

## Accreditation Status

The Baccalaureate Occupational Therapy Assistant Program at Webber International University successfully obtained confirmation of eligibility to apply for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929 ([www.acoteonline.org](http://www.acoteonline.org)). ACOTE's telephone number c/o AOTA is (301) 652-AOTA. The Program is now pursuing the next step in the accreditation process, which is application for Candidacy Status. Click the link below to access accreditation status: <https://www.aota.org/Education-Careers/Find-School/Applicant/OTA-B-Applicant.aspx>

The program must be granted Candidacy Status, have a pre-accreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates 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 graduate will be a Certified Occupational Therapy Assistant (COTA). In addition, the State of Florida requires licensure in order to practice. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

## Essential Requirements

Essential requirements have been established to identify the specific occupational technical standards required of students in the program. A student's decision to enroll in the Baccalaureate Occupational Therapy Assistant (BSOTA) Program should be made after considering the program's essential requirements.

Applicants are responsible for carefully reviewing the essential requirements and should make inquiries if they are not familiar with the standards and skills listed. Certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with occupational therapy training or clinical practice. Conditions that may lead to a high likelihood of student absenteeism should be carefully considered. Deficiencies in knowledge, judgment, integrity, character, or professional attitude or demeanor which may jeopardize patient care may be grounds for course/rotation failure and possible dismissal from the program.

All applicants to the program must have the ability to meet the standards and skills listed below in order to complete the educational requirements for the Baccalaureate Occupational Therapy Assistant Program. If applicants cannot demonstrate the following standards and skills without accommodation, it is their responsibility to request appropriate accommodations with the Coordinator for Special Services (in the Student Services Department) before the beginning of the school term. **Webber is committed to the principle of equal opportunity and will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered and does not compromise patient safety, or impose an undue hardship such as those that cause a significant expense or are unduly disruptive to the educational process.**

Please access this document through the form below, read carefully, and enter your initials, signature, and date in the pertinent boxes. The completed document needs to be submitted to the Admissions Office when declaring your major.

## **ESSENTIAL REQUIREMENTS FOR THE BACCALAUREATE OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

Essential requirements have been established to identify the specific technical standards required of students in the program. Student's decision to enroll in the Baccalaureate Occupational Therapy Assistant (BS OTA) Program should be made after considering the program Essential Requirements.

Applicants are responsible for carefully reviewing the essential requirements and make inquiries if they are not familiar with the standards and skills listed. Webber University's Occupational Therapy Assistant Program is a rigorous 4-year program dedicated to preparing entry-level baccalaureate occupational therapy assistants for practice across all age groups in a variety of settings including hospitals, schools, clinics, nursing facilities and home health. The *Essential Requirements* reflects the physical, cognitive, psychological, emotional and professional demands of occupational therapy. Due to these requirements, certain chronic or recurrent illnesses and problems (with or without accommodation) that interfere with patient care or safety may be incompatible with occupational therapy training or clinical practice. Conditions that may lead to a high likelihood of student absenteeism should be carefully considered. Deficiencies in knowledge, judgment, integrity, character, or professional attitude, or demeanor that may jeopardize patient care may be grounds for course/fieldwork failure and possible dismissal from the program.

All applicants to the program must have the ability to meet with or without accommodation, the standards and skills listed below in order to complete the educational requirements for the Baccalaureate Occupational Therapy Assistant Program. If applicants cannot demonstrate the following standards and skills without accommodation, it is their responsibility to request reasonable accommodations with the Chief Academic Officer before the beginning of the school term. In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, including changes made by the Americans with Disabilities Act of 2008, Webber International University seeks to provide accommodations for students with disabilities enabling them to access education on an equal basis with students without disabilities. Certain disabilities can interfere with a student's ability to complete the program of study and acquire the skills and requirements necessary for the practice of occupation therapy. Reasonable accommodations can be made to compensate for some, but potentially not all, limitations. Reasonable accommodations will be provided **as long as they do not fundamentally alter the nature of the program offered and do not compromise patient safety or impose an undue hardship such as those that cause a significant expense or are unduly disruptive to the educational process.** Students should be aware that those disabilities that interfere with patient care, safety or require the use of an intermediary may be incompatible with independent professional practice in the field of occupational therapy.

