

Physical Therapist Assistant Program

Application Handbook

For Students Applying for Admission to the
PTA Program in Fall 2024



This page is intentionally blank.

Clark State College Physical Therapist Assistant Program

Application Handbook

Table of Contents

Letter of Introduction	Page 5
I. General Information	Pages 7-10
The Profession	
The Program	
PTA Program Mission, Goal, Objectives, and Philosophy	
Advising	
Course and Clinical Schedule Time Demands	
II. Application for Admission into the PTA Program	Pages 11-17
College Admission Requirements	
Academic Prerequisites	
Placement Testing	
Grade Point Average and Grades	
Essential Functions	
Observation/Volunteer/Paid Work Experience	
Self-Assessment of Readiness	
Requirements for Clinical Placement	
III. Admission to the Program	Pages 17-19
Overview	
Essays and Mandatory Group Informational Meeting	
Admission List	
Alternate List	
IV. Program and Program Requirements	Pages 19-29
Accreditation	
Licensure	
Curriculum	
Part vs. Full-Time Status	
Online learning – Lecture Component	
Lab Component	
Clinical Education Component	
Curriculum Sheets	
Length of Time for Course Credit	
Transfer Credit for Technical Courses	
Progression in the Program	
Academic Standards	
Professional Behavior Policy	
PTA Program Orientation	
Criminal Records Check Policy	
Additional Resources	
State and National Resources	
Clark State Resources	

V. Forms (Required to be Completed for Application)**Pages 30 - 44**

Self-Assessment of Readiness to Enter the PTA Program
Observation/Volunteer/Paid Work Experience Form
Observation Evaluation of Physical Therapist Assistant Applicant Form
Essential Functions, Skills and Abilities Memorandum of Understanding
Clinical Requirements Disclosure Memorandum of Understanding
PTA Program Application

VI. Appendices**Pages 45 - 49**

Writing Rubric
Competitive Admission Scoring Rubric

Dear Prospective PTA Student,

Thank you for your interest in the Physical Therapist Assistant (PTA) Program at Clark State College. This packet contains important information on the application and admission process, as well as, information on the role of the physical therapist and physical therapist assistant, opportunities for practice as a licensed physical therapist assistant, requirements to remain in the program, advising, and transfer of courses from other institutions.

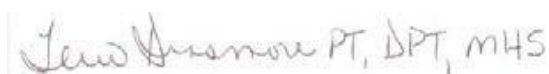
Highlights of the application process and scheduling classes are outlined below.

- Students need to apply to the college and declare PTA as their major.
- Students must complete the PTA Program application in order to be considered for acceptance to the program. Students cannot apply until they have met the application requirements outlined in this handbook.
- Application to the PTA Program is a separate process from applying to the college.
- Students cannot take technical PTA courses, including BIO 1119, (indicated with an asterisk on the curriculum sheet) until they have been accepted into the program.
- Students are encouraged to take non-technical PTA courses (those without an asterisk on the curriculum sheet) while taking courses to meet application requirements and/or after they have applied, while waiting to be admitted to the program.
- Prior to starting the technical PTA courses (admission into the Program) students are required to obtain 30 observation/volunteer/work experience hours in two different physical therapy settings, with a minimum of 10 hours in each setting.
- The PTA Program is delivered in a Hybrid format. The lecture component of all technical PTA courses is offered **only** in the online format. Most courses in the program have an associated lab component that requires weekly onsite attendance. Requirement for on-site lab attendance ranges from 6-12 hours per week, depending on the semester. Day and evening labs are offered on the Springfield Leffel Lane campus. A lab section is also offered in Columbus that is typically scheduled in the evenings, but will vary depending on lab and instructor availability. All lab sections are contingent on sufficient enrollment and instructor availability, and it is not guaranteed a student will be able to complete the program in the lab section where they began the program. Clinical education directed practice experiences begin in the summer between first and second year of the program, which are typically scheduled during the daytime hours.

To maximize success in the application process, students who are applying are encouraged to carefully review the remainder of this packet to be informed of important information regarding the PTA Program admissions process and the requirements to remain in the PTA Program and to schedule an appointment with their PTA Program faculty advisor and/or Success Coach to answer questions and assist with the application process.

On behalf of the PTA Program faculty, thank you for your interest in the program and please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Terri Dinsmore PT, DPT, MHS".

Terri Dinsmore, PT, DPT, MHS
Professor
PTA Program Coordinator 937/328-6102
937/328-6138 (fax)
dinsmoret@clarkstate.edu

This page is intentionally blank.

I. General Information about Physical Therapy and the Physical Therapist Assistant Program at Clark State College

The Profession

Physical therapy is a growing profession. Job opportunities for both physical therapists (PTs) and physical therapist assistants (PTAs) are very good. The PT is responsible for evaluating the patient, determining the physical therapy problems and establishing the plan of care to meet the patient's needs. PTAs assist the physical therapist in implementing the plan of care established by the PT in order to help the patient achieve their goals. The PTA must be supervised by a PT, but in most cases, the PT is not required to be on site for the supervision. The PTA must possess a high level of problem-solving skills in order to make decisions about patient care and implementation of the plan of care. The entry-level degree for the PT is a Doctorate of Physical Therapy (DPT), whereas, the entry-level degree for PTAs is an associate degree. Physical Therapy Aides are on-the-job trained.

Graduates from PT and PTA programs must take and pass a national licensing exam and an Ohio laws and rules exam to practice physical therapy in Ohio. Once licensed, PTs and PTAs are required to complete continuing education courses to maintain their license.

Note: DPT programs typically accept the General Education courses required in the PTA program but rarely accept PTA coursework, since PTAs are not taught evaluation and diagnostic skills. ***PTA programs are not a transitional step to applying to PT school.***

PTs and PTAs work in a variety of settings including hospitals, nursing homes, out-patient clinics, PT-owned private practices, sports clinics, patient's homes, and in schools. They work with patients of all ages from birth to old age. PTs and PTAs can be "generalists" working in a variety of settings with patients with all different types of problems or "specialists" working in one setting with patients who all have similar problems. They can change the setting or patient population they work with over the course of their professional career.

The Program

The PTA Program at Clark State College is on the semester curriculum and consists of a minimum of five consecutive semesters beginning in the fall semester. Students must apply for admission into the program and must be accepted prior to starting the technical PTA courses (marked with the single asterisk on the curriculum sheets in this handbook). Students may take the other courses in the curriculum prior to applying, after application, while waiting to be accepted to start the technical PTA courses, or after being accepted and starting the program.

General education courses (such as English, Anatomy and Physiology, etc.) are offered in traditional, online and hybrid formats. Technical PTA courses are typically offered online when they do not have a lab component and hybrid when they have a lab component. The lecture component is delivered in an online format **ONLY**. Labs meet on-site for a total of 6-12 hours per week depending on the semester. Springfield day labs are offered on a regular basis. As enrollment and instructor availability allows, lab sections are offered in the evening in Springfield and the evening/late afternoon in Columbus.

Students begin their supervised clinical work during the summer between the first and second year of the program. "Clinicals" will consist of one four week, full-time, 40 hours per week clinical rotation, one five week, full-time, 40 hours per week clinical rotation, and one seven week, 40 hours per week, full-time clinical rotation. Prior to beginning clinical rotations students are required to submit documentation of current health requirements, current health insurance, current CPR and first aid certification, and the results of a current criminal background check.

PTA Program Mission, Goal, Objectives, and Philosophy

Program Mission

To provide didactic and clinical learning experiences which are excellent in quality and reflective of evidence-based physical therapy practice, in order to prepare graduates to pass the state licensing examination and subsequently practice as competent and responsible physical therapist assistants working within the scope of the law.

Program Goal

To provide a technical program that gives students the opportunity to develop the knowledge and skills necessary to become successfully employed as physical therapist assistants.

Program Outcomes/Objectives

1. Demonstrate proficient entry-level knowledge and skill in implementing treatment practices appropriate to the plan of care established by the physical therapist
2. Demonstrate proficient entry-level knowledge and skill in utilizing testing and measurement techniques appropriate to the plan of care established by the physical therapist
3. Communicate effectively with patients, families, colleagues, and other health care providers
4. Demonstrate behavior that reflects respect for and sensitivity to individual differences when working with patients, families, colleagues and other health care professionals
5. Adhere to ethical and legal standards throughout the provision of physical therapy services
6. Provide patient care in a safe manner that minimizes risk to patient, self, and others
7. Practice physical therapy in an effective manner making judgments consistent with the physical therapist plan of care and the role of the physical therapist assistant
8. Practice lifelong learning that reflects social responsibility and career development

Statement of Philosophy

The Physical Therapist Assistant program faculty seeks to promote learning, growth, and success in the students and to foster their development of skills in preparation for meeting the health care needs of the community. We believe that each person is a unique individual with physiological, psychosocial, cognitive and spiritual needs, whose actions are influenced by experience and environment. We recognize, honor and celebrate diversity in our students, faculty and community and pledge to nurture tolerance, independent thought, and respect for the community that we serve.

The faculty believes that the education process is shared by the instructor and learner and results in the learner's ability to transfer principles, apply concepts, and create new ideas. We believe that the educational needs of adults are individualized and are related to the learner's innate abilities, life experiences, and environmental conditions. We pledge to treat each person with respect, equality and fairness and to serve as role models to develop the same in the students.

We believe that learning is a lifelong, self-directed activity motivated by the desire to acquire new knowledge and skills or to maintain and improve one's personal and professional functioning. Learning is not a process of passive assimilation, but requires active involvement and is facilitated when learners are goal-directed, when material is relevant to goals, and when concepts progress from simple to complex.

Learning in the PTA curriculum is best achieved within an environment of flexibility, innovative thinking and collaboration which prepares students to solve problems and to provide the highest quality of physical therapy services. The faculty believes that the consumer will benefit most when the physical therapist and the physical

therapist assistant work together as an integrated team, and when each team member understands the scope of PT and PTA practice which is prescribed by state law. Faculty and clinical instructors will provide guidance and act as role models for the ethical standards expected for PTA practitioners.

