Thank you for your interest in the Occupational Therapy Assistant Program (Traditional and/or Accelerated Options of Study) for Fall 2016. This application packet contains important information about admission requirements, the admissions process, and program requirements for Fall 2016. (Note: these admission requirements are applicable to Fall 2016 only. For subsequent years, admission requirements are subject to change without notice).

Here are the Steps that must be followed to successfully apply to the program:

**STEP 1: READ THE INFORMATION IN THIS PACKET**
Please read all of the information in this packet carefully and follow all instructions. Admission to this Program is highly competitive and has a selective admission process. It is your responsibility to assure that you accurately understand the information in this packet and follow it accordingly.

**STEP 2: COMPLETE ALL ADMISSION CHECKLIST REQUIREMENTS**
The Admission Requirements Checklist in this packet details admission requirements and other important information. You must complete all checklist items for your application to be considered complete and ready for review. Please note that it is the applicant’s responsibility for assuring that the application is complete and received. If any of the required items are incomplete/missing when you submit your application material, your application will not be processed (i.e. reviewed). We will mail it back to you.

**STEP 3: SUBMIT YOUR COMPLETED APPLICATION**
We will begin taking completed applications on September 21, 2015. All completed applications received by close of business on February 12, 2016 will be reviewed for potential acceptance to the program. Completed applications may be considered under the same procedure after this date because space remains available in the program or waitlist, but there is no guarantee of such consideration. Admission to this program may close at any time after this date without notice. Thus, the only guarantee of consideration is to have the completed application submitted within the above dates. Applicants who submit completed applications between September 21, 2015 and February 12, 2016 will receive written notification of an admission decision in a letter postmarked by April 1, 2016. If offered admission, a non-refundable $100.00 deposit will be required to secure your acceptance to this Program.

- **Walk-in Submission** - We strongly recommend that you submit your items in person so that we can review them with you to make sure that your application items are complete.

- **Mail-in Submission** - As stated above, it is the applicant’s responsibility for assuring that the application is complete and received. You can mail the items to us (see the NSCC application form for address). However, if any of the required items are incomplete/missing when you submit your application material; your application will not be processed. We will mail it back to you.
INSTRUCTIONS (Page 1 of 2): The last Column of this form is to be completed by the applicant. It identifies the admission requirements for this program.

<table>
<thead>
<tr>
<th>Admission Requirements Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checklist Item</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Option of Study Form</td>
</tr>
</tbody>
</table>
| **Biology Requirement:** | Complete ONE of the following courses or testing options:  
  - BIO103 with a grade of C or higher  
  - BIO101 or BIO105 with a grade of C or higher (no time limit)  
  - TEAS version V only - Science section score of 50% or higher (no time limit)  
  - LPN Certificate (no time limit)  
  - Bachelor of Science in Biological science (no time limit)  
  - One of the following within the past 5 calendar years:  
    - High School Biology with a C or higher  
    - CLEP test with a score of 50 or higher  
    - AP Biology Test with a 3 or higher | Initial: ________  
Initial here after circling the option in the previous column by which you meet this requirement. |
| **Course Reference Form:** | Complete the Course Reference Form included in this packet. To be considered for the Accelerated Option of Study, you will need to provide details on the successful completion (final grade of C or higher) of ALL of the following college level courses (no time limits); OR provide information on how these courses will be completed by August 5, 2016:  
  - Anatomy and Physiology 1  
  - Anatomy and Physiology 2  
  - Composition 1*  
  - Composition 2 Elective*  
  - Introduction to General Psychology*  
  - Human Growth and Development* - must cover life span from birth to death  
* You may get credit for these courses by passing certain examinations. For further information, visit http://www.northshore.edu/cas/credit/examination_credit.html#ap | Initial: ________ |
<table>
<thead>
<tr>
<th>Checklist Item</th>
<th>Important Information</th>
<th>Applicant: initial below when complete ( NOTE: Requirements are considered incomplete if in progress, scheduled, or requested)</th>
</tr>
</thead>
</table>
| TEAS Exam - version V                             | The TEAS V exam can be taken at NSCC, or another site approved by ATI Testing (Note: if not taken at NSCC, an applicant must pay an additional charge to ATI to have an official transcript sent to NSCC). Applicants are limited to two attempts within a year; regardless of the testing site and program to which they are applying. Although there are no minimum required scores, each of the following sections are required to be taken: Reading; English; Math; and Science – and scores will be included in the review process. | Initial: ____________
|                                                   | See the TEAS Policy and procedure document in this packet for study/preparation information                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Communications and Math Proficiency              | There are many ways to demonstrate this, including but not limited to: placement testing, by course work here or at another College, SAT scores, and some Entrance Exams. For details visit: http://www.northshore.edu/academics/proficiency/basic_skills.html                                                                                                                                                                                                                                         | Initial: ____________                                                                                                                                                                                                                                                                                                                                                                                  |
| NSCC Application for Admission                   | This form must be completed for the year for which you are applying; regardless of whether you are a new or current student (a previously submitted application does not count).                                                                                                                                                                                                                                                                                                                                                              | Initial: ____________                                                                                                                                                                                                                                                                                                                                                                                  |
| Mandatory Information Session                    | Upcoming dates are included in this packet. When you attend the session, you will be given an attendance form to submit.                                                                                                                                                                                                                                                                                                                                                                             | Initial: ____________                                                                                                                                                                                                                                                                                                                                                                                  |
| Questionnaire                                    | The questionnaire is included in this packet. A word-processed questionnaire must be submitted for the year in which you are applying.                                                                                                                                                                                                                                                                                                                                                                              | Initial: ____________                                                                                                                                                                                                                                                                                                                                                                                  |
| High school transcript or GED score report       | Submit an official copy of the high school transcript or GED score report. If you previously submitted the transcript or score report and attended classes within the past 5 years, then Enrollment likely has it on file.                                                                                                                                                                                                                                                                                                           | Initial and check:
|                                                   | Initial: ____________
|                                                   | ____ submitted now with packet of application material.
|                                                   | ____ previously submitted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Official transcripts from all Colleges/Universities previously attended | Submit official transcripts from all Colleges/Universities previously attended. If the College/University will give an official transcript directly to you, then have them do so. This is the most efficient way for you to ensure that receipt of transcripts do not hold up your application. If you have previously submitted transcripts and have since completed courses or are currently registered for courses, then you need to submit an updated transcript. Transfer students from another accredited Occupational Therapy Program must also provide: 

