

Reviewed 02/2013

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

2014 APPLICATION INSTRUCTIONS

ADMISSIONS CRITERIA

In order to be considered for admission to the Occupational Therapy Assistant (OTA) program, each student must meet the following criteria:

- Eligibility for admission to Arkansas Tech University-Ozark Campus
- Completion of platform coursework with a minimum 2.5 GPA; Conditional acceptance may be granted to those students who are in the process of completing remaining platform coursework. Failure to maintain a **2.5 GPA** upon completion of remaining platform coursework may lead to forfeiture of OTA program admission offer.
- Be at least 18 years of age
- Completion of **16** volunteer hours at with one occupational therapist (OTR) or occupational therapy assistant (OTA) with rating scale completed and turned in with application packet.
- Completion of OTA Program Application for Admission
- Typed Essay on the following topic: ***An original essay about your understanding of OT. Use examples from your experiences you have had with OT. Explain why this profession is appealing to you.***

READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. Each applicant must apply for admission to Arkansas Tech University-Ozark Campus **BEFORE** applying to the OTA program. Application information may be obtained by contacting the Office of Student Services in person or through the following:

Office of Student Services
Arkansas Tech University-Ozark Campus
1700 Helberg Lane
Ozark, AR 72949
(479) 667-2117
www.atu.edu/ozark

2. The following are required for application:
 - OTA program application for admission
 - Acknowledgement of essential functions form
 - Understanding of clinical participation requirements form
 - Clinical observation rating scale (to be filled out by supervising OT or OTA after clinical observation). This must be done in the six-month period prior to application.
 - Typewritten essay (no more than two pages long) - ***An original essay about your understanding of OT. Use examples from your experiences you have had with OT. Explain why this profession is appealing to you.***

3. **Each applicant is responsible for verifying that all of the following requested information has been completed and submitted to the Allied Health secretary by March 15. All application items requested should be submitted as a complete packet if possible or physically brought to the Allied Health secretary in the Health Education Building. Applicants are responsible for items sent separately.**

THE INFORMATION CONTAINED IN THIS APPLICATION PACKET IS SUBJECT TO CHANGE AT THE DISCRETION OF THE OTA PROGRAM.

Occupational Therapy Assistant Program
Attn: Allied Health Secretary
Arkansas Tech University-Ozark Campus
1700 Helberg Lane
Ozark, Arkansas 72949

4. **Once the application is complete, the Allied Health secretary will schedule the applicants to take the Test of Essential Academic Skills (TEAS). This test will be given at Arkansas Tech University-Ozark Campus AFTER the application deadline.**

PLATFORM COURSEWORK

Students will be required to complete 28 hours of platform coursework with a minimum 2.5 GPA prior to admission to the technical phase of the OTA program. Applicants with platform coursework completed at other institutions should have their official transcripts sent to the Office of Student Services for review.

The platform coursework includes the following:

(Substitution and/or waiving of platform coursework will be at the discretion of the OTA program director in accordance with the policies and procedures of Arkansas Tech University-Ozark Campus)

PREFIX	NUMBER	TITLE	CREDIT HRS
HIT	1123	Human Anatomical Structure	3
HIT	1113	Medical Terminology	3
BUS Or	1303	Introduction to Computers	3
COMS Or	1003	Introduction to Computer Based Systems	
COMS	2003	Microcomputer Applications	
ENGL	1013	Composition I	3
MATH	1113	College Algebra	3
PHSC or	1013	Introduction to Physical Science	3
BIOL	1014	Introduction to Biological Science with lab (4 CR HRS)	
PHSC	1021	Introduction to Physical Science Lab	1
HIT	1243	Human Anatomy and Physiology (A & P II)	3
ENGL	1023	Composition II	3
PSY	2003	General Psychology	3
TOTAL PLATFORM HOURS			28

