

Dallas college  School of Health Sciences

Occupational Therapy Assistant Program

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**Occupational Therapy Assistant Program**

**Revised for the 2025-2026 year**

# Program Summary and Accreditation

The Dallas College School of Health Sciences offers a 60-credit hour Occupational Therapy Assistant (OTA) curriculum leading to an Associate of Applied Science degree. Occupational therapy assistant courses are offered in-person only at the Mountain View Campus.

The Occupational Therapy Assistant Program provides basic knowledge and skills for entry-level entrance into the workforce. Upon satisfactory completion of this curriculum, the student will be awarded an Associate of Applied Science degree and will be eligible to sit for the national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT) to become a Certified Occupational Therapy Assistant (COTA).

The curriculum is designed to meet the standards of the Accreditation Council for Occupational Therapy Education (ACOTE). ACOTE can be contacted at Accreditation Council for Occupational Therapy Education, c/o Accreditation Department, American Occupational Therapy Association 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814 Phone: (301) 652-6611. The website for ACOTE is [www.acoteonline.org](http://www.acoteonline.org/).

*\*Dallas College's OTA program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE).*

***Important Note: An FBI background check and fingerprinting are required to attend fieldwork placements, beginning Semester 1.***

Admission to the Dallas College Occupational Therapy Assistant (OTA) Program is competitive, and a separate process from admission to Dallas College. The process for identifying and ranking the top applicants is outlined in this information packet. Individuals eligible to apply will be placed into an applicant pool for consideration.

This information packet contains specific application guidelines and requirements. Submission of an application packet verifies that an individual has 1) read this packet thoroughly, 2) obtained all necessary documents from designated websites, and 3) understood the policies and procedures for application and acceptance to the program.

Program information packets are revised throughout the academic year as needed. Program guidelines are subject to change. Applicants are responsible for ensuring they have the latest program information.

**Equal Educational Opportunity**

Educational opportunities are offered by Dallas College without regard to race, color,

religion, national origin, sex, disability, age, sexual orientation, gender identity, or gender expression.

# A. Occupational Therapy Assistant Program Application Checklist

This checklist is organized toward an applicant just beginning their college experience. Some items may not be applicable if you have previous college credits.

1. \_\_\_\_Download and read through the Occupational Therapy Assistant Program [information packet](https://www.dallascollege.edu/cd/credit/pages/ecc-health-packets-sessions.aspx).
2. \_\_\_\_Complete an [application for college admission](https://www.applytexas.org/), if not already a Dallas College student.
3. \_\_\_\_If you have questions about the program, email [AskSOHS@dallascollege.edu](mailto:asksohs@dallascollege.edu?subject=Questions%20about%20a%20health%20program).
4. \_\_\_\_Obtain the [immunization and physical examination](https://www.dallascollege.edu/cd/credit/pages/ecc-immunization-requirements.aspx) requirements document. *Some immunizations require multiple doses on a specific timeline over several months. Therefore, potential applicants should review their immunizations at least six to seven months prior to the application deadline. Schedule and take your Hepatitis B titer test early.*
5. \_\_\_\_Submit official transcripts from all previously attended colleges/universities to [studenttranscripts@dallascollege.edu](mailto:studenttranscripts@dallascollege.edu) or to Dallas College, Attention: Admissions Processing, 3737 Motley Drive, Mesquite, TX 75150.*OTA applicants* ***must have*** *a high school diploma or GED.*
6. \_\_\_\_See a [Success Coach](https://www.dallascollege.edu/resources/success-coaching/pages/default.aspx) (advisor) as needed for TSI counseling, placement testing, etc., and complete any developmental courses as may be determined from the test scores.
7. \_\_\_\_If desired, request an [Educational Plan](https://www.dallascollege.edu/cd/credit/pages/ecc-health-resources.aspx) for evaluation of external credit course work that applies to the Occupational Therapy Assistant Program curriculum.
8. \_\_\_\_Complete the Occupational Therapy Assistant Program prerequisite courses

[with min. GPA](#_C._Prerequisite_Courses): 2.75

* 1. \_\_\_\_ENGL-1301 d. \_\_\_\_PSYC-2301
  2. \_\_\_\_BIOL-2401 e. \_\_\_\_PSYC-2314
  3. \_\_\_\_BIOL-2402 f. \_\_\_\_Humanities/Fine Arts Elective

1. \_\_\_\_Complete the appropriate [admissions exam](#_E._Program_Application).
2. \_\_\_\_Obtain CPR certification. This must be at least Basic Life Support (BLS) w/AED.
3. \_\_\_\_Create a [SurPath](https://dallascollege.surpath.com) account to upload immunization records, physical exam report, etc. prior to the application filing deadline.
4. \_\_\_\_Download the application forms from the School of Health Sciences Information Packet [webpage](https://www.dallascollege.edu/cd/credit/pages/ecc-health-packets-sessions.aspx).
5. \_\_\_\_Request access to the secure link to upload all application documents by emailing [healthoccadmissions@dallascollege.edu.](mailto:healthoccadmissions@dallascollege.edu.) *The subject line of the email must be OTA Application Materials. Provide your name, student ID, and state that you are requesting a link to apply to the OTA Program. (ex: Name, ID, Requesting Link for OTA Program)*
6. Upload all [required materials](#_I._Occupational_Therapy) to the secure link prior to the [filing deadline](#_H._Application_Filing):
7. Occupational Therapy Assistant Program Application.
8. TEAS score sheet indicating individual section scores of 55 or higher.
9. Reflection on at least three (3) hours of occupational therapy exploration.
10. One (1) professional recommendation letter using the provided form.
11. Photocopy of your Social Security card.
12. Photocopy of your Driver License or State ID card.

## Application Acknowledgement

I am applying for the OTA Program and have submitted my application to the OTA Office, including all required documents. I understand this is not acceptance into the program; this is the beginning of the application process. I have reviewed my application and to the best of my knowledge have determined that all requirements have been met and submitted on time.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_          \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant           Date

This application will be used in the accumulation of points for the admission process. Students admitted are aware that Dallas College at Mountain View Campus is accredited per ACOTE. Final decisions on point allocation will be determined by the program director.

I hereby certify the information in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification is cause for denial of admission or expulsion from the college. I understand the faculty and staff of Dallas College Occupational Therapy Assistant Program will read the information contained in this application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_          \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant           Date

**Please submit the requested information *only.* Other documents submitted will not be considered.**

# B. General Admission Requirements to the College

Applicants to the Occupational Therapy Assistant Program must meet all [college admission requirements](https://www.dallascollege.edu/admissions/pages/default.aspx) as outlined in the official college catalog.