  • an official transcript proving enrollment in Occupational Therapy courses within the last 3 years
  • course syllabi from all previous Occupational Therapy courses

  NOTE: informational interview may be required by the Department Chairperson | Initial and check the option(s) that apply:
|                                                   | Initial: ____________
|                                                   | ____ submitted with this packet of application material.
|                                                   | ____ mailed directly to NSCC
|                                                   | ____ previously submitted (no new courses).
|                                                   | NOTE: The sooner you start the transfer request process the better. It has been the College’s experience that it can take on average 1-2 months for transcript requests to be processed and sent to us from other colleges.                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
### Admission Requirements Checklist

<table>
<thead>
<tr>
<th>Checklist Item</th>
<th>Important Information</th>
<th>Applicant: initial below when complete (NOTE: Requirements are considered incomplete if in progress, scheduled, or requested)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program’s Student Handbook</td>
<td>The Occupational Therapy Assistant Program Student Handbook must be read in its entirety. This can be accessed in the Library or on the website: <a href="http://www.northshore.edu/academics/programs/ota/student_handbook">http://www.northshore.edu/academics/programs/ota/student_handbook</a></td>
<td>Initial:</td>
</tr>
</tbody>
</table>

### Evaluation Information

Admission decisions are based on careful evaluation of all admission requirements detailed in the checklist. All submitted transcripts will be evaluated for overall academic performance/history and course work in specific subjects (including but not limited to science, English, behavioral sciences, health courses and math). Questionnaire evaluation includes but is not limited to the following: correct grammar/spelling, overall content and quality of answer (e.g. accuracy, thoroughness, and relevance to the question asked).

### Confirmation Statement

When you can initial every checklist item (on this page and the previous pages) as complete, then sign the confirmation statement below and submit your application to the Enrollment Center in Lynn or Danvers (submit in person if possible, but you can mail it to the address on the NSCC application form):

I acknowledge that I have read all of the information in this admission application packet and the Occupational Therapy Assistant Program’s Student Handbook in its entirety. I acknowledge that it is my responsibility that I understand all of the information contained in these items by seeking further information/clarification from an Academic Advisor and/or other appropriate College personnel. Furthermore, I agree to comply with all College policies including but not limited to Program policies should I be granted admission to this program.

Signature: ___________________________________________ Date: _________________________
Additional Important Information: If accepted into the OTA Program, the following applies:

1. All accepted students MUST attend a Mandatory Orientation/Registration day scheduled for Friday, June 3, 2016. Also, you will be required to attend additional orientation day(s) during the months of July and/or August, during which time you will receive further important program information and be orientated to guidelines for patient simulation scenarios. Further information (including dates/times) for these additional orientations will be given to you at the June 3, 2016 orientation.

2. The OTA Program option anticipates accepting approximately 36 students for Fall 2016 – 24 into the Traditional option of study and 12 into the Accelerated option of study. The decision in response to your completed application will be: accepted to Occupational Therapy Assistant Program (Traditional Option/Accelerated Option); accepted conditionally to Occupational Therapy Assistant Program (Traditional Option/Accelerated Option); or wait list for Occupational Therapy Assistant Program (Traditional Option/Accelerated Option); or denied admission to Occupational Therapy Assistant Program.

3. Please be advised that students accepted to this program will be required to fully participate in patient simulation scenarios designed to closely replicate the healthcare workforce environment, which will prepare students to perform required competencies and care for patients. These scenarios are video recorded and viewed in debriefing sessions that allow for reflective learning, peer-to-peer learning, and evaluation by faculty/staff. Students are expected to respect and care for the patient simulators as if they were live patients, as well as to respect their fellow classmates during scenarios and debriefing sessions.

4. Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or which includes a clinical affiliation, internship, or field placement with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI), and/or Sex Offender Record Information (SORI) check(s), and/or National County Background Check(s). Depending on the contents of student’s CORI(s) or SORI(s), a student’s participation in clinical internship or field placement course may not be allowed, and therefore may impact a student’s ability to complete program requirements. Furthermore, please note that all screening requirements that occurred during the student’s enrollment in the program do not presume a guarantee of eligibility to sit for professional credentialing examination(s) or employment in a medical facility upon graduation.

5. Drug Screening - Student(s) accepted to a Health Profession program and/or enrolled in a health profession course may be required to undergo a drug screening analysis in order to be eligible for participation in fieldwork internship(s). The drug screening(s) may be random or for cause, and the student will be notified if they are required to undergo such drug screening(s). Students who either fail to pass, or refuse to submit to, or fail to schedule and take a drug screening analysis within the designated time frame required in the notification of drug screening, will be deemed ineligible for fieldwork placement, which will affect their status in the program. If you have any questions pertaining to this policy, please contact the Dean of Health Professions, Human Services and Emergency Response Pathways, Maryanne Atkinson at matkinso@northshore.edu.
6. **Fingerprinting** – Due to Massachusetts laws and regulations, students completing clinical internships and/or fieldwork assignments in the school setting will be required to be fingerprinted per the process established by the school to which they are assigned and/or per the process established by the Massachusetts Department of Education. Students will be notified by program faculty/staff if this applies to them based upon their individual assignments.

7. **As part of the certification and licensure process, a graduate must pursue in order to practice as an Occupational Therapy Assistant**, individuals must apply to and pass the certification exam administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT). The NBCOT certification examination and Massachusetts licensure applications include specific questions pertaining to the type of felonies that directly relate to the safe, proficient, and competent practice of occupational therapy. A felony conviction may affect a graduate's ability to sit for the national certification exam and/or attain state licensure.

