

**Admission Packet**  
**Physical Therapist Assistant Program**  
**September 2019 – for Class of 2022 Applicants**

Dear Prospective Physical Therapist Assistant Student:

Thank you for your interest in our Physical Therapist Assistant Program (PTA). The PTA Program at Edison State 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 in Physical Therapist Assistant degree program at Edison State 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, 2020.

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 2022” will be made by **March 31**. The method of notification of the committee’s decision is by email. Please 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 2-5) - for information only c) Admission Criteria (page 6) – for your use to determine if prerequisites are met
- d) PTA Admission Checklist (page 7) – for your use to confirm completion of all steps
- e) **Application (pages 9-17)**
- f) **Volunteer/Observation Hour Tracking Form (page 17)** – hours must total at least 40 from 2 or more facilities of different types of settings)
- g) **Volunteer/Observation Verification and Recommendation Form, (page 15)**
  - i. Print at least (2) sets of these
  - ii. **Applicant returns page 11 of each set**
  - iii. Applicant provides (2) supervising PTs/PTAs with pages 15 and 16 to be returned by them.

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

PTA Program Office, Room 340  
Edison State Community College  
1973 Edison Drive  
Piqua, Ohio 45356  
Email: [ptaprogram@edisonohio.edu](mailto:ptaprogram@edisonohio.edu)  
sFax: 1-844-836-2565

PTA Program Office, Room 109  
Edison State Community College  
859 W. Market St.  
Troy, Ohio 45373  
Email: [ptaprogram@edisonohio.edu](mailto:ptaprogram@edisonohio.edu)  
sFax: 1-844-836-2565

## Edison State Community College PTA Program

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

**Edison State Community College General Admission:** Information about the general admissions process to Edison State Community College can be found online at [Edison State 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 State 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](mailto:accreditation@apta.org); website: <http://www.capteonline.org/home.aspx>.

**Length of Program:** The PTA Program at Edison State 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 Science degree in Physical Therapist Assistant. 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 State 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. Drug screening is required and proof of personal health insurance is also required prior to entry into PTA-101S.

The Ohio Occupational Therapy, Physical Therapy and Athletic Trainers Board require 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 State 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.

### Edison State Community College List of Essential Skills

Performance Frequency: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%

Physical Skill	Context in which Physical Skill is Used	Performance Frequency:
<b>LIFTING:</b>	<ul style="list-style-type: none"> <li>• Partially bear weight of people weighing up to 100# safely during transfers from a variety of surfaces</li> <li>• Positioning of people weighing up to 100#</li> <li>• Assisting with functional mobility with a person up to 100#</li> </ul>	F
<b>LIFTING:</b>	<ul style="list-style-type: none"> <li>• Independently &amp; safely demonstrate the strength to carry/maneuver heavy equipment weighing up to 50#</li> </ul>	F
<b>BENDING/ STOOPING:</b>	<ul style="list-style-type: none"> <li>• Adjust body parts, clothing and/or equipment</li> </ul>	F
<b>KNEELING:</b>	<ul style="list-style-type: none"> <li>• Assist people who may trip, fall, faint</li> <li>• Perform CPR</li> <li>• Work with people on the floor/mat</li> <li>• Developmental activities</li> <li>• ADLs/IADLs/work/Play/Leisure/Social Participation activities</li> </ul>	F
<b>CROUCHING:</b>	<ul style="list-style-type: none"> <li>• Manage wheelchair and other equipment</li> <li>• Place/store equipment &amp; materials</li> <li>• Assist with lower body ADLs</li> <li>• Assist person with seated activities</li> </ul>	F
<b>CRAWLING:</b>	<ul style="list-style-type: none"> <li>• Work with children on developmental activities</li> <li>• Engage in activities on floor</li> </ul>	O
<b>REACHING:</b>	<ul style="list-style-type: none"> <li>• Retrieve items from multiple locations</li> <li>• Adjust equipment</li> <li>• Guard people</li> </ul>	F
<b>HANDLING:</b>	<ul style="list-style-type: none"> <li>• Sustain grasp</li> <li>• Manipulate body parts, tools, equipment</li> </ul>	C
<b>DEXTERITY:</b>	<ul style="list-style-type: none"> <li>• Fine motor functions to perform standardized assessments</li> <li>• Fine motor functions to construct, maintain and/or repair orthotic devices/splints &amp; adaptive equipment</li> <li>• Fine motor functions to document</li> </ul>	C
<b>STANDING:</b>	<ul style="list-style-type: none"> <li>• Stand for extended periods of time up to 8 hours/day</li> </ul>	C
<b>WALKING:</b>	<ul style="list-style-type: none"> <li>• Safely &amp; timely walk within facility for up to 8 hours/day</li> <li>• Safely &amp; timely walk over various surfaces (even, uneven, variety of terrains) inside/outside</li> </ul>	C
<b>PUSHING/ PULLING</b>	<ul style="list-style-type: none"> <li>• Wheelchairs with people up to 200# without assistance</li> <li>• Scooters</li> <li>• Hoyer lifts with people up to 200# with or without assistance</li> <li>• Other equipment (i.e. IV poles, O2 tanks)</li> </ul>	F
<b>BALANCING:</b>	<ul style="list-style-type: none"> <li>• Assist people with functional activities sustaining Good balance (w/o losing balance) on even &amp; uneven surfaces</li> </ul>	C

	<ul style="list-style-type: none"> <li>Ascend/descend 1 flight of stairs</li> </ul>	
<b>ENDURANCE</b>	<ul style="list-style-type: none"> <li>Tolerate full-time work (40 hours/week)</li> </ul>	C
<b>BODY MECHANICS:</b>	<ul style="list-style-type: none"> <li>Utilize proper body mechanics performing all physical functions</li> <li>Ability to perform complex motor functions necessary to provide therapeutic intervention (exercise, functional mobility, transfers, ADLs/IADLs and emergency treatment to patients).</li> </ul>	C

	<b>Sensory Functions</b>	<b>Performance Frequency:</b>
<b>TACTILE:</b>	<ul style="list-style-type: none"> <li>Feel to palpate contractions</li> <li>Feel to palpate pulses</li> <li>Feel bony landmarks</li> <li>Feel to identify joints</li> <li>Exert adequate pressure</li> <li>Feel varying skin textures</li> <li>Differentiate between hot/cold</li> <li>Differentiate between sharp/dull</li> </ul>	C
<b>AUDITORY:</b>	<ul style="list-style-type: none"> <li>Hear verbal instructions</li> <li>Hear distress sounds &amp; calls for assistance up to 10 feet away</li> <li>Hear environment safety alarms</li> <li>Hear for communication from other team members</li> </ul>	C
<b>VISUAL:</b>	<ul style="list-style-type: none"> <li>See in detail client's movements, facial expressions and performance</li> <li>See and attend to behaviors &amp; needs of up to 5 individuals in a group setting</li> <li>See in detail to detect changes in skin integrity, sweating, skin color, swelling, muscle atrophy</li> <li>See to detect non-verbal communication</li> <li>See to detect environmental hazards</li> <li>Read documents</li> <li>Read equipment dials</li> <li>Read manuals/forms</li> <li>Read research material</li> </ul>	C
	<b>Communication Functions</b>	<b>Performance Frequency</b>
<b>SPEAKING:</b>	<ul style="list-style-type: none"> <li>Speak clearly &amp; concisely using proper English in person &amp; via telephone with other team members</li> <li>Establish rapport with other team members</li> <li>Motivate and engage others in treatment</li> </ul>	C
<b>RESPONDING:</b>	<ul style="list-style-type: none"> <li>Respond to &amp; communicate with others with communication disorders (i.e. aphasia, hearing loss)</li> <li>Respond to &amp; communicate with others from a different background/culture</li> <li>Accurately report findings/results/plans to other team members 1:1 and in team meetings using proper English</li> </ul>	F
<b>COMPREHENDING:</b>	<ul style="list-style-type: none"> <li>English oral language</li> <li>English written language</li> </ul>	C
<b>WRITING:</b>	<ul style="list-style-type: none"> <li>Clear, legible handwriting</li> <li>Computerized documentation</li> <li>Write in proper English</li> </ul>	C

<b>Cognitive/Behavioral and Social/Behavioral Functions</b>	<b>Performance Frequency</b>
<ul style="list-style-type: none"> <li>• Use critical thinking, problem-solving, and sound clinical reasoning in the delivery of physical therapy services including, but not limited to the following:               <ul style="list-style-type: none"> <li>• Planning and implementing appropriate client-centered interventions.</li> <li>• Making appropriate modifications to therapeutic interventions based on the client’s physiological and psychological responses.</li> <li>• Identifying the need for consultation and determining the appropriate resource (ie. physical therapist or other health care providers/team members).</li> </ul> </li> </ul>	C
<ul style="list-style-type: none"> <li>• Effectively cope with stress in order to function safely and calmly under demanding educational and changing clinical environments.</li> </ul>	C
<ul style="list-style-type: none"> <li>• Be aware of surroundings and alert to potential emergencies; respond appropriately to client situations including pain, changes in physical and/or mental status, and risk for falls.</li> </ul>	C
<ul style="list-style-type: none"> <li>• Manage time effectively; prioritize multiple tasks; maintain composure in situations that require multitasking.</li> </ul>	C
<ul style="list-style-type: none"> <li>• Maintain concentration and focus to attend to demanding and continuous tasks throughout the entire class/lab and/or clinical hours</li> </ul>	C
<ul style="list-style-type: none"> <li>• Demonstrate interpersonal functions required to build rapport and effectively interact with clients, families, caregivers, supervisors, coworkers, and members of the community; exhibit cultural awareness and sensitivity to members of the same or different cultures; treat others with respect, compassion, politeness, and discretion; exhibit social functions necessary for effective collaboration and teamwork.</li> </ul>	C
<ul style="list-style-type: none"> <li>• Demonstrate attitudes/actions consistent with the core values and ethical standards of the physical therapy profession.</li> </ul>	C
<ul style="list-style-type: none"> <li>• Demonstrate accountability, responsibility, and maturity in the classroom and the clinical environment when giving/receiving constructive feedback.</li> </ul>	C
<ul style="list-style-type: none"> <li>• Demonstrate accountability, responsibility, and maturity in the classroom and the clinical environment when engaging in conflict management and problem resolution.</li> </ul>	C
<ul style="list-style-type: none"> <li>• Abide by established policies and procedures of educational and clinical environments</li> </ul>	C

Edison State 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 Accuplacer scores
  - Math Accuplacer score of 263 on Advanced Algebra to place out of MTH-099, an ACT score of 22, or a SAT score of 520
  - Accuplacer score on Reading of 250 to be ready to take ENG-121S, an ACT Reading score of 22, or a SAT score of 480
- 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-125S (General Statistics), PHY-110S (Introduction to Physics), BIO-125S (Anatomy & Physiology I), BIO-126S (Anatomy & Physiology II), ALH –101S (Introduction to Health Care) and ALH- 151S (Health Care Medical Terminology).

**Prospective students** should follow the Edison State Community College admission procedure listed in the college catalog and on the website at [Program: Physical Therapist Assistant, A.A.S. - Edison State Community College - Acalog ACMS™](#). **Applicants Must:**

- Have successfully completed one year of high school chemistry. Applicants may take Introduction to Chemistry (CHM – 110S) as an equivalent course.
- Have successfully completed one year of high school physics. Applicants may take Introduction to Physics (PHY – 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 Developmental Reading and Writing (ENG-092D).
- Have satisfactorily completed Introduction to Computers (CIT-100S) or computer assessment score to be placed out of this course
- Have completed a minimum of 40 hours of volunteer, observation and/or work experience in at least two different 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 (2<sup>nd</sup> and 3<sup>rd</sup> pages of Volunteer/Observation Verification and Recommendation Form) to **one supervising clinician (PT or PTA) at each facility** 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. 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 State Community College.
    - iii. If you have attended college, submit an official transcript from each college attended.
  - b. **ACT or SAT results**
  - c. **Accuplacer** Assessment Tests for reading, writing, and math, if required. The Accuplacer 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 22 or the SAT verbal score is less than 480 and SAT math score is less than 520.

