

Occupational Therapy Assistant (10-514-1)

Petition Form

I AM PETITIONING TO START: FALL SEMESTER 20_____

Please Print

Last Name	First Name	Middle Initial	MATC Student ID #	E-mail Address
Address		City/State/Zip		Telephone

Student is responsible for updating any changes to the above information on INFONLINE.

Read the following and circle “Yes” or “No” for each line. By circling “Yes” you verify that you have met the criteria. If you have questions about being ready to petition, see the program counselor.

1.	Yes	No	I have applied and achieved admission to the college through the MATC Admissions Office and have an active program code for the Occupational Therapy Assistant program.
2.	Yes	No	I am in Good Academic Standing.
3.	Yes	No	I have achieved a Cumulative GPA of 2.0 or higher.
4.	Yes	No	I have received a grade of “C” or better in each Liberal Arts course I have taken.
5.	Yes	No	I have completed all of the required Natural Science courses with a grade of “C” or better.
6.	Yes	No	I have attached the signed Job Shadow form.
7.	Yes	No	I have uploaded the following forms to Certified Background.com: (attach verification form). <ul style="list-style-type: none"> • American Heart Association Healthcare Provider Level CPR • Clinical/Field Placement Agreement and Release Form • Essential Functions Form • Health Certification Forms • Hepatitis Release Form
8.	Yes	No	I have submitted the Criminal Background Check (CBC) Form to the MATC Paralegal, Room M240 (attach verification form). <ul style="list-style-type: none"> • MATC CBC Cover Page • State BID (disclosure form) • MATC Release and Conditions Form <p><i>I understand that completion of the CBC form does not guarantee clinical placement.</i></p>
9.	Yes	No	I have taken occupational therapy assistant/occupational therapy classes and/or science courses at another college. <i>If yes, I have attached a copy of my letter of Good Standing from my previous college (attach copy).</i>
10.	Yes	No	I have attached a copy of my Program Plan and unofficial MATC transcripts accessed through Infonline and checked them to be correct.
11.	Yes	No	I have submitted official transcripts from other colleges and the courses have been transferred (transferred courses will appear in my MATC Program Plan).

I have read and understand the requirements, petition and notification instructions. I have read and understand all the conditions of my petition to enter my program.

Signature

Date

Occupational Therapy Assistant (10-514-1) Petition Instruction Sheet

REQUIREMENTS

To be eligible to petition for entry into the Occupational Therapy Assistant technical courses the following requirements must be completed:

- Officially admitted into MATC with an active program code for the Occupational Therapy Assistant program.
 - Be in Good Academic Standing. (Refer to the MATC Standards of Academic Success)
 - All Liberal Arts courses taken have a final grade of “C” or better.
 - Cumulative GPA of 2.0 or higher.
 - Completion of all required Natural Science courses: NATSCI-177 or NATSCI-201 and NATSCI-202 with a grade of “C” or better in each course.
 - Transfer students must submit a *Letter of Good Standing* from other institutions or colleges, for any occupational therapy assistant/occupational therapy or science courses taken (attach a copy of the required *Letter of Good Standing* to your petition).
 - Verification that official transcripts have been received by the MATC Admissions Office and courses have been transferred and are reflected on my Program Plan (A copy of the Program Plan must be attached to your petition). The Program Plan may be accessed and printed through *INFONLINE*.
 - Completion of Job Shadowing experience form. Must complete four hours at a facility where an occupational therapy assistant or occupational therapist is employed (attach signed form to your petition).
 - Verification of current American Heart Association CPR Certification at Healthcare Provider Level (you must submit a copy of the front and back of your card to CertifiedBackground.com).
 - Verification of completion of the Essential Functions, Health Certification Form, Hepatitis Release Form and CPR Certification. Submit these forms to the MATC Health Records Specialist in M240 and obtain verification. (Attach a copy of your verification form to your petition). Upload all forms as necessary to CertifiedBackground.com.
 - Verification of completion of the Criminal Background Check (CBC). Submit the CBC form to the MATC paralegal in M240 and obtain verification. (Attach a copy of your verification form to your petition).
- Please Note:** Completing the CBC does not guarantee clinical placement.

PETITION INSTRUCTIONS

- You must submit all of the required documents as requested (regardless of how many times you have petitioned).
- Petitions must be turned in or mailed in a sealed envelope to Room H116, the Health Sciences Division Office (Milwaukee Campus) no later than the close of business by the petition deadline date. No exceptions.
- Mailed petition packets must be received by the deadline date. The mailing address for the Health Sciences Division is 700 West State Street, Milwaukee, Wisconsin 53233.
- Your petition will not be considered unless ALL REQUIREMENTS ARE MET, ALL DOCUMENTS ARE SUBMITTED AS REQUESTED AND YOU HAVE NO OUTSTANDING DEBTS TO MATC.

NOTIFICATION

- Students will be notified of their status via letter within forty-five (45) days of the close of the petition window.
- Accepted students will be required to attend **mandatory** program specific orientations for their respective programs.
- Accepted students that do not attend /complete the program orientation, do not register by the registration deadline or drop core technical courses will **forfeit their seat**.
- Deferring to another year or semester is not an option.
- Non-accepted students and forfeited students are encouraged to petition again during the subsequent petition period.
- All decisions regarding acceptance or non-acceptance are final and cannot be appealed.

