Thank you for your interest in the Occupational Therapy Assistant Program (Traditional and/or Accelerated Options of Study) for Fall 2019. This application packet contains important information about admission requirements, the admissions process, and program requirements for Fall 2019 (Note: these admission requirements are applicable to Fall 2019 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 24, 2018. All completed applications received by close of business on February 15, 2019 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 24, 2018 and February 15, 2019 will receive written notification of an admission decision in a letter postmarked by April 3, 2019. If offered admission, a non-refundable $150.00 deposit will be required to secure your acceptance to this Program. This fee will be used to meet the cost of several requirements for you to be enrolled in this program. We accept major credit cards, money orders, and personal checks payable to NSCC

- **Walk-in Submission** - We strongly recommend that you submit your packet in person. A staff member will review your packet to ensure it is complete before you leave.
- **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.
### Admission Requirements Checklist

**Option of Study Form**
Complete the OTA Program Option of Study Form included in this packet.

**Biology Requirement:**
- Complete ONE of the following courses or testing options:
  - BIO211 with a grade of C or higher
  - BIO101 or BIO105 with a grade of C or higher (no time limit)
  - TEAS version V or ATI TEAS 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

**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 the end of the summer session at NSCC:
- 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](http://www.northshore.edu/cas/credit/examination_credit.html#ap)

**Applicant:** initial below when complete (NOTE: Requirements are considered incomplete if in progress, scheduled, or requested)

<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>Option of Study Form</td>
<td>Complete the OTA Program Option of Study Form included in this packet.</td>
<td>Initial: __________</td>
</tr>
</tbody>
</table>
| Biology Requirement:            | **Complete ONE of the following courses or testing options:**  
  - BIO211 with a grade of C or higher  
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  - TEAS version V or ATI TEAS 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 the end of the summer session at NSCC:  
  - 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](http://www.northshore.edu/cas/credit/examination_credit.html#ap) | Initial: __________ |
| **TEAS Exam – ATI TEAS** | The **ATI TEAS** exam can be taken at NSCC or at another ATI approved testing site. We will accept the TEAS V if taken at NSCC or an ATI approved testing site within the last two years. If not taken at NSCC, you need to submit an official transcript of your scores from ATI (additional charges may apply). The same passing scores apply for TEAS V as those specified for this year's ATI TEAS exam. Applicants are limited to two attempts within a year; regardless of the testing site and program to which they are applying. Each of the following sections are required to be taken: Reading; Math; Science; and English – and all scores will be included in the review process. A minimum score of 69% in Reading must be achieved in order to apply.                                                                                          | Initial: __________ | See the TEAS Policy and procedure document in this packet for study/preparation information |
| ------------------------ | -------------------------------------------------------------------------------------------------------------------------------| Initial: __________ |                                                                                         |
| **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](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 with your application. | 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. |                                                                                         |
<table>
<thead>
<tr>
<th>College Tuition and Fees</th>
<th>Review the current NSCC tuition and fees at: <a href="http://www.northshore.edu/financial-services/cost/">http://www.northshore.edu/financial-services/cost/</a></th>
<th>Initial:______</th>
</tr>
</thead>
<tbody>
<tr>
<td>College’s Transfer Credit Policy</td>
<td>Review the NSCC Transfer Credit Policy and Procedure at <a href="http://www.northshore.edu/registrar/transfer_courses.html">http://www.northshore.edu/registrar/transfer_courses.html</a></td>
<td>Initial:______</td>
</tr>
<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). The application and admission process abides by the college’s policy of non-discrimination on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin.

**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 on Tuesday, May 21, 2019.** 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 May 21, 2019 orientation.

2. **The OTA Program option anticipates accepting approximately 36 students for Fall 2019 – 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. Accepted students are required to engage in technology-based learning activities throughout the curriculum. Two OTA courses (OTA101 and OTA206) are hybrid in design, involving a combination of classroom and online learning; and all OTA courses are web supported using Blackboard. Sufficient computer competency skills are needed for effective technology-based learning. A mandatory readiness training session is scheduled at the start of the program to review Blackboard navigation (along with other academic tools) and students can contact the Blackboard Learn helpdesk at bbhelp@northshore.edu at any time for assistance. In addition, students must abide by the college’s computer use policy as outlined in the NSCC Student Handbook as they engage in online learning.

5. 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.
6. **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 Interim Dean of Health Professions, Human Services and Emergency Response Pathways, Cindy O'Donnell at codonnel@northshore.edu.

7. **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.

8. **As part of the certification and licensure process that 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.

9. **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 Accessibility 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”.