OTA TECHNICAL COURSEWORK

Students must apply to the technical phase of the program following completion of the platform coursework. Admission to the technical phase is competitive due to limited enrollment. Satisfactory completion of the technical coursework will enable a student to graduate with an Associate of Applied Science, take the NBCOT certification exam and apply for state licensure as an OTA. The technical phase of the program includes a combination of classroom/laboratory study and 16 total weeks of required fieldwork education. During the classroom/laboratory portion of the program, students will have the opportunity to learn OT procedures and practice specific procedures on fellow OTA students. Students will be expected to participate in all class and laboratory activities as both a demonstration subject and a simulated patient for their classmates. The fieldwork education portion of the program consists of working with patients in a clinical facility as a student for 40 hours per week while under the supervision of a fieldwork instructor. Fieldwork education sites are located in various cities and towns throughout the area and some may even require lodging due to their distance from the campus. Students will be responsible for all travel associated with clinical education. In addition, each student will be responsible for all meals and lodging associated with fieldwork education, unless provisions are made by the site to which they are assigned. Projected technical coursework for the 2014-2015 class will include the following:

OTA Course Sequence

Fall 2014

Foundations of Occupational Therapy	2	OTA 2102
Human Movement and Activity Analysis for Occupation	2	OTA 2132
Human Movement and Activity Analysis for Occupation LAB	2	OTA 2122
Theory and Treatment for Human Conditions I	2	OTA 2152
Modalities for Human Conditions I LAB	2	OTA 2112
Medical Conditions for the OTA	2	OTA 2142
Management and Licensure for the OTA	2	OTA 2162
Level I Fieldwork-A	1	OTA 2301

Total 15 hours

Spring 2015

Theory and Treatment for Human Conditions II	2	OTA 2252
Modalities for Human Conditions II LAB	2	OTA 2212
Group Processes and Dynamics	2	OTA 2232
Human Occupation and Clinical Reasoning	2	OTA 2202
Human Occupation and Clinical Reasoning LAB	2	OTA 2242
Assistive Technology and Environmental Adaptation	2	OTA 2262
Documentation for Occupational Therapy	1	OTA 2221
Level I Fieldwork- B	1	OTA 2211

Total 14 hours

Summer I 2015

OTA Professional Development	2	OTA 2302
Theory and Treatment for Human Conditions III	2	OTA 2322
Modalities for Human Conditions III LAB	2	OTA 2312

Total 6 hours

Level II fieldworks Approx. July 7- October 24, 2014 (8 hours)

Summer II 2015

Level II Fieldwork – A	4	OTA 2514
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Fall 2015

Level II Fieldwork – A	4	OTA 2524
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Total number of hours for the OTA program: 43 hours

CLASS SIZE

The class starting fall 2014 will include openings for 20 qualified students.

CLINICAL OBSERVATION

Applicants must complete 16 hours of clinical observation with one OT or OTA and submit the clinical observation verification and rating scale. The purpose of the clinical observation requirement is to provide prospective students with a better understanding of the OT profession and the role of the OTA. Applicants are encouraged to abide by the following guidelines when completing the clinical observation requirement:

- Call clinical sites in order to arrange an appointment for observation. Explain to the supervising OT or OTA regarding your intention to apply to an OTA program. Also explain to the therapist that you would like to observe either an OT or OTA at their facility.
- Dress appropriately for your observation appointment. Appropriate dress includes closed-toed shoes, slacks (khakis are acceptable) and a collared shirt or nice blouse. Avoid jeans, T-shirts, sandals, excessive perfume and hats. In addition, visible tattoos may need to be concealed and body piercings (other than a single-stud type earring) may need to be removed. The clinical facility has the right to send you away if your appearance is considered inappropriate.
- Be punctual for your observation appointment. If you can't make the appointment, please be sure to call the clinical facility to cancel and re-schedule as necessary.
- Maintain confidentiality. Students must remember to never mention a patient's name, medical diagnosis or treatment when outside of the facility.
- Be courteous and pay attention to the treatment procedures you are observing. Also remember to thank the supervising OT or OTA for allowing you to observe in their facility.

The student is responsible for ensuring that the completed Clinical Observation form is included with the other application materials.



