



**Kapi'olani Community College  
OCCUPATIONAL THERAPY ASSISTANT PROGRAM APPLICATION**

**Application Period:** April 1 – May 31

## APPLICATION SUBMISSION PROCEDURES

**Directions:** Submit this program application with all required documents to the Health Careers Counseling Center via UH File Drop by the posted deadline. *We will not be accepting in-person applications.*

**To use UH File Drop follow the directions below:**

1. Scan application and all supporting documents
  - a. If you do not have access to a scanner, use a free smartphone app like *Scannable* or *Scanner Pro* or *Cam Scanner*. Save your application and all supporting documents in PDF format.
2. From any web browser, go to <https://www.hawaii.edu/filedrop>
3. Log in as a UH User or Non-UH user (Non-UH Users will be sent a verification email, click on the link in the email)
  - a. In the recipient field, type: [hlthsci@hawaii.edu](mailto:hlthsci@hawaii.edu)
  - b. Click in the drop down menu in the expiration timer, change it to 14 days
  - c. In the “Optional Message” field, enter FULL NAME and the PROGRAM you are applying to
  - d. After you’ve completed the Recipient field, extended the expiration timer, typed in the Optional Message, click Proceed.
  - e. Click the Choose File button to browse for your application and supporting documents.
    - i. If you upload your documents in different files (i.e. application, transcripts, etc), please write a description of the file in the Description box.
  - f. Click the Start Upload button.
  - g. You will be redirected to a confirmation page with the link to your uploaded file. You’re finished.

Please contact us at [hlthsci@hawaii.edu](mailto:hlthsci@hawaii.edu) or 808-734-9224 if you have any questions or need assistance with these application submission procedures.



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**Application Period:** April 1 – May 31

**Directions:** Please complete each item by typing directly into the fields or neatly printing on a hardcopy, and submit this application with all required documents to the Health Careers Counseling Center via [UH File Drop](#) by the posted **deadline**. If the application deadline falls on a weekend or recognized holiday, applications will be accepted on the following business day.

<u>APPLICANT INFORMATION</u>			
Name:	_____	_____	_____ UH Number/Username _____
	Last Name	First Name	M.I.
Phone:	_____	_____	_____
	Cell	Home	Work
PREFERRED Email Address:	_____		
	List regularly checked email address as all admission decisions will be emailed to this address		
List other name(s) used on documents:	_____		
	Notify the KCC Kekaulike Information & Service Center regarding other names used on college documents.		

**ADMISSIONS CHECKLIST**

- Attend a Mandatory OTA Program Information Session within one year of the application deadline.**  
**Date Attended:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Month / Day / Year)
- Complete steps to become a KapCC student if currently not a student of the UH System (<http://apply.hawaii.edu>)**
- Complete prerequisite courses** with a “C” grade or higher by the application deadline.
- Meet minimum prerequisite GPA** of 2.75 or higher by the application deadline.
- Meet minimum KCC cumulative GPA** of 2.0 or higher by the application deadline.
- HLTH 290 and PHYL 141/142/141L/142L are **no older than 5 years old** by the application deadline.
- Attach college transcripts for courses completed within the University of Hawai'i System if applicable.** Print out and submit unofficial transcripts for all course work *WITHIN* the UH System and highlight all prerequisite/qualification courses. Download UH system transcripts from STAR ([star.hawaii.edu](http://star.hawaii.edu)).
- Attach college transcripts for courses completed outside of the University of Hawai'i System if applicable.** If transferring courses from institutions outside the UH System, please list the institution and when your transcript was requested:
  - Institution: \_\_\_\_\_ Transcript Request Date: \_\_\_\_\_
  - Institution: \_\_\_\_\_ Transcript Request Date: \_\_\_\_\_
  - Institution: \_\_\_\_\_ Transcript Request Date: \_\_\_\_\_



**My external transcripts have been evaluated by KCC.** Attach your transfer course report from STAR ([star.hawaii.edu](http://star.hawaii.edu)) and highlight all qualification courses.

**My external transcripts have not been evaluated by KCC.** Submit unofficial copies with this application, send official copies to the KCC Kekaulike Information & Service Center, complete online **Request for Transcript Evaluation Form**( <https://go.hawaii.edu/y6x>). To complete this form, you must log in with your UH Email account.

