



Physical Therapist Assistant Program – Application Packet

Summer 2024 (amended 2/22/24)

Notice of Accreditation

The Physical Therapist Assistant Program at Terra State Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 419-559-2308 or e-mail asergent01@terra.edu.

Notice of Non-Discrimination

The PTA program will consider all persons who apply to the program and meet the program's admission criteria regardless of race, color, religion, national origin, ethnicity, sex, age, gender identity, genetic information, gender expression, sexual orientation, marital status, disability, pregnancy, military status, or special disabled or Vietnam-era veteran status.



Terra State Community College
Physical Therapist Assistant Program

Letter of Intent (LOI) to Apply – Summer 2024 Start

COMPLETE AND SUBMIT THIS FORM VIA EMAIL BY THE PUBLISHED APRIL 1, 2024.

Submit form to: PTA Program Chair
Terra State Community College
2830 Napoleon Rd.
Fremont, OH 43420

Applicant Name: _____ **Phone:** _____

Address: _____

Terra State Email: _____

Date of Birth: _____

To: Physical Therapist Assistant Program Chair

Please accept this Letter of Intent to Apply to the Physical Therapist Assistant Program. I will complete the application packet in accordance with the specified requirements and submit to the Program Chair for receipt on or before the date indicated below.

Sincerely,

_____ (Signature) _____ (Date)

BACKGROUND CHECK & LICENSURE DISCLOSURE

A BCI/FBI background check is required by the Terra State C.C. PTA program after acceptance and annually while in the PTA Program. If the background check is completed after acceptance, the program director will advise when the check should be scheduled prior to your summer clinical I. If you already completed your background prior to acceptance, consult the PTA program chair for clarity on when to perform the next annual check. The Ohio Occupational Therapy, Physical Therapy and Athletic Trainers Board in section 4755.47 of the Revised Code, states that the Physical Therapy section of the Ohio OT, PT, and AT Board may refuse to grant a license to an applicant for licensure as a Physical Therapist Assistant on several grounds, *which include but are not be limited to*:

1. Habitual indulgence in the use of controlled substances, other habit-forming drugs, or alcohol to an extent that affects the individual's professional competency;
2. Conviction of a felony or a crime involving moral turpitude, regardless of the state or country in which the conviction occurred;
3. Obtaining or attempting to obtain a license issued by the physical therapy section by fraud or deception, including the making of a false, fraudulent, deceptive, or misleading statement;
4. An adjudication by a court, as provided in section 5122.301 of the Revised Code, that the applicant or licensee is incompetent for the purpose of holding the license and has not thereafter been restored to legal capacity for that purpose;
5. Denial, revocation, suspension, or restriction of authority to practice a health care occupation, including physical therapy, for any reason other than a failure to renew, in Ohio or another state or jurisdiction;
6. Inability to practice according to acceptable and prevailing standards of care because of mental illness or physical illness, including physical deterioration that adversely affects cognitive, motor, or perception skills.

In Addition:

1. The PTA Program will **NOT** consider an applicant found to have a record containing any of the above violations or conditions.
2. The PTA Program does not have the authority or obligation to determine a student's eligibility for licensure.
 - a. Any conviction(s) of record – regardless of nature or date of conviction – may preclude a PTA student from taking the National Physical Therapist Assistant licensure exam and/or obtaining licensure as a Physical Therapist Assistant in the State of Ohio.
 - b. The Ohio OT, PT, AT Board is the only authority to make determinations of licensure eligibility at the time of licensure application in the State of Ohio.
3. Any conviction(s) of record that may appear during the program – regardless of nature or date of conviction – may prohibit a PTA student from placement into clinical sites, which can:
 - a. result in a drive time that exceeds the general parameters outlined in the Program Handbook; or
 - b. adversely impact the student's ability to complete the Program's clinical education requirements leading to disciplinary actions up to and including dismissal from the PTA Program.
 - c. If any above policies are a concern you will need to discuss your licensure eligibility with Ohio OT, PT, AT Board and discuss these concerns with the PTA program chair as well **PRIOR** to applying.

I understand and agree to abide by this policy.

