

# OCCUPATIONAL THERAPY ASSISTANT SERVICE APPROVAL GUIDELINES FOR HSM LOAN REPAYMENT



A borrower may practice as a full-time Occupational Therapy Assistant in any medical facility, state or county public institutions and agencies that provide services predominantly to such institutions in positions that require certification by the American Occupational Therapy Certification Board as a part of the position description. Employment in a physician's office, private practice, research, or federal facilities is excluded from service consideration.

**Service Application Process:** A borrower must be employed full-time in an approved practice site within 90 or 180 days from the date he/she passes the first or second licensure examination. Upon full-time employment in an approved practice site, a borrower must submit an [HSM Application for Service Cancellation](#) form signed by the borrower and his/her employer. A practice site must be approved by the SEAA in order to qualify for service cancellation. Completed forms or questions concerning the application process should be directed to the address and telephone number below:

SEAA - Repayment Services  
P.O. Box 14223  
RTP, NC 27709-4223  
(919) 549-8614 Local

(800) 700-1775, option # 2 Toll Free

If you change your practice site prior to the end of your scholarship loan obligation, please be aware that you must seek approval from the SEAA prior to the change to assure that your new site will allow continuous service credit. If your practice site is based on a shortage list, a new site change will be reviewed based on the current shortage list in effect at the time of your change.

## EXAMINATIONS

- Licensure examinations must be written the first time they are offered following the completion of required coursework.
- If a borrower fails to pass the first two successive licensure examinations offered following the completion of required coursework, the scholarship loan becomes due and payable.

## PRACTICE OR EMPLOYMENT

Full-time employment should begin within ninety (90) days after completion of training unless otherwise stated in the promissory note for which each scholarship loan was awarded.

## CANCELLATION

Scholarship loan disciplines funded by the HSM program, with the exception of nurse education, may be cancelled with interest based on a calendar year of service for each academic year or fraction thereof for which a borrower received a scholarship loan.