Contact the Student Development Office at (937) 778-7868 to schedule the Accuplacer 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. It is your responsibility that all transcripts are translated into English.

### 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 13 (for each facility) of the packet, Volunteer Verification and Recommendation Form, with your application and Volunteer/Observation Hours Tracking Form **no later than January 31, 2020**.
- 4. Provide pages 15 and 16 of the packet, Volunteer/Observation Verification and Recommendation forms, to a supervising PT/PTA in each facility where you have completed your volunteer/observation hours. Make sure to provide each with a stamped envelope addressed to the PTA Program at Edison State 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 and individual interview 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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**2019-2020 Application**  
**EDISON STATE COMMUNITY COLLEGE**  
**PHYSICAL THERAPIST ASSISTANT PROGRAM**  
 Associate of Applied Science Degree

<b>Edison Student ID Number</b>	<b>Home Phone</b>	<b>or</b>	<b>Cell Phone</b>
			<b>Alternate Number (opt)</b>

<b>Last Name</b>	<b>Any previous last name(s)</b>	<b>First Name</b>	<b>M.I.</b>

**Street Address**

<b>City</b>	<b>State</b>	<b>Zip</b>

*If you are a current or former student of Edison and this is a new address, please inform Enrollment Services of the change.*

**Edison E-mail address (preferred) OR alternate email address -- Important: notify of any change**

**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.**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**Return application no later than January 31, 2020, to:**

**PTA Program Office**  
**Edison State Community College, room 340**  
**1973 Edison Drive**  
**Piqua, OH 45356**  
**Email: [ptaprogram@edisonohio.edu](mailto:ptaprogram@edisonohio.edu)**  
**Sfax: 1-844-836-2565**

**PTA Program Office, Room 109**  
**Edison State Community College**  
**859 W. Market Street**  
**Troy, Ohio 45373**  
**Email: [ptaprogram@edisonohio.edu](mailto:ptaprogram@edisonohio.edu)**  
**Sfax: 1-844-836-2565**

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

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**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 State Community College  
→ Application to Edison State 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 State Community College's Department of Registration and Records by 1-31-2020:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ A college transcript has been requested from the following College(s) and will be received by Edison State Community College's Department of Registration and Records by 1-31-2020:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I have completed HS or college course work reflecting a 2.5 (on a 4 point scale) overall GPA.

\_\_\_\_\_ I have completed HS or college Chemistry equivalent to Edison's CHM 110 and received a grade of C or higher.  
*Name of HS or College where I successfully completed Chemistry:* \_\_\_\_\_

\_\_\_\_\_ I have completed HS or college Physics equivalent to Edison's PHY 110 and received a grade of C or higher.  
*Name of HS or College where I successfully completed Physics:* \_\_\_\_\_

\_\_\_\_\_ 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 State Community College's PTA program to begin fall 2020.

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**Edison State 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, 2020.
4. **The applicant and supervising PT/PTA will complete page 13 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 Piqua Edison PTA program office in room 340 or 109 in Troy.
5. **The supervising PT/PTA is asked to complete pages 15 and 16 and send by fax, email, or mail to:**  
 PTA Program Office, Room 340  
 Edison State Community College  
 1973 Edison Drive  
 Piqua, OH 45356  
 Email: ptaprogram@edisonohio.edu  
 Fax: 1-844-836-2565

**Pages 15 and 16 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 State Community College's PTA Program.
7. Please feel free to contact the program office at 937-778-7936 if you have questions regarding the volunteer hours.