Print Name: _____

Signature: _____ Date: _____



Terra State Community College Physical Therapist Assistant Program Application & Admission Requirements

Summer 2023 Application Timeline

LOI emailed to Program Chair by:	Completed Admission Packet mailed or delivered to Program Chair by:	Applicant Day:	Application Status Determined by:	Mandatory Orientation (D113):	Program Start Date:
April 1, 2024	May 1, 2024	May23, 2024	Within 7 days after interview/applicant day	Mid/Late June 2024 (Date TBD)	Late June 2024 (Date TBD)

The requirements for application and admission to the Terra State Community College Physical Therapist Assistant Program are below. Read these carefully - ***incomplete admissions packets will not be considered; if issues arise, please reach out to the PTA program director PRIOR to deadline for assistance and clarification.***

1. Candidates must meet the PTA Program's admission requirements:
 - a. Candidates must be at least 18 years of age by the program start date.
 - b. Minimum 3.0/4.0 cumulative GPA of relevant coursework ***with 5-year look-back from date of applied-for start.*** Relevant coursework is considered those courses related to the technical and/or general education courses required by the PTA Program. The program requires applicants to retake Anatomy & Physiology if previously completed outside of this period.
 - c. Eligible to enroll in (or previously completed) ENG1050 (by placement); BIO1230/35, and 3-credits of OTM-level math (MTH2310) at the start of the program.
 - d. Candidates must be able to perform all functions listed in the *Physical Therapist Assistant- Essential Functions* (
 - e. Submission of the signed Letter of Intent to the PTA Program Chair by the due date.
 - f. Submission of completed Program Application Packet in its entirety to the PTA Program Chair by the due date indicated in the application packet. ***Partial submissions will not be accepted. If issues arise, reach out to PTA program chair PRIOR to deadline.***

2. Completion of at least **40** volunteer hours ***in a minimum of two different physical therapy settings.*** For example, 20 hours in skilled nursing or hospital-based inpatient; 20 hours in outpatient. Volunteer hours must be supervised by a licensed PT or PTA and can include related work experience (physical therapy aide for example) that occurred within the two years prior to application. Candidates are responsible for contacting facilities on their own. These hours are recorded on the Volunteer/Work Experience form. ***If you have trouble completing your volunteer hours secondary to the COVID-19 pandemic, please contact the Program Chair for further instructions.***

3. Candidates must submit a completed ***Initial Health & Immunization Report along with the copies of all test results. The bottom portion of this page needs a signature from your health care practitioner. (Doctor, NP or PA)***

4. Candidates must review the *PTA Program Student and Clinical Education Handbook* and complete the associated open-book quiz. The handbook and the quiz will be sent to each candidate via Terra State e-mail following the Letter of Intent submission due date.

5. Candidates must complete a study schedule chart for each of the three semesters of the PTA Program's first year (pages 9-12).

6. Candidates must review the *Physical Therapist Assistant- Essential Functions* document and sign the Physical Therapist Assistant- Essential Functions Acknowledgment Form.
7. Candidates who submit complete applications by the published deadline ***and*** who have the minimum 3.0/4.0 GPA as described in 1b above will be invited to attend Applicant Day via Terra e-mail notification. ***Attendance at Applicant Day for those who qualify is a mandatory component of the application process.*** During Applicant Day, candidates will complete their interviews and their writing samples. Candidates will also attend informational sessions about the PTA Program and Terra State's campus.
8. Admission to the PTA Program is competitive and based on the Admission Rubric. The PTA Program will select candidates with the highest rubric scores until the available number of seats are filled. All candidates must attain at least the minimum score in each individual section of the rubric to qualify for selection. As such, there may be candidates eligible for admission to the program but not otherwise accepted into the program. The Program does not have a waitlist.
 - a. Candidates who are not accepted for the applied-for start will receive such notification by email and may reapply for the program's next start date by submitting a written request for re-consideration of their application packet to the Program Chair ***within 90 days of being declined.*** Candidates will be allowed one resubmission for consideration, after which a new application process must be completed.
9. A *Notification of Acceptance Status* letter will be sent to candidates by the date indicated on the Letter of Intent via Terra State e-mail. ***It is strongly suggested that candidates regularly check their Terra State e-mail throughout the application process.*** Candidates accepted into the PTA Program must return the Notification of Admission – indicating they accept or decline a seat in the PTA Program – to the PTA Program Chair ***by the date indicated in the letter*** to reserve their seat in the applied-for start date.
10. Any student who plans on **being a student- athlete while in the program will need to discuss their academic plans with the PTA director PRIOR to acceptance.** Due to the current clinical rotations and capstone course requirements being in spring semester year two, spring sports involvement is not possible during the 2nd year of this program.