It is the responsibility of this program to be concerned with the rights of patients and clinical sites and to only place students in clinical education that can provide safe, high quality health care. The following list represents reasonable expectations for the student enrolled in the BSOTA Program.

#### **MOBILITY/MOTOR SKILLS**

<b>KNEEL OR STOOP FREELY</b>	To floor to adjust patient position or assist with equipment; inspect feet, apply shoes or prosthetics
<b>KNEEL, HALF-KNEEL, CRAWL</b>	On an exercise table to assist with patient activities.
<b>REACH ABOVE HEAD</b>	In standing, to adjust and position equipment.
<b>LIFT; PULL; GUIDE; TRANSFER</b>	Lift up to 50 lbs. with use of mechanical devices as needed; transfer vertically and horizontally.
<b>BEND, STAND, KNEEL, SIT, WALK OR CRAWL FOR 90 MINUTES WITHOUT REST</b>	To administer emergency care (CPR); to perform lab activities and administer patient interventions
<b>GUIDE; RESIST AND ASSIST</b>	Adult patients (or classmates) during occupational therapy transfers, ambulation, interventions and exercises; using your arms legs or trunk to provide the necessary stabilization for a patient during therapy.
<b>PUSH/PULL</b>	Large wheeled equipment; whirlpools, tilt tables and patients on stretchers or in wheelchairs
<b>WALK</b>	For extended periods of time to all areas of a hospital
<b>CLIMB</b>	Stairs & inclines while safely guarding an unstable patient
<b>BILATERAL DEXTERITY</b>	To adjust and fine tune controls on electrical and heat modalities; demonstrate ADL activities and exercises to patients; To carry out stretching, massage and exercise programs; adjust and use occupational therapy devices like goniometers and crutch/cane/walkers, carry out splinting techniques, guard patients
<b>COORDINATION</b>	To perform different tasks with different limbs simultaneously
<b>SPEED AND AGILITY</b>	To protect a walking or moving unstable patient from falling
<b>ASSUME A WIDE BASE OF SUPPORT, BALANCE</b>	To guard, maintain and correct balance of an unstable patient on flat surfaces, inclines and stairs
<b>PERFORM</b>	All patient physical assistance using safe and proper body mechanics
<b>WORK CAPACITY</b>	To perform all essential skills and standards to complete eight-hour days, and a 40-hour work week during OTA Program enrollment

**SENSORY ABILITIES AND OBSERVATIONAL SKILLS**

<b>DEPTH PERCEPTION</b>	For judging distance, surface changes, level changes while ambulating patients
<b>SEE (with or without corrective lenses)</b>	Patient skin, discriminate color changes, facial expressions and non-verbal communications, normal and abnormal patterns of movement; the environment for up to 20 feet; to read and set parameters on occupational therapy equipment, detect small calibrations on measuring instruments (read thermometer)
<b>FEEL</b>	To discriminate small and large temperature differences; palpate pulses; assess body segment contour; to assess muscle tone; joint movement, discriminate sharp and dull, light touch and deep pressure sensation
<b>HEAR</b>	Soft voices, masked voices, patient call systems, alarms, timers, blood pressure sounds using a stethoscope; demonstrate active listening skills
<b>SMELL</b>	To detect odors related to patient assessment
<b>POSITION, MOVEMENT AND BALANCE SENSATION</b>	To feel where your individual body segments are located and to know when and how they are moving even when you cannot see them

