



The Physical Therapist Assistant 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 (i.e., 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: 8 hours in a long-term care/subacute care setting and 8 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 these 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.



PHYSICAL THERAPIST ASSISTANT PROGRAM APPLICATION INFORMATION PACKET

PTA Program Motto

If I give you the answer,
I have helped you for today.

If I teach you
how to figure out the answer for yourself,
I have helped you for a lifetime!

INTRODUCTION

This packet provides prospective students with information and instructions to apply to the Physical Therapist Assistant program at the College of Central Florida.

This packet is effective **August 14, 2017** and applies to **fall 2018** PTA program admission. Applications for **2018** admission will be processed on a point system.

You must request an application by **Thursday, Feb. 15**, and then submit the completed application to the PTA program, as well as any required supporting documentation for points, by **Friday, March 30**, to be considered for **2018** admission.

Applicants not offered a seat in **2018** must reapply for **2019**.

This packet is for information only and does not constitute a contract. The college reserves the right to change, modify or alter, without notice, all fees, charges, tuition, expenses and costs of any kind, or any statement, written or verbal, in accordance with unforeseen conditions. The college may also add or delete, without notice, course offerings and other information contained in the packet. **It is the applicant's responsibility to be sure the most current packet is being followed.**

If you have questions, please contact Jean McCauley, PTA program manager, at mccaulej@cf.edu. **Communication via email is preferred.** The telephone number for the PTA Program is 352-854-2322, ext. 1442, for Marion County, 352-746-6721, ext. 1442, for Citrus County or 352-493-9533, ext. 1442, for Levy County.

*The PTA Program at College of Central Florida is accredited by
the Commission on Accreditation in Physical Therapy Education (CAPTE)
1111 North Fairfax Street, Alexandria, VA 22314
Telephone: 703-706-3245
Email: accreditation@apta.org, Website: <http://www.capteonline.org>*

GENERAL PROGRAM INFORMATION

I. THE ROLE OF THE PHYSICAL THERAPIST ASSISTANT

Physical therapy is an exciting, demanding profession requiring frequent standing, walking and occasional heavy lifting. Patients range in age from newborn to more than 100 years old. Physical therapists and assistants provide direct patient care of individuals who experience temporary or permanent disability due to pain, injury, disease or birth defects. Some examples of patient diagnoses include: stroke; broken bones; strained muscles of the back, leg, or shoulder; muscle weakness; cerebral palsy; burns; wounds; and cancer.

The physical therapist evaluates the patient to determine the physical therapy problems and then creates a treatment plan. The physical therapist assistant is the right hand of the physical therapist and works under his or her supervision. Physical therapist assistants are directly involved in patient treatment. PTA duties may include applying physical agents such as heat, cold, electrical stimulation and paraffin to reduce pain, decrease swelling and/or increase healing and function. PTAs also design and carry out exercise programs to build strength, endurance, coordination, and to improve function.

Employment opportunities are available in a variety of settings. Starting hourly pay rates range from \$22 to \$35 an hour; depending on the location. "As needed" or "prn" hourly rates are higher. The PTA can work in hospitals, rehabilitation centers, schools, home health agencies, private practices, outpatient offices, nursing homes and educational areas.

The PTA program graduate must take and pass a state-administered national examination in order to become licensed and eligible to practice. The cost of this exam is currently \$750.

The PTA program does not articulate with or guarantee entry into a physical therapy program. If you are planning to apply to a physical therapy program, you should contact the university you are interested in attending to discuss transfer options.

II. THE PHYSICAL THERAPIST ASSISTANT PROGRAM

The PTA program at CF is an Associate in Science degree program lasting seven semesters for full-time students. There are 30 credits of general education courses and 44 credits of technical level PTA courses, which must be full time. Students must apply and be accepted into the PTA technical level classes.

A. PHASE I: GENERAL EDUCATION COURSES

All applicants must take the required general education courses listed on **page 5**. These courses may be taken at CF or at another college or university and then transferred to CF. Please note: All official transcripts of previous courses must be on file in CF's Office of Admissions and Records. The general education courses can be taken on either a full-time or part-time basis. Students who have completed or are currently enrolled in the general education courses are eligible to apply for the technical education/PTA courses.

In order to begin PTA Phase II technical education courses in fall semester 2018 (Term IV) applicants must successfully complete all general education courses 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.

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 per 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.

