

Physical Therapy Assistant Admissions Handbook

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Cover letter to Prospective 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 handbook carefully and follow the procedures accurately.

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** of the year you are applying to begin the program. If an applicant needs more time to complete this portion of the application, they must contact the program director to request an extension (syoung4@edisonohio.org or ptaprogram@edisonohio.org). Preference will be given to those applicants with full completion of criteria prior to submission of the application. Applications will be accepted on a case-by-case basis up until May 31 of the year of desired admission to the program; however, preference will be given to those who submit their application prior to January 31.

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 relationships 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 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 of acceptance, waitlist, or regrets.

This PTA Admission Packet contains the documents below. Those in **bold red type** are to be submitted directly to the PTA program by the **applicant**.

1. Cover letter to Prospective Applicants (page 1) – for information only
2. Edison State PTA Program General Information (pages 2-5) - for information only
3. Admission Criteria (page 6) – for your use to determine if prerequisites are met
4. PTA Admission Checklist (page 7) – for your use to confirm completion of all steps
5. **Application (must be completed online at www.edisonohio.edu/XXXXX)**
6. **Volunteer/Observation Verification and Recommendation Form**, (page 9)
 - a. Print at least (2) sets of these
 - b. **Applicant returns page 9-10 of each set**
 - c. Applicant provides (2) supervising PTs/PTAs with pages 11 and 12 to be returned by them.
7. **Volunteer/Observation Hour Tracking Form** (page 13 – hours must total at least 40 from 2 or more facilities of different types of settings; **observations cannot be completed at a place the applicant is employed**)

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

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

Edison State Community College PTA Program General Information

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.

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.

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; 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 PTA Essential Skills

Performance Frequency:

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

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

BALANCING:	<ul style="list-style-type: none"> Assist people with functional activities sustaining Good balance (w/o losing balance) on even & uneven surfaces Ascend/descend 1 flight of stairs 	C
ENDURANCE	<ul style="list-style-type: none"> Tolerate full-time work (40 hours/week) 	C
BODY MECHANICS:	<ul style="list-style-type: none"> Utilize proper body mechanics performing all physical functions Ability to perform complex motor functions necessary to provide therapeutic intervention (exercise, functional mobility, transfers, ADLs/IADLs and emergency treatment to patients). 	C

<i>Sensory Functions</i>		<i>Performance Frequency:</i>
TACTILE:	<ul style="list-style-type: none"> Feel to palpate contractions Feel to palpate pulses Feel bony landmarks Feel to identify joints Exert adequate pressure Feel varying skin textures Differentiate between hot/cold Differentiate between sharp/dull 	C
AUDITORY:	<ul style="list-style-type: none"> Hear verbal instructions Hear distress sounds & calls for assistance up to 10 feet away Hear environment safety alarms Hear for communication from other team members 	C
VISUAL:	<ul style="list-style-type: none"> See in detail client's movements, facial expressions and performance See and attend to behaviors & needs of up to 5 individuals in a group setting See in detail to detect changes in skin integrity, sweating, skin color, swelling, muscle atrophy See to detect non-verbal communication See to detect environmental hazards Read documents Read equipment dials Read manuals/forms Read research material 	C

<i>Communication Functions</i>		<i>Performance Frequency</i>
SPEAKING:	<ul style="list-style-type: none"> Speak clearly & concisely using proper English in person & via telephone with other team members Establish rapport with other team members Motivate and engage others in treatment 	C
RESPONDING:	<ul style="list-style-type: none"> Respond to & communicate with others with communication disorders (i.e. aphasia, hearing loss) Respond to & communicate with others from a different background/culture Accurately report findings/results/plans to other team members 1:1 and in team meetings using proper English 	F
COMPREHENDING:	<ul style="list-style-type: none"> English oral language English written language 	C
WRITING:	<ul style="list-style-type: none"> Clear, legible handwriting Computerized documentation Write in proper English 	C