10. Health science students must meet immunization requirements under state law, MGL Chapter 76, Section 15C and its regulations at 105 CMR 220.000 – 220.700. Students must also meet any additional immunization requirements required by clinical affiliates. According to MGL Chapter 76, Section 15C, a health science student who is in contact with patients may be exempt from the immunization requirements imposed under state law pursuant to a medical or religious exemption. Submission of documentation will be required and, if sufficient to qualify for a medical or religious exemption, it will be granted. **PLEASE BE ADVISED** that, while the college will make a reasonable effort to place you in a clinical facility, **clinical placement cannot be guaranteed in light of an unimmunized status. If a clinical placement cannot be secured, then you will be unable to complete the program’s clinical requirement. Thus, you will be unable to progress and will fail out of the program.**

Upon admission, all students must provide evidence of a Two Step Tuberculin Skin Test (TST) or IGRA-serology (T-SPOT or Quantiferon GOLD). One step annual TST for subsequent years of enrollment. If you have previously skin-tested 'positive', you need to submit ONE negative chest x-ray report per OSHA/CDC requirement as well as complete the NSCC Healthcare Provider Tuberculin Screening form.
A NEW health requirement for all newly enrolled students between 16-21 years old is ONE dose of MenACWY (formally MCV4) on OR after the student’s 16th birthday. Students may decline MenACWY vaccine after they have read and signed the MDPH Meningococcal Information and Waiver Form included in this packet (see pages 9 & 10).

In addition, accepted students will be required to:
- Have a medical certificate completed by their health care provider twelve (12) months prior to the start of the academic year which states that you are of sound physical health to participate in fieldwork.
- Sign the Technical Standards form that will be included in the Health Packet (a sample copy is included in the Admissions packet for your review only at this time).

If you are accepted, a Health Packet will be mailed to you and must be thoroughly completed by you and your health care provider AS SOON AS POSSIBLE, but no later than July 3, 2019.

Students are REQUIRED to make a complete copy of their Health Packet before submitting the original forms.

11. Accepted students will be required to maintain Student Liability Insurance throughout their enrollment in the program. Information about this process will be provided at the Mandatory Orientation on Tuesday, May 21, 2019.

12. 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.

13. All OTA students are required to become student members of the American Occupational Therapy Association (AOTA). Information about this process will be provided at the Mandatory Orientation on Tuesday, May 21, 2019.

14. 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).

15. All students must provide evidence of health insurance and maintain health insurance throughout their period of enrollment in the OTA Program.

16. Program Fees – In addition to College-wide tuition and fees, please be advised that a high cost program fee is applied to this program. In addition to the high cost program fee, other costs may be incurred to fulfill other program and clinical requirements (e.g. uniforms, stethoscopes, etc.)
Any wait-listed or deferred applicant to the Occupational Therapy Assistant (traditional) program will only be guaranteed admission to the Occupational Therapy Assistant (traditional) program for the following year.

Any wait-listed or deferred applicant to the Occupational Therapy Assistant (traditional) program wishing to be considered for the Occupational Therapy Assistant (accelerated) option, must submit updated college transcript(s) with proof of Occupational Therapy Assistant (accelerated) option pre-admission course work completed by the application due date published in the OTA application packet for that desired year. These applicants will then be evaluated along with all new Occupational Therapy Assistant (accelerated) option applicants for the twelve available spots [acceptance into the accelerated option of study is not a guarantee].
Information about Meningococcal Disease, Meningococcal Vaccines, Vaccination Requirements and the Waiver for Students at Colleges and Residential Schools

Colleges: Massachusetts requires all newly enrolled full-time students 21 years of age and under attending a postsecondary institution (e.g., colleges) to: receive a dose of quadrivalent meningococcal conjugate vaccine on or after their 16th birthday to protect against serotypes A, C, W and Y or fall within one of the exemptions in the law, discussed on the reverse side of this sheet.

Residential Schools: Massachusetts requires all newly enrolled full-time students attending a secondary school who will be living in a dormitory or other congregate housing licensed or approved by the secondary school or institution (e.g., boarding schools) to receive a dose of quadrivalent meningococcal conjugate vaccine to protect against serotypes A, C, W and Y or fall within one of the exemptions in the law, discussed on the reverse side of this sheet.

The law provides an exemption for students signing a waiver that reviews the dangers of meningococcal disease and indicates that the vaccination has been declined. To qualify for this exemption, you are required to review the information below and sign the waiver at the end of this document. Please note, if a student is under 18 years of age, a parent or legal guardian must be given a copy of this document and must sign the waiver.