8. **Working as an Occupational Therapy Assistant is physically, mentally, and emotionally demanding.** Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. If you are an otherwise qualified individual with a disability who seeks a reasonable accommodation, you need to contact the Office of Disability Services for eligibility determination for reasonable accommodation(s). A list of the essential tasks is in this packet under the section entitled, “Technical Standards for Occupational Therapy Assistant”.

9. **All students must document immunity** to measles, mumps, rubella, varicella and Hepatitis B via immunization or titer; document one-dose of tetanus, diphtheria and acellular pertussis vaccination; and to provide evidence of a negative TST (Tuberculin Skin Test) within 6 months or one negative chest x-ray per OSHA/CDC requirements following a positive TST. Please be advised that most clinical facilities may also require you to document status of an annual flu vaccine within the prior 12 months of your fieldwork placement. Students who have not received the flu vaccine within the stated time frame, must comply with alternative requirements that the facilities may establish at their discretion. If you are accepted a Health Packet will be mailed to you and must be thoroughly completed by your physician or nurse practitioner **AS SOON AS POSSIBLE, but no later than July 5, 2016**. Additionally, if accepted, you will be sent and will need to sign the Technical Standards form (a copy is included in this packet for your review as part of the admission application process).

10. Prior to beginning Level 1 Fieldwork in the first semester, students must subscribe to **Student Liability Insurance**. Insurance must be maintained throughout a student’s enrollment in the program for participation in all Level 1 and Level 2 Fieldwork. Information about this process will be provided at the Mandatory Orientation on June 3, 2016.

11. Prior to beginning Fieldwork that begins in the first semester of the program, students must document that they have the **American Heart Association Basic Life Support (BLS) certification at the health care provider level.**

12. During the program, **students are responsible for their own transportation** to a variety of clinical facilities/fieldwork settings (which may or may not be accessible by public transportation).

13. All students must provide evidence of health insurance and maintain health insurance throughout one’s enrollment in the OTA Program.
How to Apply for Admission

GENERAL INSTRUCTIONS

- Complete ALL information requested on the application form. An incomplete application will delay admissions processing.
- Complete the In-State tuition form.
- Submit proof of high school graduation (diploma or high school transcript), GED/HISET, associate degree or higher. Some programs may require high school transcripts or GED/HISET scores.
- Submit official transcripts from each previous college listed on the application.
- Submit all documents to the following address:
  North Shore Community College, Enrollment & Student Records, PO Box 3340, Danvers, MA 01923

INFORMATION

- No application fee is required. NSCC has an open admissions policy.
- Some programs have specific selection procedures and interviews may be required. Prospective students are encouraged to call or visit the Enrollment Office in Danvers at 1 Ferncroft Road, or the Lynn Campus at 300 Broad Street.
- Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or includes a clinical affiliation, internship, or field placement with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check and/or Sex Offender Registry Information (SORI) check prior to participation.
- CORI and SORI checks are not used in any way as admission criteria. Depending on the contents of a student’s CORI and/or SORI, participation in a clinical affiliation, internship, or field placement may be denied. Programs involving a clinical affiliation, internship, or field placement are marked with a ✓ on the list of NSCC Credit Degree & Certificate programs.

For more information, please call 781-477-2107 or 978-762-4188. Admissions questions may also be emailed to: info@northshore.edu

FINANCIAL AID

North Shore Community College awards millions of dollars in federal, state and institutional financial aid each year to eligible students. Many students, however, miss out because they do not think they are eligible and do not complete the Free Application for Federal Student Aid (FAFSA). To apply for financial aid, students must complete the FAFSA available on the Federal Financial Aid Web site at www.fafsa.ed.gov. Financial Aid can be used to pay for tuition, fees, books, transportation, and other educational expenses.

We strongly encourage you to complete the FAFSA. If you need help with your financial aid application or college financial planning, our Student Financial Services Office has counselors who can assist you.
NSCC Application for Admission

Please select a term:  ○ FALL  ○ WINTER/SPRING  ○ SUMMER  YEAR: ________

LAST NAME

MIDDLE NAME

FIRST NAME

ANY PREVIOUS LAST NAME

ADDRESS

CITY

ENTER SOCIAL SECURITY #: ____________________________
Optional, but required if seeking financial aid or tax credit.

STATE

ZIP

DATE OF BIRTH

MONTH DAY YEAR

GENDER:  ☐ FEMALE  ☐ MALE

Contact Information

CELL PHONE: _______ — _______ — _______
WORK PHONE: _______ — _______ — _______
HOME PHONE: _______ — _______ — _______

EMAIL ADDRESS (PLEASE PRINT NEATLY): ____________________________

Personal Information

• Ethnicity Information  Optional

ARE YOU HISPANIC OR LATINO?  ☐ YES  ☐ NO

ARE YOU: Please check any that apply.

☐ AMERICAN INDIAN OR ALASKA NATIVE  ☐ ASIAN  ☐ BLACK OR AFRICAN-AMERICAN  ☐ NATIVE HAWAIIAN OR PACIFIC ISLANDER

☐ CAPE VERDEAN  ☐ WHITE

• Military Information  ARE YOU PRESENT OR FORMER MILITARY PERSONNEL?  ☐ YES  ☐ NO

• Academic Information  PLEASE CHECK BOXES BELOW WHICH APPLY TO YOU. I AM:

☐ A TRANSFER STUDENT (PREVIOUSLY ATTENDED ANOTHER COLLEGE).  ☐ A FIRST-TIME STUDENT (NEVER ATTENDED COLLEGE BEFORE).

☐ AN NSCC GRADUATE SEEKING READMISSION.  ☐ A PREVIOUS NSCC STUDENT (NON-GRADUATE). WERE YOU IN A DEGREE PROGRAM?

☐ YES  ☐ NO

• Residency Information

☐ U.S. CITIZEN  ☐ PERMANENT RESIDENT CARD (GREEN CARD)

If yes, enter Alien Registration number.  If no, enter type of Visa.

