely completion of the OTA program. \_\_\_\_\_

### **Background Check**

Completion of a criminal history background check is not required for admission into the program. I acknowledge that some fieldwork sites may have this requirement to be eligible for clinical placement. If required, the criminal history background check will be at the expense of the OTA student (estimated between \$50-\$150). Conviction of a crime does not automatically disqualify a student from the OTA program; however, certain crimes may jeopardize one's ability to be licensed at the state level or sit for the NBCOT exam. For more information, review your state's Occupational Therapy Practice Act or [www.nbcot.org](http://www.nbcot.org) \_\_\_\_\_

### **Drug Testing**

Completion of drug testing is not required for admission into the OTA program. I understand that some fieldwork sites may require students to complete and pass a multi-panel drug screen. If required, the drug screen will be at the expense of the OTA student (estimated between \$50-\$150). I also understand that some sites may not be legally required to honor medical marijuana exemptions, even with documentation of medical necessity and prescription. I understand that the use of substances may result in a positive drug screen. Positive drug screens may lead to delay in or cancellation of fieldwork placements which may impact timely completion of the OTA program. \_\_\_\_\_

## Fieldwork Site Placement

Fieldwork sites are assigned by the Academic Fieldwork Coordinator (AFWC) for the OTA program. The AFWC makes every effort to place students at fieldwork sites based on input regarding their setting and geographic preferences and within a 1.5-hour radius of their homes. I understand that specific placements or placements in a student's top choice are not guaranteed. I understand that I am responsible for my own living expenses (including housing, gas, and reliable transportation) while on fieldwork. \_\_\_\_\_

## **RVCC Occupational Therapy Assistant Program Essential Functions**

Becoming an occupational therapy assistant requires completing an academic program that is intellectually and physically demanding. The student will be expected to acquire knowledge, motor skills, behavior, and attitudes necessary to provide safe and effective occupational therapy services. The purpose of this document is to inform students in the Occupational Therapy Assistant (OTA) program of the demands that they will be expected to meet, with or without reasonable accommodation, while participating in the program. These essential functions reflect the essential skills required for a career as an occupational therapy practitioner. The ability to meet these standards, with or without reasonable accommodation, does not guarantee employment upon graduation. Students who feel they may require reasonable accommodation to meet one or more of these standards should contact the Accessibility Services Coordinator at RVCC.

**Motor:** The candidate and students must have sufficient gross and fine motor capabilities to execute the movements and skills required to provide safe and effective occupational therapy services. This treatment includes, but is not limited to:

1. Sufficient coordination, speed, strength, and agility to assist and guard (protect) clients who are walking, exercising or performing other activities.
2. Ability to adjust, move, and position clients and equipment which involves bending, twisting, pushing and pulling, and reaching to guide, transfer and lift equipment and individuals.
3. Ability to guide, resist, and assist clients, and to provide emergency care, which may involve activities including standing, kneeling, sitting, walking and crawling.
4. Ability and dexterity to fabricate, apply, and monitor adaptive equipment. Ability to perform and demonstrate functional activities and administer components of sensory, motor, and other assessments.
5. Sufficient endurance to move about a classroom or clinical environment steadily throughout the day. This includes movement across distances, movement from one floor to another, movement in a variety of planes/axes, and negotiation of small spaces.

**Behavioral and Interpersonal Skills:** Candidates and students must exercise self-control, respect, emotional regulation, time management, cultural humility, and professionalism necessary for a career as an occupational therapy practitioner to qualify for fieldwork placement and continue in the didactic portions of the program. Students may be removed from the program if they engage in behaviors not aligning with the qualities listed above.

**Sensory:** Candidates and students must have sufficient sensory abilities to assess and monitor clients, observe physical features and movements, participate in physical measures, and recognize and respond to client needs and unsafe situations. Students must be able to obtain information in classroom, laboratory, or clinical settings through observation, auscultation, palpation, and other measures. Required abilities include, but are not limited to:

1. Visual ability (corrected as necessary) to recognize and interpret facial expressions and body language, to observe client performance in therapy, to read or set parameters on occupational therapy equipment, and to interpret and assess the environment.
2. Auditory ability (corrected as necessary) to recognize and respond to verbal directions and requests, to be aware of safety mechanisms in the environment, and for effective communication between clients/families/co-workers.
3. Tactile ability to palpate muscle contractions, to discriminate hot and cold modalities, to exert the necessary pressure to fabricate splints, and to identify joint articulations

Cognitive: Candidates and students must have sufficient cognitive abilities to execute the thought, attentional, processing, and memory-related demands required to provide safe and effective occupational therapy services.

1. Problem solving abilities to interpret, integrate, and respond to complex situations.
2. Learning ability to acquire, interpret, and apply information from written, visual, and/or auditory sources.
3. Working memory ability for mental retrieval of information applicable to a variety of clinical scenarios.
4. Sustained attention ability to continue task from initiation to termination.
5. Measure, calculate reason, analyze, judge, and synthesize, as needed, in the academic and clinical settings.
6. Sequencing ability to perform tasks in logical order to ensure effective client outcomes and safety.

---

Signature

Date

**Demonstration of Knowledge Related to the Field of Occupational Therapy**

Documentation Form 1 - Observation Hours

Provide documentation of at least 10 hours of direct observation with an occupational therapy assistant or a therapist.

Location Name	Date	Hours Observed



**Demonstration of Knowledge Related to the Field of Occupational Therapy**

Documentation Form 2 – OTA/OT Interview

Provide documentation of an interview with an occupational therapy practitioner.

<b>Name of interviewee</b>	
<b>Date of interview</b>	
<b>Practice setting of interviewee</b>	
<b>Summary of topics discussed</b>	