What is meningococcal disease?
Meningococcal disease is caused by infection with bacteria called Neisseria meningitidis. These bacteria can infect the tissue that surrounds the brain and spinal cord called the “meninges” and cause meningitis, or they can infect the blood or other body organs. Symptoms of meningitis may appear suddenly. Fever, severe and constant headache, stiff neck or neck pain, nausea and vomiting, and rash can all be signs of meningitis. Changes in behavior such as confusion, sleepiness, and trouble waking up can also be important symptoms. In the US, about 1,000-1,200 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who live, another 11-19% lose their arms or legs, become hard of hearing or deaf, have problems with their nervous systems, including long term neurologic problems, or suffer seizures or strokes.

How is meningococcal disease spread?
These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person’s saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and coughing or sneezing.

Who is at most risk for getting meningococcal disease?
High-risk groups include anyone with a damaged spleen or whose spleen has been removed, those with persistent complement component deficiency (an inherited immune disorder), HIV infection, those traveling to countries where meningococcal disease is very common, microbiologists who work with the organism and people who may have been exposed to meningococcal disease during an outbreak. People who live in certain settings such as college freshmen living in dormitories and military recruits are also at greater risk of disease from some of the serogroups.

Are some students in college and secondary schools at risk for meningococcal disease?
College freshmen living in residence halls or dormitories are at an increased risk for meningococcal disease caused by some of the serotypes contained in the quadrivalent vaccine, as compared to individuals of the same age not attending college. The setting, combined with risk behaviors (such as alcohol consumption, exposure to cigarette smoke, sharing food or beverages, and activities involving the exchange of saliva), may be what puts college students at a greater risk for infection. There is insufficient information about whether new students in other congregate living situations (e.g., residential schools) may also be at increased risk for meningococcal disease. But, the similarity in their environments and some behaviors may increase their risk.

The risk of meningococcal disease for other college students, in particular older students and students who do not live in congregate housing, is not increased. However, quadrivalent meningococcal vaccine is a safe and effective way to reduce their risk of contracting this disease. In general, the risk of invasive meningococcal B disease is not increased among college students relative to others of the same age not attending college. However, outbreaks of meningococcal B disease do occur, though rarely, at colleges and universities. Vaccination of students with meningococcal B vaccine may be recommended during outbreaks.
Is there a vaccine against meningococcal disease?
Yes, there are 2 different meningococcal vaccines. Quadrivalent meningococcal conjugate vaccine (Menactra and Menveo) protects against 4 serotypes (A, C, W and Y) of meningococcal disease. Meningococcal serogroup B vaccine (Bexsero and Trumenba) protects against serogroup B meningococcal disease. Meningococcal conjugate vaccine is routinely recommended at age 11-12 years with a booster at age 16. Students receiving their first dose on or after their 16th birthday do not need a booster. Individuals in certain high risk groups may need to receive 1 or more of these vaccines based on their doctor’s recommendations. Adolescents and young adults (16-23 years of age) who are not in high risk groups may be vaccinated with meningococcal B vaccine, preferably at 16-18 years of age, to provide short-term protection for most strains of serogroup B meningococcal disease. Talk with your doctor about which vaccines you should receive.

Is the meningococcal vaccine safe?
Yes. Getting meningococcal vaccine is much safer than getting the disease. Some people who get meningococcal vaccine have mild side effects, such as redness or pain where the shot was given. These symptoms usually last for 1-2 days. A small percentage of people who receive the vaccine develop a fever. The vaccine can be given to pregnant women. A vaccine, like any medicine, is capable of causing serious problems such as severe allergic reactions, but these are rare.

Is meningococcal vaccine mandatory for entry into secondary schools that provide housing, and colleges?
Massachusetts law (MGL Ch. 76, s.15D) and regulations (105 CMR 220.000) requires both newly enrolled full-time students attending a secondary school (those schools with grades 9-12) who will be living in a dormitory or other congregate housing licensed or approved by the secondary school or institution and newly enrolled full-time students 21 years of age and younger attending a postsecondary institution (e.g., colleges) to receive a dose of quadrivalent meningococcal vaccine.

At affected secondary schools, the requirements apply to all new full-time residential students, regardless of grade (including grades pre-K through 8) and year of study. Secondary school students must provide documentation of having received a dose of quadrivalent meningococcal conjugate vaccine at any time in the past, unless they qualify for one of the exemptions allowed by the law. College students 21 years of age and younger must provide documentation of having received a dose of quadrivalent meningococcal conjugate vaccine on or after their 16th birthday, unless they qualify for one of the exemptions allowed by the law. Meningococcal B vaccines are not required and do not fulfill the requirement for receipt of meningococcal vaccine. Whenever possible, immunizations should be obtained prior to enrollment or registration. However, students may be enrolled or registered provided that the required immunizations are obtained within 30 days of registration.

