

NORTHWOOD TECHNICAL COLLEGE
OCCUPATIONAL THERAPY ASSISTANT
STUDENT POLICIES

REQUIRED DOCUMENTS FOR OTA STUDENTS

The following documents must be completed and submitted to the OTA Program Director by the dates indicated. If the documents are not signed and submitted to the Program Director by due dates, the student will not be able to participate in required course competencies. This may jeopardize the student's ability to complete required coursework.

Students will not be able to complete off campus activities or fieldwork without completion of the required documents.

Reentry students are required, as directed by the OTA Program Director, to resubmit documents prior to reentry into the program.

Between August 1 and September 1 of the year you are admitted to core (514-xxx) OTA courses.

- Wisconsin Caregiver Background Check (\$10) OTA-32 in the OTA Handbook
- Self-Reporting Requirements OTA-36 in the OTA Handbook
- CBC Disclosure OTA-31 in the OTA Handbook
- Functional Abilities OTA-34 in the OTA Handbook
- Health Sciences Confidentiality Statement OTA webpage under "Program-Specific Requirements"

- Student Rules and Regulation HS-02 in Health Sciences Policies
- OTA Online Orientation Online completion and certificate submission

- Health Sciences Health Form, including immunization record and physical exam HS-21 in Health Sciences Policies

By the first day of the Spring Semester (2nd Semester)

- BLS Basic Life Support **UPLOAD TO Clinician Nexus**
- HIPAA training, scheduled during OTA lecture **UPLOAD TO Clinician Nexus**

Third Semester

- Fieldwork I Orientation
- Fieldwork Policy Signature Sheet
- Fieldwork II Orientation