MEMORANDUM

TO: Occupational Therapy Assistant applicant

FROM: Arkansas Tech University-Ozark, Department of Occupational Therapy Assistant

DATE: August 2012

SUBJECT: Required volunteer/observation experience

Arkansas Tech University-Ozark Campus' Department of Occupational Therapy Assistant requires a volunteer/observation experience for all program applicants. This experience must be for a minimum of 16 hours and may be completed in any occupational therapy setting under the supervision of a registered occupational therapist (OTR) or certified occupational therapy assistant (COTA). It is the responsibility of the applicant to make arrangements with an OTR/COTA for this experience. The applicant is also responsible for obtaining the clinical observation evaluation form from Arkansas Tech University-Ozark Campus and giving it to the supervising therapist. This requirement must be met and all forms returned by the application deadline.

Guidelines for the volunteer experience are as follows:

1. The applicant makes arrangements with an OTR/COTA to complete the 16 hours of clinical observation. It is up to the applicant and therapist to agree on the schedule for these hours (i.e., 4 hours per day, 2 hours per week, etc.). This is a voluntary service provided by the therapist. Therapists are NOT obligated to provide this experience.
2. The applicant gives the OTR/COTA the evaluation form the first day of the volunteer experience.
3. **Once the volunteer experience is finished, the OTR/COTA completes the evaluation form, seals it in an envelope and signs his/her name across the seal.**
4. The evaluation form MUST be received prior to the application deadline.
5. Each of the required 16 hours of observation MUST be completed with one OTR or OTA.
6. Observation hours must be dated within the current 6 months preceding the application. For example, an applicant for the 2013 class must have observation hours completed between November 2012 and April 2013.
7. Applicants will not be allowed to use current or previous work site as observation hours, nor can an applicant observe under a therapist who is a family member or friend.



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CLINICAL OBSERVATION EVALUATION FORM

Applicant's Name: _____ Date: _____

In requesting the completion of this evaluation form, which will be used in the admission selection process for the Occupational Therapy Assistant program at Arkansas Tech University-Ozark Campus, I waive my right of access to this document.

Student Signature: X _____

OT/OTA completing this form: _____

State and License #: _____

Facility & Address: _____

Telephone Number: _____

Number of volunteer/observation hours completed at your facility: _____

SUPERVISING THERAPIST: Please fill out these forms confidentially, place them in an envelope, seal the envelope and sign your name across the seal. Please return the envelope to the student to turn in as part of his/her OTA application. **THANK YOU!**

Instruction: Please circle the number closest to the best description of the student.

1. Personal Appearance

1	2	3	4	5
Sloppy, too casual, overly revealing		One clothing item inappropriate dirty, ripped		Complies with dress code

2. Attendance

1	2	3	4	5
Poor, often late/absent		Less than 10 minutes late		Always punctual

3. Attitude Toward Patients

1	2	3	4	5
Rude, careless, disrespectful		Indifferent or overly chatty		Pleasant/appropriate

4. Attitude Toward Staff

1	2	3	4	5
Rude, sullen		Indifferent or overly friendly		Cooperative, respectful

5. Communication Skills

1	2	3	4	5
Poor listener, no attempts to ask questions Talks about self only		Unclear questions, random attempts		Thoughtful questions, on topic

6. Motivation

1	2	3	4	5
Disinterested in patient care		Occasional interest in therapy process		Seeks out learning in appropriate ways

Test of Essential Academic Skills (TEAS) Exam

Prior to taking the TEAS, applicants will be required to pay a \$45 testing fee to the business office. The TEAS is a computerized test and therefore test scores will be immediately available. Test results will then be forwarded to the OTA program office and the Office of Student Services. Acceptance of TEAS results from testing at locations other than Arkansas Tech University-Ozark Campus will be at the discretion of the OTA program. The TEAS will be used by the OTA program for admission consideration.

SELECTION CRITERIA

Due to the limited spots available for each class of OTA students, the OTA program must use a method of ranking each candidate according to the candidate's qualifications. The following will be used in the selection process:

TEAS score:	70%
Essay:	15%
Clinical observation rating form	15%

In the case of a tie in the application score for applicants, the following criteria will be utilized as tie-breakers (the criteria are arranged in order of importance):

- Cumulative GPA for all college coursework completed prior to the application deadline;
- Number of platform hours completed prior to application deadline;
- Date of submission of completed OTA program application materials.

