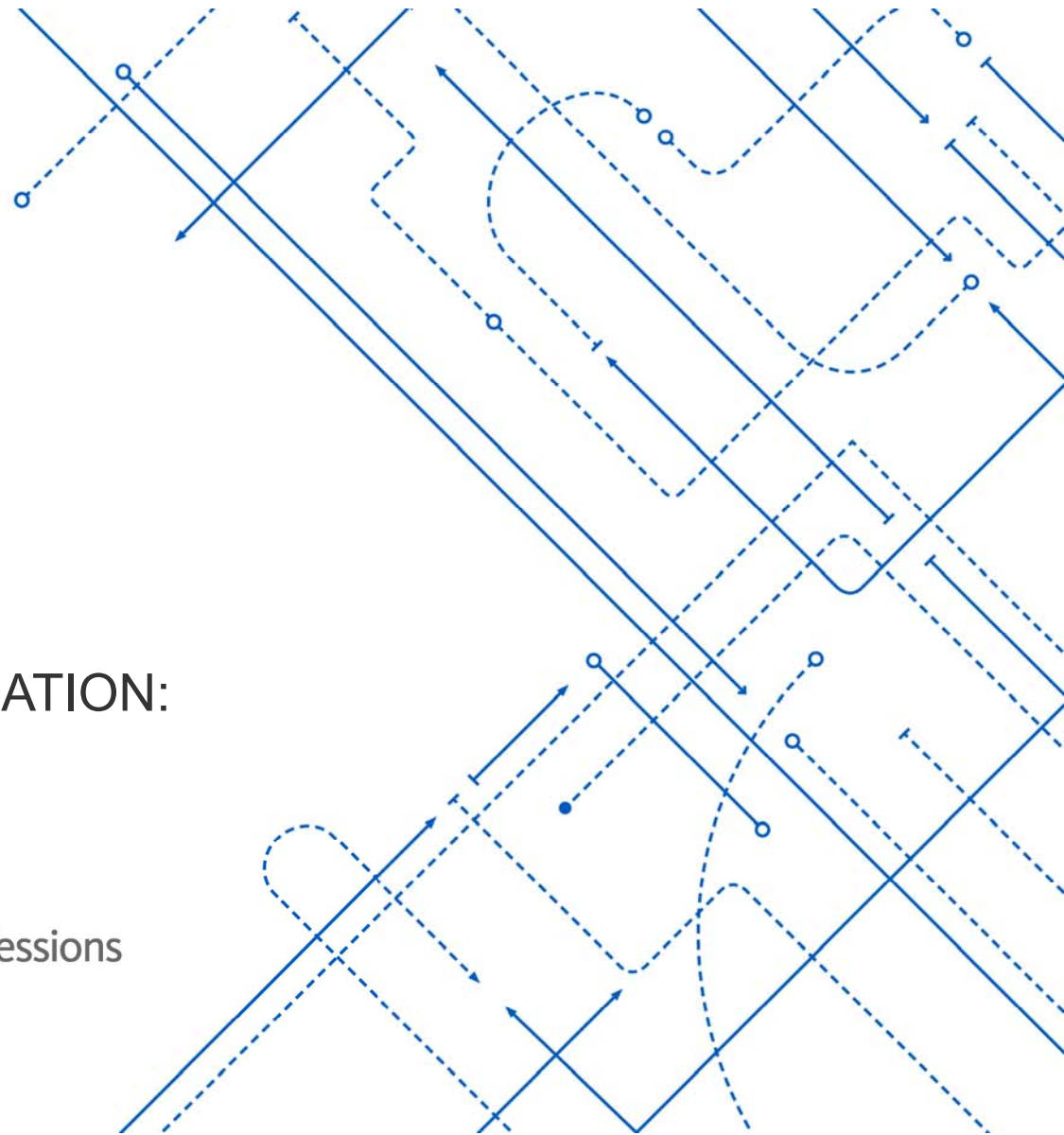# PROMOTION TO PROFESSIONAL SEQUENCE (PPS) APPLICATION

HOW TO COMPLETE THE APPLICATION: AN INSTRUCTIONAL GUIDE

University at Buffalo
School of Public Health and Health Professions

IMPORTANT CONTACT INFORMATION

- For questions about volunteer forms, application procedures, or the PPS form, you can contact:

    Jaclyn Levesque
    Admissions Coordinator
    jl388@buffalo.edu

- For questions about the PPS application process and to request course approvals, you can contact:

    MaryAnn Venezia
    Coordinator for Professional Programs
   venezia3@buffalo.edu

APPLICANT TIPS:

- KEEP THIS DOCUMENT ON HAND WHEN COMPLETING YOUR APPLICATION.

- REFER TO THIS DOCUMENT WITH ANY QUESTIONS YOU MAY HAVE.

GETTING STARTED: WHO MAY APPLY?

- Undergraduate students currently enrolled.

- Those who have successfully completed all prerequisite courses with a minimum prerequisite GPA of **2.8** or higher by the end of the fall semester.
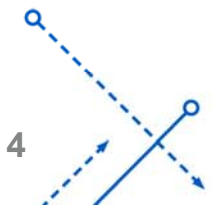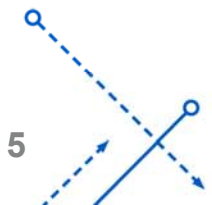
WHEN CAN I APPLY?

- The application system opens the Tuesday after Thanksgiving recess and closes January 15th.

WHERE IS THE APPLICATION?

- The application can be found online.

- You can access the application through this link: https://public-sphhp.webapps.buffalo.edu/otpps/

TECHNICAL STANDARDS

- After you have submitted your application, you will need to read the Technical Standards Form. The form can be accessed in the Pre-Major Handbook at:

  https://sphhp.buffalo.edu/content/dam/sphhp/rehabilitation-science/ot-premajor-handbook.pdf

  ** The Technical Standards information starts on page 30 **

  It is important to read and understand the Technical Standards prior to applying to the Occupational Therapy program.

