1. GENERAL INFORMATION

The selection of students for admission to the Master of Occupational Therapy (MOT) program follows the Academic Guide of The Faculty of Graduate Studies and the Supplemental Regulations of the Department of Occupational Therapy. The selection process is the responsibility of the Admissions and Selection Committees, standing committees of the Master of Occupational Therapy Program Committee of the College of Rehabilitation Sciences. Successful applicants are admitted to the Faculty of Graduate Studies.

There are two options in the Master of Occupational Therapy program:

1) the Regular Program (two-year), for persons holding a previous undergraduate degree who are interested in pursuing a career in occupational therapy, and

2) the Accelerated Program (one-year), for applicants who currently hold a Bachelor of Medical Rehabilitation (Occupational Therapy) degree or equivalent.
This Guide provides information to applicants who are seeking admission to the Master of Occupational Therapy Regular Program in 2019. Information on the Accelerated Program is found in a separate Application Guide.

Applications are completed through the Faculty of Graduate Studies website here. Admissions information can be obtained from the Department of Occupational Therapy website here in the admissions hub.

2. STATEMENT OF QUOTA

Each year the University of Manitoba accepts 50 students into the Master of Occupational Therapy Regular Program.

3. APPLICANT CATEGORIES

Candidates apply to the program in one of the following categories:

Canadian Indigenous Peoples: for applicants who self-identify as Indigenous and have proof of ancestry.

Manitoban: Canadian Citizens or Permanent Residents who are either graduates of the universities of Manitoba or who are Manitoba residents who are graduates of out-of-province universities.

Other Canadian: Canadian Citizens or Permanent Residents who are graduates of universities recognized by the University of Manitoba and who are residents of Canadian provinces or territories other than Manitoba.

International: Non-Canadian citizens who are graduates of universities recognized by the University of Manitoba and who hold appropriate visa status.

4. ELIGIBILITY REQUIREMENTS

All applicants to the Regular Program must meet the following eligibility requirements:

1. Successful completion of a 3- or 4-year undergraduate degree from a university recognized by the University of Manitoba. For 2019 admission, degrees must be conferred by the fall of 2019.

2. A minimum grade point average of ‘B’ (3.0) in the last 60 credit hours of study. This minimum grade point average must be maintained throughout the admissions process (e.g. both the last 60 GPA as of December 31st and the final last 60 GPA at the time recommendation by the Faculty of Graduate Studies).

3. Successful completion of the required prerequisite courses (or approved alternate courses from an accredited post-secondary institution) with no grade below ‘B’. Where two half courses are being used to meet one prerequisite, a minimum grade of ‘B’ is required in each course. For 2019 admission, prerequisite courses must be completed by April 30, 2019.

4. The required prerequisite courses from the University of Manitoba are:

   • Anatomy of the Human Body (BIOL 1410 Anatomy of the Human Body or KIN 2320 Human Anatomy only when combined with BIOL 2410 Human Physiology 1 and BIOL 2420 Human Physiology 2)
• **Physiology of the Human Body** (BIOL 1412 *Physiology of the Human Body or* BIOL 2410 *Human Physiology 1* and BIOL 2420 *Human Physiology 2*)

• **Introductory Statistics** (STAT 1000 *Basic Statistical Analysis 1*). Research Methods courses from departments other than statistics may be used in lieu of statistics (e.g. PSYC 2250 *Introduction to Psychological Research*).

• Minimum 3 credit hours in **Psychology**. Most courses from a department of psychology will be accepted. Psychology related courses from other departments do not typically meet this requirement, however can be assessed on a case-by-case basis by providing the course name, number, title, and course syllabus to the MOT Admissions Officer (with the exception of International applicants) Note: Research methods courses cannot be used to meet this prerequisite.

• Minimum 3 credit hours in **Social Sciences**. This prerequisite is content specific; most courses in Sociology, Cultural Anthropology, or Human Geography will be accepted. Sociology related courses from other departments may be considered on a case by case basis by providing the course name, number, title, and course syllabus to the MOT Admissions Officer (with the exception of International applicants). Note: Research methods or psychology courses cannot be used to meet this prerequisite.

