

Occupational Therapy Assistant Program

Information Booklet

For Admission:
Fall Quarter 2026

Occupational Therapy Assistant Program
2917 W Whistalks Way
Spokane, WA 99224-5202
509.279.6073

sfcc.spokane.edu/OTA

The SFCC occupational therapy assistant program is fully accredited 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. ACOTE's telephone number is (301) 652-2682, and its web address is 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, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

Be advised that a criminal record may render an individual ineligible to take the certification exam and consequently ineligible to practice as an occupational therapy assistant. If you have concerns pertaining to a past criminal record, you should contact NBCOT at (301) 990-7979 to determine your eligibility for the exam.

APPLICANT CHECKLIST

- ☐ **1) Apply for admission to Spokane Falls Community College (SFCC).**
Contact Admissions at 509-533-3500 or sfcc.spokane.edu.
 - If you are enrolled at Spokane Community College (SCC), you still must apply to SFCC.
 - If you have previously enrolled at SFCC, you must reactivate your application.
- ☐ **2) Complete the OTA Program Application [Online](#)**
 - ☐ **Part 1 — Demographic Information**
 - Request an *official transcript* from each college you have attended (except for SFCC). Have the transcript(s) sent directly to:
Spokane Falls Community College
Admissions Office MS 3011
3410 W. Whistalks Way Spokane, WA 99224-5288
 - ☐ **Part 2 — Experiences with Occupational Therapy Documentation**
 - Shadow experiences
 - Personal experiences
 - ☐ **Part 3 — Coursework Experience**
 - **Upload an unofficial copy of all your transcripts** (*including SFCC and SCC*). A Degree Audit is not acceptable. (*If you don't have a copy, most schools have the information Online*). *Note: This is in addition to your official transcript sent to admissions. Include this one with your application packet.*
 - **Permission for Mid-Quarter Grades** – only if currently taking pre-requisite courses.
 - ☐ **Part 4 — 2 Letters of Recommendation — Online request**
 - **Personal**
 - **Professional**
 - ☐ **Part 5 — Upload a cover letter**
 - The letter should be addressed to the **Admissions Committee** and should discuss what makes you an outstanding applicant for the OTA Program.
 - ☐ **Part 6 — Upload a resume** outlining all work, educational, volunteer and veteran info
- ☐ **3) Verify all parts of your application are completed.**
- ☐ **4) Submit your OTA application.** *It should appear professional and organized.*

PLEASE NOTE: *If you meet ALL the basic acceptance requirements of the OTA program, you will be required to attend an in-person group interview on the campus of SFCC. You will be notified if selected for an interview. Participation in the interview is required. Out of town applicants may opt for a virtual interview with program director approval.*

Associate in Applied Science Degree

PROGRAM INFORMATION

Occupational Therapy is a health rehabilitation profession that helps people of all ages to participate more fully in their day-to-day lives. Occupational therapy assistants work under the supervision of an occupational therapist to:

- Promote independence & participation in activities meaningful to the individual
- Adapt home, work, school, and play environments
- Teach adapted techniques for greater independence in self-care, home care and work performance
- Consult with businesses on proper ergonomic procedures to prevent worker injuries
- Provide assistive technology for increased independence at home, work, and school
- Help people gain greater self-esteem and self-confidence through activities

Occupational therapy practitioners work with people of all ages and are employed in a wide variety of settings including hospitals & medical centers, rehabilitation centers, pediatric facilities or school systems, hand therapy clinics, home health care agencies, convalescent centers, extended care facilities, and mental health facilities.

Spokane Falls Community College (SFCC) offers a two-year associate in applied science (AAS) degree program to prepare occupational therapy assistants for immediate employment. The program includes study in anatomy and physiology, social science, occupational therapy courses, and clinical education in area healthcare facilities.

The SFCC OTA program courses are primarily traditional, on campus format, located at the Spokane Falls Community College campus, between the hours of 8am and 5pm Monday-Friday, with occasional Saturday or evening events. (except for medical terminology, which is an online course).

Spokane Falls Community College is accredited by the Northwest Commission on Colleges and Universities. The OTA program is fully accredited through the Accreditation Council for Occupational Therapy Education (ACOTE®), through the American Occupational Therapy Association (AOTA). The program has been granted accreditation 2020–2030. Questions about accreditation may be addressed nationally through the Accreditation Department at AOTA: 301-652-6611. Discover more info at: acoteonline.org

WHEN CAN NEW STUDENTS ENROLL?

