



**Occupational Therapy Doctorate Program
Admission Packet**



GENERAL APPLICATION INFORMATION AND INSTRUCTIONS



Occupational Therapy Doctorate Program Admission Packet



Overview:

Enrollment in the Occupational Therapy Doctorate (OTD) program is limited each year to 30 students. Application scores include the following factors:

- Academic status
- Application essay
- Three pre-professional evaluations and recommendations
- Volunteer and Leadership Roles

To be considered for the OTD program, applicants must apply to **BOTH** the Arkansas State University (ASU) graduate school and the OTD program at the same time. Admission into the graduate school does not guarantee admission into the OTD program.

The Occupational Therapy Doctorate program at Arkansas State University is accredited by 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: acote@aota.org
Website: www.acote.org

The Occupational Therapy Doctorate program consists of 9 semesters totaling 120 credit hours. 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 six months after graduation.

The National Board for Certification in Occupational Therapy (NBCOT) requires all graduates 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. All 50 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.

Admission requirements:

In order to be eligible for application to the Occupational Therapy Doctorate program, applicants must meet the following minimal requirements:

- Earned Baccalaureate degree from an accredited University or College.
- Application to AState graduate school
- All transcripts submitted to the AState graduate school
- Completed program prerequisites with a minimum grade of “C” required in all courses
- A prerequisite GPA of 3.0 or higher on a 4.0 scale
- A cumulative GPA of 3.0 or higher on a 4.0 scale of all college work attempted
- English proficiency requirements, if foreign born (see application p. 6)

Prerequisite courses:

Course descriptions for Arkansas State University are in the undergraduate bulletin at www.astate.edu/registrar/.

Subject	Credit Hours	Course
Biology	3	Human Anatomy and Physiology I
Biology	1	Human Anatomy and Physiology I Lab
Biology	3	Human Anatomy and Physiology II
Biology	1	Human Anatomy and Physiology II Lab
Health Professions	1 – 3	Medical Terminology
Physics	3	Physics for Health Professions or General Physics (Algebra-based not Calculus-based. Sometimes called “College Physics”.)
Psychology	3	Introduction to Psychology
Psychology	3	Abnormal Psychology
Psychology	3	Developmental Psychology (“Lifespan Development” is also acceptable.)
Statistics	3	Statistics for Health Science Majors or Applied Statistics (Course must include inferential statistics)

Bonus courses:

Applicants that have completed courses listed at level 3000 or higher with a grade of A or B can earn up to 5 points. Bonus courses must be in an academic discipline.

Application scoring: The maximum score for any applicant is 100 points.

A. Academic status: The maximum points for academic status is 65. Prerequisite and overall GPA's that fall below 3.0 are not accepted.

Prerequisite GPA points: 40

GPA	Points
3.0 – 3.15	12
3.16 – 3.30	16
3.31 – 3.45	20
3.46 – 3.60	24
3.61 – 3.75	28
3.76 – 3.90	34
3.91 – 4.00	40
Prerequisite GPA score	/40

Overall GPA points: 20

GPA	Points
3.0 – 3.15	8
3.16 – 3.30	10
3.31 – 3.45	12
3.46 – 3.60	14
3.61 – 3.75	16
3.76 – 3.90	18
3.91 – 4.00	20
Overall GPA score	/20

Bonus courses points: 5

Courses	Points
1 – 2	1
3	2
4	3
5	4
6	5
Bonus courses score	/5



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B. Application essay: The maximum points for the application essay is 15.

