

How to Complete Alternative Hours

Step 1: Review in-person requirements for volunteer and observation hours.

- Review information on our website for in-person hours to determine if you will need to complete alternative hours. Alternative options can be used if the applicant is having difficulty finding in-person placement for all or some of their hours.

Step 2: Collect the following documents and information:

- Documentation of your attempts to request in-person placement.
- Calculate the total number of observation and volunteer hours that you are unable to complete meeting the in-person requirement.

Step 3: Complete the Alternative Hour Request Form and submit (located on website).

- Use information collected in step 2 to complete the form.
- All applicants completing alternative hours will need to submit this request form.
- Extensions can also be requested using this form.
- When the form is submitted, you will receive an email with instructions and forms described in step 5.

Step 4: Complete modules 1-6 and/or alternative products.

- Complete the module assignments and the number of alternative products corresponding with your missing hours as stated in the submitted request form.

Step 5 - If an extension was not requested:

- Attach your completed products and/or module assignments in OTCAS by January 3, 2021, with the "Alternative Hours Content Summary" form completely filled out.
- This "Alternative Hours Content Summary" form is sent via email when the Alternative Hour Request form is completed.

Step 5 - If an extension was requested:

- Upload your products and module assignments to the form you received with your extension request confirmation form before February 26th midnight AZ time.

Disclaimer: Alternative hours are currently only available for the 2020-2021 admissions cycle due to the COVID-19 Pandemic. Future admissions cycles will require hours to be completed in person until further notice.