The Occupational Therapy Assistant (OTA) Program is a two-year program that starts in Fall quarter each year. Admission into the program is limited and requires a specific application process. Upon review of applications, qualified applicants are invited to interview for selection. Please be aware that the admission process is competitive. The completion of all requirements *does not ensure* admission into the program. The program is designed to be completed in six full-time academic quarters. OTA courses must be taken in sequence and are only offered to students accepted into the OTA program. Students are required to complete general education requirements and related coursework no later than the summer quarter prior to entering the OTA program.

WHERE CAN I GET MY QUESTIONS ANSWERED?

Questions concerning the application process, or the OTA program may be addressed to the OTA Program Director — Jessica Cusack, MEd, OTR/L:
at 509.279.6094 or jessica.cusack@sfcc.spokane.edu

Questions regarding transfer credits may be directed to:
Laura Woods, Health Pathway Counselor,
at 509.533.3530 or laura.woods@sfcc.spokane.edu

ADDITIONAL PROGRAM INFORMATION

The OTA faculty coordinates the process of application for admission and in conjunction with the OTA Advisory Committee, determines eligibility for the program.

Eligibility review includes a wholistic look at academic achievement, writing competence, demonstration of understanding of occupational therapy through observation experiences and in writing, letter of recommendation and ability to work within a group and communicate effectively.

Applications are reviewed by the advisory committee, faculty and counselors for completeness and scoring and then ranked. Those selected for an interview will be notified of the date and are required to attend a group interview and activity process on the SFCC campus. Additional points are provided to veterans, students who have recently completed at least 1 semester of a high school CTE program (within 2 years), and students who are being supported in their return to further education by their current employers.

What is an advisory committee?

The primary purpose for advisory committees is to serve as advisors to the college, providing support and advocacy for quality professional-technical education programs. Advisory committees have three major roles. They advise, assist, and provide support and advocacy for Spokane Falls Community College professional-technical programs.

Additional Student Fees/Special Requirements

In addition to the usual tuition and fees charged at SFCC, OTA students will be responsible for additional costs. All prices are subject to change

Required OTA Textbooks – Based on approximate costs of textbooks for OTA technical courses: \$1,634+ for two (2) years

Medical/Injury Insurance – Medical insurance is strongly recommended. If you do not have medical insurance, student injury insurance is available to purchase through: 4studenthealth.com

Immunization Requirements for clinical experiences – Current 2-step TB test; proof of immunity (via blood titer) or immunization for: measles, mumps, rubella; chickenpox; tetanus/ diphtheria; Hepatitis B; flu shot; Covid -19 initial immunization series.

Lab Fees - Approximately \$1,875 for the entire program

Information on financial aid is available in the Financial Aid Office and at

sfcc.spokane.edu/How-to-Pay-for-College

ADMISSION PREREQUISITES / REQUIREMENTS

A.A.S. Degree: SFCC

Admission Prerequisites/Requirements:

1. Apply for admission to SFCC. sfcc.spokane.edu/Apply-Now
2. Completion of the Occupational Therapy Assistant Program Application: [Online](#)
 - We ask that applicants spend time learning about the field of Occupational Therapy to ensure they have a solid understanding of the profession. There are many ways to gain this experience, and we recognize that each applicant may have different opportunities. Please detail at least 8 hours of time spent immersed in the field of Occupational Therapy. This can include any of the following:
 - Personal experiences (e.g., as a patient, family member, or caregiver)
 - Work experience involved in or observing occupational therapy sessions.
 - Shadowing/observing an occupational therapist in a clinical or professional setting
 - Observation, under the direct supervision of an OT or OTA of 8 hours.Signed documentation required.
 - Biology 241 – Human Anatomy & Physiology is a prerequisite to enter the program.
 - Biology 160 is recommended, but not always required for Biology 241. *(To waive Biology 160 contact: Laura Woods, OTA Counselor, at 509.533.3530 or laura.woods@sfcc.spokane.edu)*
 - General education requirements:
 - Math: Completion of elementary Algebra (90 or higher) or Business Math 122 AND 118.
 - English: Completion of ENGL&101 – English Composition I or equivalent.
 - PSYCH&100 – General Psychology.
 - Minimum GPA of 2.0 in all prerequisites.
 - Preference given to students who have completed the prerequisites prior to application.
 - If student is accepted, the student will be informed of documentation needed: current immunizations Washington State Patrol and national criminal background check.