Exemptions: Students may begin classes without a certificate of immunization against meningococcal disease if: 1) the student has a letter from a physician stating that there is a medical reason why he/she can’t receive the vaccine; 2) the student (or the student’s parent or legal guardian, if the student is a minor) presents a statement in writing that such vaccination is against his/her sincere religious belief; or 3) the student (or the student’s parent or legal guardian, if the student is a minor) signs the waiver below stating that the student has received information about the dangers of meningococcal disease, reviewed the information provided and elected to decline the vaccine.

Where can a student get vaccinated?
Students and their parents should contact their healthcare provider and make an appointment to discuss meningococcal disease, the benefits and risks of vaccination, and the availability of these vaccines. Schools and college health services are not required to provide you with this vaccine.

Where can I get more information?
- Your healthcare provider
- The Massachusetts Department of Public Health, Division of Epidemiology and Immunization at (617) 983-6800 or www.mass.gov/dph/imm and www.mass.gov/dph/epi
- Your local health department (listed in the phone book under government)

Waiver for Meningococcal Vaccination Requirement
I have received and reviewed the information provided on the risks of meningococcal disease and the risks and benefits of quadrivalent meningococcal vaccine. I understand that Massachusetts’ law requires newly enrolled full-time students at secondary schools who are living in a dormitory or congregate living arrangement licensed or approved by the secondary school, and newly enrolled full-time students at colleges and universities who are 21 years of age or younger to receive meningococcal vaccinations, unless the students provide a signed waiver of the vaccination or otherwise qualify for one of the exemptions specified in the law.

☐ After reviewing the materials above on the dangers of meningococcal disease, I choose to waive receipt of meningococcal vaccine.

Student Name: ___________________________ Date of Birth: _________ Student ID: ______________

Signature: ___________________________ Date: __________________

(Student or parent/legal guardian, if student is under 18 years of age)
NORTH SHORE COMMUNITY COLLEGE
Application for Admission

How to Apply for Admission

GENERAL INSTRUCTIONS
• Complete ALL information requested on the application form. An incomplete application will delay admissions processing.
• ALL students must complete the In-State Tuition Eligibility 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. If still in high school, students should submit current transcript.
• 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
  Or fax to: 978-762-4015, or email to: records@northshore.edu

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 SORI (Sex Offender Registry Information) 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
At NSCC, we understand that financing an education can be a challenge. There is only one application to apply for financial aid, which is the Free Application for Federal Student Aid or FAFSA. For more information about applying for financial aid and the cost to attend, please visit www.northshore.edu/financial-services.

The Office of Student Financial Services is available to answer any questions about paying for your education. The phone number is 978-762-4189 or the email is sfs@northshore.edu.

North Shore Community College is committed to sustainable and responsible enviromental practices. All publications are printed on recycled papers.
NSCC Credit Degree & Certificate Programs

Welcome! NSCC offers a wide variety of Associate Degree and credit Certificate Programs. To learn more about specific programs, such as locations, schedules and admissions requirements, please visit our website, email us, or call NSCC’s Admissions Department on the Lynn or Danvers campuses for more information.

www.northshore.edu • info@northshore.edu
NSCC Admissions Department: 781-477-2107 (Lynn) • 978-762-4188 (Danvers)

ASSOCIATE DEGREE PROGRAMS
Accounting
Animal Care Specialist [f ]
Aviation Management
Aviation Science Professional Pilot [f ]
Biotechnology
Business Administration Transfer
Computer Applications
Computer Information Systems
Computer Networking
Computer Programming
Computer Science Transfer
Criminal Justice
Culinary Arts & Food Service
Developmental Disabilities [v ]
Drug & Alcohol Rehabilitation [v ]
Early Childhood Development [v ]
Early Childhood Education [v ]
Elementary Education Transfer
Energy Utility Technology [f ]
Engineering Science Transfer [f ]
Environmental Horticulture
Environmental Studies
Executive Administrative Assistant
Fire Protection & Safety Technology
Graphic Design-Integrated Media
Graphic Design-Print
Health Science
Hospitality & Tourism

Credit Degree Programs, continued
Human Services Practitioner [v ]
Interdisciplinary Studies
Legal Administrative Assistant
Liberal Arts
Management
Marketing
Medical Administrative Assistant
NSCC RN to Salem State University BSN
Nurse Education [f ]
Nutritional Science & Diet Technology
Occupational Therapy Assistant [f ]
Paralegal
Physical Therapist Assistant [f ]
Pre-Engineering
Radiologic Technology [f ]
Respiratory Care [f ]
Veterinary Technology [f ]