We will cultivate teamwork, accountability and excellence and we desire to continually improve the quality of the program. The program faculty value input from other faculty, clinical instructors, administrators, students, graduates and the community and pledge to welcome and regularly seek information from these sources.

Faculty

Full- and part-time faculty are licensed physical therapists or physical therapist assistants. Collectively, they have experience in a variety of settings including orthopedics, neurological rehabilitation, pediatrics, wound care and education. Full-time faculty are listed below.

Terri Dinsmore, PT, DPT, MHS
Program Coordinator
Professor
Office: Applied Science Center Rm 151
937/328-6102
937/328-6138 (fax)
dinsmoret@clarkstate.edu

Dana Matt, PT, MPT
Academic Coordinator of Clinical Education (ACCE)
Professor
Office: Applied Science Center Rm 150
937/328-8074
937/328-6138 (fax)
mattd@clarkstate.edu

Advising

After application to the college, new students to Clark State College will go through New Student Orientation (NSO). Students will be able to seek initial advising and schedule an appointment with a General Advisor during New Student Orientation (NSO). Additional information on NSO can be found at <https://www.clarkstate.edu/admissions/new-student-orientation/>

A general advisor and faculty advisor will be assigned after placement testing and/or during the New Student Orientation. Throughout the first semester, the general advisor will communicate with students via e-mail, schedule advising appointments, be available for support and then help with advising for the next semester. Students interested in applying to the Physical Therapist Assistant Program will be advised by a general advisor, in conjunction with a Program faculty advisor, until acceptance into the Program. Additional information about general academic advising can be found at <https://www.clarkstate.edu/admissions/academic-advising/>.

Students are encouraged to seek ongoing academic advising from their General Advisor and/or Faculty Advisor each semester, as needed, to assist with scheduling. Students are advised to focus on completing the application requirements as soon as possible and then to focus on non-technical PTA courses.

Faculty advisors for the PTA Program are assigned based on the first initial of the student's last name and are:
A – L: Terri Dinsmore M – Z: Dana Matt

The program faculty will schedule information sessions prior to application deadlines. All students and family members are welcome to attend informational sessions to have questions answered about the program, advising, application, and the admission process.

Course and Clinical Schedule Time Demands

The class and study time required to complete all courses in the curriculum in only five semesters is very demanding. Students are encouraged to spread out the required courses, and take non-technical PTA Program courses, over an additional year or more if they cannot devote a considerable amount of time to studies on a weekly basis. Students are especially encouraged to take the Anatomy and Physiology sequence (BIO 2121, 2122) prior to beginning the program. However, completion is not required to apply or to be admitted to the program.

Once admitted to the program, students must schedule their general education courses around their technical PTA courses. Technical PTA courses are marked with an asterisk on the curriculum sheet.

All students are accepted into the same cohort, however, they will initially be divided up between three-four lab sections. These lab sections consist of one-two separate day section in Springfield, a night section in Springfield and a Columbus section.

Springfield day section(s) consists of a maximum of 8 students if two sections run or 16 students if one section runs each fall. Although most special activities are scheduled during the day, there may be times that day students will need to come in at night or go to Columbus for proctored testing, guest speakers, special assignments, etc. There may also be times that the Springfield day section will need to be decreased to one section, with a maximum of 10 students, due to decreased enrollment and/or instructor availability. In this case, some students in the day lab section would be required to enroll in the Springfield night or Columbus lab section corresponding to that course. We make every attempt to limit this from occurring, but there are no guarantees students will be able to complete the entire curriculum during the day in Springfield.

The Springfield night section consists of a maximum 10 students to start each fall. Although we try to limit the amount of time students are required to come to campus during the day, there will be times each semester that night students will be required to come to campus during the day or to Columbus for proctored testing, guest speakers, special assignments, etc. There may also be times that Springfield night lab sections could be cancelled due to decreased enrollment and/or instructor availability. In this case, students in the night lab section would be required to enroll in the Springfield day or Columbus lab section corresponding to that course. We make every attempt to limit this from occurring, but there are no guarantees students will be able to complete the entire curriculum at night in Springfield.

The Columbus lab section consists of a maximum of 10 students to start each fall. Although we try to limit the amount of time students are required to travel to Springfield, there will be times each semester that Columbus students will be required to travel to the Springfield campus for proctored testing, guest speakers, special assignments, etc. There may also be times that Columbus lab sections could be cancelled due to decreased enrollment and/or instructor availability. In this case, students in the Columbus lab section would be required to enroll in a Springfield lab section corresponding to that course. We make every attempt to limit this from occurring, but there are no guarantees students will be able to complete the entire curriculum in Columbus.

Since our program is a hybrid program and all of our lecture material is online, there is decreased on campus seat time required as compared to a traditional program, however, a significant amount of prep, study and practice time outside of scheduled lab time is still necessary and required. This format does allow many of our students to be able to continue to work throughout most of the program, however, most students find they cannot manage working full-time and have to cut back to at least part-time hours. * * During clinicals, it does become more difficult to work and keep up on class work. This is a time students may have to consider cutting back on or quitting work, depending on the flexibility of the employer. It is important for students to understand that they will need to follow the clinical hours of their clinical instructor. Clinical sites will not be expected to accommodate a student's work schedule.

**Applicants should think ahead about their individual plan to combine this rigorous program with outside work in order to be successful at completing the PTA Program. There will be no special consideration for outside work schedules or time demands.

II. Application for Admission into the PTA Program

****To be considered for acceptance into the PTA Program, students must meet the following criteria for application.**

A. College Admission Requirements

1. Complete application to the college, declaring PTA as the major
2. Provide official high school transcripts or GED certificate and official transcripts from all previously attended colleges/universities to the Admissions Office.

B. Academic Prerequisites

1. Reading

College-ready reading skills are required and may be demonstrated in one of the following ways.

- a. Testing out of preparatory reading via ACT, SAT, or College's reading placement test*
- b. College's reading placement test was waived for:
 - 1) College English composition course with a grade of C or better
 - 2) Recent high school senior English course with appropriate grade
- c. Completion of preparatory reading course; ENG 0900 or ENG 0980 with a grade of C or higher.

2. Writing

College-ready writing skills are required and may be demonstrated in one of the following ways:

- a. Testing out of preparatory writing via ACT, SAT, or College's writing placement test*
- b. College's writing placement testing was waived for:
 - 1) College English composition course with a grade of C or better
 - 2) Recent high school senior English course with appropriate grade
- c. Completion of preparatory writing course; ENG 0900 or ENG 0980 with a grade of C or higher

3. Math/Algebra

College-ready math/algebra skills enabling the student to enroll in their desired college math course may be demonstrated in one of the following ways.

- a. Testing out of appropriate preparatory math level via ACT, SAT, or College's math/algebra placement testing*
- b. College's math placement testing was waived for:
 - 1) College Ohio Transfer Module (OTM) equivalent math course with a C or better within 5 years
 - 2) Recent high school senior algebra II course with appropriate grade within the last 5 years
- c. Completion of the math course(s) required to enroll in desired college level math course with a C or better within 5 years

*Students who need to take the College's placement testing should contact the Student Academic Support Center at 937-328-6049 to schedule an appointment for ACCUPLACER testing. The College's Placement Testing web page, <https://www.clarkstate.edu/admissions/placement-assessment/>, provides additional helpful information for preparation and scheduling of the testing.

4. Biology**

Students who have not completed BIO 2121, Anatomy and Physiology (or the equivalent), must meet the *biology prerequisites* for BIO 2121 to apply. To see the current prerequisites for BIO 2121, view the current College catalogue <https://www.clarkstate.edu/academics/academic-catalog/>)

5. Chemistry**

Chemistry is no longer required as pre-requisite for BIO 2121, except when students are using high school credit to meet the BIO 2121 prerequisite requirements. In this case both high school

chemistry and biology are required to meet the pre-requisites. If students are taking BIO 1410 at Clark State to meet pre-requisites, a separate chemistry course is no longer a requirement. To see the current prerequisites for BIO 2121, view the current College catalogue (<https://www.clarkstate.edu/academics/academic-catalog/>)

****Note:** Students who plan on taking BIO 1410 at Clark State need to make sure they meet the prerequisite and co-requisite requirements for this courses. Please see the College catalogue (<https://www.clarkstate.edu/academics/academic-catalog/>) for details. Those requirements include passing all appropriate placement tests or taking the appropriate college preparatory or college level pre or co-requisite courses.

****Students may apply for fall admission if they are enrolled in the Biology pre-requisite at the time of application. Any acceptance decisions will be contingent on the successful completion of the pre-requisite courses no later than Spring semester prior to the Fall for which the student has been accepted.**

C. Grade Point Average and Grades

Grade Point Average

In order to apply to the PTA Program students must demonstrate a 2.5 grade point average (GPA) for all required courses in the curriculum. All courses taken in the curriculum will be calculated to determine the curriculum GPA.* College Prep English and Math, Biology and Physics prerequisites, and high school courses are not included in the GPA, unless these are the only courses with which to calculate GPA. **

* Courses outside of the established PTA curriculum, such as additional science and humanities courses not required in the curriculum, are not used to calculate GPA for application.

** Students without college credit in the curricular courses will need to demonstrate a GPA of 2.5 with their high school chemistry and biology grades.

In addition, students must have a Clark State cumulative institutional (all college level courses completed at Clark State) GPA of 2.0 or greater.

D. Essential Functions:

- Students must review Clark State College Physical Therapist Assistant Program Essential Functions, Skills and Abilities in this handbook and submit the signed **Essential Functions, Skills and Abilities Memorandum of Understanding** with the application.