Applications are accepted during spring quarter for entry into the program the following fall.

1. The OTA program incorporates a holistic selective process for admission. This admission process uses a point system based on:
 - Relevant coursework completed at the time of application
 - Relevant life experience
 - High School CTE/Prep Programs
 - Employer sponsored furthering of education
 - Verification of work and volunteer experience in occupational therapy settings
 - Resume and cover letter
 - 2 letters of recommendation
 - Group and individual communication skills.

** Please be aware that the completion of all prerequisites does not ensure admission to the program.*
2. It is required that students complete the general education requirements prior to entering the Fall program. These include Psych&100, Elementary Algebra or Business Math, ENGL&101 and BIO 241 equivalent.
3. The OTA courses are primarily offered on campus, between the hours of 8am and 5pm Monday-Friday, with occasional Saturday or evening events. Participation in this program is a full-time commitment. Medical Terminology 102 is offered online, and some lecture courses are offered in hybrid format.
4. TOEFL: Student who speak English as a second language may be required to take and pass the TOEFL test. Please contact the OTA Program Director for more details regarding score requirements.

SPECIAL REQUIREMENTS

Because the OTA program requires each student to complete approximately 1,000 hours of clinical education in health care facilities, there are several special requirements:

1. Students are required to have access to reliable transportation. Clinic sites will be located throughout surrounding areas of the Pacific Northwest. Students may also be required to be on campus the same day. Bus service will not accommodate transportation needs and carpools are rarely feasible, as it is unusual for more than one student to be assigned to a site.
2. Students are required to have health insurance during the quarters that they are in clinics. (Beginning fall quarter of the first year). Injury insurance may be available through 4studenthealth.com; any private health insurance is acceptable.
3. Students may be required to meet requirements of the fieldwork site including drug testing, additional background checks and fingerprinting — at additional cost.
4. The OTA program complies with the “Child/Adult Abuse Information Act.” RCW 43.43.830 through 43.43.840. Each OTA student is required to participate in a background check including criminal history and the Office of the Inspector General’s list of excluded individuals prior to entry into the program. Tattoos and alternative body piercings may need to be covered during clinical experiences, clinical labs where guests participate, and during fieldwork.
5. Winter and Spring quarters of the second year, students work in the clinical setting for 40 hours a week and will continue to pay tuition during this time. Out of the area or state travel may be required at this time. Please plan ahead for this financial consideration.

TECH YOU WILL NEED

To succeed, you’ll need a laptop (Windows 8.1+ or Mac OSX 10.6+) with a webcam, mic, and high-speed internet access. SFCC provides on campus Wi-Fi, computer labs, and software like [Office 365](#) and Canvas to enrolled students.

[Respondus Lockdown Browser](#) is required for taking exams online and is available as a free software download to students.

REQUIREMENTS FOR SUCCESS FOR THE OTA PROGRAM

The following information is provided to assist students in achieving a better understanding of the sensory, physical, communication, cognitive, behavioral, social, and professional skills necessary to successfully work as an OTA. These criteria are identified as being essential job functions for occupational therapy assistants and as such closely match the abilities needed to successfully complete the clinical and laboratory components of the OTA program at SFCC. Students must be able to meet these minimum standards throughout the program, with or without reasonable accommodation, for successful completion of the program requirements. Please note that reasonable accommodation may be defined differently in the classroom, lab, and clinical settings.

It is the policy of Spokane Falls Community College to provide reasonable accommodation to qualified students with a disability so that they can meet these required standards. If you have a disability and need accommodation, please contact the program supervisor of disability support services program at 509-533-4166.

