



NAME: _____ UIN: _____

Baker College Health Sciences Mission Statement

The mission of the Health Science Division, through our career focus, is to support the individuals and initiatives of our healthcare programs with the common goal to develop quality, professional, and compassionate graduates.

Acknowledgment Form - Limited Enrollment Program

I have received the Health Sciences Program Information and understand each/all of the following:
(Initial each line)

Health Requirements

- _____ I may be required to provide documented proof of immunization, boosters and/or titers, current Tuberculosis (TB) test results, and other screenings pertinent to my chosen career field. I am responsible for all associated cost for immunizations and/or immunization tracking and reporting.
- _____ A declination of immunization may prevent me from clinical placement.
- _____ Exposure to latex is high in the healthcare field and I should notify my advisor if I have a documented latex allergy/sensitivity.
- _____ I am required to maintain health insurance at all times and am responsible for any medical expenses incurred throughout the program.

Clinical Requirements

- _____ The clinical or internship experiences are based on site availability and determined by the Clinical Coordinator, Program Coordinator/Director, or the Dean or Associate Dean of the College Health Science. If I refuse the placement assigned to me, the College is not obligated to seek an alternative site.
- _____ I understand students are not to attempt to arrange a clinical site placement unless instructed to do so by program officials.
- _____ I am required to have reliable transportation to and from the assigned clinical location. I am responsible for any associated cost.
- _____ Due to the limited number of clinical sites, I may be required to travel a long distance from the College. In some instances, I may need to relocate. I am responsible for any associated costs.
- _____ Clinical experiences may require full-time attendance. Inability to perform at a full-time status may prevent me from obtaining clinical placement.
- _____ Clinical experiences may require students to attend up to 40 hours per week. As a continuation of the student's education, the clinical experience is to be performed without remuneration. In the event I am offered employment, this should be discussed with the Clinical Coordinator, Program Coordinator/Director, or the Dean or Associate Dean of the College Health Science.

- _____ I understand the College provides professional liability insurance for all students during the clinical affiliation educational portion of his/her program, which covers any incident, which might occur during the clinical affiliation experience. It does not cover any incident where I am attempting to practice outside the scope of my education or outside the clinical affiliation site.
- _____ I may be required to be CPR/First Aid/BLS Certified based on program or Clinical Site requirements. I am responsible for any associated costs.
- _____ I may be required to submit to pre-enrollment and/or random drug screening as part of my clinical experience, depending on the specific requirements of the clinical site. I am responsible for all associated cost. Failure to do so may result in being denied entry or continuance in the program.
- _____ If drugs are reported on my drug screen results, it may impact my ability to complete program requirements, including though not limited to, the clinical experience. (See Chemical Impairment Policy)
- _____ I may be required to undergo a background check, by a specified deadline, as an entrance requirement for the clinical experience. Failure to do so may result in being denied entry or continuance in the program. I am responsible for all associated cost.
- _____ I am responsible for any additional costs incurred and associated with the fulfillment of clinical or internship requirements.
- _____ Any Felony or Misdemeanor charge or conviction greater than a moving violation may prohibit me from being placed at a Clinical Site or taking a certification/licensing exam for my chosen profession.
- _____ I am responsible to immediately report, in writing, any conviction, pending court action, or other recordable event not yet reported, or which subsequently occurs, to my Clinical Coordinator, Program Coordinator/Director, or the Dean or Associate Dean of the College Health Science.
- _____ I understand a criminal record may prevent clinical placement, licensure or certification, and employment opportunities. Baker College reserves the right to deny entry into, or remove me from, a program if my background check reveals any conviction or recorded event of any nature.
- _____ I may be temporarily or permanently denied financial aid funding if I have been or am subsequently convicted of the possession or sale of illegal drugs for an offense that occurred while receiving federal student aid (such as grants, loans, work-study, positions or opportunities).
- _____ I may be required to undergo fingerprinting prior to clinical placement. I am responsible for any associate cost.
- _____ I may be required to complete the Central Registry Clearance form prior to placement in certain clinical settings. I am responsible for any associate cost.

Program Reentry

- _____ Eligibility for reentry or reapplication to the program is based on previous reasons for dismissal or withdrawal. It is at the discretion of the Program Coordinator/Director, or the Dean or Associate Dean of the College Health Science to allow reentry or reapplication to the program. I understand readmission is not guaranteed.
- _____ Reentry into some programs may be dependent upon limited program capacity and/or the availability of clinical sites. I understand placement at a specific clinical site is not guaranteed.