PTA Program Application Check List

The following documents must be submitted by the established deadline in order for your application to be considered. Please place the documents noted below in a legal-sized envelope in the order in which they are listed. Completed applications may be submitted in person to the Division of Allied Health, Nursing, and Science office in D219 during business hours or they may be submitted via US mail to:

PTA Program Chair
2830 Napoleon Rd.
Fremont, OH 43420

Document Check List:

- Signed Background Check and Licensure Disclosure Form

- Volunteer/Work Experience Hours Form

- Initial Health and Immunization Form (along with test result copies)

- Completed open-book quiz over the *PTA Program Student and Clinical Education Handbook*

- Completed study schedule grids for summer, fall, and spring semesters of the program's first year

- Signed Physical Therapist Assistant- Essential Skills Acknowledgment Form



Terra State Community College

Physical Therapist Assistant Program

Volunteer/Work Experience Hours

This form is used as verification of an applicant's volunteer or work experience in a Physical Therapy Department. It must be completed by a licensed Physical Therapist or Physical Therapist Assistant.

APPLICANT: Please give this form to the supervising Physical Therapist or Physical Therapist Assistant at the start of your volunteer or work experience. **NOTE:** A minimum of **40** total hours must be completed in **2 different physical therapy environments**. A minimum of **20 of these hours must be at an inpatient facility** (e.g., skilled nursing facility, acute care hospital). **Less than 10 hours at any one facility will not be counted.**

Candidate's Name:						
	Facility #1		Facility #2		Facility #3	
Name of facility						
Type of facility (Acute, SNF, O/P, etc.)						
Dates of experience						
Number of hours spent in department	PT # _____	Other # _____	PT # _____	Other # _____	PT # _____	Other # _____
PT/PTA Name (print)						
PT/PTA Signature & license #						
Date						



**PHYSICAL THERAPIST ASSISTANT PROGRAM
INITIAL HEALTH AND IMMUNIZATION RECORD**

Name: _____ Student ID: _____

Verification of the following **MUST** be submitted with the PTA Program Application Packet:

Immunization/Screening	Date Administered	Date of Results	Comments
<i>Two-Step Mantoux</i> *	Step 1: _____ Step 2: _____	Step 1: _____ Step 2: _____	
Tetanus/Diphtheria (Tdap) Titer Results <i>or</i> proof of immunity within last 10 years			
MMR Titer Results <i>or</i> proof of immunity within last 10 years			
Varicella Titer Results <i>or</i> proof of immunity within last 10 years			
Hepatitis B Vaccine: Step 1			
Step 2			
Step 3			

* **Two-step Mantoux is required for initial program admission. Thereafter, a one-step is sufficient.**

The person named above:

1. Can lift a minimum of 50 pounds YES _____ NO _____
2. Demonstrates manual dexterity YES _____ NO _____
4. Demonstrates corrected hearing within functional limits YES _____ NO _____
5. Demonstrates corrected vision (distance/close) within functional limits YES _____ NO _____
6. Can identify odors YES _____ NO _____
7. Can discriminate between sharp\dull & hot\cold YES _____ NO _____
8. Can speak clearly and understand instructions YES _____ NO _____

Practitioner Name: _____ Date: _____

Address: _____ Telephone: _____

Practitioner Signature (Doctor, NP, PA): _____



Study Schedule Chart Instructions

A study schedule chart is a time management tool. It is an expectation that students enrolled in the PTA Program at Terra State Community College be fully committed to their studies. PTA curricula are rigorous. ***It is expected that students study a minimum of 3 hours per credit hour attempted each week, outside of class.*** For example, if a student has 10 credit hours in a given semester, they would be expected to be studying 30 hours a week outside of class.

