



Admission Requirements

The School of Occupational Therapy (ACHE OT) has a limited number of spaces; therefore, the admission process is competitive. The admission process, which reflects ACHE's mission, employs a rigorous review process in order to provide an individualized and holistic evaluation of every application. Each applicant is assessed based on achievements and potential in a broad range of categories. These categories include:

- Shared ideals of the ACHE School of Occupational Therapy mission
- Strength of educational performance and potential for academic success
- Commitment to intellectual and professional engagement

ACHE OT accepts applications annually beginning with the opening of the Occupational Therapist Centralized Application Service (OTCAS) application cycle. Early application is recommended, as ACHE OT runs on a rolling admission process – we start offering admission early in the cycle. Applicants must be U.S. citizens or hold a permanent residency card. ACHE does not accept international students.

Applicants complete the following requirements to be considered for admission.

1. A bachelor's degree must be earned by the end of the semester prior to planned ACHE OT enrollment. If courses are in progress at the time of application, the final official transcript showing completion of all coursework and degree conferred must be received no later than 2 months after the start of the program. A bachelor's degree must be completed through a regionally accredited college/university recognized by the US Department of Education.
 - All official transcripts, including coursework currently in progress, must be submitted through OTCAS as part of the application verification process (OTCAS available, beginning mid-July).
 - ACHE OT does not have set minimum GPA requirements. Applicants are reviewed through a holistic admission process, taking into consideration all factors indicating an applicant is a fit for the ACHE OT mission. However, applicants should realize competition dictates that most students will have an overall GPA >3.5 and prerequisite GPA >3.0. These standards reflect a greater opportunity for success with the curriculum and national board examination.
2. Complete all prerequisite coursework.*
3. Complete a minimum of 30 professional contact hours under the supervision of registered occupational therapists (OTR). This must be completed in 2 different settings (15 hours each setting), under the supervision of 2 different occupational therapists (OTR); requiring each occupational therapist to speak to the applicant's fit for pursuing occupational therapy as a career. Family members of applicants may not be used. Sites where the applicant is employed are not allowed. A total of 30 hours must be completed within a year of the application submission date. The applicant provides the supervising occupational therapist with an evaluation form for the therapist to mail to ACHE. The evaluation form is available through the ACHE OT website.

4. Complete the online application through OTCAS; available mid-July.
5. Submission of Computer-Based Assessment for Sampling Personal Characteristics (CASPer®), a situational judgement test; CASPer® available beginning April/May.

To be considered for an interview, an applicant must meet all the preceding admission requirements and meet the Technical Standards for Admissions and Continued Enrollment located on the ACHE OT website. If the application is found to meet the standards and mission of ACHE OT, an invitation may be extended to the applicant for an interview. In addition to the on-site interview, the applicant will:

- Compose a brief essay on a topic provided
- Engage in dialogue with faculty, staff, and students
- Tour ACHE facilities

* Prerequisite Coursework

Sociology or Anthropology	3 credit hours
Abnormal Psychology	3 credit hours
Lifespan Development/Developmental Psychology [†]	3 credit hours
Statistics	3 credit hours
Anatomy and Physiology (with lab)	8 credit hours
Medical Terminology	<u>1 credit hour</u>
	21 credit hours

[†] Must cover entire lifespan.

These basic requirements must be taken for credit and passed at a college or university accredited by a regional accrediting body that is recognized by the U.S. Department of Education. All prerequisite coursework must be completed within 10 years of application. Advanced placement for prerequisite coursework, credit for experiential learning, and prerequisite work experience is not accepted.

Transfer Students & Transfer Credits

ACHE OT accepts transfer applicants in rare circumstances and is determined on a case-by-case basis. The following are minimal requirements: a) transfer applicants must be currently enrolled in an accredited occupational therapy program, b) transfer applicants must be passing all courses at the time of transfer and be in good standing with their current occupational therapy program, c) transfer applicants must provide a written statement outlining reasons for the request for transfer to the ACHE OT dean and must be eligible for continuing or readmission at the current occupational therapy program, d) transfer applicants must have a letter of recommendation from the dean, vice dean or senior associate deans of the prior college attended. Decisions regarding transfer are made by the dean in consultation with the ACHE OT admissions and curriculum committees and will be based on factors including academic record, circumstances leading to the transfer request, available space, and admission standards.