_____ Didactic and competency testing may be required according to accreditation, state, and/or program guidelines. Retesting or course audit may involve a fee. I am responsible for any associated cost.

Reapplication after Academic Dismissal:

_____ I understand students who were previously awarded a seat in a Limited Enrollment program but were dismissed due to academic reasons may be eligible to reapply to the program one more time with approval of the Program Coordinator/Director, or the Dean or Associate Dean of the College Health Science.

_____ I understand reapplication must occur within one year of academic dismissal.

_____ I will be required to establish a remediation plan as part of the reapplication process and may be required to audit all previously completed core/major courses in sequence with a cohort. I am responsible for any associated cost.

Reentry after Voluntary Withdrawal:

_____ I understand students who were previously awarded a seat in a Limited Enrollment program but voluntarily withdrew due to non-academic reasons, must provide verifiable documentation of mitigating circumstances to be eligible for reentry to the program.

_____ My failure to provide appropriate documentation will result in ineligibility for reentry and reapplication criteria will apply.

_____ I understand voluntary withdrawal for non-academic reasons will only be approved one time.

_____ I understand my Program Director/Coordinator must approve program withdrawals to be eligible for reentry.

_____ I understand reentry must occur on the student's home/original campus within one year of approved withdrawal.

_____ I will be required to establish a remediation plan as part of the reentry process. I may be required to audit all previously completed core/major courses in sequence with a cohort. I am responsible for any associated cost.

Program Dismissal for Behavioral Violations:

_____ If I am dismissed for behavioral reasons including professional and/or ethical violations, I will be ineligible for reapplication to the program.

Professionalism

_____ I must abide by the ethics and standards accepted by professionals and technicians in my chosen career field, while in all classroom and clinical settings. This includes personal conduct, professional attitude, appropriate dress, and the confidentiality of student, client, and patient information. Any breach of these standards may result in dismissal from the program.

_____ The use of social media and acquiring photographs are prohibited in the clinical site. I agree to abstain from using personal cell phones, electronic devices and computers to take photographs or access social media while at the clinical site.

_____ The use of cell phones in the clinical setting may be prohibited by program officials and clinical site policies. I understand unauthorized use may result in dismissal from the clinical site.

_____ I agree to abstain from using computers at my clinical site for personal use.

_____ Professional appearance may require a specified uniform. In all instances, I am to refrain from low-cut tops and clothing that reveals trunk skin or under clothing when standing or sitting. Closed-toed shoes are required for laboratory and clinical settings. Hair, side-burns, facial hair, and nails are to be neat, clean, and trimmed to a length that will not interfere with safety and asepsis. Visible tattoos must be covered. Facial and body piercing jewelry are not allowed.

_____ I understand workplace policies may prohibit the use of perfumes, colognes, lotions or other products that result in smells that are perceptible to others. I understand it is expected that I practice proper personal hygiene.

_____ I must comply with any changes in program requirements during my course of study.

Patient Record Confidentiality

_____ As part of my clinical experience, I may come into contact with medical records and other confidential patient information and as such, clinical site information is not to be discussed on any form of social network or any electronic account outside those required by the instructor for class participation.

_____ Under United States law, the unauthorized disclosure of medical record information is unlawful and could subject myself to civil and criminal penalties. I, therefore, pledge that I will not reveal the name, address or any other pertinent information that exists on any medical record in which I have come in contact during the course of my clinical experiences unless allowable under the clinical site policy and applicable law.

Student Responsibilities:

_____ I am responsible to contact my campus Program Coordinator/Director, Dean or Associate Dean of the College Health Science, Dean of the School of Nursing or the Dean of the School of Occupational Therapy with any questions regarding program information related to entry, reentry, retention, or completion.

Essential Functions and Technical Requirements

The essential functions required by the curriculum are in the following areas: motor, sensory, communication, and intellectual (conceptual, integrative, quantitative abilities for problem solving, and the behavioral and social aspects that impact the performance).* Technical requirements, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum and the development of professional attributes required of all students at completion of their program. These essential functions and technical requirements are referred to as the "Essential Functions."

These Essential Functions are not conditions of admission to the College or the program. The Essential Functions provide information regarding continued eligibility in this program. A student may be qualified for and admitted to the program, but later be redirected due to a failure to develop and exhibit the Essential Functions. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program.

By initialing each line below, I acknowledge and understand I am expected to possess the following Essential Functions:

_____ Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze, and synthesize material in a timely manner. The student must maintain the minimum grade point average (GPA) determined by each program in order to continue with coursework to complete a chosen degree. Students must have a cumulative GPA of at least 2.0 to graduate from any program; however, please note that some programs require a higher GPA in order to continue with coursework.

