



PHYSICAL THERAPIST ASSISTANT PROGRAM APPLICATION INFORMATION PACKET

CF's Physical Therapist Assistant program is a **limited-access program**.

A limited-access program means that both program admission and course registration are restricted to a certain number of students who meet predetermined criteria. Limited access status is justified when student demand exceeds available resources or accreditation requirements (e.g., student/faculty ratios, instructional facilities and equipment, clinical sites), or the nature of the program calls for specific admission requirements.

Limited-access programs have admissions processes and criteria beyond general college admissions. While any student meeting the minimum criteria is encouraged to apply, not all applicants may be accepted.

Admission criteria for the Physical Therapist Assistant program follow and are explained in more detail inside this packet.

Criteria for Application

- Attend a mandatory PTA program information session.
- Be admitted to CF in good standing.
- Earn a grade of "C" or higher and have a 2.75 GPA or higher in required general education courses.
- Complete the PSB Health Occupations Reading Comprehension Aptitude Examination with 40th percentile rank or above on the reading comprehension portion.
- Complete 16 hours of observation in two different physical therapy settings: eight hours in a long-term care/subacute care setting and eight hours in an outpatient physical therapy setting.
- Write a reflective journal on the observation experience.

Applicants are accepted based on a point system. Once a student is accepted into the program the following additional criteria apply:

- Criminal background check.
- Physical examination, student health history form, student immunization record and proof of drug screen.
- American Heart Association Basic Life Support Certification for the Healthcare Provider.
- HIV/AIDS education.
- Domestic violence education.
- Attendance at a PTA program new student orientation.

B. Phase II: Technical Education Courses

Most of the technical education courses must be taken at the CF Hampton Center. Students are admitted into the PTA technical education classes in August of each year. This phase of the PTA program is limited-access. Twenty-four qualified pre-PTA students are accepted each year. The PTA technical education courses are offered in either day or evening sections. This phase of the program is full-time, lasting four academic semesters (**see page 6**). The final semester of the program consists of 14 weeks of full-time clinical experience.

Students are assigned to their preferred lab section (day or evening) based on their placement on the Accepted List according to the number of points earned.

Two of the PTA technical education courses are open to prospective students prior to being accepted into the Phase II technical phase. Applicants are required to take PHT1000 Introduction to Physical Therapy and PHT2342 Medical Terminology for the PTA prior to entering the technical phase courses in Fall Semester, term IV.

Both of these classes are offered online in distance learning format every semester.

Full-time employment is strongly discouraged while enrolled in the PTA technical phase. This is an academically demanding program as are all Health Sciences programs. Students need to be prepared to spend a minimum of three or four hours each day studying and practicing skills outside of scheduled classroom and laboratory activities.

Some travel is required to clinical sites; therefore, reliable transportation and money for gas will be necessary. SunTran does offer bus service to CF in the Ocala area. Please call SunTran at 352-401-6999 for information about routes, fares and schedules.

In the last semester of this program students are assigned to two seven-week, full-time clinical rotations. One or both of these rotations may be outside the immediate Ocala area. Students are responsible for making their own transportation arrangements for assigned clinical rotations. No guarantees can be made that students can remain in the Ocala area for all clinical rotations.

STEP 3 Apply for Financial Aid

To be considered for any type of financial assistance (grants, scholarships or loans), you must submit the Free Application for Federal Student Aid (FAFSA) and the CF Scholarship Application Package. Please refer to **page 18** of this packet for more information about applying for financial aid.

It is your responsibility to complete the financial aid paperwork accurately and on time. The entire process takes a minimum of six to eight weeks, usually longer, and you must apply each academic year that you wish to be considered for financial assistance.

STEP 4 Begin Taking Phase I General Education Courses

The minimum course requirements in order to apply to the PTA program are as follows:

- complete at least 12 credits of PTA program required general education courses
- earn a grade of “C” or higher
- maintain a minimum GPA of 2.75 or higher.

In order to begin PTA Phase II technical education courses in Fall Semester 2018 (Term IV) applicants must successfully complete all general education courses as listed on **page 5**. Applicants must earn a grade of “C” or higher and maintain a minimum GPA of 2.75 in required general education courses.

STEP 5 Complete Pre-admission Testing

You are required to take the PSB Health Occupations Reading Comprehension Aptitude Examination. You must pass the reading comprehension portion of the PSB at the **40th percentile rank or above** to be eligible to apply to the technical phase of the PTA program. If your score is less than the **40th percentile rank**, you will be allowed to retake the test two more times. The first retake can be done after 30 days. A second and final retake can be done after waiting an additional 90 days. More than two retakes will not be allowed. Information about the PSB test can be found at <http://www.psbtests.com>.