Signing the form indicates that you have <u>read</u> the Technical Standards; it also indicates what level of accommodations, if any, that you require. Your signature means that you also agree to the requirements listed on page four of the Technical Standards.

You do NOT have to specifically comply with the seven items listed on page four <u>until</u> you have matriculated in the professional portion of the program. Your instructors will provide information and directives as you progress in the program.

For application to the Occupational Therapy professional program, you must simply submit the form with your signature in the appropriate place.

VOLUNTEER FORMS

- The volunteer form can be found at:

https://sphhp.buffalo.edu/content/dam/sphhp/rehabilitation-science/pdfs/OT-Volunteer-Hours-Form.pdf

- Forms are due by January 15th (the day the PPS application form closes).

- If you have previously applied and submitted volunteer hours and would like them brought forward, send an email request to Jaclyn Levesque, Admissions Coordinator at: jl388@buffalo.edu.

Due to the volume of applicants, hours are NOT automatically brought forward. You must send an email request.

- Forms MUST be signed by an OTR or an OTR/L. **Forms WILL NOT BE ACCEPTED if they are signed by an OTA/COTA** – even if your observation hours are *with* an OTA/COTA.

VOLUNTEER FORMS – Continued

- If you are applying for 2019 admission, your volunteer hours must be completed between January 15, 2017 and January 15, 2019.

- The Total Number of Hours MUST BE COMPLETELY FILLED IN. This line CANNOT BE LEFT BLANK.

    No part of the volunteer form can be left blank or it will be considered incomplete.

- Supplemental paperwork attached to your volunteer form DOES NOT REPLACE the volunteer form.

- **70 hours** must be completed.

- You may volunteer in <u>no more</u> than **2 sites** to meet the 70 hour requirement.

- If you volunteer in *more* than 2 sites for a total of 70 hours – the hours for the additional site(-s) WILL NOT be accepted.
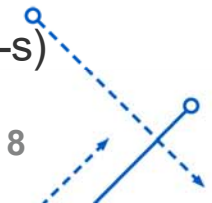
GETTING STARTED: YOUR ACADEMIC ADVISING REPORT (AAR)

- To complete the application, you will need a copy of your AAR.

- Your AAR can be accessed in hUB.

- To access your AAR:
  - Log in to MyUB
  - Click on hUB Student Center
  - Select View my Advisement Report under Academic Requirements.

- If you experience problems or need more help, visit the hUB Student Center through my UB at:
  https://hubsupport.buffalo.edu/students/index.php
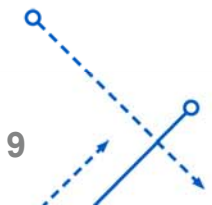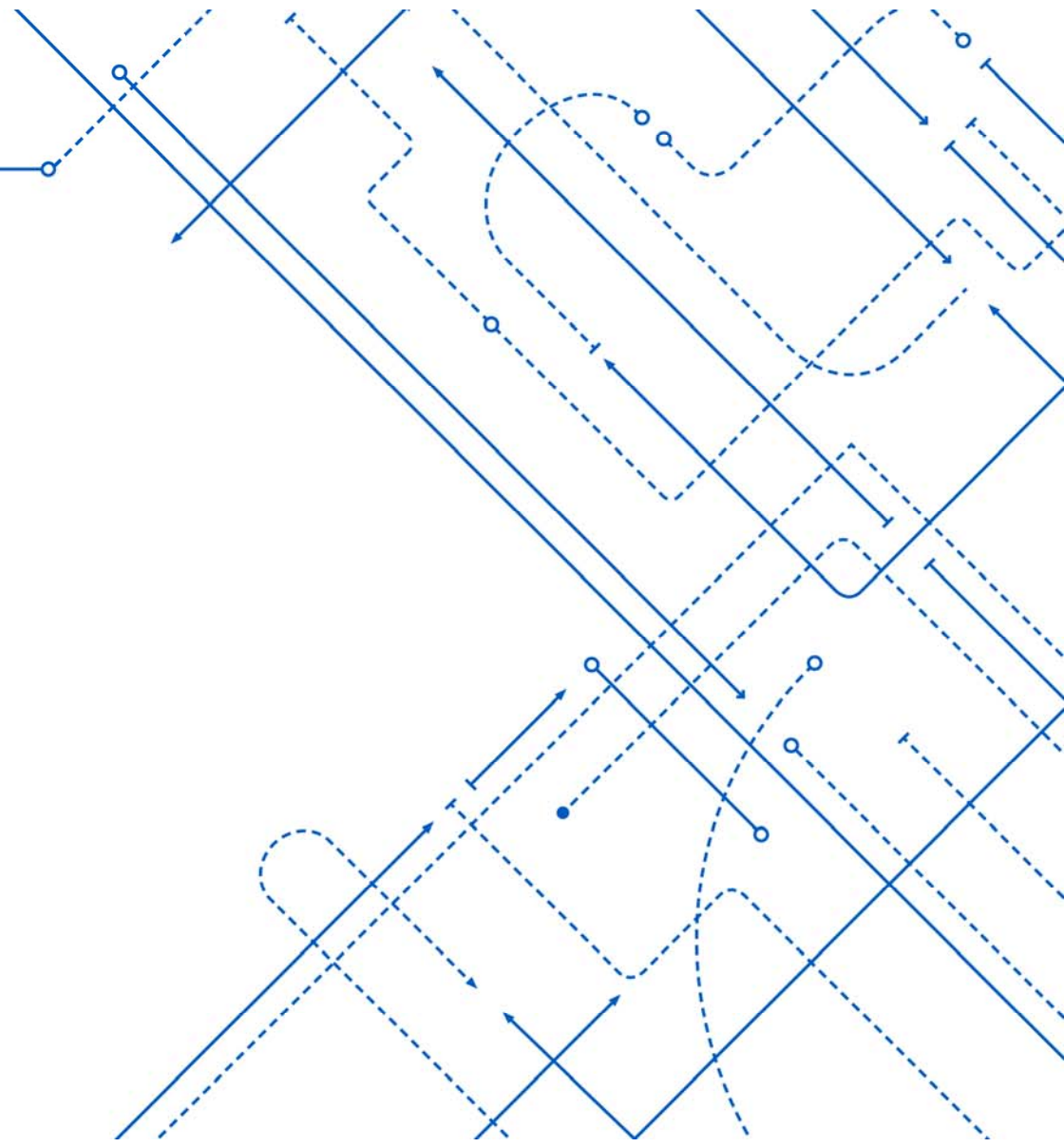
THE APPLICATION