Applicants must have earned either a high school diploma or General Education Diploma (GED) in addition to complying with Texas Success Initiative (TSI) requirements before they will be eligible to apply to the program. Students should consult Success Coach/advising office to determine their TSI status prior to application to a Health Sciences program.

## **Official College Transcripts**

Prior to application to the Occupational Therapy Assistant Program, potential applicants must submit ***official transcripts from ALL colleges and universities the applicant has attended whether the coursework is or is not relevant to the program application*** to Dallas College.Transcripts from Dallas College (formerly Dallas County Community College District) are not required.

The transcripts must be current with the **print date no earlier than three years** prior to the applicant’s anticipated admission to the program unless the student has not had a break in enrollment with Dallas College since the transcripts were originally submitted. If the official transcripts have not been submitted, the individual’s application will be voided.

Official transcripts must be sent electronically from the applicant’s previous colleges to [studenttranscripts@dallascollege.edu](mailto:studenttranscripts@dallascollege.edu). Transcripts sent by the applicant in pdf or other formats are not accepted. Transcripts may also be mailed from a college in a sealed envelope to Dallas College, Attn: Admissions Processing, 3737 Motley Drive, Mesquite, TX 75150. Official transcripts in a sealed envelope can also be hand delivered to the admissions office at any Dallas College campus.

## **Initial Advisement**

Students who are beginning college for the first time will follow the [Steps to Enrollment](https://www.dallascollege.edu/admissions/application/pages/default.aspx) which will guide them from applying to the college system to placement testing, selecting a degree plan, contacting a Success Coach, and enrolling in basic courses.

A student who has not completed college coursework should request a general Associate of Science Degree plan from [Success Coaching](https://www.dallascollege.edu/resources/success-coaching/pages/centers.aspx) as a starting point toward future application to a School of Health Sciences program.

# C. Prerequisite Courses

Applicants must complete the prerequisite courses listed below with a minimum cumulative grade point average of 2.75 or higher to apply to the Occupational Therapy Assistant Program.

|  |  |  |  |
| --- | --- | --- | --- |
| Prerequisite Courses | Lec Hrs | Lab Hrs | Cr Hrs |
| BIOL-2401\*, \*\* Anatomy/Physiology I | 3 | 3 | 4 |
| BIOL-2402\*\* Anatomy/Physiology II | 3 | 3 | 4 |
| ENGL-1301 Composition I | 3 | 0 | 3 |
| PSYC-2301 General Psychology | 3 | 0 | 3 |
| PSYC-2314 Lifespan Human Growth and Development | 3 | 0 | 3 |
| 3-credit Humanities/Fine Arts Elective | 3 | 0 | 3 |

\* BIOL 1406 is the prerequisite course for BIOL 2401 and must be completed with a grade of “C” or higher within the last three years or present a satisfactory score on the CLEP Biology exam.

\*\*BIOL 2401 and BIOL 2402 must have been completed in the past 5 years or a review course might be required.

Note: all prerequisite courses MUST be completed with a grade of C or better. All prerequisite courses must be completed prior to applying to the OTA program.

# D. Previous Coursework Evaluation Toward the OTA Program

Official transcripts are fully evaluated by the Dallas College Transcript Evaluation Center after a student has been enrolled for at least one regular semester. However, students can request an Educational Plan, an evaluation of their previous coursework toward a School of Health Sciences program. The [Educational Plan](https://forms.office.com/Pages/ResponsePage.aspx?id=U1R-1i9z3EqUpEiI8tl9XR-JTZXG4gtGtI5xwkPieuFUOFdER1BQS1k5TU02R09FQTU0WFVDTEJQWSQlQCN0PWcu) is a preliminary, unofficial degree plan for advisement purposes and only reflects specific courses toward a School of Health Sciences program. Educational Plans are optional and are not required for application to a School of Health Sciences program. They are usually completed within 4-8 weeks. An Educational Plan should be requested at least one semester prior to a program application filing deadline if possible.

The School of Health Sciences and the Health Occupations Admissions Office reserve the right to accept or reject any coursework completed at other colleges presented for transfer evaluation toward School of Health Sciences programs.

## **Five-Year Time Limit for Select Courses**

**BIOL 2401 and 2402 must be completed within five years of the anticipated program start date.** For example, BIOL 2401 completed in Fall 2021 is valid for application to the Fall 2026 cohort start date. However, if the course was completed in Summer 2021 or earlier, the course will have exceeded the 5-year limit. The Occupational Therapy Assistant Program does not consider waivers for the 5-year time limit. Should BIOL 2401 or BIOL 2402 exceed the 5-year limit, a review course may be required before acceptance to the OTA Program.

## **Credit by Examination, CLEP and Advanced Placement Credit**

Credit through CLEP, High School Advanced Placement (AP) Exams and Credit by Examination may be awarded for a limited number of courses toward School of Health Sciences programs including MATH 1314, PSYC 2301, and PSYC 2314. CLEP credit is not awarded for ENGL 1301. Advanced Placement (“AP”) credit for ENGL 1301, PSYC 2301, and MATH 1314 is acceptable if the credit appears on a college transcript as ENGL 1301, PSYC 2301, and MATH 1314 equivalency. A letter grade is not awarded for “AP” credit.

**Note:** **An applicant may present credit by exam, CLEP, or “AP” credit for 1 of the prerequisite courses. Credit will be acknowledged but not calculated with the grade point average.**

## **Coursework from Institutions Outside of the United States**

Only *college-level algebra* may be considered for transfer to the OTA Program from colleges or universities outside the United States. **No other courses will be considered.** [International Coursework Evaluation](https://www.dallascollege.edu/cd/credit/pages/ecc-health-resources.aspx) is a multi-step process which may take several weeks. **The student must be enrolled in credit classes at a Dallas College campus before the evaluation process can be initiated.**

# E. Program Application Exam (TEAS)

The [TEAS](https://www.atitesting.com/) test is a timed, computerized test which is usually completed in three (3) hours. For successful application to the OTA Program, applicants must earn **a minimum score of 55% or higher**on the following sections of the TEAS test: **Reading, Mathematics, Science, English and Language Usage.**

Please note the following important information regarding the TEAS:

* Test scores are valid for **two (2) years** from date of testing to the application filing deadline date.
* Applicants may take the TEAS at any approved testing site including the assessment center at the Downtown Health Sciences Center (formerly known as El Centro College Paramount Building). The approximate cost of the TEAS test is $82.00. Additional fees will apply to online testing.
* Applicants are responsible for securing their own testing appointment at the location of their choice. Applicants are also responsible for submitting their score sheet with their program application materials.
* ATI testing appointments fill quickly. Applicants are encouraged to schedule their TEAS several weeks prior to an application filing deadline. Do not assume that you will have your score sheet to submit with application materials if you test on the application deadline date.

