Dear Prospective Physical Therapist Assistant Student:

Thank you for your interest in our Physical Therapist Assistant program (PTA). The PTA Program at Edison Community College uses a selective admission process which means that only a limited number of applicants will be accepted into the program each year. To maximize your success in this application process it is very important for you to read this application packet carefully and follow the procedures accurately.

The application for the Associate of Applied Science Physical Therapist Assistant degree program at Edison Community College is included as part of this packet of information. All information, including the Volunteer/Observation Verification and Recommendation Forms (from two separate clinical sites) must be received or postmarked no later than January 31, 2016.

A selection committee will meet to review applications individually, and in February will meet with applicants in a group setting. During this meeting, applicants will be asked to provide written answers to questions regarding knowledge of the profession of physical therapy and the roles, responsibilities, and working relationship of physical therapists and physical therapist assistants. The answers provided will become part of the selection process.

Final decisions regarding the selection of the incoming Physical Therapist Assistant “Class of 2018” will be made by March 31. The method of notification of the committee’s decision is by postal mail; if you have a change of address, be sure to update your contact information so that you may be notified, regardless of whether or not you are accepted, as soon as possible after the selection process.

This PTA Admission Packet contains the following documents; those in bold red type are to be submitted directly to the PTA program by the applicant.

a) Cover letter to Prospective Applicants (page 1) – for information only
b) Edison PTA Program General Information (pages 3 and 4) -- for information only
c) Admission Criteria (page 5) – for your use to determine if prerequisites are met
d) PTA Admission Checklist (page 6) – for your use to confirm completion of all steps
e) Application (pages 7-8)
f) Volunteer/Observation Hour Tracking Form (page 13 – hours must total at least 40 from 2 or more facilities
g) Volunteer/Observation Verification and Recommendation Form, (pages 9-12)
   i. Print (2) sets of these
   ii. Applicant returns page 9 of each set
   iii. Applicant provides (2) supervising PTs/PTAs with pages 11 and 12 to be returned by them

Mail, fax, or drop off the application, volunteer hours tracking form, and both volunteer/observation verification forms to:

PTA Program Office, Room 340
Edison Community College
1973 Edison Drive
Piqua, Ohio 45356
E-Fax: 1-937-835-4624 (you must include the “1”)
Edison Community College PTA Program

The following information is provided to you to give you a clear picture of the PTA Program at Edison Community College and the demands and expectations of you as a potential PTA student. Please read this information carefully.

**Edison Community College General Admission:** Information about the general admissions process to Edison Community College can be found online at Edison Community College or by contacting the Admissions Team at (937) 778-7920. If you are NOT a current Edison student, the general admission process must be completed before your application to the PTA Program will be considered.

**Accreditation:** The Physical Therapist Assistant program at Edison Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org/home.aspx.

**Length of Program:** The PTA Program at Edison Community College is a 5-semester curriculum that starts in the fall term after selection, and runs for 5 consecutive semesters (including summer as Semester 3) and leads to an Associate of Applied Sciences degree in Physical Therapist Assisting. Some students may have taken some or all of the general education coursework in the PTA curriculum prior to selection. Because of the sequencing of the PTA technical courses, it is required that students selected to the PTA program take all 5 semesters in the designated order of progression to complete the PTA program regardless of the amount of coursework completed prior to admission.

**PTA Technical Courses and Clinical Schedule:** Applicants to this PTA program should note that the PTA technical courses and clinical schedule are subject to changes and revisions. The PTA technical courses will be scheduled during the daytime hours. In addition, clinical coursework will be scheduled during daytime hours at off-campus clinical sites. Students placed at clinical sites will adhere to the working hours of that particular clinical facility. As a PTA student, you may find it difficult or impossible to maintain outside employment. A student’s ability to maintain employment during the 5 semesters of the PTA curriculum will vary depending upon the student’s work schedule and the individual’s strengths and needs. Applicants should think ahead about their individual plan to combine this rigorous program with outside work in order to be successful at completing the 5 semesters. There will be no special consideration for outside work schedules or time demands.

