



# Orthotic/Prosthetic Clinical Applications Program 2018

## Application Deadline: April 30, 2018

### About the Program

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An orthotic and prosthetic assistant is a health care professional who is educated and trained to support the certified practitioner by assisting in orthotic and prosthetic patient care. Students who earn the Orthotic and Prosthetic Clinical Applications Diploma will meet the requirements to be employed as an Orthotic/Prosthetic Assistant. Graduates may pursue further education through a Baccalaureate degree or appropriate Master’s degree to meet professional requirements.

The National Commission on Orthotics and Prosthetic Education (NCOPE) has mandated that all Prosthetics and Orthotic educational programs be elevated to the Masters Degree level by 2012. Century College has partnered with Concordia University to provide students the education and training they need to become certified Prosthetic/Orthotic Practitioners.

### Program Admission Requirements

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1. Orthotic and Prosthetic Fitter AAS OR equivalent skills through work experience in the field assessed by program coordinator OR instructor consent.
2. Assessment score placement at college reading level or completion of developmental courses with a grade of “C” or higher and assessment score placement into ENGL 1021 or completion of ENGL 0090 with a grade of “C” or higher.
3. Successful completion (minimum grade of “C”) of General Biology (BIOL 1020, 1041 or transfer equivalent)
4. Successful completion (minimum grade of “C”) of General Physics (PHYS 1020, 1041 or transfer equivalent)

### Enrollment Process

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#### Step 1 – Application

- a. **Fully Complete** the Century College Application (if you are a new student)
- b. **Fully Complete** the Century College Orthotic/Prosthetic Application (included in this packet)

#### *Deadlines for Application*

| <u>Term</u>   | <u>Deadline</u> | <u>Term begins</u> | <u>Program Ends</u> |
|---------------|-----------------|--------------------|---------------------|
| Fall Semester | <b>April 30</b> | Late August        | Early July          |

#### Step 2 – Complete the Orthotic/Prosthetic Readiness Determination Form

Complete the Orthotic/Prosthetic Readiness Determination Form, found on the back (page 2) of the application form.

#### Step 3 –Employee Checklist of Technical Ability

If technical experience was completed in a lab, have the Employee Checklist of Technical Ability completed and signed by a certified practitioner, assistant or technician and submit with the program application.

## **Step 4 – Submit Application and Documentation**

Submit the Orthotic/Prosthetic Clinical Applications Program application and if necessary the Century College application with \$20 application fee to the Century College Admissions Office prior to April 30. No application fee is required if you have previously applied to Century College. Please note that applicants must be in good academic and financial standing at all Minnesota State institutions or their application cannot be accepted.

Request an official transcript from high school verifying graduation. High school transcripts should be submitted to the Century College Admissions Office.

Request official transcripts from previously attended colleges and universities. Transcripts **must be received** before the April 30 deadline to verify prior coursework. All college and university transcripts should be submitted to the Century College DARS/Transfer Services Office.

## **Step 5 – Selection**

Candidates will be selected based on grade point average (GPA), completion of NCOPE accredited orthotic and/or prosthetic coursework and related work experience. Qualified candidates who are not selected will be placed on an alternate list. Candidates on the alternate list will be notified should an opening occur.

Priority will be awarded based on OPCA Category placement as outlined below:

OPCA Category 1: Candidates who are graduates of a Century College Orthotics and Prosthetics Program or are in good standing as an ABC Certified Technician

OPCA Category 2: Candidates who are graduates of an NCOPE accredited Orthotics and Prosthetics Program

OPCA Category 3: Candidates who have documented work experience in Orthotics and Prosthetics

OPCA Category 4: Candidates who have no prior orthotic or prosthetic education or experience

## **After Application/Acceptance**

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### **Step 1 – Applicant Agreement Form and Deposit**

The college will inform applicants of their admission status approximately 4 weeks after the application deadline.

Please be aware that this program has a limited enrollment. If accepted, you will be asked to return an acceptance agreement to reserve your place in the class. The deadline to return your agreement form is generally two weeks after the acceptance letter is sent.

### **Step 2 - New Student Orientation and Registration**

Registration information will mail after your acceptance letter is sent.

Students who have previously attended Century College will be able to register when their fall semester registration window opens.

Students new to Century College will be required to attend a New Student Orientation prior to registering for classes.