The ATI-TEAS Study Guide is available on the ATI website <https://www.atitesting.com/teas>.

* There is no limit on the number of times an applicant may take the TEAS test for application to the OTA Program, but you may only take the TEAS four (4) times a year.
  + If the applicant desires to retake the TEAS, **all four (4) sections** must be retaken in one (1) sitting.
  + Only one (1) score sheet can be submitted with scores of 55% or higher on each of the four (4) required sections.
  + If more than one (1) score sheet is submitted, the scores from the most recent testing attempt will be the recorded scores.

A 60-day waiting period is recommended before retesting, the applicant is encouraged to review the study guide.

# F. Reflection on Exploration

OTA Program applicants should be familiar with the nature of the daily work routines of occupational therapy assistants and purpose of occupational therapy. The Dallas College OTA Program requires applicants to spend at least three (3) hours exploring what OTAs do and learning about the purpose of occupational therapy. This can be done in several ways, which are listed below. It is recommended to select a variety of methods to meet the time requirement so one can see the breadth and depth of OT practice. Options for exploration include but are not limited to observing an occupational therapy assistant in person, completing virtual observation hours, watching online videos about what occupational therapy assistants do, or reading official documents. Applicants then complete a reflection about their exploratory experience. Both hours of engagement and the reflection are submitted on *Appendix B: Reflection on Exploration* to the application portal.

## **Exploration Options (Use Multiple Options to Complete at Least 3 Hours)**

* *In Person:* It is an excellent opportunity to observe occupational therapy practice in real time. You are welcome to contact occupational therapy services in your area to request to shadow an OT or OTA. It is recommended you do this well in advance to accommodate their needs. Typically, you can ask to speak to the program director or occupational therapy practitioner to request to shadow them for a day or several hours. Many are very happy to showcase their practice arena.
* *Completion of HPRS 1201 Reflection:* Students who have successfully completed HPRS 1201 may use their “Reflection on the Areas of Study” assignment as evidence of exploration of the role of occupational therapy assistant if completed on the field of occupational therapy. Students are still required to complete *Appendix B: Reflection on Exploration.*
* *SimuCase:* SimuCase offers exceptional virtual guided observations for a fee. For more information: <https://www.simucase.com/observation> A *Certificate of Completion* will be accepted.
* *ClinEd Web:* ClinEd also offers a virtual Introduction to OT for a fee. For more information: <https://www.clinedweb.com/courses/intro-to-ot-observation-hours> A *Certificate of Completion* will be accepted.
* *American Occupational Therapy Association (AOTA):* AOTA offers many opportunities to learn about occupational therapy.
  + Start here: <https://www.aota.org/about/what-is-ot>
  + What Can Occupational Therapy Do For You?: <https://www.youtube.com/watch?v=jwwOXlLYQ4Q>
  + TBI: <https://www.youtube.com/watch?v=a_SROgPA2GM>
  + Stroke: <https://www.youtube.com/watch?v=mfpVMZDRg9A>
* *Pediatric OT Practice:* 
  + Cincinnati Children’s: <https://www.youtube.com/watch?v=Rkpf5AamuGU>
  + Ann & Robert H. Lurie Children's Hospital of Chicago: <https://www.youtube.com/watch?v=D64yWmzQO9U>
  + Ochsner Health: <https://www.youtube.com/watch?v=IdVlPaRzEIs>
  + ConnectED: <https://www.youtube.com/watch?v=709DlMuPkRg>
* *Mental Health OT Practice:*
  + OT for the Homeless: <https://www.youtube.com/watch?v=GeeSM1zINu8>
  + Working with Inmates: <https://www.youtube.com/watch?v=e_rGtSa4Jbw>
  + Outpatient OT: <https://www.youtube.com/watch?v=3Yic1k9GHtY>
  + USC Chan Division of OS and OT: <https://www.youtube.com/watch?v=Ik7w5fdtRjY>
* *Various OT Practice Areas:* 
  + Hand Therapy: <https://www.youtube.com/watch?v=XK9ZZNfAb_8>
  + Aging At Home: <https://www.youtube.com/watch?v=w45fhETw9BI>
  + Lymphedema: <https://www.youtube.com/watch?v=6qhGu2JzR4g>
  + What OTAs Do: <https://www.youtube.com/watch?v=OFf7JbJRvc4>
  + Animal Assisted Therapy: <https://www.youtube.com/watch?v=dCRcVvXn-z4>
  + SNF Discussion: <https://www.youtube.com/watch?v=xsgPb6gVFDs>

## **Reflection**

Using Appendix B: Reflection on Exploration, document the sources and times for at least three (3) hours of exploration about what occupational therapy practitioners do and the purpose of occupational therapy. Then, complete the form answering a prompt in a reflective short essay. There is no length requirement, but it is important to fully convey your ideas. Then, submit Appendix B: Reflection on Exploration to the portal.

# G. Letter of Recommendation

OTA Program applicants must submit one (1) *Letter of Recommendation* form with their application packet. The form is included in this packet. The letter should be a professional recommendation (co-worker, professor, etc.) who can speak to the applicant’s work ethic. Only a completed *Appendix C: Letter of Recommendation* will be accepted to meet this requirement. Separate or additional letters of recommendation will not be considered. The person completing the letter of recommendation can deliver it to the applicant to upload into the portal or can email it directly to the Program Director at [acovington@dallascollege.edu](mailto:acovington@dallascollege.edu).

# H. Digital Records (SurPath)

Applicants to the OTA Program are required to have a current physical examination form, specific immunizations, a tuberculosis screening (TB test), and Basic Life support with AED CPR certification. A background check and drug screening will be required before starting the OTA Program but will be completed after acceptance into the OTA program. The School of Health Sciences utilizes SurPath, a medical record management company, to verify these requirements. Applicants submit these forms directly to [SurPath](https://dallascollege.surpath.com/Account/Login). Failure to submit and receive approval for this documentation will result in disqualification of the application.

Please allow 2-4 weeks for SurPath to verify the applicant’s records and respond to your submissions. This documentation must be kept current throughout the application process and, if accepted to the program, during the student’s enrollment in the program.

