



GROSSMONT COLLEGE OTA PROGRAM APPLICATION CHECKLIST

(This form must accompany the application packet)

NAME: _____

DATE: _____

The required following documents are needed to submit an application packet and to be placed on the waitlist. All items must be included in a single email and submitted to denise.gilbert@gcccd.edu, PDF format is preferred. Application requirements must be complete and all items must be included to apply to the OTA Program. Incomplete applications will not be accepted.

Complete Application

Proof of High School graduation, GED certificate **or a higher** degree:

- copy of a U.S. High School diploma/transcripts or
- copy of a GED certificate or
- unofficial transcripts indicating an Associates, Bachelors or Master's degree or copy of diploma.

Important: Foreign High School or College transcripts must be evaluated by an Evaluation Service from NACES.org.

Unofficial college transcripts for the required science prerequisites. If the prerequisites were taken at GCCCD, the OTA Office will obtain the transcript for you. **Once the physical office is open again, you will be asked to hand deliver your official sealed transcripts to the office.**

Course Descriptions for courses not listed on the Equivalency Grid (please refer to the [Nursing Program grid](#)). If prerequisites were taken outside of the San Diego area, course descriptions from the college catalog must be included. Please do not copy and paste; course descriptions must show the entire page directly from the school catalog and/or website indicating the name of the college and the year the course was completed.

Complete Immunizations (all have specific requirements; please use the [Immunization Requirements](#) for details):

Hepatitis B series (3 shots total) and a blood test for immunity (results can be negative or positive as long as series has been completed) **or** a positive Hep B blood test indicating immunity (if proof of Hep B series cannot be provided).

Please note: Negative blood tests without a series of 3 Hep B vaccinations will not meet the requirement.

Tdap (within the past 10 years)

MMR series (2 shots total) **or** separate blood tests indicating immunity for Measles, Mumps and Rubella.

Varicella series (2 shots total) **or** a positive Varicella blood test indicating immunity

QUESTIONS? Contact Denise Gilbert - Health Professions Specialist for the OTA Program.

Email: denise.gilbert@gcccd.edu



GROSSMONT COLLEGE APPLICATION TO THE ASSOCIATES DEGREE IN OCCUPATIONAL THERAPY PROGRAM

To be placed on the OTA Waitlist, a complete OTA application packet must be delivered in person if residing in San Diego County or via email if residing outside of the San Diego County area. The OTA Website *application process* tab has the specific requirements. **Once a student accepts a seat in the OTA Program at Grossmont College, his/her name will be removed from all other Grossmont College Health Professions waitlists.**

This application must be completed in full in order for your name to be placed on the program waitlist. Please review it carefully.

Name _____ Home Phone _____
Last First Middle

Previous Name _____ Alternate Phone No. (Cell) _____
Important if your records reflect a name different from above.

Address _____ Grossmont ID# (if applicable) _____
Street (Confidential—for records only)

_____ Birth Date _____
City State Zip (Confidential—for records only)

E-mail _____ High School (City, State) _____
(A copy of HS diploma, transcripts, GED or higher education is required to apply)

SCIENCE PREREQUISITES*	Course Number	No. of Units	Lab Course Y/N?	Year Completed	Name of College	Letter Grade Received
Anatomy & Physiology I or Anatomy						
Anatomy & Physiology II or Physiology						

*If science prerequisites were completed at a college outside of San Diego County, please provide course descriptions from the college catalog or from their website to be approved for equivalency. **You must submit per website: 1. Application, 2. official transcripts of all science prerequisites, 3. Immunizations and titers, 4. HS diploma or higher degree.**

If your application is incomplete, it will be held for 1 week then shred.

PLEASE COMPLETE FOR STATISTICAL PURPOSES ONLY:
 ___American Indian or Alaskan Native ___African-American ___Asian or Pacific Islander ___Hispanic ___Filipino ___White ___Other
 ___Male ___Female

****Important:** If you have a change in address, phone number or email while on the waitlist, you must contact the OTA Office in writing. Your status on the waitlist will be compromised if we are unable to reach you. You may email changes to christi.vicino@gcccd.edu.

Application Date:
 Office Use:
 Completed Date:

**College and/or
Post High School Education**

Name of College / School

Years Attended

Degrees

_____	_____	_____
_____	_____	_____

***Note** - official college transcripts from all colleges attended must be on file in the Admissions and Records Office before starting the program. It is highly suggested that you make an appointment with a college counselor after submitting the application to verify all General Education and Major Requirements are fulfilled before entering the program.

How did you hear about the field of Occupational Therapy Assistant?: _____
How did you hear about our Occupational Therapy Program?: _____

PLEASE COMPLETE FOR STATISTICAL PURPOSES ONLY:

Work experience in the healthcare field? ___ Yes ___ No

If yes, where and dates of employment: _____

IMPORTANT

Students in **ALL** programs will be required to complete the background check and urine drug screen. **THIS IS A HOSPITAL/HEALTH AGENCY REQUIREMENT.** Students will be given the information to obtain these requirements upon admission to the program.

Please bring your completed application packet to the OTA Office in person if you reside in San Diego County. If you are outside of San Diego County, you may mail your application packet to the address below.

It is required by ACOTE – Accreditation Council for Occupational Therapy Education - that students complete all GE and major requirements prior to fieldwork II – OTA 240 and OTA 241.
STUDENTS MUST COMPLETE ALL LEVEL II FIELDWORK WITHIN 18 MONTHS FOLLOWING COMPLETION OF THE DIDACTIC PORTION OF THE PROGRAM.

The Grossmont College OTA Program website is located at: www.grossmont.edu/ota You are responsible to read all the information on the OTA website. Signing this application indicates that you are aware of all the information on the OTA website and understand you are to check this site for any updates.

GROSSMONT COLLEGE

Occupational Therapy Assistant Program
8800 GROSSMONT COLLEGE DRIVE
Bldg. 34, Room 256
EL CAJON, CA 92020-1799
(619) 644-7304 Phone
(619) 644-7910 Fax

Date: _____

Signature: _____