In order to prepare for this study expectation, complete a study schedule chart for each of the three semesters of the program's first year. Approximate time frames for the technical courses are already blocked out on the study schedule chart for each semester. **You also need to account for any general education courses that you will be taking each semester.** Next, block out time for the expected studying (3 hours outside of class for each credit hour attempted). Finally, block out time for the rest of your daily activities (showering, dressing, eating, driving to/from school, family time, exercise time, work, sleeping, etc.). Also, please note the bottom line questioning to fill in for those of you who are current or plan to be a Terra student athlete

Take a close look at each semester's finalized study schedule chart. Will you be able to maintain this schedule for the entire semester? Do you need to make some adjustments? Becoming a PTA is a wonderful career aspiration. However, it requires a tremendous dedication to your studies for the duration of the program. Be certain that you are truly ready to undertake this endeavor by carefully reflecting upon your proposed study schedule charts.

Study Schedule Chart
 Summer I Semester Year 1 (Tentative, subject to change)
 Only includes PTA core classes-Add gen. ed. courses as needed

Candidate Name: _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00							
7:30							
8:00							
8:30		INTRO					
9:00		1 credit hr					
9:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
1:00							
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12:00							
12:30							
1:00							

Current Terra athlete or plan to be this semester? Yes _____ or NO _____

If Yes: 1st _____ or 2nd _____ year of eligibility?

Study Schedule Chart- Year 1

Fall Semester Year 1 (Tentative, subject to change)

Only includes PTA core classes-add general ed. courses as needed below

Candidate Name: _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00							
7:30							
8:00							
8:30	Skills II		Skill II lab				
9:00	3 credit hr		1 credit hr				
9:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
1:00							
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2:00		Kines. I					
2:30		1 credit hr					
3:00							
3:30							
4:00		1 st 8 weeks					
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12:30							
1:00							

Current Terra athlete or plan to be this semester? Yes _____ or NO _____

If Yes: 1st _____ or 2nd _____ year of eligibility?

Study Schedule Chart
 Spring Semester Year 1 (Tentative, subject to change)
 Only includes PTA core classes-add gen. ed. courses as needed

Candidate Name: _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00							
7:30							
8:00							
8:30	Skills II	Patho.	Skill II lab	Patho.			
9:00	3 credit hr	3 credit hr	1 credit hr				
9:30							
10:00							
10:30							
11:00							
11:30							
12:00	Kines II		KinesII lab				
12:30	3 credit hr		1 credit hr				
1:00							
1:30							
2:00							
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1:00							

Current Terra athlete or plan to be this semester? Yes _____ or NO _____

If Yes: 1st _____ or 2nd _____ year of eligibility?



PTA Program Admission Rubric

Candidate Name: _____

When the number of qualified applicants to the PTA Program exceeds the number of available seats (15), the selection process will select applicants beginning with those having the highest rubric scores who have also attained at least the minimum required score for each individual section of the rubric.

When the number of qualified applicants to the PTA Program is less than the number of available seats (15), the selection process will select applicants who have attained at least the minimum required score for each individual section of the rubric.

GPA* Criteria:	Points	Credit Hours Modifier:
3.7 - 4.0	7	< 12 hours - no modifier
3.3 - 3.699	6	12-20 hours - 1.1x modifier
3.0 - 3.299	5	> 20 hours - 1.2x modifier

Minimum Required Score: 5.0/8.4

*GPA calculation is based on program-related courses completed at Terra or accepted by Terra as transfer credit from another college. The review period covers the 5 years preceding the application date. Program-related courses are defined as those courses matching or sufficiently similar in content or area to those of the program's general education requirements.

Interview: Averaged Score

0-4 The interview consists of a standardized set of questions asked of all prospective candidates. Candidates are assessed based on the rubric in Appendix A of the PTA Application Packet.