Check SurPath frequently to ensure all documents have been accepted. SurPath provides instructions on what information is needed for a document to be accepted. To save time and effort, verify this information before attending appointments for medical clearance and immunizations to ensure all information is included on the documents needed for verification. If documents are rejected, check “Notes” to see why the document was rejected.

***Important Note: Some of the immunizations require multiple doses on a specific timeline over several months. Therefore, potential applicants to this program should begin their immunizations at least six (6) to seven (7) months prior to the application deadline. Additional proof of immunizations including titers may be required by clinical sites.***

## **SurPath Registration**

To set up your SurPath account, follow these directions:

1. Use the specific link provided by Dallas College. Go to [dallascollege.surpath.com/Account/Login](https://dallascollege.surpath.com/Account/Login)
2. Click on the REGISTER button
3. Follow the directions to enter your name, email, etc.
4. Choose the “*Occupational Therapy Assistant”* program on the pull-down menu.
5. Choose the “Unassigned OTA” cohort on the pull-down menu.

Contact SurPath at [clientservices@SurScan.com](mailto:clientservices@SurScan.com) or 972-633-1388 for assistance in setting up your account.

For inquiries regarding your immunization records after upload, contact [records@SurScan.com](mailto:records@SurScan.com) or 972-633-1388, extension 107.

# I. OTA Program Application Materials Submission

The following is required **prior to** consideration for the OTA program:

* Apply for admission to Dallas College at [Admissions & Registration](https://www.dallascollege.edu/admissions/pages/default.aspx).
* Complete the six (6) OTA prerequisite courses with a GPA of 2.75 or higher and a “C” or better in each course.
* Submit all official transcripts from colleges/universities other than Dallas College to the

Admissions/Registrar’s Office.

* Score a 55 or higher on each section of the [ATI TEAS Test](https://www.atitesting.com/teas/register). Testing dates and TEAS information can be found on their website.
* Meet the physical and mental standards for admission as demonstrated through a physical

exam.

* Register with [SurPath](https://dallascollege.surpath.com/Account/Login?userNameOrEmailAddress=&returnUrl=/App&successMessage=&ss=) to submit required documentation.
* Provide proof of medical insurance.
* Provide a current BLS with AED CPR certification.

The application materials must be scanned as PDF documents and uploaded to the secure link by the application filing [deadline](#_J._Application_Filing). Request access to the secure link to upload all application documents by emailing [healthoccadmissions@dallascollege.edu.](mailto:healthoccadmissions@dallascollege.edu.) The subject line of the email must be **OTA Application Materials.**

Application materials must include the following to be considered complete and valid:

1. Occupational Therapy Assistant Program Application
2. TEAS score sheet indicating individual section scores of 55 or higher
3. *Appendix B: Reflection on Exploration* demonstrating at least three (3) hours of exploration and an understanding of occupational therapy and what OTAs do in work routines through a guided written reflection
4. *Appendix C: Letter of Recommendation* completed by someone who can speak to the professional work ethic of the applicant
5. Photocopy of the applicant’s Social Security card (front and back)
6. Photocopy of the applicant’s Driver License or State ID card (front and back)

# J. Application Filing Period(s)

The official application filing period for the Fall 2026 semester admission is February 1, 2026, to May 15, 2026. Notification emails are sent by May 31, 2026, for both applicants invited to interview and those who do not meet criteria.

Please note, late application filing for the Occupational Therapy Assistant Program is typically not considered. Exceptions may be made by the Program Director based on availability.

# K. Selection Process

Dallas College Health Occupation Admissions and the OTA Program faculty will facilitate the admissions process by reviewing both the prerequisites and programmatic requirements. This will ensure all requirements are met for the Associates of Applied Science degree and the OTA Program. The Dallas College OTA Program accepts fourteen (14) students per cohort. New cohorts begin in the Fall semester each year.

The first fourteen (14) applicants with **fully completed applications** demonstrating the requirements for admission will be scheduled for an interview and essay. Applicants invited to interview and complete an essay are then granted admission based on the interview and essay as pass/fail.

A waiting list is created once the cohort list reaches fourteen (14) completed applications. Should one of the original fourteen (14) applicants drop from the application process, the next applicant on the waiting list will be considered. This process will continue until all fourteen (14) cohort seats are filled.

# L. Notification of Acceptance

Applicants are notified by Dallas College Health Occupations Admissions within fourteen (14) days of the final interview and essay. Individuals who receive an acceptance email are required to return a confirmation form within forty-eight (48) hours to verify their space in the class. Failure to return the confirmation form by the specified date or failure to attend the scheduled preregistration/orientation seminar for the accepted cohort will result in forfeiture of their space in that cohort.

Applicants who were placed on the waiting list will be notified by the end of July if there are openings in the program. Notification emails of acceptance, non-acceptance, or disqualification are sent on the same day.

Application materials are not “held over” to the next application filing period. Students who are not selected for admission to the program or students who decline their acceptance may reapply again during the next filing period to be considered for a future admission opportunity.

Questions about the application process or OTA program should be directed to the OTA Program director: [acovington@dallascollege.edu](mailto:acovington@dallascollege.edu).