CREDIT CERTIFICATE PROGRAMS
Accounting [ge]
Animal Care Specialist [f ] [v ] [ge]
Biotechnology [v ] [ge]
Child & Adolescent Behavioral Health [ge]
Computer Aided Design [f ] [ge]
Computer Networking [ge]
Cosmetology [v ] [ge]
Culinary Arts & Food Service [ge]
Developmental Disabilities Direct Support [v ] [ge]
Dietary Management [ge]
Early Care & Education: Infant/Toddler Child Care [v ] [ge]
English as a Second Language (Certificate of Completion) [ge]
Gerontology [v ] [ge]
Graphic Design [ge]
Health Care Technician [ge]
Legal Office Support [ge]
Medical Assisting [f ] [v ] [ge]
Medical Coding [ge]
Medical Office Support [ge]
Mental Health [ge]
Office Support [ge]
Paralegal [v ] [ge]
Practical Nursing [f ] [v ] [ge]
Quality Assurance/Quality Control [f ] [f ]
Small Business Management—Entrepreneurship [ge]
Substance Abuse Counseling [ge]
Surgical Technology [f ] [v ] [ge]
Web Development [f ] [ge]
Youth Worker [v ]

[f ] Fall-start only
[+] Clock-hour program
[✓] CORI/SORI check required prior to field/clinical placements
[ge] Gainful Employment
Student-consumer information available

[+] Special admissions process
Programs with specific admissions requirements or limited seating
Academic Interests & Resources

The following opportunities and resources 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 the Free Application for Federal Student Aid (FAFSA). This information will have no impact on whether you are admitted to the college.

☐ I plan to apply for financial aid and will be completing the FAFSA at http://fafsa.ed.gov.
☐ I plan to apply for financial aid, but I need help from NSCC’s Student Financial Services office to complete the FAFSA.
☐ I do not plan to apply for federal, state or institutional financial aid at this time.

www.northshore.edu/financial-services

☐ Scholarships
The NSCC Foundation awards scholarships annually to NSCC students in consideration of academic and non-academic factors, and demonstrated need. Scholarships are available for incoming students and current students. Recipients are selected on a competitive basis through a scholarship application process.

www.northshore.edu/scholarships

☐ Career Exploration
Explore career and academic pathway options with assistance from NSCC Pathway advisors.

www.northshore.edu/career_services

☐ Mass Transfer Program & Transfer Agreements
Each year hundreds of students transfer from NSCC to four-year colleges and universities all over the country to pursue their academic goal of a bachelor’s degree. By starting at NSCC, you can achieve your dream while also dramatically reducing the long-term financial burden of college costs.

www.northshore.edu/transfer_services

☐ Commonwealth Commitment
Commonwealth Commitment is an opportunity for students who want to pursue a bachelor’s degree and save significant money by attending 2–2 ½ years at a community college and transferring easily to a MA state university.

www.northshore.edu/macomcom

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

www.northshore.edu/honors

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

www.northshore.edu/academics/departments/esl

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

www.northshore.edu/scholarships/president-scholars

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

www.northshore.edu/trio/support-services

☐ Women in Transition
Based on NSCC’s Danvers campus, students take first-year general education courses together in a supportive learning community dedicated to easing the transition to college and explore academic and career paths. Students can apply credits earned to their NSCC academic program of choice.

www.northshore.edu/wit

☐ Student Clubs & Organizations
Students have the opportunity to develop personal, organizational and civic leadership skills, and to create meaningful, lasting memories through their participation in clubs, organizations and a variety of community service projects.

www.northshore.edu/engagement
Application for Admission

Please select a term: ☐ Fall ☐ Winter/Spring ☐ Summer ☐ Year: ______

PLEASE PRINT CLEARLY

<table>
<thead>
<tr>
<th>Contact Information</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Legal Last Name</td>
<td>Legal First Name</td>
<td>MIDDLE NAME</td>
<td></td>
</tr>
<tr>
<td>Preferred Name</td>
<td>All Previous Last Names</td>
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<tr>
<td>Address</td>
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<td></td>
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</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Social Security #:</td>
<td>Date of Birth MM/DD/YYYY</td>
<td></td>
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</tr>
<tr>
<td>Optional, but required if seeking financial aid or tax credit.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Sex</td>
<td>Gender</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cell Phone</td>
<td>Home Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Address (Please print neatly)</td>
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</tr>
</tbody>
</table>

PLEASE CHECK APPLICABLE BOXES

Citizenship

☐ U.S. Citizen ☐ Permanent Resident Card (Green Card)

If yes, enter Alien Registration number. ☐ Yes ☐ No

Will you require a student visa to attend NSCC?