WILL YOU REQUIRE A TEMPORARY STUDENT VISA (F-1) TO ATTEND NSCC?  ☐ YES  ☐ NO

Generally, in order to qualify for the in-state tuition rate, applicants must have proof of Massachusetts residency. A resident is defined as a person who has lived for at least six (6) months in Massachusetts, and who intends to remain in Massachusetts indefinitely. International students and, under most circumstances, Non-Resident Aliens ARE NOT eligible for Massachusetts resident rates.
Educational Objectives

Choose A or B:

A. □ I INTEND TO PURSUE A DEGREE OR CERTIFICATE PROGRAM. Please refer to NSCC Degree & Certificate Programs List.
   FIRST CHOICE: ________________________________________________________
   Some programs have specific admissions requirements. If you do not meet these requirements, your program of study will default to your second choice.
   SECOND CHOICE: ________________________________________________________

B. □ I PREFER UNSPECIFIED STATUS. I DO NOT INTEND TO CHOOSE A PROGRAM OF STUDY AT THIS TIME.
   I understand I am not eligible for financial aid unless I choose a program of study.

Choose from A or B:

A. IF YOU ARE APPLYING TO AN NSCC DEGREE OR CERTIFICATE PROGRAM, SELECT THE GOAL WHICH BEST DESCRIBES YOU.
   □ I AM PLANNING TO GRADUATE WITH A DEGREE OR CERTIFICATE
   □ I AM TAKING ONE OR MORE COURSES TO TRANSFER

OR

B. IF YOU HAVE NOT YET SELECTED AN NSCC PROGRAM, SELECT THE GOAL WHICH BEST DESCRIBES YOU.
   □ I AM TAKING ONE OR MORE COURSES TO TRANSFER.
   □ I AM TAKING ONE OR MORE COURSES TO UPGRADE OR LEARN NEW JOB/ACADEMIC SKILLS.
   □ I AM TAKING COURSES FOR PERSONAL GROWTH.
   □ I AM NOT READY TO DECLARE AT THIS TIME.

Educational Background

1) HIGH SCHOOL EDUCATION □ HIGH SCHOOL GRADUATE □ GED/HISET RECIPIENT □ DID NOT GRADUATE

<table>
<thead>
<tr>
<th>NAME OF HIGH SCHOOL OR GED TEST CENTER</th>
<th>CITY</th>
<th>STATE</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES NO DID YOUR MOTHER OR FATHER GRADUATE FROM A 4-YEAR COLLEGE?</td>
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<td></td>
</tr>
<tr>
<td>YES NO WILL YOU HAVE RECEIVED A BACHELOR'S OR PROFESSIONAL DEGREE BY THE TIME YOU ENTER NSCC?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YES NO IS ENGLISH YOUR PRIMARY LANGUAGE?</td>
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</table>

2) COLLEGE EDUCATION □ COLLEGE GRADUATE □ DID NOT GRADUATE

<table>
<thead>
<tr>
<th>NAME OF COLLEGE</th>
<th>CITY</th>
<th>STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADUATION DATE/DEGREE RECEIVED</td>
<td>DATES OF ATTENDANCE</td>
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<th>NAME OF COLLEGE</th>
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<td>DATES OF ATTENDANCE</td>
<td></td>
</tr>
</tbody>
</table>

Signature Required

X
Signature of Applicant
I certify that all above information is true.

X
Signature of Parent
If applicant is under 18 years of age.
Massachusetts Community Colleges In-State Tuition Eligibility Form

LAST NAME

FIRST NAME

MIDDLE NAME

ANY PREVIOUS LAST NAME

ADDRESS

CITY

STATE

ZIP

DATE OF BIRTH

MReceipt

Optional, but required if seeking financial aid or tax credit.

ENTER SOCIAL SECURITY #

STUDENT ID NUMBER

Are you a U.S. Citizen? ○ Yes ○ No

If not, please complete the following.

ARE YOU A PERMANENT RESIDENT? ○ Yes ○ No

IF YES, LIST ALIEN REGISTRATION NUMBER  

IF YOU ARE NOT A U.S. CITIZEN OR PERMANENT RESIDENT, PLEASE STATE YOUR VISA OR IMMIGRATION STATUS IN DETAIL:

Please check the in-state or reduced tuition eligibility category that applies to you:

☐ I HAVE BEEN A MASSACHUSETTS RESIDENT FOR SIX CONTINUOUS MONTHS AND INTEND TO REMAIN HERE.

As proof of my intent to remain in Massachusetts, I possess at least two of the following documents, which I shall present to the institution upon request. These documents* are dated within one year of the start date of the academic semester for which I seek to enroll (except possibly for my high school diploma). The institution reserves the right to make any additional inquiries regarding the applicant’s status and to require submission of any additional documentation it deems necessary. Please check-off those documents you possess as proof of your intent to remain in Massachusetts.

☐ VALID DRIVER’S LICENSE

☐ VALID CAR REGISTRATION

☐ MASS. HIGH SCHOOL DIPLOMA

☐ RECORD OF PARENTS’ RESIDENCY FOR UNEMANCIPATED PERSON

☐ UTILITY BILLS*

☐ VOTER REGISTRATION*

☐ SIGNED LEASE OR RENT RECEIPT*

☐ EMPLOYMENT PAY STUB*

☐ STATE/FEDERAL TAX RETURNS*

☐ MILITARY HOME OF RECORD*

☐ OTHER

☐ I AM AN ELIGIBLE PARTICIPANT IN THE NEW ENGLAND BOARD OF HIGHER EDUCATION’S REGIONAL STUDENT PROGRAM.

☐ I AM A MEMBER OF THE ARMED FORCES (OR SPOUSE OR UNEMANCIPATED CHILD) ON ACTIVE DUTY IN MASSACHUSETTS.

Certification of Information

I certify that this information is true and accurate. I understand that any misrepresentation, omission or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal or to a tuition refund.

Signature of Applicant

I certify that all above information is true.

Date

Signature of Parent

If applicant is under 18 years of age.

Date

For official use. Do not write in this box.

I have reviewed the above information in order to determine applicant’s eligibility to receive the in-state tuition rate. Based on my review I have determined this applicant:

☐ IS eligible for the in-state tuition rate.

☐ IS NOT eligible for the in-state tuition rate.

☐ I am unable to make a determination at this time. The following additional information has been requested from the applicant:

Authorized College Personnel Signature

Date
Did you know? The following opportunities are available to you while attending NSCC. Please review and check below if you would like additional information. Some programs have eligibility requirements.

☐ Financial Aid
Please select the option below that best describes your plans to complete a FAFSA. This information will have no impact on whether you are admitted to the college.

☐ I plan to apply for federal, state and institutional financial aid, and am applying as a degree seeking student. I am prepared to complete the FAFSA at www.fafsa.ed.gov.

☐ I plan to apply for federal, state and institutional financial aid, but I need help from the Financial Aid Office to complete the FAFSA.

☐ I do not plan to apply for federal, state or institutional financial aid at this time.

☐ Career Exploration
Explore your career path through guided and self-directed Career Exploration and Advising.

☐ Mass Transfer Program & Transfer Agreements
Admission to four-year colleges and universities guaranteed provided certain requirements are met. For more details on a list of participating four-year colleges and universities, contact NSCC’s Student Support & Advising Center (978-762-4036, 781-477-2132).

☐ Honors Program
An opportunity for academic challenge, social networking, and enhanced transfer opportunities.

☐ Presidential Scholars
A scholarship opportunity for eligible incoming high school graduates which includes leadership development.

☐ ESL Classes
I am interested in learning English as a second language.

Or, one of NSCC’s supportive learning communities:

☐ Bridges to the Stars
A bridge program, based at the Lynn campus, offering support and scholarship assistance for women and minority first-year college students interested in science, technology, engineering or math (STEM) programs.

☐ SAILL Program (Student Achievement in Life & Learning)
A first-year program on the Lynn campus designed for promising men and women who have overcome challenges and are seeking success through higher education.

☐ TRiO/Student Support Services
An academic support and leadership development program for students who meet federal eligibility requirements.

☐ Women in Transition
Based at the Danvers campus, WIT is a strength-based supportive learning community of mature students, which is dedicated to easing the transitions to college, career, and life changing possibilities.
TECHNICAL STANDARDS FOR OCCUPATIONAL THERAPY ASSISTANT

General Job Description: Works under the supervision of occupational therapist(s) in the delivery of occupational therapy services within a variety of institutional and community-based settings for persons of all ages whose functional performances (occupational performances) in home, school, workplace or community life are hindered by physical, developmental and/or emotional disability. Assists in the evaluation, planning, and implementation of skilled interventions that are designed to facilitate a client's meaningful participation in life by restoring, reinforcing and enhancing performance in daily life activities, diminishing or correcting pathology, and promoting and maintaining health. Occupational Therapy intervention includes occupations and activities; preparatory methods and tasks; education and training; advocacy; and groups.

To the Student: As you reflect upon the general job description of an occupational therapy assistant (OTA) and pursue application to the OTA Program, please carefully assess your personal physical, sensory, communication, and cognitive/behavioral and social/behavioral abilities in reference to the technical standards identified for program participation. All OTA students must meet these defined technical standards. Please contact the Occupational Therapy Assistant Program at 978-762-4176 if you require more specific information about the OTA Technical Standards and program requirements related to these standards.

If accepted to this program, you will be required to sign a Technical Standards form (a copy of which appears below for your review as part of the application process). Do NOT sign this form at this time.

*Performance Level: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%

<table>
<thead>
<tr>
<th>PHYSICAL STANDARDS</th>
<th>Performance Level*</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIFT:</td>
<td>medium work strength to carry/maneuver heavy equipment</td>
</tr>
<tr>
<td></td>
<td>fully/partially support weight of client during transfers to and from various surfaces (bed, chair, wheelchair, mat, toilet, tub, car, etc.) and when engaging client in functional ambulation</td>
</tr>
<tr>
<td>BEND/STOOP:</td>
<td>to adjust body parts, clothing and/or equipment when engaging clients in functional daily life activities in all areas of occupation (ADL, IADL, Work, Education, Play/Leisure, and Social Participation); for developmental activities</td>
</tr>
<tr>
<td>KNEEL:</td>
<td>to assist clients who may fall or faint; to perform C.P.R.; to assist clients with mat activities, developmental activities and functional daily life activities in all areas of occupation (ADL, IADL, Work, Education, Play/Leisure, and Social Participation)</td>
</tr>
<tr>
<td>CROUCH:</td>
<td>to manage wheelchair parts and hospital beds, equipment adjustment, storing materials; to assist with lower body ADL training; to assist client in seated activities from bed, chair, wheelchair and/or mat</td>
</tr>
<tr>
<td>CRAWL:</td>
<td>for developmental interventions; engage in mat activities</td>
</tr>
<tr>
<td>REACH:</td>
<td>for retrieval of items in closets, cabinets, etc.; to adjust equipment; to guard clients</td>
</tr>
<tr>
<td>HANDLE:</td>
<td>sustained grasp and manipulate body parts during intervention; grasp and manipulate tools / equipment and modalities used in OT service delivery, including but not limited to pens / pencils, craft supplies, educational supplies, personal care items; positioning devices, functional mobility equipment, physical agent modalities, PB cuffs, protective gloves, gowns and masks; computers and assistive technology; adaptive equipment; suspension equipment, etc.</td>
</tr>
<tr>
<td><strong>DEXTERITY:</strong></td>
<td>use fine motor skills when performing standardized tests (dynamometer, goniometer, etc.); constructing orthotic devices/splints; writing/documenting; adjusting knobs, dials, and BP cuffs; donning and doffing protective gloves, masks and gowns</td>
</tr>
<tr>
<td><strong>STAND:</strong></td>
<td>stand extended periods of time and for majority of working shift</td>
</tr>
<tr>
<td><strong>WALK:</strong></td>
<td>within facility environment (internal) for assigned shift</td>
</tr>
<tr>
<td></td>
<td>within facility environment (external grounds – even and uneven surfaces) for functional mobility training</td>
</tr>
<tr>
<td><strong>PUSH/PULL:</strong></td>
<td>wheelchairs, hospital beds, scooters, hoyer lifts, and other equipment including but not limited to IV poles, oxygen tanks, portable devices</td>
</tr>
<tr>
<td><strong>BALANCE:</strong></td>
<td>to assist clients with functional activities, including mobility (even and uneven surfaces)</td>
</tr>
<tr>
<td><strong>ENDURANCE:</strong></td>
<td>to manage full-time equivalent Level 2 fieldwork experiences and assigned work shifts</td>
</tr>
</tbody>
</table>

