



Arkansas State University Occupational Therapy Program Application Instructions

As of July 1, 2025, the application process for the Occupational Therapy Assistant Program at A-State will be an online process through OTACAS. OTACAS is a centralized application system that allows applicants to apply to multiple schools through submission of one application. There is a one-time, \$25.00 application fee associated with the OTACAS system. The applicant may apply to multiple programs with this fee. The fee is paid directly to OTACAS and no part of the fee is received by the program. The fee is non-refundable and is not based on admission decisions.

Application to the OTA program for the 2026 application cycle, will be available on OTACAS starting on July 17, 2025 and admission to the A-State OTA program is determined by the applicant's scores on the following:

1. **Overall college GPA:** The minimum GPA requirement is a 2.75. Applicants with less than a 2.75 will not be considered for admission. (0-4 points)
2. **Prerequisite GPA:** A separate GPA is calculated from the applicant's prerequisite scores. All listed prerequisite courses must be completed with a course average of a B or higher. Please note that all prerequisites do not have to be completed at the time of application submission but must either be in progress or the applicant must have a plan for completion prior to the start of the program. (0-4 points)
3. **Service/Volunteer Experience:** Service/Volunteer is defined by the program as "unpaid work". The experiences do not have to be related to occupational therapy or healthcare but should demonstrate the ability for the applicant to serve others. This information will be reflected in the applicant's resume. Both the quality and quantity of the experiences are considered. (0-4 points)
4. **Leadership Experience:** Leadership is defined by the program as "leading a group of people". Leadership experiences do not have to be related to occupational therapy or healthcare but should demonstrate the applicant's ability to lead others and take on leadership roles. This information will be reflected in the applicant's resume. Both the quality and quantity of the experiences are considered. (0-4 points)
5. **Writing Sample:** A writing sample is reviewed to determine 1) the applicant's knowledge of the occupational therapy profession and 2) the applicant's ability to produce professional writing. (Content: 0-1 point, Grammar/Professional Writing: 0-3 points)



6. **Overall Impression:** An overall score is provided that considers both the applicant's academic history and personal traits and characteristics provided throughout the full application. (0-4 points)

In order to submit your application following the directions below carefully. You do not have to complete the application in one sitting. You may use your account to work on the application as you are able. Please ensure that your application is complete before submitting. It may be helpful to gather the following information before applying.

1. Names of all colleges/universities attended and dates attended.
2. Contact information for two professional references.
3. Personal CV/Resume (see resume instructions below)
4. Copies of any licenses, certifications, or other professional certificates (if applicable)

Once you are ready to begin your application please follow the instructions below. **The final deadline for your application to be submitted is March 1.** Applications received after the due date will not be considered without explicit permission from the OTA program director. Applicants will be notified of the committee's decision through email no later than May 1st.

Instructions for use of OTACAS

1. Click on the OTACAS Link: <https://otacas.cas.myliaison.com/applicant-ux/#/login>
2. If it is your first time click "Create and Account" if it is not your first time then use your username and password to login.
Create an Account: Answer all the questions with your personal information.
Click the year that you plan to attend (start the OTA program).
3. Once you have created an account and have logged in click on the "Add Program" tab at the top of your dashboard.
4. Search for "Arkansas State University, Occupational Therapy Assistant" Click on the program to read about our admission criteria.
5. If you want to continue to apply to the A-State OTA program click on the "+" button beside the program name. Then click "Continue."



6. You will be prompted to pay the \$25 fee for application. Please note that this is a one-time fee that is non-refundable and is paid to OTACAS directly. You can apply to as many programs as you wish through the OTACAS system using this one-time fee of \$25.
7. Once you have paid the fee you will go back to the “My application” tab and begin working through the four areas until they are completed.
 - a. Personal Information: Be sure to complete all questions in this section.
 - b. Academic History: High School attended and any College attended (even through concurrent credit) is required to enter. Transcripts must be provided for each college attended. Continuing Education Courses are optional. GPA entries should be provided for all OTA prerequisites. No standardized test scores are required. You can simply click “I am not adding any standardized tests.”
 - c. Supporting Information: Two professional recommendations are required. You will provide the contact information of your recommendations and OTACAS will send them a survey to complete as well as a space to provide a letter of recommendation. Please ensure that contact information and email addresses are correct before submitting. Licenses and/or certifications are not required but will be considered during your application. A CV/Resume is required and should be provided and include the following information:

Resume Instructions:

Your resume can be in any professional format, but should include the following information:

- Name (First, Middle, Last)
- A-State Student ID Number (Note: all applicants must also be accepted into A-State prior to submission of application)
- Email Address
- Address (s) Street address, city, state, zip o Permanent Address o Local Address (If different from permanent)
- Phone Number(s) o Permanent o Cell o Work
- High School and Secondary Education
 - List all past and present secondary institutions attended; list the most recent first in reverse chronological order.
- Work Experience o List all past and present work experience; list the most recent first
- Extracurricular Activities
- Volunteer or Service Learning experiences; list most recent first and include responsibility



- For volunteer hours, please include name of coordinator or contact person, contact number and/or email, number of hours served and specific duties, just as you would list work experience.
 - Leadership Experiences; list most recent first and include responsibilities.
 - Leadership is defined as leading a group of people or receiving a distinguished award.
 - 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. Observation hours are not required for the OTA program at A-State.
- d. Program Materials: Click on the A-State OTA program. Click the questions tab, documents tab, and prerequisites tab and complete all required items.
8. Once you have completed the full application, return to the main dashboard and click the tab marked “Submit Application” at the top. Locate the program name (Arkansas State University) and then click the “Submit” button. Please note that all submissions are final and all **applications must be submitted by March 1st** of each academic year to be considered for the following August.

Any questions regarding the OTA Program Admission Criteria should be directed to the OTA Program Director, Andrea Brown, at anbrown@astate.edu

Any questions regarding technical difficulties or questions about the OTACAS system should be directed to OTACAS at: support@otacas.myliaison.com