- 0 = Does not meet criteria
- 3 = Meets some but not all of the criteria
- 5 = Meets criteria

Essay	0	3	5
Factual and Logical (makes sense): The applicant’ essay included references. The sequence and presentation of ideas makes sense to the reader.			
Concise (does not ramble): The applicant’ essay was free of jargon. The writer did not attempt to “fill space” in the essay with unnecessary or unimportant details.			
Depth of Reflection: The applicant communicates to the reader a thought out, clear point of view. The applicant demonstrates a passion and excitement for the profession. The applicant provides detailed information.			
Total score for essay:			/15

C. Volunteer and leadership roles: The maximum points for volunteer and leadership roles is 10.

- a. Volunteerism (5 points) – applicant must provide evidence of volunteer (unpaid) work at a community, university or college, school, or other organization. The evidence must include:
 - i. Letter, on agency letterhead, from the applicant’ supervisor verifying the date, purpose, and number of volunteer hours.
 - ii. A one-page summary that includes:
 - 1. A description of the volunteer experience
 - 2. The role and associated activities attended to by the applicant
 - 3. The mission of the entity served
 - 4. Self-reflection of the volunteer experience

- b. Leadership (5 points) – applicant must provide evidence of participation in a leadership role at a community, university or college, or other organization. Examples of a leadership role include, but are not limited to, President, Vice-president, Secretary, or Treasurer of an organization. The evidence must include:
 - i. Letter from the applicant’ supervisor, on agency letterhead, verifying the date and role of the leadership position.
 - ii. A one-page summary that includes:
 - 1. A description of the leadership experience
 - 2. The role and associated activities attended to by the applicant
 - 3. The mission of the entity served
 - 4. Self-reflection of the leadership experience

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D. Pre-professional recommendations: The maximum points for the pre-professional recommendations are 10. The Pre-professional rater must return the evaluation form in a sealed envelope with the rater’s signature across seal.

Applicant’s Attribute Average	Points
30 – 31	1
32 – 33	2
34 – 35	3
36 – 37	4
38 – 40	5
Attribute average	/5

Rater recommendation	Points
Do not recommend	0
Reservations	1
Neutral	3
Recommend	4
Strongly recommend	5
Attribute average	/5

Final application score and ranking:

An applicant’ total score is calculated by summing A + B + C + D = ____/100. The admission committee ranks the applicants in numerical order highest to lowest. The top 30 applicants receive a position in the program. The next 30 applicants are placed on a waiting list. If a top 30 applicant declines, the admissions committee offers the position to the next applicant on the waiting list. The waiting list remains open until the first day of the fall semester. All remaining applicants are notified that they are declined a position in the program.

Spanish proficiency. Spanish proficiency is not required for application but may enhance the applicant’s overall score. Students must prove their proficiency by taking the ACTFL – OPI (Oral Proficiency Interview). Spanish proficiency scores must be submitted **before February 1**. Additional information can be found at <http://www.languagetesting.com/oral--proficiency---interview---op>



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Students applying to the AState OTD program from non-AState undergraduate programs:

Pre-requisite courses are offered in the undergraduate program at Arkansas State University. The AState OTD program does not preferentially admit students with a baccalaureate degree from AState and/or prerequisite coursework from AState.

To be considered for the AState OTD program, an applicant must complete a baccalaureate degree from an accredited school. Pre-requisite coursework must also be completed from an accredited school recognized by the U.S. Department of Education and a regional accrediting body. If an applicant takes the AState OTD prerequisites at another school, then the admissions committee may request a copy of the course syllabus to assure that the course covers the same content as the Arkansas State University prerequisite courses.

To assure that prerequisites will meet the AState OTD program requirements, applicants may request course reviews from the Department Chair, Dr. Christine Wright, prior to submitting an application.

Pre-requisite requirements from an accredited university other than AState:

- 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. If the course is not at the 2000 level, the applicant must seek permission from the Department Chair to accept course.
- Minimum of 3 credit hours and a grade of C or higher in a (2000) level or above physics course. If the course is not at the 2000 level, the applicant must seek permission from the Department Chair to accept 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 AState 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 level or above Developmental and Abnormal Psychology coursework. If the course is not at the 2000 level, the applicant must seek permission from the Department Chair to accept course.
- Minimum of 3 credit hours with a grade of C or higher in a 1000 level or above General (Introduction to) Psychology coursework.