COMPLETING THE APPLICATION

- Refer to this presentation for quick reference.

- Be sure to review the information you input for accuracy.

- REMEMBER: This is a PROFESSIONAL DOCUMENT for a PROFESSIONAL PROGRAM. Capitalize your name, address and course information appropriately.

- Be sure to write down your assigned log in information. Do NOT start multiple applications! If you do, they will be DELETED and you will have to start over again.

- Make sure your application is complete prior to submitting it.

- **Partially submitted applications will NOT be evaluated.**

STARTING THE APPLICATION

DEMOGRAPHIC INFORMATION

- Provide your personal information.
- Ex: Name, Address, Person #, **UB Email****
- REMEMBER to provide your CURRENT phone number and CURRENT mailing address.
- If either of these change during the semester, notify us right away. WE MUST KNOW!
  - Be sure your information is correct in hUB as well.

YOU MUST USE YOUR UB EMAIL**

GPA & Status Sections Leave Blank

Promotion to Professional Sequence (PPS) Application

Occupational Therapy Professional Program

General Information

name:	☐ last ☐ first
person number:	☐
current address:	☐
	☐
	city New York ▾ state ☐ zip
	United States ▾ country
current phone:	☐
permanent address:	☐
	☐
	city New York ▾ state ☐ zip
	United States ▾ country
permanent phone:	☐
cell phone:	☐
email address:	☐
confirm email address:	☐
application for:	no window open at this time
have you previously applied to this program:	No ▾
prerequisite GPA:	
status:	
program selection:	Occupational Therapy

INFORMATION ON PREREQUISITES

- 12 prerequisites are required.

- Of those 12, 8 prerequisites MUST be completed before you apply.

- These 8 **must** include:
    - ES 207 – Fundamentals of Human Form/Function
    - OT 201 – Introduction to Occupational Therapy
    - PHY 101 – College Physics I
    - STA 119 (or PSY 207) – Statistical Methods

- Follow your advisor's recommendations in determining your prerequisite course plan.

- Prerequisites taken over 5 years ago must be reviewed and approved by MaryAnn Venezia. You will need to send her an email to tell her if any of your prerequisite courses are over 5 years old.

PREREQUISITE COURSES

Enter course #, institution name, semester and year course was taken, credit hours received and grade

- For the Course Number & Institution heading, list the actual name of the school where you completed the course as well as the actual course number from that **specific school**. Do NOT put what you see on your AAR (we do not want that transfer information.)
- If you attended a different university, or received AP credit in high school, you need to input the names of those places you attended.

Pre-Requisite Course Requirements

course title	course number	institution	semester and year	credit hours	grade
Example	OT110	University at Buffalo	Fall 2011	4	A
Human Form/Function					
Human Physiology					
Medical Terminology					
Introduction to Occupational Therapy					
Philosophy					
College Physics					
General Psychology					
Abnormal Psychology					
Developmental Psychology or Human Development					
Introduction to Sociology					
Statistics (Lecture)					
Statistics (Recitation)					
American Pluralism/Sociology of Diversity					
Gross Anatomy					

note: select "E" from the grade dropdown for courses you are currently enrolled in but have not yet received a grade

PREREQUISITE COURSES CONTINUED

- If you are taking a prerequisite course in the Spring, be sure to complete this information on the PPS form (See Example).
- Enter "E" for the grade column for any upcoming Spring semester coursework.
- **We will update your grade at the end of the semester.**

Pre-Requisite Course Requirements

course title	course number	institution	semester and year	credit hours	grade
Example	OT110	University at Buffalo	Fall 2011	4	A
Human Form/Function					
Human Physiology					
Medical Terminology					
Introduction to Occupational Therapy					
Philosophy					
College Physics					
General Psychology					
Abnormal Psychology					
Developmental Psychology or Human Development					
Introduction to Sociology	SOC101	University at Buffalo	Spring 2018	3	E
Statistics (Lecture)					
Statistics (Recitation)					
American Pluralism/Sociology of Diversity					
Gross Anatomy					

note: select "E" from the grade dropdown for courses you are currently enrolled in but have not yet received a grade

TRANSFER COURSES: ARTICULATING GRADES

What does this mean?

- Articulation refers to the process of comparing the content of the courses that are transferred between educational institutions and deciding if they are equivalent.