Clark State College Physical Therapist Assistant Program

Essential Functions, Skills and Abilities

Introduction

The Physical Therapist Assistant (PTA) Program at Clark State College is an intensive course of study. The Program is designed to prepare students to enter the profession of physical therapy as a generalist and places specific demands on students that closely resemble the physical and intellectual challenges graduates of the program will encounter as practicing physical therapist assistants (PTAs). The Program has the responsibility to the public to ensure that its graduates are capable of treating patients in a safe and effective manner, which includes intelligence, integrity, compassion, humanitarian concern, physical and emotional capacity, and professionalism necessary to practice physical therapy.

A student's ability to progress through the PTA Program is based not only on satisfactory academic achievement, but also on demonstrating the essential functions, skills and abilities which serve to insure that the student possesses all of the necessary attributes of the academic program required for graduation.

Essential Functions, Skills and Abilities are those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum. These standards are designed not to be exclusionary, but to establish performance expectations that will enable students to provide safe patient practice with or without reasonable accommodations.

The PTA Program at Clark State College does not discriminate on the basis of race, color, religion, gender/sex, gender identity or expression, national origin (ancestry), military status, disability, age (40 years of age or older), genetic information, sexual orientation, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, or status as a foster parent and any other protected group status as defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes.

All students must be able to meet the essential functions, skills and abilities of a Student Physical Therapist Assistant, with or without reasonable accommodations in the classroom, lab, and clinical setting. Students should be aware that an accommodation that has been approved as reasonable for classroom instruction may not be reasonable in a lab or clinical setting. If a student is in need of reasonable accommodations for Clinicals, a request for accommodations should be made through the Office of Accessibility Services at least 6 weeks prior to the start of Clinical. The Academic Coordinator of Clinical Education (ACCE) will work with the Office of Accessibility Services to determine if the student can be reasonably accommodated during clinical instruction and meet of the essential functions, skills and abilities of the Physical Therapist Assistant Program. Faculty will implement Classroom and/or Clinical Accommodations implemented after the student submits the approved OAS accommodation letter to the faculty member.

Observation

Observation requires the use of vision, hearing, and other sensory modalities.

Students need to demonstrate the ability to:

- Observe lectures, laboratories, and other demonstrations.
- Observe and interpret patient movement, skin conditions, signs of disease and dysfunction, changes in appearance, and to identify safety hazards.

Communication

Students need to demonstrate the ability to:

- Accurately and effectively communicate with patients and families, the supervising physical therapist and other members of the health care team.
- Utilize and interpret nonverbal communication.
- Perform written, electronic, or dictated documentation.

Psychomotor Skills/Physical Demands

Students need to demonstrate:

- The ability to assume and maintain a variety of positions, including but not limited to sitting and standing, bending, stooping, squatting, kneeling, crawling, reaching, walking, stair climbing, and movement of the trunk and neck in all directions.
- The ability to balance self and provide support and balance to patients/clients of various sizes for lifting and transferring patients/clients, guarding patients/clients during gait training on level and uneven surfaces/ramps/stairs, pushing and pulling to provide resistance, and assisting in maneuvering patients/clients.
- The ability to utilize bilateral fine motor control to manipulate testing instruments/equipment/writing instruments/computers.
- Sufficient motor function to assess patients through the use of palpation, auscultation, percussion, and other measurement activities.
- Mobility and strength necessary to provide emergency care including cardiopulmonary resuscitation.
- The ability to safely lift up to 50 lbs to various heights, independently.
- The ability to safely lift up to 200 pounds, with assistance.
- The ability to respond quickly to unexpected or emergency situations by lifting, pushing, pulling, and applying enough force to perform CPR.
- The ability to ensure the physical safety of a patient at all times.

Intellectual-Conceptual Integrative and Quantitative Abilities

Students need to demonstrate the ability to:

- Develop reasoning and decision making skills appropriate to the practice of physical therapy and effectively solve problems.
- Measure, calculate, reason, analyze, integrate, and synthesize information.
- Master content in technical and clinical courses at the level deemed appropriate for the safe and effective practice of physical therapy.
- Complete skills associated with the practice of physical therapy within a timeframe consistent with current clinical practice and reimbursement requirements.

Behavioral/Social Skills and Professionalism

Students need to demonstrate:

- Emotional health that allows for full use of their intellectual abilities, the ability to function effectively under stress and to adapt to an environment which may change rapidly without warning and/or in unpredictable ways.
- The ability to think critically and make safe, appropriate and timely decisions regarding patient care in the classroom, lab, and clinical setting.
- Essential professional behaviors of the Clark State College Health Programs, including dependability, initiative, empathy, cooperation, organization, supervisory process, professional presentation, stress management, verbal and nonverbal communication, and written communication.

For application:

- Review and sign the **Essential Functions, Skills and Abilities Memorandum of Understanding**

E. Observation/Volunteer/Paid Work Experience

- Students are required to complete a total of 30 hours of observation/volunteer/paid work experience in two different settings under the supervision of a PT or PTA, with a minimum of 10 hours at each location, within five years prior to application to the PTA Program. (I.e., Students can do 15 hours in one and 15 hours in another, or 20 in one and 10 in another, but NOT 28 in one and 2 in another).
- Type of facility for observation is not being mandated, but students are required to observe a PT or PTA. (Not an Athletic Trainer, Occupational Therapist, or other type of exercise specialist.)
- Options for observation sites are out-patient clinics, hospitals, long-term care/nursing homes, home health, pediatric settings and school systems. If a facility has more than one setting, the student may complete all 30 hours at the one facility, as long as they observe/volunteer/work in different settings within that facility.
- Students are advised to begin their Observation/Volunteer/Paid Work Experience hours while working on their academic application requirements. **All 30 hours must be completed at the time of application.**
- Students need to have the supervising PT/PTA during the observation hours complete the **Observation Evaluation of Physical Therapist Assistant Applicant Form**. It is the student's responsibility to make sure the form gets completed. The individual completing the form should enclose the completed form in an envelope from the facility, sealed and signed across the seal. Students must submit a Student Observation Form from both of the observation setting with the application.

For application:

- The **Observation/Volunteer/Paid Work Experience Form** attesting to completion of the minimum number of hours must be submitted with the application.
- The **Observation Evaluation of Physical Therapist Assistant Applicant Form** from both of the two observation settings must be submitted with the application. Form is to be submitted in a sealed envelope from the facility with the evaluator's signature across the seal.

Making Arrangements to Complete the Hours

Students make their own arrangements for completion of observation hours. Online search engines provide a good resource to find physical therapy clinics and departments. When contacting the facility, students should state that the hours are required for admission into the PTA program. Some of the larger hospitals require volunteer orientation, submission of shot records, etc., which can be a lengthy process.

Many facilities become inundated with requests for completion of volunteer hours, especially in the summer and near application deadlines for the area PT and PTA Programs. It is each student's responsibility to plan ahead in scheduling these hours. The clinics are not obligated to fulfill requests, and will not do so, if they do not have sufficient staff.

Professional Behavior Expectations During Observation/Volunteer/Paid Work Experience

Students are expected to demonstrate professional behavior at all times when participating in these volunteer/observation/paid work experiences. This includes wearing appropriate dress as specified by the facility, asking questions about patient care only when given permission by the PT/PTA, maintaining patient confidentiality, and fulfilling all agreed upon requirements established by the facility (orientation, attending as scheduled, calling if not able to complete a requirement, etc.). Clark State has an excellent rapport with the facilities in the area and facility employees will typically notify Clark State faculty if problems develop with a student during observation hours. The facility has the right and obligation to discontinue the opportunity to complete the hours to an individual student, if the facility staff deems it necessary for the operation of the facility or safety and care of their patients.

F. Self-Assessment of Readiness to Enter the PTA Program

Students should be aware that the academic rigor of the PTA Program is above average. Students need to assess their workloads, home life and other outside commitments prior to applying to the program, as it requires a significant amount of dedication, motivation and time. For students planning on working more than 20 hours per week, it is highly recommended students complete the non-technical curriculum courses prior to beginning the program.

For application:

- The **Self-Assessment of Readiness to Enter the PTA Program Form** should be completed, signed and submitted with the application. Although this will have no bearing on the acceptance status of an applicant, faculty want to make sure that students have thoughtfully considered their readiness to complete the demands of the program.

G: Requirements for Clinical Placement

A physical exam, a two-step Mantoux test, Hepatitis B immunization, a health history including record of childhood immunizations or adult titers for varicella, MMR and Tdap, influenza (flu) vaccinations, health insurance, criminal records check, professional CPR and first aid training are required prior to beginning clinical rotations in the summer between first and second year. Additional medical tests and other requirements, including drug screens, may be necessary depending upon clinical site placement. A positive background check and/or a positive drug screen, or refusal to have the required immunizations, may make students ineligible to participate in clinical experiences and therefore ineligible to complete the requirements of the Physical Therapist Assistant Program for graduation.

All students must be able to meet the essential functions, skills and abilities of a Student Physical Therapist Assistant, with or without reasonable accommodations, to be placed in the clinical setting. Students should be aware that an accommodation that has been approved as reasonable for classroom instruction may not be reasonable in a lab or clinical setting. If a student is in need of reasonable accommodations for Clinicals, a request for accommodations should be made through the Office of Accessibility Services at least 6 weeks prior to the start of Clinical. The Academic Coordinator of Clinical Education (ACCE) will work with the Office of Accessibility Services to determine if the student can be reasonably accommodated during clinical instruction and meet the essential functions, skills and abilities of the Physical Therapist Assistant Program. Faculty will implement Classroom and/or Clinical Accommodations after the student submits the approved OAS accommodation letter to the faculty member.

For application:

- Review and sign the **Clinical Requirements Disclosure Memorandum of Understanding**

III. Acceptance to the Program

Overview

Even though Clark State College (CSC) has an open-enrollment policy, the Physical Therapist Assistant Program must restrict the number of students accepted into the program each year due to the limited availability of clinical sites. The program is currently able to accept a maximum of 36 students each year; (26 students in Springfield and 10 students in Columbus).