Please refer to the Master of Occupational Therapy admissions [Eligibility Requirements](#) webpage for detailed information regarding course prerequisites. With the exception of International applicants, it is advisable to seek a course equivalency review prior to the application process (see the Eligibility Requirements link above). For answers to questions regarding eligibility requirements, please review our [Frequently Asked Questions (FAQ)](#).

After the application deadline prerequisite courses will be reviewed for applicants with a last 60 credit hour GPA *that is competitive for an interview offer*. If a prerequisite course has not previously been reviewed for equivalency our office will be in contact to request a detailed course syllabus. Prerequisite courses from applicants not in the competitive range for an interview offer *will not be* reviewed in detail.

5. **SELECTION CRITERIA AND PROCEDURES**

The criterion for selection shall be an **Overall Score** that considers an applicant’s academic standing based on grade point average of the last 60 credit hours of study and interview performance. Each area shall be given equal weighting and students will be rank-ordered in accordance with the Overall Score.

5.1 **Priority for Selection**

The Admissions and Selection Committee shall consider Regular Program category applicants in the following Priority Groups.

**Canadian Indigenous peoples** who meet all entry requirements will be given priority for up to 15% of the seats available. The Department of Occupational Therapy recognizes the under-representation of this population group in higher education and health care and is committed to addressing this disparity. For those considering application within this category, please be sure to refer to section 6.
First Priority: Manitoban
Second Priority: Other Canadian
Each year, approximately 15% of the class is selected from this group.
Third Priority: International

5.2 Calculation of Student Ranking

5.2.1 Interview:
Eligible applicants with the potential for admission will be interviewed as part of the admissions process.

All applicants to the Canadian Indigenous Category who meet the eligibility requirements will be interviewed.

Interview selection for all other admission categories will be based on the Grade Point Average of the last 60 credit hours. As there are limited interview spots, only candidates with the highest GPAs in their last 60 credit hours will be chosen to fill the available interview seats. If a tie in the last 60 credit hour GPA exists between applicants the MOT Admissions Committee will take into consideration grades obtained in MOT prerequisite courses.

For 2019, it is anticipated that interviews will take place on Saturday, April 27th. Each applicant will participate in three separate one-to-one 20 minute interviews. The applicant will be asked questions about him/herself, the profession, and the University of Manitoba Occupational Therapy program.

The interviewers represent the Department of Occupational Therapy in the College of Rehabilitation Sciences (faculty and students) and the occupational therapy clinical community. Interviewers will not have access to academic information.

Applicants will be assessed and an interview score calculated based on responses to a standard set of interview questions. All applicants must pass the interview process to be considered for admission.

5.2.2. Academic Standing:
To calculate the Grade Point Average, the Department will review the last 60 credit hours completed as of December 31st of the academic year in which the applicant is applying.

NOTES REGARDING CALCULATING THE LAST 60 CREDIT HOUR GPA:

i. Should an applicant repeat a course, the higher grade will be considered in calculating the grade point average.

ii. The last 60 credit hours will include all university level courses that fall within the last 60 credit hours. Courses will be considered:
   a. Regardless of whether they are part of a degree (i.e. if courses are taken after the degree is completed)
   b. Regardless of the academic session (i.e. regular or spring/summer sessions)
   c. Regardless of whether they were taken part-time or full-time.
5.2.3 Overall Score:

The grade point average of the last 60 credit hours and the interview score (equally weighted) will be combined to yield an Overall Score using the following formulae:

\[(\text{GPA Last 60} \times 0.5) + (\text{Interview Score} \times 0.5) = \text{Overall Score}\]

**For Example:** For a student with a GPA of 3.5 in the last 60 credit hours (NOTE: the highest possible GPA is 4.5) and an interview score of 83/100, the Overall Score would be:

\[
\left(\frac{3.5}{4.5} \times 0.5\right) + \left(\frac{83}{100} \times 0.5\right) = .805
\]

The highest possible Overall Score is 1.