# M. Curriculum Overview - Occupational Therapy Assistant Program

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Prerequisites | | | | |
| Course | Title | Lecture Hours | Lab Hours | Credit Hours |
| ENGL-1301 | Composition I | 3 | 0 | 3 |
| BIOL-2401 | Anatomy & Physiology I | 3 | 3 | 4 |
| BIOL-2402 | Anatomy & Physiology II | 3 | 3 | 4 |
| PSYC-2301 | General Psychology | 3 | 0 | 3 |
| PSYC-2314 | Lifespan Growth and Development | 3 | 0 | 3 |
| 3 credit Humanities elective | | 3 | 0 | 3 |
| Subtotal | | 18 | 6 | 20 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Semester 1 | | | | |
| Course | Title | Lecture Hours | Lab Hours | Credit Hours |
| OTHA-1161 | Clinical- Occupational Therapy Assistant | 0 | 0 | 1 |
| OTHA-1305 | Principles of Occupational Therapy | 2 | 2 | 3 |
| OTHA-1315 | Therapeutic Use of Occupations & Activities I | 2 | 4 | 3 |
| OTHA-1341 | Occupational Performance in Pediatrics | 2 | 4 | 3 |
| OTHA-2301 | Pathophysiology in Occupational Therapy | 2 | 2 | 3 |
| Subtotal |  | 8 | 12 | 13 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Semester 2 | | | | |
| Course | Title | Lecture Hours | Lab Hours | Credit Hours |
| OTHA-1162 | Clinical- Occupational Therapy Assistant | 0 | 0 | 1 |
| OTHA-1319 | Therapeutic Interventions I | 2 | 4 | 3 |
| OTHA-2209 | Mental Health in Occupational Therapy | 1 | 4 | 2 |
| OTHA-1349 | Occupational Performance in Adults | 2 | 4 | 3 |
| OTHA-2331 | Physical Function in Occupational Therapy | 2 | 4 | 3 |
| Subtotal | | 7 | 16 | 12 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Semester 3 | | | | |
| Course | Title | Lecture Hours | Lab Hours | Credit Hours |
| OTHA-1163 | Clinical- Occupational Therapy Assistant | 0 | 0 | 1 |
| OTHA-1253 | Occupational Therapy Performance in Elders | 2 | 1 | 2 |
| OTHA-2302 | Therapeutic Use of Occupations & Activities II | 2 | 4 | 3 |
| OTHA-2305 | Therapeutic Interventions II | 2 | 4 | 3 |
| OTHA-2235 | Health Care Mgmt. in Occupational Therapy | 2 | 1 | 2 |
| Subtotal |  | 8 | 10 | 11 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Semester 4 | | | | |
| Course | Title | Lecture Hours | Lab Hours | Credit Hours |
| OTHA-2266 | Practicum for Occupational Therapy Assistant | 0 | 0 | 2 |
| OTHA-2267 | Practicum for Occupational Therapy Assistant | 0 | 0 | 2 |
| Subtotal | | 0 | 0 | 4 |
| Program Total | 60 | | | |

# N. Occupational Therapy Assistant Program Information

## **Admission**

A new class of up to fourteen (14) students is admitted into the Occupational Therapy Assistant Program each Fall semester. Current dates for admission can be found in this packet. **Late applications or inquiries will not be considered for admission.**

## **Criminal History, Background Check, and Drug Screening**

Students are required to obtain a background check and drug screening by SurPath to meet the requirements of the School of Health Sciences and fieldwork education. This is completed after admission into the OTA program. Additional background checks/drug screenings may be required by fieldwork education sites, typically due to time limits. Costs associated with additional background checks are the responsibility of the student.

Most states, including Texas, require licensure to practice. Texas licensure is based on successful completion of the NBCOT examination. A felony conviction may affect a graduate's ability to sit for the NBCOT examination or obtain state licensure. Any form of charges or convictions from the criminal background check/drug screening may be cause for exclusion from admission to or continuation in the program. However, admission to the program does not mean one is clear to sit for the NBCOT examination or obtain state licensure.

If you have been convicted of a misdemeanor (excluding minor traffic violations) or a felony, it is the student’s responsibility to contact the National Board for Certification in Occupational Therapy at 301-990-7979, [www.nbcot.org](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.nbcot.org&data=02%7C01%7CCandiceFreeman%40dcccd.edu%7C20c72343d57742e3892908d4ca0a6b36%7Cd67e5453732f4adc94a44888f2d97d5d%7C0%7C0%7C636355593482406340&sdata=aAMjb4W1R8WgnZ1q17Dcp0z2F5G%2BPO%2FZgXgrgxtJTW8%3D&reserved=0), AND the Executive Council for Physical Therapy and Occupational Therapy 512-305-6900, [www.ecptote.state.tx.us](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.ecptote.state.tx.us&data=02%7C01%7CCandiceFreeman%40dcccd.edu%7C20c72343d57742e3892908d4ca0a6b36%7Cd67e5453732f4adc94a44888f2d97d5d%7C0%7C0%7C636355593482406340&sdata=Cd6KAVcOmhez9HWFn9rBlLf61Zk7uNBh5NjxexmDUhs%3D&reserved=0), to determine your certification and licensure eligibility.  It is the student’s responsibility to have letters of verification sent directly to the Program Director of the Dallas College OTA Program from each of the above entities noting their eligibility for application before the deadline.

A clinical affiliate/facility reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical affiliate/facility reserves the right to request a student submit to a repeat drug screening at the student’s expense on the same day the student is removed from the clinical facility. Failure to comply will result in the student’s immediate expulsion from the clinical facility. Furthermore, regardless of testing or testing results, a clinical affiliate/facility reserves the right to expel a student from their facility.

***Important Note: Should a student who has been accepted to a School of Health Sciences program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student may be dismissed from the program. A positive drug screen will prevent the student from reapplying to the Occupational Therapy Association Program for two (2) years.***

## **Fees**

Students will automatically be enrolled in IncludED for required textbooks. For more information about IncludED, visit the [IncludED Program (link)](https://www.dallascollege.edu/resources/books/pages/included.aspx) website. An estimated cost of additional books and resources will be available at orientation (mandatory attendance is required). In addition to books, students are responsible for costs associated with travel to and from the classroom, community experiences, and fieldwork sites. Students are responsible for dress attire for fieldwork. Dallas College has a clothing closet that may have available items. Other fees that students may incur are immunizations, drug screens, and background checks.

Although every attempt is made to place students near the campus or their home, placements in the DFW metroplex are highly competitive. DFW is one of the highest sought placement areas in the nation. Therefore, it is not unusual for students to be placed outside the DFW metroplex. Students may incur housing and travel expenses related to fieldwork based on location.

## **Personal Health Insurance**

Applicants are required to show proof of personal health insurance with admission to the OTA Program. Students must carry personal health insurance throughout the program.

## **Professional Liability Insurance**

Students enrolled in the OTA Program are required to have professional liability insurance. **Students will pay this fee with their lecture courses.** NOTE: The liability insurance that each student will have does not pay for injuries to the student- only for injuries to a patient, should it occur. The student is completely responsible for personal medical costs incurred while at fieldwork sites. If a patient is injured by the student, the limited liability insurance may or may not cover all legal costs. Students may also obtain their own professional liability insurance. For more information, please contact the Program Director.

## **Dress Code**

Student professional dress is expected for all classroom and clinical activities.

CLASSROOM/LEVEL I FIELDWORK: Students are expected to wear OTA scrubs (undershirts may be worn) or khakis and a black polo with embroidered logo and closed-toe tennis shoes with backs (slip-resistant). Nametags from the Dallas College OTA Program should always be worn.

LEVEL II FIELDWORK/CLINICAL: Level II Fieldwork sites usually specify their dress code, and the student may need to purchase different sets of attire for each practicum. Nametags from either the Dallas College OTA Program or the site-specific nametag provided to the student should always be worn.

