



St. Andrews  
UNIVERSITY  
A Branch of Webber International University

## Occupational Therapy Assistant Program

Department of Health Sciences  
Bachelor of Science in Occupational Therapy Assistant Program  
With a Minor in Health Services Administration  
1700 Dogwood Mile Laurinburg, NC 28352

### APPLICATION & ADMISSION PROCESS

#### **Instructions:**

This packet was designed for the purpose of informing you about the specific application and admission requirements for St. Andrews University (*A Branch of St. Andrews International*) (SAU) and the Bachelor of Science in Occupational Therapy Assistant (BSOTA) Program. Please, read the instructions carefully, and complete the forms included. Ensure to enter your initials on the space available at the bottom of each page. Once completed, submit this packet (in PDF format) directly to the BSOTA Program Director, via email ([lydellrg@sa.edu](mailto:lydellrg@sa.edu)) by the designated deadline. All inquiries about the BSOTA program admission guidelines are to be directed to the Admissions Office.

The application process has two phases:

1. General Admission to St. Andrew's University (Foundational Phase)
2. Admission to the BSOTA Program (Professional Phase)

#### **General Admission to St. Andrews University (Foundational Phase; **Pre-OTA**):**

Applicants must meet St. Andrews admissions eligibility requirements and complete the necessary foundational courses scheduled during the first two years of this bachelor's degree.

This is a limited admission 127-credit-hour program and it is open to applicants regardless of race, disability, color, ethnicity, national origin, religion, gender, age, sex, sexual orientation/expression, marital status, veteran status, or genetic information.

1. Meet all admission requirements to St. Andrews University as a degree-seeking student with all required admission documents received by the Admissions Office. No application is considered until all necessary SAU admission documentation (application to SAU, high school transcripts, college transcripts if applicable, residency paperwork, etc.) has been received and processed by the Admissions Office. Selection of students admitted to the University is based upon the credentials submitted by the applicant. The University will carefully consider all applicants who submit their applications and credentials.
2. Applicants interested in pursuing the BSOTA degree may select "**Pre-OTA**" when declaring their major.
3. Review the *Technical Skills and Essential Requirements Form* when declaring the "Pre-OTA" major. This document describes the essential physical, cognitive, psychological, and emotional abilities that an applicant needs to successfully perform the roles, tasks, and



responsibilities of an occupational therapy assistant. Applicants are responsible for reviewing these guidelines to ensure that they can meet the demands and rigors of this health profession.

4. The acceptance and evaluation of credit for transfer is based on various factors, including: the level, content, quality, comparability, and degree program relevance of the proposed transfer credits; the institution's accreditation; and assessment of course equivalency through evaluation of the transcript. Transfer credits are accepted from Regionally Accredited Institutions for appropriate courses which will pertain to the declared degree at SAU. Specific general education and Health Services Administration courses that are prerequisites for the BSOTA Program and considered for transfer, must have a grade of "C" or better.
5. Applicants will be notified of their admission status upon receipt of all required information.
6. A felony conviction may affect a graduate's ability to sit for the national certification exam and attain state licensure. Students with a history of felonies and who are considering entering an occupational therapy educational program can have their background reviewed by the National Board for Certification in Occupational Therapy (NBCOT) prior to actually applying to the program by requesting an Early Determination Review at <https://www.nbcot.org/Students/Services>. The fee for this review is \$225.

**Admission to the BSOTA Program (Professional Phase; OTA – 51.0803):**

- A. After successfully completing the foundational courses, the applicant is eligible for application and admission to the professional phase of the BSOTA Program, which contains the clinical courses offered during the third and fourth years of this degree. All applicants must:
  - i. Meet all general admission requirements for SAU.
  - ii. General education and Health Services Administration courses must be completed by the time of application, with minimum of "C." A minimum of "B" is required for BSC Human Anatomy & Physiology I and for BSC206C Human Anatomy & Physiology II.
  - iii. Have a minimum **cumulative GPA of 2.75** (at least 60 credit hours completed) by the time of application.
- B. As part of the application process, applicants must complete and submit the following forms:
  1. Completion of all **Admission Forms** – Available for download in the OTA Program Website (<https://www.sa.edu/bsota-forms/>) under *Admission Forms*. Applicants must review its content carefully to understand the procedures and tasks required to qualify for admission into the Program. Forms included in this packet must be filled and submitted (as PDF documents) directly to the Program Director by the designated deadline:
    - a. *Observation Hours Verification Form* – Applicants are required to complete AT LEAST 24 hours of observation of occupational therapy services by the time of application to the Program. Hours must be documented on this form.
    - b. *BSOTA Program Application for Acceptance Form* – This form must be completed in order to be considered for admission into the Program.
    - c. *Technical Skills & Essential Requirements Form* – This document describes the specific and essential skills, behaviors, and attitudes that applicants must possess in order to complete this program successfully. Ensure to read its content carefully and initial all the pages.
    - d. *Personal Statement Essay* – Write a 500 - 1000 word essay (submitted as a PDF file) describing how the experiences in your life have shaped your choice to pursue a career in the field of occupational therapy.