**Travel to Clinical Sites:** Students accepted into the PTA program at Edison Community College must complete off-site clinical assignments in conjunction with on-campus classroom and laboratory instruction. Clinical assignments for students are arranged so that all students can benefit by learning through a variety of clinical experiences. Such assignments may be in clinical facilities outside of the college’s service areas of Miami, Darke and Shelby counties. If necessary, students must be prepared to meet the scheduling and financial obligations of time and travel associated with each of the clinical assignments.

**Criminal Record Background Checks, Drug Screening, and Health Insurance:** Physical Therapist Assistant students provide direct care to young children and older adults in a variety of settings, including client’s homes. The Ohio Revised Code requires criminal record background checks of all persons providing care for these age groups. Edison’s PTA program has an agreement with each clinical setting that our Edison PTA students meet the facility’s requirements for employment and thus are required to submit to criminal record background checks prior to entry into the first clinical course, PTA-120S, in the second semester of the curriculum. Drug screening is required and proof of personal health insurance is also required prior to entry into PTA-120S.
The Ohio Occupational Therapy, Physical Therapy and Athletic Trainers Board requires additional background checks before approval to take the NPTE for Ohio Licensure to practice as a PTA.

**Essential Functions of a PTA:** Applicants to the PTA Program at Edison Community College should be aware that there are certain skills necessary to successfully complete the classroom, laboratory and clinical experiences required in the PTA Education Program. These include motor skills, sensory skills, and communication skills. Professional behavior and critical thinking skills are also necessary to perform the essential functions of a licensed PTA.

- **Motor Skills:** The student should possess sufficient motor skills in order to provide safe and effective physical therapy procedures.
- **Sensory Skills:** The student should possess sufficient sensory abilities in order to competently assess and monitor patients.
- **Communication skills:** The student should show the ability to communicate effectively and competently in the English language with others using appropriate verbal and written methods.
- **Professional Behavior:** The student should demonstrate sufficient ability to exercise good judgment, develop therapeutic relationships with patients and others, work in stressful situations, and tolerate close physical contact with patients and co-workers.
- **Critical Thinking:** The student must have the ability to comprehend and process information in a timely manner.

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Edison Community College’s Non-Discrimination Statement: Edison does not discriminate against students on the basis of race, color, creed, religion, age, sex, marital status, sexual orientation, veteran status, national origin, ancestry, citizenship, or disability.
Admission Criteria
Physical Therapist Assistant Program

To be considered for selection into the PTA program, qualified applicants will have on file at Edison at the time of application the following official records:

- Official high school record or GED transcripts and official college transcripts (if applicable)
- Satisfactory ACT, SAT or COMPASS scores
  - Math COMPASS score of 69 to place out of MTH-099 or an ACT score of 22
  - COMPASS Reading and Writing score of 69 to place out of ENG-091D and ENG-093D or an ACT Reading score of 18
- Overall GPA of 2.5 or higher for previous high school and college work
- Grade of “C” or better in any of the following courses if taken prior to admission to the PTA program: ENG 121S (Composition I), MTH-123S (Trigonometry), PHY-121S (Physics), BIO-125S (Anatomy & Physiology I), BIO-126S (Anatomy & Physiology II).

Prospective students should follow the Edison Community College admission procedure listed in the college catalog and on the website at Program: Physical Therapist Assistant, A.A.S. - Edison Community College - Acalog ACMS™

- Have successfully completed one year of high school chemistry or CHM-110S as an equivalent course.
- Have a satisfactory math assessment score and three years of college preparatory mathematics, or a grade of “C” or better in MTH-099D, Intermediate Algebra II.
- Have satisfactory assessment scores in reading and writing to be ready to take Composition I (ENG-121S) or successfully complete Basic Writing (ENG-091D) and College Preparatory Reading (ENG-093D).
- Have completed CIT-100S or have satisfactory computer assessment score to place out of CIT-100S.
- Have completed a minimum of 40 hours of volunteer, observation and/or work experience in at least two Physical Therapy settings with at least 10 hours of this time directly volunteering, observing or working with a physical therapist assistant. This experience should be completed within three (3) years prior to admission to the program, and must be complete at the time your application is submitted.