English proficiency requirements:

The Department of Occupational Therapy requires a high level of proficiency in English so that all students will be able to fully meet academic and clinical objectives as well as meet criteria for professional licensure. All *foreign-born students must take one of the following tests:



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1. Test of English as a Foreign Language (TOEFL) with a score of 83 on the preferred internet-based test (iBT), 570 on the paper-based test, or 213 on the computer-based test.
2. International English Language Testing System (IELTS) with a score of at least 6.5 and a spoken band score of 7.
3. Pearson Test of English Academic (PTE) with a score of 56.

The TOEFL is available at the A-STATE Testing Center. When taking the exam off campus, the report code for Arkansas State University is 6011.

Transfer students:

Transfer students will be considered on a case-by-case basis. Students that are currently enrolled in another accredited OTD program may apply to the AState OTD program using the regular admissions process. Should a transfer student be admitted to the AState OTD program, up to nine graduate credit hours may be used to satisfy degree requirements of the OTD. The OT department admissions committee and AState graduate school determine if a student may transfer.

Application procedure:

1. Submit the full and complete application packet on or before **February 1** 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, please contact the program director at 870-972-2274. Students will be notified of their acceptance status by **March 31**.

2. Apply to the graduate school at Arkansas State University. Application instructions can be found online at <http://www.astate.edu/info/admissions/graduate/how-to-apply/>.
3. Submit all transcripts and immunization records to the graduate school. **DO NOT** send transcripts and immunization records to the Occupational Therapy department or submit transcripts and immunization records with the Occupational Therapy application.

Questions: For questions regarding the application, please contact Dr. Christine Wright, Chair, Department of Occupational Therapy at cwright@astate.edu. Please send questions via email. Messages left by phone are difficult to return during application season between August 1 and April

Application instruction: 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. White is preferred but the binder can be in any solid color other than red. (The OTA application binders are red). 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 five (5) 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:

Name (First, Middle, Last)
Email Address
Address (s) Street address, city, state, zip
Permanent Address
Local Address (If different from permanent)
AState Student ID Number (if you are a student already enrolled at AState)
<u>Phone Number(s)</u> <ul style="list-style-type: none"> • Permanent • Cell • Work
<u>Secondary Education</u> List all past and present secondary institutions attended; list the most recent first in reverse chronological order.
<u>Work Experiences</u> <ul style="list-style-type: none"> • List all past and present work experience; list the most recent first
<u>Optional</u> The following items are optional – provide as applicable: <ul style="list-style-type: none"> • 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)

DIVIDER 2 – 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 of the first course, the grade, and each subsequent attempt and grade thereafter.

DIVIDER 3 – APPLICATION ESSAY. The essay must be typed, double-spaced and in 12-pt. font. No more than TWO pages for the essay. Provide references where necessary. The applicant must answer the following questions:

1. Occupational therapy is a complex and sometimes misunderstood profession. In your own words, define and describe Occupational Therapy. Describe your reasons for choosing this profession. Describe any experiences you have had with Occupational Therapy.
2. Graduate school, especially a doctoral program, requires a lot of time, energy, and sacrifice. Discuss your plan on how you intend to be successful in the program. Provide details.
3. Describe why you think you will be a contributing professional to the profession of occupational therapy. Describe past experiences that reflect your personal and professional attributes. Describe past experiences about personal development and leadership.

DIVIDER 4 – VOLUNTEERISM AND LEADERSHIP.

Volunteerism

- List all past and present volunteer experiences; list the most recent first
- Choose one (1) experience and type a one-page summary that includes:
 - A description of the volunteer experience
 - The role and associated activities attended to by the applicant
 - The mission of the entity served
 - Self-reflection of the volunteer experience
- Letter from the applicant' supervisor at the agency verifying the date, purpose, and number of volunteer hours.

Leadership

- List all past and present leadership experience; list the most recent first
- Choose one (1) leadership experience and type a one-page summary that includes:
 - A description of the leadership experience
 - The role and associated activities attended to by the applicant
 - The mission of the entity served
 - Self-reflection of the volunteer experience
- Letter from the applicant' supervisor at the agency verifying the date and role of the leadership position.

