



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14TH FLOOR
 NEW YORK, NY 10007

REQUIRED INFORMATION

AFFIRMATION FORM

BILL DE BLASIO
 Mayor

STACEY CUMBERBATCH
 Commissioner

NOTICE OF EXAMINATION

OCCUPATIONAL THERAPIST (DOE)

Exam No. 5037

WHEN TO APPLY: From: October 1, 2014

APPLICATION FEE: \$68.00

To: October 31, 2014

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Occupational Therapists (DOE), under varying degrees of supervision, provide occupational therapy services to students with disabilities which may include the utilization of computer systems in connection with assignment. All Occupational Therapists (DOE) perform related work.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is \$58,222 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
 17th Floor
 New York, NY 10007

Brooklyn

210 Joralemon Street
 4th Floor
 Brooklyn, NY 11201

The DCAS Computer-based Testing & Applications Centers will be closed on Monday, October 13, 2014.

You must complete the entire examination by midnight, Eastern time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS by calling 212-669-7208.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY: You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

License Requirement: By the last day of the Application Period you must have:

A valid license and current registration to practice as an Occupational Therapist in New York State. This license and registration must be maintained for the duration of employment.

Note: When you are completing your examination, in the box labeled *Original Date of Issue*, enter the date you originally received your license. (See **Special Insert** for detailed instructions on how to complete the **Licenses, Certificates and/or Registrations** section.)

You must clearly specify in detail all of your relevant license/registration information on your License and Experience Test and submit it by the end of the application period. You will not receive credit for a license/registration you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your license/registration once the application period has ended.

Residency: City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

REQUIRED INFORMATION:

Affirmation Form: The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for the examination.

THE TEST: Your score will be determined by a license and experience test. You will receive a score of 70 points for meeting the license requirement listed above. After this requirement is met, you will receive additional credit for a maximum of 30 months of satisfactory experience up to a maximum of 100 points on the following basis:

Level 1 - If you have satisfactory full-time experience as a licensed Occupational Therapist **in a school setting**, you will receive:

1.0 point for each month of satisfactory experience

Level 2 - If you have satisfactory full-time experience as a licensed Occupational Therapist **in a setting other than a school**, you will receive:

0.5 point for each month of satisfactory experience

Each month of experience will be credited under only one category which will be the highest appropriate category. A maximum of 30 months of satisfactory experience gained after issuance of a New York State Occupational Therapist license will be credited.

In order to receive credit for satisfactory experience as a licensed Occupational Therapist performing Occupational Therapy duties, for each employment you must have performed **at least nine (9)** of the tasks listed in **one** of the following Task Categories of the Occupational Therapist (DOE) Task Inventory:

Task Category #	Task Category
0100.0000	Performs occupational therapy duties as a Licensed Occupational Therapist in a school setting.
0200.0000	Performs occupational therapy duties as a Licensed Occupational Therapist in a setting other than a school.

The complete Occupational Therapist (DOE) Task Inventory is as follows:

Occupational Therapist (DOE) Task Inventory

0100.0000	Performs occupational therapy duties as a Licensed Occupational Therapist in a school setting. (17 Tasks)
0100.0001	Participates in screening special education students referred for occupational therapy. Services are provided in accordance with the students' individualized education program.
0100.0002	Develops individual treatment programs for the provision of occupational therapy.
0100.0003	Develops group treatment programs for the provision of occupational therapy.
0100.0004	Develops and presents occupational therapy-related activities to benefit students in their educational environment.
0100.0005	Participates in providing services to special education students referred for occupational therapy. Services are provided in accordance with the students' individualized education program.
0100.0006	Implements individual treatment programs for the provision of occupational therapy.
0100.0007	Implements group treatment programs for the provision of occupational therapy.
0100.0008	Reviews clinical records of students receiving occupational therapy for accuracy and completeness.
0100.0009	Maintains attendance and session notes for students receiving occupational therapy.
0100.0010	Maintains anecdotal records for students receiving occupational therapy.
0100.0011	Maintains reports for students receiving occupational therapy.
0100.0012	Assists school personnel through individual consultations, with the formation of goals and objectives related to students' individualized education program.

- 0100.0013 Participates in interdisciplinary conferences to discuss student progress.
- 0100.0014 Makes appropriate recommendations for occupational therapy programs.
- 0100.0015 Consults with parents/guardians regarding treatment goals, specialized therapeutic equipment and materials, and other suggestions to enhance the student's functional ability within the classroom.
- 0100.0016 Requests equipment and supplies necessary to carry out an occupational therapy program.
- 0100.0017 Instructs teachers, paraprofessionals, parents and other staff in the use of adaptive equipment and materials for classroom/school use.