The PTA Program at Clark State College does not discriminate on the basis of race, color, religion, gender/sex, gender identity or expression, national origin (ancestry), military status, disability, age (40 years of age or older), genetic information, sexual orientation, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, or status as a foster parent and any other protected group status as

defined by law or College policy in its educational programs, activities, admissions, or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable statutes.

****All students who want to be considered for acceptance will be accepted via the competitive admission process.**

Applications will begin being accepted December 1. The application deadline for any given year is February 1. All application materials must be received on or before February 1 of the application year. If February 1 falls on a weekend, the packet must be received by the next business day. Any application materials received after this date will be classified as late and will be processed after the applications that were received on time are processed.

In addition, the Program must be able to verify that the applicant has made application to CSC, and that official transcripts from other institutions have been received, by February 1. Transfer students should submit their CSCC applications and official transcripts early enough to avoid problems.

Exception to the Application Deadline:

If the initial applicant pool does not yield enough qualified students to fill all three 3 sections, the program will continue to accept applications until all lab sections are full or August 1, whichever comes first. If the labs fill prior to August 1, the Program will revert to the alternate list referenced below.

Note: ****If a student does not meet the application requirements, the student will be notified of the deficiency and the steps they need to take to re-apply for admission, once the deficiency is addressed.**

A rubric for scoring each application will be used. Points will be awarded in the following categories, based on student performance:

- Overall GPA in curriculum courses - Courses must be completed by the end of the fall semester to be calculated in GPA.
 - Anatomy and Physiology GPA - Courses must be completed by the end of the fall semester to be calculated in GPA.
 - Observation/volunteer/paid work hours evaluations
 - Number of curriculum courses completed – Two points awarded for Fall completion. One point awarded for courses enrolled in current Spring.
 - *Quality of Essays – Not part of initial application. Added after group information session.
 - Points will be deducted for repetition of curriculum courses due to previous unsuccessful course completion (D, F, or UW grade).
-
- The scoring rubric is included in the appendices of this handbook.

Essays and Mandatory Group Information Meeting

The top-ranking applicants will be required to attend a group information session in March as a part of the selection process. At that time, applicants will write two essays answering questions posed by the facilitators. The questions will be related to understanding of the program design, the profession of physical therapy and the roles, responsibilities, and the working relationship of physical therapists and physical therapist assistants. The points from the essays will be added to the previous points for the final ranking of applicants. The score for the essays will be determined using the Writing Rubric.

- The scoring rubric is included in the appendices of this handbook.

Admission List

The applicants with the highest points will be offered spots in the program. An alternate list will be developed from the remaining applicants, based on their final point ranking.

******Students should notify the Records and Registration Office and the PTA Program Coordinator of a change in address and/or phone number. Students who cannot be contacted because of outdated information will be removed from the admission list.

Notification of acceptance into the program will not occur before early April. If accepted, a congratulatory letter will be sent via Clark State student email and hard copy mail from the PTA Program Coordinator with instructions on how to register for fall courses and information regarding the online orientation and set-up of the Secure Remote Proctor for secure online testing.

Once admitted, the student must maintain the required GPA. Students who decline acceptance of an offered spot in the program will be required to re-apply to be considered for acceptance in any future academic year.

*Any admission decisions for students who are enrolled in pre-requisite courses in Spring semester will be contingent on successful completion of those pre-requisite courses no later than the end of Spring semester prior to the Fall for which the student has been accepted.

Alternate List

The applicants with the highest points will be offered spots in the program. An alternate list will be developed from the remaining applicants, based on their final point ranking. The alternate list will be used to fill openings that come available from students who decline acceptance. This can occur through the middle of August of each year. It is strongly recommended that students on the alternate list make contingency arrangements in the case they get accepted with short notice.

Students on the alternate list who are not accepted will need to re-apply to be considered for acceptance in any future academic year.

IV. Program Information and Requirements

Accreditation

The PTA Program at Clark State College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305; telephone 800-999-2782; e-mail: accreditation@apta.org; website: <http://www.capteonline.org>.

Licensure

To practice as a physical therapist assistant in Ohio, graduates must take and pass a national licensing examination and a state laws and rules examination. A criminal background check is required as part of the process to apply for the licensing examination. Please visit <http://otptat.ohio.gov/> for additional details.

Curriculum

Five semesters are required to complete the technical PTA courses, regardless of the number of courses taken prior to beginning the technical courses. Students who expect to complete the entire curriculum in five semesters must take all courses in sequence. Students who opt to take the non-technical PTA courses prior to application for acceptance into the program can take these courses in a part- or full-time load. Curriculum sheets are included in this packet. Most students prefer to complete the curriculum in a minimum of three years, by taking non-technical PTA courses prior to starting the technical curriculum.

Part-Time/Full-Time Status

Part -time

Students who desire to complete the program on a part-time basis take non-technical PTA and/or general education courses prior to starting the PTA Program. Once students start the PTA course sequence (excluding PTA 1112, PTA Survey, which is open to students who have not yet been accepted to the program) they must complete the entire curriculum in the five semesters as outlined in the curriculum plan. The five semesters cannot be reduced even if the student has completed all other courses in the curriculum, as PTA courses are only offered once a year, in sequence, in the semester they are scheduled.

Full-time

Students who plan to complete the entire program in five semesters will be full-time (12 credit hours or more) all terms except for summer term between first and second year, and the final semester.

Online Learning - Lecture Component

Currently, the lecture component of all PTA technical courses is offered **ONLY** in the online format. Students attend weekly on-site laboratory sessions and communicate in the online course on a regular basis.

The faculty believe that the online environment offers the students exciting learning opportunities and flexibility in study/learning time. Students who are hesitant about use of this instructional methodology are encouraged to do one or all of the following:

- Enroll in ITS0710, Keyboarding (designed for students who have few or no keyboarding skills)
- Enroll in an online course prior to beginning the PTA Program

Lab Component

With sufficient enrollment, faculty support and facility availability, two or more lab sections will be offered for each course. Lab offerings may include day, evening or Saturday lab sections in Springfield and late day/evening or Saturday lab sections in Columbus. ****There is NO guarantee that students who start in the day, evening or Columbus lab sections can complete the entire program with this option.**

Clinical Education Component (Directed Practices)

During the summer between first and second year of the program, students begin their clinical rotations (directed practices). Students have some input in site selection, but the Academic Coordinator of Clinical Education (ACCE) has the final decision in placement. The ACCE makes every attempt to place students within a 70 mile drive one way for clinical rotations, however, it is possible students may have clinical rotations outside of this distance, that may require a student to relocate and secure temporary housing. Student's interests, strengths and weaknesses, and drive times are considered in the placement process. All clinical rotations are typically completed during the day-time hours, although some facilities do maintain evening and weekend hours. Students are expected to follow the clinical hours of the assigned clinical instructor. If necessary, students must be prepared to meet the scheduling and financial obligations of time and travel associated with each of the clinical assignments.

Curriculum Sheets

Two-Year Plan

The two-year curriculum plan outlines the full sequence of courses needed to complete the program. Once students are accepted into the program, they must complete all the courses in five semesters. This plan does not include any pre-requisite college preparatory courses or pre-requisite science courses that students who have not recently completed the recommended college preparatory high school science sequence may need to take.

Three-Year Plan

The three-year curriculum plan decreases the work load each semester. Students take most general education courses prior to starting the program. This plan includes biology, but does not include CPE courses. Students who are required to take CPE courses may need more than three years to complete the program.

PTA Two-Year Semester Curriculum Plan

Full-time with overload

Course Number	Course Title	Classroom Hours		Credit Hours
		Lecture Hours per week	Lab Hours per week	
Fall First Year				(17 credits per semester)
FYE 1100	College Success	1	0	1
PTA 1112	PTA Survey (Basic course open to all students)	1	0	1
PTA 1122*	PTA Procedure I	1.67	4	3
BIO 1119*	Muscle Anatomy and Biomechanics	1.67	4	3
MST 1105	Medical Terminology	2	0	2
BIO 2121	Anatomy and Physiology I	3	2	4
ENG 1111	English I	3	0	3
Spring First Year				(17 credits per semester)
PTA 1148*	PTA Procedures II	3	6	5
PTA 1162*	PTA Rehabilitation I	3	6	5
BIO 2122	Anatomy & Physiology II	3	2	4
ENG 1112	English II	3	0	3
Summer/Begin Second Year				(8 credits per semester)
PTA 2243*	PTA Procedures III (1 st 8 weeks)	3	3	4
PTA 2245*	PTA First-Year Capstone (1 st 8 weeks)	1	0	1
PTA 2231*	PTA Directed Practice (Last 4 weeks)	0	10	2
PTA 2291*	Seminar I (Last 4 weeks)	1	0	1
Fall Second Year				(12 credits per semester)
PTA 2262*	PTA Rehabilitation II	3	6	5
PTA 2270*	Trends and Issues	1	0	1
PSY 1111	Psychology I	3	0	3
MTH xxxx	Math Elective	3	0	3
Spring Second Year				(11 credits per semester)
PTA 2232*	Directed Practice II (1 st 5 weeks)	0	10	2
PTA 2292*	Seminar II (1 st 5 weeks)	1	0	1
PTA 2275*	Special Topics (2 nd 4 weeks)	1	0	1
PTA 2233*	Directed Practice III (Last 8 weeks)	0	18.7	3
PTA 2293*	Seminar III (Last 8 weeks)	1	0	1
PSY 2223	Lifespan Human Growth and Development	3	0	3
Program Totals: 65 Semester Credits Hours				

*Technical PTA courses; registration requires acceptance into the PTA Program through the application process. Students should have completed all required courses prior to finishing the second year of the PTA program.