You must provide pages 13 and 14 of the application packet (2nd and 3rd pages of Volunteer/Observation Verification and Recommendation Form) to one supervising clinician (PT or PTA) at each of two facilities where you are doing your volunteer/observation hours. The supervising clinicians will either send or fax them directly back to the PTA program. Your observation hours will not be credited if the clinicians have not returned these forms to the PTA program at Edison.

- Program admission packets are available in September of each year. Submit an application for the Physical Therapist Assistant program by January 31 for the year of desired admission to the program. Admission is selective due to limited program space.
- The deadline for all prerequisite coursework is May 31 of the year of desired admission to the program. Assessment testing and the volunteer requirement must be complete when your application is submitted.
Physical Therapist Assistant Admission Checklist (for your use)

Apply to Edison

☐ 1. Complete the college application, available in the Registration and Records office, Room 160, or online. There is a $20 application fee. If you are currently an Edison student or have been a student in the past you do not need to reapply.
   ☐ a. Transcripts:
      i. If you are currently a **high school student**, have an official transcript from your high school sent to the Registration and Records office.
      ii. If you are a **high school graduate**, have an official final transcript or GED score report certified and mailed by the issuing school directly to Edison Community College.
      iii. If you have attended college, submit an official transcript from each college attended.
   ☐ b. ACT or SAT results
   ☐ c. COMPASS Assessment Tests for reading, writing, and math, if required. The COMPASS testing is required if:
      i. a candidate has fewer than 15 credit hours of successful college level work; or
      ii. the ACT or SAT have never been taken; or
      iii. ACT, SAT, or ASSET scores are more than five years old; or
      iv. ACT composite score is less than 20 or the SAT verbal score is less than 424 and SAT math score is less than 476.
   Contact the Student Development Office at (937) 778-7868 to schedule the COMPASS testing.
   **Note:** The Registration and Records department will provide the PTA selection committee with a copy of your transcript and test scores once they are on file. It is your responsibility to make sure you have requested scores and/or transcripts from all outside sources as needed.

Apply to the Physical Therapist Assistant Program

☐ 2. Complete the enclosed application. There is no fee to apply to the program.

☐ 3. Turn in the completed page 11 (for each of 2 facilities) of the packet, Volunteer Verification and Recommendation Form) with your application and Volunteer/Observation Hours Tracking Form **no later than January 31, 2016.**

☐ 4. Provide pages 13 and 14 of the packet, Volunteer/Observation Verification and Recommendation forms, to a supervising PT/PTA in each of two (2) different facilities where you have completed your volunteer/observation hours. Make sure to provide each with a stamped envelope addressed to the PTA Program at Edison Community College.

☐ 5. In addition to complying with the College’s general admission procedures, PTA applicants must also comply with criteria specific to the PTA program (see “Admission Criteria,” on the previous page.)

☐ 6. Applicants will be required to attend a group meeting in February as a part of the selection process. At that time your written answers to a series of questions regarding the profession of physical therapy and the roles, responsibilities, and working relationship of physical therapists and physical therapist assistants will be evaluated.
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2015-2016
Application

EDISON COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM
Associate of Applied Science Degree

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<th>Edison Student ID Number</th>
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<th>Cell Phone</th>
<th>Alternate Number (opt)</th>
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<th>Last Name</th>
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*If you are a current or former student of Edison and this is a new address, please inform Enrollment Services of the change.*

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<th>Edison E-mail address (preferred) OR alternate email address</th>
<th>-- Important: notify of any change</th>
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I am submitting the required documents and will notify the PTA program if I decide to withdraw my application. Also, I understand that the contact information submitted must be current and accurate in order to receive information about my status in the program.