MATC reserves the right to hold all decisions final.

**SUMMARY OF MATERIALS
TO BE ATTACHED TO YOUR PETITION:**

- Copy of my unofficial MATC Program Plan, accessed through INFONLINE
- Verification of signed Job Shadow form.
- Verification form of completion of the Essential Functions, Health Certification, Hepatitis Release Form and CPR Certification
- Verification form of completion of the Criminal Background Check
- If applicable — for transfer students — a letter of Good Standing from previous college attended if occupational therapy assistant or occupational therapy and/or science classes were taken at that college.

Criminal Background Check
Verification Form

Student Name _____ Student ID# _____

\$ _____ was received on _____, and the completed criminal background check forms were received by the Paralegal office on _____; thereby satisfying this requirement in the admission's process.
(the required fee amount)

Student Signature

Date

Print Student Name

Print Student Program

I understand that the signature below neither guarantees clinical placement nor implies that the criminal background check has been approved or passed.

MATC Paralegal Staff Signature

Date

Health Records
Petition Verification Form

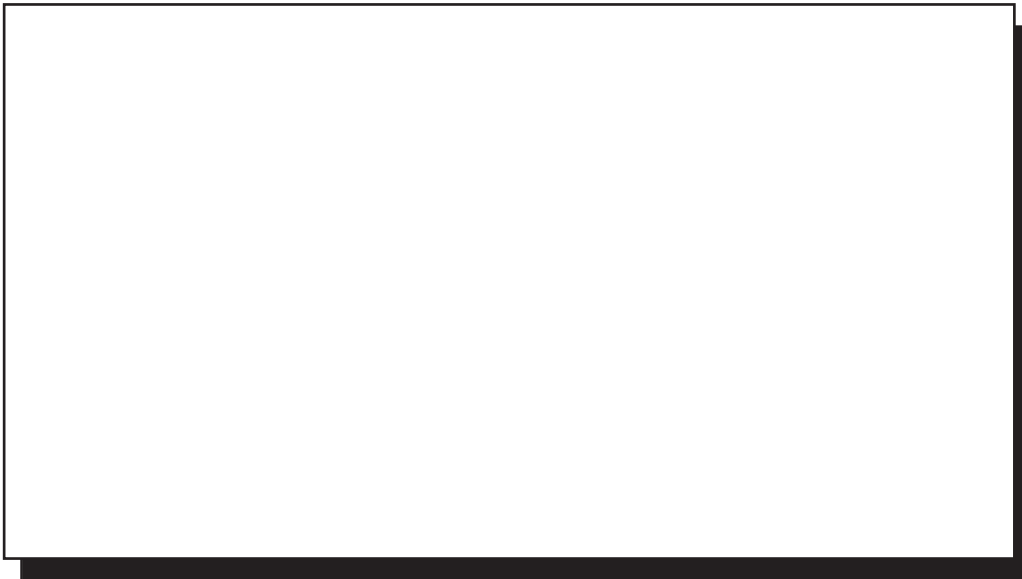
Student ID Number _____

Date _____

Print Student Name _____

Print Student Program _____

A signature below verifies that you have uploaded a complete set of health forms to CertifiedBackground.com. It does not guarantee clinical placement.



This verification form is only valid for the individual program listed and for petitions submitted during designated petition periods.



Dear Occupational Therapy Assistant Student:

A requirement to be completed prior to starting the technical/clinical courses of the Occupational Therapy Assistant program is a job shadow for 4 hours in a facility that employs OTs and OTAs.

Enclosed is the form to be completed by the designated person at the experience. In the form, obtain all required signatures and submit a copy of the form in your petition packet during the designated petition window.

Please do the following:

- **OT Observation:**
Please select a facility convenient to you that employs an OT/OTA. Call to request an observation time. Answer the two questions for the job shadow, and have a occupational therapist/occupational therapist assistant complete the form accordingly.

Include a copy of the completed and signed form whenever you petition for entry into the OTA program. It is recommended that you keep the original in your personal files.

If you have any questions or concerns regarding the job-shadow, please e-mail Susan Heitman, OTA Program Coordinator, at heitmasm@matc.edu.

We look forward to helping you meet your educational goals.

Sincerely,

School of Health Sciences

Rev: 11/11

Downtown Milwaukee Campus
700 West State Street
Milwaukee, WI 53233-1443

Mequon Campus
5555 West Highland Road
Mequon, WI 53092-1199

Oak Creek Campus
6665 South Howell Avenue
Oak Creek, WI 53154-1196

West Allis Campus
1200 South 71st Street
West Allis, WI 53214-3110

MATC.edu
414-297-MATC

Occupational Therapy Assistant Program
Job Shadow Form

STUDENT INSTRUCTIONS:

Obtain the required signature at your chosen site. Include a copy of the completed and signed form whenever you petition for entry into the Occupational Therapy Assistant program.

Please answer the following questions about your observation:

- 1. What did you learn about the job of an OTA or OT that you didn't already know?

- 2. How did your observations influence your decision to become an Occupational Therapy Assistant?

SUPERVISOR INSTRUCTIONS:

Please complete the following information, sign below and give to the student.

_____ has shadowed 4-hours at _____.
(Student Name - Please Print) (Facility Name)

List the full address for the facility:

Signature of OT/OTA Practitioner

Date