- C. The Program operates on a rolling admission plan and will accept applications on a first-come-first-qualified basis. As needed, an alternate list will be established, ranked by the date and time when the application was received. Documents received after **June 30** may not be acceptable for any given fall term. Documents received after **October 31** may not be acceptable for any given spring term.
- D. **Two seats** are reserved in each cohort for qualified Veterans who meet all the guidelines listed above. Applicants must meet with the Coordinator of Veteran Services to determine Veteran eligibility before applying. The deadline to claim the seats is **June 30** if applying for the fall term and **October 31** if applying for the spring term. Unassigned seats will be released to general admission applicants. Visit SAU website at (<https://www.sau.edu/financial-aid/military/military-q-a/>) to view detailed information on Veterans Education Benefits.
- E. When all 24 seats for any given class are assigned, the remaining applicants will be placed on the roster for the next cohort available and will receive notification of her/his admission status.

#### **AFTER ACCEPTANCE INTO THE BSOTA PROGRAM:**

- 1. These admission requirements need to be updated by students every year.
- 2. Completion of the following requirements no later than the first day of class and documentation submitted directly to the Academic Fieldwork Coordinator:
  - a. Physical Examination – Including vision and hearing. Must not be older than one year. A Physical Exam Form is available in the BSOTA Program Website
  - b. Completion of all immunization and communicable disease screenings, including:
    - Two-Step Tuberculosis PPD
    - Tetanus vaccination or booster within the last 5 years
    - MMR vaccine (Measles/Mumps/Rubella) or an MMR titer
    - Varicella titer
    - Hepatitis B vaccination (optional but recommended).
  - c. Certification in CPR: current American Heart Association (AHA) Basic Life Support, BLS or BCLS (adult, child, and infant)
  - d. Certification in HIPPA, OSHA and AIDS/HIV precautions
  - e. Background Check & Fingerprinting - A background check containing misdemeanor and/or felony conviction(s) related to violence or abuse are grounds for rescinding your admission into the program. Testing positive on the drug screening, or evidence of tampering with a specimen, will disqualify a student from participation from the clinical assignment. In addition, certain criminal activity, as evident by a criminal background check may also disqualify a student from clinical participation. Please be aware that failure to participate in clinical assignments based on either the drug screening or criminal background check will result in dismissal from the Occupational Therapy Assistant Program. St. Andrews University will not accept, hold or forward the background checks. It is your responsibility to provide this report for the clinical site if needed. For further information, students should see the “Alcohol and Other Drugs Policy” in The Saltire (SAU Student Handbook).
  - f. Drug Screen - mandatory 12 panel urine – This test must be within 30 days PRIOR to the starting date in the program. Screening tests not complying with this guideline will not be accepted and your admission into the program will be rescinded. Methadone will be included in the urine drug screening.



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3. A felony conviction may affect a graduate's ability to sit for the national certification exam and attain state licensure. Students with a history of felonies and who are considering entering an occupational therapy educational program can have their background reviewed by the National Board for Certification in Occupational Therapy (NBCOT) prior to actually applying to the program by requesting an *Early Determination Review* at <https://www.nbcot.org/Students/Services>. The fee for this review is \$225.

All applicants should contact the Admissions Office to ascertain if any other admission requirements are needed.

### **GRADUATION REQUIREMENTS:**

To graduate with a bachelor's in occupational therapy assisting, students must meet the following requirements:

- Complete all the requirements of the didactic (113 credits), and the fieldwork component (14 credits) of the curriculum with a minimum cumulative GPA of 2.5.
- The core component of the curriculum must be completed within a period of 3.5 years.
- Demonstrate professional behaviors considered acceptable by faculty and fieldwork supervisors and in accordance with regulations of St. Andrews University and the BSOTA Program.