PTA Three-Year Curriculum Plan
With biology prerequisite

Part to Full-time

Course Number	Course Title	Classroom Hours		Credit hours
		Lecture hours per week	Lab hours per week	
Application Requirements				(4 credits per semester)
BIO 1410**	Fundamental of Biology	3	2	4
Fall Pre-Program Year				(10 credits per semester)
FYE 1100	College Success	1	0	1
MST 1105	Medical Terminology	2	0	2
ENG 1111	English I	3	0	3
BIO 2121	Anatomy & Physiology I	3	2	4
Spring Pre-Program Year				(10 credits per semester)
PSY 1111	Psychology I	3	0	3
BIO 2122	Anatomy & Physiology II	3	2	4
MTH xxxx	Math Elective	3	0	3
Fall First Year of Program				(6 credits per semester)
ENG 1112	English II	3	0	3
PSY 2223	Lifespan Human Growth & Development	3	0	3
Fall First Year of Program				(7 credits per semester)
PTA 1112	PTA Survey (Basic course open to all students)	1	0	1
PTA 1122*	PTA Procedure I	1.67	4	3
BIO 1119*	Muscle Anatomy and Biomechanics	1.67	4	3
Spring First Year of Program				(10 credits per semester)
PTA 1148*	PTA Procedures II	3	6	5
PTA 1162*	PTA Rehabilitation I	3	6	5
Summer Second year of Program				(8 credits per semester)
PTA 2243*	PTA Procedures III (1 st 8 weeks)	3	3	4
PTA 2245*	PTA First-Year Capstone (1 st 8 weeks)	1	0	1
PTA 2231*	PTA Directed Practice (Last 4 weeks)	0	10	2
PTA 2291*	Seminar I (Last 4 weeks)	1	0	1
Fall Second Year of Program				(6 credits per semester)
PTA 2262*	PTA Rehabilitation II	4	6	5
PTA 2270*	Trends and Issues	1	0	1
Spring Second Year of Program				(8 credits per semester)
PTA 2232*	Directed Practice II (1 st 5 weeks)	0	10	2
PTA 2292*	Seminar II (1 st 5 weeks)	1	0	1
PTA 2275*	Special Topics (2 nd 4 weeks)	1	0	1
PTA 2233*	Directed Practice III (Last 8 weeks)	0	18.7	3
PTA 2293*	Seminar III (Last 8 weeks)	1	0	1

*Technical PTA courses; registration requires acceptance into the PTA Program through the application process.

** Courses required prior to application; high school equivalents accepted per Application Handbook guidelines.

Length of Time for Course Credit

No restriction on number of years since the course was taken	Must have been taken within ten years of acceptance into the program	Must have been taken within five years of acceptance into the program	Must have been taken within two years of acceptance into the program
ENG 1111, English I *	MST 1105, Medical Terminology *	BIO 2121, Anatomy and Physiology I *	PTA 1112 PTA Survey*
ENG 1112, English II *		BIO 2122, Anatomy and Physiology II *	
PSY 1111, Psychology I		BIO 1410 Fundamental Biology*^	
PSY 2223, Lifespan Human Growth and Development			
MTH Elective – College Level Math			
* Need a grade of C or higher.			
^ Course only required if student has not already completed equivalent of BIO 2121, Anatomy and Physiology I			

Transfer Credit for Technical PTA courses

Transfer of technical PTA courses (indicated with an asterisk on the curriculum sheets) is evaluated on an individual basis. PTA 1112, PTA Survey, is not considered a technical PTA Program course for transfer of credit purposes. It is open to all declared PTA majors, regardless of status in the program. The granting of credit depends upon the content of the course, the number of credit hours, the length of time since the course was taken, course grade, and passage of proficiency exam(s) where applicable.

The following technical PTA courses require passage of written and practical proficiency exams: BIO 1119, Muscle Anatomy and Biomechanics; PTA 1122, PTA Procedures I; PTA 1148, PTA Procedures II; PTA 1162, PTA Rehabilitation I; PTA 2243, PTA Procedures III; PTA 2262, PTA Rehab II; PTA 2270, PTA Trends/Issues (written only), and PTA 2275, Special Topics (written only). All students requesting transfer from another CAPTE accredited PTA Program are required to complete the clinical sequence (Directed Practice and Seminar courses) at Clark State. No transfer credit is granted for clinical education. In addition, transfer students must complete at least 50% of the technical PTA credit hours at Clark State in order to meet the College requirements for graduation.

Progress in the Program – Requirements to Stay in the Program

This section is intended to provide summary information for students interested in the PTA Program. Detailed information is provided through the PTA Program Handbook once students are enrolled in the PTA Program Orientation.

Academic Standards

Grades

After beginning the technical PTA Program courses, students must maintain an overall 2.0 GPA for courses in the curriculum. In addition, grades of “D”, “W”, “UW” and “F” are not acceptable in the following courses:

English I	Medical Terminology	Anatomy & Physiology II
English II	Anatomy & Physiology I	All PTA courses
Muscle Anatomy & Biomechanics		

Students who are accepted into the PTA Program with grades in the general education courses that fall below the standards listed above will need to retake those courses in which they are deficient early in the program, and no later than the semester outlined in the curriculum plan. Students who fall below the standards listed above for any course outlined in the curriculum plan, by the semester in which it is scheduled, will not be permitted to progress to the next semester in the technical phase of the program, and, if eligible, will need to apply for reinstatement.

Practical Examinations

Most courses with laboratory components require the passage of practical examinations. In most cases, students are given two opportunities to pass practical examinations. Inability to demonstrate competency in critical skills through the practical examination process results in failure of the course and administrative withdrawal from the program, regardless of other grades in the course.

Professional Behavior Rating

The faculty of the School of Health, Human and Public Services Clark State College expect students in the School programs to behave in accordance with established professional behaviors. The School has determined ten essential behaviors required for successful completion of the program the student is enrolled in. These behaviors are: dependability, initiative, empathy, cooperation, organization, supervisory process, professional presentation, stress management, verbal and nonverbal communication, and written communication. A detailed description of these behaviors is included in the Description of Professional Behaviors section of this document. These behavioral expectations are reviewed with students as they enter and proceed through the professional phase of the curriculum and move on to clinical practice. Usual and customary application of common sense, courtesy, and mutual respect is also expected.

Students are observed during online, classroom, laboratory and clinic/practicum (as applicable) participation for both formal and informal interactions with each other, with faculty and with staff. Faculty look for trends in consistent behaviors; positive behaviors and behaviors that could potentially or do cause problems in the classroom or clinic/practicum. Behaviors will be evaluated utilizing the Professional Behavior Grading Rubric.

Just as there are standards and protocols established for students who require remediation for cognitive and psychomotor skills, standards and protocols have been established for professional behaviors as a component of the essential functions of becoming a professional. Students are given formal feedback at the end of each semester or sooner if behavior warrants.

PTA Program Orientation

Each student accepted into the PTA Program, including reinstated students, must participate in an online orientation. There is no tuition fee to take the online orientation. Students will be given access to this orientation approximately one week before the start of classes. They will be informed through the Clark State Student email and hard copy mail as to how to access the course. To be given access, the student must be registered for PTA 1122 and/or BIO 1119.

The online orientation provides the opportunity for students to get to know each other, to access an online course, and to demonstrate an understanding of the program policies, procedures, and expectations. Content also covers information and testing on blood borne pathogens, HIPAA, fire safety and other health-care related requirements. Students must pass quizzes on each section and complete the entire orientation prior to participation in the laboratory sessions. Students who do not complete the orientation are not allowed to attend lab sessions until complete.

Clark State College – Health Technology Programs Criminal Records Check Policy

All students enrolled in Clark State's health technology programs must successfully complete a criminal records check as a criterion for participating in clinical courses. Participation in clinical courses is required for progression and completion of health technology programs. **The criminal records check must include fingerprinting. Both an Ohio Bureau of Criminal Identification (BCI) and a Federal Bureau of Investigation (FBI) check are required.**

Program	ORC Code	Time Frame
EMT / Paramedic	109 578	Within 12 months of program start and annually thereafter (expires 12 months from date of fingerprinting)
Physical Therapist Assistant	4755 70	
Practical Nurse Registered Nurse	4723 09	
STNA	4723 09	Within 9 months of the course. ** STNA requires BCI only – FBI not required.
Medical Assisting Medical Lab Technology	4723 09	Within 6 months of directed practice course

The results must be sent directly from the Bureau of Criminal Identification and Investigation to the college to be valid. Please have your results sent to the address below. Allow up to six weeks for reports to be delivered to the College.

**Clinical Records Specialist
Clark State Community College
570 East Leffel Lane
Springfield, Ohio 45505**

Where to get fingerprinted:

- BCI main office (least expensive)
 - o 1560 OH-56, London, OH 43140 / 740-845-2000
 - o Monday-Friday, 8:00 a.m. – 4:00 p.m.
 - o No appointment needed – first come, first served
 - o Payment must be made by personal, business, or certified check, OR money order. No cash or card accepted.
- Fieldprintusa.com (complete paperwork online and schedule fingerprinting)
 - o Read instructions on web site carefully.
 - o MUST go to field location to get fingerprinted in person.
- Search BCI's web site for other locations at <http://bit.ly/BCI-FBI>. Prices vary by location.

Students are responsible for all costs associated with the criminal records check.

Take this page when getting fingerprinted! It has all necessary information.

Health care providers are entrusted with the health, safety, and welfare of patients; have access to controlled substances and confidential information; and operate in settings that require the exercise of good judgment and ethical behavior. Clinical facilities are increasingly required by accreditation agencies to conduct background checks on individuals who provide services within the facility and especially those who supervise care and render treatment. In addition, the Ohio Revised Code requires a criminal records check for all prospective employees for positions where the individual will be caring for older adults or children.

The information provided in the criminal records report will only be used to evaluate the student's qualifications for entry into clinical courses. Reports will be kept in secured confidential files separate from the student's academic file with access limited to authorized college personnel. If a clinical agency requires a copy of the report, a copy will be provided for the student to deliver directly to the agency. The results will be destroyed two years after program completion.

