

NORTHWOOD TECHNICAL COLLEGE
OCCUPATIONAL THERAPY ASSISTANT
STUDENT POLICIES

REQUIRED DOCUMENTS FOR OTA STUDENTS

The following documents must be completed and submitted to the OTA Program Director by the dates indicated. If the documents are not signed and submitted to the Program Director by due dates, the student will not be able to participate in required course competencies. This may jeopardize the student's ability to complete required coursework.

Students will not be able to complete off campus activities or fieldwork without completion of the required documents.

Reentry students are required, as directed by the OTA Program Director, to resubmit documents prior to reentry into the program.

Between August 1 and September 1 of the year you are admitted to core (514-xxx) OTA courses.

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| • Wisconsin Caregiver Background Check (\$10) | OTA-38 in the OTA Handbook |
| • Self-Reporting Requirements | OTA-38 in the OTA Handbook |
| • CBC Disclosure | OTA-37 in the OTA Handbook |
| • Functional Abilities | OTA-41 in the OTA Handbook |
| • Confidentiality Statement | HS-17 in the Health Sciences Handbook |
| • Student Rules and Regulation | Insert in the OTA Handbook |
| • Health Sciences Health Form, including immunization record and physical exam | HS-21 in the Health Sciences Handbook |

UPLOAD TO STUDENT PASSPORT

By the first day of the Spring Semester (2nd Semester)

- CPR
- HIPAA training, scheduled during OTA lecture

UPLOAD TO STUDENT PASSPORT

Third Semester

- Fieldwork I Orientation
- Fieldwork Policy Signature Sheet
- Fieldwork II Orientation