

NORTHWOOD TECHNICAL COLLEGE  
OCCUPATIONAL THERAPY ASSISTANT  
STUDENT POLICIES

**PROGRAM PORTFOLIO**

**TASK:**

It is recommended that each student keep an electronic or hard copy of program documents that are necessary for graduation and practice. Many of these items will be required for completion of fieldwork. It is the student's responsibility to maintain these records.

**SUGGESTED PORTFOLIO ITEMS:**

**(1) Documents**

- Background Check
- Immunization Records
- Physical Form
- CPR certification
- Universal Precautions Training (From AAA)
- Handwashing Training (From AAA)
- HIPAA Training
- Proof of Health Insurance (If applicable)

**(2) Learning Styles**

- Myers Briggs
- Multiple Intelligences
- Gregoire
- Strengthsfinder results

**(3) Core Ability Assessments**

**(4) Fieldwork I**

- FW I clinical educator evaluations
- FW I implementation activities
- Additional Checklist/evaluations/certificates

**(5) Best Practice**

- Compilation of photos, assignments, PowerPoints, and projects of your best work

**(6) Fieldwork II**

- FW II supervisor evaluations (2)
- Cover letter
- Resume