Tattoos should be covered. Jewelry and piercings should be minimal and cannot interfere with hands-on coursework. Hair is to be neat and pulled back for labs. Please see the *OTA Program Student Handbook* for further information.

## **Program Courses**

Prerequisite courses must be completed before starting the Occupational Therapy Assistant Program.

Occupational Therapy Assistant Program courses are offered at the Mountain View Campus in a set sequence. Once admitted into the program, the student progresses through the curriculum as confirmed by ACOTE. This means a student cannot “jump” ahead in the curriculum and take advanced occupational therapy assistant courses. A grade of “C” or better is required for satisfactory completion of all courses, including academic core courses.  See the *OTA Program Student Handbook* for more information.

## **Grades**

***The OTA Program follows the Health Occupations Department grading system. A “C” is calculated differently from Dallas College grading system. See the grading scale below.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Grading Percentages*** | **92%-100%** | **84%-91.9%** | **75%-83.9%** | **68%-74.9%** | **67% & Below** |
| ***Letter Grade*** | A | B | C | D | F |

Students must earn a “75%” or above in all OTA courses to progress in the program. Because courses are taken in sequence, it may be necessary to sit out of courses until a failed course can be retaken. If a student fails two (2) or more courses, they will be dismissed from the program for low academic performance.

Students also take checkoffs and practicums, requiring a passing score to progress in the program. These are intended to ensure students have basic knowledge and can perform skills safely. More information on checkoffs and practicums is available in the *OTA Program Student Handbook*.

# O. Occupational Therapy Assistant General Program Information

1. The Dallas College OTA Program accepts up to fourteen (14) students each Fall semester. **The School of Health Sciences reserves the right to make changes in program enrollment capacity.**

2. The Dallas College OTA Program is completed in four (4), 16-week academic semesters. The curriculum involves 22-26 hours per week of class, lab, and clinical experience with an additional 10-15 hours of studying and preparation time each week. Clinical experiences may involve daytime, evening, and weekend hours. **Employment is discouraged while enrolled in the OTA Program, especially full-time employment.**

3. Students must comply with class and clinical attendance requirements according to *OTA Program Student Handbook* guidelines which are published annually. Students anticipating major life changes are advised to wait until the following application season to apply to the OTA Program.

4. All applicants must be certified in Basic Life Support (BLS) with AED cardiopulmonary resuscitation (CPR) through the American Heart Association, the American Red Cross, or Military-approved mechanism, prior to beginning the OTA Program. The CPR course must be face-to-face or hybrid training. Virtual courses are not accepted. Evidence of CPR certification will be required prior to beginning the program and throughout the program.

CPR classes are available through [Continuing Education](https://www.dallascollege.edu/cd/ce/training/health/pages/cpr.aspx) on an ongoing basis. The course number is EMSP-1019. Please email the Continuing Education Admissions Office at [ContinuingEd@dallascollege.edu](mailto:ContinuingEd@dallascollege.edu) for more information or browse the [Continuing Education course schedules](https://www.dallascollege.edu/cd/ce/Pages/default.aspx).

5. Proof of current personal healthcare insurance coverage is required for all health sciences students. Students secure their own coverage, and the insurance policy must cover the student at any facility. Information on college student policies and rates can be found at <https://www.healthcare.gov/>.

6. Students must have reliable transportation to engage in fieldwork, which begins in the first semester of the OTA Program. Students also participate in activities in the community. It is advised students prepare in advance to budget for transportation and to plan to arrive on time.

7. Although every effort is made to provide fieldwork experiences close to home, fieldwork in the DFW metroplex is extremely competitive nationally. Although unlikely to happen, students should be aware that during the fourth semester, placements may only be available outside the DFW area. These placements are eight (8) weeks long and are required to complete the final two (2) practicums of the program. Please contact the Program Director or Academic Fieldwork Coordinator for more information.

8. It is advised applicants have a strong background in medical terminology upon admission to the program. Please speak to a [Success Coach](https://www.dallascollege.edu/resources/success-coaching/pages/default.aspx) for resources to learn this material, if needed.

## **Occupational Therapy Assistant Program Contact Information**

Occupational Therapy Assistant Program

4849 W. Illinois Avenue

W-29 Suite

Dallas TX 75211

Email: acovington@dallascollege.edu

Program Website:

[Occupational Therapy Assistant](https://www.dallascollege.edu/cd/credit/occupational-therapy/pages/default.aspx)

**Send electronic transcripts directly to:**

[StudentTranscripts@dallascollege.edu](mailto:StudentTranscripts@dallascollege.edu)

**Mail official transcripts directly to:**

Dallas College

Attention: Admissions Processing

3737 Motley Drive

Mesquite, TX 75150

# P. Estimated Expenses for the Occupational Therapy Assistant Program

|  |  |  |  |
| --- | --- | --- | --- |
| Prerequisites | | | |
|  | Dallas County Resident | Out of County | Out of State |
| Tuition (20 CR)/Textbooks\*\* | $1,580.00 | $2,700.00 | $4,000.00 |
| TEAS Exam | $82.00 | $82.00 | $82.00 |
| SurPath Account | $105.00 | $105.00 | $105.00 |
| CPR Certification | $60.00 | $60.00 | $60.00 |
| Physical Exam and Immunizations (varies by insurance) | $225.00 | $225.00 | $225.00 |
| Subtotal | $2,052.00 | $3,172.00 | $4,472.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| Semester 1 (Fall) | | | |
|  | Dallas County Resident | Out of County | Out of State |
| Tuition (13 CR)/Textbooks\*\* | $1,027.00 | $1,755.00 | $2,600.00 |
| Fees, and Program Expenses\*\*\* | $190.00 | $190.00 | $190.00 |
| Trajecsys One-time Fee | $150.00 | $150.00 | $150.00 |
| Subtotal | $1,367.00 | $2,095.00 | $2,940.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| Semester 2 (Spring) | | | |
|  | Dallas County Resident | Out of County | Out of State |
| Tuition (12 CR)/Textbooks\*\* | $948.00 | $1,620.00 | $2,400.00 |
| Fees, and Program Expenses\*\*\* | $0 | $0 | $0 |
| Subtotal | $948.00 | $1,620.00 | $2,400.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| Semester 3 (Fall) | | | |
|  | Dallas County Resident | Out of County | Out of State |
| Tuition (11 CR)/Textbooks\*\* | $869.00 | $1,485.00 | $2,200 |
| Fees, and Program Expenses\*\*\* | $125.00 | $125.00 | $125.00 |
| Subtotal | $994.00 | $1,610.00 | $2,325.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| Semester 4 (Spring) | | | |
|  | Dallas County Resident | Out of County | Out of State |
| Tuition (4 CR)/ Textbooks\*\* | $316.00 | $540.00 | $800.00 |
| Fees, and Program Expenses\*\*\* | $65.00 | $65.00 | $65.00 |
| Subtotal | $381.00 | $605.00 | $865.00 |
| Program Grand Total | **$5,742.00** | **$9,102.00** | **$13,002.00** |