SELECTION PROCESS

Offers of admission for available spaces will be made to the qualified applicants with the highest overall ratings. All applicants will be notified by the OTA Program of their admission status. Applicants accepted into the program must notify the OTA Program office as soon as possible of their decision to accept or decline the offer of admission. Applicants who decline admission or are not accepted for admission may reapply for admission the following year. In the event an opening for a student becomes available, then applicants from the alternate list will be offered admission according to individual ranking.

The timeline for the application and selection process is:

By March 15, 2014

OTA program application and all forms included in packet (including essay and clinical observation form) are due. Students with completed applications will be scheduled for TEAS exams by the Allied Health secretary.

By May 1, 2014

OTA applications will be reviewed and students will be selected for entry to the technical coursework.

FINANCIAL AID

Students requesting information regarding financial aid are encouraged to contact the Financial Aid Office as follows:

Financial Aid Office
1700 Helberg Lane
Ozark, Arkansas 72949
(479) 667-2117

NONDISCRIMINATION STATEMENT

The Occupational Therapy Assistant program at Arkansas Tech University-Ozark Campus does not discriminate on the basis of color, sex, race, age, national origin or disability in any of its practices, policies or procedures. This includes, but is not limited to, admission, employment, financial aid or educational service. Arkansas Tech University-Ozark Campus complies with all applicable state and federal laws including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act Amendments of 1974, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. Social Security numbers are used as identification numbers for convenience and for consistency with other records. The Affirmative Action Office, Main Building Ozark Campus, has been designated to coordinate compliance efforts.

PROJECTED PROGRAM COSTS

Estimated costs for enrollment in the technical phase of the OTA program are as follows:

- Approximately \$5,000 for tuition and fees
- Approximately \$900 to \$1,000 for textbooks
- Approximately \$300 for a lab coat and lab supplies
- \$15 for a campus parking permit
- Approximately \$50 for TB testing
- Approximately \$90 for Hepatitis B vaccination

The above projected costs are subject to change.

CRIMINAL BACKGROUND INVESTIGATION

Students admitted to the OTA program will be expected to obtain criminal background checks following entry into the program. Criminal background checks may be a requirement for attendance at some of the clinical education sites affiliated with the OTA program. Based upon the results of these checks, an affiliated clinical education site may determine not to allow a particular student's presence at a facility. In addition, a criminal background may preclude licensure or employment following graduation. Students are responsible for the associated costs and delivery of background results to the clinical facility requesting the information.

DRUG AND ALCOHOL TESTING

Drug and alcohol testing may be a requirement for attendance at some of the clinical education sites affiliated with the OTA program. Based upon the results of these checks, an affiliated clinical education site may determine not to allow a particular student's presence at a facility. The student is responsible for the costs associated with any drug and alcohol testing required for attendance at a particular clinical education site. In addition, the student is also responsible for submission of testing results to the clinical education facility requesting the information.

STUDENT HEALTH AND PHYSICAL EXAMINATION

Students admitted to the OTA program will be expected to provide health information and participate in a physical examination to be performed by a physician, physician's assistant or nurse practitioner. The purpose of the physical examination is to determine the student's ability to safely perform the physical demands expected of an OTA. The purpose of the health information form is to enable the student an opportunity to provide pertinent information to the OTA program which may affect the student's ability to safely participate in laboratory and clinical education activities.

ESSENTIAL FUNCTIONS FOR THE OCCUPATIONAL THERAPY ASSISTANT

Successful participation in the OTA program includes the ability to perform essential functions, which are necessary for delivery of occupational therapy services in a safe, ethical and legal manner. The essential functions are expected to be demonstrated, with or without reasonable accommodation, by students participating in the OTA program. Upon reviewing the essential functions for the OTA student included in this packet, the candidate will complete the acknowledgment of essential functions for the occupational therapy assistant student form and indicate whether or not that student can perform the essential functions. Prior to admission to the program, the student is responsible for providing written documentation of any disabilities, along with evidence for the need for accommodation. Requests for accommodations will be forwarded to the disability coordinator for the university. The university will then decide if reasonable accommodations can be made for that particular student.