- _____ Ability to assess all information. The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
- _____ Emotional stability to function effectively under stress and to adapt to an environment, which may change rapidly without warning, and/or in unpredictable ways.
- _____ Ability to master information presented in coursework in the form of lectures, written material, and projected images, and the ability to seek and synthesize information from appropriate and varied sources.
- _____ Ability to recognize one's own limits, both personally and professionally, as related to one's skill and knowledge.
- _____ Ability to effectively communicate in English, both verbally and in writing, using accurate and appropriate terminology with classmates, faculty, and individuals of all ages, races, genders, socioeconomic and cultural backgrounds.
- _____ Ability to use computers and related technology.
- _____ Ability to prioritize, organize, and utilize time management skills.
- _____ Ability to identify, recognize, maintain, and disseminate accurate information.
- _____ Ability to correctly interpret, and/or clarify, verbal and written communications.
- _____ Ability to conduct oneself in a professional manner including use of appropriate verbal and nonverbal responses in social interactions. Interactions may include physical contact with all people regardless of age, race, gender, socioeconomic, and cultural backgrounds.
- _____ Ability to think critically and demonstrate problem-solving skills.
- _____ Ability to perform all essential functions related to my program of study in a safe and effective manner minimizing risk to self, patient and others.
- _____ Ability to fulfill requirements of productivity and varying workloads.
- _____ Ability to demonstrate appropriate professional and procedural judgment decisions.
- _____ Ability to adhere to professional standards and Baker College professional conduct guidelines, policies, and procedures. These include but are not limited to:
 - Disclosure of any new felony charges, after the initial enrollment process at Baker College, to program officials.
 - Failure to disclose any felony charge to program officials will result in immediate dismissal from Baker College.
- _____ I have reviewed and acknowledge that I am expected to possess the program-specific Essential Functions located on the Program Information document.

The faculty content expert, program official, clinical coordinator, or employment supervisor is qualified and competent to assess the student's ability to perform the Essential Functions.

*The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

ESTIMATE OF FEES FOR LIMITED ENROLLMENT PROGRAMS:

Item or Service	Average Range of Fees
Background Check – Required. Based on number of counties of residence.	\$20 - \$50
Drug Screening – If required by clinical site.	\$25 - \$40
Fingerprinting – If required by clinical site.	\$68 - \$100
Immunizations/Titers – Required. Varies by student's past immunization history.	Varies
Immunization Tracking – Required.	\$15 – \$30
Clinical Placement Service – If required by Program or Clinical Site.	\$10 - \$40
Standardized Assessment Exam – Required.	\$50 - \$75
Basic Life Support/CPR/First Aid training - Required	\$50 - \$125
Other program associated costs – Varies by program.	Varies

LIMITED ENROLLMENT CRITERIA FOR PROGRAM APPLICATIONS:

_____ Full acceptance into the professional track of some programs is limited due to clinical site availability. Students compete to earn acceptance into these programs. Selection criteria have been developed to choose the most qualified students for limited enrollment programs. Students who have successfully completed the conditional acceptance requirements for their program are eligible to apply for full acceptance into the professional track of the program. Refer to the Program Specific Information supplement for program details related to the application process and the criteria used in the selection process.

_____ Once selected through the limited enrollment criteria, for full acceptance into a program, students must complete program requirements including, but not limited to: program specific orientations, background checks, drug screens, and provide other information and documentation such as evidence of immunizations. Students are responsible for any associated cost. Please contact your campus official for additional information.

CRITERION I

The program will base the majority of admission points on prerequisite grades of selected courses. Each health science program has designated specific prerequisite courses where a minimum grade requirement must be met. Refer to the program pages for this information and a listing of the identified courses to be used in the calculations below. (GPA is defined as the value on a 4.0 scale corresponding to a letter grade.)

- Required, Non-Weighted Courses:
 - required prior to program application and acceptance
 - hold no weight in the GPA calculation for admittance (except in the event of a tie breaker)
 - must be satisfactorily completed per program requirements
- Single-Weighted Courses:
 - required prior to program application and acceptance
 - provide some significant prerequisite knowledge and skills and therefore holds some weight in the GPA calculations for admittance.
- Double-Weighted Courses:
 - required prior to program application and acceptance
 - provide significant prerequisite knowledge and skills and therefore holds more weight in the GPA calculations for admittance.

CRITERION II

Entrance Exam Score: Limited Enrollment programs require applicants to take an assessment test chosen by the College. Students may be allowed to repeat this test one additional time per application period to improve his/her performance based upon program guidelines. Admission points will be added based on the highest score attained. Refer to the program requirements for entrance exam program specific information.