## Program Requirements

### Career/Occupational Requirements: 39 Credits

| Discipline | Course Number | Title  | Credit# |
|------------|---------------|--|---------|
| OPCA       | 2010          | Clinical Applications of Lower Extremity Foot Orthoses | 4       |
| OPCA       | 2020          | Clinical Applications of Lower Extremity Orthoses      | 4       |
| OPCA       | 2030          | Clinical Applications of Upper Extremity Orthoses      | 3       |
| OPCA       | 2040          | Clinical Applications of Spinal Orthoses               | 4       |
| OPCA       | 2050          | Clinical Applications of Trans-Tibial Protheses I      | 3       |
| OPCA       | 2060          | Clinical Applications of Trans-Tibial Protheses II     | 4       |
| OPCA       | 2070          | Clinical Applications of Trans-Femoral Protheses       | 4       |
| OPCA       | 2080          | Clinical Applications of Upper Limb Protheses          | 4       |
| OPCA       | 2090          | Clinical Internship                                    | 7       |
| HLTH       | 1001          | Medical Terminology                                    | 2       |

### General Education/MnTC Requirements: 32 credits

|   |      |                                 |   |
|---|------|---------------------------------|---|
| <b><i>Goal 1- Communication: 7 credits</i></b>                              |      |                                 |   |
| ENGL  | 1021 | Composition I                   | 4 |
| <b><i>Select one of the following COMM courses:</i></b>                     |      |                                 | 3 |
| COMM  | 1021 | Fundamentals of Public Speaking |   |
| COMM  | 1031 | Interpersonal Communication     |   |
| COMM  | 1041 | Small Group Communication       |   |
| COMM  | 1051 | Intercultural Communication     |   |
| <b><i>Goal 3 and/or 4 – Sciences/Math/Logical Reasoning: 19 credits</i></b> |      |                                 |   |
| PHYS  | 1020 | Physics Concepts                | 4 |
| BIOL  | 1020 | Biology Concepts                | 4 |
| BIOL  | 1024 | Human Biology                   | 3 |
| CHEM  | 1020 | Chemistry Concepts              | 4 |
| MATH  | 1025 | Statistics                      | 4 |
| <b><i>Goal 5 – History/Social and Behavioral Sciences: 6 credits</i></b>    |      |                                 |   |
| SOC   | 1020 | Introduction to Sociology       | 3 |
| PSYC  | 1041 | Developmental Psychology        | 3 |

### **Financial Aid**

Concerns involving maximum credit limits for Financial Aid will be addressed the first week of class.

### **MN Human Services Background Study:**

Minnesota law requires any individual having contact with patients to complete a background study prior to starting clinical experience. An individual may be disqualified from having patient contact and would not be permitted to participate in the clinical experience.

### **Social Security Notice:**

Century College uses Social Security Numbers for student identification purposes on student records. Providing your Social Security number is voluntary. However, if you do not provide your Social Security Number, you may not be considered eligible for Education Tax Credits (Hope and Lifetime Learning Scholarships). If you do not provide this number, your petition will still be processed. This data is requested for purposes of administration, program evaluation and consumer data. Your number also may be used to create summary information about Minnesota State programs through data matches with other state agencies.

### **Data Privacy Notice:**

The college is asking you to provide information that includes private and/or confidential information under state and federal law. You are not legally required to provide the information the college is requesting; however, the college may not be able to effectively process your application if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent: (1) to other schools in which you seek to enroll, or are enrolled, if you are first notified of the release; (2) to federal, state and local officials for purposes of program compliance, audit or evaluation; (3) as appropriate in connection with your application for, or receipt of, financial aid; (4) to your parents, if your parents claim you as a dependent student for tax purposes; (5) if the information is sought with a subpoena, to an organization engaged educational research or accrediting agency. Minnesota State Colleges and Universities abide by the provision of Title IX and other federal and state laws forbidding discrimination on the bases of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity.

### **Need More Information?**

- Century website: [www.century.edu](http://www.century.edu)
- Orthotic and Prosthetic Clinical Applications Instructors:
  - Katie Voss, CO, BA 651-779-3921 (1-800-228-1978 ext. 3921) e-mail: [Katie.voss@century.edu](mailto:Katie.voss@century.edu)
  - Roger Wagner, CPO 651-773-1739 (1 800 228 1978 ext. 1739) email: [Roger.Wagner@century.edu](mailto:Roger.Wagner@century.edu)



# Employee Checklist of Technical Ability For the Orthotic/Prosthetic Clinical Applications Program Applicant

Please summarize your technical experience below.

## Units of Fabrication Completed / Units Fitted

### **SPINAL ORTHOSES**

Lumbosacral Orthoses \_\_\_\_\_ \ \_\_\_\_\_  
 Thoraco-lumbo-sacral Orthoses \_\_\_\_\_ \ \_\_\_\_\_  
 Corrective Orthoses for Scoliosis \_\_\_\_\_ \ \_\_\_\_\_

### **SHOE MODIFICATIONS AND REPAIR**

Build-ups on Shoes \_\_\_\_\_ \ \_\_\_\_\_  
 Miscellaneous shoe modifications \_\_\_\_\_ \ \_\_\_\_\_

### **LOWER LIMB ORTHOTICS**

Foot Orthoses \_\_\_\_\_ \ \_\_\_\_\_  
 Ankle-Foot Orthoses, Tracing Layout \_\_\_\_\_ \ \_\_\_\_\_  
 Ankle-Foot Orthoses, Metal \_\_\_\_\_ \ \_\_\_\_\_  
 Ankle-Foot Orthoses, Plastic \_\_\_\_\_ \ \_\_\_\_\_  
 Knee-Ankle-Foot Orthoses, Tracing Layout \_\_\_\_\_ \ \_\_\_\_\_  
 Knee-Ankle-Foot Orthoses, Metal \_\_\_\_\_ \ \_\_\_\_\_  
 Knee-Ankle-Foot Orthoses, Plastic \_\_\_\_\_ \ \_\_\_\_\_

### **UPPER EXTREMITY ORTHOTICS**

Hand Orthoses, Metal \_\_\_\_\_ \ \_\_\_\_\_  
 Hand Orthoses, Plastic \_\_\_\_\_ \ \_\_\_\_\_  
 Wrist-Hand Orthoses, Metal \_\_\_\_\_ \ \_\_\_\_\_  
 Wrist-Hand Orthoses, Plastic \_\_\_\_\_ \ \_\_\_\_\_

### **LOWER LIMB PROSTHETICS**

Trans-tibial (TT), fabrication \_\_\_\_\_ \ \_\_\_\_\_

Trans-femoral (TF), fabrication \_\_\_\_\_ \ \_\_\_\_\_  
 PTB socket insert, fabrication using Pelite or similar \_\_\_\_\_ \ \_\_\_\_\_  
 Lay-up and laminate for sockets and finish laminations \_\_\_\_\_ \ \_\_\_\_\_  
 Statically align, TT and TF prostheses \_\_\_\_\_ \ \_\_\_\_\_  
 Duplicate TT and TF alignment either horizontal or vertical \_\_\_\_\_ \ \_\_\_\_\_

### **UPPER EXTREMITY PROSTHETICS**

Trans-humeral, fabrication \_\_\_\_\_ \ \_\_\_\_\_  
 Trans-radial, fabrication \_\_\_\_\_ \ \_\_\_\_\_

### **BROAD TECHNICAL SKILLS**

Interpret information/measurement Charts \_\_\_\_\_ \ \_\_\_\_\_  
 Make plaster of Paris models \_\_\_\_\_ \ \_\_\_\_\_  
 Vacuum form thermo plastic fabrications \_\_\_\_\_ \ \_\_\_\_\_  
 Contour and mount joints \_\_\_\_\_ \ \_\_\_\_\_  
 Safely operate lab equipment and tools \_\_\_\_\_ \ \_\_\_\_\_  
 Identify common orthotic and prosthetic materials \_\_\_\_\_ \ \_\_\_\_\_  
 Identify common orthotic and prosthetic components \_\_\_\_\_ \ \_\_\_\_\_

## Professional Attestation

I, \_\_\_\_\_ attest to \_\_\_\_\_  
(Print Name of Certified Orthotic/Prosthetic Professional) (Print Name of Applicant)

ability to perform all the duties outlined above.

Employment starting date: \_\_\_\_\_ Employment termination date \_\_\_\_\_

\_\_\_\_\_  
(Signature of Certified Orthotic/Prosthetic Professional) (Certification Number) (Date)

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## Professional Attestation

Additional Comments:

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Send to: **Admissions Office**  
 3300 Century Avenue North  
 White Bear Lake, MN 55110

## Orthotic/Prosthetic Clinical Applications Application Form -2018-

Please submit this application to the **Admissions Office**.

