



***Program Application for
Master of Occupational Therapy
University of Louisiana at Monroe***

Please send all enclosed documents to:

*Dr. Patti Calk
Graduate Coordinator for Occupational Therapy
University of Louisiana Monroe
700 University Avenue
Caldwell Hall 111
Monroe, LA 71209*

UNIVERSITY OF LOUISIANA AT MONROE
Master of Occupational Therapy Program

Admission Criteria

Applicants to the OTA to MOT bridge program ***must be certified as Occupational Therapy Assistants (COTAs)*** with a minimum of one-year experience or 1000 hours as a practicing COTA. Applicants must maintain a minimum of 20 hours/month client contact throughout the program.

Applicants also must have completed the following in order to be considered for admission:

Applicants must:

- Hold a baccalaureate degree in a field or major other than occupational therapy, from a regionally accredited college or university. The minimum overall grade point average (GPA) is 2.75 on a 4.0 scale and no less than a 3.0 on a 4.0 scale for the last 30 hours.
- Be admitted to the ULM Graduate School and meet the requirements for their major and minor fields, have met departmental admission requirements, and have submitted satisfactory Graduate Record Examination/Graduate Management Admission Test scores. The minimum requirements for regular status are TWO of the following:
 - Minimum cumulative undergraduate GPA of 2.75 (based on a 4.0 scale) **Note:** MOT program admission requirements include minimum GPA is 3.0 on a 4.0 scale for the last 30 hours
 - Minimum GRE Verbal score of 143 and minimum GRE Quantitative score of 138, with a minimum combined score of 283
 - Minimum Formula Score 778.25 (GPA * GRE = 778.25)

Note: Admission to the University of Louisiana at Monroe Graduate School does not constitute admission to the Masters of Occupational Therapy Program. Formal application must be made to the ULM professional OTA to MOT Bridge Program and admission is on a competitive basis.

** You will not be admitted into the Graduate School until after you have been evaluated by the MOT Program. Please submit application to both the Graduate School via the online application link on the Graduate School webpage <https://ulm.edu/gradschool>. Do not wait for Graduate School approval before submitting your MOT Application Portfolio.*

- Complete all prerequisite courses with a grade of “C” or better.
 - All prerequisite coursework must be completed prior to the semester for which you are applying.

Prerequisites include:

- Human Anatomy with Lab
 - Human Physiology with Lab
 - Statistics
 - Human Growth & Development
 - Introduction to Psychology
 - Abnormal Psychology
 - Introduction to Sociology or Introductory Anthropology
- Submit an Application Portfolio (See “Application Portfolio Instructions and Checklist” for details)
 - Complete the “Technology Literacy Self-Evaluation” included within the application packet

Additional Requirements. Applicants must:

- be competent in basic Microsoft Office (Word, Excel, PowerPoint, Outlook), email (with attachments), and internet searching.
- be competent in basic online library database searching.
- have a laptop for class use. All students should have mobile technology (internal wireless or a wireless adapter) and the Microsoft Office Suite (2007, 2010, or compatible). Laptop should also have audio- and video-conferencing capability.

Application Process

1. Submit application to the University of Louisiana at Monroe Graduate School for admission into graduate programs. For information go to <https://www.ulm.edu/gradschool/admis.html>
2. Construct portfolio using the guidelines provided.
 - **NOTE:** A \$55.00 application fee **receipt** must be included with the portfolio.
 - The \$55.00 application fee payable to **ULM Master of Occupational Therapy Program** must be sent to:
LA Capitol FCU
University of Louisiana at Monroe
University Commons II, Suite 2152
4031 Northeast Drive
Monroe, LA 71209
 - Please make your check payable to **ULM Master of Occupational Therapy Program**. Do **NOT** put the check in your portfolio. We **CANNOT** accept the checks. Put the **RECEIPT** in your portfolio. LA Capitol FCU will deposit the application fee into the Master of Occupational Therapy's account and will mail two receipts to you. Please send one of these receipts in with your application to the Master of Occupational Therapy Program in your portfolio and retain one for your records.
3. Submit portfolio to the Occupational Therapy Department, located in Caldwell 111, no later than March 1 at 12:00 noon. If March 1 falls on a weekend or holiday, the due date will be 12:00 noon on *the last school day prior to March 1*. **LATE PORTFOLIOS WILL NOT BE ACCEPTED.**

NOTE: Applicants who acknowledge a felony conviction are warned that the National Board for Certification in Occupational Therapy and Louisiana State Board of Medical Examiners may bar persons with a felony record from taking the certification examination or from state licensure.

You may contact the NBCOT for further information:

[National Board for Certification in Occupational Therapy \(NBCOT\)](#)

(an Early Determination review is available)

Notification of Admission Status

Emailed letters will be sent based on ranking offering either admission, placement on an alternate list, or non-acceptance. Those who are accepted must respond in writing accepting admission according to the guidelines provided in the letter sent.

Application Portfolio Instructions and Checklist

- Title Page to include applicant's name, "Application Portfolio", and "University of Louisiana at Monroe Occupational Therapy Assistant to Masters of Occupational Therapy Program"
- Completed and *signed* application form. This form must be computer generated – not handwritten.
- A \$55.00 application fee **receipt** must be included with the portfolio. The \$55.00 application fee payable to ULM Master of Occupational Therapy Program must be sent to:

*LA Capitol FCU
University of Louisiana at Monroe
University Commons II, Suite 2152
4031 Northeast Drive
Monroe, LA 71209*

The application fee receipt must be stapled to the upper right corner of the first page of the application form (NOT THE COVER PAGE).

- Three academic or professional letters from references who are familiar with the applicant's work ethic or professional or academic character. Letters must be on professional letterhead and must contain an original signature of the writer. Letters may NOT be from family members. Reference letters must be sealed in an envelope with the reference signature over the seal. Place the sealed envelopes into a sleeve in your bound portfolio.
- Statement of Professional Goals:
 - outline your professional goals
 - between 300 and 500 words.
 - give reasons for selecting the ULM OTA to MOT bridge program
 - specify how this program would help you meet your goals
 - briefly discuss how you have stayed current with practice trends during the past several years.
 - indicate specific training, experience, and interests.
- Current resume (vitae) of employment history, career history, and extracurricular activities.
- Copy of transcript from each academic institution attended
- Copy of GRE scores
- Copy of applicable current U.S. professional occupational therapy assistant license
- Copy of applicable NBCOT certification
- Technology Literacy Self-Evaluation*
- Portfolio must be spiral- or comb-bound

***Note:** Official transcripts and GRE scores must be submitted to the ULM Graduate School along with ULM Graduate School Application.

A GOOD PORTFOLIO WILL BE ORGANIZED, ACCURATE, COMPLETE, AND PROFESSIONAL IN APPEARANCE

(Point value contributing to admission ranking will be assigned to portfolio)

Applicant's name: _____

Technology Literacy Self-Evaluation

To succeed in our OTA to MOT bridge program online, students are required to have a minimum level of technology literacy. By providing applicants the opportunity to self-assess their technology literacy, we hope to increase the likelihood of student success. This survey is not designed to eliminate applicants, but to inform applicants of expected skills and allow those applicants to obtain additional skills prior to the start of their degree program. The majority of skills are obtainable through tutorials found on the Microsoft Office training website at <http://office.microsoft.com/en-us/training-FX101782702.aspx?CTT=97>.

Instructions: Consider the statements below and indicate if the statement is primarily true (T) or primarily false (F). Statements to which you respond false (F) indicate opportunities in which your technology literacy should be improved prior to starting your degree program.

General Information

1. I own a laptop computer which is no more than three years old. (T/F)
2. I have current anti-virus protection software installed and functioning on my laptop. (T/F)
3. I regularly back-up my files to external or online data storage to prevent file loss. (T/F)
4. I am able to run multiple programs simultaneously (in different windows). (T/F)
5. I am able to organize my file folders and move files between file folders. (T/F)
6. I am confident in my ability to learn new technology. (T/F)
7. I am able to troubleshoot problems with my computer or know how to find resources to solve computer problems. (T/F)
8. I am able to learn new programs independently or with the accompanying help tutorials or user manuals. (T/F)
9. (If applicable.) I am a MAC user and adequately solve problems related to MAC-specific operating systems and software; I also have access to a PC-based system should any conflicts arise. (T/F)

Email and Internet

1. I am able to send and receive emails. (T/F)
2. I am able to send emails with attachments and also download attachments from received emails (such as .pdf and .docx files). (T/F)
3. I have an email account. (T/F)
4. I check my email regularly (at least once every two days). (T/F)
5. I have adequate time to check and reply to email and participate in web-based course requirements (such as threaded discussions). (T/F)
6. I am able to click on links to navigate websites. (T/F)
7. I am able to participate in "chat" activities online. (T/F)

8. I am able to use an Internet Browser (such as Explorer, Firefox, or Safari) to access websites. (T/F)
9. I am able to independently use a search engine (such as Google or Bing!) to locate information on the internet. (T/F)
10. I am able to independently connect to wireless Internet access points. (T/F)

Microsoft Office Suite

1. I own the Microsoft Office Suite (including Word, Excel, and PowerPoint). (T/F)
2. I am able to use the Microsoft Office Suite to complete documents, spreadsheets, and presentations. (T/F)
3. I am able to insert images into Microsoft Office Suite documents and presentations. (T/F)
4. I am able to effectively present information to others through PowerPoint. (T/F)
5. I am aware that by compressing images (reducing the image file size) in documents or presentations will allow me to more effectively print, email, or upload these files. (T/F)
6. I understand that graphics may enhance the message of a presentation when used appropriately, but also may detract from the presentation when over-used. (T/F)
7. I understand presentation slides are used to prompt the speaker and should not be use to narrate a presentation. (T/F)
10. I am able to format documents in Word to comply with the appropriate writing style required of this degree program, including changing the font size and margins, creating and formatting tables, configuring tabs, spell checking, and grammar checking. (T/F)

Signature

Date

**THE UNIVERSITY OF LOUISIANA AT MONROE
COLLEGE OF HEALTH AND PHARMACEUTICAL SCIENCES
MASTER OF OCCUPATIONAL THERAPY**

Application for Admission
PROFESSIONAL OTA to MOT BRIDGE PROGRAM

Personal Information

Full Name: _____
Last
First
Middle Initial

Permanent Address: _____
Street Address
Apt. /Unit #

_____ *City*
State
ZIP Code

Home Phone: _____ Alternate Phone: _____

E-mail Address: _____ Student ID Number: _____

Emergency Contact Information

Full Name: _____
Last
First
M.I.

Address: _____
Street Address
Apt./Unit #

_____ *City*
State
ZIP Code

Primary Phone: _____ Alternate Phone: _____

Relationship: _____

Previous College Credit

PLEASE LIST ALL COLLEGES, PROFESSIONAL SCHOOLS AND PROGRAMS ATTENDED SINCE LEAVING HIGH SCHOOL.

SCHOOL	LOCATION	HOURS EARNED	DEGREE EARNED	YEAR COMPLETED

Schools at Which You Are Currently Enrolled

SCHOOL	COURSES ENROLLED IN (Include Course Name and Number)

NOTE: If the student is currently enrolled at another university, it is the student's responsibility to have the instructors in enrolled courses send grades directly to OTA Program Director by fax or e-mail upon completion of the semester. Having official copies sent of current semester when grades are completed does NOT provide information in time for processing of MOT Applications. If grades are not sent by instructors by May 25 student will be determined to be ineligible for admission to the professional program.

Pre-requisite Courses		
	COURSE NAME & NUMBER	COLLEGE/UNIVERSITY
	<i>Human Anatomy & Lab</i>	
	<i>Human Physiology</i>	
	<i>Statistics</i>	
	<i>Human Growth & Development</i>	
	<i>Intro to Psychology</i>	
	<i>Abnormal Psychology</i>	
	<i>Intro to Sociology</i>	
	<i>Conditions in OT Practice</i>	

PLEASE LIST YOUR PERSONAL INTERESTS.

HOW LONG HAVE YOU WORKED AS A COTA? (YEARS OR HOURS, IF LESS THAN ONE YEAR FULL-TIME PRACTICED AS A COTA)

WHERE ARE YOU CURRENTLY EMPLOYED AS A COTA (EMPLOYER NAME, ADDRESS, AND CONTACT INFORMATION)

I acknowledge that omission on or falsification of this document may subject me to later disciplinary action.

DATE

FULL ORIGINAL SIGNATURE (no computer generated signatures)