CRITERION III

Reapplication after non-acceptance:

Students who have applied for entrance into a Limited Enrollment program previously, who had completed all program entrance requirements and prerequisite coursework at or above the minimum grade required, but were not awarded a seat due to their standing and limited seat capacity, may reapply to the program two more times. Students reapplying must complete the program reapplication process including submitting a new application.

Should two or more students obtain the same score and are applying for the last available open seat in the program, students will be selected based on the highest overall GPA. (This includes required, single- and double-weighted courses.)

Student Responsibilities:

_____ I am responsible to contact my campus Program Coordinator/Director/Dean of Health Sciences with any questions regarding program entry, reentry, reapplication, retention, or completion.

_____ I may be required to sign an additional waiver upon entrance to my program.

Student Name (Print)_____ Student UIN_____

Student Signature_____ Date_____

Baker College Representative Signature_____ Date_____



NAME: _____ UIN: _____

Baker College Health Sciences Mission Statement

The mission of the Health Science Division, through our career focus, is to support the individuals and initiatives of our healthcare programs with the common goal to develop quality, professional, and compassionate graduates.

Acknowledgment Form - Limited Enrollment Program

I have received the Health Sciences Program Information and understand each/all of the following:
(Initial each line)

Health Requirements

- _____ I may be required to provide documented proof of immunization, boosters and/or titers, current Tuberculosis (TB) test results, and other screenings pertinent to my chosen career field. I am responsible for all associated cost for immunizations and/or immunization tracking and reporting.
- _____ A declination of immunization may prevent me from clinical placement.
- _____ Exposure to latex is high in the healthcare field and I should notify my advisor if I have a documented latex allergy/sensitivity.
- _____ I am required to maintain health insurance at all times and am responsible for any medical expenses incurred throughout the program.

Clinical Requirements

- _____ The clinical or internship experiences are based on site availability and determined by the Clinical Coordinator, Program Coordinator/Director, or the Dean or Associate Dean of the College Health Science. If I refuse the placement assigned to me, the College is not obligated to seek an alternative site.
- _____ I understand students are not to attempt to arrange a clinical site placement unless instructed to do so by program officials.
- _____ I am required to have reliable transportation to and from the assigned clinical location. I am responsible for any associated cost.
- _____ Due to the limited number of clinical sites, I may be required to travel a long distance from the College. In some instances, I may need to relocate. I am responsible for any associated costs.
- _____ Clinical experiences may require full-time attendance. Inability to perform at a full-time status may prevent me from obtaining clinical placement.
- _____ Clinical experiences may require students to attend up to 40 hours per week. As a continuation of the student's education, the clinical experience is to be performed without remuneration. In the event I am offered employment, this should be discussed with the Clinical Coordinator, Program Coordinator/Director, or the Dean or Associate Dean of the College Health Science.

- _____ I understand the College provides professional liability insurance for all students during the clinical affiliation educational portion of his/her program, which covers any incident, which might occur during the clinical affiliation experience. It does not cover any incident where I am attempting to practice outside the scope of my education or outside the clinical affiliation site.
- _____ I may be required to be CPR/First Aid/BLS Certified based on program or Clinical Site requirements. I am responsible for any associated costs.
- _____ I may be required to submit to pre-enrollment and/or random drug screening as part of my clinical experience, depending on the specific requirements of the clinical site. I am responsible for all associated cost. Failure to do so may result in being denied entry or continuance in the program.
- _____ If drugs are reported on my drug screen results, it may impact my ability to complete program requirements, including though not limited to, the clinical experience. (See Chemical Impairment Policy)
- _____ I may be required to undergo a background check, by a specified deadline, as an entrance requirement for the clinical experience. Failure to do so may result in being denied entry or continuance in the program. I am responsible for all associated cost.
- _____ I am responsible for any additional costs incurred and associated with the fulfillment of clinical or internship requirements.
- _____ Any Felony or Misdemeanor charge or conviction greater than a moving violation may prohibit me from being placed at a Clinical Site or taking a certification/licensing exam for my chosen profession.
- _____ I am responsible to immediately report, in writing, any conviction, pending court action, or other recordable event not yet reported, or which subsequently occurs, to my Clinical Coordinator, Program Coordinator/Director, or the Dean or Associate Dean of the College Health Science.
- _____ I understand a criminal record may prevent clinical placement, licensure or certification, and employment opportunities. Baker College reserves the right to deny entry into, or remove me from, a program if my background check reveals any conviction or recorded event of any nature.
- _____ I may be temporarily or permanently denied financial aid funding if I have been or am subsequently convicted of the possession or sale of illegal drugs for an offense that occurred while receiving federal student aid (such as grants, loans, work-study, positions or opportunities).
- _____ I may be required to undergo fingerprinting prior to clinical placement. I am responsible for any associate cost.
- _____ I may be required to complete the Central Registry Clearance form prior to placement in certain clinical settings. I am responsible for any associate cost.