- A course MUST either be articulated through UB to be used as a prerequisite on your PPS application.
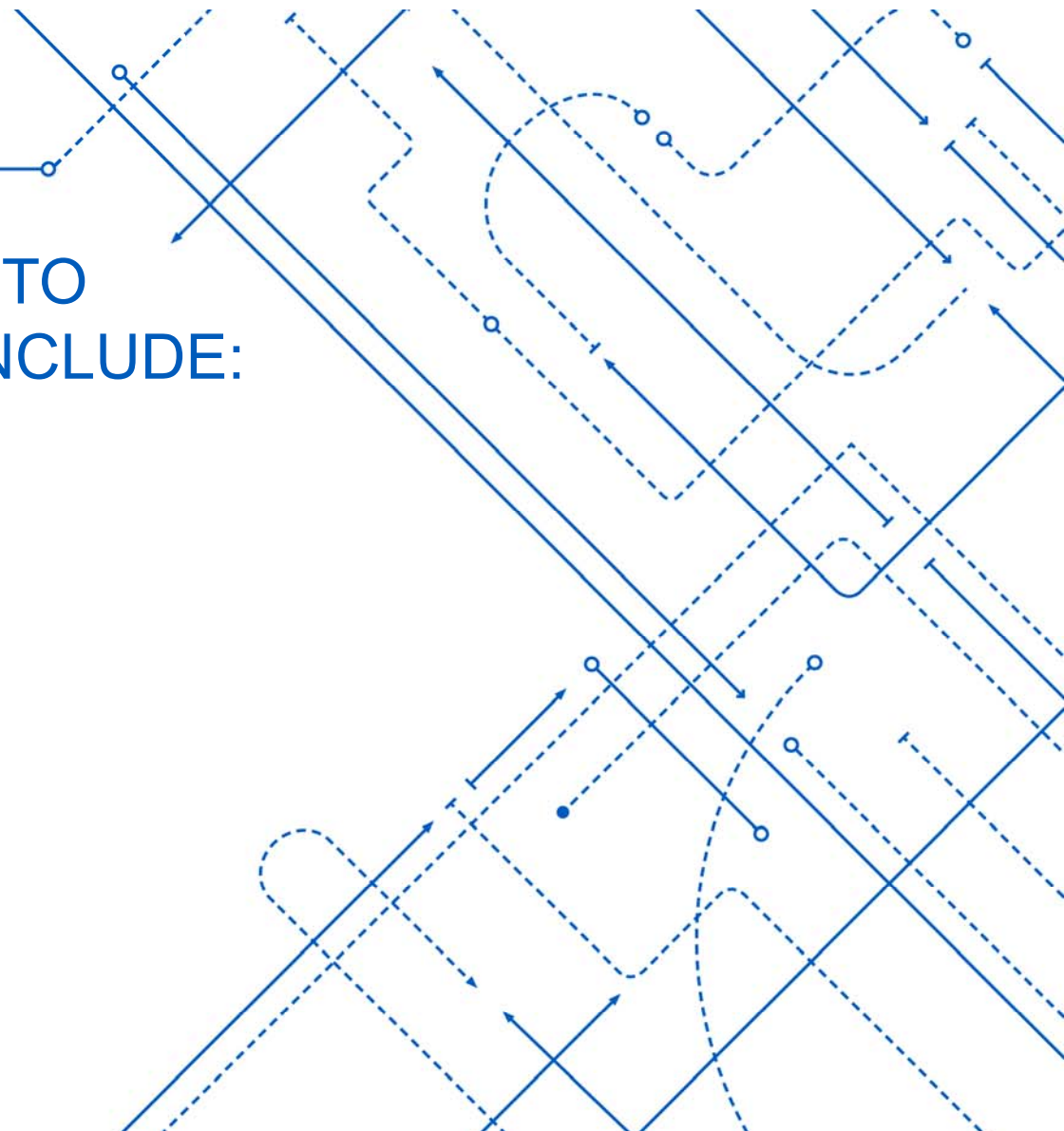
OR

- The syllabus must be reviewed and accepted for program credit.
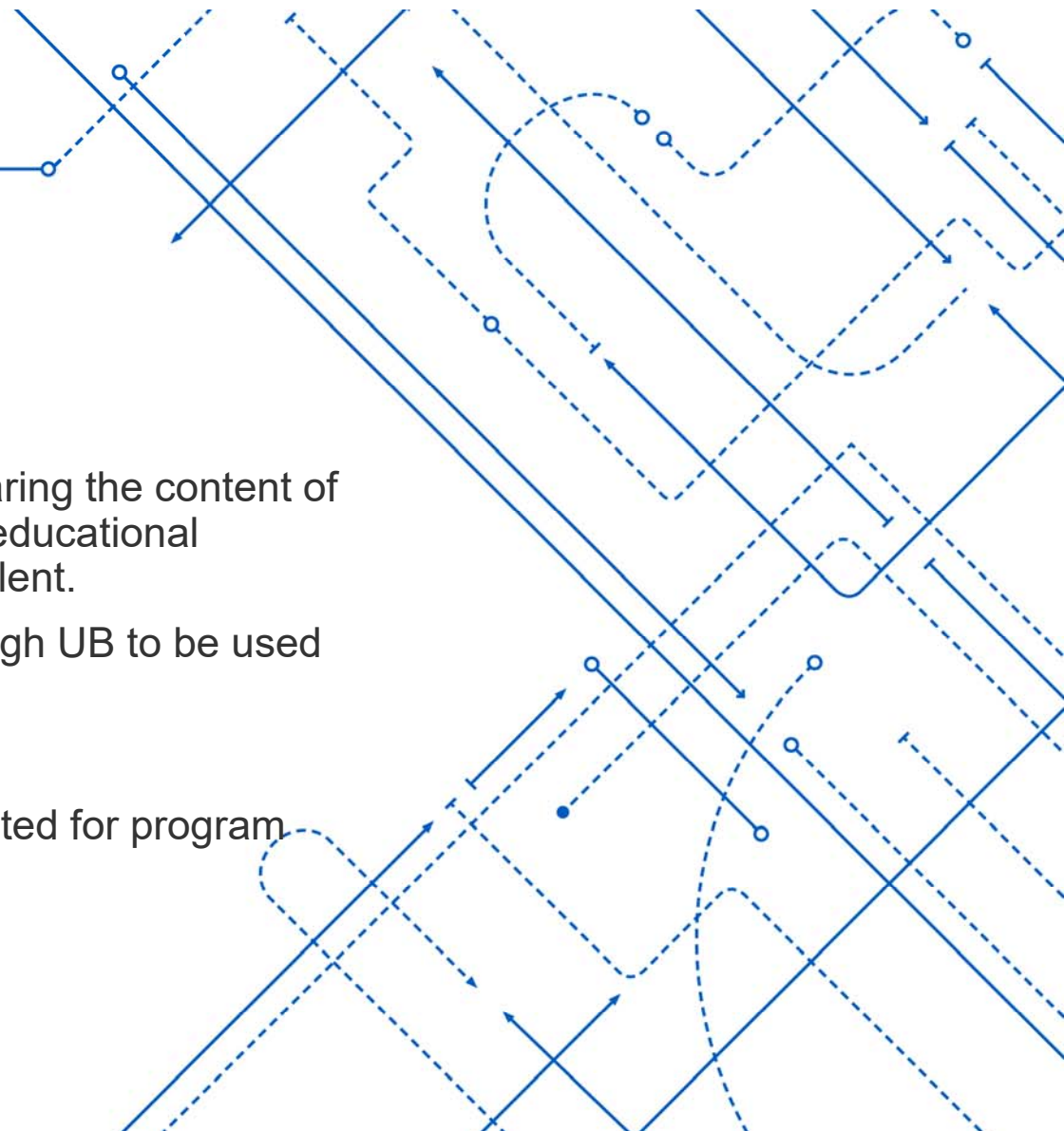
BASIC EXAMPLES OF HOW TO COMPLETE APPLICATION INCLUDE:

- Coursework taken at another University
- AP grades
- Labs incorporated into lecture grade/credit
- What to fill in for Gross Anatomy (PAS 407)

COURSEWORK TAKEN AT ANOTHER UNIVERSITY

EXAMPLE:

Applicant attends Erie Community College and takes College Physics (PH270/PH271) which articulates with UB's College Physics, PHY101. The way the information would be input on the PPS is seen in the image, below.

- Note: Course # is the number assigned by ECC and the University name is fully spelled out.

Pre-Requisite Course Requirements

course title	course number	institution	semester and year	credit hours	grade
Example	OT110	University at Buffalo	Fall 2011	4	A
Human Form/Function					
Human Physiology					
Medical Terminology					
Introduction to Occupational Therapy					
Philosophy					
College Physics	PH270	Erie Community College	Fall 2016	3.5	A
General Psychology					
Abnormal Psychology					
Developmental Psychology or Human Development					
Introduction to Sociology	SOC101	University at Buffalo	Spring 2018	3	E
Statistics (Lecture)					
Statistics (Recitation)					
American Pluralism/Sociology of Diversity					
Gross Anatomy					

note: select "E" from the grade dropdown for courses you are currently enrolled in but have not yet received a grade

AP GRADES

EXAMPLE:
Applicant attends High school and takes General Psychology. The way the information would be input on the PPS is seen in the image.
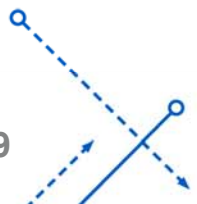**Notes:**
- Under Course Number, the letters "**AP**" should be added. The grade that gets filled in is the one earned on the exam. Here, it is reflected as **P4**.
- **The AP course must be shown on your AAR for you to add it on the application.**
- P4 = B; P5 = A
- Those applicants who have received AP credit for a prerequisite course and wish to retake the course to raise their grade, may do so. It will **not** count as a repeat.

Pre-Requisite Course Requirements

course title	course number	institution	semester and year	credit hours	grade
Example	OT110	University at Buffalo	Fall 2011	4	A
Human Form/Function					
Human Physiology					
Medical Terminology					
Introduction to Occupational Therapy					
Philosophy					
College Physics	PH270	Erie Community College	Fall 2016	3.5	A
General Psychology	AP	ABC High School	Fall 2015	3	P4
Abnormal Psychology					
Developmental Psychology or Human Development					
Introduction to Sociology	SOC101	University at Buffalo	Spring 2018	3	E
Statistics (Lecture)					
Statistics (Recitation)					
American Pluralism/Sociology of Diversity					
Gross Anatomy					

note: select "E" from the grade dropdown for courses you are currently enrolled in but have not yet received a grade

19

LABS INCORPORATED INTO LECTURE GRADE/CREDIT

EXAMPLE:

Applicant takes Statistics (STA 119) which has a lab and a lecture at UB.

Both lines (Recitation and Lecture) need to be filled in. The credit hours **for each** have to be broken out. 3 credit hours went towards the lecture and 1 credit for the lab (recitation). The grade received must be entered for EACH line as well.

Pre-Requisite Course Requirements

course title	course number	institution	semester and year	credit hours	grade
Example	OT110	University at Buffalo	Fall 2011	4	A
Human Form/Function					
Human Physiology					
Medical Terminology					
Introduction to Occupational Therapy					
Philosophy					
College Physics	PH270	Erie Community College	Fall 2016	3.5	A
General Psychology	AP	ABC High School	Fall 2015	3	P4
Abnormal Psychology					
Developmental Psychology or Human Development					
Introduction to Sociology	SOC101	University at Buffalo	Spring 2018	3	E
Statistics (Lecture)	STA119	University at Buffalo	Fall 2017	3	A-
Statistics (Recitation)	STA119	University at Buffalo	Fall 2017	1	A-
American Pluralism/Sociology of Diversity					
Gross Anatomy					

note: select "E" from the grade dropdown for courses you are currently enrolled in but have not yet received a grade

20

ADDITIONAL INFORMATION

- If you took a course equivalent to Statistics (STA119) at another University that does NOT have a separate lecture and recitation, list the full amount of credits you received in the Lecture line. The Recitation line will still need to be filled in with basic information, and you will need to fill in a "0" under the Credit Hours heading.
- Under the Grade heading, you will input the grade you received for the class in BOTH lines.
- Be sure to put the course # that matches the school you took the course in, *not* UB's course number.
- The course must be articulated to the UB course.