**To Be Completed by Applicant: (PLEASE PRINT)**

Applicant Name: _____	Date of Birth: _____
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Address: _____ _____	Phone Number(s): _____ _____
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**To be Completed by Supervising Licensed PT or PTA:** Applicant has observed a total of \_\_\_\_\_ hours at \_\_\_\_\_ (name of facility).

\_\_\_\_\_  
Supervising PT/PTA Signature Date

\_\_\_\_\_  
Printed Name

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Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

**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 State Community College**  
**1973 Edison Drive**  
**Piqua, Ohio 45356** (email [ptaprogram@edisonohio.edu](mailto:ptaprogram@edisonohio.edu) or fax to 1- 844-836-2565)

	<b><u>Highly Recommend</u></b> <i>Applicant exhibits Skill/Behavior ≥ 90% of time</i>	<b><u>Recommend</u></b> <i>Applicant Exhibits Skill/Behavior 80-89% of time</i>	<b><u>Recommend with Reservations</u></b> <i>Applicant Exhibits Skill/Behavior 75-79% of time</i>	<b><u>DO NOT RECOMMEND</u></b> <i>Applicant Exhibits Skill/Behavior ≤ 75% of time</i>
<p><b>1. Demonstrates responsibility for own learning</b>  Sample Behaviors:</p> <ul style="list-style-type: none"> <li>- Demonstrates a willingness to try new things</li> <li>- Demonstrates ability to learn by doing</li> <li>- Follows instructions with enthusiasm</li> <li>- Assists with any situation that arises without hesitation</li> <li>- Demonstrates a commitment to learning by seeking out learning experiences</li> <li>- Demonstrates accountability for his/her actions and outcomes</li> <li>- Adapts to unexpected situations and responds appropriately</li> </ul>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<p><b>2. Demonstrates values congruent with those of health care personnel</b>  Sample Behaviors:</p> <ul style="list-style-type: none"> <li>- Demonstrates respect for others including their personal space and time</li> <li>- Demonstrates a respect for cultural and ethnic diversity</li> <li>- Listens to others viewpoints - whether agree or disagree</li> </ul>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<p><b>3. Demonstrates attitudes expected of a future physical therapist assistant</b>  Sample Behaviors:</p> <ul style="list-style-type: none"> <li>- Demonstrates a sincere interest in the profession of PT</li> <li>- Demonstrates initiative and a good attitude in the work environment</li> <li>- Demonstrates a genuine interest and caring attitude with patients who are ill or disabled</li> <li>- Is proactive and anticipates the needs of others</li> </ul>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>



<b>4. Demonstrates behaviors expected of a future physical therapist assistant</b> Sample Behaviors: <ul style="list-style-type: none"> <li>- Dresses appropriately and professionally</li> <li>- Follows &amp; respects policies of the facility including confidentiality</li> <li>- Understands and appropriately fulfills his/her role as a volunteer/observer</li> <li>- Demonstrates compassion toward those who are ill or have a disability</li> </ul>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>5. Uses Effective Interpersonal Skills</b> Sample Behaviors: <ul style="list-style-type: none"> <li>- Interacts well with other professionals and staff</li> <li>- Listens attentively and makes appropriate eye contact</li> <li>- Interacts appropriately with patients</li> <li>- Puts patients at ease with behaviors/attitudes</li> </ul>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>6. Demonstrates timely and accurate communication skills</b> Sample Behaviors: <ul style="list-style-type: none"> <li>- Demonstrates punctuality and fulfills commitments</li> <li>- Demonstrates positive and professional communication skills</li> <li>- Demonstrates professional and appropriate non-verbal social skills</li> </ul>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>Total Points</b>				

\_\_\_\_\_  
**Supervising PT/PTA Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

**Comments:**  
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\_\_\_\_\_  
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\_\_\_\_\_  
**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 State  
Community College

Date

Facility

Hours

Signature of Supervisor

Date	Facility	Hours	Signature of Supervisor

Edison State Community College  
Physical Therapist Assistant Program

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 State Physical Therapist Assistant Program.