Program Reentry

- _____ Eligibility for reentry or reapplication to the program is based on previous reasons for dismissal or withdrawal. It is at the discretion of the Program Coordinator/Director, or the Dean or Associate Dean of the College Health Science to allow reentry or reapplication to the program. I understand readmission is not guaranteed.
- _____ Reentry into some programs may be dependent upon limited program capacity and/or the availability of clinical sites. I understand placement at a specific clinical site is not guaranteed.

_____ Didactic and competency testing may be required according to accreditation, state, and/or program guidelines. Retesting or course audit may involve a fee. I am responsible for any associated cost.

Reapplication after Academic Dismissal:

_____ I understand students who were previously awarded a seat in a Limited Enrollment program but were dismissed due to academic reasons may be eligible to reapply to the program one more time with approval of the Program Coordinator/Director, or the Dean or Associate Dean of the College Health Science.

_____ I understand reapplication must occur within one year of academic dismissal.

_____ I will be required to establish a remediation plan as part of the reapplication process and may be required to audit all previously completed core/major courses in sequence with a cohort. I am responsible for any associated cost.

Reentry after Voluntary Withdrawal:

_____ I understand students who were previously awarded a seat in a Limited Enrollment program but voluntarily withdrew due to non-academic reasons, must provide verifiable documentation of mitigating circumstances to be eligible for reentry to the program.

_____ My failure to provide appropriate documentation will result in ineligibility for reentry and reapplication criteria will apply.

_____ I understand voluntary withdrawal for non-academic reasons will only be approved one time.

_____ I understand my Program Director/Coordinator must approve program withdrawals to be eligible for reentry.

_____ I understand reentry must occur on the student's home/original campus within one year of approved withdrawal.

_____ I will be required to establish a remediation plan as part of the reentry process. I may be required to audit all previously completed core/major courses in sequence with a cohort. I am responsible for any associated cost.

Program Dismissal for Behavioral Violations:

_____ If I am dismissed for behavioral reasons including professional and/or ethical violations, I will be ineligible for reapplication to the program.

Professionalism

_____ I must abide by the ethics and standards accepted by professionals and technicians in my chosen career field, while in all classroom and clinical settings. This includes personal conduct, professional attitude, appropriate dress, and the confidentiality of student, client, and patient information. Any breach of these standards may result in dismissal from the program.

_____ The use of social media and acquiring photographs are prohibited in the clinical site. I agree to abstain from using personal cell phones, electronic devices and computers to take photographs or access social media while at the clinical site.

_____ The use of cell phones in the clinical setting may be prohibited by program officials and clinical site policies. I understand unauthorized use may result in dismissal from the clinical site.

_____ I agree to abstain from using computers at my clinical site for personal use.

_____ Professional appearance may require a specified uniform. In all instances, I am to refrain from low-cut tops and clothing that reveals trunk skin or under clothing when standing or sitting. Closed-toed shoes are required for laboratory and clinical settings. Hair, side-burns, facial hair, and nails are to be neat, clean, and trimmed to a length that will not interfere with safety and asepsis. Visible tattoos must be covered. Facial and body piercing jewelry are not allowed.

_____ I understand workplace policies may prohibit the use of perfumes, colognes, lotions or other products that result in smells that are perceptible to others. I understand it is expected that I practice proper personal hygiene.

_____ I must comply with any changes in program requirements during my course of study.

Patient Record Confidentiality

_____ As part of my clinical experience, I may come into contact with medical records and other confidential patient information and as such, clinical site information is not to be discussed on any form of social network or any electronic account outside those required by the instructor for class participation.

_____ Under United States law, the unauthorized disclosure of medical record information is unlawful and could subject myself to civil and criminal penalties. I, therefore, pledge that I will not reveal the name, address or any other pertinent information that exists on any medical record in which I have come in contact during the course of my clinical experiences unless allowable under the clinical site policy and applicable law.

Student Responsibilities:

_____ I am responsible to contact my campus Program Coordinator/Director, Dean or Associate Dean of the College Health Science, Dean of the School of Nursing or the Dean of the School of Occupational Therapy with any questions regarding program information related to entry, reentry, retention, or completion.