PHYSICAL THERAPIST ASSISTANT PROGRAM 74 credits total
REQUIRED PHASE I GENERAL EDUCATION COURSES 30 credits

HUMANITIES 3 Credits

ARH1000 Art Appreciation; or HUM 1020 Introduction to the Humanities; or LIT 1000 Introduction to Literature; or MUL1010 Music Appreciation; or PHI 2010 Introduction to Philosophy; or THE 1000 Introduction to the Theatre

PERSONAL DEVELOPMENT 3 Credits

HLP1081 Personal Wellness Appraisal/Improvement

COMMUNICATIONS 3 Credits

ENC1101 Freshman Comp Skills I

SOCIAL SCIENCES 6 Credits

PSY2012 General Psychology
 DEP2004 Human Growth/Development

MATHEMATICS 3 Credits

STA2023 Elementary Statistics
 or STA2023H Honors Elementary Statistics

NATURAL SCIENCES 8 Credits

BSC2085 **and** BSC 2085L Anatomy/Physiology I w/lab
 BSC2086 **and** BSC 2086L Anatomy/Physiology II w/lab

PTA CLASSES 4 Credits

PHT1000 Introduction to PT
 PHT2342 Medical Terms for the PTA

The preferred prerequisite for BSC 2085 Human Anatomy and Physiology I is BSC 1080 Basic Anatomy and Physiology or passing the free basic anatomy and physiology competency exam. BSC2085/L and BSC 2086/L must be completed within 10 years prior to your expected enrollment in Phase II technical courses.

The general education courses can be taken on either a full-time or part-time basis. The suggested sequence for full-time study is as follows:

FALL SEMESTER TERM I	CREDITS
ENC1101 Freshman Comp Skills I	3
HLP1081 Personal Wellness Appraisal/Improvement	3
Humanities class (state core)	3
BSC2085 Human Anatomy and Physiology I	3
BSC2085L Human Anatomy and Physiology I Lab	1
Total credits	13
SPRING SEMESTER TERM II	
PSY2012 General Psychology	3
STA2023 Elementary Statistics	3
or STA2023 H Honors Elementary Statistics	
BSC2086 Human Anatomy and Physiology II	3
BSC2086L Human Anatomy and Physiology II Lab	1
PHT1000 Introduction to Physical Therapy	2
Total credits	12
SUMMER SEMESTER TERM III	
DEP2004 Human Growth/Development	3
PHT2342 Medical Terms for the PTA	2
Total credits	5

COLLEGE OF CENTRAL FLORIDA
PHASE II TECHNICAL COURSES 2018-2019
44 credits

FALL SEMESTER TERM IV 2018 12 CREDITS		<u>Hrs. Lecture</u>	<u>Hrs. Lab</u>	<u>No. Credits</u>
PHT1014	Documentation for the PTA	1	0	1
PHT1175C	Functional Anatomy and Kinesiology w/ Lab	2	2	3
PHT1130C	Data Collection Skills for the PTA	1	4	3
PHT1210C	Therapeutic Modalities I with Lab	1	4	3
PHT1801L	PTA Clinical Lab I	◆	◆	2
SPRING SEMESTER TERM V 2019 12 CREDITS				
PHT1225C	Therapeutic Procedures with Lab	1	4	3
PHT1300	Survey of Pathological Deficits	4	0	4
PHT1212C	Therapeutic Modalities II with Lab	1	4	3
PHT1802L	PTA Clinical Lab II	◆	◆	2
SUMMER SEMESTER C TERM VI 2019 8 CREDITS				
PHT2227C	Disabilities/Therapeutic Procedures II with Lab	1.5	6	3
PHT2162C	Rehabilitation Procedures with Lab	3	6	4
PHT2931	Trends in Physical Therapy	1.5	0	1
FALL SEMESTER TERM VII 2019 12 CREDITS				
PHT2810	Clinical Practice II	◆◆	◆◆	6
PHT2820	Clinical Practice III	◆◆	◆◆	6

◆ PTA Clinical Labs I and II are each four hours per week for 10 weeks.

◆◆Clinical II and III are eight hours per day, five days per week for seven weeks in each clinical.

Upon successful completion of the program, students will graduate in **December 2019**.

ADMISSIONS INFORMATION

To become a competitive candidate for the PTA technical courses, interested applicants should complete the following eight steps:

STEP 1 Attend a PTA Program Information Session

Attendance at one of these sessions is required to ensure that all prospective PTA students have an understanding of this program and its application process. A completed verification form must be turned in at the conclusion of the session in order to receive credit for attendance.