Ethnicity

Choose one: ☐ Hispanic/Latino ☐ Non-Hispanic/Latino

Race

Please select one or more categories to describe yourself.

☐ American Indian/Alaskan Native ☐ Native Hawaiian/Pacific Islander ☐ Asian

☐ White ☐ Cape Verdean ☐ Black/African American

Military

Are you present or former military personnel? ☐ Yes ☐ No
Application for Admission

Educational Objectives

Academic Information

PLEASE CHECK BOXES BELOW WHICH APPLY TO YOU.

I AM: □ A FIRST-TIME STUDENT (NEVER ATTENDED COLLEGE BEFORE).
□ A TRANSFER STUDENT (PREVIOUSLY ATTENDED ANOTHER COLLEGE).
□ AN NSCC GRADUATE SEEKING READMISSION.
□ A PREVIOUS NSCC STUDENT (NON-GRADUATE).

WERE YOU IN A DEGREE PROGRAM? □ YES □ NO

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: ____________________________

   □ 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

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.
   □ 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 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 A PARENT, RELATIVE OR SIBLING GRADUATE FROM NSCC?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YES □ NO DID YOUR MOTHER OR FATHER GRADUATE FROM A 4-YEAR COLLEGE?</td>
<td></td>
<td></td>
<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 NATIVE LANGUAGE?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2) COLLEGE EDUCATION □ COLLEGE GRADUATE □ DID NOT GRADUATE □ WILL GRADUATE _______ (YEAR)

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

Signature Required

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

Date __________

×
Signature of Parent
If applicant is under 18 years of age.

Date __________
# Massachusetts Community Colleges
## In-State Tuition Eligibility Form

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIDDLE NAME</td>
<td>ANY PREVIOUS LAST NAMES</td>
</tr>
<tr>
<td>ADDRESS</td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td>STATE</td>
</tr>
<tr>
<td>SOCIAL SECURITY #:</td>
<td>DATE OF BIRTH MM / DD / YYYY</td>
</tr>
<tr>
<td>STUDENT ID #:</td>
<td></td>
</tr>
</tbody>
</table>

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**

---

16
TECHNICAL STANDARDS FOR OCCUPATIONAL THERAPY ASSISTANT

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.

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. Intervention includes therapeutic use of self; therapeutic use of preparatory methods and tasks; occupations and activities; education and training; advocacy and groups.

Throughout the performance of your duties as a healthcare provider, you will be exposed to infectious diseases in all practice settings. Although you will learn practices and procedures to minimize the risk of exposure, you should be aware of the risk and take it into consideration when deciding to enter this program and profession.

Accepted Students: Please sign and return to Health Professions Main Office – DH318

<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>PHYSICAL STANDARDS</td>
<td>Performance Level*</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>DEXTERITY:</strong> 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>
<td>F</td>
</tr>
<tr>
<td><strong>STAND:</strong> stand extended periods of time and for majority of working shift</td>
<td>C</td>
</tr>
<tr>
<td><strong>WALK:</strong> within facility environment (internal) for assigned shift</td>
<td>C</td>
</tr>
<tr>
<td>within facility environment (external grounds – even and uneven surfaces) for functional mobility training</td>
<td>O</td>
</tr>
<tr>
<td><strong>PUSH/PULL:</strong> wheelchairs, hospital beds, scooters, hoyer lifts, and other equipment including but not limited to IV poles, oxygen tanks, portable devices</td>
<td>F</td>
</tr>
<tr>
<td><strong>BALANCE:</strong> to assist clients with functional activities, including mobility (even and uneven surfaces)</td>
<td>F</td>
</tr>
<tr>
<td><strong>ENDURANCE:</strong> to manage full-time equivalent Level 2 fieldwork experiences and assigned work shifts</td>
<td>C</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SENSORY STANDARDS</th>
<th>Performance Level*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TACTILE:</strong> <em>Feel</em> 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</td>
<td>F</td>
</tr>
<tr>
<td><strong>AUDITORY:</strong> <em>Hear</em> 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</td>
<td>C</td>
</tr>
<tr>
<td><strong>VISUAL:</strong> <em>See</em> 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; <em>see</em> from a distance to observe client behaviors and performance; <em>see</em> in detail to detect changes in skin integrity, sweating, skin color, swelling, muscle atrophy, and gestures of non-verbal communication; <em>see</em> 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; <em>see</em> in detail to detect/assess BP (manometer dial) and ROM (goniometer) <em>Read</em> numbers, letters, printed, typed and cursive writing in fine print; <em>read</em> paper and computerized files/records; <em>read</em> dials on modality equipment; <em>read</em> manuals and forms for administering and scoring standardized tests; <em>read</em> client records; <em>read</em> to collect information and screening data in English; <em>read</em> directions accompanying equipment; <em>read</em> to research subject matter</td>
<td>C</td>
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<tr>
<th>COMMUNICATION STANDARDS</th>
<th>Performance Level*</th>
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<tbody>
<tr>
<td><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)</td>
<td>C</td>
</tr>
<tr>
<td><strong>RESPOND:</strong> to clients with communication disorders (aphasia, hearing loss), or those who use ELL</td>
<td>F</td>
</tr>
<tr>
<td><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</td>
<td>C</td>
</tr>
<tr>
<td><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</td>
<td>C</td>
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</table>
COGNITIVE/BEHAVIORAL and SOCIAL/BEHAVIORAL STANDARDS