DIVIDER 5 – PRE-PROFESSIONAL REFERENCES.

- Arrange for three people to complete your **pre-professional reference forms** (included in this packet). The individuals should know you through a professional relationship and preferably over time. Appropriate reference sources include a work supervisor, a work colleague, faculty member, or clinical supervisors. A family member, relative or close friend cannot provide a reference. References must be submitted in sealed envelopes with evaluator's signature across the seal on the back of the envelope. Put the envelopes in a page protector with a piece of tape over the top, so they do not slide out.
- Complete the **Reference Waiver Form** (included in packet).
- **YOU SHOULD SUBMIT NO MORE AND NO LESS THAN THREE (3) REFERENCES IN THE PACKET.**

SUMMARY

Submit all of the above materials together in one notebook in the order listed. Information arriving separately from the application packet is not accepted. The admissions committee only evaluates complete applications submitted on or before February 1. No exceptions. The applicant is solely responsible for reading and following all instructions.

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 based on any unlawful criteria.

****ADDITIONAL IMPORTANT INFORMATION****

Based on recent legislation in Arkansas, students are required to complete a background check **AFTER** they receive conditional admission into the program. Arkansas State University's College of Nursing and Health Professions works with Verified Credentials, Inc. to establish an acceptable screening procedure. The cost of the background check is \$100.

The Occupational Therapy Doctorate Program requires all OTD students carry personal health insurance. Students must provide hard copy proof of health insurance to the department Chair after acceptance into the program. Students must provide proof of health insurance by mail, fax or hand delivery no later than August 1 every year in the program. Clear copies of both sides of insurance card will suffice as proof.



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APPLICATION



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FACE SHEET

Name _____
 Last First Middle Maiden or Former

AState Student ID Number (Applicable only if you are already an AState student) _____

Home Address:

Telephone Number: _____

Arkansas State University----Jonesboro Email (Applicable only if you are already an AState student):

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? _____
 (*Submit test scores with application.)

 Signature of Applicant

 Date

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CHECKLIST

Insert this CHECKLIST directly behind the FACE SHEET and in front of the first divider. Check off all items before submitting application.

- FACE SHEET
- CHECKLIST
- RESUME (Divider #1)
- PREREQUISITES (Divider #2)
- APPLICATION ESSAY (Divider #3)
- VOLUNTEERISM AND LEADERSHIP (Divider #4)
- PRE-PROFESSIONAL REFERENCES (Divider #5)
 - Reference Waiver Form
 - Reference #1
 - Reference #2
 - Reference #3
- GRADUATE SCHOOL APPLICATION SUBMITTED TO ASTATE (This is a different from the admission application submitted to the Occupational Therapy department. Go to <https://www.astate.edu/info/admissions/graduate/how-to-apply/> for instructions.)
- TRANSCRIPTS FROM **ALL** POST SECONDARY SCHOOLS
- IMMUNIZATION RECORDS

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PREREQUISITE FORM

Prerequisite	If completed: Course Title, Credit Hours, Grade Received, Completion Date, University	If not completed: Expected Completion Date & University
Human Anatomy and Physiology I		
Human Anatomy and Physiology Lab I		
Human Anatomy and Physiology II		
Human Anatomy and Physiology Lab II		
Medical Terminology		
Physics for Health Professions or General Physics		
Introduction to Psychology		
Abnormal Psychology		
Developmental Psychology		
Statistics for Health Science Majors or Applied Statistics (Course must include inferential statistics)		



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BONUS COURSES FORM

Applicants that have completed courses listed at level 3000 or higher with a grade of A or B can earn up to **5 points**. Bonus courses must be in an academic discipline. [E.g. the basic sciences (biology, chemistry, or physics), psychology, sociology, anthropology, philosophy and ethics, cultural or gender studies, physiology, religious studies, math/statistics, economics, law, business, etc.] Prerequisites cannot count for bonus courses.