Criminal record reports will undergo administrative review. If a student has been convicted of or pled guilty to a disqualifying offense (or any substantially equivalent offense in any state), the student may be unable to complete clinical learning experiences and may therefore be disqualified from admission, readmission, or progression in the health care program. Some of the disqualifying offenses are permanent exclusions while others are time-limited exclusions. The permanent and time-limited disqualifying offenses are listed in the following table.

In the event that the student's background check includes a disqualifying offense that prevents placing the student at clinical sites, the student will be asked to meet with the School of Health, Human, and Public Services Dean to discuss the information received. If the background check identifies offenses that the student considers incorrect, these concerns or issues must be addressed, by the student, to the Bureau of Criminal Identification and Investigation for resolution. If the background check correctly identifies disqualifying offenses that prevent clinical placement, the student will be informed of such and advised to withdraw from the clinical course and program. Some clinical facilities may decide not to accept students who have been convicted of minor misdemeanors or felonies not included in the Disqualifying Offenses table. In addition, some clinical facilities may require consideration of expunged convictions in placement decisions.

All students who are admitted to a health care program have a continual obligation to report any criminal conviction to the School of Health, Human, and Public Services Dean within 30 days of its occurrence. Failure to do so will result in immediate dismissal from the program.

Some clinical agencies require a criminal background check every year for students enrolled in programs with clinical experiences that span more than one year.

Tier I Permanent Exclusion

Aggravated Murder
Murder
Voluntary Manslaughter
Felonious Assault
Permitting Child Abuse
Failing to provide for a functionally impaired person
Patient Abuse or Neglect
Patient Endangerment
Kidnapping
Abduction
Human Trafficking
Unlawful conduct with respect to documents
Rape
Sexual Battery
Unlawful sexual conduct with a minor
Gross sexual imposition
Importuning
Voyeurism
Felonious sexual penetration
Disseminating matter harmful to juveniles
Pandering Obscenity
Pandering Obscenity involving a minor
Pandering sexually-oriented matter involving a minor
Illegal use of a minor in nudity-oriented material or performance
Soliciting or providing support for an act of terrorism
Making terroristic threats
Terrorism
Medicaid fraud

ALSO, if related to an offense listed above
Conspiracy
Attempt
Complicity

ALSO, a conviction related to fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct involving a federal or state-funded program, excluding illegal use of SNAP or WIC program benefits which are Tier II offenses.

Tier II 10 Year Exclusion (from the date the individual is fully discharged from all imprisonment, probation, or parole)

NOTE: The individual is subject to a **fifteen-year exclusionary period** if the individual was convicted of one of the following offenses and another Tier II, III or IV offense if the multiple disqualifying offense(s) are not the result of, or connected to, the same act.

Involuntary manslaughter
Reckless Homicide
Child Stealing
Child Enticement
Extortion
Compelling Prostitution
Promoting Prostitution
Enticement or solicitation to patronize a prostitute
Procurement of a prostitute for another
Aggravated Arson
Arson
Aggravated robbery
Aggravated burglary
Illegal use of SNAP or WIC program benefits
Workers compensation fraud
Identity fraud
Aggravated riot
Carrying concealed weapons
Illegal conveyance or possession of a deadly weapon or dangerous ordnance in a school safety zone.
Illegal possession of an object indistinguishable from a firearm in a school safety zone.
Illegal conveyance, possession, or control of a deadly weapon or ordnance into a courthouse.
Having weapons while under disability
Improperly discharging a firearm at or into a habitation or school
Discharge of a firearm at or near prohibited premises
Improperly furnishing firearms to a minor
Engaging in a pattern of corrupt activity
Participating in a criminal gang
Illegal manufacture of drugs or cultivating marijuana
Corrupting another with drugs
Trafficking in drugs
Illegal assembly or possession of chemicals for the manufacture of drugs
Placing harmful or hazardous objects in food or confection

ALSO, if related to an offense listed above
Conspiracy
Attempt
Complicity

<p>Tier III Seven Year Exclusion (from the date the individual is fully discharged from all imprisonment, probation, or parole) NOTE: The individual is subject to a ten-year exclusionary period if the individual was convicted of one of the following offenses and another Tier III or IV offense if the multiple disqualifying offense(s) are not the result of, or connected to, the same act.</p> <p>Cruelty to animals Prohibition concerning companion animals Aggravated Assault Aggravated menacing Menacing by stalking Coercion Disrupting public services Robbery Burglary Insurance Fraud Inciting to violence Riot Inducing Panic Endangering Children Domestic Violence Intimidation Perjury Falsification Escape Aiding escape or resistance to lawful authority Illegal conveyance of weapons, drugs, or other prohibited items onto the grounds of a detention facility/institution Funding drug trafficking Illegal administration or distribution of anabolic steroids Tampering with drugs Ethnic Intimidation</p> <p>ALSO, if related to an offense listed above Conspiracy Attempt Complicity</p>	<p>Tier IV Five Year Exclusion Period (from the date the individual is fully discharged from all imprisonment, probation, or parole) NOTE: The individual is subject to a seven-year exclusionary period if the individual was convicted of multiple Tier IV offenses if the multiple offenses are not the result of, or connect to, the same act.</p> <p>Assault Menacing Public Indecency Soliciting, engaging in solicitation after an HIV + test Prostitution Deception to obtain harmful matter to juveniles Breaking and Entering Theft Unauthorized use of a motor vehicle Unauthorized use of a computer, cable or telecommunication property Telecommunications fraud Passing Bad Checks Misuse of credit cards Forgery, forging identification cards Criminal simulation Defrauding a rental agency or hostelry Tempering with records Securing Writings by deception Personating an officer Unlawful display of law enforcement emblem Defrauding creditors Receiving stolen property Unlawful abortion Unlawful abortion upon a minor Unlawful distribution of an abortion inducing drug Interference with custody Contributing to the unruliness or delinquency of a child Tampering with evidence Compounding a crime Disclosure of confidential information Obstructing Justice Assaulting or harassing a police dog, horse or service animal Impersonation of a peace officer Illegal administration, dispensing, manufacture, possession, selling, or using any dangerous veterinary drug Drug Possession, unless a minor drug possession offense Permitting drug abuse Deception to obtain a dangerous drug Illegal processing of a drug document Illegal dispensing of drug samples Unlawful purchase, underage purchase, improper purchase, using false information to purchase a pseudoephedrine product Unlawfully selling, improper sale of a pseudoephedrine product ALSO, if related to an offense listed above Conspiracy Attempt Complicity</p>
--	---

ADDITIONAL RESOURCES

State and National Resources

American Physical Therapy Association (APTA) <http://www.apta.org>

Professional association

Links to physical therapist and physical therapist assistant education program

General information regarding the profession

Commission on Accreditation on Physical Therapy Education (CAPTE) <http://www.capteonline.org/home.aspx>

Accreditation information

Federation of State Boards of Physical Therapy (FSBPT) <http://www.fsbpt.org>

Organization that designs and implements the licensing examination

Provides access to licensing pass rates

Transferology <https://www.transferology.com>

System designed to assist students in determining if courses will transfer from one institution to another

Job and salary information www.acinet.org/acinet

Clark State Resources

PTA Program Informational Sessions

Review of application handbook, advising. Scheduled throughout the academic year towards the end of each semester. Informational Session schedule will be posted on the announcements on the myclarkstate (Student Portal) as they are scheduled.

New to Clark State?

Please schedule a general advising appointment with Clark State advisors at 937/328- 8071. Appointments are recommended, but walk-ins are welcome Monday through Friday.

Returning student?

Need help with scheduling? Please make an appointment with your academic advisor, if needed. Advising appointments are not required but are encouraged if students are unsure of which courses to take.

Students with last name A – L

Terri Dinsmore

ASC 151

937-328-6102

dinsmoret@clarkstate.edu

Students with last name M-Z

Dana Matt

ASC 150

937-328-8074

matttd@clarkstate.edu

Transfer Advisor: students who are interested in an Associate of Science degree to transfer to a physical therapist education program should contact the Arts and Sciences Division at 937-328-6030 to schedule an advising appointment.

Clark State Career Management

Not sure if physical therapy is for you? Please make an appointment in the Clark State Career Services Office by calling 937/328-6091 to explore career options.

**REQUIRED FORMS TO BE COMPLETED
AND SUBMITTED WITH APPLICATION**

Self-Assessment of Readiness for the Physical Therapist Assistant Program

To be completed by ALL applicants: If you have questions, please schedule an appointment with your academic advisor.

D Yes D No I have met the requirements necessary to complete the General Education courses needed for the PTA program (i.e. placement scores in Math, Reading and Writing that are sufficient to enroll in BIO, ENG, PSYCH, MTH)

D Yes D No I have already registered for or completed the necessary GE courses for the program

If unsure, please reference the College Catalogue on the Clark State website for pre-requisites, for more information or schedule an advising appointment with your academic advisor.

To: Prospective PTA Students:

Due to the demand for Physical Therapist Assistants in the local area, as well as nationally, Clark State College is attempting to enhance the retention of students in the PTA program. So that you may make a more informed decision regarding your application to the program we would like you to **consider the following statements and submit this Self-Assessment document, along with your program application.**

Directions: Please **review the PTA Program Application Packet and program web page at <https://www.clarkstate.edu/academics/degrees-and-certificates/health/physical-therapist-assistant/>** for additional information. Reference the Topic Headings (found in bold, below) and respond to each of the statements listed below it, by selecting the Yes or No box. ***Answer honestly! This is a self-assessment and how you answer will in no way jeopardize your chance of being accepted into the program.***

Career:

D Yes D No I am confident in my communication skills (verbal and written) and comfortable with 1:1 conversations with people

D Yes D No I do not have issues with personal space and am aware that the job requires hands-on application

D Yes D No I am aware that developing the necessary skills of a PTA will require hands-on practice and simulation of patient scenarios

D Yes D No I am comfortable with the use of a computer for online learning

Course Schedules:

D Yes D No I am aware that the course schedule requires me to be in attendance in my assigned lab section in either Springfield Day, Springfield Night or Columbus

D Yes D No I am aware that I will be required to dedicate a significant amount of time to study and practice outside of class time to master necessary skills and course content

D Yes D No I am aware that there are three full time clinicals and all clinicals are during the daytime hours

D Yes D No I am aware there is NO guarantee that students who start in the day, evening, or Columbus lab sections can complete the entire program with that option

Program Capacity:

D Yes D No I am aware that the program is highly competitive and that only a maximum of 36 students are admitted yearly

D Yes D No I am aware that there is no longer a “waiting list” for program admission, therefore in the event that I am not accepted this year, I would need to re-apply during the following application period to be considered for acceptance

I am willing/able to commit to:

D Yes **D No** ...an intense, two year (5 semester) program of study

I.e. Grading Scale throughout program: 90-100 percent A, 80-89.9 percent B, 75-79.9 percent Grade of C or better required to pass all program related courses

D Yes **D No** ...classes that require a high level of problem solving/critical thinking

I.e. Written examinations require students to apply the information they have learned to various scenarios/situations. This will require students to have a higher level of understanding of the material. Rote memorization of facts will not assist the students in applying the material to real-life situations.