6. ADDITIONAL INFORMATION REGARDING THE CANADIAN INDIGENOUS APPLICATION CATEGORY

The intent of the Canadian Indigenous priority category is to ensure that Indigenous peoples of Canada have access to health professional education. This priority category is one response to the Reconciliation Call to Action #23, which is to increase the number of Indigenous professionals working in the health-care field, and ensure the retention of Indigenous health-care providers in Indigenous communities. Further, the Department of Occupational Therapy recognizes the positive ripple effects of having First Nations, Métis and Inuit rehabilitation professionals directly care for people in their own communities or any health facility in Canada.

First Nations, Métis and Inuit people face large health gaps in accessing health services when compared to the mainstream populations. This is rooted, partly, in historic and current systemic marginalization and disadvantage. The Department of Occupational Therapy is committed to addressing disparity in higher education, as well as in the health and social professions.

The Department of Occupational Therapy is committed to supporting First Nations, Métis and Inuit students. First Nations, Métis and Inuit students may face additional barriers to even make it to the application stage. Once accepted First Nations, Métis and Inuit students may be expected to play additional roles and may witness or experience racism and discrimination that might make the experience more stressful. The University takes these types of incidents seriously and it will be addressed and dealt with in a manner appropriate to the incident. Most importantly, the Department recognizes positive ripple effects as First Nations, Métis and Inuit students inspire family and community members to pursue their dreams and contribute positively to the health of our province and country. At the same time, First Nations, Métis and Inuit cultures highly values reciprocation of opportunity.

The intent of this stream is to ensure that First Nations, Métis and Inuit students have an opportunity to become rehabilitation professionals and to support students to maintain long-term cultural and social linkages with First Nations, Métis and Inuit communities within this principle of reciprocity.
Applicants who self-identify as First Nations, Métis or Inuit will have their contact information shared with the Senior Lead Indigenous Health Student Affairs, Ongomiizwin Education. The Senior Lead will contact all applicants to begin to develop a relationship that will be a source of support throughout their learning journey.

7. ADVISING OF APPLICANTS TO THE MASTER OF OCCUPATIONAL THERAPY PROGRAM

The Department of Occupational Therapy will assist all applicants who seek advising regarding admission to the Master of Occupational Therapy program. It is the Department’s policy not to instruct applicants as to the specific course of action that they should follow, but rather to provide the information needed for applicants to make their own decisions. The exception to this is that International applications will not be pre-assessed in regards to the status of recognition of the university from which they graduated, and pre-requisite requirements. The following points should be noted:

1. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second-hand information about the Department’s admissions policies is not considered reliable.

2. No faculty member of the College of Rehabilitation Sciences can guarantee admission of any applicant.

3. Applicants are advised to make inquiries by email to the Department of Occupational Therapy at CORS.MOTprogram@umanitoba.ca so that an official written response can be provided.

8. ADDITIONAL REQUIREMENTS FOR SUCCESSFUL APPLICANTS

Successful applicants who accept an offer of admission to the Master of Occupational Therapy program in the Faculty of Graduate Studies will be provided with detailed information regarding the following requirements. Please do not obtain checks or obtain testing before receiving and reviewing this detailed information. No student will be permitted to participate in fieldwork experiences without this required documentation. Further information on rationale and implications of the Criminal Record, Adult Abuse Registry and Child Abuse Registry Checks can be found in Section 8 of this Guide.

Health and Immunizations

Submitted to the Occupational Therapy Department in mid-July:

1. Immunization Packages are provided to students by the Department of Occupational Therapy. New students in the Master of Occupational Therapy program are required to return forms to the Department by dates published yearly in the Health Memo Checklist.

2. Immunization is a protection for students and the clients with whom they will be working. Details about required immunizations are provided to students by the Department of Occupational Therapy. An Immunization Orientation is included in the MOT year 1 timetable. Students’ immunization profiles are reviewed by the Immunization Program. In the fall of first year, students will be informed what immunizations and/or serology reports are still required to meet the program standard. Students may obtain required immunizations through the Bannatyne Immunization Program at the University during the early weeks of their classes or through their family
physician. Prior to starting the required immunizations, students are encouraged to confirm student health insurance immunization coverage with the University of Manitoba Students’ Union.

Submitted within the first few weeks of classes:

**Records Checks, CPR, First Aid and Mask Fit Testing**

Submitted within the first 2 weeks of classes of the year in which they are admitted:

3. Proof of current certification in CPR. The Department of Occupational Therapy will only accept the Basic Life Support (BLS) for Healthcare Provider certification (or higher) provided by an instructor certified through the Heart & Stroke Foundation. The course must ensure the applicant demonstrates competency in performing 1 and 2 person CPR, and CPR with adults, children and infants. Additionally the course must ensure the applicant demonstrates proficiency in managing obstructed airways with adults, children and infants. This certification must have an issue date after July 1 of the year the student commences classes in the program.

4. A Certificate in Emergency First Aid is strongly recommended but not required. Please note that in most First Aid courses, the level of CPR certification attained is Level B which is not sufficient. Basic Life Support (BLS) for Healthcare Provider is required.

5. Applicants are advised that clinical/fieldwork education sites require that students complete a Criminal Record Check with a Vulnerable Sector Search. This records check must have an issue date after July 1 of the year the student commences classes in the program.

6. Applicants are advised that clinical/fieldwork sites also require that students complete Adult and Child Abuse Registry Checks and Mask Fit Testing certification prior to commencing fieldwork education activities. Applicants should not apply for these documents independently. The College of Rehabilitation Sciences will be responsible for setting up these processes after classes commence and the applicant may be responsible for associated costs.

9. **CRIMINAL RECORD AND ABUSE REGISTRY CHECKS**

All successful applicants are required to provide the Department of Occupational Therapy with a Criminal Record Check including a Vulnerable Sector Search, an Adult Abuse Registry Check and a Child Abuse Registry Check. We request these documents as part of our professional mandate to protect the public and because they are required by many of the clinical/community facilities offering fieldwork opportunities to MOT students. In addition, in most Canadian jurisdictions, the MOT graduate must register with a provincial regulatory organization to secure employment and to practice as an Occupational Therapist. Most regulatory organizations require submission of a completed Criminal Record Check as part of the registration process. Finally many employers also require submission of a Criminal Records Check, Child Abuse Registry Check and Adult Abuse Registry Check as a condition of employment. The implications for the MOT student who has a criminal record or who is on the Adult or Child Abuse Registries are as follows:

- the student may not be able to complete the MOT program because of denied access to required fieldwork components of the program, or
• the student, post-graduation, may have conditions placed on their registration status or be prevented from registering and working as an Occupational Therapist.

It is important to note that having a criminal record or having your name on the Adult or Child Abuse Registries will not necessarily result in denial of admission to the Department of Occupational Therapy. We encourage any individual who is planning to apply to the Master of Occupational Therapy program and who has a criminal record or is included on the Adult or Child Abuse Registries to:

1. Contact the Head of the Department of Occupational Therapy at the University of Manitoba to discuss potential issues related to his/her individual situation.

2. Seek information from the regulatory organization in the jurisdiction where they plan to practise upon graduation. For Manitoba, the regulatory organization is the College of Occupational Therapists of Manitoba (COTM).

Once a successful applicant is admitted into the MOT program, the Department of Occupational Therapy has a process in place to review, within the context of our professional mandate, to protect the public, on a case-by-case basis, the situation of any student who has a criminal record or whose name appears on the Adult or Child Abuse Registries.

The review process by the Department of Occupational Therapy is independent of any review processes conducted by fieldwork sites or regulatory organizations.

10. FIELDWORK OUTSIDE OF CANADA FOR STUDENTS BORN OUTSIDE OF CANADA

Students who were born outside of Canada and wishing to complete fieldwork in their country of origin may experience difficulties or be denied an international placement because the University is not able to guarantee that workers compensation coverage will be extended to them.

11. SELECTION COMMITTEE

The Selection Committee consists of:
• The Chairperson of the Committee (shall be an OT faculty member)
• The Head of the Department of Occupational Therapy
• Two faculty representatives from the Department of Occupational Therapy
• One student representative from the Department of Occupational Therapy
• One representative from the College of Occupational Therapists of Manitoba
• One representative from Indigenous Health Student Affairs, Ongomiizwin
• Such other persons who, from time to time, be deemed appropriate
• The Dean of the College of Rehabilitation Sciences (Ex-Officio)

Once committee decisions have been made, applicants will receive an email notifying them to log into their application portal to view the decision. Students that are offered admission will be required to accept or decline their acceptance. If the offer is not accepted within 14 days of the date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that emails and application portals are regularly checked.
Please ensure that your email account remains current and will accept emails from the University of Manitoba (check your filters).