STEP 2 Apply to College of Central Florida

You must apply to and be accepted by CF. Your **Intended Program of Study** will be **Associate in Arts** using the **Intended Transfer Pathway #1074 Physical Therapist Assistant/Health Sciences**. If you are a current CF student, you need to complete a Student Information Update form to change your **Intended Program of Study** to **1074**. Applicants who have earned an Associate in Arts degree or higher must use **Intended Program of Study 9250**. Students who have previously attended CF as a degree-seeking student, but who have not been enrolled at CF for one year or more, must complete the Returning Student Readmit application. Students who complete the general education courses at a college other than CF must also apply for admission to CF and arrange for all official transcripts, including high school transcripts, to be sent to CF's Office of Admissions and Records.

Applications to the college are available online at CF.edu.

It is recommended that applicants to CF take the Postsecondary Education Readiness Test (PERT). Applicants should refer to the information sheet Starting and Succeeding at College of Central Florida for more information on the application process. Also, please refer to the current College of Central Florida catalog for information concerning enrollment, matriculation, withdrawal and dismissal policies of CF.

It is the student's responsibility to be sure that all application procedures have been followed and all official transcripts, including high school, are on file BEFORE application to the technical phase of the PTA program.

Acceptance to CF does not guarantee admission to the PTA technical phase program.

PLEASE NOTE: All applicants to CF are required to complete an online CF orientation program. This is in addition to the PTA Program New Student Orientation Session held in August annually for accepted in-program PTA students.

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 at the Citrus Campus or the Hampton Center at 352-873-5881, extension 1395 for testing times at the Hampton Center.

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:

- **8** 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.
- **8** 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.

The observation experience is verified through completion of the observation evaluation form that can be found at the end of this packet on **page 19**. The physical therapist or physical therapist assistant you observe must sign and date this form. This signature must be legible.

In addition, after completing the observation, applicants must maintain a reflective journal. An entry is made in the journal after each observation visit. The entry focuses on one or more aspects of the day that the applicant found noteworthy. This could be a positive or negative experience or one with special meaning to the applicant. **The applicant must write about the observation by completing the following five required sentences:**

- **Today I saw...** something you observed that impressed you
- **I thought...** an idea that was brought on by something you observed
- **I felt...** a description of one of your emotions during the day
- **I did...** a description of a physical action during the day: not observing, talking or direct patient contact
- **I learned...** a description of something you gained from this observation

The reflective journal must be typed, not hand-written, and must be attached to the completed observation forms. Submit originals of the completed observation evaluation forms and the reflective journal with your request for application to the PTA program. Be sure to follow the instructions as outlined on **page 20**. Remember, P.T. departments are busy, and you will be their guest. Be respectful at all times.

Applicants are also invited to visit the PTA Program website at CF.edu/health to view “A Day in the Life of a PTA.” This page describes work settings, patient populations and common physical therapy treatments.

STEP 7 Submit the Request for PTA Program Application

The request for PTA program application form can be found on **page 18**. After you submit the form, the PTA program staff will determine if you have met the minimum application requirements. If you qualify, you will be mailed a PTA program application.

**Request for PTA Program Application forms must be received by
4:30 p.m. Thursday, Feb. 15, 2018
for fall 2018 admission.**

Request for application forms can be submitted:

- at the Hampton Center, 1501 W. Silver Springs Blvd., Ocala in the PTA program drop box outside of Room 107E, or
- by mail to College of Central Florida PTA Program, Hampton Center, 1501 W. Silver Springs Blvd., Ocala, FL 34475-6456.

STEP 8 Submit PTA Program Application

You must now complete and submit the separate CF PTA program application as well as any required supporting documentation for points. Applicants will be placed on the 2018 Accepted List based on the number of points earned. Applicants will be notified of their admission status in writing by mail once all applications have been processed. A formal letter of acceptance will be mailed by May 2018 to those who have been offered a seat in the incoming fall 2018 class and who will have all general education courses successfully completed by the end of Summer Semester 2018 (Term III). **Applicants not offered a seat in 2018 will need to reapply for 2019.**

**PTA Program Application forms and required documentation must be received by
4:30 p.m. Friday, March 30, 2018
for the fall 2018 Accepted List.**

Application forms can be submitted:

- at the Hampton Center, 1501 W. Silver Springs Blvd., Ocala in the PTA program drop box outside of Room 107E, or
- by mail to College of Central Florida PTA Program, Hampton Center, 1501 W. Silver Springs Blvd., Ocala, FL 34475-6456.