There is no automatic transfer of graduate credit; students must seek approval for course transfer credit. Course(s) being reviewed for transfer of credit must: a) be from a USDE approved institution, b) reflect the content and instructional delivery comparable to the ACHE OT course(s), c) course must be taken within the past 3 years with an earned grade of no less

than a “B”. Meeting the minimum guidelines does not ensure course(s) will be accepted for transfer credit. The ACHE OT dean has the final decision. Students wishing to transfer credits should be prepared to submit course syllabi. Course(s)/credit(s) will be reviewed by ACHE OT Curriculum Committee, with the dean making the final determination based on committee recommendation. Arkansas Colleges of Health Education (ACHE) transcripts will reflect the cumulative credit hours transferred from the previous graduate school.

ACCREDITATION STATEMENT:

DOCTORAL-DEGREE-LEVEL OCCUPATIONAL THERAPY PROGRAM (Program with Candidacy Status)

The entry-level occupational therapy doctoral degree program has applied for accreditation and has been granted Candidacy Status 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.

The program must have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). 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.

Students must complete Level II fieldwork and experiential requirements within 24 months following completion of the didactic portion of the program.



The Arkansas Colleges of Health Education School of Occupational Therapy requires each applicant complete a minimum of 30 professional contact hours as part of the admissions process. The purpose is for applicants to gain a better understanding of occupational therapy and to have a professional speak to the applicant's fit to pursuing an occupational therapy degree.

Important points to remember:

1. The applicant is required to complete 30 professional contact hours in two different settings and under at least two different occupational therapists (OTR). Supervision under an Occupational Therapy Assistant (OTA) will not be accepted.
2. The applicant is responsible for arranging times with the occupational therapists/sites. Remember therapists and/or sites are NOT obligated to provide these opportunities to applicants.
3. The applicant may not use a work site or internship hours to fulfill the professional contact hours. Further, applicants may not participate with a therapist who is a family member or friend.
4. On the first day of the experience, the applicant is responsible to give the supervising therapist a copy of the Professional Contact Hour Evaluation Form (PCHEF), any relevant instructions, and a stamped addressed envelope to the address listed below.
5. Once the experience ends at each site, the occupational therapist completes the PCHEF and mails it directly to the Arkansas Colleges of Health Education School of Occupational Therapy. Only the original signed form will be accepted.
6. The evaluation forms representing a minimum of 30 professional contact hours in two different settings (minimum of 15 hours in each setting) under at least two different occupational therapists must be received as part of the application process.
7. All professional contact hours must be completed within a year of the application submission date.

Mail the Professional Contact Hour Evaluation Forms directly to:

Arkansas Colleges of Health Education
School of Occupational Therapy
ATTN: Admissions-OT (CH)
7006 Chad Colley Blvd.
Fort Smith, AR 72916



Professional Contact Hour Evaluation Form

Applicant's Name: _____

Dates of professional contact hours: _____

In requesting the completion of this evaluation to be used as part of my application to the School of Occupational Therapy at the Arkansas Colleges of Health Education, I waive my right to access this document _____.

(Applicant Signature)

Name of Occupational Therapist: _____

Name of Facility: _____

Address: _____

_____ Email: _____

Type of Setting: _____

Number of hours completed under your supervision: _____

In what capacity?

Observation: _____

Service Learning/Volunteer: _____

Other (explain): _____

Please assess the student in each of the following areas by circling the corresponding rating for each category:

	1=Poor	2=Below Average	3=Average	4=Above Average
Uses Appropriate Judgement (safety of self/others)	1	2	3	4
Communication (verbal & nonverbal)	1	2	3	4
Accepts direction	1	2	3	4
Carries out instruction	1	2	3	4
Demonstrates interest/motivation	1	2	3	4
Is reliable/dependable (attendance and timeliness)	1	2	3	4
Attends to appearance/hygiene	1	2	3	4
Demonstrates good interpersonal skills	1	2	3	4
Demonstrates respect for diversity factors of others	1	2	3	4
Overall potential as an OT graduate student	1	2	3	4

Additional Comments:

Therapist's Signature

Date