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<th>Signature</th>
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Return application no later than January 31, 2016, to:

PTA Program Office
Edison Community College, room 340
1973 Edison Drive
Piqua, OH 45356

Send official transcript(s) to: Office of Registration and Records, Room 160.

(continued on next page)
Submit your application ONLY if you can answer YES to each of the following questions:

____ I have submitted the following general admission requirements to Edison Community College
    → Application to Edison Community College
    → Official high school transcript and/or GED transcript
    → Official college transcript(s) from other colleges attended

____ A high school transcript has been requested from the following high school and will be received by Edison Community College’s Department of Registration and Records by 1-31-2016:
_____________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________
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____ A college transcript has been requested from the following College(s) and will be received by Edison Community College’s Department of Registration and Records by 1-31-2016:
_____________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________
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____ I have completed HS or college course work reflecting a 2.5 (on a 4 point scale) overall GPA.

____ I have taken CIT 100 (or equivalent course) OR have tested out of CIT 100 in Student Services.

____ I have completed HS or college Chemistry equivalent to Edison’s CHM110 and received a grade of C or higher.
    *Name of HS or College where I successfully completed Chemistry: ____________________________

____ I have completed 3 years of college preparatory math or college algebra (MTH 099 or equivalent) with a grade of C or higher.
    *Name of HS or college where I successfully completed Math: ____________________________

____ I have completed HS English or Basic Writing (ENG 091) and College Preparatory Reading (ENG 093) and received a grade of C or higher.
    *Name of HS or college where I successfully completed English: ____________________________

____ I have read all the information contained in the PTA program admission packet. I understand the requirements and demands of this program.

____ I understand that if I am offered a spot in the PTA program, I must complete a successful criminal record background check, have a physical exam, provide proof of required immunizations, provide proof of personal health insurance, and be prepared to submit to a drug screening.

____ I wish to proceed with my application for selection to the Edison Community College’s PTA program to begin fall 2016.
Edison Community College
PTA Program
Physical Therapy Volunteer Verification and Recommendation Form
Complete one set for each of two facilities

Instructions:
1. Edison PTA Program applicants are required to volunteer/observe for a minimum of forty (40) hours at 2 facilities to gain knowledge of this career choice. At least 10 of these hours must be with a licensed PTA.
2. The applicant will earn points toward their selection into the PTA program based upon the feedback the program receives from supervisors.
3. All pages of this form must be submitted by January 31, 2016.
4. The applicant and supervising PT/PTA will complete page 9 of this form and the applicant will return it to the PTA program office. At the completion of volunteer hours at your facility, the applicant will return this page, complete with signature, to the Edison PTA program office in room 340.
5. The supervising PT/PTA is asked to complete pages 11 and 12 and send by fax, email, or mail to:
   PTA Program Office, Room 340
   Edison Community College
   1973 Edison Drive
   Piqua, OH 45356
   Fax: 1-937-835-4624
   Pages 11 and 12 cannot be accepted if returned to the PTA program by the applicant.
6. The information provided on these two Volunteer/Observation Verification and Recommendation forms are subject to audit and follow-up calls to the facility from the PTA program. Applicants providing inaccurate or false information will not be considered for selection to Edison Community College’s PTA Program.
7. Please feel free to contact the program office at 937-381-1530 if you have questions regarding the volunteer hours.

To Be Completed by Applicant:  (PLEASE PRINT)

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<th>Applicant Name:</th>
<th>Date of Birth:</th>
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To be Completed by Supervising Licensed PT or PTA: Applicant has observed a total of

_________ hours at ____________________________ (name of facility).

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<th>Supervising PT/PTA Signature</th>
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Printed Name
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To Be Completed by Supervising Licensed PT or PTA:

Please read the sample behaviors for each of the six (6) following areas of communication and professional behaviors and evaluate the applicant, then circle the corresponding number to the right of the behavior.

Return form to: PTA Program Office, Room 340
Edison Community College
1973 Edison Drive
Piqua, Ohio 45356 (or fax to 1-937-835-4624)

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<th>Highly Recommend</th>
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<th>Recommend with Reservations</th>
<th>DO NOT RECOMMEND</th>
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<td>Applicant exhibits Skill/Behavior ≥ 90% of time</td>
<td>Applicant Exhibits Skill/Behavior 80-89% of time</td>
<td>Applicant Exhibits Skill/Behavior 75-79% of time</td>
<td>Applicant Exhibits Skill/Behavior ≤ 75% of time</td>
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1. Demonstrates responsibility for own learning
Sample Behaviors:
- Demonstrates a willingness to try new things
- Demonstrates ability to learn by doing
- Follows instructions with enthusiasm
- Assists with any situation that arises without hesitation
- Demonstrates a commitment to learning by seeking out learning experiences
- Demonstrates accountability for his/her actions and outcomes
- Adapts to unexpected situations and responds appropriately

| 3 | 2 | 1 | 0 |

2. Demonstrates values congruent with those of health care personnel
Sample Behaviors:
- Demonstrates respect for others including their personal space and time
- Demonstrates a respect for cultural and ethnic diversity
- Listens to others viewpoints - whether agree or disagree

| 3 | 2 | 1 | 0 |

3. Demonstrates attitudes expected of a future physical therapist assistant
Sample Behaviors:
- Demonstrates a sincere interest in the profession of PT
- Demonstrates initiative and a good attitude in the work environment
- Demonstrates a genuine interest and caring attitude with patients who are ill or disabled
- Is proactive and anticipates the needs of others

<p>| 3 | 2 | 1 | 0 |</p>
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<th>Demonstrates behaviors expected of a future physical therapist assistant</th>
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<td>Sample Behaviors:</td>
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<td>- Dresses appropriately and professionally</td>
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<td>- Follows &amp; respects policies of the facility including confidentiality</td>
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<td>- Understands and appropriately fulfills his/her role as a volunteer/observer</td>
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<td>- Demonstrates compassion toward those who are ill or have a disability</td>
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<td>Uses Effective Interpersonal Skills</td>
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<td>Sample Behaviors:</td>
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<td>- Interacts well with other professionals and staff</td>
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<td>- Listens attentively and makes appropriate eye contact</td>
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<td>- Interacts appropriately with patients</td>
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<td>- Puts patients at ease with behaviors/attitudes</td>
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<td>Demonstrates timely and accurate communication skills</td>
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<td>Sample Behaviors:</td>
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<td>- Demonstrates punctuality and fulfills commitments</td>
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<td>- Demonstrates positive and professional communication skills</td>
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<td>- Demonstrates professional and appropriate non-verbal social skills</td>
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Supervising PT/PTA Signature ________________________ Date ________________

Printed Name ________________________

Comments: ________________________

Facility Name and Address ________________________

Please provide a phone number and/or email address: ________________________

Thank you for serving as a supervising PT/PTA for our program applicant. Your input is valued and appreciated, and is an important part of the evaluation process.
Volunteer Hours Tracking  
Edison Community College

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The following are some guidelines for seeking out observation experiences.

1. **Make a list** of facilities you know that provide Physical Therapy services. Some ideas include hospitals, outpatient clinics, schools, county MR/DD facilities, nursing homes, home health settings and sports facilities. The phone book or an internet search is a good starting point.

2. **Choose a few** of these facilities to contact; ask if they accept observers in their PT department.

3. **Ask if there are opportunities to observe** under a Physical Therapist Assistant or a Physical Therapist.

4. **Set up times to observe.** Remember that you need a total of 40 hours in two Physical Therapy settings and that at least 10 of these hours need to be under a Physical Therapist Assistant.

5. **Follow through** on your scheduled time. Be polite, courteous and respectful of the facility’s/therapist’s time, and be conscientious about your work tasks.

6. **Dress professionally** but comfortable.

7. **Document your observation time** on the attached forms. Remember to have the supervising PT or PTA sign off on your forms for each Physical Therapy setting.

**Include the signed form with your application** for admission to the Edison Physical Therapist Assistant Program.