1. **SENSORY/PHYSICAL SKILLS** *The student must be able to:*

- a. Provide general and emergency treatment to patients, including CPR.
- b. Execute actions which require strength and coordination of both gross and fine motor movements, balance, and functional use of the senses of touch, vision, and hearing.
- c. Observe and interpret patient movement, non-verbal communication, skin condition including changes in appearance or color, anatomical structure, etc.
- d. Read and interpret equipment dials, graphs, patient charts, professional literature, and notes from physicians and other professionals.
- e. Lift, carry, push, and pull patients, equipment and objects equivalent to:
 1. Lifting 0-10 lbs constantly, 11-35 lbs frequently, 36-50 lbs occasionally, and greater than 50 lbs seldom.
 2. Carry 0 -25 lbs constantly, 25-35 lbs frequently, 36-45 lbs occasionally, and greater than 45 lbs seldom.
- f. Pushing 5 lbs of force (lbf) constantly, 6-3 lbf frequently, 31-50 lbf occasionally, and greater than 50 lbf seldom.
- g. Pulling 20 lbf constantly, 21-35 lbf frequently, 36-55 lbf occasionally, and greater than 55 lbf seldom.
- h. Manipulate equipment including bolsters, pillows, plinths, mats, and assistive devices to aid in positioning and moving or treating a patient effectively.
- i. Respond to a patient calling from behind a curtain, warning calls from anyone (patient, staff, etc.), bells, and alarms/signals.
- j. Adapts treatment to perform tasks safely and within safe physical limits to avoid injury to self, patient and classmates.

2. **COMMUNICATION** *The student must be able to:*

- a. Provide patients with clear instructions that are adapted to their cognitive levels and communication needs.
- b. Communicate effectively 1:1, as well as in group settings, compassionately and respectfully with patients, their families, and co-workers including perception of non-verbal communication.
- c. Document clear and legible progress notes in patient charts, written home programs and instruction to patients and family members.
- d. Interact respectfully and effectively with many professionals including members of a multidisciplinary team and convey essential information for safe and effective care.
- e. Deliver clear oral presentations to classmates and healthcare professionals.

3. **COGNITIVE DEMANDS** *The student must be able to:*

- a. Concentrate and attend to detail amidst a variety of environmental distractions.
- b. Prioritize multiple tasks and carry out complex sequence of instructions.
- c. Read, measure, calculate, reason, and analyze information from a variety of sources accurately, thoroughly, and quickly.
- d. Use problem-solving skills to promote safety and to transfer learning from one situation to another and make appropriate decisions in a timely manner.
- e. Interact effectively and appropriately with patients of various ages, behaviors, cognitive abilities, cultures, and ethnic backgrounds.

4. BEHAVIOR, SOCIAL, AND PROFESSIONAL SKILLS *The student must be able to:*

- a. Effectively adapt to frequent changes in work environment and patient/client population. Tolerate emotionally stressful workloads effectively.
- b. Comply with legal and ethical standards set forth by the American Occupational Therapy Association and Washington State regarding Occupational Therapy.
- c. Adapt treatment styles to effectively work with a variety of different supervisors, coworkers, and patients.
- d. Possess emotional stability in order to provide safe and effective care.
- e. Acknowledge and respect individual values, beliefs, and opinions to successfully foster harmonious working relationships with fellow students, patients, and other professionals.
- f. Self-evaluate capabilities, needs, and performance.
- g. Maintain personal appearance and hygiene appropriate to classroom and clinic settings.

EMPLOYMENT OUTLOOK

Regionally and nationally, job placement of graduates of Occupational Therapy Assistant programs is excellent. The OTA profession is rated by the United States Department of Labor Bureau of Labor Statistics as one of the fastest growing professions, and current projections indicate that this trend will continue through at least 2032.

There are many career opportunities for pursuit in rehabilitation, including: school districts, acute care hospitals, home healthcare, geriatrics, inpatient rehabilitation facilities, outpatient pediatric and adult clinics, and mental health settings. Starting salaries vary in range depending on demand and usually include benefits.

WHAT TO EXPECT

*We know that the process of applying to a competitive admissions program can be stressful.
Here is what you can expect from start to finish.*

APPLICATION

The application is an online process. You will be answering questions and filling in information as well as uploading your unofficial academic transcripts, a resume' and a cover letter for review. There are several sections to the application, please be sure to fill them out completely to the best of your ability.

This year's application is open January 5 – April 20, 2025

Sections include:

- **DEMOGRAPHICS AND QUESTIONS ABOUT YOUR EDUCATIONAL HISTORY**
- **ACADEMICS** - pre-requisite work and classes in progress. (We do not evaluate overall GPA)
 - *Permission for mid-quarter grades (only if you are currently taking pre-requisite classes).
 - You will be asked to share what classes you have taken that equal the pre-requisite courses (ENGL&101, Math 91+ or BUS 123, PSYCH 100, BIOL&241) as well as what grade you achieved in the class (if taken more than once, use your highest grade).
 - You will be required to upload unofficial transcripts for these courses.

