Northwood Technical College
FY25 (2024-25) Occupational Therapy Assistant Program (Transfer Track)

The following is additional information about the Northwood Technical College Occupational Therapy Assistant (OTA) program. This information supplements the program webpage and district catalog.

Degree: Associate in Applied Science-Occupational Therapy Assistant

A. OCCUPATIONAL THERAPY ASSISTANT PROGRAM - 64 semester credits

PROGRAM DIRECTOR	PROGRAM LOCATIONS	FIELDWORK LOCATIONS
Becky Mika, OTR, MBA-HCA Northwood Technical College 2100 Beaser Ave Ashland, WI 54806 715-319-7263 becky.mika@NorthwoodTech.edu	Northwood Tech-Ashland (Web instruction) Northwood Tech-New Richmond (Web instruction) Northwood Tech-Rice Lake (Web instruction)	Northwood Tech district, Wisconsin, Minnesota, Michigan, Illinois, Iowa, and other states

There is no time limit for course transferability, but a competency examination may be required to determine level of knowledge. Please be advised that there may be a waiting list. You can obtain application materials by contacting the Admissions Advisor.

B. ADDITIONAL ADMISSION PROCESS REQUIREMENTS

Due to the limited availability fieldwork sites, classes are limited to 12 students at each campus, and transfer students are admitted on a space-available basis only. If space is available, you will be contacted as to what additional documentation must be provided to complete your transfer and course registration. Transfers are handled on a first-come, first-served basis.

Submit official college transcripts and associated materials to the Admission Advisor of the campus you wish to attend:

Admissions Advisor
Northwood Technical College
2100 Beaser Ave
Ashland WI 54806
Phone: 715.682.4591 or 800.243.9482
ashland.admissions@northwoodtech.edu

Admissions Advisor
Northwood Technical College
1019 S. Knowles Ave
New Richmond, WI 54017
Phone: 715-246-6561 or 800.243.9482
newrichmond.admissions@northwoodtech.edu

Admissions Advisor
Northwood Technical College
1900 College Dr
Rice Lake, WI 54868
Phone: 715.234.7082 or 800.243.9482
ricelake.admissions@northwoodtech.edu

WEB CONFERENCING
The OTA program at Northwood Tech connects to Ashland, Rice Lake, and New Richmond campuses via Web Conferencing instruction. With the use of technology, all individuals or campuses can be connected and participate in lecture in real time with the lecture instructor at the location of their choice. However, most labs are offered in person with a lab instructor at each location. Using technology for instruction can be challenging and exciting.

DISTANCE EDUCATION POLICY
A student must take an OTA course entirely at the campus they are admitted to. For example, a student admitted to the RL campus must take all OTA core classes at the RL campus. Each campus has a capacity of 12 students. Students may not change campuses during the semester. If an opening occurs at a campus, a lottery will be conducted to determine priority for any available spots. Changing from one campus to another is only possible at the beginning of a semester. The OTA Program Director will conduct the lottery. Students wishing to change campuses must contact the OTA Program Director.

CLASS COMMITMENT
The average amount of time spent in the classroom for a full-time student is between 20 and 25 hours per week. In addition to scheduled class time, it is expected that students spend at least two to three hours studying for each hour of classroom lecture they attend. This represents a significant time commitment, and most students find it necessary to reduce work hours during the program.

TRANSFER CREDIT
Official college transcripts must be submitted for any college coursework that has been completed. Official college transcripts must be sealed and sent from the sending institution.

OTA PROGRAM STANDARDS
OTA students must complete all required courses with a 2.0 or better. An OTA student may repeat a core (OTA 514-XXX) course only **once**. In addition, students enrolled in the OTA program may repeat only **two** core (OTA 514-XXX) courses in the program during their progress toward graduation. This policy also applies to coursework taken at other colleges.

COMPUTER NEEDS
As an OTA student at Northwood Tech, you are required to have 24-hour internet access. All OTA courses have a Blackboard component where PowerPoints, resources, and assignments are posted. Microsoft Office is required for completion of assignments. Students need access to a color printer. A device for taking quality photos, such as a phone, tablet, or digital camera is recommended.

FIELDWORK
OTA students will need reliable transportation to meet the demands of the program. Students are required to complete observation and fieldwork portions of the curriculum off campus. Travel for observation and Level I Fieldwork may be 3 hours (one way) from your campus. Fieldwork IIA and IIB is scheduled off campus. The fieldwork experience is "on the job training" consisting of 35-40 hours per week for 16 weeks of fourth semester.

These placements may be anywhere within the Northwood Tech district, Wisconsin, Minnesota, Michigan, Illinois, Iowa, and other states. Time commitment and travel make employment difficult during Fieldwork IIA and IIB. Fieldwork IIA and IIB will be completed in two different settings under the supervision of a COTA or OTR. The two settings offer a different service delivery model. No part of level I Fieldwork may be substituted for Level II Fieldwork. OTA students must complete Level II Fieldwork within 18 months following completion of academic preparation.

ACCREDITATION

The associate-degree-level occupational therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

PROFESSIONAL LICENSURE AND/OR CERTIFICATION INFORMATION

Northwood Tech's Occupational Therapy Assistant program prepares students to obtain the required licensure to be employed/practice in the state of Wisconsin. The College does not guarantee its curriculum matches the requirements for preparation, examinations, or licensure for other states. To be eligible for testing and/or licensing in the state of Wisconsin, you may be required to obtain a social security number. Please click below to review more details about accreditation and licensure.