<table>
<thead>
<tr>
<th>Task</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>

IMMUNIZATIONS

Health science students must meet immunization requirements under state law, MGL Chapter 76, Section 15C and its regulations at 105 CMR 220.000 – 220.700. Students must also meet any additional immunization requirements required by clinical affiliates.

According to MGL Chapter 76, Section 15C, a health science student who is in contact with patients may be exempt from the immunization requirements imposed under state law pursuant to a medical or religious exemption. Submission of documentation will be required and, if sufficient to qualify for a medical or religious exemption, it will be granted. **PLEASE BE ADVISED** that, while the college will make a reasonable effort to place you in a clinical facility, clinical placement cannot be guaranteed in light of an unimmunized status. If a clinical placement cannot be secured, then you will be unable to complete the program’s clinical requirement. Thus, you will be unable to progress and will fail out of the program.

*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. If you are an otherwise qualified individual with a disability who seeks a reasonable accommodation, you need to contact the Office of Accessibility for eligibility determination for reasonable accommodation(s). For those applicants offered admission into the program, you will be asked to self-certify by signing the Technical Standards form which is included in the Health Form packet that will be mailed to you and that you are required to complete no later than July 5, 2018.*

I certify that I am able to perform the above Technical Standards and that the above information is true and correct. If, at any time, during my enrollment in the program, I am unable to meet the above performance requirements, I will immediately contact the Program Director for possible referral to Student Services.
OCCUPATIONAL THERAPY ASSISTANT PROGRAM

ADMISSIONS QUESTIONNAIRE

FALL 2019

**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.
Students wishing to be considered for the Accelerated Option of Study must demonstrate evidence of successful completion of each course by the end of summer sessions at NSCC. 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</th>
<th>Provide the date of completion OR the anticipated date of completion (must be by end of summer sessions @ NSCC)</th>
</tr>
</thead>
</table>
| e.g. Anatomy and Physiology 1 (BIO211) | College X                                      | completed: ___________________________  
anticipated completion: Fall 2018 |
| e.g. Introduction to Psychology | NSCC                                           | completed: ____CLEP exam on 5/14/18  
anticipated completion: _____________ |
| Composition 1 (CMP101)       |                                                | completed: ___________________________  
anticipated completion: _____________ |
| Composition 2 Elective (CMP104-150) |                                             | completed: ___________________________  
anticipated completion: _____________ |
| Anatomy and Physiology 1 (BIO211) |                                               | completed: ___________________________  
anticipated completion: _____________ |
| Anatomy and Physiology 2 (BIO212) |                                               | completed: ___________________________  
anticipated completion: _____________ |
| Introduction to General Psychology (PSY102) |                                           | completed: ___________________________  
anticipated completion: _____________ |
| Human Growth and Development (PSY204) | **Note:** if taken at another college, the course(s) must cover the life span from birth to death | completed: ___________________________  
anticipated completion: _____________ |
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 “ATI Test of Essential Academic Skills” (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. A four-function calculator is incorporated into the test, dictionaries and other aids are not permitted.

Section # of questions Time allowed
Reading 53 64 minutes
Key ideas and details, craft and structure, integration of knowledge and ideas.