D Yes **D No** ...hands on practice and testing of skills

I.e. Practical Examinations are utilized throughout the curriculum to assess the student's comprehension of Physical Therapy theory and application. During practical exams, students receive a patient scenario/chart and perform the physical therapy intervention as indicated in the Plan of Care. In general, during practical examinations, students are graded on their ability to perform the related skills, communicate with their ("simulated") patient, conduct themselves in a professional manner, maintain safety, collect the appropriate data to report patient status, position and drape patient properly, maintain good body mechanics, provide the intervention effectively and efficiently, and document the simulated treatment session.

D Yes **D No** ... spending time on campus, which may consist of occasional day, evening and Saturday hours to complete skill competencies

I.e. Students are to practice and refine skills, following initial instruction given during lab. Students will undergo skills check-offs and lab practicals to demonstrate skill competency. Students must pass skills competencies to remain in the program. Outside time and practice is necessary to develop competency.

If you were unable to check "Yes" in any of the preceding boxes, the PTA faculty ask you to answer the following:

- What was it about the statement that concerned me? Why was I not able to check the Yes box?
- Is there any way that I can re-arrange my work schedule/personal life to meet the demands and time constraints of this program? Do I have a support system (family/friends/babysitters/etc) to rely on?
- Is the only reason for my not marking the box with a Yes, FEAR? Can I overcome this fear?

If you are unable to answer the prompting questions (listed above) positively, please begin working on the necessary steps you will need to put into place, to be successful. Now is not too early to be creating a plan.

If, after answering the above noted questions, you don't feel you are ready for this level of commitment, you may wish to reconsider applying to the program. You may consider applying to the program the following year, when the timing may better suit your needs.

If you easily checked all the preceding boxes "Yes", without hesitation – you are already on your way to becoming a great PTA. The Clark State PTA Program requires a lot of commitment on your part, but is extremely rewarding. We are very excited by the prospect of you joining us this fall!

Name (print)

Name (signature)

Date

Student ID Number

Physical Therapist Assistant Program
Observation/Volunteer/Paid Work
Experience Documentation Form

Applicant Name _____

Clark State Student ID # _____

Instructions: Identify the type of setting observed in, the name of the facility, the date and the hours observed. Obtain the signature and license number of the PT/PTA supervising the observation/volunteer/paid work experience. Each visit may be individually documented or the range of dates and hours may be listed. The therapist's signature validates the hours. *** The therapist contact information is required – see below.

Setting	Facility	Date	Hours	PT/PTA signature*
Total hours:				

Types of settings:

1 = Acute Care	5 = School-based
2 = In-patient rehab	6 = Home health
3 = Out-patient	7 = Other
4 = Long term care	

** Therapist or assistant contact information:*

Each therapist or assistant attesting to the hours completed above must complete the following contact information for follow-up verification:

Therapist or assistant signature	Therapist or assistant license number	Print name	Phone contact for follow-up verification

Student signature (attests to completion of all hours as listed)

This page is intentionally blank.

Clark State College
Physical Therapist Assistant Program
Observation Evaluation of Physical Therapist Assistant Applicant

To Be Completed By Applicant:

Applicant's Name: _____

I understand that this evaluation is confidential. I waive my rights of access under the Family Education Rights and Privacy Act of 1974, or other laws, regulations or policies. (Applicants are NOT permitted to read evaluation.)

Applicant's Signature: _____ Date: _____

Student ID Number: _____

To the Evaluator: The above-named applicant to the Clark State Community College Physical Therapist Assistant Program is requesting an observation evaluation from you. The applicant is required to spend 20 hours observing a PT or PTA in three different clinical settings. During this observation, please take note of the following qualities and evaluate the applicant accordingly. Your assistance in the application process is greatly appreciated.

After completing this form, please place it in an envelope, seal the envelope and sign it across the seal. Then return it to the applicant who will forward it to the Physical Therapist Assistant Program Director, unopened, with the remaining application materials. This procedure allows the applicant to know that he/she has all necessary documents to submit a complete application packet by our deadline. Please confirm with the applicant the due date for this letter of evaluation. Thank you for your assistance.

I. Compared to other individuals of college age, rate to what extent the applicant appears to possess the attributes listed below. Please use the following scale:

- 1=Below average (Do Not Recommend) - Applicant Exhibits Skill/Behavior < 75% of time**
- 2=Average (Recommend with Reservation) -Applicant Exhibits Skill/Behavior 75-79% of time**
- 3=Above average (Recommend) - Applicant Exhibits Skill/Behavior 80-89% of time**
- 4=Outstanding (Highly Recommend) - Applicant exhibits Skill/Behavior > 90% of time**

Interest in and knowledge of the profession of physical therapy	1	2	3	4
Appropriate interpersonal skills (listening, eye contact, personal space, etc)	1	2	3	4
Effective verbal communication	1	2	3	4
Timeliness and dependability	1	2	3	4
Professional behavior (attitude, dress, confidentiality, etc)	1	2	3	4
Commitment to learning	1	2	3	4
Respect for others	1	2	3	4

II. Please indicate the strength of your overall endorsement and your expectations of performance by the applicant for our physical therapist assistant program:

1=Below average (Do Not Recommend) - *Applicant Exhibits Skill/Behavior < 75% of time*

2=Average (Recommend with Reservation) - *Applicant Exhibits Skill/Behavior 75-79% of time*

3=Above average (Recommend) - *Applicant Exhibits Skill/Behavior 80-89% of time*

4=Outstanding (Highly Recommend) - *Applicant exhibits Skill/Behavior > 90% of time*

___ 1 – Below Average ___ 2 – Average ___ 3 – Above Average ___ 4 - Outstanding

III. General Comments: You may use this space below to make further comments about the applicant if you so desire.

Evaluator's Signature: _____ **Date:** _____

Please print name: _____ **Title:** _____

Organization Name and Address:

Phone number and/or email address: _____

Clark State College
Physical Therapist Assistant Program
Observation Evaluation of Physical Therapist Assistant Applicant

To Be Completed By Applicant:

Applicant's Name: _____

I understand that this evaluation is confidential. I waive my rights of access under the Family Education Rights and Privacy Act of 1974, or other laws, regulations or policies. (Applicants are NOT permitted to read evaluation.)

Applicant's Signature: _____ Date: _____

Student ID Number: _____

To the Evaluator: The above-named applicant to the Clark State Community College Physical Therapist Assistant Program is requesting an observation evaluation from you. The applicant is required to spend 20 hours observing a PT or PTA in three different clinical settings. During this observation, please take note of the following qualities and evaluate the applicant accordingly. Your assistance in the application process is greatly appreciated.

After completing this form, please place it in an envelope, seal the envelope and sign it across the seal. Then return it to the applicant who will forward it to the Physical Therapist Assistant Program Director, unopened, with the remaining application materials. This procedure allows the applicant to know that he/she has all necessary documents to submit a complete application packet by our deadline. Please confirm with the applicant the due date for this letter of evaluation. Thank you for your assistance.

IV. Compared to other individuals of college age, rate to what extent the applicant appears to possess the attributes listed below. Please use the following scale:

- 1=Below average (Do Not Recommend) - Applicant Exhibits Skill/Behavior < 75% of time**
- 2=Average (Recommend with Reservation) -Applicant Exhibits Skill/Behavior 75-79% of time**
- 3=Above average (Recommend) - Applicant Exhibits Skill/Behavior 80-89% of time**
- 4=Outstanding (Highly Recommend) - Applicant exhibits Skill/Behavior > 90% of time**

Interest in and knowledge of the profession of physical therapy	1	2	3	4
Appropriate interpersonal skills (listening, eye contact, personal space, etc)	1	2	3	4
Effective verbal communication	1	2	3	4
Timeliness and dependability	1	2	3	4
Professional behavior (attitude, dress, confidentiality, etc)	1	2	3	4
Commitment to learning	1	2	3	4
Respect for others	1	2	3	4

V. Please indicate the strength of your overall endorsement and your expectations of performance by the applicant for our physical therapist assistant program:

1=Below average (Do Not Recommend) - *Applicant Exhibits Skill/Behavior < 75% of time*

2=Average (Recommend with Reservation) - *Applicant Exhibits Skill/Behavior 75-79% of time*

3=Above average (Recommend) - *Applicant Exhibits Skill/Behavior 80-89% of time*

4=Outstanding (Highly Recommend) - *Applicant exhibits Skill/Behavior > 90% of time*

___ 1 – Below Average ___ 2 – Average ___ 3 – Above Average ___ 4 - Outstanding

VI. General Comments: You may use this space below to make further comments about the applicant if you so desire.

Evaluator's Signature: _____ **Date:** _____

Please print name: _____ **Title:** _____

Organization Name and Address:

Phone number and/or email address: _____

Clark State College Physical Therapist Assistant Program
Essential Functions, Skills and Abilities
Memorandum of Understanding

By signing below, I hereby certify that I have read, understand and can fulfill the Essential Functions, Skills and Abilities of the Physical Therapist Assistant Program with or without Office of Accessibility Services approved reasonable accommodations.