National Board for Certification in Occupational Therapy (NBCOT)

State of Wisconsin Department of Safety and Professional Services

BACKGROUND CHECK AND CONVICTION RECORD

Students who have been convicted of a felony may not be eligible for the national certification exam or state licensure. There is no automatic disqualification from licensure based on a conviction record. The Board has the authority to deny licensure to anyone with a conviction record or pending charge, the circumstances of which substantially relate to the duties of that person's licensure. In making this determination, the Board considers the following factors:

1. The nature and seriousness of the act for which convicted/arrested (as the circumstances relate to the practice of professional or practical OT);
2. The proximity in time of the conviction/arrest to the present;
3. The success of rehabilitation (if any has been indicated);
4. The record since conviction/arrest.

The Board will not offer an opinion of eligibility for licensure until the graduate actually applies. The graduate will need to provide copies of any judgments of conviction and criminal complaints. The Board will investigate and determine whether they substantially relate to the practice of OT.

Students in the OTA program will attend practical sessions in fieldwork agencies that are regulated by state and federal government. The laws state that these fieldwork agencies may not hire anyone with a history of conviction of certain crimes. Northwood Tech must contract with these agencies to provide your fieldwork experiences while in the program. In order to do so, the agencies expect Northwood Tech to adhere to the same guidelines—in other words, they view students as temporary employees.

Conviction history will be explained at the mandatory program orientation. Having a conviction history will not necessarily stop you from entering the program. We will need to discuss the charges with you and will make every attempt to confidentially resolve the concern with the fieldwork agencies utilized for the fieldwork courses. Ultimately, the fieldwork agencies reserve the right to determine what is an acceptable background check. The fieldwork location may deny access to their setting based on a negative background check. If this occurs, you would not be able to complete the OTA program requirements. The costs of background checks are the responsibility of the student.

All OTA students enrolled in core (514-xxx) courses are required to complete a caregiver background check from the Wisconsin Department of Health Services. Students pay a fee and submit the required

documentation to the campus designee between August 1 and September 1 of the year you begin the core (514-xxx) courses. Forms and directions are located on the [OTA program web page](). Some facilities require a National Criminal Background Check, which can be completed through [Verified Credentials, LLC](). In addition to that, if you are a student who will complete OTA Fieldwork or course activities in another state, you will also be required to complete a Caregiver Background Check in that state. Prior to OTA Fieldwork, your Program Director or Fieldwork Coordinator will inform you if the National and/or state Caregiver Background Check is needed. All costs related to required background checks are the responsibility of the OTA student.

OTA HEALTH FORM
Prior to the start of the first semester of core (OTA 514-xxx) courses, you must complete the Northwood Tech Health Sciences Health Form including immunizations, medical history, and physical. BLS Basic Life Support is required prior to the start of 2nd semester. Forms and directions are located on the [OTA program web page](). This form is discussed in the online OTA Orientation.

OTA ORIENTATION
The Program Director and OTA Faculty provide a mandatory online OTA orientation before OTA courses begin. This is required for students enrolling in core (OTA 514-xxx) courses for Fall semester. The orientation provides an overview of the OTA program at Northwood Tech including policies and strategies for success. The program and fieldwork are discussed.

GRADUATE SALARY EXPECTATIONS
Aggregated statewide graduate outcomes indicate average monthly salaries are between $42,325-$65,983 annually and the average yearly salary is $55,280.

SCHOLARSHIPS AND FINANCIAL AID
Full-time students are eligible for financial aid. Scholarships are available.

FY25 (2024-25)
Checklist for TRANSFER into Occupational Therapy Assistant Program

Because space in the OTA program is limited, transfer students will be admitted only as space is available.

Admission Requirements

_____ Submit official transcript(s) from colleges previously attended. The transcript(s) must be evaluated by CPFL staff to determine semester placement. Once semester placement has been established, the transfer student may apply for admission to that semester. Application requirements include:

_____ Complete application. Any student admitted into an Occupational Therapy Assistant program within the Wisconsin Technical College System (WTCS) will receive reciprocity for admission at any other WTCS OTA program. The student is responsible for submitting a copy of their previous admission information.

_____ Have earned a high school diploma or GED certificate; current HS seniors must provide both a current high school transcript and a final (official) transcript with confer date.

_____ Review and sign Background Check Disclosure

_____ Review and sign the Functional Abilities Disclosure

_____ Complete admissions meeting with a Northwood Tech counselor

Program-Specific Requirements

_____ Submit Background Check fee

_____ Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable

_____ Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb).

_____ COVID vaccination---highly recommended
   NOTE: Northwood Technical College cannot guarantee clinical placement or ability to progress in the program if a student is not able to meet the clinical site requirements including but not limited to; influenza vaccine, covid vaccine, negative tb skin test or QuantiFERON®-TB Gold In-Tube test (QFT-GIT) or T-SPOT®.*TB* test (T-Spot), up to date acceptable background check, or any other clinical requirements required by the clinical site. Northwood Technical College cannot guarantee clinical placement if the clinical site must be changed due to students inability to meet the site specific requirements. Many sites require the student information 4-6 weeks prior to the clinical start date.

_____ Possess current certification of "BLS Basic Life Support"

_____ Review and sign Health Sciences Confidentiality Statement