- **COVER LETTER**

Your cover letter is an important part of your application, as it helps us understand why you're interested in pursuing a career as an Occupational Therapy Assistant (OTA) and what unique qualities you will bring to the program. Here's what we are looking for in your cover letter:

- **Your Interest in Occupational Therapy**
Explain why you want to become an Occupational Therapy Assistant. You might share what inspired you to explore this career, what excites you about the field of OT, or how you see this profession fitting with your personal goals.
- **Personal Experiences with Occupational Therapy**
If you've had any personal experiences with Occupational Therapy, whether as a patient, family member, or through volunteering or observation, please include these. Describe how these experiences have shaped your understanding of OT and why they made you interested in pursuing it as a career.
- **What You Will Bring to the Cohort and the Field of OT**
Think about the strengths, skills, and qualities you possess that will contribute to both the learning environment of your cohort and the OT profession. These might include things like teamwork, communication skills, problem-solving abilities, empathy, or your passion for helping others. Share what you believe will make you a valuable addition to the program and to the field.
- > Your cover letter is a chance to share who you are beyond your resume, so make sure it reflects your personality, motivations, and enthusiasm for the field of Occupational Therapy. We're looking forward to learning more about you!

- **RESUMÉ**

Your resume is an important part of your application, as it helps us get to know your background, skills, and experiences. Here's what we're looking for in your resume:

- **Work Experience**

- Include any jobs you've had, whether full-time, part-time, or internships. This can include positions in any field, not just healthcare. Focus on your responsibilities, skills, abilities, and any achievements.

- **Volunteer Experience**

- If you've volunteered in any capacity, regardless of the setting—be sure to include this. Volunteer work demonstrates your interest in helping others and can show transferable skills that would be valuable in the OTA field, such as working with diverse populations, providing support, or being part of a team.

- **Experience with Occupational Therapy**

- If you have any direct experience with OT—such as observing or shadowing an occupational therapist, volunteering at a rehabilitation center, or participating in OT-related activities—be sure to include this. This can help us understand your familiarity with the field and your motivation to pursue this career.

- > Even if you don't have direct experience in health care, we want to understand the experiences and skills that will help you succeed in the Occupational Therapy Assistant program and the field of OT. Make sure your resume highlights your strengths, past experiences, and passion for helping others.

- **EXPERIENCES WITH OCCUPATIONAL THERAPY**

We ask that applicants spend time learning about the field of Occupational Therapy to ensure they have a solid understanding of the profession. There are many ways to gain this experience, and we recognize that each applicant may have different opportunities. Please detail at least 8 hours of time spent immersed in the field of Occupational Therapy. This can include any of the following:

- Personal experiences (e.g., as a patient, family member, or caregiver)
 - Work experience involving or observing occupational therapy sessions.
 - Shadowing/observing an occupational therapist in a clinical or professional setting.
 - In-depth conversations with occupational therapy practitioners

- **TWO LETTERS OF RECOMMENDATION**

As part of your application, we require 1 personal recommendation and 1 professional recommendation. These recommendations should come from individuals who know you well and can speak to your character, qualities, and potential for success in the Occupational Therapy Assistant program. You may NOT use the same recommender for both recommendations.

1. Potential personal recommenders include a mentor, a community leader, a teacher, a family friend, a coach, or someone who can speak to your personal growth, work ethic, and ability to succeed in a professional setting.
2. Potential professional recommenders include a current or former employer, a supervisor, a professor, a professional mentor, or a volunteer supervisor.

APPLY TO SFCC AND ORDER TRANSCRIPTS

While you are awaiting our decision, please be sure to apply to Spokane Falls Community College if you have not already done so and request OFFICIAL transcripts be sent to the SFCC college registrar for each college you have attended where you would like to utilize the coursework towards the degree at SFCC.

APPLICATION REVIEW

Applications submitted by the deadline will be reviewed by the admissions committee for completeness, academic requirements and determinations will be made regarding who will be invited to interview. This process takes approximately 2 weeks to complete. **Invitations to interview will be sent by Friday May 8th, 2025**

INTERVIEWS

Interviews will be held on May 6th. They will be in person, at SFCC, in the Magnuson building at 2917 W Whistalks Way. After interviews, the total scores will be calculated, and the top 16-18 students will be offered admission for Fall 2026. This process takes approximately 2 weeks.

