

CHECKLIST FOR OTA REENTRY STUDENTS

1. Complete the **Intent to Reenter OTA Program** form and email it to Becky Mika, OTA Program Director (becky.mika@northwoodtech.edu), within one month of withdrawing from or failing a course.
2. Check your Northwood Tech email for messages about your reentry status.
3. OTA courses at Northwood Tech are only offered on a yearly basis. The soonest you may repeat a core OTA course at Northwood Tech is the following year. All 514-XXX courses scheduled in a semester are pre-/co-requisites in that semester.
4. If you retake a course through another WTCS college, you must provide an official transcript showing your successful completion of the course to get transfer credit for that course or to register for subsequent courses.
5. When you are given a reentry spot for a course, you must check the status of the following requirements. Ensure current/up-to-date copies are on file with the OTA program director before the start of class.

Information and forms regarding these requirements are on the OTA program web page under **Requirements & Application**. Scroll down to **Orientation**.

- TB test (current)
 - BLS certification (current)
 - Physical exam (must be less than 2 years old)
 - Immunization (current)
6. You may need to have background checks repeated depending on the amount of time that has lapsed since you left clinical courses. You will be notified if repeat background checks are necessary.