

## Occupational Therapy Assistant Application Checklist

Please check  each item below for each completed requirement.

Applicants must be at least 18 years of age before Pediatric Fieldwork I Course (1<sup>st</sup> Fall Semester)

Current RVCC student: Proceed to next step.

If not a current RVCC student: Apply to the [RVCC](#) or visit [www.raritanval.edu](http://www.raritanval.edu)  
Make sure to receive a G-number before applying directly to the OTA program.

Complete Accuplacer placement Test (if required).  
RVCC Testing Center is located in Room L029 in the Lower Level of the Library/Theatre Building. For more information, consult the testing Center website: <https://www.raritanval.edu/placement-testing>

In order to continue in the application process:

- Accuplacer score must place student into English I (recommended workshop allowed).
- Accuplacer score must place student into Intermediate Algebra.
- One must have a minimum cumulative **GPA of 2.75** (Recent High school graduate's GPA will be used if the student is applying directly from high school).

If students do not have a documented GPA, they must complete 12 college credits to establish a cumulative GPA.

- Complete OTA application on [OTACAS](#) (Fee: \$25.00)  
<https://otacas.liaisoncas.com>

- **Read & Understand both Prospective Student Letter & Technical Standards for OTA Students on [RVCC OTA WEBSITE](https://www.raritanval.edu/career-training/health-professions/occupational-therapy-assistant)**  
(<https://www.raritanval.edu/career-training/health-professions/occupational-therapy-assistant>)
- **AOTA requires OTACAS application to have 2 letters of recommendations and a resume uploaded. Please note these items will not affect scoring and ranking of applications.**

**Obtain a criminal history background check and upload to OTACAS application. Contact Adam Safeguard at [www.adamsafeguard.com](http://www.adamsafeguard.com)**  
Use school code: **rvccota (Fees will vary)**

**Complete Health Sciences Reasoning Test (HSRT-AD) & Essay Question**  
**@ TESTING CENTER**

**Qualified students will be informed via EMAIL of test dates by OTA Department. Please do not contact testing center regarding dates. One must provide 2 checks made out to RVCC and provide upon arrival to testing center:**

**Check One: Proctor Fee \$45.00**

**Check Two: HSRT Fee \$15.00**

**If you are interested in applying for financial aid for the OTA program, you must complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For more information, consult the RVCC Financial Aid web site at [www.raritanval.edu/financialaid](http://www.raritanval.edu/financialaid)**

**\*\*\*Please note all applications will be scored on a Rubric based on the following:**

- 1. Completed OTACAS application**
- 2. GPA**
- 3. HSRT-AD Score**
- 4. Written Essay.**