Overview:
Enrollment in the Occupational Therapy Doctorate (OTD) program is limited each year; therefore a screening procedure is used to select the most qualified students for the available positions. Applicants are scored on the following factors:

1. Academic status (Cumulative Grade Point Average and prerequisite Grade Point Average)
2. The letter of application
3. The statement of intent
4. Engagement in leadership and volunteerism
5. Three references

Applicants are granted up to 12 additional bonus points (a maximum of 6 courses) for achieving a B or higher in a 3000 (i.e. graduate level) science course (i.e. psychology, biology, anthropology, chemistry) or business course. Admission to graduate school at Arkansas State University (A-State) does not guarantee admission into the Occupational Therapy Doctorate program. The OTD application process must be completed for consideration into the program.

The curriculum integrates didactic (lecture/classroom) instruction, experiential learning opportunities and clinical fieldwork experiences throughout the curriculum. The OTD program is considered full time, begins in the fall semester annually and is completed in three academic years (9 semesters, Fall, Spring and Summer.) Enrollment is limited to 30 students.

Upon matriculation into the OTD program, students are expected to spend a minimum of 4 hours for each hour of class time per week on assignments and study. Students are expected to have access to a personal computer outside of the classroom, to be proficient in the use of a personal computer and to use the online Blackboard system for coursework. The Blackboard system serves as a communication portal between the student and the instructor. Technological support for Blackboard is available to OTD students through the A-State Help Desk:
http://www.astate.edu/a/its/index.dot
OTD graduate students must maintain a 75% in all OTD courses. Support for learning needs can be found through the A-State Learning Center.
http://www.astate.edu/college/university-college/learning-commons/

To enhance their interdisciplinary educational experience, OTD students will enroll in a total of 12 hours of cognate coursework. Cognate areas are designed to support students in their development of knowledge in one of three content areas: Behavioral, Leadership and Policy, Educator. Cognate coursework is commonly hosted online through Blackboard and students are expected to participate in all online coursework.
The Occupational Therapy Doctorate program at Arkansas State University is under accreditation review with the Accreditation Council for Occupational Therapy Education (ACOTE):

Accreditation Council for Occupational Therapy Education
c/o Accreditation Department
American Occupational Therapy Association
4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449
Phone: 301.652.AOTA
Email: www.acoteonline.org

A Doctor of Occupational Therapy is granted to the student upon the successful completion of the 128 professional core hours plus 12 credit hours in cognate areas. Upon graduation from the OTD program, students must take the required National Board exam hosted by the National Board for Certification in Occupational Therapy (NBCOT) to practice occupational therapy. Students are strongly encouraged to take the NBCOT board exam within five years of their graduation date. Students are required by the National Board for Certification in Occupational Therapy (NBCOT) to pass a background check prior to taking the NBCOT board exam. Failure to pass the NBCOT background check prohibits the licensed practice of occupational therapy. Upon passing the NBCOT examination, the student will become a registered Occupational Therapist (OTR) and then may apply for state licensure. In addition to NBCOT national certification, many states have regulatory laws for occupational therapists and require licensure. Frequently these state requirements are met through the same education and training required to maintain certification with NBCOT. The process for board examination can be found on the NBCOT website: http://www.nbcot.org/assets/candidate-pdfs/cert-exam-handbook

Graduate Level OT Students Seeking to Enroll in the A-State OTD Program:
Prospective students seeking to transfer from an OT program into the A-State OTD program should review the policies and procedures outlined on the A-Sate OTD home page located at: http://www.astate.edu/college/conhp/departments/occupational-therapy/otd-index.dot

Admission Requirements

In order to be eligible for application to the Occupational Therapy Doctorate program, the following minimal requirements must be met, in addition to admission to Arkansas State University-Jonesboro graduate school students must have:

- Earned Baccalaureate degree
- Completion of program prerequisites with a minimum grade of “C” required in all courses
- Cumulative GPA of 2.5 or higher on a 4.0 scale of all college work attempted
- English proficiency requirements, if foreign born
Prerequisite Courses
Course descriptions can be found in the undergraduate bulletin at [www.astate.edu/registrar/](http://www.astate.edu/registrar/).