Pre-Requisite Course Requirements

course title	course number	institution	semester and year	credit hours	grade
Example	OT110	University at Buffalo	Fall 2011	4	A
Human Form/Function					
Human Physiology					
Medical Terminology					
Introduction to Occupational Therapy					
Philosophy					
College Physics					
General Psychology					
Abnormal Psychology					
Developmental Psychology or Human Development					
Introduction to Sociology					
Statistics (Lecture)	STA123	A Different University	Fall 2017	3	A-
Statistics (Recitation)	STA123	A Different University	Fall 2017	0	A-
American Pluralism/Sociology of Diversity					
Gross Anatomy					

note: select "E" from the grade dropdown for courses you are currently enrolled in but have not yet received a grade

WHAT TO FILL IN FOR GROSS ANATOMY (PAS 407)

EXAMPLE:

The Line for Gross Anatomy should be PARTIALLY completed. All sections are completed EXCEPT for the Grade. Do NOT mark "E" (E = Enrolled) – simply LEAVE BLANK.

Pre-Requisite Course Requirements

course title	course number	institution	semester and year	credit hours	grade
Example	OT110	University at Buffalo	Fall 2011	4	A
Human Form/Function					
Human Physiology					
Medical Terminology					
Introduction to Occupational Therapy					
Philosophy					
College Physics	PH270	Erie Community College	Fall 2016	3.5	A
General Psychology	AP	ABC High School	Fall 2015	3	P4
Abnormal Psychology					
Developmental Psychology or Human Development					
Introduction to Sociology	SOC101	University at Buffalo	Spring 2018	3	E
Statistics (Lecture)	STA119	University at Buffalo	Fall 2017	3	A-
Statistics (Recitation)	STA119	University at Buffalo	Fall 2017	1	A-
American Pluralism/Sociology of Diversity					
Gross Anatomy	PAS 407	University at Buffalo	Summer 20	6	

note: select "E" from the grade dropdown for courses you are currently enrolled in but have not yet received a grade

22

ENTERING GRADES

- Choose the appropriate letter grade from the drop down box.
- Be sure to triple check your grades! We will confirm them – but you should be sure that you are accurately inputting your information.
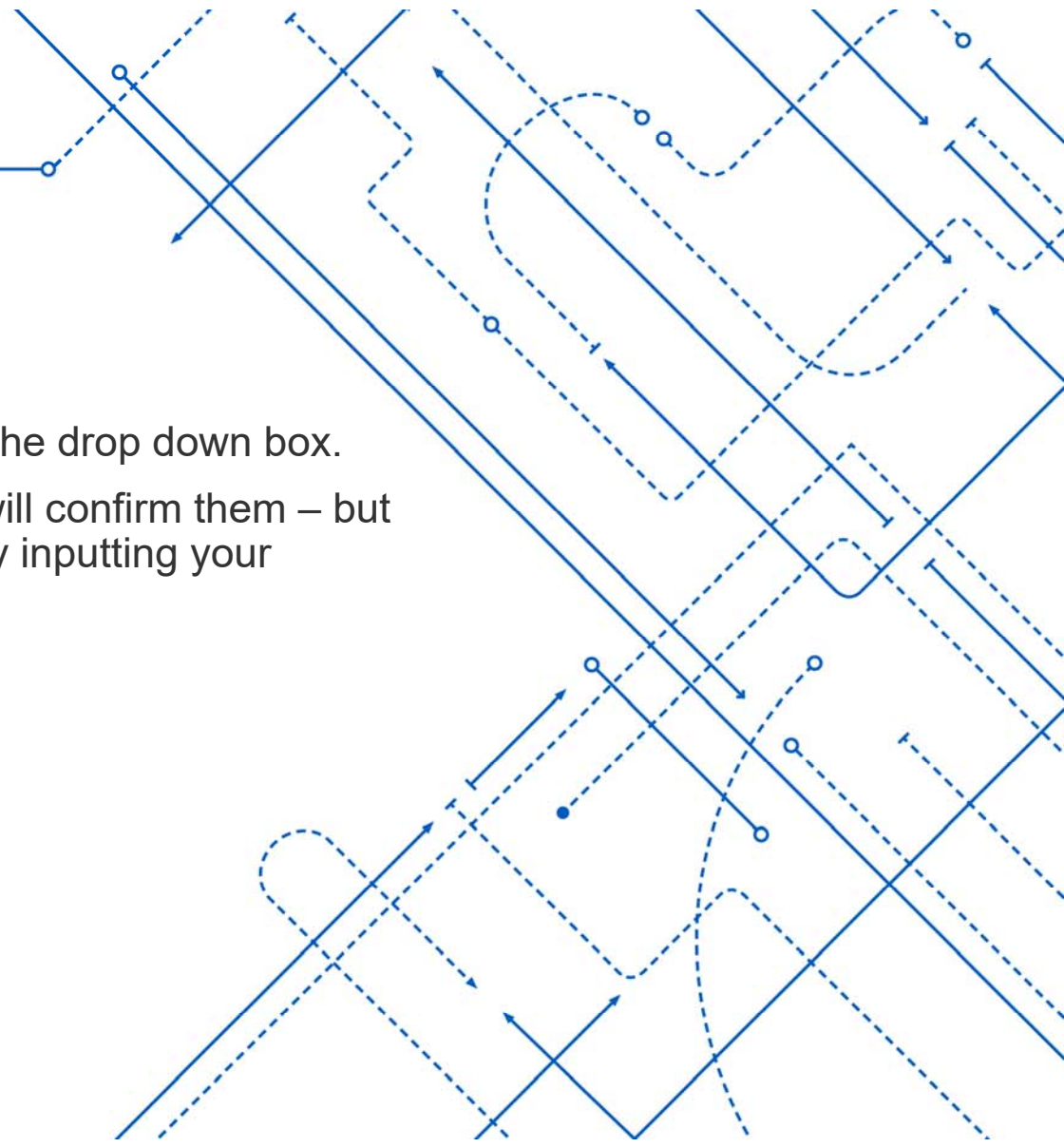
ENTERING GRADES

