

**SCC Occupational Therapy Assistant (OTA) Program
Application Instructions
Fall 2025 Entrance or Later**

READ EACH STEP CAREFULLY AND WORK WITH ACCURACY!

STEP 1: SUBMIT Transcripts for Coursework Outside of Los Rios CC district

- ☐ If you have taken courses ONLY in the Los Rios District (ARC, CRC, FLC, SCC) Step 1 is complete.
 - ☐ If you took courses at other schools, complete Step 1.
 - ☐ Complete the following task prior to your [Counseling Appointment](#).
1. [Submit all Transcripts](#) from outside Los Rios to the SCC Admissions & Records Department.
 2. Review the OTA Required Prerequisite Courses.
 3. Review the Prerequisite Courses Not Taken at SCC and complete a [Course Substitution Petition](#) for any required prerequisite course NOT listed on the equivalency chart.

STEP 2: PREPARE a Draft OTA Worksheet

- Enter your personal information.
 - **For “Catalog Year”** you may leave this blank, and complete with the help of your counselor.
- Enter the academic information for **ALL** Required Prerequisite Courses.
 - **Transcript Course #:**
 - enter the number of the course taken as posted to your transcript or proof of enrollment.
 - **College:**
 - Enter the Name of the college the course was taken.
 - **Grade:**
 - Enter the letter grade posted to a transcript
 - If the course is being taken during the Spring or Fall semester in which you are applying, enter IP for the grade.
 - Do not enter IP for any summer courses. Wait until your summer grades have been received before completing the form or submitting your online application.
 - **Date complete:**
 - Enter the semester and year the course was completed.

- If you are using an APPROVED course substitution, enter “SUB” after the semester and year.

EXAMPLE:

PREREQUISITE COURSES	TRANSCRIPT COURSE #	COLLEGE	GRADE	DATE COMPLETED/SUB
PSYC C1000	PSYC 1101	Idaho state	A	Fall 2017 / SUB

STEP 3: VERIFY your Eligibility with a Counselor

- Make an appointment with a LRCCD counselor to have an AA /AS General Education Requirements check-off list completed.
- Verify your AA/AS General Education (Local GE pattern)
 - All GE areas **MUST** be completed or in IP status at the time of application.
 - If you are enrolled in a Spring or Fall semester course at the time of application you must show Proof of Enrollment to be considered eligible for entry.
 - Proof of Enrollment = Copy of schedule indicating “enrolled” not waitlisted.
- Review your Prerequisite Courses and Catalog Year
 - Print your OTA worksheet and bring it with you to the appointment.
 - Review your Prerequisite Courses and course substitution petitions - your counselor can assist you with determining your Catalog year.

STEP 4: APPLY to the OTA Program

- Make a PDF copy of your completed OTA worksheet and AA/AS General Education Requirements check – off list.
- Scan and save both forms as PDF files.
 - If you need help, visit a Los Rios computer lab. Bring the forms and a portable drive with you.
 - You may also go to the public library, Kinko’s, or the UPS store. Fees may apply.
- Complete the online application form found on the OTA program website.
- Upload **ALL** requested documents to the application.
 - Each file size must be 3MB or smaller.
 - Submit **ONLY** the documents requested.
- Applications without this completed form or one without all courses completed will be considered ineligible for this enrollment period.