<table>
<thead>
<tr>
<th>Course Area</th>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>BIO 2203</td>
<td>3</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>Biology</td>
<td>BIO 2201</td>
<td>1</td>
<td>Human Anatomy and Physiology I Lab</td>
</tr>
<tr>
<td>Biology</td>
<td>BIO 2223</td>
<td>3</td>
<td>Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>Biology</td>
<td>BIO 2221</td>
<td>1</td>
<td>Human Anatomy and Physiology II Lab</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY 2013</td>
<td>3</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>Health Professions</td>
<td>HP 2013</td>
<td>3</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>Statistics</td>
<td>STAT 3323</td>
<td>3</td>
<td>Applied Statistics</td>
</tr>
<tr>
<td>Physics</td>
<td>PHYS 2133</td>
<td>3</td>
<td>Survey of Physics for the Health Professions</td>
</tr>
</tbody>
</table>

Students that have completed additional academic preparation through the completion of graduate level courses (courses listed at level 3000 or higher) with a 3.0 grade or higher will be awarded 2 bonus points with a maximum of 12 points (six courses). Examples of graduate level courses are:

Upper level anatomy
Upper level physiology
Microbiology/Medical Microbiology
Philosophy
Sociology
Anthropology
Upper Level Psychology
Other courses may apply upon consideration of the admissions committee.

The high total for the OTD application score is 45 points. Additional factors weighted into the total application score include documentation in the resume section of the application of leadership (+4 points) and volunteerism (+4 points).
Students applying to the A-State OTD program from other (non-Astate) undergraduate programs:

Pre-requisite courses (see above table) are offered in the undergraduate program at Arkansas State University. However, the A-state OTD program does not preferentially admit students with a baccalaureate degree from A-State, and/or prerequisite coursework from A-State. To be considered for the A-State OTD program, the student applicant must complete a baccalaureate degree from an accredited school. Pre-requisite coursework must also be completed from an accredited school. If a student applicant takes these courses, or similar content, from other institutions, then the admissions committee will request the course syllabus, course exams and other learning activities (lectures, assignments) to review each individual course to assure that the course covers the same content as the Arkansas State University pre-requisite courses.

Pre-requisite requirements from an accredited university other than A-State:

• Minimum of 1 credit hour and a grade of C or higher in an undergraduate (1000 level or above) Medical Terminology course

• Minimum of 3 credit hours and a grade of C or higher in an undergraduate (2000 level) or above Statistics course

• Minimum of 3 credit hours and a grade of C or higher in a (2000) level or above physics course

• Minimum of a 2000 level and a grade of C or higher in a 2000 level or above Anatomy I and II course with lab (note: prerequisite hours are 8 credit hours based off of the A-State undergraduate Anatomy I and II course, however other universities may not have the same course series, and therefore content knowledge demonstrated through participation in an Anatomy I and II course versus a minimum of 8 credit hours is acceptable).

• Minimum of 3 credit hours with a grade of C or higher in a 2000 lever of above psychology coursework

After Admissions Requirements

Students admitted to the OTD program must meet professional course requirements stated in the Arkansas State University Graduate Bulletin:

• CPR certification valid through the academic year
• TB skin tests valid through the academic year
• Evidence of Hepatitis B immunization or signed declination statement
• Copy of valid health insurance
• Copy of professional liability insurance
Application Procedure

Submit the full and complete application packet on or before February 15th, using the following address:
Arkansas State University-Jonesboro
College of Nursing and Health Professions
Program Director
Occupational Therapy Doctorate Program
PO Box 910
State University, AR 72467

Incomplete or late applications will not be considered. If you have questions on this procedure, contact the Program Director at 870-972-2274. Students will be notified of their acceptance status by March 31st.

Application Packet

Use the following guidelines when preparing your application packet for the Occupational Therapy Doctorate Program. Read and follow the directions carefully as incomplete applications will not be considered for admission to the program.

- Use a one-inch 3 ring binder; solid colors are recommended. Your name must be affixed to the outside panel edge (binding) of the binder. The inside contents will begin with a FACE SHEET and APPLICATION PACKET CHECKLIST followed by six (6) dividers ordered and labeled according to the guidelines below.
- FACE SHEET: The first page will be a FACE SHEET. Copy the FACE SHEET found in this packet. Fill it out completely and place it first in the binder. You can type or neatly handwrite the information.
- APPLICATION PACKET CHECKLIST: The second page will be the APPLICATION PACKET CHECKLIST. Copy the CHECKLIST found in this packet. Use it to make sure you have included everything you need in the packet. The items on the checklist are in the order of how the packet should be organized.
DIVIDER 1 - RESUME. Your resume should include the following information:

<table>
<thead>
<tr>
<th>Name (First, Middle, Last)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-State Student ID Number</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
<tr>
<td>Address (s) Street address, city, state, zip</td>
</tr>
<tr>
<td>Permanent Address</td>
</tr>
<tr>
<td>Local Address (If different from permanent)</td>
</tr>
<tr>
<td>Phone Number(s)</td>
</tr>
<tr>
<td>Permanent</td>
</tr>
<tr>
<td>Cell</td>
</tr>
<tr>
<td>Work</td>
</tr>
</tbody>
</table>

Secondary Education
- List all past and present secondary institutions attended; list the most recent first in reverse chronological order.