RETAKING COURSES

- You may repeat up to **2** prerequisite courses.
- As stated in the UB Catalog, all 2nd attempt grades will count as your official grade, **regardless whether it is better or worse**. The 2nd grade that you earn must be input on your application.
- If you received an "F" in a course, but will be retaking the course this Spring, input an "E" for the grade for that course. We will update your grade at the end of the semester.
- To learn more about the repeat policy on courses, click this link:

    https://catalog.buffalo.edu/policies/repeat.html

GENERAL EDUCATION REQUIREMENTS OR UB CURRICULUM

IF YOU ENTERED UB **BEFORE** FALL 2016 – You will complete the General Education Requirements Line

IF YOU ENTERED UB AFTER FALL 2016 You will complete the UB Curriculum Requirements Line

- On your AAR, you will look for either a General Education Section or a UB Curriculum Section.

- You will select ONE option to complete – EITHER the General Education Requirements or the UB Curriculum Requirements.

- Leave one section BLANK.

- You will select: Satisfied, Unsatisfied or Waived for the section that applies to you.

- Students must have all general education requirements completed before entering the program/before beginning PAS 407.

- The only UB curriculum course completed in the Professional Program is UBE 399 (Capstone).   It is taken in the spring semester of the first year of the professional program.

General Education Requirements or UB Curriculum

Select whether you have satisfied your Gen Ed Requirements (whichever one applies):

| General Education Requirements | Satisfied   ▼ |
| UB Curriculum Requirements | Satisfied   ▼ |

University at Buffalo
School of Public Health and Health Professions

REMINDER:

Failure to provide the **required and accurate** information may prevent your application from being processed.

Check your email on a regular basis. **You are responsible for the information and notices sent to your email address.**

VOLUNTEER HOURS FORM

- In this section, you should input the contact information of the OTR or OTR/L who filled out your volunteer form(-s).

- If you submit 1 volunteer form with a full 70 hours, you **only fill out 1 line**. You can then put "N/A" (for Not Applicable) in second line.

- If you submit 2 volunteer forms from 2 different sites, you would then fill in both lines.

- Hours will be marked as "Received" when the review process begins sometime in March.

Volunteer Hours Form
A maximum of two Volunteer Hours Forms will be accepted. Print the Volunteer Form and give it to your supervisor to complete and return. Indicate below, the volunteer information you will be using (provide both name and address).

1.	
2.	

First Name, Last Name, Title, Facility Name, Address of Facility, PH# and Email (if you have it)

Letters of Recommendation

Letters of recommendation (NOT volunteer hour forms) are _not_ a required part of the application process and do NOT enhance your application.

Any letters submitted will NOT be read.

PERSONAL STATEMENT

- In this section, you will input the information for your personal statement.

- Key things to remember:
  - Spell Check.
  - Word Count: It is important to keep your word count within the limitation set.
  - Remember: This is your opportunity to introduce yourself to the selection committee. Put your best foot forward.
  - **Do not put your name. Your personal statement is reviewed anonymously.**

Personal Statement

Please compose a brief (1000-1500 word) personal statement explaining/identifying:

- why you have selected Occupational Therapy as your intended profession
- what personal attributes would make you a good therapist
- your intended career goals as an occupational therapist

Please provide the personal statement:

STUDENT NOTES

- In this section, you will list any additional information that you believe is important for the selection committee to know.

  IF YOU ARE AN HONORS COLLEGE STUDENT YOU MUST INDICATE THAT HERE!

  You must ALSO then email Jaclyn Levesque at: jl388@buffalo.edu.

- Example: You will be moving in the middle of the spring semester. Be sure to indicate that information here.

- Example: You are part of the UB Curriculum.

- Example: You will be studying abroad or perhaps taking a leave of absence in the spring semester. You should indicate how we can reach you during this time.

Student Notes

Please provide additional notes to further clarify any information requested on this application:

30

SUBMITTING YOUR APPLICATION

- Be sure to **review** your application and that it is filled in <u>completely</u> before you submit it.

- **Partially completed applications will not be evaluated**.

- You may save your data and come back to finish completing your application at a different time. BE SURE TO KEEP YOUR LOG IN INFORMATION. **MULTIPLE APPLICATIONS SEEN AS "IN PROCESS" WILL BE DELETED**.

- Be sure to officially submit your application once complete.

- SAVED BUT UNSUBMITTED APLICATIONS WILL **NOT** BE CONSIDERED.

OFFICIAL TRANSCRIPTS FOR COURSES NOT TAKEN AT UB

- All applicants must be enrolled as an undergraduate student at UB when applying to the program.

- If you are taking any courses in Fall 2018, Winter 2018 or Spring 2019 semesters <u>outside of UB</u>, you must send your official transcripts to:

MaryAnn Venezia, Coordinator for Professional Programs
Department of Rehabilitation Science
SUNY at Buffalo, South Campus
3435 Main Street
523 Kimball Tower
Buffalo, NY 14214

WHAT HAPPENS NOW?