Course Number and Title	Credit Hours, Completion Date, University	Grade Received



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REFERENCE WAIVER FORM
(Must be completed by applicant)

Name _____
Last First Middle Maiden or Former

AState Student ID Number (if applicable) _____

Please read the following statement:

THE OCCUPATIONAL THERAPY DOCTORAL PROGRAM AT ARKANSAS STATE UNIVERSITY DOES NOT ALLOW APPLICANTS TO READ ANY PRE-PROFESSIONAL REFERENCE FORMS SUBMITTED AS PART OF THE APPLICATION PROCESS EITHER PRIOR TO OR AFTER APPLYING TO THE PROGRAM.

Your signature below indicates that you understand that as an applicant you waive your rights to view any pre-professional evaluation form submitted as part of the application process.

Applicant Signature

Date



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PRE-PROFESSIONAL REFERENCE FORM

_____ is applying for admission to the Occupational Therapy Doctorate Program (OTD) at Arkansas State University (AState) and is requesting a *pre-professional evaluation* from you. You are one of three raters for this applicant. Ratings **are not** shared with the applicant and the A-State OTD Admission Committee keeps your identity confidential.

The purpose of the *pre-professional evaluation* is to express your opinion about the applicant's current professional abilities. This information will assist the admissions committee in evaluating the suitability of the applicant to the AState Occupational Therapy Doctorate program.

Please mark the box that reflects your opinion about the applicant.

Personal and Professional Suitability of the Applicant						
The Applicant's Attributes		Not Observed (0)	Below Average (1)	Average (2)	Above Average (3)	Outstanding (4)
1.	Ability to learn new information					
2.	Ability to work with others on a team					
3.	Ability to communicate with others					
4.	Ability to initiate new actions					
5.	Ability lead others					
6.	Ability to create solutions					
7.	Ability to listen to others					
8.	Ability to care for others					
9.	Ability to manage stressful situations					
10.	Ability to behave professionally towards others					

PRE-PROFESSIONAL REFERENCE FORM (p. 2)

Please circle the response that reflects your relationship with the applicant. A pre-professional reference cannot be a family member, friend, family friend, member of a religious community, or member of a social community.

1. The applicant is currently an employee in my workplace who reports to me.
2. The applicant was an employee in my workplace and reported to me.
3. The applicant is currently a co---worker in my workplace.
4. The applicant was a co---worker in my workplace.
5. The applicant is a person that I do not know beyond that of a professional contact.
6. The applicant is currently a student or technician that I teach or supervise.
7. The applicant was a student or technician that I taught or supervised.

Please circle the statement that reflects your recommendation for the admission of this application into the Occupational Therapy Doctorate Program:

- A. *I strongly recommend this individual pursue doctorate level education for occupational therapy (5).*
- B. *I recommend this individual pursue doctorate level education for occupational therapy (4).*
- C. *I feel neutral about this this individual pursuing doctorate level education for occupational therapy (3).*
- D. *I have reservations about this individual pursuing doctorate level education for occupational therapy (1).*
- E. *I do not recommend this individual pursue doctorate level education for occupational therapy (0).*



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PRE-PROFESSIONAL REFERENCE FORM (p. 3)

By signing this document, I acknowledged that I am not related to the applicant, a friend of the applicant, a friend of the applicant's family, a member of the applicant's religious organization or member of the applicant's social organizations.

Evaluator's name (please print): _____

Evaluator's signature: _____ Date: _____

Evaluator Organization: _____

Evaluator phone: _____ Evaluator email: _____

****Very important!**

For this pre-professional reference form to be official, give it back to the applicant in a **sealed envelope with your signature across the seal**. The student will submit the envelope (unopened) in the application packet.

The applicant included a signed reference waiver form that they are not to view official reference forms before or after the application process.

Thank you for your time.

Sincerely,

The Arkansas State University
Occupational Therapy Doctorate
Program Admission's Committee