Essential Functions and Technical Requirements

The essential functions required by the curriculum are in the following areas: motor, sensory, communication, and intellectual (conceptual, integrative, quantitative abilities for problem solving, and the behavioral and social aspects that impact the performance).* Technical requirements, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum and the development of professional attributes required of all students at completion of their program. These essential functions and technical requirements are referred to as the "Essential Functions."

These Essential Functions are not conditions of admission to the College or the program. The Essential Functions provide information regarding continued eligibility in this program. A student may be qualified for and admitted to the program, but later be redirected due to a failure to develop and exhibit the Essential Functions. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program.

By initialing each line below, I acknowledge and understand I am expected to possess the following Essential Functions:

_____ Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze, and synthesize material in a timely manner. The student must maintain the minimum grade point average (GPA) determined by each program in order to continue with coursework to complete a chosen degree. Students must have a cumulative GPA of at least 2.0 to graduate from any program; however, please note that some programs require a higher GPA in order to continue with coursework.

- _____ Ability to assess all information. The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
- _____ Emotional stability to function effectively under stress and to adapt to an environment, which may change rapidly without warning, and/or in unpredictable ways.
- _____ Ability to master information presented in coursework in the form of lectures, written material, and projected images, and the ability to seek and synthesize information from appropriate and varied sources.
- _____ Ability to recognize one's own limits, both personally and professionally, as related to one's skill and knowledge.
- _____ Ability to effectively communicate in English, both verbally and in writing, using accurate and appropriate terminology with classmates, faculty, and individuals of all ages, races, genders, socioeconomic and cultural backgrounds.
- _____ Ability to use computers and related technology.
- _____ Ability to prioritize, organize, and utilize time management skills.
- _____ Ability to identify, recognize, maintain, and disseminate accurate information.
- _____ Ability to correctly interpret, and/or clarify, verbal and written communications.
- _____ Ability to conduct oneself in a professional manner including use of appropriate verbal and nonverbal responses in social interactions. Interactions may include physical contact with all people regardless of age, race, gender, socioeconomic, and cultural backgrounds.
- _____ Ability to think critically and demonstrate problem-solving skills.
- _____ Ability to perform all essential functions related to my program of study in a safe and effective manner minimizing risk to self, patient and others.
- _____ Ability to fulfill requirements of productivity and varying workloads.
- _____ Ability to demonstrate appropriate professional and procedural judgment decisions.
- _____ Ability to adhere to professional standards and Baker College professional conduct guidelines, policies, and procedures. These include but are not limited to:
 - Disclosure of any new felony charges, after the initial enrollment process at Baker College, to program officials.
 - Failure to disclose any felony charge to program officials will result in immediate dismissal from Baker College.
- _____ I have reviewed and acknowledge that I am expected to possess the program-specific Essential Functions located on the Program Information document.

The faculty content expert, program official, clinical coordinator, or employment supervisor is qualified and competent to assess the student's ability to perform the Essential Functions.

*The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

ESTIMATE OF FEES FOR LIMITED ENROLLMENT PROGRAMS:

Item or Service	Average Range of Fees
Background Check – Required. Based on number of counties of residence.	\$20 - \$50
Drug Screening – If required by clinical site.	\$25 - \$40
Fingerprinting – If required by clinical site.	\$68 - \$100
Immunizations/Titers – Required. Varies by student’s past immunization history.	Varies
Immunization Tracking – Required.	\$15 – \$30
Clinical Placement Service – If required by Program or Clinical Site.	\$10 - \$40
Standardized Assessment Exam – Required.	\$50 - \$75
Basic Life Support/CPR/First Aid training - Required	\$50 - \$125
Other program associated costs – Varies by program.	Varies

LIMITED ENROLLMENT CRITERIA FOR PROGRAM APPLICATIONS:

_____ Full acceptance into the professional track of some programs is limited due to clinical site availability. Students compete to earn acceptance into these programs. Selection criteria have been developed to choose the most qualified students for limited enrollment programs. Students who have successfully completed the conditional acceptance requirements for their program are eligible to apply for full acceptance into the professional track of the program. Refer to the Program Specific Information supplement for program details related to the application process and the criteria used in the selection process.

_____ Once selected through the limited enrollment criteria, for full acceptance into a program, students must complete program requirements including, but not limited to: program specific orientations, background checks, drug screens, and provide other information and documentation such as evidence of immunizations. Students are responsible for any associated cost. Please contact your campus official for additional information.

