

NOTICE TO OTA PROGRAM APPLICANTS

The Health Science Department and OTA Program makes every effort to provide an understandable application process by ensuring each applicant has the necessary information for application completion. It is the student's responsibility to review the application requirements and selection criteria for the individual program to which they are applying as some programs have additional requirements beyond those listed for the Health Science Department. Application requirements and selection criteria are subject to change. Please visit the program's website for detailed information about the program's application and selection process.

All applicants have equal opportunity to contact the program director prior to submitting their application. Each program reserves the right to consider an applicant ineligible for program admission if he/she neglects any part of the stated requirements for application or selection. Fulfilling all application criteria does not guarantee acceptance into a program as program size is limited. Acceptance to any Health Science Program is subject to completion of a background check and drug screen.

Health Science front office personnel are able to assist you with general application questions you may have. However, it remains the responsibility of the applicant to follow all written instructions for application submission and selection criteria.

Alamo Colleges, St. Philip's College, the Health Science Department and its programs are not responsible for any applicant misinterpretation of the application or selection process. As evidence that you have read and understand this notice, you will be asked to confirm with your signature on the Health Science Application.

I have read the above.

X _____ Date: _____

OTA STUDENT APPLICATION FORM

Program Applying For: OTA		Desired Entry Date: Fall _____	
Name: (Last, First, MI)		Banner ID:	
		SS#:	
Street Address:		Student Email:	
		Personal Email:	
Apt #	City	State	Zip
Mobile Phone:		Alternate Phone:	
All College/University Attended (include attachments as necessary)			
Degree	Hours Completed	Dates	
Employment History (include attachments as necessary)			
Employer	Job Title	Dates	
Are you eligible to work in the United States? Yes ____ No ____			
Convicted of a felony? Yes ____ No ____ Convicted of a misdemeanor? Yes ____ No ____			
Enrollment into the Health Science programs by students with <u>felony</u> convictions could result in denial of licensure or certification. These students would not be eligible for admission into the program until a declaratory order process is completed with the licensure and/or certification board and proof of eligibility for licensure or certification is provided.			
Medical Emergency Numbers:			
Name	Relationship	Phone Number	

I understand that falsification of any information on application will automatically disqualify me as an applicant for admission and will result in my being dropped from any Health Science Program.

I have read and understand the Notice to Program Applicants.

Applicant Signature

Date

OTA APPLICATION CHECKLIST

Initial each box below to affirm you completed that step prior to applying. SUBMIT THIS PAGE WITH APPLICATION.

- Are you college ready? Have you completed the . . .
1. "Apply Texas" application for admission to St. Philip's College if necessary?
2. Assessment tests or submitted assessment scores; or are you exempt?
See [How to Apply](#) for details
- Have you completed program prerequisite courses if applicable?
Check program website and/or Quick Reference Checklist: English, Math & Biology.
- Have you completed (and included) the ATI TEAS pre-entrance exam score?
Only include the [score page](#). Minimum score is 65.
- Have you included any additional healthcare licensure documents, if applicable?
In the case of **Felony** you must provide documentation from NBCOT and TBOTE.
- Have you checked if you meet the overall minimum grade point average (GPA) requirement?
You must have minimum of 2.75 on a 4.0 scale to apply for the OTA program.
- Did you include official transcripts?
Official transcripts from all colleges (**including St. Philip's College if applicable**) attended are required. *An official transcript is one printed on official paper from the Registrar's office and in a sealed envelope.* Students should request the transcript(s) be sent to their home address. **DO NOT OPEN.** Submit official transcripts with all other application documents in one sealed envelope. **A separate official transcript must also be provided to the records and registration office to be admitted as a St. Philip's College student.**
- Did you include documentation of 20 hours of work or volunteer in an OT setting?
May use SPC form or letterhead from facility with required information and signatures.
- Did you check the program website or the Quick Reference Checklist to make sure you will meet the program application deadline?
The application packet must be postmarked by the last day of March, it will not be accepted after that date.
- Did you include an essay?
A one-page, double-spaced, typed essay stating reasons for pursuing the OTA program is required.
- Did you read the NOTICE TO PROGRAM APPLICANTS statement?
Include with the application with your signature.
- Did you complete and include the OTA STUDENT APPLICATION FORM?
Fill out the entire form legibly and completely. You must sign and date the form.
- Did you include the completed APPLICATION CHECKLIST?
This page with initials to indicate your packet is complete.
- Did you place all documents in **ONE** sealed envelope addressed with the OTA Program name?
Documents mailed separately from the application form will NOT be considered.
Application and required documents [must be mailed USPS](#) to:

Department of Health Science - St. Philip's College
OTA Program
1801 Martin Luther King Drive
San Antonio, TX 78203-2098