This test must be taken and passed prior to requesting a PTA program application. The fee for the examination is currently **\$25**. The PSB exam is currently offered in the Testing Centers at the CF main Ocala Campus, the Citrus Campus and the Hampton Center. Call 352-854-2322, ext. 1564 or 1572, to schedule your exam at the CF main Ocala Campus. Please contact the Citrus Campus Testing Center at 352-249-1213 for scheduled testing times there, or the Hampton Center at 352-873-5881, extension 1395, for testing times at that location.

STEP 6 Complete PT Observations and Reflective Journal

In order to gain a clear understanding of the field of physical therapy, all applicants are required to complete 16 hours of observation in two different physical therapy settings. These hours are to be completed in physical therapy departments as follows:

- **Eight** hours in a long-term care/subacute setting such as a nursing home or skilled nursing facility (SNF) or inpatient rehabilitation facility (IRF). Not an assistive living facility.
- **Eight** hours in an outpatient physical therapy setting. Not an assistive living facility.

The eight hours **MUST** be completed all in one day in each of the two settings. Note: These hours will also apply to the observation hours required in PHT1000 Introduction to Physical Therapy.

POINTS FOR 2018 PTA PROGRAM ADMISSION

Points toward acceptance will be awarded according to the following criteria. Points awarded for grades are based on the applicant's CF academic record as of **March 30, 2018**. Applicants are responsible for submitting documentation to verify clinical health-related work experience, volunteer experience, or military service with their application by the **March 30, 2018** due date. Attachments will not be accepted after the application has been submitted.

1. Grade in BSC2085/2085L Anatomy and Physiology I (4 credits): Grade on first attempt with increasing points based on the number of additional credits that are applicable to the PTA A.S. degree taken in the same semester that are passed with a grade of "C" or higher.

Additional Credits	Grade	Points		Grade	Points		Grade	Points
6	A	9		B+	8		B	7
3	A	6		B+	5		B	4
0	A	3		B+	2		B	1

2. Grade in BSC 086/2086L Anatomy and Physiology II (4 credits): Grade on first attempt with increasing points based on the number of additional credits that are applicable to the PTA A.S. degree taken in the same semester that are passed with a grade of "C" or higher.

Additional Credits	Grade	Points		Grade	Points		Grade	Points
6	A	9		B+	8		B	7
3	A	6		B+	5		B	4
0	A	3		B+	2		B	1

3. Grade in STA2023/2023H Elementary Statistics (3 credits): Grade on first attempt.

Grade	Points		Grade	Points		Grade	Points		Grade	Points
A	4		B+	3		B	2		C+	1

4. Grade in PHT2342 Medical Terminology for the PTA (2 credits): Grade on first attempt.

Grade	Points
A	4
B	3
C	0

5. Hands-on clinical health-related work experience OR volunteer experience (one or the other, not both).

A. Work experience: equivalent of at least one month continuous full-time work in a hands-on clinical health care agency or organization within the last five years. For part-time work, number of hours worked per week and number of weeks worked will be calculated to the equivalent of a 36 hour week.

Points for Employment

Full-time months worked	Weeks	Hours	Points
>14 months	56	2016	10
10–13 months	40-52	1,440-1,872	8
7–9 months	28-36	1,008-1,296	6
4–6 months	16-24	576-864	4
1–3 months	4-12	144-432	2

ADDITIONAL REQUIREMENTS FOR ACCEPTED STUDENTS

The following additional steps are required for students after they have received a letter of acceptance to the PTA program in May (after completing the first eight steps in this packet). **Full acceptance to the PTA program will not be finalized until all of the following requirements are met:**

STEP 9 Complete Criminal Background Check

All applicants to the PTA program must complete a Level II federal criminal background check after receiving the final acceptance packet in late May. If this background check reports any arrests or convictions pertaining to child or elder abuse, domestic violence or felony history as outlined in sections 435.04, 435.03 or 400.215 of Florida Code, admission may be refused or revoked.