12. APPEALS

Individuals who wish to appeal decisions of the Admissions and Selection Committee should refer to The Faculty of Graduate Studies Academic Guide and the University of Manitoba Policy on Admission Appeals Procedures and Guidelines.

Generally, these policies advise individuals who wish to have their applications reconsidered by the Committee to submit their request in writing to the Chair of the Admissions and Selection Committee at CORS.MOTprogram@umanitoba.ca within ten days of the posted decision date.

Any appeal of a reconsidered decision should be submitted within ten days following the mailing of the reconsidered decision to the University Secretariat for transmission to the University of Manitoba’s Senate Committee on Admission Appeals.

Applicants are advised that appeals of the reconsidered decisions by the Senate Committee on Admission Appeals focus on questions of correct adherence to published policies and procedures by Selection Committees, and not on substantive issues or the relative merit of applications. The procedures are listed in the following documents:

- Graduate Studies Section of the Academic Calendar & Catalog
- Master of Occupational Therapy Supplemental Regulations
- Master of Occupational Therapy Regular Program Application Guide

13. APPLICATION FORM AND SUPPORTING DOCUMENTATION

Applicants to the Master of Occupational Therapy Regular Program must apply through the Faculty of Graduate Studies Application linked below. Please review the Supporting Documentation section below in order to facilitate the application process.

- Faculty of Graduate Studies On-line Application

Applications are not considered received until the on-line application is submitted and the application is paid. The application fee of $100.00 CDN must be paid by the application deadline.

SUPPORTING DOCUMENTATION:

On-line applications must be accompanied by all required admission documents.

Unofficial transcripts from all universities/colleges attended other than the University of Manitoba. Applicants must submit transcripts with grades as of December 31, 2018.

Applicants that choose to apply prior to their transcripts showing the Fall 2018 grades must email an updated transcript to CORS.MOTprogram@umanitoba.ca prior to February 1,
2019. It is the responsibility of the applicant to submit Fall 2018 marks to the OT Department prior to this deadline in order to be considered for interview offers.

It is the applicant’s responsibility to inform the Admissions office at CORS.MOTprogram@umanitoba.ca in writing of any deferred exams or grade changes.

*University of Manitoba transcripts are not required as we can obtain them confidentially via Aurora Student.*

Official documents (including transcripts, degree certificates and/or translations) will only be required by the Faculty of Graduate Studies if you are recommended for admission and must be submitted prior to the transcript deadline listed below.

- **A one page Letter of Introduction.** Applicants should outline their interest and suitability in a career as an occupational therapist. Letters of introduction can be addressed to Cara Brown, MOT Chair of Admissions and Selections.

- **A brief Resume** outlining academic, volunteer and work experience.

- **Proof of Indigenous ancestry** (First Nations, Métis or Inuit) such as a photocopy of a Treaty card, a membership card with the Manitoba Métis Federation or a letter of verification from a Band Council if applying in the Canadian Indigenous Peoples applicant category.

- **Evidence of English Language Proficiency** where applicable. The Faculty of Graduate Studies English Language Proficiency Test Exemption List is available [here](#) and a listing of approved English Language Proficiency tests and minimum score requirements for the Department of Occupational Therapy can be found [here](#).

