

OCCUPATIONAL THERAPY ASSISTANT PROGRAM CHECKLIST/APPLICATION

Please use the following checklist to keep track of each step of the application process.
The Program recommends students turn in their application as soon as they are eligible.

- Follow the procedure for applying to Stark State College
 - Take the Accuplacer Placement Exam (*only if not taken previously*).
 - Scores on the Accuplacer may allow you to test out of courses or may require you to take prerequisite courses.
 - Students who have completed the ACT test within the last two years may submit their ACT scores to fulfill this requirement.
 - Meet with an admission counselor located in the Gateway Center to review high school and college (if applicable) transcripts and for first semester scheduling. Admissions contact number is 330-494-6170 or 800-797-8275.
 - Feel free to meet with your assigned Occupational Therapy Assistant Program advisor at any time during the admission's process.
 - If you are listed under a different major, or if you have been enrolled in the College prior to summer 2017, you will need to submit a Change of Major Form and/or change the Catalog in Force. This form is located in H209 or the Gateway Center. Turn completed form into the Gateway Center for processing.


- Complete BIO101 *Introduction to Anatomy and Physiology* with a 'B' or better (or high school biology in the last five years). (BIO121 or BIO122 or BIO123 with a grade of "C" or better will be accepted for application.)

- Achieve a cumulative GPA of at least 3.0 based upon 12 hours of college credit (hours must be completed at the same institution) or a cumulative GPA in High School of at least 3.0 in the last five years.

- Complete BCI and FBI Criminal Background Checks at the Stark State Security Office. Call 330-846-1728 to schedule an appointment.
 - You will receive an email of verification of eligibility through your Stark State email. Please direct all background questions to the security office.

- Once these steps have been successfully completed, submit completed Checklist/Application to Kristine Deeken, Program Coordinator for the OTA Program at: kdeeken@starkstate.edu or in H209.
 - If you have met all the above requirements, you will be notified by mail of your acceptance into the Program. This can take several weeks to a month.
 - If you **do not** meet the all of the requirements, a letter will be sent to you highlighting the areas that still need completed *and you will need to resubmit another complete application.*

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	Requirement	Office Use Only
	3.0 GPA Minimum GPA's from two colleges will not be combined or averaged. The SSC transcript will take precedence once 12 credit hours have been completed as SSC.	
	BIO101- "B" or better High School Biology must be within five years.	
	I have reviewed the Program's Frequently Asked Questions document on the program website. Initials _____	
	BCI and FBI Background Checks Must attach a copy of the email verification from Security	Eligible for Application: Yes ____ No ____

Required Signatures:

_____ #S00 _____
Student Date

By signing this form, the student attests that all items are ready for review, accurate, and complete.

Please check the College website to ensure you are using the most current Checklist Application when applying to the program.

***Incomplete applications will require resubmission of the entire application.
Keep copies of all documents submitted.***

Student Information

Student Name Printed: _____

Address: _____

City: _____

State: _____

Zip: _____

Stark State E-Mail: _____

Cell Phone: _____ Alternate Phone: _____