Judgments of guilty or pleas of no contest to the following crimes may disqualify applicants from entering into any Health Sciences program:

murder, manslaughter, vehicular homicide, killing of an unborn child by injury to the mother, assault, if the victim of the offense was a minor, aggravated assault, battery, if the victim of the offense was a minor, aggravated battery, kidnapping, false imprisonment, sexual battery, prohibited acts of persons in familial of custody authority, prostitution, lewd and lascivious behavior, lewdness and indecent exposure, arson, theft, robbery, and related crimes, if the offense is a felony, fraudulent sale of controlled substances, only if the offense was a felony, incest, abuse or neglect of a disabled adult or elderly person, exploitation of disabled adult or elderly person, aggravated child abuse, negligent treatment of children, sexual performance by a child, obscene literature, drug offenses which were a felony or if the offense involved a minor, has not been judicially determined to have committed abuse or neglect against a child as defined in s.390 (2) and (47), does not have a confirmed report of abuse, neglect, or exploitation as defined in s. 415.102.(6), or abuse or neglect as defined in 415.503(6), which has been uncontested or upheld under s.415.1075 or 415.504, does not have a proposed confirmed report that remains unserved and is maintained in the central abuse registry and tracking system pursuant to s.415.1065(2), and has not committed an act that constitutes domestic violence as defined in s.714.128.

Applicants with a felony history may not be eligible to enter any Health Sciences program. If you have any questions or concerns about this requirement make an appointment to discuss them with the associate dean of Health Sciences at 352-854-2322, ext. 1401.

Applicants planning to enter any Health Sciences program must complete the following steps:

1. Go to the Cashier's window in the Bryant Student Union at the Ocala Campus and pay the \$55 fee for the Federal Criminal Background Check.
2. Once you have paid your fee, you will be provided with a PINK Criminal History Record Check Waiver Agreement and Statement form.
3. Complete this form. On the form, check the box for "volunteer." Take the completed form to Building 31, Criminal Justice Building, at the Ocala Campus, Room 108, along with your paid receipt and a picture ID for fingerprinting.

4. Fingerprints will be taken during the following times ONLY:

Mondays, 2-4:30 p.m.

Tuesdays, 10-11:30 a.m.

Wednesdays and Thursdays, 10-11:30 a.m. and 2-4:30 p.m.

Fridays, by appointment only

During the summer, Tuesday, Wednesday and Thursday only.

5. Submit the original receipt verifying the above criminal background verification process was initiated. Proof must be submitted to the PTA program between July 1 and Aug. 1 for fall 2018 admission. Earlier submissions will not be accepted.

The results of the background check are valid FOR ONE YEAR ONLY prior to the start of the PTA technical phase classes. This background check process is repeated in the summer of 2018 prior to assignment to full-time clinical. Additional background checks may be required.

While enrolled in a CF Health Sciences program, you are responsible for notifying the program manager of any arrests, regardless of adjudication, that occur after acceptance and during enrollment. Failure to promptly notify the program manager is grounds for dismissal from the program. After admission into the program, you must remain free of disqualifying charges, or you will be subject to dismissal from the program. All students enrolled in any CF Health Sciences program are required to be drug and alcohol free when at the college and while at affiliating agencies (including in parking lots and on grounds) throughout their tenure at CF. Failure to do so is grounds for dismissal. Upon completion of the PTA program, graduates must apply for licensure. The Board of Physical Therapy Practice will check your criminal history and make an independent decision about allowing you to be licensed. **Admission to a CF program is no assurance that you will be accepted for licensure.**

STEP 10 Submit CF Physical Examination Form, Student Health History Form, Student Immunization Record and Proof of Negative Drug Screen

After receiving the final acceptance packet you must submit the original copies of the current, within the past 30 days, CF Physical Examination Form signed by a physician (MD or DO), a physician assistant (PA) or an advanced registered nurse practitioner (ARNP) to the PTA program office. Applicants must also submit a completed student health history form, student immunization record, and proof of a negative nine- panel drug screen. All health forms will be included in the final acceptance packet. Required immunizations include: Tetanus, Diphtheria and Pertussis (Tdap) and then a Tetanus/Diphtheria immunization every 10 years, two Measles-Mumps-Rubella (MMR), two Chicken Pox and three Hepatitis B immunizations or titers to prove immunity. Students are also required to submit proof of a negative PPD, Quantiferon-TB Gold test, T-Spot TB Test or chest x-ray obtained within the past 30 days. All Health Sciences students are required to receive an annual flu vaccine during influenza season. Additional drug screens and/or an alcohol screen may be required.

Students cannot be admitted without the above completed health forms, proof of the above immunizations or immunity, and proof of a negative drug screen. The CF health forms and proof of immunizations are due by **Wednesday, Aug. 1, 2018** for fall 2018 admission. The health forms and drug screen are renewed annually.



**PHYSICAL THERAPIST ASSISTANT PROGRAM
REQUEST FOR APPLICATION**

This request for application form must be received in the Physical Therapist Assistant program office by 4:30 p.m. Thursday, Feb. 15, for Fall Semester 2018 admission.