Work Experience
- List all past and present work experience; list the most recent first

Volunteer and Leadership experiences; list most recent first and include responsibility /role

Optional
- The following items are optional – provide as applicable:
  - Awards and honors received
  - Special skills: knowledge of technology, special certification or skills
  - Conferences, seminars or continuing education programs attended (list the most recent first)
  - Other information that might be valuable for evaluation purposes

DIVIDER 2 - APPLICATION. This section of the packet has two parts.
a. Letter of Application: The letter of application should be 1-2 pages in length, word-processed, size 12 font and double spaced with one inch margins.

The letter should be in correct business format and addressed to:

Arkansas State University-Jonesboro
College of Nursing and Health Professions
Program Director, OTD Application
Occupational Therapy Department
PO Box 910
State University, AR 72467

The letter of application should include the following information:
1. Describe the field of occupational therapy and how you learned about the field.
2. Describe your reasons for selecting occupational therapy as a profession.
b. **Statement of Intent:** This part of the application should be 2 pages in length, word-processed, size 12 font and double spaced with one inch margins. Describe past experiences that reflect your role as a leader and why you think you will be an effective occupational therapist.

**DIVIDER 3 - TRANSCRIPTS.** Place school/university-issued sealed envelopes containing official transcripts from all post-high school institutions attended inside a page protector in this section. Place a piece of tape over the top of the page protector so the transcripts will not slide out.

**DIVIDER 4 - PREREQUISITES.** Complete the prerequisite form and include in this section. Put the grade next to the course(s) you have already completed and include the institution where you completed the course. If you need additional prerequisites, indicate when and where you will be taking the remaining courses. If you have retaken a course, indicate the date the course was first taken, and the grade and each subsequent attempt and grade thereafter.

**DIVIDER 5 - REFERENCES.** Arrange for three official reference forms (make three copies of the reference form included in this packet) to be completed by individuals who can address your ability to complete a professional program of study. Choose references who can evaluate you on most, if not all, of the areas on the list. Appropriate individuals could include a work supervisor or professor in an academic course. A family member, relative or close friend should not provide a reference. References should be submitted in sealed and signed envelopes (unopened). Put the envelopes in page protectors with a piece of tape over the top, so they do not slide out. Complete and include the Reference Waiver Form.

**YOU SHOULD SUBMIT ONLY THREE (3) REFERENCES IN THE PACKET.**

**DIVIDER 6 - IMMUNIZATIONS.** Please submit proof you have received the required immunizations or at least the first dose of the series vaccinations (Hepatitis B, MMR). Documentation must come from your healthcare provider.

Required vaccines:
- Hepatitis B (3 doses)
- MMR (Measles, Mumps and Rubella)
- Tetanus & Diphtheria (TDap)
- Tuberculin (TB) skin test

**SUMMARY**
Submit all of the above materials together in one notebook in the order listed. We will not accept information that arrives separately from the application packet. To increase your opportunity to be evaluated for the program, please follow all directions carefully and submit the packet on time.

****ADDITIONAL IMPORTANT INFORMATION****
The Occupational Therapy Doctorate Program requires that all OTD students carry personal health insurance. This is mandatory. Students must provide hard copy proof of this to the Program Director’s Office after they are accepted into the program. This must be provided by mail, fax or hand delivery no later than August 15, prior to starting the first year and on the same date prior to starting the second year in the program. Clear copies of both sides of your insurance card will suffice as proof.

**Arkansas State University**
**College of Nursing and Health Professions**
**Occupational Therapy Doctorate Program**
**Admission Packet FACE SHEET**

<table>
<thead>
<tr>
<th>Name</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Maiden or Former</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

A-State Student ID Number__________________________________________

Home Address _________________________________________________________

Telephone Number ____________________________________________________

Arkansas State University-Jonesboro Email ________________________________

Do you hold a degree in another field? Yes ____ No ____ If “Yes,” what major? ____________

Do you have or have you ever had a professional license or certification in any field?  
Yes ____ No ____ If “Yes,” what type of license? ____________________________  
You MUST enclose a copy of the license with your resume.

Have you ever had a license, registration or certification as a professional denied, revoked, cancelled or suspended? Yes ____ No ____  
If “Yes,” state the reason. _______________________________________________

Have you withdrawn, been dismissed or attended but did not complete any technical, college or university program? Yes ____ No ____  
If “Yes,” you MUST submit a letter of good standing from the director or chair of the program. Include this letter with your resume.

Were you born in a foreign country? Yes ____ No ____ If “Yes,” what country? _______________

See website for English Proficiency Requirements. You MUST submit test scores with your resume.