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Occupational Therapy Assistants, Essential Functions

Essential functions describe the tasks, skills, abilities, work activities, work context and work styles that are required for the completion of the OTA Program and to work as generalist occupational therapy assistants. The student is required to meet all objectives related to the coursework and fieldwork experiences. Physical, emotional, cognitive and environmental demands will vary throughout the curriculum and fieldwork experience. This list is a summary of the essential functions, but is not meant to be all-inclusive. More specific information can be found in the Dictionary of Occupational Title published by the United States Government or the O*Net website at <http://online.onetcenter.org>

Throughout the educational program and later throughout their careers, OTAs must be able to perform these essential functions with or without reasonable accommodations.

Tasks

- Observe and record patients' progress, attitudes and behavior, and maintain this information in client records.
- Maintain and promote a positive attitude toward clients and their treatment programs.
- Monitor patient's performance in therapy activities, providing encouragement.
- Select therapy activities to fit patient's needs and capabilities
- Instruct or assist in instructing patients and families in home programs, basic living skills and the care and use of adaptive equipment.
- Evaluate the daily living skills and capabilities of physically, developmentally or emotionally disabled clients.
- Aid patient in dressing and grooming themselves.
- Implement or assist occupational therapists with implementing treatment plans designed to help clients function independently.
- Report to supervisors verbally or in writing on patient's progress, attitudes and behavior.
- Alter treatment programs to obtain results if treatment is not having the intended effect.

Skills

- **Active listening** - giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- **Time management** - managing one's own time and the time of others.
- **Instructing** - teaching others how to do something.

- **Speaking** - talking to others to convey information effectively.
- **Social perceptiveness** - being aware of other's reactions and understanding why they react as they do.
- **Critical thinking** - using logic and reasoning to identify the strengths and weaknesses or alternative solutions, conclusions or approaches to problems.
- **Learning strategies** - selecting and using training methods and procedures appropriate for the situation when learning or teaching new things.
- **Reading comprehension** - understanding written sentences and paragraphs in work related documents.
- **Writing**- communicating effectively in writing as appropriate for the needs of the audience.
- **Monitoring** - monitoring/assessing performance of yourself, other individuals or organizations to make improvements or take corrective action.

Abilities

- **Oral comprehension** - the ability to listen and understand information and ideas presented through spoken words and sentences.
- **Problem sensitivity** - the ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognize there is a problem.
- **Oral expression** - the ability to communicate information and ideas in speaking so others will understand.
- **Written comprehension** - the ability to read and understand information and ideas presented in writing.
- **Deductive reasoning** - the ability to apply general rules to specific problems to produce answers that make sense.

Work Activities

- **Assisting and caring for others** - providing personal assistance, medical attention, emotional support or other personal care to others such as coworkers, customers, or patients.
- **Communicating with supervisors, peers or subordinates** - providing information to supervisors, coworkers and subordinates by telephone, in written form, e-mail or in person.
- **Making decisions and problem solving** - analyzing information and evaluating results to choose the best solutions and solve problems.
- **Establishing and maintaining interpersonal relationships** - developing constructive and cooperative working relationships with others and maintaining them over time.
- **Evaluating information to determine compliance with standards** - using relevant information and individual judgment to determine whether events or processes comply with laws, regulations or standards.
- **Organizing, planning and prioritizing work** - developing specific goals and plans to prioritize, organize and accomplish your work.

Work Styles

- **Cooperation** - job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Dependability** - job requires being reliable, responsible, dependable and fulfills obligations.
- **Flexibility** - job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Concern for others** - job requires being sensitive to other's needs and feelings and being understanding and helpful on the job.
- **Stress tolerance** - job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Attention to detail** - job requires being careful about detail and thorough in completing work tasks.
- **Self control** - job requires maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior, even in very difficult situations.
- **Independence** - job requires developing one's own ways of doing things, guiding oneself with little or no supervision and depending on oneself to get things done.