CRITERION I

The program will base the majority of admission points on prerequisite grades of selected courses. Each health science program has designated specific prerequisite courses where a minimum grade requirement must be met. Refer to the program pages for this information and a listing of the identified courses to be used in the calculations below. (GPA is defined as the value on a 4.0 scale corresponding to a letter grade.)

- Required, Non-Weighted Courses:
 - required prior to program application and acceptance
 - hold no weight in the GPA calculation for admittance (except in the event of a tie breaker)
 - must be satisfactorily completed per program requirements
- Single-Weighted Courses:
 - required prior to program application and acceptance
 - provide some significant prerequisite knowledge and skills and therefore holds some weight in the GPA calculations for admittance.
- Double-Weighted Courses:
 - required prior to program application and acceptance
 - provide significant prerequisite knowledge and skills and therefore holds more weight in the GPA calculations for admittance.

CRITERION II

Entrance Exam Score: Limited Enrollment programs require applicants to take an assessment test chosen by the College. Students may be allowed to repeat this test one additional time per application period to improve his/her performance based upon program guidelines. Admission points will be added based on the highest score attained. Refer to the program requirements for entrance exam program specific information.

CRITERION III

Reapplication after non-acceptance:

Students who have applied for entrance into a Limited Enrollment program previously, who had completed all program entrance requirements and prerequisite coursework at or above the minimum grade required, but were not awarded a seat due to their standing and limited seat capacity, may reapply to the program two more times. Students reapplying must complete the program reapplication process including submitting a new application.

Should two or more students obtain the same score and are applying for the last available open seat in the program, students will be selected based on the highest overall GPA. (This includes required, single- and double-weighted courses.)

Student Responsibilities:

_____ I am responsible to contact my campus Program Coordinator/Director/Dean of Health Sciences with any questions regarding program entry, reentry, reapplication, retention, or completion.

_____ I may be required to sign an additional waiver upon entrance to my program.

Student Name (Print)_____ Student UIN_____

Student Signature_____ Date_____

Baker College Representative Signature_____ Date_____

Campus: Flint

Program Description

This program is concerned with providing a practical education that will enable graduates to apply their skills to a diverse population in a variety of settings. The curriculum will provide students with early exposure to the occupational therapy profession and to those conceptual models that are applied by occupational therapists on a daily basis.

The combined Pre-Occupational Therapy program and the Master of Occupational Therapy program are currently recognized as fully accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449; (301) 652-AOTA. Students must have successfully completed all Level I and Level II clinical experiences, and have graduated from an accredited occupational therapy program to be eligible to sit for the national Occupational Therapist Registered Examination. States have licensure laws that occupational therapists must comply with to practice in that state. The Accreditation Council for Occupational Therapy Education (ACOTE) and the American Occupational Therapy Association have mandated that all entry-level occupational therapists be prepared at the master degree level beginning January 2007. Therefore, all pre-occupational therapy students will be required to apply to the Baker Center for Graduate Studies upon completion of the Pre-Occupational Therapy program. The Baker College Bachelor of Health Science and Master of Occupational Therapy programs are combined as a 4+2-degree program; students complete four years of undergraduate study and two years of graduate study. Graduate admission is open only to students who have completed the Pre-Occupational Therapy program at Baker College of Flint. A criminal conviction may prevent eligibility to sit for the national certification examination, qualification for state licensure, specific employment opportunities, and placement at Level I and Level II clinical sites. Students are encouraged to contact state licensure agencies and the National Board for Certification in Occupational Therapy (NBCOT) at (301) 990-7979 or www.nbcot.org prior to applying to the program.

Program Status: Limited Enrollment

Accreditation Status

The Pre-Occupational Program is currently recognized as a fully accredited program by the American Occupational Therapy Association (AOTA) and can be reached at ACOTE, c/o Accreditation Department, American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449; phone: (301) 652-AOTA; www.acoteonline.org

Credentials

To sit for the national Occupational Therapist Registered Examination, students must have successfully completed all Level I and Level II clinical experiences and have graduated from an accredited occupational therapy program. States have licensure laws that occupational therapists must comply with to practice in that state.

The Accreditation Council for Occupational Therapy Education (ACOTE) and the American Occupational Therapy Association have mandated that all entry-level occupational therapists be prepared at the master degree level beginning January 2007. Therefore, all pre-occupational therapy students will be required to apply to the Baker Center for Graduate Studies upon completion of the Bachelor of Health Sciences degree. The graduate portion of the program, including the Level II clinical courses, will allow registration/licensure. The Baker College Bachelor of Health Sciences and Master of Occupational Therapy are combined as a 4+1-degree program; students complete four years of undergraduate study and one year of graduate study.