- **Upload relevant written correspondence if a prerequisite review has been completed granting permission for an alternate prerequisite course equivalency.**

### 14. DEADLINE DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>January 15, 2019</td>
<td>Deadline for receipt of applications from International students.</td>
</tr>
<tr>
<td>February 1, 2019</td>
<td>Deadline for receipt of all other applications.</td>
</tr>
<tr>
<td>April 27, 2019</td>
<td>MOT Admission Interviews. Visit <a href="#">here</a> for current admission updates.</td>
</tr>
<tr>
<td>April 30, 2019</td>
<td>Deadline for the completion of MOT prerequisite course requirements</td>
</tr>
<tr>
<td>June 20, 2019</td>
<td>Deadline for receipt of all final official university transcripts by the Faculty of Graduate Studies, including final marks for all course work and proof of degree, where applicable, for applicants finishing degree and prerequisite requirements during the 2018-2019 regular session.</td>
</tr>
<tr>
<td>July 31, 2019</td>
<td>Deadline for receipt of complete and official university transcripts for applicants finishing degree requirements during Spring/Summer 2019 session. Applicants conferring their degree in October 2019 will be required to submit an additional official transcript after convocation.</td>
</tr>
</tbody>
</table>
University of Manitoba transcripts are not required as we can obtain them confidentially via Aurora Student.

15. USEFUL NAMES, ADDRESSES & TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Graduate Studies</td>
<td>(204) 474-9377</td>
<td>500 University Centre Fax: (204) 474-7553 <a href="http://umanitoba.ca/faculties/graduate_studies/index.html">http://umanitoba.ca/faculties/graduate_studies/index.html</a></td>
</tr>
<tr>
<td>Financial Aid and Awards</td>
<td>(204) 474-9531</td>
<td>422 University Centre <a href="http://umanitoba.ca/student/fin_awards/">http://umanitoba.ca/student/fin_awards/</a></td>
</tr>
<tr>
<td>Student Counselling Centre</td>
<td>(204) 474-8592</td>
<td>474 University Centre <a href="http://www.umanitoba.ca/counselling/">http://www.umanitoba.ca/counselling/</a></td>
</tr>
<tr>
<td>Student Advocacy &amp; Accessibility Services</td>
<td>(204) 474-7423</td>
<td>520 University Centre <a href="http://umanitoba.ca/student/resource/student_advocacy/">http://umanitoba.ca/student/resource/student_advocacy/</a> <a href="http://umanitoba.ca/student/saa/accessibility/">http://umanitoba.ca/student/saa/accessibility/</a></td>
</tr>
<tr>
<td>Student Life</td>
<td>(204) 474-9093</td>
<td>225 University Centre <a href="http://umanitoba.ca/student/studentlife/">http://umanitoba.ca/student/studentlife/</a></td>
</tr>
<tr>
<td>Students’ Union Office (UMSU)</td>
<td>(204) 474-6822</td>
<td>101 University Centre <a href="http://umsu.ca/">http://umsu.ca/</a></td>
</tr>
<tr>
<td>College of Rehabilitation Sciences</td>
<td>(204) 789-3897</td>
<td>Department of Occupational Therapy Fax: (204) 789-3927 <a href="http://umanitoba.ca/faculties/health_sciences/medrehab/ot/index.html">http://umanitoba.ca/faculties/health_sciences/medrehab/ot/index.html</a></td>
</tr>
<tr>
<td>Head, Department of Occupational Therapy</td>
<td>(204) 977-5631</td>
<td>Leanne Leclair Email: <a href="mailto:Leanne.Leclair@umanitoba.ca">Leanne.Leclair@umanitoba.ca</a></td>
</tr>
<tr>
<td>Admissions Officer</td>
<td>(204) 789-3259</td>
<td>College of Rehabilitation Sciences Email: <a href="mailto:CORS.MOTprogram@umanitoba.ca">CORS.MOTprogram@umanitoba.ca</a></td>
</tr>
<tr>
<td>Academic Fieldwork Coordinator</td>
<td>(204) 789-3992</td>
<td>Margaret Anne Campbell-Rempel Email: <a href="mailto:MargaretAnne.Campbell-Rempel@umanitoba.ca">MargaretAnne.Campbell-Rempel@umanitoba.ca</a></td>
</tr>
<tr>
<td>Manitoba Student Aid</td>
<td>204-945-6321</td>
<td>401-1181 Portage Ave. Winnipeg, Manitoba R3G 0T3 <a href="http://www.gov.mb.ca/educate/sfa/pages/sfaFrontDoor_en.html">http://www.gov.mb.ca/educate/sfa/pages/sfaFrontDoor_en.html</a></td>
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