



## GROSSMONT COLLEGE OT 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](mailto:denise.gilbert@gcccd.edu), PDF format is preferred. Application requirements must be complete and all items must be included to apply to the Orthopedic Technology 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](http://NACES.org).

Unofficial college transcripts for the required science prerequisite; Anatomy. If the courses were taken at GCCCD, the OT 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 OT Equivalency Grid (see below). 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/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 OT Program.

Email: [denise.gilbert@gcccd.edu](mailto:denise.gilbert@gcccd.edu)