|  |  |  |  |
| --- | --- | --- | --- |
| Post Graduation | | | |
|  | Dallas County Resident | Out of County | Out of State |
| Occupational Therapy Knowledge Examination | $25.00 | $25.00 | $25.00 |
| IdentoGO (Digital Fingerprinting) | $39.00 | $39.00 | $39.00 |
| Pass the OT Prep | $150.00 | $150.00 | $150.00 |
| Board Exam (NBCOT) | $540.00 | $540.00 | $540.00 |
| State Licensure | $100.00 | $100.00 | $100.00 |
| Total Post-Graduation | **$854.00** | **$854.00** | **$854.00** |

 \* - All numbers are estimates and subject to change

\*\* - Textbooks are included in tuition if participating in IncludED

\*\*\* - American Occupational Therapy Association (AOTA) Student membership- $78 per year; Texas Occupational Therapy Association (TOTA) Student membership- $30 per year; Student Occupational Therapy Association (SOTA)- $25 dues

## **Appendices**

*Appendix A: Admission Worksheet Rubric*

*Appendix B: Reflection on Exploration*

*Appendix C: Letter of Recommendation Form*

*Appendix D: Health Records and Immunizations*

# Appendix A: Admission Worksheet Rubric

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Name:** **Student ID#:** **Application Semester:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course** | **Credit Hours** | **Grade** | **Term** | **Repeat** | **Requirement Met:** |
| ENGL-1301 Composition I | 3 |  |  | Y or N | Y or N |
| PSYC-2301 General Psychology | 3 |  |  | Y or N | Y or N |
| PSYC-2314 Lifespan Growth and Development | 3 |  |  | Y or N | Y or N |
| BIOL-2401 Anatomy & Physiology I | 4 |  |  | Y or N | Y or N |
| BIOL-2402 Anatomy & Physiology II | 4 |  |  | Y or N | Y or N |
| + an Elective Humanities/Fine Arts | 3 |  |  | Y or N | Y or N |
| Prerequisites Met: Y or N | | | | | |

|  |  |
| --- | --- |
| **Overall GPA:** *Minimum 2.75 required* | GPA Met: Y or N |

|  |  |
| --- | --- |
| **Exploration & Reflection** | Requirement Met: Y or N |

|  |  |  |
| --- | --- | --- |
| **Letter of Recommendation** | Score: | Requirement Met: Y or N |

|  |  |  |
| --- | --- | --- |
| **ATI-TEAS Test: Individual section scores of 55 or higher** | Score: | Requirement Met: Y or N |

|  |  |
| --- | --- |
| **All Information in SurPath?** | Requirement Met: Y or N |

|  |  |
| --- | --- |
| **Student Invited for Interview?** | **Y or N** |

|  |  |  |
| --- | --- | --- |
| **Individual Interview** | Score: | Requirement Met: Y or N |
| **Group Interview** | Score: | Requirement Met: Y or N |
| **Essay** | Score: | Requirement Met: Y or N |

|  |  |
| --- | --- |
| **Student Offered Admission?** | **Y or N** |
| **Student Admitted?** | **Y or N** |

**Note the following:** After careful tabulation of the applicant’s accumulated points (essay included), experience, and character (interview), the program director will make the final decision for acceptance for all OTA applicants.

|  |
| --- |
| **Notes** |
|  |

# Appendix B: Reflection on Exploration

**Directions:** Document the sources and times for at least three (3) hours of exploration about what occupational therapy practitioners do and the purpose of occupational therapy. A list of options is provided, but other relevant sources are considered. It is recommended to explore occupational therapy practice using a variety of sources. Add rows to the chart as needed to fully document the exploration.

Then, complete the form answering the following prompts in a short essay. The essay prompt is detailed below.

|  |  |
| --- | --- |
| **Exploration Hours** | |
| ***Source*** | ***Time Engaged*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| ***Total Time:*** |  |

**Essay Prompt:** There is no length requirement to this reflective essay, but it is important to fully convey your ideas answering the following:

* What has your experience been exploring occupational therapy practice?
* What surprised you? What did you enjoy most?
* What do you feel would be most difficult to do as an OTA?

Provide your response on this document. Then, turn in *Appendix B: Reflection on Exploration*to the application portal.

**Response:**

# Appendix C: Letter of Recommendation

**Letter of Recommendation**

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Individual Completing Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OT/OTA License# (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Note to individual completing form:** Thank you for assisting in the admission process of the above applicant. Recommendations help the program determine the right fit for students in the Dallas College OTA Program. Please complete the form accurately and honestly.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Rating Scale:* | *Superior* | *Above Average* | *Average* | *Below Average* | *Poor* |
| *#* | *5* | *4* | *3* | *2* | *1* |

|  |  |
| --- | --- |
| *Evaluation Area* | *Rating* |
| **Attitude and Personality**: Mannerisms, disposition, ability to work with people, confidence, acceptance of criticism. |  |
| **Reliability and Character**: Dependability, integrity, honesty, trustworthiness. |  |
| **Personal Appearance**: Cleanliness, grooming. |  |
| **Work Habits and Industry**: Conscientiousness, following through, resourcefulness, self-discipline, initiative, willingness. |  |
| **Composure**: Reaction to stress, poise, self-control, adaptability. |  |
| **Capacity for Independent Thinking**: Leadership ability, creative thought, curiosity, demonstrates interest. |  |
| **Judgment and Common Sense**: Ability and foresight in everyday decisions, expression of opinion, maturity. |  |
| **Oral Expression**: Clarity, coherence, and confidence in conversation. |  |

Overall Impression of this Applicant: (You may include additional sheets of paper)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Letter Writer Date

# Appendix D: Health Records and Immunizations

**IMMUNIZATION, CPR, AND PHYSICAL EXAM REQUIREMENTS**

**SCHOOL OF HEALTH SCIENCES PROGRAMS**

The immunization requirements on this form are REQUIRED of all individuals applying to the School of Health Sciences (SOHS) programs. Failure to provide evidence of immunization, as requested by Dallas College or a health care facility to which a student is assigned, may have profound implications on a student’s ability to complete the program or the associated licensure/requirements for the program.