**COMMUNICATION STANDARDS**

<b>SPEAK AND EXPRESS</b>	Clearly and understandably in the English language; information to peers, faculty, patients, their families and other health care providers; to explain conditions and procedures and teach home programs
<b>READ</b>	Typed, handwritten, chart data, and computer-generated documents in the English language; at a level of competency that allows safe and timely execution of essential tasks or assignments.
<b>UNDERSTAND; INTERPRET</b>	Medical terminology and information given regarding status, progress, and safety of a patient; to follow simple and complex instructions (oral or written) given by an OT regarding patient care; and respond to non-verbal communication/behaviors of self and others.
<b>FOLLOW DIRECTIONS</b>	Accurately and efficiently, seeking clarification where necessary
<b>WRITE</b>	To produce legible handwritten or computer word processed documents; use correct medical terminology, spelling, grammar and punctuation; organize and express thoughts in written form in the English language; to prepare accurate, thorough, legally defensible patient documentation
<b>INTERPERSONAL SKILLS</b>	To work collaboratively; interact professionally; to establish rapport with patients, colleagues and classmates; to resolve conflicts; with individuals from a variety of social, emotional, cultural and intellectual backgrounds; maintain confidentiality in all interactions

**COGNITIVE AND INTELLECTUAL STANDARDS**

<b>THINK CRITICALLY</b>	To identify and solve problems; identify cause/effect relationships; to apply reading, lecture and laboratory information to case study preparation; to employ effective teaching, learning and test taking strategies
<b>COMPREHEND</b>	relevant information regarding patient diagnoses, occupational therapy interventions, indications and contraindications, human pathology and impairments from textbooks, medical records and professional literature
<b>PRIORITIZE</b>	Events to provide for patient safety; appropriate patient interventions; multiple tasks; integrate information and make decisions about sequence and progression
<b>CALCULATE</b>	To collect and/or interpret accurate patient data
<b>MAKE CLINICAL DECISIONS</b>	To respond quickly and appropriately to changes in patient status; to analyze written, observed or verbal data about patients and make decisions to terminate, modify, progress or cancel patient treatment; act safely and ethically in the occupational therapy lab and clinic.
<b>SHORT-TERM AND LONG-TERM MEMORY</b>	To accurately and quickly remember data from the chart and information relayed in verbal exchanges with the OT and other members of the health care team; to access learned knowledge to include but not limited to diagnoses, weight-bearing status, indications, contraindications for interventions, safety precautions, subjective reports of patients, emergency procedures; safety procedures; to participate successfully in the learning and evaluation of knowledge within the occupational therapy curriculum
<b>THINK QUICKLY AND CLEARLY</b>	To execute all duties unimpaired by any condition or substance that alters mental processing, speed or quality of thought processes or judgment

**BEHAVIORAL/PROFESSIONAL STANDARDS**

<b>FLEXIBILITY</b>	To adjust to a constantly changing and very demanding full-time schedule;
<b>COMPASSION</b>	To respect and show empathy for patients and their families; for people of all personality types, backgrounds, ethnic, race or socioeconomic backgrounds including but not limited to individuals with neurological disorders, physical disfigurement, mental health or complex medical problems.
<b>COOPERATION</b>	To work as a member of a team; develop positive and effective relationships with faculty, clinicians, peers and patients
<b>RECOGNIZE LIMITATIONS</b>	To request assistance when needed; accept correction and constructive suggestions; assume responsibility for personal development; utilize resources effectively
<b>TOLERANCE</b>	For close physical contact with patients, peers and classmates during the provision of interventions and in lab; for close proximity and physical contact with patients that require use of standard precautions during therapy due to open wounds, incontinence or other potential exposure to bodily fluids or pathogens during treatment.
<b>WILLINGNESS</b>	To wear scrub top/pants as the assigned uniform for clinical rotations; To