Minimum Required Score: 3.0/4.0

Writing Sample: Averaged Score

0-4 The writing sample consists of a standardized question asked of all prospective candidates. Responses are assessed based on the rubric in Appendix B in the PTA Application Packet.

Minimum Required Score: 3.0/4.0

Rubric Section	Points Awarded	Minimum Required Score Attained		Weight
GPA:	_____/8.4	Yes	No	51.2%
Interview:	_____/4.0	Yes	No	24.4%
Writing Sample:	_____/4.0	Yes	No	24.4%
Total Score:	_____/16.4			

Physical Therapist Assistant – Essential Functions

Physical Skill	Context in Which Physical Skills are Used	Performance Frequency
LIFTING:	<input type="checkbox"/> Partially bear weight of people weighing up to 300# safely during transfers from a variety of surfaces <input type="checkbox"/> Positioning of people weighing up to 300# <input type="checkbox"/> Assisting with functional mobility with a person up to 300#	F
LIFTING:	<input type="checkbox"/> Independently & safely demonstrate the strength to carry/maneuver heavy equipment weighing up to 50#	F
BENDING/ STOOPING:	<input type="checkbox"/> Adjust body parts, clothing and/or equipment	F
KNEELING:	<input type="checkbox"/> Assist people who may trip, fall, faint <input type="checkbox"/> Perform CPR <input type="checkbox"/> Work with people on floor/mat <input type="checkbox"/> Developmental activities <input type="checkbox"/> ADLs/IADLs/Work/Play/Leisure/Social Participation activities	F
CROUCHING:	<input type="checkbox"/> Manage wheelchair and other equipment <input type="checkbox"/> Place/store equipment & materials <input type="checkbox"/> Assist with lower body ADLs <input type="checkbox"/> Assist person with seated activities	F
CRAWLING:	<input type="checkbox"/> Work with children on developmental activities <input type="checkbox"/> Engage in activities on floor	O
REACHING:	<input type="checkbox"/> Retrieve items from multiple locations <input type="checkbox"/> Adjust equipment <input type="checkbox"/> Guard people	F
HANDLING:	<input type="checkbox"/> Sustain grasp <input type="checkbox"/> Manipulate body parts, tools, equipment	C
DEXTERITY:	<input type="checkbox"/> Fine motor functions to perform standardized assessments <input type="checkbox"/> Fine motor functions to construct, maintain, and/or repair orthotic devices/splints & adaptive equipment <input type="checkbox"/> Fine motor functions to document	C
STANDING:	<input type="checkbox"/> Stand for extended periods of time up to 6-8 hours/day	C
WALKING:	<input type="checkbox"/> Safely & timely walk within facility for up to 6-8 hours/day <input type="checkbox"/> Safely & timely walk over various surfaces (even, uneven, variety of terrains) inside/outside	C
PUSHING/ PULLING:	<input type="checkbox"/> Wheelchairs with people up to 300# without assistance <input type="checkbox"/> Scooters <input type="checkbox"/> Hoyer lifts with people up to 300# with or without assistance <input type="checkbox"/> Other equipment (i.e. IV poles, O2 tanks)	F
BALANCING:	<input type="checkbox"/> Assist people with functional activities sustaining good balance (w/o losing balance) on even & uneven surfaces <input type="checkbox"/> Ascend/descend 1 flight of stairs	C
ENDURANCE:	<input type="checkbox"/> Tolerate full-time work (32-40 hours/week)	C
BODY MECHANICS:	<input type="checkbox"/> Utilize proper body mechanics performing all physical functions <input type="checkbox"/> Ability to perform complex motor functions necessary to provide therapeutic intervention (exercise, functional mobility, transfers, ADLs/IADLs and emergency treatment to patients).	C

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

Physical Therapist Assistant – Essential Functions

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

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

Physical Therapist Assistant – Essential Functions

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

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



**Physical Therapist Assistant- Essential Functions
Acknowledgment Form**

I, _____, have reviewed the *Physical Therapist Assistant- Essential Functions* document in its entirety. I readily acknowledge that I am able to perform all of the functions contained therein.