<i>Cognitive/Behavioral and Social/Behavioral Functions</i>	<i>Performance Frequency</i>
<ul style="list-style-type: none"> • 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"> • Planning and implementing appropriate client-centered interventions. • Making appropriate modifications to therapeutic interventions based on the client's physiological and psychological responses. • Identifying the need for consultation and determining the appropriate resource (ie. physical therapist or other health care providers/team members). 	C
<ul style="list-style-type: none"> • Effectively cope with stress in order to function safely and calmly under demanding educational and changing clinical environments. 	C
<ul style="list-style-type: none"> • 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. 	C
<ul style="list-style-type: none"> • Manage time effectively; prioritize multiple tasks; maintain composure in situations that require multitasking. 	C
<ul style="list-style-type: none"> • Maintain concentration and focus to attend to demanding and continuous tasks throughout the entire class/lab and/or clinical hours 	C
<ul style="list-style-type: none"> • 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. 	C
<ul style="list-style-type: none"> • Demonstrate attitudes/actions consistent with the core values and ethical standards of the physical therapy profession. 	C
<ul style="list-style-type: none"> • Demonstrate accountability, responsibility, and maturity in the classroom and the clinical environment when giving/receiving constructive feedback. 	C
<ul style="list-style-type: none"> • Demonstrate accountability, responsibility, and maturity in the classroom and the clinical environment when engaging in conflict management and problem resolution. 	C
<ul style="list-style-type: none"> • Abide by established policies and procedures of educational and clinical environments 	C

Physical Therapist Assistant Program Admission Criteria

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:

1. Official high school record or GED transcripts and official college transcripts (if applicable)
2. Satisfactory ACT, SAT or Accuplacer scores
 - a. 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
3. Accuplacer score on Reading score of 250 to place out of ENG-091D and ENG-093D or ENG-092D, an ACT Reading score of 22, or a SAT score of 480
4. Overall GPA of 2.5 or higher for previous high school and college work
5. Grade of “C” or better in any of the following courses if taken prior to admission to the PTA program:
 - a. ENG 121S (Composition I)
 - b. MTH-125S (General Statistics)
 - c. PHY-110S (Introduction to Physics)
 - d. BIO-125S (Anatomy & Physiology I)
 - e. BIO-126S (Anatomy & Physiology II)
 - f. ALH –101S (Introduction to Health Care)
 - g. ALH- 151S (Health Care Medical Terminology)
6. Be 18 years old or older prior to the first day of the fall semester of the PTA program.
 - a. As of January 1, 2020, the Ohio Board of Physical Therapy requires all physical therapy and physical therapy assistant students to be at least 18 years of age.

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:

7. Have successfully completed one year of high school chemistry.
 - a. Applicants may take Introduction to Chemistry (CHM – 110S) as an equivalent course.
8. Have successfully completed one year of high school physics.
 - a. Applicants may take Introduction to Physics (PHY – 110S) as an equivalent course.
9. 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.
10. 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) or Developmental Reading and Writing (ENG-092D).
11. Have completed a minimum of 40 hours of volunteer and/or observation in at least two different Physical Therapy settings with at least 10 hours of this time directly volunteering and/or with a physical therapist assistant.
 - a. This experience must be completed within three (3) years prior to admission to the program and must be complete by the time your application is submitted.
 - b. You must provide pages 13 and 14 of the application packet (the second and third 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.
 - c. The supervising clinicians will either send or fax them directly back to the PTA program.
 - d. Your observation hours will not be credited if the clinicians have not returned these forms to the PTA program at Edison.
12. 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. Applications will be accepted on a case-by-case basis up until May 31 of the year of desired admission to the program; however, preference will be given to those who submit their application by January 31.
13. 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 by the time your application is submitted. If an applicant needs more time to complete this portion of the application, they must contact the program director to request an extension (syoung4@edisonohio.org or ptaprogram@edisonohio.org).

Physical Therapist Assistant Admission Checklist (for applicant use)

Apply to Edison State Community College

- 1) Complete the college application, available online, or in the Registration and Records office, Room 160.
 - a) If you are currently an Edison student or have been a student in the past you do not need to reapply.
- 2) Submit all transcripts
 - a) It is your responsibility to make sure you have requested scores and/or transcripts from all outside sources as needed.
 - i) It is your responsibility that all transcripts are translated into English.
 - ii) 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.
 - iii) Current **high school students**: have an official transcript from your high school sent to the Registration and Records office.
 - iv) **High school graduates**: have an official final transcript or GED score report certified and mailed by the issuing school directly to Edison State Community College.
 - v) **College students**: If you have attended college, submit an official transcript from each college attended.

Submit all ACT, SAT, ASSET, or ACCUPLACER scores

- 3) ACCUPLACER Assessment Testing is required IF:
 - a) A candidate has fewer than 15 credit hours of successful college level work;
 - b) Or the ACT or SAT have never been taken;
 - c) Or ACT, SAT, or ASSET scores are more than five years old;
 - d) Or the 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 Student Affairs at (937) 778-8600 if you need to schedule the Accuplacer testing.

