OT Application Expectations and Responsibilities 2015-2016

Professional Behavior

Integrity is a critical aspect of all occupational therapy and is considered as important to safe, effective, ethical practice as is therapeutic skill, knowledge, and ability. In keeping with this, students applying to the Program in Occupational Therapy are expected to demonstrate the highest levels of integrity and professional behavior. This professionalism extends to all interactions with the Program in Occupational Therapy, the Center for Allied Health Programs, the Academic Health Center and the University of Minnesota.

The Program in Occupational Therapy strives to provide a thorough, accurate, and timely review of all complete applications meeting the stated deadlines and requirements for admission. Applicants can expect the application review process, admission decisions, and communications from the Program to proceed according to the posted timeline. Applicants can expect all communications from the Program in Occupational Therapy to be delivered to the email address provided in the OTCAS application. The University of Minnesota is an equal opportunity educator and employer.

Applicants should expect to:

- Carefully review the instructions on the Program in Occupational Therapy and OTCAS web sites to prepare for the application process.
- Be familiar with the admission requirements and prerequisites for the Program in Occupational Therapy, including suplemental requirements.
- Be familiar with the hybrid curriculum model, the program outcomes, and the choice of performance sites (Rochester and/or Twin Cities).
- Understand the Program in Occupational Therapy Technical Standards and Essential Functions.
- Familiarize themselves with and work within all deadlines.
- Act with honesty and integrity throughout the admissions process.
- Be responsible and accountable for actions.
- Compose all essays without assistance from others.
- Enter accurate and comprehensive data into the OTCAS and supplemental applications.
- Personally respond immediately to all communication from OTCAS and the Program in Occupational Therapy.
- Be well aware of what past volunteer, observation, internship and/or work experience would be relevant to the practice of occupational therapy and document it clearly in this section of the OTCAS application. Any of the above experience that is referenced in the personal statement ONLY will be disregarded by the Program in Occupational Therapy.
- Pay the correct OTCAS and supplemental application fees.
- Print a copy of all completed applications before e-submitting them and keep copies for personal records.

When seeking or providing information, applicants should expect to:

- Contact OTCAS customer support staff about any OTCAS issues or questions, such as GPA calculations or missing documents.
- Direct all admissions questions not related to OTCAS to Program in Occupational Therapy admissions staff at 877-334-2659 or cahpinfo@umn.edu (email recommended).
Arrange for OTCAS to receive official transcripts from every regionally accredited U.S. and Canadian college and university attended using the OTCAS Transcript Request form. No transcripts should be sent directly to the Program in Occupational Therapy until students are accepted and matriculated into the Program.

Check application status frequently by logging onto the OTCAS web application.

Frequently check email and login to the application for important messages from OTCAS and the Program in Occupational Therapy. Note that the Program in Occupational Therapy will communicate with you only through the current email address provided in OTCAS.

Update email addresses immediately following a change by logging in to OTCAS and editing contact information on-line. Any updates should be made by February 1st, 2016.

Update email addresses immediately following a change by emailing cahpinfo@umn.edu as well as updating OTCAS if updates are made after February 1st, 2016.

Turn off email filters and/or periodically check spam/junk email files for OTCAS emails or Program emails from cahpinfo@umn.edu.

Maintain record of the OTCAS identification number

Allow up to 4 weeks for OTCAS to process and verify an application once the application, official transcripts, and fee are received. Please refer to the following table to determine when action is required to update application status.

<table>
<thead>
<tr>
<th>OTCAS Application Status</th>
<th>OTCAS Status Description</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress:</td>
<td>Application has been created, but has not yet been submitted to OTCAS.</td>
<td>Applicant needs to complete and submit application to OTCAS.</td>
</tr>
<tr>
<td>Submitted:</td>
<td>Application has been e-submitted to OTCAS, but OTCAS has not yet received all required U.S. transcripts and/or payment</td>
<td>Applicant should verify that transcripts &amp; payment have been sent &amp; received by OTCAS.</td>
</tr>
<tr>
<td>Complete:</td>
<td>Application has been e-submitted to OTCAS and all required payments and U.S. transcripts have been received. (Programs may require additional materials)</td>
<td>OTCAS will compare transcripts to application &amp; verify grades. Status could change to Verified, Undelivered, or On Hold as a result of this process. Program in OT can view full application but will not consider for an admission decision until application is Verified by OTCAS.</td>
</tr>
<tr>
<td>Verified:</td>
<td>Application has been processed and released to designated programs</td>
<td>Program in OT will review application for admission.</td>
</tr>
<tr>
<td>Undelivered:</td>
<td>Application has been sent back to applicant to fix any errors before processing can begin or continue</td>
<td>Applicant must follow up with OTCAS to fix noted errors. Program in OT cannot provide information about errors.</td>
</tr>
<tr>
<td>On Hold:</td>
<td>Application has serious problems or mistakes that need to be discussed with the applicant before any further action can be taken</td>
<td>Applicant must follow up with OTCAS to fix noted problems or mistakes. Program in OT cannot provide information about problems or mistakes.</td>
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