

OCCUPATIONAL THERAPY ASSISTANT

*The following is intended as a general guideline for making sure you have taken the necessary steps to apply and be considered for the Occupational Therapy Assistant program. **It is the applicant's responsibility to ensure that all items are postmarked to the college or arrive prior to the March 15, 2025 deadline. Late application materials will not be considered and will make the applicant ineligible to be considered for the 2025 program.** Please understand an applicant may have unique circumstances, which may require further documentation or verification, in which case the applicant may be asked to furnish material not mentioned below. Every effort will be made to provide clear instructions to applicants needing to provide such information. Please keep this checklist to refer to – you do NOT need to return it to us.*

- ☐ **VWCC college application** – Must be completed **on-line**. Please see the instructions sheet in the “Forms” section. (If you currently attend VWCC – you may skip this step.) **To facilitate actions taken** in the computer system by your advisor and other staff at VWCC please select **Career Studies Certificate: Introduction to Occupational Therapy Assistant OR Introduction to Occupational Therapy Assistant Pediatrics** as your **curricular plan of study (credit classes)** and we suggest activating the term for Summer 2025 (if available or choose the latest term closest to summer) or even **sooner** if you plan to take any general class at VWCC before then (OTA classes do not start until fall semester for those accepted for Fall 2025).
- ☐ 2025 Occupational Therapy Assistant program application form.
- ☐ Official High School transcript in the sealed school envelope. (Required for all applicants, including college graduates.)
- ☐ GED – copy of scores (*if applicable*). HS transcripts are still required if you completed at least 9th grade.
- ☐ Official college transcripts from all colleges attended (except community colleges in Virginia). Note: Official transcripts are still in the original sealed envelope from the institution that issued it, please **do not open them** (if sent or given to you first). If you attend summer and/or fall 2024 classes at a non-VCCS school you must have updated transcripts sent to the **attention of Pam Woody at VWCC prior to 3/15/25**. These transcripts serve to update your GPA, academic progress, and completion or enrollment in a required prerequisite (if applicable). Have all transcripts sent directly to Pam Woody before 2/15/25.
- ☐ Once all your transcripts are received by the Health Professions Advising and Applications Office, one of the advisors, will complete a 2-page form letter and this will be sent to the applicant (usually within 2 -4 weeks, may be longer if submitting January 1st to March 15th) – includes information about your **prerequisite BIO 141, ENG 111, PSY 230 and SDV 101. (All prerequisites must be complete by end of Spring 2025)**
 - _____ **BIO 141** or equivalent **college level Human Anatomy & Physiology I** (must be completed within 5 years of beginning the program) complete with a grade of “C” or better
Please note: You must either test into BIO 141 or have successfully completed BIO 101 or NAS 2 within 3 years of completing BIO 141. The prerequisite for BIO 101/NAS 2 is ENG 111 placement and placement into college level math (Math 154 or 155) or successful completion of MDE 10 within the last five years.
 - _____ **ENG 111** (3 credits) **English Composition I**
 - _____ **PSY 230** (3 credits) **Developmental Psychology**
 - _____ **SDV 101** (2 credits) **Orientation to Health Professions**. (Please see an advisor if you have a previous degree as credit can be awarded for the SDV for Credit for Prior Learning.)
- ☐ Have a cumulative **GPA of ≥ 2.50** at the **end** of the **Fall 2024** semester to be eligible (based on 12 credit hours of college credit or High School GPA if 12 credits of college credit from one Institution is not available). Please note that developmental courses will not count toward establishing a college GPA. Developmental courses include NAS 2 and MDE 10 and other courses where the grade received is a “P” or “S” or “U” and not a letter grade of A/B/C/D/F.
- ☐ Keep the Health Professions Advising and Applications Office (HPAAO), (healthprofessions@viriniawestern.edu), **informed** of all name and **email changes during the application process**.

- ☐ Math Skills are required to be successful in the OTA program. Complete the math review skills link and follow through with any recommendations. Math skills will be assessed on the Entrance Exam, TEAS. The self-evaluation for the math skills is posted here with the answers as well. This is self-guided and you will be responsible for knowing the math content to assist with success.

The following items are not completed at VWCC until Spring Semester (February or later)

- ☐ If at the end of the Fall 2024 you are meeting all the above criteria, (including ability to complete the BIO 141, ENG 111, PSY 230 and/or SDV course requirement(s) by end of spring, if applicable), the TEAS will be the next step in the application process. The TEAS will be scheduled and taken (March). Eligible applicants only!

– Advisors within the Health Professions Advising and Applications Office will determine whether applicants meet the minimum criteria and can be considered by the committee for admission. Qualified applicants will be given TEAS (Test of Essential Academic Skills) instructions by middle of March (emailed letter with TEAS information) if all application material is received by January. If you apply after late-January, your letter could be delayed until late March due to the volume of applications received during that time period (January through February 15). Therefore, we encourage you to apply and have everything submitted earlier, if possible. If applicant has not received their TEAS notification/instructions by end of March, and believe they are eligible, they should immediately contact the office of Health Profession Advising and Applications Office. Early applicants who are not eligible when a review is done in February, will be notified by one of the advisors in the Health Professions Advising and Applications Office in March. If the student has questions about their eligibility then, they must contact the Health Profession Advising and Applications Office, at VWCC to discuss (healthprofessions@viriniawestern.edu). The TEAS test is administered (on the computer remotely) on a limited basis. So, if you do not receive information on scheduling your TEAS, it will be your responsibility to follow up with the advisor so you will not miss all the testing dates (sometimes an email address change has not been reported, typo, etc.). Note: The TEAS test **is not** offered in the testing center at VWCC. It is only given for eligible VWCC OTA applicants.

In addition, to be sure that you receive the TEAS information in late February or March, please be aware of the email account associated with your Navigate platform. All communication regarding the steps necessary to complete the TEAS will be sent using Navigate. In addition, you will need to turn on your notifications in Navigate to be sure that you are notified of the communication from HPAAO on steps to complete the TEAS. Awareness of the email account and the notification are very important steps to be aware of during the application process.

Note: Those who might take the same TEAS for another program between October 1, 2024 and March 2025 who want to use those scores **MUST** take responsibility to have the scores sent to VWCC/advisor (Miss Woody) via their ATI testing account (they do charge a fee). Please request the scores to be sent to **VA Western CC-AH**. Once you request scores to be sent, you are responsible for following up by email with Miss Woody in 3-5 days to confirm she received. All TEAS transcripts must be at VWCC prior to March 15th.

- ☐ After TEAS testing is finished, and results are available, candidates scoring a cumulative score of 60% or higher, will be required to complete an on-site interview and essay process which will be administered by the OTA program and faculty members. Those who meet the requirements for the interview process will be provided with further details in late March, typically after TEAS testing has concluded. Essay information will be provided at the time of the interview and exact instructions may vary each year. Keep in mind that the advisor can only communicate with you through your student email accounts and the email you provide on the OTA application. It will be important for everyone to listen and/or read any instructions carefully at all times.
- ☐ Notification of applicant status for the Fall 2025 program will be emailed usually in late May 2025 for those considered.

Note: Any forms mentioned in the above steps are available and can be viewed on the same “Forms” link as this checklist.