Complete Part I of this Request for Application form ONLY. All information MUST be provided in order to process your request for an application. You MUST attach your two completed observation forms, the reflective journals, and a copy of your PSB score. This form must be submitted either in person at the Hampton Center, 1501 W. Silver Springs Blvd., Ocala, in the PTA program drop box outside of Room 107E or by mail to CF PTA Program, the Hampton Center, 1501 W. Silver Springs Blvd., Ocala, FL 34475-6456.

If your request for application is approved you will receive an application to the PTA Program in the mail. **The completed application, including any required documentation for points must be received by 4:30 p.m. Friday, March 30.**

PART I: TO BE COMPLETED BY THE APPLICANT

Date of Request: MM/DD/YY _____ CF ID No.: _____

Legal Name: _____
Last First Middle (complete) Jr., etc.

PSB Date: MM/DD/YY _____ Info Session Date: MM/DD/YY _____

Mailing Address: _____
Street/P.O. Box City County State Zip Code

Telephone: _____
Home Cell CF email

Do you have an A.A. degree or higher? Yes No If Yes, what degree? _____

PART II: TO BE COMPLETED BY PTA PROGRAM STAFF

Date Received:
MM/DD/YY _____

Yes No 1. CF application for admission and OFFICIAL TRANSCRIPTS from high school and any other college attended have been RECEIVED and EVALUATED by the CF Admissions Office

Yes No 2. Attended at least one PTA program information session Date: MM/DD/YY _____

Yes No 3. Attached the PSB exam score report indicating a minimum score of 40th percentile rank in the Reading Comprehension section Percentile Rank Score: _____

Yes No 4. Completed 12 credits of PTA required general education courses with a grade of "C" or higher

Yes No 5. Obtained a GPA of 2.75 or higher for general education courses already completed GPA: _____

Yes No 6. Completed 16 hours of observation as described in the Information Packet and attached completed signed forms with ALL required information provided

Yes No 7. Completed the Reflective Journal as required for both sites and attached

Outpatient Observation SNF/IRF Observation
 Outpatient Journal SNF/IRF Journal



**PHYSICAL THERAPIST ASSISTANT PROGRAM
OBSERVATION VERIFICATION**

Legal Name: _____
Last First Middle (complete) Jr., etc.

CF ID No.: _____ Date: MM/DD/YY: _____

Facility Name: _____ Facility Telephone: _____

Facility Address: _____
 SNF or IRF Outpatient

PT/PTA: Please check interventions that were observed. Students are to have no direct patient care contact.

- | | | |
|--|---|--|
| <input type="checkbox"/> Gait Training | <input type="checkbox"/> Pool Therapy | <input type="checkbox"/> Ultrasound |
| <input type="checkbox"/> Tilt Table | <input type="checkbox"/> Electrical Stimulation | <input type="checkbox"/> Orthopedics |
| <input type="checkbox"/> Isokinetic Exercise | <input type="checkbox"/> CPM Machine | <input type="checkbox"/> Head Injury |
| <input type="checkbox"/> Balance Activities | <input type="checkbox"/> Pneumatic Compression | <input type="checkbox"/> Spinal Injury |
| <input type="checkbox"/> Transfer Training | <input type="checkbox"/> Massage | <input type="checkbox"/> Pediatrics |
| <input type="checkbox"/> Mat Exercises | <input type="checkbox"/> Wound Care/Burns | <input type="checkbox"/> Amputee |
| <input type="checkbox"/> Splints/Taping | <input type="checkbox"/> Traction | <input type="checkbox"/> Stroke |

Other: _____

PT/PTA: Please rate the applicant by placing an X in the box.

LISTENING SKILLS:

- | | |
|--|---|
| <input type="checkbox"/> Ignores PT or PTA | <input type="checkbox"/> Attentive listener |
| <input type="checkbox"/> Easily distracted | <input type="checkbox"/> Responds appropriately |

VERBALIZATION:

- | | |
|---|---|
| <input type="checkbox"/> Shy, lacks eye contact | <input type="checkbox"/> Verbalizes well |
| <input type="checkbox"/> Hesitates to speak | <input type="checkbox"/> Comfortable conversing |

INTEREST:

- | | |
|---|---|
| <input type="checkbox"/> Nonparticipative | <input type="checkbox"/> Shows enthusiasm |
| <input type="checkbox"/> Appears bored | <input type="checkbox"/> Asks questions |

BEHAVIOR:

- | | |
|--|--|
| <input type="checkbox"/> Late for appointment | <input type="checkbox"/> Polite, helpful |
| <input type="checkbox"/> Excessive socializing | <input type="checkbox"/> Courteous, friendly |

Number of hours observed today _____

PT/PTA Signature and License Number _____

Print PT/PTA Name _____