- Acceptance
- Wait List
- Not Getting Accepted
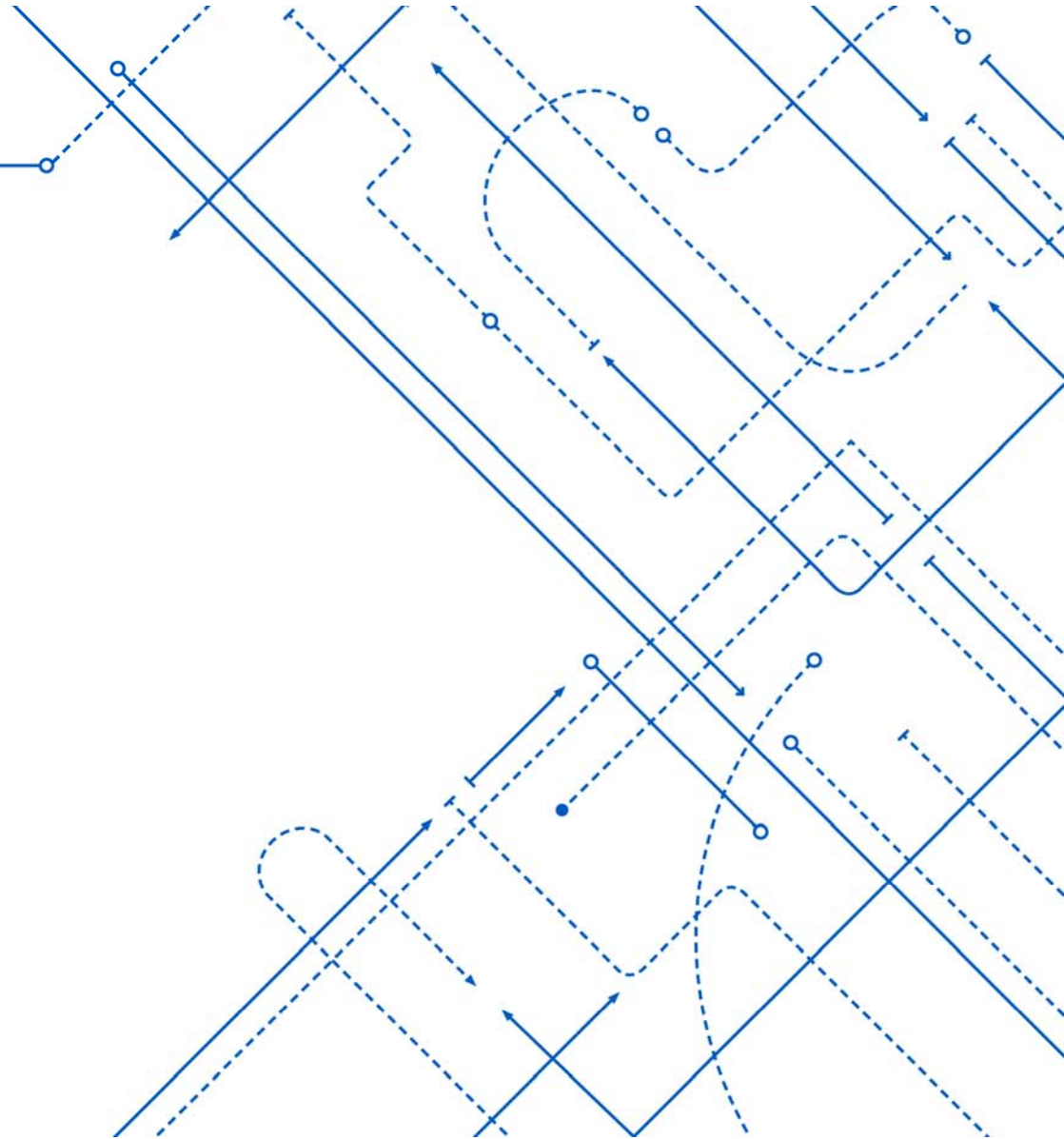
WHAT HAPPENS NOW?

ACCEPTANCE

- <u>Decision</u> letters will be sent out by the **end of March.** Everyone will be notified at the same time.

- If you receive an <u>acceptance letter</u>, you must respond by accepting or declining your spot in the program by the stated deadline found in the letter.

- This response must be returned to 513 Kimball Tower. A postage paid return envelope will be included to mail your response.

- <u>Acceptance is conditional </u>and is based on the successful completion of all prerequisite courses in the spring semester. Grades will be checked at the end of the semester.

WHAT HAPPENS NOW?

WAIT LIST

- Some students who are not initially accepted into the program may be invited to be placed on a wait list.

- If you are one of those students, you will receive a letter indicating that you can be placed on the waitlist.

- You must then respond by accepting or declining this spot in the program by the stated deadline found in the letter.

- This response must be returned to 513 Kimball Tower. A postage paid return envelope will be included to mail the response.

- Waitlisted students MUST take PAS 407, Human Gross Anatomy in Summer 2019.

IF I DON'T GET ACCEPTED, WHAT DO I DO?

- Schedule a follow-up meeting with the Office for Academic and Student Affairs (OASA)

  104B Kimball Tower

  716-829-5000 (call or email for an appointment)

  sphhp-oasa@buffalo.edu

  Career Services

  Call 716-645-2231 to make an appointment.

- Students are strongly encouraged to schedule appointments with these offices to discuss their future plans.

IMPORTANT CONTACT INFORMATION

- For questions about volunteer forms, application procedures, or the PPS form, you can contact:

    Jaclyn Levesque
    Admissions Coordinator
    jl388@buffalo.edu

- For questions about the PPS application process and to request course approvals, you can contact:

    MaryAnn Venezia
    Coordinator for Professional Programs
    venezia3@buffalo.edu