Psychomotor Capabilities

- **General physical activities** - the ability to perform activities such as climbing, lifting, balancing, walking, bending, and stooping frequently throughout the workday.
- **Strength** - the ability to lift up to 25 pounds frequently and up to 50 pounds occasionally throughout the workday; working at the medium physical demand level according to the U.S. Department of Labor (37.02).
- **Manual dexterity** - the ability to safely grasp and manipulate objects.
- **Speed** - the ability to respond without hesitation to compromised patients.
- **Endurance** - have the physical capacity to work a 40-hour week.

*Information taken from the O*Net website on Occupational Therapy Assistants*



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Arkansas Tech University-Ozark Campus

Occupational Therapy Assistant Program

1700 Helberg Lane

Ozark, AR 72949

(479) 667-2117, ext 325

Fax (479) 667-0198

ACKNOWLEDGMENT OF ESSENTIAL FUNCTIONS

By signing below, I acknowledge that I have read and understand the essential functions for the occupational therapy assistant student. I believe to the best of my knowledge that I have the ability to learn and perform the essential functions:

(please check one)

Without reasonable accommodations

With reasonable accommodations (further documentation is attached)

Student Name

Date

Student Signature



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Arkansas Tech University-Ozark Campus
Occupational Therapy Assistant Program
1700 Helberg Lane
Ozark, AR 72949
(479) 667-2117, ext 325
Fax (479) 667-0198

Understanding of Clinical Participation Requirements

Arkansas Tech University-Ozark Campus' Occupational Therapy Assistant Program uses external affiliated agencies for clinical experiences for our students. Affiliated agencies may impose requirements for students in order to be allowed access to clinical experiences.

Students may be required to provide the following information to external affiliated agencies:

- Health Screening/Immunizations
- CPR Certification
- Criminal Background Investigation
- Drug Testing

The student should maintain copies of the documents listed above. Affiliating agencies may require the student to provide a copy of the documentation.

NOTICE AND RELEASE - READ CAREFULLY BEFORE SIGNING

I, the undersigned applicant to the Occupational Therapy Assistant program at Arkansas Tech University-Ozark Campus, understand that participation in a clinical experience is part of the Occupational Therapy Assistant program and that participation in a clinical experience includes working as a student at an affiliating agency. I understand that I will be responsible for all travel, meals and lodging associated with clinical education. I further understand that affiliating agencies have the right to establish requirements for participation in clinical experience.

I understand that I am responsible for providing copies of the documentation requested by the affiliated agency. I understand and agree that if I am rejected for participation in a clinical experience by an affiliating agency or if I refuse to submit to checks or tests that are required by an affiliating agency in order to participate in a clinical experience, I may be unable to complete my program of study and graduate from the Occupational Therapy Assistant program. I hereby release Arkansas Tech University-Ozark Campus, its employees, and all affiliating agencies from any liability with regard to my participation in a clinical experience and decisions made concerning my participation in a clinical experience.

Student Name

Date

Student Signature



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<i>OFFICE USE ONLY</i>	TEAS Score _____
Date Received: _____	Essay Received: _____ Essay Score: _____
Received By: _____	Observation Rating Form _____ Score _____
Clinical Participation form _____	Essential Functions Form _____
GPA _____	CPR for Healthcare Provider or Professional Rescuer Card _____

OCCPATONAL THERAPY ASSISTANT APPLICATION FOR ADMISSION

Last Name	First Name	Middle Name
Mailing Address		
City	State	Zip Code
Tech T#	Social Security #	Date of Birth
Home Phone	Cell Phone	Email
Please indicate if you are currently a student of:		
<input type="checkbox"/> Arkansas Tech University <input type="checkbox"/> Arkansas Tech University – Ozark Campus		
Have you previously attended another Occupational Therapy Assistant Program?		
<input type="checkbox"/> No <input type="checkbox"/> Yes Name of school attended _____		

(Please remember to forward all transcripts from previous schools attended to the Office of Student Services, 1700 Helberg Lane, Ozark, AR 72949.)

I certify that the above information is accurate and complete to the best of my knowledge.

 Signature

 Date