### SENSORY STANDARDS

| **TACTILE:** | Feel to palpate muscle contractions and circulatory pulses; palpate bony landmarks and identify joint articulation; exert the necessary pressure to form splints; to discern skin texture and temperature to discriminate hot and cold modalities | F |
| **AUDITORY:** | Hear verbal directions and requests from health care team and clients/families; hear heart sounds through a stethoscope; hear breath sounds; hear client distress sounds and calls for assistance up to 10 feet away; hear environmental safety alarms; hear for effective communication between clients/families/co-workers | C |
| **VISUAL:** | See in detail to observe and detect client's movements, facial expressions and performance during individual and group intervention; see to observe and attend to the behaviors and needs of up to 10 individuals in a group session; see from a distance to observe client behaviors and performance; see in detail to detect changes in skin integrity, sweating, skin color, swelling, muscle atrophy, and gestures of non-verbal communication; see to detect safety hazards in the environment (water on floor, cords, and other small items) that could pose danger to a client's mobility/functional performance; see in detail to detect/assess BP (manometer dial) and ROM (goniometer) Read numbers, letters, printed, typed and cursive writing in fine print; read paper and computerized files/records; read dials on modality equipment; read manuals and forms for administering and scoring standardized tests; read client records; read to collect information and screening data in English; read directions accompanying equipment; read to research subject matter | C |

### COMMUNICATION STANDARDS

<p>| <strong>SPEAK:</strong> | in English language in clear and concise manner; to communicate in person and by phone with clients, families, significant others, the health care team, and community (report factual data orally; interview clients/family; explain role of occupational therapy and purpose of interventions) | C |
| <strong>RESPOND:</strong> | to clients with communication disorders (aphasia, hearing loss), or those who use ESL | F |
| <strong>COMPREHEND:</strong> | oral and written language, including health care terminology in order to communicate with clients, families, significant others, health care providers, and community | C |
| <strong>WRITE:</strong> | in English, clearly and legibly for recording client specific data and general service delivery information in handwritten charts and computerized systems of documentation; In proper English using various electronic communication systems (email, etc.) to communicate with educational and professional community | C |</p>
<table>
<thead>
<tr>
<th>COGNITIVE/BEHAVIORAL and SOCIAL/BEHAVIORAL STANDARDS</th>
<th>Performance Level*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Think critically for sound clinical judgment in the delivery of occupational therapy services (plan and implement appropriate client-centered interventions; problem solve to make adjustments in therapeutic interventions based on appropriate and inappropriate physiological and psychological responses by clients; determine need for consultation with occupational therapist and other health care providers/team members).</td>
<td>C</td>
</tr>
<tr>
<td>Function safely, effectively, and calmly under demanding and stressful situations.</td>
<td>C</td>
</tr>
<tr>
<td>Remain alert to surroundings, potential emergencies; respond to client situations including falls, pain, changes in physical and/or mental status.</td>
<td>C</td>
</tr>
<tr>
<td>Prioritize multiple tasks and maintain composure while managing multiple tasks simultaneously.</td>
<td>C</td>
</tr>
<tr>
<td>Sustain concentration to attend to demanding and continuous tasks throughout work shift (direct client care and service management tasks)</td>
<td>C</td>
</tr>
<tr>
<td>Exhibit social skills necessary to interact effectively with clients, families, supervisors, co-workers and community members of the same or different cultures with respect, compassion, politeness, tact, collaboration, teamwork, and discretion.</td>
<td>C</td>
</tr>
<tr>
<td>Maintain personal hygiene consistent with close personal contact associated with client care.</td>
<td>C</td>
</tr>
<tr>
<td>Display attitudes/actions consistent with the core values and ethical standards of the occupational therapy profession.</td>
<td>C</td>
</tr>
<tr>
<td>Display attitudes/actions to effectively engage in the supervisory process including acceptance of feedback, modifying behavior in response to feedback, and providing feedback.</td>
<td>C</td>
</tr>
<tr>
<td>Display attitudes/actions to approach workplace problems in a mature and responsible manner; seek and utilize effective strategies to resolve problems.</td>
<td>C</td>
</tr>
<tr>
<td>Abide by established policies and procedures of educational and health care institutions.</td>
<td>C</td>
</tr>
</tbody>
</table>

*Performance Level: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%

*Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. A list of those essential tasks is listed above. For those applicants offered admission, you will be asked to self-certify by signing the Technical Standards which are included in the Health Forms packet that you will be required to complete no later than July 5, 2016.
OCCUPATIONAL THERAPY ASSISTANT PROGRAM

ADMISSIONS QUESTIONNAIRE

FALL 2016

Instructions: Please answer each of the following questions in a word document. Be sure to include your name on each page. Evaluation of the answers includes but is not limited to grammar, spelling, as well as overall content and quality of the answers (e.g. accuracy, thoroughness, and relevance to the question asked). Handwritten applications will not be accepted. Make sure your name is on each of the page(s) submitted.

1. Explain your reasons for entering the field of occupational therapy at the assistant level (as an Occupational Therapy Assistant).

2. Describe your specific plan for balancing personal life and academic responsibilities in order to optimize your ability to be successful in this rigorous program.

3. How will you specifically demonstrate your “professional” self as an occupational therapy assistant student and future practitioner?