Applicants who have questions, concerns or complaints about the outcome of their application to the PTA program can request a meeting with the associate dean of Health Sciences at 352-854-2322, ext. 1401.

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

Required documentation for work experience. Attach a letter to the application written on agency/company letter head and dated; includes itemized list of hours worked with dates by month or week; includes total hours worked within the last five years; includes a description of duties performed; written within the last six months; signed by applicant's supervisor. All the above requirements must be met or points cannot be earned.

B. Volunteering: At least 50 hours of volunteer work in a hands-on clinical health care agency or organization within the past five years. These hours do not include the minimum 16 required hours of observation necessary to apply.

Points for Volunteering

Number of hours	Points
>150 hours	10
125–149 hours	8
100–124 hours	6
75–99 hours	4
50– 74 hours	2

Required documentation for volunteering. Attach a letter to the application written on agency/company letter head and dated; includes itemized list of hours served with dates by month or week; includes total hours served within the last five years; includes a description of volunteer duties performed; written within the last six months; signed by applicant's supervisor. All the above requirements must be met or points cannot be earned.

NOTE: applicants can earn points for EITHER work experience OR volunteer experience, but NOT both.

6. College degree: Points awarded for highest degree earned.

Degree	Points
Master's Degree	6
Bachelor's Degree	4
Associate of Arts Degree	3
Associate in Science Degree	2

7. Military service: At least two years with an honorable discharge: 10 points. Attach copy of DD Form 214 Certificate of Release or Discharge from Active Duty.

8. Points for previous qualified applicant no seat available: Any applicant who was qualified for admission in a previous year but was not admitted because space was not available will receive 5 points. Applicant must reapply within two years of the original application. In order to be considered a qualified applicant, the student must have completed all required PTA general educational courses with a grade of "C" or higher and maintained a minimum 2.75 GPA by the end of summer semester in the year of original application.

Note: Should two or more applicants have the same number of points; applicants will be ranked based on the GPA in PTA general educational courses completed by the March 30 application deadline.

Note: Applicants who apply for 2018 admission must earn a "C" or higher and maintain a GPA of at least 2.75 for all required PTA general educational courses in order to be admitted in fall 2018. If after submission of the PTA program application the student earns less than a "C" in any required PTA general educational course or the GPA in the required PTA general educational courses falls below 2.75, the applicant will no longer be eligible for admission to the PTA program in 2018. The applicant will need to reapply for 2019 admission. A grade of "W" counts as less than a "C" grade.

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. **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.

STEP 11 Complete American Heart Association Basic Life Support Certification for the Healthcare Provider

All accepted students must submit a copy of a current American Heart Association Basic Life Support Certification for the Healthcare Provider card by **Wednesday, Aug. 1, 2018**. The card must be current through **Dec. 20, 2019** or the expected date of graduation. You may take the American Heart Association Basic Life Support for Healthcare Providers at CF. To register, call 352-291-4411. Additional American Heart Association Basic Life Support for Healthcare Providers courses in our area can be found at www.onlineaha.org.

STEP 12 Complete HIV/AIDS and Domestic Violence Education

All accepted students must submit a copy of a certificate verifying completion of an approved one-hour HIV/AIDS education seminar and a two-hour Domestic Violence seminar by **Wednesday, Aug. 1, 2018**. Approved courses can be found at www.cebroker.com/courses. Search on CE Broker for “Registered Nurse Florida” for a greater selection of courses. In order to meet the Florida Board of Physical Therapy requirement the course completion certificates must have a Florida Board or CE Broker Provider number.