Conditional Acceptance Requirements:

Students are required to achieve a C (2.0) GPA or better in all General Education courses and a B- or better in all other required courses. This includes all transfer courses.

General Education Courses	Required Courses	Weighted Courses
ENG 1010	HSC 1010	HSC 1210
ENG 1020		HSC 1211
MTH 1110		HSC 1220
PSY 1110		HSC 1221
SPK 2010		HSC 2150

Entrance Exam Value:

TEAS Exam – 30% of admission criterion

Required, Single-Weighted, and Double-Weighted courses (listed above) may change based on Program Outcomes, direct assessment measures or accreditation standards as needed.

Once selected through the limited enrollment criteria, for full acceptance into a program, students must complete program requirements including, but not limited to: program specific orientations, background checks, drug screens, etc. Please contact your campus official for additional information.

Criminal History/Background Check

A criminal conviction may prevent eligibility to sit for the national certification examination, qualify for state licensure, specific employment opportunities and placement at Level I and Level II clinical sites.

Students are encouraged to contact state licensure agencies and the National Board for Certification in Occupational Therapy (NBCOT) 301-990-7979 or www.nbcot.org prior to applying to the program.

Essential Functions/Technical Requirements

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

- Effectively communicate in English, both verbally and in writing, utilizing accurate and appropriate terminology with classmates, faculty, clients, caregivers, families, members of the healthcare team and with individuals of all ages, races, genders, socioeconomic and cultural backgrounds.
- Access information from books, reference manuals, computers, and paper and electronic medical records to accurately perform job functions and duties.
- Observe clients' response before, during and after treatment in close and distant proximity to maintain client safety and assess their performance.
- Perform or assist with and/or transfer, lift, move, position, and manipulate the client.
- Transport heavy, wheeled equipment and clients in wheelchairs and/or stretchers.
- Demonstrate motor skills for safe and effective client-centered intervention.
- Provide assessment and treatment for clients with varied disabilities including clients who may be terminally ill, have transmittable diseases, psychiatric disorders, developmental disorders and other conditions.

- Utilize technology for coursework and client-centered interventions incorporating evidence-based professional practice.
- Perform continuous physical work to fulfill clinical education course requirements.
- Demonstrate appropriate professional and procedural judgment decisions under stressful and/or emergency conditions, emergent demands, and a distracting environment.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals by referencing, utilizing and adhering to OSHA requirements such as SDS (Safety Data Sheets) and universal precautions.
- Demonstrate critical-thinking skills necessary to assess and reassess the client's occupational performance including adaptations and analysis of tasks based on best practices.
- Prioritize, organize, and utilize time-management skills to fulfill clinical and course requirements.
- Adhere to HIPAA, American Occupational Therapy Association (AOTA) professional guidelines and Code of Ethics established by the American Occupational Therapy Association, Baker College professional conduct guidelines, and clinical site policies and procedures.

Application Process

Applications are distributed in OCC1010 and submitted by the end of the course.

Program Requirements

Students fully accepted into the professional track of the program must earn a C or better in each OCC course and maintain a 2.5 or better overall grade point average (GPA) to remain in the Pre-Occupational Therapy program. Failure to do so will result in dismissal from the Pre-Occupational Therapy program. Reentry into the program is at the discretion of the program coordinator/director/dean.

Health Requirements

Students must submit and maintain physician clearance, current Tuberculosis test and immunization history. Additional health requirements and testing may be required depending on the requirements of the clinical affiliation site. Students must notify the Academic Fieldwork Coordinator if health status changes while in the program. Students are responsible for all medical and related expenses during their program and while at a clinical affiliation site.

Clinical Requirements

Students will be required to complete one Level I clinical placement in the undergraduate portion of the program. At the graduate level, students will be required to complete two Level I clinical placements and two Level II clinical placements. These clinical experiences require out of class involvement. Students are responsible for providing reliable transportation to and from the clinical sites. Clinical affiliation sites have the right to refuse to accept a student placement. Students will be expected to honor the dress code requirements at the clinical site.

Professionalism

Students are expected to demonstrate professional behavior in and out of the classroom and during the internship experience that reflects the seriousness and dedication required of a professional in the medical field. These behaviors will include, but are not limited to: verbal and nonverbal language, mannerisms, preparedness, dress, attitude, cooperation, confidentiality, caring personality, willingness to help others and flexibility. Students not meeting these criteria may be subject to dismissal from the program.

Re-entry into the Program

Refer to the re-entry policies on the Health Sciences Acknowledgement Form for more information.