Signature: _____ Date: _____

Printed Name: _____

Terra State Community College
Physical Therapists Assistant Program
Financial Fact Sheet
2023-2024

The data applies to students experiencing the program in academic year **2023 – 2024**

Length of Program which includes all student instruction/interaction (including classroom, laboratory, exams, and clinical education). Include the total number of weeks where either full or partial attendance is required.

Length of Program in Weeks excluding breaks: 79

Length of Program in Weeks including breaks: 97

Clinical Education

Does this program have a requirement for all students to complete at least one clinical education experience for which the students need to seek alternative housing or travel accommodations to attend

Yes No

Note: Students are responsible for costs associated with housing, travel, and food during clinical education. Programs should add any additional comments about clinical education here.

Student Costs

Note: These are costs experienced by students in the **2023- 2024** (Estimate of entire program cost which ends May of 2025 for incoming 2023 cohort) **Annual costs are estimates and subject to increases. Students should contact the program for further information related to costs**

	Year 1	Year 2	Total
Annual Tuition Public Institution, In-district, or In-state Student:	\$8,148.00	\$4,416.00	\$12,564.00
Annual Tuition Public Institution, Out-of-district, or Out-of-state student:	\$16,296.00	\$8,924.00	\$25,220.00
Annual Tuition Private Institution Student:	\$0.00	\$0.00	\$0.00
Annual institutional fees for a full-time student in the technical phase of the program [Includes general institutional fees, i.e., health insurance, recreation, etc.]	\$1,344.00	\$736.00	\$2,080.00
Total expected cost of other program- related expenses [Includes: required texts, laboratory fees, and other program costs for the entire technical program.]	\$814.00	\$354.00	\$1,168.00
Total Cost of the Program [Includes: tuition, fees, other program costs for the entire technical program	In-State \$10,306.00	In-State \$5,506.00	In State \$15,812.00
	Out of State: \$18,454.00	Out of State: \$10,014.00	Out of State \$28,468.00

Note: We encourage students to explore the cost of living for areas where they may choose to live. One possible website: <https://livingwage.mit.edu/>

The institution offers financial assistance specific to PTA students. Yes No

The program/institution offers scholarships specific to PTA students. Yes No

The program offers federal work-study positions specific to PTA students. Yes No

Note: Other opportunities may exist at the institution for FINANCIAL SUPPORT-please contact the program for further information.

We encourage APTA student members to visit the APTA Financial Solutions Center at <https://www.apta.org/your-career/financial-management/financial-solutions-center>.

Student Debt Summary

(CAPTE does not require programs with ten or less graduates in calendar year 2023 to complete this section.)

Average student debt from the PTA Program technical phase for students who graduated in calendar year **2023**. _N/A_

Average student debt after completing the PTA program for students who graduated in calendar year **2023**. Includes federal student post-secondary loan debt. Include any private loan debt if available. _N/A_

