



## Program in Occupational Therapy 2018-2019 Admissions Terms & Conditions

### Licensure Requirements

Students applying to the Program in Occupational Therapy at the University of Minnesota are offered admittance to the Twin Cities and given a classroom seat at one of the two performance sites:

- University of Minnesota Twin Cities Minneapolis Performance Site - Minneapolis, MN
- University of Minnesota Twin Cities Rochester Performance Site - Rochester, MN

Each site is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824 -1220. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of the exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. An individual who is considering entering an occupational therapy educational program or who has already entered an educational program can request an Early Determination Review of their background at [www.nbcot.org](http://www.nbcot.org).

### Completion of Outstanding Courses & Conditions

All admitted students MUST complete all pre-requisite courses and conditions PRIOR to enrolling in the first semester (Fall 2018). Failure to complete courses and conditions remaining will result in administrative withdrawal from the Program and withdrawal of the admission offer requiring re-application to the Program. Tuition refunds are subject to the [University refund deadline policy](#). *There are no exceptions to this policy.*

### CAHP Information Technology Standards and Minimum Acceptable Configurations

The occupational therapy curriculum is delivered both in person and online. Applicants who accept an offer of admission are to be proficient at using a personal computer, including but not limited to sending and receiving email, using data and word processing software (primarily Microsoft Office software), using the Internet (high speed), scanning documents into pdfs, and navigating the University of Minnesota and other websites. The University of Minnesota [Technology and Training Services](#) offers training for a wide range of computing skills improvement. Students must be enrolled in order to access these services.

Enrolled students MUST have access to computer equipment and software that meets the CAHP minimum technology standards as described within <https://www.alliedhealth.umn.edu/occupational-therapy-ot/prospective-students/admissions>. Successful academic progress towards the occupational therapy degree is dependent upon students meeting minimum computer standards and being proficient in using a computer.

### Minimum Technical Standards

The Program in Occupational Therapy requires students to engage in diverse, complex, and specific experiences essential to the safe practice of occupational therapy. The student must perform essential activities safely and within an acceptable amount of time. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to



satisfactorily perform these functions throughout the curriculum, and all fieldwork experiences. The Occupational Therapy Program's [Minimum Technical Standards](#) outline these abilities and requirements. Prospective students must review these standards prior to applying to the program and, upon acceptance of an offer, certify that they can be met with or without accommodations. If, at any point during the program, circumstances change and it is determined that you no longer meet these technical standards, you may be administratively withdrawn from the Occupational Therapy Program.

### **Students with Documented Disabilities**

It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have a documented disability that may affect their ability to participate in activities or to meet course requirements. Students with disabilities are encouraged to contact the University of Minnesota Disability Resource Center to have a confidential discussion about their individual needs or for assistance in determining whether they can meet the technical standards of the program. The Disability Resource Center is located in Suite 180 McNamara Alumni Center, 200 Oak Street. Staff can be reached by calling (612) 626-1333 (voice or TTY).

### **Criminal Background Studies**

The University of Minnesota requires criminal background studies for all students in the Occupational Therapy Program. Based on amendments to the Vulnerable Adult Act in 1995 and 1996, Minnesota Law requires any person who provides services involving direct contact with patients and residents at hospitals, nursing homes and other health care facilities licensed by the Minnesota Department of Health to have a Minnesota background study. Clinical sites attended by students require verification from the program and the student that they are qualified to provide direct contact services.

Students must receive qualification to provide direct contact services to participate in many required components of the curriculum. If a student is disqualified from providing direct contact as a result of the background study and, this disqualification is not set aside by the Commissioner of Health through a reconsideration process, the students may become ineligible to participate further in the Occupational Therapy Program.

A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. NBCOT offers an Early Determination Review to individuals who 1) have been charged with or convicted of a felony, 2) have had any professional license, registration, or certification revoked, suspended, or subject to probationary conditions by a regulatory authority or certification board, or 3) have been found by any court, administrative, or disciplinary proceeding to have committed negligence, malpractice, recklessness, or willful or intentional misconduct that resulted in harm to another. In this "early determination" process, NBCOT may give early or prior approval to take the certification exam to an individual who is considering entering an educational program. For more information, contact the National Board for Certification in Occupational Therapy [www.nbcot.org](http://www.nbcot.org) at 12 South Summit Avenue, Suite 100, Gaithersburg, MD 20877, [info@nbcot.org](mailto:info@nbcot.org).

### **Diversity**

The University of Minnesota is committed to achieving excellence through diversity. As a community of faculty, staff, and students engaged in research, scholarship, artistic activity, teaching and learning, and activities to support them, the University fosters an environment that is diverse, humane, and hospitable. As an institution, the University is a global enterprise which serves the state, the nation, and the world. (See Board of Regents, *University 2000: The University of Minnesota for the 21<sup>st</sup> Century*). The Program in Occupational Therapy seeks a diverse student body to enrich the learning experience of all students and to better prepare our students to serve the needs of diverse patients and clients.

### **Equal Opportunity Statement**

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, gender identity, or gender expression.

### **Fieldwork Requirements**



All occupational therapy students must complete level I and level II fieldwork. Level I fieldwork are short experiences associated with specific courses that occur during semesters 2, 3, and 4.. They are scheduled *outside* the face to face schedule. [See the course descriptions for the courses associated with level I fieldwork.](#) Level II fieldwork is a minimum of 24 weeks of full-time participation following the end of the didactic curriculum. It must be completed within 24 months of completion of the didactic semesters. All students should expect to complete a minimum of one 12 week level II experience at a location outside of the Twin Cities or Rochester metro areas.

All fieldwork will be completed at locations across the State of Minnesota. Each student is responsible for paying their additional housing and living costs due to those placements, and should plan for those expenses in advance. Fieldwork placements are rarely located in other states due to the Occupational Therapy Program mission and land grant status of the University of Minnesota. International placements are currently not available.

### **Hospitalization Insurance**

The University of Minnesota requires all admitted students to have hospitalization insurance. Information about the Student Health Benefit Plan can be located at the Boynton Health Service website: [www.bhs.umn.edu](http://www.bhs.umn.edu). At registration, students are automatically enrolled in the Student Health Benefit Plan and will be charged for the cost of the plan. Prior to the start of level II fieldwork, students will be instructed on ensuring insurance coverage through out the experiences. Details on requesting a waiver are available at the Boynton website. *You must request an insurance waiver by the registration deadline or the insurance fee is non-refundable.*

### **Immunizations**

Occupational Therapy students must comply with the [Academic Health Center \(AHC\) Immunization Requirements](#). All students participating in clinical rotations are required to receive an annual flu vaccination and an annual test for tuberculosis. These requirements are necessary to comply with Occupational Safety and Health Administration (OSHA) regulations, Centers for Disease Control and Prevention (CDC) guidelines, Academic Health Center policy, and contracts with clinical fieldwork sites.

Admitted students **MUST** complete immunization requirements PRIOR to enrolling in first semester and keep them up-to-date throughout enrollment in the program. Failure to complete all required immunizations before the first day of the first semester will result in administrative withdrawal from the program. Individuals unable or unwilling to comply with the immunization requirements will not be allowed to participate in fieldwork and will be unable to graduate from the Program in Occupational Therapy. *There are no exceptions to this policy.*

### **Long-term Disability Insurance**

Program in Occupational Therapy students will be covered automatically under a group Long Term Disability plan. You will see a charge for this coverage on your student account once at the beginning of each fall and spring semester. *This fee is required and is non-negotiable.*