If I qualify for accommodations, I understand it is my responsibility to complete the College procedure for application and approval of accommodations with the Office of Accessibility Services.

Name (print)

Name (signature)

Date

Student ID Number

This page is intentionally blank

Clark State College Physical Therapist Assistant Program
Clinical Requirements Disclosure
Memorandum of Understanding

Clinical Requirements

I understand that I cannot complete the Physical Therapist Assistant Program at Clark State College if I cannot comply with the clinical requirements.

I understand that I will be required to undergo a background check prior to placement in Directed Practice clinical rotations and that some clinical sites may also require a drug screen. I understand that the results of the background check and/or a positive drug screen may make me ineligible to participate in Directed Practice clinical rotations and therefore ineligible to complete the requirements of the Physical Therapist Assistant Program for graduation.

I understand certain immunizations are required for clinical placement. This is a requirement of the clinical sites and is out of control of the Program or College to make exceptions. Failure to have the required immunizations, or the associated titers, may make me ineligible to participate in clinical experiences and therefore ineligible to complete the requirements of the Physical Therapist Assistant Program for graduation.

I understand the Academic Coordinator of Clinical Education (ACCE) makes every attempt to place students within a 70 mile drive one way for clinical rotations, however, it is possible students may have clinical rotations outside of this distance, that may require a student to relocate and secure temporary housing. If necessary, students must be prepared to meet the scheduling and financial obligations of time and travel associated with each of the clinical assignments.

I understand I must be able to meet the Essential Functions, Skills and Abilities of a Student Physical Therapist Assistant, with or without reasonable accommodations, to be placed in clinical rotations. If I am in need of accommodations for clinical rotations, I understand that I should request those accommodations through the Office of Accessibility Services at least 6 weeks prior to the start of clinical rotations. The ACCE will work with the Office of Accessibility Services to determine if I can be reasonably accommodated during clinical rotations and meet the essential functions, skills and abilities of the Physical Therapist Assistant Program. Faculty will implement accommodations for clinical rotations after I submit an approved OAS accommodation letter to the faculty member.

By signing below, I hereby certify that I have read and understand the Clinical Requirement of the Physical Therapist Program as stated above and in the Application Handbook.

Name (print)

Name (signature)

Date

Student ID number

This page is intentionally blank

PTA PROGRAM APPLICATION
Effective December 1, 2023 for Fall 2024
Admission Consideration

Received

Date/time:

By:

Submit completed form and required attachments as one complete packet to the Health, Human and Public Services Office, ASC 133 or e-mail to PTAprogram@clarkstate.edu

Please review the PTA Program Application Handbook prior to submitting this application.

Name _____ Other names transcripts may be under _____

Student ID # _____

Address _____
Street City State Zip Code

Phone _____ Clark State Student Email _____
Area code Number

I have applied to Clark State and declared PTA as my major Yes (Required) No

Preferred Lab Section: Springfield Day Springfield Night Columbus No preference in lab section

STATEMENT OF ACADEMIC READINESS

Eligibility to take English I (ENG 1111) (Check which one applies)

- College Reading and Writing placement tests (ACCUPLACER/COMPASS) scores or ACT/SAT scores complete eligibility to take English I, **OR**
- Placement testing waived by Clark State for one of the following, **OR**
 - Recent high school senior English course with appropriate grade
 - English I or equivalent completed
 - at Clark State
 - at another institution
- College Prep ENG courses completed for eligibility to take English I

Eligibility to take College Level Math (Check which one applies)

- College placement test (ACCUPLACER/COMPASS) scores or ACT/SAT scores complete eligibility to take College Level Math within 5 years, **OR**
- Placement testing waived by Clark State for one of the following: **OR**
 - Recent high school senior algebra II course with appropriate grade within 5 years
 - College Level Math or equivalent completed
 - at Clark State
 - at another institution
- College Prep MTH courses completed for eligibility to take College Level Math

Eligibility to take Anatomy and Physiology I (BIO 2121) (Check which one applies)

- Required prerequisite biology course, BIO 1410, Fundamental Biology, completed with a C or better within the past 5 years **OR**
- High School biology **and** chemistry, completed with a C or better within the past 5 years **OR**
- Enrolled in BIO 1410 in Spring Semester at time of application **OR**
- Anatomy and Physiology I or equivalent completed
 - at Clark State with a C or better within the past 5 years
 - at another institution with a C or better within the past 5 years

Grade Point Average (Check which one applies)

- 2.5 or higher in curricular courses*, **OR**
- 2.5 or higher in high school science courses (applies ONLY if curricular courses* have NOT been taken)
** curricular courses are courses in the PTA curriculum; does not include college prep courses, chemistry, biology or physic, unless there are no other courses to utilize to calculate the GPA **AND***
- 2.0 Clark State cumulative institutional GPA

REQUIRED ATTACHMENTS FOR ALL APPLICANTS

- Complete Application
- Completed and signed Observation/Volunteer/Paid Work Experience Form
- Two sealed and signed Observation Evaluation of Physical Therapist Assistant Applicant Form
- Signed Essential Functions, Skills and Abilities Memorandum of Understanding
- Signed Clinical Requirements Disclosure Memorandum of Understanding
- Completed and signed Self-Assessment of Readiness to Enter the PTA Program
- Clark State Program Progress Evaluation (Obtained through your Self-Service Account)

REQUIRED ATTACHMENTS FOR STUDENTS WITH APPLICATION REQUIREMENTS MET OUTSIDE OF CLARK STATE

- COPY of unofficial college transcripts from: _____
Include transcripts from all schools where application requirements were met
- COPY of high school transcript
Needed ONLY IF: demonstrating physics, chemistry, biology or high school GPA through high school courses.

ADDITIONAL REQUIREMENTS FOR STUDENTS WITH APPLICATION REQUIREMENTS MET OUTSIDE OF CLARK STATE

- Official college transcripts from all schools where application requirements were met sent to the Admissions Office (for students with transfer credit from institutions outside of Clark State State)
- Official high school transcript sent to the Admissions Office (for students using high school chemistry and biology to meet application requirements)

APPENDICES

This page is intentionally blank

WRITING RUBRIC

Organization:

Had definite introduction, body, and conclusion
Used transitional expressions

Beginning Skill Level	Developing Skill Level	Moderate Skill Level	Proficient Skill Level	Exemplary Skill Level
1	2	3	4	5

Development:

Had sufficient information to support ideas
Presented ideas logically
Followed through with main idea

Beginning Skill Level	Developing Skill Level	Moderate Skill Level	Proficient Skill Level	Exemplary Skill Level
1	2	3	4	5

Concepts:

Content answered the posed question
Answer focused on issues related to the question
Answer factually correct

Beginning Skill Level	Developing Skill Level	Moderate Skill Level	Proficient Skill Level	Exemplary Skill Level
1	2	3	4	5

Mechanics:

Had sentences that made sense
Used proper grammar
Punctuated correctly
Had no spelling errors

Beginning Skill Level	Developing Skill Level	Moderate Skill Level	Proficient Skill Level	Exemplary Skill Level
1	2	3	4	5

Overall Rating

Based on criteria listed above, how would you rate this writer overall?

Beginning Skill Level	Developing Skill Level	Moderate Skill Level	Proficient Skill Level	Exemplary Skill Level
1	2	3	4	5

This page is intentionally blank

**PTA Program
Competitive Admission Scoring Rubric**

Applicant's Name _____
Student ID # _____

Criteria	Possible Score	Calculation of Student's Score	Student's Score
GPA in Curricular Courses	Up to 20 points GPA in Curricular Courses _____	GPA _____ x 5 = _____	_____/20
Points for Anatomy & Physiology completed with a "C" or better	Up to 10 points A = 5 B = 3 C = 1 GPA BIO 2121 _____ GPA BIO 2122 _____	BIO 1121 _____ + BIO 1122 _____ = _____	_____/10
Observation/Volunteer/Paid Work Hours Alternative Assignment	Up to 20 points Observation Evaluation I Score _____ Observation Evaluation II Score _____	Avg. of Observation Evaluations I and II Total Score _____/2 = _____	_____/20
Completion of General Education Courses	2 points for each course completed. 1 point for each course in progress. Up to 16 points (Grades lower than a C will not be scored) <input type="checkbox"/> ENG 1111 <input type="checkbox"/> ENG 1112 <input type="checkbox"/> PSY 1111 <input type="checkbox"/> PSY 2223 <input type="checkbox"/> MST 1105 <input type="checkbox"/> MTH Elective <input type="checkbox"/> PTA 1112 <input type="checkbox"/> FYE 1100	Number of Courses _____ x 2 + _____ x 1 = _____	_____/16
Points Deducted for Repetition of Curriculum Courses	-1 point for each course in the curriculum that was completed with a grade of less than a C or unofficially dropped (Grade of UW), within the last 5 years. One point deducted for each instance if this occurred more than once for the same course.	Courses with point deductions <input type="checkbox"/> BIO 2121 <input type="checkbox"/> BIO 2122 <input type="checkbox"/> ENG 1111 <input type="checkbox"/> ENG 1112 <input type="checkbox"/> PSY 1111 <input type="checkbox"/> PSY 2223 <input type="checkbox"/> MST 1105 <input type="checkbox"/> MTH Elective <input type="checkbox"/> PTA 1112 <input type="checkbox"/> FYE 1100 Total Deductions _____	Less point deductions - _____
Total Score _____			_____/66
Initial Ranking _____			
Essays	Up to 25 points each Essay I Score _____ Essay II Score _____	Avg. of Essays I and II Essay I _____ + Essay II _____ = _____ Total Score _____/2 = _____	_____/25
Final Score _____			_____/91
Final Ranking _____			

Comments:

