

Master of Occupational Therapy Program  
OTA Pathway Application to the Master of  
Occupational Therapy Program

**Thank you for your interest in Muskingum University's OTA Pathway Application to the MOT program. Before you apply, please review the steps below:**

**Step 1: Develop Your Prerequisite Coursework Plan**

- Work with Jennifer Baird to create your Alternative Pathway Prerequisite Coursework Plan.
- Contact Jennifer Baird at [jbaird@muskingum.edu](mailto:jbaird@muskingum.edu) or (O):740-826-6151 (C):740-630-8134
- You must affirm your intent to complete all prerequisite coursework by the start of MOT classes in the fall. If you are uncertain about your timeline, please contact Jennifer Baird before proceeding.

**Step 2: Complete the Application Criteria & Documentation Checklist**

- Thoroughly review and complete all requirements listed in the OTA Pathway Application Criteria and Documentation Checklist below. This checklist will guide you in preparing all necessary documents and evidence of prerequisite completion and professional engagement.

**Step 3: Create Your Application Account**

- After reviewing this document, create an [online application here.](#)

**Step 4: Submit Your Online Application**

- **Within the portal, you will create and submit your OTA Pathway MOT Application**

**Step 5: Interview (If invited)**

As part of the OTA Pathway MOT application process, applicants may be invited to participate in an oral (in-person or virtual) interview with the MOT program director or designees prior to a final decision about admission to the MOT program.

**NOTE: The OTA Pathway MOT program at Muskingum welcomes applications at any time, however, to be fully considered for acceptance into the fall cohort, please complete and submit your application by the due date identified in the Apply area of the MOT webpage.**

If you have any questions, please contact Program Director Dr. Kimberly Lawler at 740-826-8466 or [klawler@muskingum.edu](mailto:klawler@muskingum.edu).

The Muskingum University MOT Program has a status of accreditation by the:  
Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association.  
7501 Wisconsin Ave, Suite 510E  
Bethesda, MD 20814  
ACOTE's phone: 301-652-6611  
ACOTE's website: [www.acoteonline.org](http://www.acoteonline.org)

Master of Occupational Therapy  
OTA Pathway Application Criteria and Documentation Checklist

**Step 1: Preliminary Qualifications**

You must first meet each of the following qualifications to be considered for admission to the MOT program. Therefore, no admission points are assigned to these criteria. **Listed in parentheses after each item are descriptors of supporting document(s) you must upload with your application. Failure to upload evidence will mean that your application is incomplete and will not be considered for admission to the MOT program.**

- 1. I am a credentialed OTA, initially certified by NBCOT and currently licensed in my state of residence. (a. Upload NBCOT certificate or document from NBCOT that includes date of initial certification and your name. (b. Upload document verifying state licensure that includes your name and dates indicating current license in good standing.)
- 2. I have or will have completed all prerequisite courses prior to the start of MOT classes. I understand that each prerequisite course must have been completed with a "C" or better grade. (Upload copy of transcripts from all institutions with prerequisite courses highlighted)
- 3. I have completed a minimum of 90 semester hours or equivalent of undergraduate coursework credit (Submit copy of transcripts cited above)
- 4. Complete and sign the MOT Program Applicant Attestation in the online application portal.

**Step 1: Scored Qualifications:**

Complete and submit each item in your OTA Pathway MOT Application in the online portal.

Each of the qualifications below is worth a maximum of 100 points for a combined total of 300 points.

- 1) A minimum GPA of 3.0 on a 4.0 scale.

We will use the information you submit to calculate your GPA using your GPA from your OTA education and averaging it with the GPA for all prerequisite courses, regardless of where they were taken. If prerequisite courses were part of courses within the OTA program, those courses will count in both calculations. Scoring: The average GPA will be multiplied by 25 and the total reported as the score for this item.

- 2) Written Interview.

Please develop and submit responses to the five (5) questions in the Written Interview section of the online application. Each question is worth a maximum of 20 points.

**TIP:** We recommend you review the questions in the online application, save your application, and come back to it later. You can use Word to develop thoughtful and thorough responses that represent you well and meet the guidelines provided. Log in, then copy and paste your Written Interview responses and submit your application when ready.

- 3) Two recommendation assessments. Submit contact information for your two references in the online portal.

Each assessment will be worth a maximum of 100 points. *Your score will be the average of the two assessment scores.* The assessments must be completed by:

- 1) A supervising OT from the past 24 months
- 2) A community professional (ex: supervisor, volunteer leader, clergy member).
- 3) If you are reapplying to the MOT program, you must obtain new recommendation assessments.

