

## I. Instructions for Completing the Observation Hours Form:

1. To qualify for admission, you are required to complete observation hours in an occupational therapy clinic to help you learn about the profession of occupational therapy. Understanding the expectations of the role is imperative in making an informed decision about selecting a career as an occupational therapist.
2. Up to **15 hours** of observation under the supervision of an occupational therapist (OT) are required. **Observation in person in TWO different settings is preferred**, however virtual observations completed through telehealth or webinars will also be accepted.
3. Document the **15 hours** of observation you completed on the VERIFICATION FORM. Submit **ONE** form for **EACH** clinical site.
4. If your observation hours are completed by webinar a certificate of completion must be submitted with the Applicant Statement of Attestation AND the 6 questions provided at the end of this form.

## II. Where to go for observation hours?

1. You may complete observation hours in any facility offering occupational therapy services by licensed practitioners. The following list contains samples of typical places offering OT services:
  - a) Hospitals
  - b) Nursing Homes
  - c) Rehab Centers
  - d) Schools System
  - e) Orthopedic Clinics
  - f) Sports Clinics
  - g) Mental Health Clinics
  - h) Private Practice Clinics
2. You need to call the site and set up an appointment to meet with the designated practitioner in the OT clinic, OR the designated person who oversees coordinating volunteers
  - a) Ensure the feasibility of observation at the facility
  - b) Find out what your duties will be and your supervisor's expectations.
3. Remember to adhere to the facility's policies and procedures.
  - a) Many observation sites require proof of CPR and TB test results.
4. Adhere to the facility's rules and regulations concerning dress code, behavior, and confidentiality.
  - a) Proper attire is usually business casual (i.e. slacks or trousers with blouse, shirt or sweater). All clothing should be comfortable, modest, and allow for movement while observing patients and clients. Avoid tight fitting clothing, high-heels, leggings, knit pants, jeans and jewelry. Shoes should be comfortable, closed-toe, rubber soled and worn with socks. Long hair should be pulled up and worn away from the face.
5. Please, keep your appointments/schedules as planned by your supervisor. Also, make sure to notify your supervisor 24 hours in advance, if there is a need to cancel or reschedule your itinerary

## III. How to Complete the Form

1. Print the form and discuss its content during the first meeting with your supervisor to ensure exposure to the appropriate experiences which will further your understanding of the role of an occupational therapist.
2. Complete all instructions on the form and enter the appropriate information directly in the designated boxes on the form.
3. Upon completion of your observation hours, you may want to have the OTR review your responses to the questions.
4. Ensure that the OTR completes the form in its entirety and signs the form.
5. Sign the Applicant Statement of Attestation Form.
6. The completed forms must be submitted as part of your application by the designated application deadline.

**Additional Information:**

Observation hours may be waived if the applicant has experience as a Rehab Tech or Allied Health clinician. In order to waive the observation hours, the applicant must provide the following document/s along with the program application:

1. A PDF copy of an official letter (written on the company's letterhead) from an occupational therapy practitioner certifying that the applicant worked closely with the occupational therapy department and describing the role and type of experiences to which the applicant was exposed at the site.
2. Exemption for Verification of Observation Hours form. This form will be provided by the Program Director. Please contact Dr. Rachelle Lydell, OTD, MSOT, OTR/L at [rachelle.lydell@fmarion.edu](mailto:rachelle.lydell@fmarion.edu).
3. PDF copies of license verifying professional credentials.

*All documents must be submitted along with the enrollment application*

*Submission of the above documents does not constitute an automatic waiver of the observation hour requirement. Documents must be submitted early enough for the admissions committee to verify with the applicant that he/she qualifies for the waiver. Should the applicant NOT qualify for the waiver, he/she must complete the observation hours requirement to be eligible for admission in the next application cycle.*