Apply to the Physical Therapist Assistant Program

- 4) Complete the online PTA Application. There is no fee to apply to the program.
- 5) Turn in the completed Physical Therapy Volunteer/Observation Verification and Recommendation form for the first of two facilities no later than **January 31st** of the year you are applying to begin the program. Applications will be accepted on a case-by-case basis up until May 31 of the year of desired admission to the program; however, preference will be given to those who submit their application by January 31.
- 6) Turn in the completed Physical Therapy Volunteer/Observation Verification and Recommendation form for the second of two facilities no later than **January 31st** of the year you are applying to begin the program. If an applicant needs more time to complete this portion of the application, they must contact the program director to request an extension (syoung4@edisonohio.org or ptaprogram@edisonohio.org).
- 7) Provide the Physical Therapy Volunteer/Observation Ratings sheet to your supervising PT/PTA in each facility where you have completed your volunteer/observation hours (this cannot be a facility where you are employed).
 - a) Make sure to provide each with a stamped envelope addressed to:
Edison State Community College
PTA Program Office, Room 109
859 W. Market St.
Troy, Ohio 45373
- 8) 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.)
- 9) 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.

Edison State Community College PTA Program

Physical Therapy Volunteer/Observation 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. These hours cannot be completed at a facility where the applicant is employed.**
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 31st of the year you are applying for the PTA program. If an applicant needs more time to complete this portion of the application, they must contact the program director to request an extension (syoung4@edisonohio.org or ptaprogram@edisonohio.org).
 - a. The applicant and supervising PT/PTA will complete page 9 of this form
 - i. The applicant will return page 9 to the PTA program office.
 - ii. At the completion of volunteer hours, the applicant will return this page, complete with signature, to the Edison PTA program in Troy.
 - b. **The supervising PT/PTA is asked to complete pages 11 and 12 and send by fax, email, or mail to:**

PTA Program Office, Room 109
Edison State Community College
859 W. Market St.
Troy, OH 45373

Email: ptaprogram@edisonohio.edu
sFax: 1-844-836-2565

Pages 11 and 12 cannot be accepted if returned to the PTA program by the applicant.

4. 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.
5. Please feel free to contact the program office at 937-778-7936 or emailptaprogram@edisonhio.edu if you have questions regarding the volunteer hours.

To Be Completed by Applicant: (PLEASE PRINT)

Applicant Name: _____ Date of Birth: _____
 Address: _____ Phone Number: _____

To be Completed by Supervising Licensed PT or PTA:

This applicant has observed a total of _____ hours at _____
 (# of hours) (Name of Facility)

 Supervising PT/PTA Signature

 Printed Name

 Date

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Physical Therapy Volunteer/Observation Verification Ratings Sheet

To Be Completed by Supervising Licensed PT or PTA

Applicant Name _____

Date _____

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 by email, fax, or mail in the supplied envelope to:

PTA Program Office, Room 109
Edison State Community College
859 W. Market St.
Troy, Ohio 45373

(Email: ptaprogram@edisonohio.edu or fax to 1- 844-836-2565)

*****Applicants should not be employed at facilities where they are completing their observation hours. *****

	Highly Recommend <i>Applicant exhibits Skill/Behavior \geq 90% of time</i>	Recommend <i>Applicant Exhibits Skill/Behavior 80-89% of time</i>	Recommend with Reservations <i>Applicant Exhibits Skill/Behavior 75-79% of time</i>	DO NOT RECOMMEND <i>Applicant Exhibits Skill/Behavior \leq 75% of time</i>
Demonstrates responsibility for own learning	3	2	1	0
<i>Sample Behaviors:</i> <ul style="list-style-type: none"> • 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 				
Demonstrates values congruent with those of health care personnel	3	2	1	0
<i>Sample Behaviors:</i> <ul style="list-style-type: none"> • 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 				
Demonstrates attitudes expected of a future physical therapist assistant	3	2	1	0
<i>Sample Behaviors:</i> <ul style="list-style-type: none"> • 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 				

Guidelines for Observation Experience

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. **Applicants cannot observe at facilities where they are employed.**
6. **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.
7. **Dress professionally** but comfortable.
8. **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.
9. **Include the signed form with your application** for admission to the Edison State Physical Therapist Assistant Program.
10. If an applicant needs more time to complete this portion of the application, they must contact the program director to request an extension (syoung4@edisonohio.org or ptaprogram@edisonohio.org).