

# OCCUPATIONAL THERAPY ASSISTANT (OTA) PROGRAM SELECTIVE CHECKLIST

Keep this page for your records

It is the applicants' responsibility to make sure that all requirements and pre-requisites are met and all required documentation is received in the specified offices by stated deadlines. This checklist is provided as a quick general guidance sheet for your records. Please refer to the [SWCC catalog](#) for complete program details.

We highly recommend that you work regularly with either Annette Looney (276-964-7643, [email Ms. Looney](#)) or Billie Carol Keene (276-964-7743, [email Ms. Keene](#)) for future advisement. They will be able to help you with course registration and will gladly discuss actions that you can take to make yourself more competitive. If you have questions or need additional assistance, please stop by the Admissions Office in Dellinger Hall, Room 220, call 276-964-7238, or [email Admissions](#).

## APPLICANT CHECKLIST

Requirements/Documentation must be received in the Admissions Office by **March 15<sup>th</sup>**

| APPLICANT REQUIREMENT   | WAYS TO COMPLETE  | COMPLETED |
|---|---|-----------|
| SWCC Admissions Application   | Visit <a href="#">Southwest Virginia Community College site</a>   | ✓         |
| Occupational Therapy Assistant Application  | Visit the <a href="#">Health Technology webpage</a>   |           |
| Official High School Transcript   | Applicant requests HS to send official transcript to SWCC Admissions  |           |
| GED Scores (if applicable)  | Applicant Provides Copy to Admissions   |           |
| ALL Official College/University Transcripts (excluding VCCS – Virginia Community Colleges)  | Applicant requests Colleges/Universities to send official transcripts to SWCC Admissions  |           |
| Demonstrated competency in Science  | HS Biology or College (NAS 2 or BIO 101 at SWCC); HS Chemistry or College (NAS 2 or CHM 111 at SWCC); or completion of BIO 141 & 142 (Please note pre-requisites for BIO 141/142 at SWCC include one year of high school or college biology and one year of chemistry or equivalents.)  |           |
| Demonstrate competency in Math and English as determined in the Direct Enrollment Policy  | Eligibility for MTH 154 (Students can complete the <a href="#">informed self-placement (ISP) survey</a> )<br>Completion of MDE 10; Completion of Virginia Placement Tests (VPT) within 5 years prior to application with demonstrated proficiency in MTE 01-MTE 05, or HS GPA 3.00 & Algebra II or higher within the last 5 years, or GED Math score of 165 or above within the last 5 years, or SAT math score of 510-520, ACT math score of 19-22, or Completion of college-level math class equivalent to MTE 01-MTE 05 within the last 5 years. |           |
| Place into ENG 111 or Completion of ENG 111 (grade "C" or better)   | Direct Enrollment policy, or have completed ENG 111 (grade "C" or better)   |           |
| Minimum 2.5 high school or college curricular GPA – Based on Last School Attended Whether HS or College, with at least 12 credits completed | Based on last school attended with 12 or more credits attempted. All official transcripts will be reviewed by the Admissions Office.  |           |
| Completion of TEAS test with minimum total score of 60 within the last 5 years  | Visit the <a href="#">TEAS Testing webpage</a>  |           |

**Applicant must also complete twelve (12) hours of observation in an OCCUPATIONAL THERAPY SETTING.** Applicants may meet this requirement at multiple sites. Observation must be documented by OT personnel, denoting date(s) and time(s). Observation documentation must be received in the SWCC Occupational Therapy Assistant Department, PO Box 1101, Richlands, VA 24641, or [emailed to Annette Looney](#).

You are important to us, and we want to help you meet your educational goals! If you have questions or need additional assistance, please stop by the Admissions Office in Dellinger Hall, Room 220, call 276-964-7238, or [email admissions](#).