Notifications will be received (Accepted/Denied/Waitlisted) by Friday, May 29th, 2026.

INITIAL ORIENTATION

If accepted into the program, your presence will be expected at our **mandatory initial orientation on Wednesday, June 3rd, 2025**, in the Magnuson building at 2917 W Whistalks Way. You will be registering for classes, signing up for your immunization compliance tracker, and completing important documents like background checks during this time.

- If you have already scheduled engagements, that cannot be adjusted, you will need to reach out to the program director at jessica.cusack@sfcc.spokane.edu as soon as you know you have been offered a spot in the program.

FALL QUARTER START

If accepted into the program, the classes will start in Fall quarter, **beginning on Sept 21, 2026.**

We strongly recommend you add these bold dates into your calendar once you apply to our program.

LETTERS OF RECOMMENDATION

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You may NOT use the same recommender for both recommendations.

- Potential personal recommenders include: a mentor, a community leader, a teacher, a family friend, a coach, or someone who can speak to your personal growth, work ethic, and ability to succeed in a professional setting.
- Potential professional recommenders include: a current or former employer, a supervisor, a professor, a professional mentor, or a volunteer supervisor.

LETTER OF RECOMMENDATION QUESTIONS (*SENT TO YOUR RECOMMENDERS*)

1. What is/was the nature and length of your relationship with the applicant?
2. Describe the applicant's characteristics that you feel would make them successful in an Occupational Therapy Assistant program and as a future occupational therapy assistant in a professional environment.
3. How would you describe the applicant's demonstrated leadership skills and work behaviors?
4. Please provide a brief example of how the applicant has handled a stressful or unexpected situation or demonstrated flexibility/resiliency/adaptability.
5. What areas of interpersonal communication could this applicant improve on? Please provide an example that demonstrates the applicants ability to take/receive feedback and grow/learn from it if applicable.
6. Do you have any final comments regarding the character of this applicant and/or their fit for a role in a healthcare setting?

OCCUPATIONAL THERAPY EXPERIENCES

We ask that applicants spend time learning about the field of Occupational Therapy to ensure they have a solid understanding of the profession. There are many ways to gain this experience, and we recognize that each applicant may have different opportunities. Please detail at least 8 hours of time spent immersed in the field of Occupational Therapy. This can include any of the following:

- Personal experiences (e.g., as a patient, family member, or caregiver)
- Work experience involving or observing occupational therapy sessions.
- Shadowing or observing an occupational therapist in a clinical or professional setting.
- In-depth conversations with occupational therapy practitioners

FORM 1

Have you had any personal experiences with occupational therapy? (e.g., as a patient, family member, or caregiver)

☐ Yes

☐ No

If yes, please describe your experience in detail:

How many hours have you spent in personal experiences with occupational therapy? _____

FORM 2

Have you observed occupational therapy sessions?

- ☐ Yes
- ☐ No

If yes, please describe what you observed during the sessions (please do not use client names):

How many hours have you spent observing occupational therapy sessions? _____

Program Map for Occupational Therapy Assistant AAS Degree

Total Credits: 90

First Quarter

Course ID	Course Title	Credits
OTA 101	Foundation of Occupational Therapy	3
OTA 102	Occupational Therapy Terminology	1
OTA 106	Regional Human Anatomy and Physiology	5
OTA 110	OTA Procedures	2
OTA 111	Activity Analysis	3
OTA 120	OTA Procedures Lab	2
Total Credits		16

Second Quarter

Course ID	Course Title	Credits
OTA 103	Applied Anatomy	2
OTA 104	Survey of Pathophysiology	5
OTA 105	Introduction to Neuroscience	4
OTA 113	Occupational Therapy Principles	3
OTA 123	Applied Anatomy Lab	2
OTA 161	Documentation for the Occupational Therapy Assistant	1
Total Credits		17

Third Quarter

Course ID	Course Title	Credits
OTA 107	Occupation Through the Lifespan	2
OTA 112	Occupational Performance and Physical Disabilities	3
OTA 114	Therapeutic Activities	3
OTA 122	Occupational Performance and Physical Disabilities Lab	3
OTA 124	Therapeutic Activities Lab	2
OTA 151	Level I Clinical Fieldwork 1- Physical Disabilities	1
Total Credits		14