If you have NOT previously attended Century College, please complete and submit the Century College application with the \$20 application fee. The \$20 application fee is only required for NEW Century College students.

**This application is not a substitute for the Century College application.**

***APPLICATION DEADLINE:*      APRIL 30, 2018**

PLAN AHEAD. Application and **all** supporting documentation (official transcripts and/or employer verification forms) must be received prior to the deadline.

|                                   |            |                   |          |
|-----------------------------------|------------|-------------------|----------|
| Name (Last, First, Middle Maiden) |            | Student ID Number |          |
| Address                           | City       | State             | Zip Code |
| E-mail Address                    | Home Phone | Mobile Phone      |          |

**Educational Record:** Names of secondary schools, colleges and technical schools attended:

| High Schools or GED *                               | State | Town or City | Dates |    | Degree or diploma received              |
|---|-------|--------------|-------|----|---|
|   |       |              | From  | To |   |
|   |       |              |       |    |   |
| Colleges, technical or other post secondary schools | State | Town or City | Dates |    | Certificate, degree or diploma received |
|   |       |              | From  | To |   |
|   |       |              |       |    |   |
|   |       |              |       |    |   |
|   |       |              |       |    |   |
|   |       |              |       |    |   |
|   |       |              |       |    |   |

Please request **official** transcripts from each institution attended to be sent to the Records Office at Century College.

**Employment Record:** List your employment and/or volunteer record indicating most recent employment first.

| Employer or Organization | Nature of work | Dates of employment |    |
|--------------------------|----------------|---------------------|----|
|                          |                | From                | To |
|                          |                |                     |    |
|                          |                |                     |    |
|                          |                |                     |    |

# ORTHOTIC/PROSTHETIC CLINICAL APPLICATIONS READINESS DETERMINATION FORM

## Prerequisites

*Each of the following college level courses are required with a minimum grade of "C".*

Minimum credit recommendations vary for each course.

|  | <u>Institution</u> | <u>Course #</u> | <u>Grade</u> |
|--|--------------------|-----------------|--------------|
| General/Introductory Biology (BIOL 1021, 1041 or 1024) |                    |                 |              |
| General/Introductory Physics (PHYS 1020 or 1041)       |                    |                 |              |
|  |                    |                 |              |

**Student is responsible for submitting official transcripts from all colleges and universities attended.** Only transcripts received in a sealed institution envelope are considered official.

Fitter/Technical Experience Please check one.

**1. GRADUATION FROM AN ACCREDITED TECHNICAL PROGRAM**

|             | <u>Institution</u> | <u>Graduation Date</u> |
|-------------|--------------------|------------------------|
| ORTHOTICS   | _____              | _____                  |
| PROSTHETICS | _____              | _____                  |

**2. ONE YEAR OF LAB EXPERIENCE IN THE FIELD VERIFIED BY A CERTIFIED ORTHOTIC/PROSTHETIC PROFESSIONAL.**

(Please use attached Employer Checklists if interested in this option. Forms must be signed by a certified practitioner).

|             | <u>Employer</u> | <u>Dates of Employment</u> |
|-------------|-----------------|----------------------------|
| ORTHOTICS   | _____           | _____                      |
| PROSTHETICS | _____           | _____                      |

**3. VOLUNTEER EXPERIENCE**

|             |       |       |
|-------------|-------|-------|
| ORTHOTICS   | _____ | _____ |
| PROSTHETICS | _____ | _____ |

**4. PROOF OF CURRENT ABC CERTIFIED TECHNICIAN STATUS**

**Applicant Signature**

I hereby certify that the information provided on this application form and in all other admission application materials is complete, accurate, and true to the best of my knowledge. I understand that there may be more qualified applicants than available space in the class and that completion of application requirements does not guarantee acceptance into the program.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

*Applications will not be considered unless signed and dated and must be complete by the deadline date. Documentation received after the deadline may not be considered in the selection process.*

Admission is granted without regard to race, creed, color, sex, age, national origin or handicap. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal laws regarding equal opportunity.

**Note: Federal and state legislation requires that the contents of student files be open to review by the student. Application forms, high school transcripts, test date, letters, and recommendations that are sent as part of any application for admission will be open to the student's review upon request.**