APPENDIX A

Interview Rubric Terra State Community College PTA Program 2023

Applicant Name _____ Interviewer Name _____

Criteria	1	2	3	4	Score
Appearance	<ul style="list-style-type: none"> ▪ Overall appearance is untidy ▪ Choice in clothing is inappropriate for any job interview (torn, unclean, wrinkled) ▪ Poor grooming 	<ul style="list-style-type: none"> ▪ Appearance is somewhat untidy ▪ Choice in clothing is inappropriate (shirt untucked, tee-shirt, too much jewelry, etc.) ▪ Grooming attempt is evident 	<ul style="list-style-type: none"> ▪ Overall neat appearance ▪ Choice in clothing is acceptable for the type of interview <ul style="list-style-type: none"> ▪ Well groomed (ex. Shirt tucked in, jewelry blends with clothing, minimal wrinkles) 	<ul style="list-style-type: none"> ▪ Overall appearance is very neat ▪ Choice in clothing is appropriate for any interview ▪ Very well groomed (hair, make-up, clothes pressed, etc.) ▪ Overall appearance is businesslike 	
Greeting	<ul style="list-style-type: none"> ▪ Unacceptable behavior and language ▪ Unfriendly and not courteous 	<ul style="list-style-type: none"> ▪ Used typical behavior and language – did modify behavior to fit the interview ▪ Attempts to be courteous to all in interview setting 	<ul style="list-style-type: none"> ▪ Acceptable behavior, well mannered, professionalism lacking ▪ Courteous to all involved in interview 	<ul style="list-style-type: none"> ▪ Professional behavior and language (handshake, “hello”, “thank you”, eye contact, etc.) ▪ Friendly and courteous to all involved in interview 	
Communication	<ul style="list-style-type: none"> ▪ Presentation shows lack of interest ▪ Speaking is unclear – very difficult to understand message of what is being said (ex. mumbling) ▪ Volume is inappropriate for interview (ex. Spoke too loudly, too softly) 	<ul style="list-style-type: none"> ▪ Showed some interest ▪ Speaking is unclear– lapses in sentence structure and grammar ▪ Volume is uneven (varied) 	<ul style="list-style-type: none"> ▪ Showed interest throughout the interview ▪ Speaking clearly ▪ Minimal mistakes in sentence structure and grammar ▪ Knowledge and facts are included/shared ▪ Volume is appropriate 	<ul style="list-style-type: none"> ▪ Very attentive ▪ Speaking clearly ▪ Appropriate use of sentence structure and grammar ▪ Commitment & enthusiasm for profession is conveyed ▪ Volume conveys business tone 	
Body Language	<ul style="list-style-type: none"> ▪ Fidgeted – ex. constant movement of hands and feet ▪ Lack of eye contact ▪ Slouching all the time 	<ul style="list-style-type: none"> ▪ Fidgeted – ex. movement of hands and feet frequently ▪ Eye contact is made intermittently ▪ Occasionally slouching 	<ul style="list-style-type: none"> ▪ Minimal fidgeting (ex. occasionally shifting) ▪ Occasional loss of eye contact ▪ Brief slouching, but quickly correcting self 	<ul style="list-style-type: none"> ▪ No fidgeting ▪ Eye contact made ▪ Sitting straight in chair 	
Responding to Questions	<ul style="list-style-type: none"> ▪ Inappropriate answers to questions ▪ Did not attempt to answer questions 	<ul style="list-style-type: none"> ▪ Gives inaccurate answers ▪ Attempts to answer questions 	<ul style="list-style-type: none"> ▪ Answers are acceptable and accurate ▪ Answers questions 	<ul style="list-style-type: none"> ▪ Thorough answers to questions 	
Total					

APPENDIX B

Writing Sample Rubric Terra State Community College PTA Program 2023

Applicant Name _____ Reviewer Name _____

Criteria	1	2	3	4	Score
Response	<ul style="list-style-type: none"> ▪ Addresses one of the four parts of the question 	<ul style="list-style-type: none"> ▪ Addresses two of the four parts of the question 	<ul style="list-style-type: none"> ▪ Addresses three of the four parts of the question 	<ul style="list-style-type: none"> ▪ Addresses all parts of the question 	
Grammar	<ul style="list-style-type: none"> ▪ > 7 grammatical errors noted 	<ul style="list-style-type: none"> ▪ ≤ 6 grammatical errors noted 	<ul style="list-style-type: none"> ▪ ≤ 3 grammatical errors noted 	<ul style="list-style-type: none"> ▪ No grammatical errors noted 	
Spelling	<ul style="list-style-type: none"> ▪ > 7 spelling errors noted 	<ul style="list-style-type: none"> ▪ ≤ 6 spelling errors noted 	<ul style="list-style-type: none"> ▪ ≤ 3 spelling errors noted 	<ul style="list-style-type: none"> ▪ No spelling errors noted 	
Timeliness	<ul style="list-style-type: none"> ▪ More than 10 additional minutes needed to complete the writing sample 	<ul style="list-style-type: none"> ▪ 5-10 additional minutes needed to complete the writing sample 	<ul style="list-style-type: none"> ▪ Less than 5 additional minutes needed to complete the writing sample 	<ul style="list-style-type: none"> ▪ Writing sample completed within the allotted 50-minute timeframe 	
Total					