0200.0000 Performs occupational therapy duties as a Licensed Occupational Therapist in a setting other than a school. (17 Tasks)

- 0200.0001 Participates in screening individuals referred for occupational therapy. Services are provided in accordance with the individual's needs.
- 0200.0002 Develops individual treatment programs for the provision of occupational therapy.
- 0200.0003 Develops group treatment programs for the provision of occupational therapy.
- 0200.0004 Develops and presents occupational therapy-related activities to benefit individuals in their environment.
- 0200.0005 Participates in providing services to individuals referred for occupational therapy. Services are provided in accordance with the individual's needs.
- 0200.0006 Implements individual treatment programs for the provision of occupational therapy.
- 0200.0007 Implements group treatment programs for the provision of occupational therapy.
- 0200.0008 Reviews clinical records of individuals receiving occupational therapy for accuracy and completeness.
- 0200.0009 Maintains attendance and session notes for individuals receiving occupational therapy.
- 0200.0010 Maintains anecdotal records for individuals receiving occupational therapy.
- 0200.0011 Maintains reports for individuals receiving occupational therapy.
- 0200.0012 Assists personnel through individual consultations, with the formation of goals and objectives related to individual's needs.
- 0200.0013 Participates in interdisciplinary conferences to discuss individual's progress.
- 0200.0014 Makes appropriate recommendations for occupational therapy programs.
- 0200.0015 Consults with families regarding treatment goals, specialized therapeutic equipment and materials, and other suggestions to enhance the individual's functional ability.
- 0200.0016 Requests equipment and supplies necessary to carry out an occupational therapy program.
- 0200.0017 Instructs paraprofessionals, families and others in the use of adaptive equipment and materials.

You will receive a maximum of one month of experience credit for each month you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

You must clearly specify in detail all of your relevant experience on your License and Experience Test and submit it by the end of the application period. You will not receive credit for experience which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your experience once the application period has ended.

Experience must be obtained by **the last day of the Application Period.**

THE TEST RESULTS: Immediately after you have submitted the examination online, you will be informed of the results. If you are found Qualified, you will receive a tentative score. At the time of establishment of the eligible list for this examination, your score will become final, your name will be placed in the final score order on the eligible list, and you will be given a list number. You will be notified by mail of your final test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Exam Support Group, 1 Centre Street, 14th Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

Special Insert: Guide for Completing the Online Examination

This online examination consists of the following sections:

Application, including the Notice of Examination, Affirmation Form and payment of fee
Employment/Work Experience
Licenses, Certificates, and/or Registrations
Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the **Overview** and **Frequently Asked Questions (FAQs)**, which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.

1. You must complete the application and examination by midnight, Eastern time, of the last day of the application period. If you do not complete your application, which includes payment of the application fee, there will be no record that you applied for the examination.
2. You must have a valid license and current registration to practice as an Occupational Therapist in New York State in order to qualify for this examination. If you do not have a New York State Occupational Therapist License, you will be found **Not Qualified** and your application fee will **not** be returned.
3. **Completing the Employment/Work Experience section:** For each job you must fill out the information requested. Part-time experience will be pro-rated according to the following ranges:

35 hours per week or more = 100%
34 hours per week or less will be pro-rated as a percentage of a 35 hour work week.

For each job you must select the tasks you performed from the tasks listed in the drop-down menu. In order for a job to be credited, you must select at least 9 tasks from the tasks listed under **either** Task Category # 0100 **or** Task Category # 0200. For example, if 5 tasks are selected from Task Category # 0100 **and** 4 tasks are selected from Task Category # 0200 for a job, the job will **not** receive credit.

4. **Completing the Licenses, Certificates, and/or Registrations section:** Fill out the information requested. Additional credit is granted only for experience acquired after having received an Occupational Therapist license.

Candidates who have a New York State Occupational Therapist License: Select *A license and current registration to practice as a Registered Occupational Therapist in New York State* from the drop-down menu. On the line labeled *Original Date of Issue* you must enter the date your license was originally issued, not the date you renewed your registration. Only experience gained after the original date of issue of your license will receive credit. Since the date of issue of your license predates the renewal date of your registration, you would be potentially lowering your score if you entered the renewal date of your registration rather than the original date of your license.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available at nyc.gov/dcas and at the Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 51221; Rehabilitation Therapy Occupational Group

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas