

Northwood Tech – Occupational Therapy Assistant

CHECKLIST FOR REENTRY STUDENTS

1. Complete the “Intent to Reenter” form and send to Becky Mika, OTA Program Director, within one month of withdrawing from or failing a course.
2. Check Northwood Tech email for messages re: reentry status.
3. OTA courses at Northwood Tech are only offered on a yearly basis. The soonest you may repeat a core OTA course at Northwood Tech is the following year. All 514-xxx courses scheduled in a semester are pre/co requisites in that semester.
4. If retaking a course through another WTCS college, you **MUST** bring an official transcript of your successful completion of the course so you may get transfer credit for that course. You also will need to provide proof of passing the course before proceeding to register for subsequent courses.
5. When you are given a reentry spot for a course, you must check the status of the following, update if needed, and provide copies of updates to the OTA Program Director prior to the start of class. Information and forms regarding these can be found on the OTA program webpage under Requirements & Application, Scroll down to “Orientation”.
 - a. TB test updated
 - b. CPR certification current
 - c. Physical exam if over 2 years old
 - d. Immunization status current
6. You may need to have background checks repeated depending on the amount of time that has lapsed since you left clinical courses. You will be notified if repeat background checks are necessary.