Date ___________________________ Signature of Applicant 8 2/19/2016
Arkansas State University is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. To that end, the University provides opportunities in employment practices, admission and treatment of students without regard to race, color, religion, age, disability, gender, national origin, or veteran status. Arkansas State University complies with all applicable federal and state legislation and does not discriminate on the basis of any unlawful criteria.
Arkansas State University
College of Nursing and Health Professions
Occupational Therapy Doctorate Program
Admission Packet CHECKLIST

Name_________________________________________ A-State Student ID Number__________

Insert this CHECKLIST directly behind the FACE SHEET and in front of the first divider. Check off all items included in the packet.

_____ FACE SHEET

_____ CHECKLIST

_____ RESUME (Divider # 1)

_____ APPLICATION (Divider # 2)

______ Letter of Application
______ Letter of Intent

_____ TRANSCRIPTS (Divider # 3)

_____ PREREQUISITES (Divider # 4)

_____ REFERENCES (Divider # 5)

______ Reference Waiver Form
______ Reference # 1
______ Reference # 2
______ Reference # 3

_____ IMMUNIZATION PROOF (Divider # 6)
<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>If completed: Course Title, Credit Hours, Grade Received, Completion Date, University</th>
<th>If not completed: Expected Completion Date &amp; University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Anatomy and Physiology I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Anatomy and Physiology I Lab</td>
<td></td>
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<tr>
<td>Human Anatomy and Physiology II</td>
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<td></td>
</tr>
<tr>
<td>Human Anatomy and Physiology II Lab</td>
<td></td>
<td></td>
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<tr>
<td>Introduction to Psychology</td>
<td></td>
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<td>Medical Terminology</td>
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<tr>
<td>Applied Statistics</td>
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<tr>
<td>Survey of Physics for the Health Professions</td>
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</tbody>
</table>

**OPTIONAL BONUS COURSES 3000 Level or ABOVE**

<table>
<thead>
<tr>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Level Anatomy</td>
</tr>
<tr>
<td>Upper Level Physiology</td>
</tr>
<tr>
<td>Microbiology/Medical Microbiology</td>
</tr>
<tr>
<td>Philosophy</td>
</tr>
<tr>
<td>Sociology</td>
</tr>
<tr>
<td>Anthropology</td>
</tr>
<tr>
<td>Upper Level Psychology</td>
</tr>
<tr>
<td>Other courses you would like considered?</td>
</tr>
</tbody>
</table>
REFERENCE WAIVER FORM

To Be Completed by Applicant

Name ____________________________________________

Last  First  Middle  Maiden or Former

A-State Student ID Number _________________________

The applicant should sign and date one of the following statements.

1. Letter is confidential. I waive my rights of access under the Family Education Rights and Privacy Act of 1974, or other laws, regulations or policies (Applicants ARE NOT permitted to read evaluation).

________________________________________

Date  Applicant Signature

2. Letter is NOT confidential. I do not waive my right of access (Applicants ARE permitted to read evaluation).

________________________________________

Date  Applicant Signature
Individuals who are accepted into the Occupational Therapy Doctorate Program must be able to fulfill the didactic and fieldwork requirements of the curriculum and possess qualifications essential to professional performance in the field of occupational therapy.

Compared to other individuals of college age, rate to what extent the applicant appears to possess the characteristics listed below. Please use the following scale:

4 = Outstanding, 3 = Above Average, 2 = Average, 1 = Below Average, 0 = Not Observed

### Personal and Professional Evaluation

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment to learning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Interpersonal skills</td>
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<tr>
<td>Communication skills</td>
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<td></td>
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<tr>
<td>Effective use of time and resources</td>
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<tr>
<td>Use of constructive feedback</td>
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<tr>
<td>Problem-solving</td>
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<tr>
<td>Professionalism</td>
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<tr>
<td>Responsibility</td>
<td></td>
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</tr>
<tr>
<td>Critical thinking</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Stress management</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
How long have you known the applicant?  ______________________________

In what capacity?  ______________________________

If possible, would you employ this applicant?  ______________________________

If no, please explain?  ______________________________

General comments: Please add any comments that would assist in evaluating the applicant’s potential as an occupational therapist.

Recommendation for admission into the Occupational Therapy Doctorate Program:

_____ Strongly Recommend  _____ Recommend

_____ Recommend with Reservations  _____ Do Not Recommend

Evaluator’s Signature: ______________________________  Date: ______________

Please Print Name: ______________________________

Organization:  _______________________________________

Address:  _______________________________________

Telephone:  ______________________  Email ______________________

For the reference to be official, it must be given back to the applicant in a sealed envelope with your signature across the seal. The student will submit it (unopened) in the application packet.
Note: the applicant has included a signed reference waiver form to view or not to view the official reference forms after being used in the application process.