Fourth Quarter

Course ID	Course Title	Credits
OTA 202	Group Dynamics	2
OTA 203	Management for the Occupational Therapy Assistant	2
OTA 210	Occupational Performance and Mental Health	3
OTA 212	Occupational Performance and Children	3
OTA 220	Occupational Performance and Mental Health Lab	2
OTA 232	Group Dynamics Lab	1
OTA 242	Occupational Performance and Children Lab	2
OTA 251	Level I Clinical Fieldwork II – Pediatrics and Mental Health	1
OTA 261	Level II Fieldwork Skills Seminar	1
Total Credits		17

Fifth Quarter

Course ID	Course Title	Credits
OTA 201	Issues in Occupational Therapy and Health Care	2
OTA 221	Occupational Performance and Aging	3
OTA 231	Occupational Performance and Aging Lab	2
OTA 252	Level I Clinical Fieldwork III	1
OTA 253	Level II Clinical Fieldwork 1a	4
OTA 263	Fieldwork II Seminar 1	1
Total Credits		13

Sixth Quarter

Course ID	Course Title	Credits
OTA 254	Level II Clinical Fieldwork 1b	4
OTA 255	Level II Clinical Fieldwork 2	8
OTA 264	Fieldwork II Seminar 2	1
Total Credits		13

OTA PROGRAM GRADING POLICY

Grades are reported to your permanent transcript as a numerical grade to the nearest tenth according to the following table. A numerical grade of less than 2.0 is a failure:

Letter Grade	Percent	Numerical Grade
A	96 – 100	4.0
	95	3.9
	94	3.8
A-	93	3.7
	92	3.6
	90 – 91	3.5
B+	89	3.4
	88	3.3
	87	3.2
B	86	3.1
	85	3.0
	84	2.9
B-	83	2.8
	82	2.7
	80 – 81	2.6
C+	79	2.5
	77 – 78	2.4
	75 – 76	2.3
C	74	2.2
	72 – 73	2.1
	70 – 71	2.0

PASS GRADE: 0.0 grade points; credit not calculated in GPA. A passing grade may be issued in certain predestinated courses or experience-related evaluations for credit rather than the regular grading system. The College Curriculum Committee must approve courses designated with a pass/fail option prior to the beginning of a course.

FAIL GRADE: 0.0 grade points; credit calculated in GPA. The College Curriculum Committee must approve courses designated with a pass/fail option prior to the beginning of a course.

OFFICIAL WITHDRAWAL (W): 0.0 grade points; no credit. All official withdrawals prior to the seventh week of the quarter are the sole responsibility and prerogative of the student and must be initiated and completed by the student. The official withdrawal date for summer quarter will be prorated accordingly. To prevent a “W” grade showing on the student transcript, the student must drop the class or withdraw completely by the tenth day of the normal quarter, eighth day for the summer quarter. Short courses will be prorated accordingly.

Z GRADE:

The ‘Z’ grade is “an instructor initiated option to withdraw a student from a class after the official withdraw date has passed”. A ‘Z’ grade is not given for non-attendance or to anyone who has not completed all of the course work to date.

INCOMPLETE GRADE:

If your performance in a course has been generally satisfactory with the exception of 1 or 2 assignments or skill checks, you may be able to arrange for an Incomplete Grade Student Contract with the instructor. The student or instructor may initiate the request for an incomplete grade. Incomplete grades are given solely at the instructor’s discretion and under specific conditions that must be met to change an incomplete to a permanent grade. An incomplete grade in any course of the program is equivalent to being placed on probation. If the Student Contract is not completed as agreed, the student may be dismissed from the program. A copy of the Incomplete Grade Student Contract can be found in the OTA handbook Appendix.

Similarly, an “Unsatisfactory” mid-quarter evaluation in any clinical education course will result in being placed on probation. A Clinical Education Probation Contract will be developed between the student, clinical instructor, and program director/ACCE. If the Probation Contract is not completed as agreed, the student will receive an “Unsatisfactory” grade for the clinical course and may be dismissed from the program. A copy of the Clinical Education Probation Contract is in the Appendix.

All other Grading Policies correspond directly with the Community Colleges of Spokane Catalog.



Occupational Therapy Assistant Program

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