9. Complete My Plan Initiative

10. **Interview and Writing Sample:** After submitting your completed application, candidates may be invited to participate in an interview with the Occupational Therapy Assistant Admissions Committee. *Not all applicants may be invited for an interview.* If you qualify for an interview, you will be contacted by the OTA Program to notify you when the interview will be held. A writing sample is required as part of the application and will be administered on the same day as the interview.

\_\_\_\_\_ (initial)

**APPLICANT CERTIFICATIONS:**

I certify that the answers and responses provided for all of the items on this Admission Application/Check List are true to the best of my knowledge and belief. I understand that providing incorrect or false information will subject me to the requirements and/or discipline measures as provided under the University's Student Conduct Code. I understand that if I am not accepted into the program of application, I must submit a new application and all required documents for any subsequent semester. I also allow KISC to change my major and home institution if I am accepted into the OTA program. I understand that if I am not accepted into the OTA program, my home institution and major will not change.

*“Health care students are required to complete University prescribed academic requirements that involve practice in a University affiliated health care facility setting with no substitution allowable for the completion required clinical practice. Failure of a student to complete the prescribed clinical practices shall be deemed as not satisfying academic program requirements. It is the responsibility of the student to satisfactorily complete any criminal background checks and drug testing that may be required by the affiliated health care facility to which he/she is assigned for clinical practice in accordance with procedures and timelines as prescribed by that affiliated health care facility.”*

I have read and understand the notification that a criminal background check and drug test may be required for entry into clinical practice. I also understand that clinical practice is required for completion of this program. \_\_\_\_\_ (please initial)

I understand that priority selection is given to [Hawai'i State residents for tuition purposes](#) and that non-residents will be considered after all qualified residents have been accommodated per Board of Regents Policy. \_\_\_\_\_ (please initial)

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**EXAMPLE of how to complete the application:**

↓ These are the requirements ↓	↓ Tell us what class you took to meet each requirement ↓					Circle ↓ Points ↓
	Course Alpha	Credits Earned	Semester & Year you took course	Institution Name	Grade	Points
<b>RADIOLOGIC TECHNOLOGY PREREQUISITES</b>						A B C ↓ ↓ ↓
ENG 100 Composition I (3cr )	WRI 1100	3.0	Fall 2011	Hawaii Pacific University	B	3 (2) 1



**CRITERION FOR ACCEPTANCE:**

Qualification is based on scores for completed prerequisite course grades, scheduled personal interview, and essay. Selection is based on total qualifying scores in rank order from the highest score until admission quota is met for the Occupational Therapy Assistant program.

Prerequisite Courses Must be completed by application deadline.	Course Alpha	Term of Completion	Where Completed (i.e., Institution)	Grade/ Credits	Points			
					A	B	C	
ENG 100 Composition I (3)					3	2	1	
MATH 100 <b>OR</b> higher (3)					3	2	1	
PHYL 141 Human Anatomy & Physiology I (3) <i>*5 year time limit*</i>					3	2	1	
PHYL 142 Human Anatomy & Physiology II (3) <i>*5 year time limit*</i>					3	2	1	
PHYL 141L Human Anatomy & Physiology I Lab (1) <i>*5 year time limit*</i>					3	2	1	
PHYL 142L Human Anatomy & Physiology II Lab (1) <i>*5 year time limit*</i>					3	2	1	
HLTH 118 Therapeutic Interpersonal Skills (3)					3	2	1	
HLTH 290 Kinesiology (2) <i>*5 year time limit*</i>					3	2	1	
HLTH 290 Kinesiology Lab (1) <i>*5 year time limit*</i>					3	2	1	
<b>Overall Pre-requisite GPA: _____</b>								
Your grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. A = 4 grade points / B = 3 grade points / C = 2 grade points					4	3	2	1
<b>Points Awarded:</b> 4.0-3.5 = 4 / 3.49-3.25 = 3 / 3.24-3.0 = 2 / 2.99-2.75 = 1								
<b>TOTAL POINTS</b> (out of a max of 31)					_____/31			

