

STUDENT REQUIREMENTS

Progression, Retention, Graduation, Certification, and Credentialing

Occupational Therapy Assistant Program

This document summarizes the requirements described in the MSC OTA Student Handbook.

Requirements at a Glance

Requirement	Minimum Standard
Course grade	73% or higher (C / 2.0) in each course
Professional Behavior	Satisfactory evaluation
Laboratory practicals	Satisfactory evaluation
Level II fieldwork	Successful completion within 12 months after didactic coursework
Exit Examination (OTKE)	Pass with a 55% or higher on one of three proctored attempts

1. Progression Requirements

To advance from one semester or level of study to the next, students must:

- Attend and complete all scheduled classes, laboratory sessions, and fieldwork sessions.
- Complete all requirements for every course in the current semester before advancing.
- Earn a grade of at least 73% (C), equivalent to a 2.0 grade point average, in each course.
- Earn a Satisfactory evaluation for each Professional Behavior grade and all laboratory skills practical examinations, regardless of performance on other course assessments.
- Successfully complete all prior OTA coursework, including Level I Fieldwork A and B, before beginning Level II Fieldwork A and B.
- Satisfactorily complete all Level I and Level II fieldwork experiences.

A student who does not meet the required level of achievement for a fieldwork assignment must meet with the Academic Fieldwork Coordinator to discuss deficiencies and develop and implement a learning contract or improvement plan. OTA faculty will provide academic counseling and help identify appropriate resources and support.

Fieldwork reference: Refer to the Student Fieldwork Manual for complete fieldwork policies and procedures.

2. Retention and Readmission

Continued enrollment in the OTA Program depends on meeting the program's academic, Professional Behavior, laboratory, attendance, participation, ethics, technology-use, fieldwork, and policy requirements.

A student may be dismissed for reasons identified in the Student Handbook, including failure to complete an OTA course at the required level; violation of program, college, fieldwork, HIPAA, academic, or professional conduct policies; academic dishonesty; failure to participate actively in learning; or failure to meet Professional Behavior expectations.

Readmission after leaving the program

A student may be considered for readmission to the OTA Program or an OTA course. Readmission is not guaranteed. Applications are reviewed individually and may be affected by available student-to-faculty clinical capacity.

Students seeking readmission must follow the Readmission Policies and Procedures in the Student Handbook:

- Write a letter to the Program Director requesting consideration for readmission. The letter must state the reason for the original withdrawal or failure to complete the program and identify changes that will enhance the student's ability to complete the program successfully.
- Complete a new application form and submit all required documents.
- Submit updated admission and physical examination forms.
- Follow the same process used by applicants seeking initial admission and be among the candidates selected for admission.

The OTA Selection and Retention Committee reviews applications and provides written notification of its decision. Auditing previously completed courses may be required to demonstrate continued learning and competency. Coursework completed more than two years earlier may need to be repeated.

3. Graduation Requirements

The MSC OTA Program leads to an Associate in Applied Science degree. To graduate, a student must successfully complete the required 34 credit hours of prerequisite coursework and 35 credit hours of specialized OTA coursework and satisfy all program progression requirements.

- Complete each required course with a grade of at least 73% (C / 2.0).
- Receive Satisfactory evaluations for Professional Behavior and laboratory skills practical examinations.
- Successfully complete all Level I and Level II fieldwork experiences.
- Complete Level II fieldwork within 12 months after finishing the OTA didactic coursework.
- Pass the Occupational Therapy Knowledge Exam (OTKE) practice examination with a score of at least 55% on one of three proctored attempts.
- Apply for graduation with MSC.

Failure to meet these requirements prevents continuation in the program or graduation with the Associate in Applied Science degree. A student who does not pass one of the three Exit Exam attempts will be dismissed but may seek readmission the following fall under the program's Readmission Policies and Procedures.

4. Requirements to Sit for the Certification Examination

The National Board for Certification in Occupational Therapy (NBCOT) develops and administers the national examination for occupational therapy assistants.

For graduates to be eligible to sit for the NBCOT certification examination:

- The OTA Program must be accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) before the students graduate.
- The student must successfully complete the MSC OTA Program and meet all graduation requirements.
- The student must complete Level II fieldwork within 12 months after completing the didactic coursework and before registering for and taking the NBCOT examination.
- The graduate must apply to NBCOT to sit for the Occupational Therapy Assistant certification examination and meet NBCOT's current certification requirements.

Important: A felony charge or conviction may affect a graduate's ability to take the NBCOT examination and apply for state licensure.

5. Obtaining the COTA Credential

1. Complete the OTA Program

Meet all academic, Professional Behavior, laboratory, fieldwork, and graduation requirements.

2. Apply for the NBCOT examination

After successful program completion, apply to NBCOT to sit for the Occupational Therapy Assistant certification examination.

3. Successfully pass the NBCOT examination

A graduate who passes the examination and meets NBCOT's certification standards is entitled to use the COTA certification credential.

Certification and State Licensure

Certification and state licensure are separate requirements. After receiving a passing NBCOT examination score, a graduate may apply for state licensure. Graduates seeking to practice in Oklahoma must meet the requirements of the Oklahoma State Board of Medical Licensure and Supervision. Graduates planning to practice in another state should contact that state's licensure board for specific requirements.

Resources

National Board for Certification in Occupational Therapy: www.nbcot.org

Oklahoma State Board of Medical Licensure and Supervision: www.okmedicalboard.org

Source: MSC OTA Student Handbook. This summary does not replace the complete Student Handbook or Student Fieldwork Manual.