4. Submit a resume highlighting your academic, extracurricular and work history along with any health and/or human service related experience.

5. If you were previously enrolled in any option of study within the OTA program and are seeking READMISSION, please answer this additional question. All other applicants: do not answer this question.

   Briefly describe your situation when previously enrolled in the OTA Program, highlighting the circumstances that led to your withdrawal. What have you done during your absence from the program and, if readmitted, what specifically will you do to be successful?

Note: All students readmitted to the OTA program must meet current program requirements and policies as published in the OTA Program Student Handbook for academic year re-entering the program.
OCCUPATIONAL THERAPY ASSISTANT
COURSE REFERENCE FORM

Students wishing to be considered for the Accelerated Option of Study must demonstrate evidence of successful completion of each course by August 5, 2016. For those applying to the Traditional Option these courses are not required to apply but you must complete the form as reference for reviewers.

INSTRUCTIONS: Applicants must complete the second and third columns of the following table. Please note: the data you provide here also must be evident on the official transcripts that you submit from all previously attended College/Universities (or official score reports for examinations):

<table>
<thead>
<tr>
<th>Course (NSCC course code)</th>
<th>College/University where course was completed OR will be completed</th>
<th>Provide the date of completion OR the anticipated date of completion (must be by August 5, 2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Anatomy and Physiology 1 (BIO103)</td>
<td>College X</td>
<td>completed: ______________________</td>
</tr>
<tr>
<td>e.g. Introduction to Psychology</td>
<td>NSCC</td>
<td>completed: ______________________</td>
</tr>
<tr>
<td>Composition 1 (CMP101)</td>
<td></td>
<td>completed: ______________________</td>
</tr>
<tr>
<td>Composition 2 Elective (CMP104-150)</td>
<td></td>
<td>completed: ______________________</td>
</tr>
<tr>
<td>Anatomy and Physiology 1 (BIO103)</td>
<td></td>
<td>completed: ______________________</td>
</tr>
<tr>
<td>Anatomy and Physiology 2 (BIO104)</td>
<td></td>
<td>completed: ______________________</td>
</tr>
<tr>
<td>Introduction to General Psychology (PSY102)</td>
<td></td>
<td>completed: ______________________</td>
</tr>
<tr>
<td>Human Growth and Development (PSY204)</td>
<td>Note: if taken at another college, the course(s) must cover the life span from birth to death</td>
<td>completed: ______________________</td>
</tr>
</tbody>
</table>
OCCUPATIONAL THERAPY ASSISTANT

OPTION OF STUDY FORM

All applicants must identify their desired option of study within the OTA Program by checking the appropriate option:

First Choice:

_____ Traditional [full-time or part-time] Option of Study

_____ Accelerated [14 month] Option of Study

For Applicants who identify the Accelerated Option of Study as their first choice, please continue:

Although the Accelerated Option is my first choice, I would accept a seat in the Traditional Option of Study within the OTA Program.

_____ Yes

_____ No

Name (please print): ______________________________________

Signature: ______________________________________________

Date: ________________________________________________
GENERAL INFORMATION
The “Test of Essential Academic Skills v 5” (TEAS) is a computerized test composed of multiple-choice questions organized into four sections, which measure reading ability, basic mathematics skills, science and English grammar. It is a timed test published by Assessment Technologies Institute (ATI Testing), LLP. Testers should plan to spend approximately **4 hours** at the test center. The use of calculators, dictionaries or other aids is not permitted.

<table>
<thead>
<tr>
<th>Section</th>
<th># of Questions</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reading</td>
<td>48 questions</td>
<td>58 minutes</td>
</tr>
<tr>
<td>Paragraph comprehension, inferences and conclusions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Mathematical Skills</td>
<td>34 questions</td>
<td>51 minutes</td>
</tr>
<tr>
<td>Metric conversions, fractions, decimals, percentages and algebraic equations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Science</td>
<td>54 Questions</td>
<td>66 minutes</td>
</tr>
<tr>
<td>Basic science and logical thinking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. English and Language Usage</td>
<td>34 questions</td>
<td>34 minutes</td>
</tr>
<tr>
<td>Measures knowledge of punctuation, grammar, and sentence structure</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2016 PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Program</th>
<th>TEAS Required</th>
<th>Sections Required</th>
<th>Scores Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reading</td>
</tr>
<tr>
<td>Nurse Education (NSG)</td>
<td>Yes</td>
<td>ALL</td>
<td>69%</td>
</tr>
<tr>
<td>Occupational Therapy Assist. (OTA)</td>
<td>Yes</td>
<td>ALL</td>
<td>*</td>
</tr>
<tr>
<td>Occupational Therapy Assist. Accelerated (OTX)</td>
<td>Yes</td>
<td>ALL</td>
<td>*</td>
</tr>
<tr>
<td>Physical Therapy Assistant (PTA)</td>
<td>Yes</td>
<td>ALL</td>
<td>*</td>
</tr>
<tr>
<td>Practical Nursing (PNR)</td>
<td>Yes</td>
<td>ALL</td>
<td>69%</td>
</tr>
<tr>
<td>Radiological Tech (RAD)</td>
<td>Yes</td>
<td>ALL</td>
<td>69%</td>
</tr>
<tr>
<td>Respiratory Care (RSP)</td>
<td>Yes</td>
<td>ALL</td>
<td>69%</td>
</tr>
<tr>
<td>Veterinary Tech (VET)</td>
<td>Yes</td>
<td>ALL</td>
<td>69%</td>
</tr>
</tbody>
</table>

* Section is required but no minimum score has been determined.

NOTE: Nurse Education, Practical Nursing programs and Respiratory Care require that the TEAS test be taken at North Shore Community College Lynn or Danvers Campus.

ELIGIBILITY
Any individual may take the TEAS test at the Center for Alternative Studies and Educational Testing. However, students may only take the test two (2) times in the academic year prior to submitting their application. The academic year is September 1 through August 31.