	wear required lab attire that will allow for visualization of body contours and exposure of all major joints and muscles; to participate in lab activities that require palpation, measurement, massage and other forms of therapeutic touching of joints, muscles and bony landmarks; to serve as both the patient model and clinician during patient simulations that allow classmates to practice and perfect occupational therapy skills.
<b>POSITIVE ATTITUDE</b>	To demonstrate initiative, enthusiasm and appropriate peer and patient interactions
<b>WORK ETHIC</b>	To attend class and clinic promptly and regularly; to stay focused and on task in lecture and laboratory instructional time; to submit work products promptly when due; to display industrious behavior; to submit to all classroom and clinical rules/policies; to demonstrate respect for other health care providers and the profession of occupational therapy; to comply with all legal and ethical standards of practice
<b>STRESS MANAGEMENT</b>	Coping skills for fast-paced clinical situations; to manage multiple academic deadlines; deal effectively with psychosocial issues of catastrophic illness, disability and death; respond appropriately in a stressful environment and during impending deadlines; manage personal matters outside of class/work day
<b>PLANNING AHEAD</b>	To arrange transportation and living accommodations for/during off campus clinical assignments to foster timely reporting to the classroom and clinical center
<b>SELF CARE</b>	To maintain general good health and hygiene in order not to jeopardize the health and safety of self and individuals with whom one interacts in the academic and clinical settings

**A student who is unable to fulfill the Essential Requirements for occupational therapy assistants, as described above, may have their offer of admission withdrawn or be dismissed from the program if:**

- A. He or she has requested and received a reasonable accommodation and is unable to meet program qualifications including the Essential Requirements.”**
- B. The requested accommodation(s) would fundamentally alter the nature of Webber University’s occupational therapy assistant program, or**
- C. The requested accommodation(s) would create a significant risk of harm to the health or safety of others.**

**I HAVE READ AND UNDERSTAND THESE ESSENTIAL FUNCTIONS AND I AM IN COMPLIANCE WITH THESE STANDARDS.**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE**

## General Admission to Webber (Foundational Phase; Pre-OTA: 51.1107):

Applicants must meet Webber's 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 120-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 Webber International University as a degree-seeking student with all required admission documents received by the Admissions Office. No application is considered until all necessary Webber admission documentation (application to Webber, 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 **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 Webber International University (Webber). 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):**

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. As part of the application process, applicants must complete and submit the following forms included in this Admission Packet:

1. Meet all general admission requirements for Webber.
2. 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 BIO221C Human Anatomy & Physiology I and for BIO222C Human Anatomy & Physiology II.
3. Have a minimum **cumulative GPA of 2.75** (at least 60 credit hours completed) by the time of application.
4. Completion of the **Admission Packet** – This packet is available for download in the OTA Program Website <https://webber.edu/academics/undergraduate-programs/occupational-therapy-assisting-ota/application-requirements/> under Admission Packet. 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:
  - i) **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.
  - ii) **BSOTA Program Application for Acceptance Form** – This form must be completed in order to be considered for admission into the Program.
  - iii) **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.
  - iv) **Resume** – Include your most recent resume (as PDF file) describing your employment history and/or volunteer service in health care or community-based settings.

5. 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.
6. **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 Webber website at <http://webberinternatio.us.w3pcloud.com/wp-content/uploads/2020/02/Financial-Aid-Guide.pdf> to view detailed information on Veterans Education Benefits.
7. 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:**

Completion of the following requirements no later than the first day of class and documentation submitted directly to the Academic Fieldwork Coordinator:

1. **Physical Examination** – Cannot be older than one year. A Physical Exam Form is available in the OTA Program Website
2. 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).
3. Certification in CPR (current)
4. Certification in AIDS/HIV precautions (4 hours)
5. Background Check – A background check containing misdemeanor and/or felony conviction(s) related to violence or abuse are grounds for rescinding your admission into the program.
6. Fingerprinting

7. Drug Screening test (10 panel) – 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.
8. These admission requirements need to be updated by students every year.
9. 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 (106 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 Webber International University and the BSOTA Program.