Mathematical Skills 36 54 minutes
Numbers and algebra, measurement and data

Science 53 63 minutes
Human anatomy and physiology, life and physical science, scientific reasoning

English and Language Usage 28 28 minutes
Conventions of Standard English, knowledge of language, vocabulary acquisition

2019 PROGRAM REQUIREMENTS
ATI TEAS Requirements for NSCC Nursing and Allied Health Programs

<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>69%</td>
</tr>
<tr>
<td>Occupational Therapy Assist. Accelerated (OTX)</td>
<td>Yes</td>
<td>ALL</td>
<td>69%</td>
</tr>
<tr>
<td>Physical Therapist 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>65%</td>
</tr>
<tr>
<td>Surgical Technology (SRG)</td>
<td>Yes</td>
<td>ALL</td>
<td>*</td>
</tr>
</tbody>
</table>

* Section is required but no minimum score has been determined.
* Lowered from 60.4 on 2/25/2019

NOTE: Respiratory Care and Surgical Tech requires that the ATI TEAS test be taken at North Shore Community College Lynn or Danvers Campus. Nurse Education and Practical Nursing programs highly recommend that the ATI TEAS test be taken at North Shore Community College Lynn or Danvers Campus.

ELIGIBILITY
Any individual may take the ATI 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 regardless of location. Students whose score reports reflect that they have tested more than 2 times or at another location other than NSCC, must also submit an official TEAS Transcript from ATI: http://www.atitesting.com/ati_store/. The academic year is September 1 through August 31.

REGISTERING and PAYING FOR THE TEST
The ATI TEAS test is offered on a regular basis in Lynn and Danvers. To access the schedule go to www.atitesting.com and follow the instructions below. Click ‘Register for the ATI TEAS’ then select Massachusetts and either Lynn or Danvers to see the dates and times available. Space is limited, and more sessions are added as sessions fill. It is recommended that applicants for the Fall Semester of 2019...
prepare for the exam early and register to take the test as soon as they feel prepared. Registration and payment for the ATI TEAS test are done online. **Registrations are final.**

**To view available testing dates, register and pay:**
- Go to 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 ATI TEAS.”
- Choose Massachusetts and then either Lynn or Danvers to view NSCC’s TEAS schedule. More dates are added as sessions fill.
- Select your test date and enter your credit card information.
- Payment is due online at the time of registration. The fee is $94 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 the ATI TEAS**

Students are strongly encouraged to prepare for this exam. Be sure to use the ATI TEAS Study Manual version 6. The TEAS test was revised on August 31, 2016 so the TEAS V Manual is now outdated. The ATI TEAS Study Manual and online practice tests are available at www.atitesting.com. The book is also available in the reference section of the NSCC libraries or for sale at the NSCC College Bookstores. NSCC also offers non-credit prep courses for the ATI 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 LS215 (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 $94 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 ATI TEAS score reports immediately upon completion of the exam. Students can also access their score reports by logging into www.atitesting.com. **Students must 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 should speak with their accessibility counselor. Non-NSCC students must provide NSCC’s Accessibility Services with documentation of their disability. For more information visit www.northshore.edu/accessibility or contact Accessibility Services at 978-762-4000 x 4501. **Documentation must be received at least 2 weeks prior to the test date.** Students planning to test with accommodations should create an account on ATItesting.com but NOT schedule an exam until after contacting the testing center.

**ACADEMIC DISHONESTY**

Dictionaries or other aids are 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.

Mandatory Information Sessions will be held at the Danvers Campus Health Professions and Student Services Building
1 Ferncroft Road, Danvers, MA

with

Maureen Nardella
(978) 762-4176
Email: maureen.nardella@northshore.edu

FALL 2018 Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, September 20</td>
<td>2:30 to 4:00pm</td>
<td>DH-226</td>
</tr>
<tr>
<td>Thursday, October 18</td>
<td>2:30 to 4:00pm</td>
<td>DH-226</td>
</tr>
<tr>
<td>Thursday, November 15</td>
<td>2:30 to 4:00pm</td>
<td>DH-226</td>
</tr>
<tr>
<td>Thursday, December 13</td>
<td>2:30 to 4:00pm</td>
<td>DH-226</td>
</tr>
</tbody>
</table>

SPRING 2019 Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, January 16</td>
<td>2:30 to 4:00pm</td>
<td>DH-226</td>
</tr>
<tr>
<td>Wednesday, February 13</td>
<td>2:30 to 4:00pm</td>
<td>DH-226</td>
</tr>
<tr>
<td>Wednesday, March 20</td>
<td>2:30 to 4:00pm</td>
<td>DH-226</td>
</tr>
<tr>
<td>Wednesday, April 17</td>
<td>2:30 to 4:00pm</td>
<td>DH-226</td>
</tr>
<tr>
<td>Tuesday, May 14</td>
<td>2:30 to 4:00pm</td>
<td>DH-226</td>
</tr>
</tbody>
</table>

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 4/26/19