

OTA CLASS OF 2022 STUDENT CHECKLIST

TURN IN ON January 6, 2021 by noon with completion DATED BETWEEN November 2 and December 31 in ONE COMPLETE PACKAGE WITH THIS CHECKLIST ON TOP – do not turn in forms one at a time or as an incomplete package. In other words, your appointments and documents need to be between November 2 and December 31 and dated between those dates so that renewal falls the same time next year or so the document is covering a two year span while in the OTA Program with the exception of the Background Check/Drug Screen and Malpractice Insurance – See below.

_____ Copy of this OTA File Student Checklist as a cover sheet with the items below in the same order

_____ Copy of e-mail receipt for Background Check order through American Databank – incl. Drug Screen (MUST BE DATED 12/21 for background check) TURN IN E-MAIL THAT SAYS SUBJECT: PAYMENT CONFIRMATION

_____ Annual Photocopy of Malpractice Insurance Certificate (MUST BE DATED BETWEEN 12/21 – 12/31) – HPSO

_____ Photocopy of OTA Program approved CPR Card (if you already have the approved CPR Card it will be your responsibility to renew it without lapse)

_____ Annual Photocopy TB/PPD test for Tuberculosis

_____ Annual Physical Examination Clearance Form - if doctor determines your hearing is within normal range, a hearing test will not be necessary.

_____ Consent Form for Release of Medical Records – read and sign

_____ Copy of your Health Insurance Card if applicable (optional) – update as needed