**Application Summary: For office use only**

Date Received: \_\_\_\_\_ Counselor's Initials: \_\_\_\_\_ Application Complete: \_\_\_\_\_ HI Resident: Y N

KCC GPA Verified: \_\_\_\_\_

Kapi'olani Community College, Health Sciences and Emergency Medical Services Departments  
 4303 Diamond Head Road, Kauila 106 ♦ Honolulu, Hawai'i 96816-4421 ♦ Telephone: (808) 734-9224  
 Website: [www.kapiolani.hawaii.edu](http://www.kapiolani.hawaii.edu)  
 An [Equal Opportunity/Affirmative Action](#) Institution

*The Kapi'olani Community College Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). Address: 6116 Executive Boulevard, Suite 200; North Bethesda, MD 20852-4929. Telephone (c/o AOTA) (301) 652-2682. Web address: [www.acoteonline.org](http://www.acoteonline.org)*



**Kapi'olani Community College**  
**MY PLAN**  
**Self – Assessment**

**The My Plan Self-Assessment is a counseling tool for prospective healthcare majors to help you identify and better understand your career pathway, strengths, and areas of focus.** Working in healthcare requires a combination of academic and professional knowledge and skills and a commitment to public service. As you plan, find ways to make your strengths shine and to improve your weaker areas. Please complete this self-assessment by marking the appropriate boxes. All response are voluntary. This assessment does not affect your eligibility for admission. This assessment and is used for all ten Health Academic programs, therefore there may be some statements that do not apply to your specific program.

<b>Knowledge of the Profession</b>	<b>Below Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Identified career goals in my health pathway	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified career alternatives in my health pathway	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relevant experience – by volunteer experiences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relevant experience – by servicing learning experiences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relevant public service – by paid work experiences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understand “professional qualities” of health pathway(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understanding of current healthcare issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comfort with bodily fluids or personal patient care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comfort with illness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comfort with injury	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comfort with death	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comfort with physical contact with people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to multitask and adapt to change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to accept constructive feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to handle occupational crises, challenges or problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to move forward to achieve the goals and outcomes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to follow safety guidelines and standards of practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>Personal Characteristics</b>	<b>Below Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Demonstrate commitment to public service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrate empathy/altruism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrate moral/ethical integrity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrate emotional maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrate good interpersonal relationships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accept responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to work independently to achieve the goal/task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collaborate and teamwork to achieve the goal/task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accept and demonstrate leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Be dedicated/hard-working healthcare practitioner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Committed to life-long learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



**Kapi'olani Community College**  
**MY PLAN**  
**Self-Assessment**

<b>Academic Strength</b>	<b>Below Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
+Completed prerequisites of health program of study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
+Completed support courses of health program of study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Achieved minimum cumulative GPA for program entry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Achieved prerequisite course GPA for your program entry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective verbal and nonverbal communication skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to utilize technology effectively for learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>Established Support Systems to Succeed in Health Pathway Program</b>	<b>Below Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>
Established support for transportation to externships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Established support for financial assistance prior to entry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Established support for nonacademic responsibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Established support for personal and time management skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Established support for continuous professional learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Established opportunities to balance personal, family, & school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Established support for campus and community resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

+As required for program entry and graduation or meet other requirements as directed for program admissions.

The University of Hawai'i does not discriminate on the basis of race, sex, age, color, national origin, or disability. For inquiries regarding our nondiscrimination policies, please contact the Kapiolani Community College designees:

Deneen Kawamoto, ADA Coordinator for Students Office: 'Ilima 107  
 (808) 734-9522; [deneenk@hawaii.edu](mailto:deneenk@hawaii.edu)

UHCC offers Career and Technical Education (CTE) Programs of Study leading to Associate of Science (AS) and Associate of Applied Science (AAS) degrees, as well as postsecondary certificates, in career fields such as arts and communications, business, health careers, industrial and engineering technology, natural resources, and public and human services.

For more information, visit our website at <http://uhcc.hawaii.edu/programs/index.php>.

UHCC applies an open access policy, with program admission based upon the completion of applicable course/testing prerequisites. The lack of English skills will not be a barrier to admission and participation in CTE programs.