SCHEDULE – The TEAS test is offered on a regular basis in Lynn and Danvers. To access the schedule go to [www.atitesting.com](http://www.atitesting.com). Click ‘Register for the TEAS’ then select Massachusetts and either Lynn or Danvers to see the dates and times available. Space is limited and students are scheduled on a first come-first serve basis. See “Registering and Paying for the Test” for more information.

REGISTERING and PAYING FOR THE TEST
Space is limited. It is recommended that applicants for the Fall Semester of 2016 prepare for the exam early and register to take the test as soon as they feel prepared. Registration and payment for the TEAS test are done online. **Registrations are final.**
To view available testing dates, register and pay:

- Go to [www.atitesting.com](http://www.atitesting.com).
- Log into ATI or create an ATI account if you don’t already have one.
- Follow the prompts to “Register for the TEAS.” **You may select and register for a Nursing or Allied Health session regardless of your program plans.**
- Choose Massachusetts and then either Lynn or Danvers to view NSCC’s TEAS schedule.
- Select your test date and enter your credit card information.
- Payment is due online at the time of registration. The fee is $90 per test.
- **Payment is NON REFUNDABLE and ALL TEAS REGISTRATIONS ARE FINAL** so be sure that you have read the admissions packet thoroughly and that you are ready to test on the date scheduled.
- You will receive an email confirmation of your testing appointment. **You will need your ATI Username and Password on the date of testing.**

If you need help registering for the TEAS, call ATI at 1-800-667-7531.

**PREPARATION for TEAS Version 5.0**

**Students are strongly encouraged to prepare for this exam.** The ATI Study Manual is available in the reference section of the NSCC libraries, for sale at the NSCC College Bookstores or online at [www.atitesting.com](http://www.atitesting.com). An online practice test is available for a fee from the ATI website (atitesting.com). NSCC also offers non-credit prep courses for the TEAS test. For more information, consult the college website or call Corporate and Community Ed at (978) 236-1200.

**ADMISSION TO THE TEST**

Report to ROOM LE232 (Lynn) or ROOM DB213 (Danvers) fifteen minutes before the start time of the test. **Students arriving late will not be admitted to the testing session and must pay the $90 testing fee to reschedule.**

The following are required for admission to your TEAS testing session:

- A photo ID (valid driver's license or school ID with photo)
- Your ATI username and password

**SCORING**

Students receive their individual TEAS score reports immediately upon completion of the exam. Students can also access their score reports by logging into [www.atitesting.com](http://www.atitesting.com). The test administrator will send student’s scores to the Enrollment Office at NSCC for the student’s file. However, **students must also submit a copy of the scores with their completed application packet.**

**RETEST POLICY**

Applicants to health programs may take the test a total of two (2) times in the academic year prior to submitting their application. Students should not take the test unless properly prepared. See Preparation above for more information. If a student takes the test a third time, the Admissions office will deem these scores invalid and testing fees will not be refunded.

**CONFIDENTIALITY**

The Center for Alternative Studies and Educational Testing will not provide information to any external sources regarding an individual’s test scores unless written permission is received from the student. This policy is in accordance with the student confidentiality policy of North Shore Community College.

**ACCOMMODATIONS**

Accommodations are available to students with documented disabilities. NSCC students may have their accommodation forms sent directly from Disability Services. Non-NSCC students may send documentation to either Jane Saunders in DB213 (978-739-5429 or email jsaunders@northshore.edu) or Kerry Breeze in LE232 (781-593-6722 x 6682 or kbreeze@northshore.edu). **Documentation must be received at least 2 weeks prior to the test date.** Please call if you have any questions.

**ACADEMIC DISHONESTY**

The use of calculators, dictionaries or other aids is not permitted on the TEAS test. Other rules are posted throughout the Testing Center. Students who fail to comply with these rules face disciplinary action according to NSCC student guidelines. Disciplinary action may include: forfeited test scores, ineligibility for refunds, and the student may be deemed permanently ineligible for services of the testing center.
**MANDATORY INFORMATIONAL SESSION**

**OCCUPATIONAL THERAPY ASSISTANT PROGRAMS**  
(Traditional and/or Accelerated Options of Study)

Applicants to the Occupational Therapy Assistant Program are **required** to attend one of the scheduled information sessions with the Department Chair. Come to learn more about the admissions process and the program. **Please bring a copy of this application packet** with you along with any questions you may have. This information should enable you to make a more informed decision about NSCC’s Occupational Therapy Assistant Program and the various options of study (i.e., part-time, full-time, accelerated) within it.

**Spring 2016 Mandatory Information Sessions will be held at the Danvers Campus Health Professions and Student Services Building**  
1 Ferncroft Road, Danvers, MA  
on  
Wednesdays from 2:30 to 4:00pm in DH-306  
with  
Maureen Nardella  
(978) 762-4176  
Email: maureen.nardella@northshore.edu

**FALL 2015 Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, September 17</td>
<td>2:30 to 4:00pm</td>
</tr>
<tr>
<td>Thursday, October 15</td>
<td>2:30 to 4:00pm</td>
</tr>
<tr>
<td>Thursday, November 12</td>
<td>2:30 to 4:00pm</td>
</tr>
<tr>
<td>Thursday, December 10</td>
<td>2:30 to 4:00pm</td>
</tr>
</tbody>
</table>

**SPRING 2016 Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, January 27</td>
<td>2:30 to 4:00pm</td>
</tr>
<tr>
<td><strong>Last session before Feb. Application Deadline</strong></td>
<td></td>
</tr>
<tr>
<td>Wednesday, February 24</td>
<td>2:30 to 4:00 pm</td>
</tr>
<tr>
<td>Wednesday, March 23</td>
<td>2:30 to 4:00 pm</td>
</tr>
<tr>
<td>Wednesday, April 20</td>
<td>2:30 to 4:00 pm</td>
</tr>
</tbody>
</table>

The following sessions can apply towards Fall 2017 Admissions if 2016 Admission closes

There is no need to register in advance for an information session. Attendees must be present for entire session to receive credit toward their application requirement.

Last Update 2/25/16