**Step 2: Professional Engagement Qualifications: Applicant please initial items for which you are providing proof**

The following experiences demonstrate a higher level of engagement within the profession and community and may enhance the ability to be successful in the MOT program. You can earn a small number of points by documenting all your relevant experiences. You will select the applicable items and submit required evidence for each item in the online application portal. While these items are NOT REQUIRED for admission to the MOT program, the additional points you may earn through this process will be included in the admission scoring.

I have earned a **bachelor's degree**

- 1.5 points for a bachelor's degree in any subject
- 2 points for a bachelor's degree in Occupational Science

I have **worked as an OTA** within the most recent 60 months. Select the item for which the range includes the total hours you have worked as an OTA. (Upload the Work Hours Verification Form completed and signed by a company official - required to receive credit. No other evidence of work hours accepted. ):

- .5 point for working as OTA between 500 hours
- 1 point for working as OTA between 501-1,000 hours
- 1.5 points for working as an OTA between 1,001-1,500 hours
- 2 points for working as an OTA for more than 1,500 hours

I serve/have served in an **organizational leadership role** during the past 36 months (Upload a letter on agency letterhead and signed by an agency representative that outlines your leadership role along with dates of appointment or election/service and evidence of work completed while in the role.)

- 1 point for a leadership role within the company for which you work
- 1 point for a leadership role in a non-OT agency or organization
- 2 points for a leadership role within an OT agency/organization (not employer)

I have volunteered service to a community in a non-leader role during the past 36 months.(Upload MOT Volunteer Hours Log signed by a representative from the community organization indicating the time frame of your service including dates, hours completed, and purpose/event for each volunteer opportunity, and total hours you volunteered for the organization/agency.)

- 1 point for 10-30 hours
- 2 points for 31-60 hours
- 3 points for over 61-90 hours
- 4 points for over 90 hours

I have been a **member of a professional association** a minimum of 6 months prior to application (Upload official documentation that includes the association's name, your name and years of membership in association.)

- .5 point for state association membership 6 months-2 years
- 1 point for state association membership more than 2 years
- .5 point for AOTA membership 6 months-2 years
- 1 point for AOTA membership 3-5 years
- 1.5 points for AOTA membership 6 or more years

I have demonstrated exceptional commitment to my professional development through continuing education in the past 24 months. (Upload certificates or other official evidence from course provider(s) of CE hours earned for each course included in hour total. No hours counted for CE hours not verified with required documentation.

- .5 point for 25-30 hours
- 1 point for 31-35 hours
- 1.5 points for 36 or more hours

**Step 3: Oral Interview (either in!person or virtual)**

Candidates may be asked to participate in an oral interview. Oral interviews will be conducted at the discretion of the MOT program director by invitation only. Should such an interview be required, you will be notified by the MOT program director.

Interviews will be conducted by ad hoc committees assembled at the invitation of the MOT program director.

Additional details about the oral interview process will be provided if you are invited to participate in such an interview.

**Master of Occupational Therapy Program**

**Work Hours Verification Form**

**\*Please use one form for each employer. This form must be completed by a company official, not the applicant.**

Applicant's Name	
Name of Employer	
Employer Address	
Applicant's Position Title (e.g. Occupational therapy assistant, Certified nursing assistant, etc.):	
Start Date of Work Hours Reported (First date of work hours included in total hours worked. Must be within last 60 months):	
End Date of Work Hours Reported (Last date of work hours included in total hours worked):	
<b>TOTAL WORKED HOURS BY APPLICANT AT THIS EMPLOYER (No vacation/paid time off hours should be included):</b>	

Printed Name of Company Official \_\_\_\_\_

Signature of Company Official (Typed names not accepted)

\_\_\_\_\_ Date \_\_\_\_\_

Title/Credentials: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Master of Occupational Therapy Program  
Volunteer Hours Log**

\*Please use one form for each community organization/agency.

Applicant Name	
Name of Community Organization/Agency	
Organization/Agency Address	
Volunteer Supervisor's Name & Title/Credentials	
Volunteer Supervisor's Email Address & Phone Number	

Date	Time In	Time Out	Total Hours/Event	Purpose of Service/Event Name	Signature of Event Supervisor
<b>TOTAL HOURS OF VOLUNTEER SERVICE AT THIS ORGANIZATION/AGENCY</b>					

Signature of Organization/Agency's Volunteer Supervisor \_\_\_\_\_

Date \_\_\_\_\_