All Vaccine/Immunization records must include full dates i.e. month/day/year & health care providers’ signatures. Health care provider initials may be considered sufficient if the document is on a health care provider’s letterhead including the name & address of the practice.

*Immunization records should include date administered, vaccine administered, injection site, specific dose, route, vaccine manufacturer, lot number, and expiration along with provider and student information.* Lab reports are required on all titers. Based on clinical placement requirements, a titer may be required after an initial equivocal or negative result and repeat series of vaccinations. **School records will NOT** **be accepted**. Immunization records submitted without thorough documentation will not be accepted. Students may be required to repeat vaccines or obtain titers in lieu of vaccines if applicable.

Each program will require that these documents are uploaded to a 3rd party vendor for tracking purposes. Please consult the program in which you are applying for specific information regarding timing and process. Unless otherwise provided herein, Dallas College reserves the right to final approval of all clinical documentation.

1. **MMR**
   1. Documentation of 2 vaccines **or** positive Immunoglobulin G (IgG) antibody titers to Measles (Rubeola), Mumps and Rubella.
   2. If titer is negative or equivocal, series must be repeated.
2. **Varicella**
   1. Documentation of 2 vaccines **or** positive Immunoglobulin G (IgG) antibody titers to Varicella
   2. If titer is negative or equivocal, series must be repeated.
3. **TDap**
   1. Documentation of vaccine within the past 10 years
4. **Influenza Vaccine (Seasonal Flu)**
   1. Documentation of current seasonal flu vaccine by October 1st
5. **Hep B (Students involved in Direct Patient Care)**
   1. Hepatitis B series (2 or 3 dose) (Hepatitis A/B combo series accepted) **AND**
   2. Positive Hepatitis B Surface Antibody titer. If Hep B vaccine documentation cannot be found, a positive titer will be sufficient.
   3. If titer is negative or equivocal, series must be repeated and a 2nd titer is drawn; upload results of both titers and vaccination proof.
   4. The Centers for Disease Control and Prevention (CDC) and the Advisory Committee on Immunizations Practices (APIC) recommend that a titer is drawn 1-2 months after the series is complete. However, you must follow the guidelines from your healthcare provider.
6. **TB Testing**
   1. TB skin test, QuantiFeron Gold (blood test) or T-Spot is accepted.
   2. If screen results are positive (+), those results and documentation of a chest x-ray is required and must be negative for active disease.
   3. TB screening must be within 12 months of program application and must be updated every year
7. **COVID-19** 
   1. Pursuant to Executive Order GA-38 and SB 968 (87th), effective June 16, 2021, Dallas College does not condition access to its educational programs, including those within the School of Health and Sciences (“SOHS”), on COVID-19 vaccination status, nor does it certify or require students to certify to their COVID-19 vaccination status. Notwithstanding the foregoing, if accepted to a SOHS program, students may be assigned to external learning experiences (“ELE”) in the form of clinicals, practicums or internships at external health care facilities that may require additional proof of immunity or additional inoculations/immunizations, including but not limited to vaccination for COVID-19, in accordance with their policies, procedures, and/or safety protocols (“collectively “Policies”). While assigned to an external health care facility SOHS students are subject to and must abide by the policies of the facility to which they are assigned. Dallas College cannot waive or make exceptions to those requirements; nor does the College control the requirements or policies imposed by external health care facilities.

**A valid physical exam is required at entry into all Health Sciences programs and must be submitted on the attached Physical Exam form.**

**CPR: Annual Basic Life Support for Health Care Providers CPR certification. CPR certification from the American Heart Association (AHA), Red Cross or Military approved mechanism is the only approved CPR course and must be face to face or hybrid training. Completely online courses are not accepted. Some clinical sites may only accept AHA CPR cards.**

**PHYSICAL EXAM FORM – Part 1 (Completed by Physician)**

**You must use this physical exam form. The form must be completed by a physician or nurse practitioner.**

**Applicant Full Name** **Date of Birth**

**Email Address** **Student ID #**

**Height** **Weight**  **Temp** **Blood** **Pressure** **Sex**

**Vision** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Glasses** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contact** **Lenses** R \_\_\_\_\_\_\_\_\_\_ L \_\_\_\_\_\_\_\_\_\_

**History: Include any significant information regarding previous medical and surgical conditions and use of alcohol and/or drugs.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Appearance:**

|  |  |  |  |
| --- | --- | --- | --- |
| Normal | Check each item in appropriate column | Abnormal | Describe every abnormality in detail (attach additional sheet if necessary). |
|  | Eyes-ears-nose-throat |  |  |
|  | Mouth-teeth-neck |  |  |
|  | Thyroid |  |  |
|  | Heart and Vascular |  |  |
|  | Lungs |  |  |
|  | Abdomen and Viscera |  |  |
|  | Hernia |  |  |
|  | Scars |  |  |
|  | Back, vertebrae |  |  |
|  | Extremities |  |  |
|  | Skin |  |  |
|  | Neurological |  |  |

**Physician Recommendation**

Based upon your physical examination, is the applicant free of any restrictions in his/her ability to turn and/or move heavy objects?

Yes \_\_\_\_ No \_\_\_\_

If “no,” please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the applicant able to see and hear adequately to practice as a health care professional?

Yes \_\_\_\_ No \_\_\_\_

If “no,” please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the applicant free of any pathological conditions either physical or mental that would interfere with the practice of a health care profession?

Yes \_\_\_\_ No \_\_\_\_

If “no,” please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHYSICIAN OR NURSE PRACTITIONER SIGNATURE IS REQUIRED FOR THIS FORM TO BE ACCEPTED:**

Signature of Physician or Nurse Practitioner Date

Printed Name of Physician or Nurse Practitioner

Phone Number ( )

Address of Physician or Nurse Practitioner:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHYSICAL EXAM FORM – Part 2 (Completed by Student)**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOB:\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, TX \_\_

Phone: (C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (W) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Health Questionnaire: (To be completed by applicant):**

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Do you have any physical limitations that would affect your ability to lift, turn or transfer patients?

Yes: \_\_\_\_ No: \_\_\_\_\_ Do you have any limitations in use of your senses, such as in sight or

hearing,

which would limit your ability to practice a health profession?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Do you have any other condition that might interfere with your ability to

practice in the health professions?

If you answered ‘Yes’ to any of the above, please explain your limitations in detail:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any medications you take on a regular basis or on a frequent basis during the past twelve months:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

History: Include any significant information regarding previous medical, surgical, psychiatric conditions and use of alcohol and/or drugs.:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_