STEP 13 Attend PTA Program New Student Orientation

A mandatory PTA program new student orientation session will be held at the CF Hampton Center for all accepted students prior to entrance into the program. The purpose of this orientation is to provide accepted students with more in-depth information about the CF A.S. degree PTA program. This session is tentatively scheduled for **Tuesday, Aug. 14, 2018** from 9 a.m. to 4 p.m. **Attendance for all incoming students is required.**

MISCELLANEOUS RELATED INFORMATION

1. All students accepted into the PTA program are required to carry annual professional liability and accident insurance. This insurance must be purchased through the college and is paid as part of the fall semester fees each year.
2. **Health Sciences program applicants should possess sufficient physical, intellectual, emotional and interpersonal skills to provide for safe and effective patient care. Examples of performance requirements are listed below.**

Physical abilities: Applicants must have sufficient gross and fine motor skills to move from room to room and walk in hallways; maneuver in small spaces; lift patients as needed (a minimum of 125 lbs. for EMS programs and a minimum of 50 pounds for all other health science programs); grip, reach above shoulder level, bend at the knee, squat, stoop, and crawl; sit or stand for prolonged periods of time; perform CPR; perform safe and effective care; provide healthcare intervention; manipulate small objects dexterously. Applicants must have sufficient tactile, auditory and visual abilities to perform physical assessment necessary in healthcare; auscultate blood pressure, breath, heart and bowel sounds; hear alarms and call bells on units; converse with patients and staff on phone and in person.

Intellectual abilities: critical thinking sufficient for clinical judgment; prioritize and make rapid decisions under pressure; problem solve

Emotional abilities: cope with a high level of stress; cope with anger, fear, hostility, or confrontation in a calm manner; concentrate; be flexible and self-directed; demonstrate a high degree of patience; work with families/individuals stressed by the condition of patient; work with other healthcare providers in stressful situations in a professional manner.

Interpersonal abilities: communicate clearly and correctly in writing and verbally; abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

3. To progress in the PTA program, you must earn at least a “C” in each PTA class and maintain a GPA of 2.0. The grading scale for all PTA classes is: 92-100 = A; 84 - 91 = B; 75 - 83 = C; 68 - 74 = D; 67 or below = F.
4. PTA students practice measurements and interventions on each other during the course of their education under the direction and supervision of faculty. Basic principles regarding safety and privacy for the individual are maintained. Procedures practiced and tested on PTA classmates include, but are not limited to, on-skin muscle palpations, assessments, modalities, electrotherapy, therapeutic exercise and functional training techniques. These activities require frequent standing, walking, heavy lifting and touching.
5. Computer literacy requirement: Competency in the use of computers is a requirement for all degree-seeking students at CF. Students enrolled in the PTA program will be considered to have met the computer literacy requirement based on successful completion of the course PHT2931 Trends in Physical Therapy.

ESTIMATED COSTS OF PROGRAM

GENERAL COLLEGE FEES

Florida resident: \$107.10/credit hour *effective July 2017*

\$3,213 for General Education Courses (30 credits)
\$4,712 for PTA Technical Phase Courses (44 credits)

\$7,925 TOTAL

Non-resident: \$421.88/credit hour *effective July 2017*

\$12,656 for General Education Courses (30 credits)
\$18,563 for PTA Technical Phase Courses (44 credits)

\$31,219 TOTAL

OTHER COSTS

College application fee	\$ 30
Pre-admission testing (PERT and PSB)	\$ 35
Books for 74 required credits (estimate)	\$ 2,500
Lab fees: general education courses	\$ 70
Lab fees: PTA courses	\$ 170
Criminal background check	\$ 55
Annual health certificates (estimate)	\$ 200
AHA CPR class	\$ 59
Blood Borne Pathogens class (estimate)	\$ 25
Uniforms/shoes (estimated cost)	\$ 120
CF SPTA uniform patches (2 sets)	\$ 14
Student membership FPTA (2 years)	\$ 180
Prevention of Medical Errors class (estimate)	\$ 25

\$ 3,483 Total

Travel expenses are not included in the above estimates. You are responsible for your own travel arrangements during full-time terminal clinical rotations. Costs will vary depending on the location of the clinical assignments, which may be in Marion, Citrus, Levy, Alachua, Lake or Sumter counties.

Technical Equipment Requirements: The lecture portions of the PTA classes are supplemented online. You must have access to a high speed computer and access to the Internet. Software needs include Microsoft Windows, Word and PowerPoint as well as Acrobat Reader which can be downloaded for free at <http://www.adobe.com/products/acrobat/readstep2.html>. You must have a working knowledge about these programs as well as Canvas, which is the program used for the online portion of classes. If you do not have a computer at home, you can use computers in the Learning Resource Centers of CF, at the CF Hampton Center or at the local library.



COLLEGE of
CENTRAL
FLORIDA
—an equal opportunity college—

FINANCIAL AID INFORMATION

Financial Aid is available to qualified applicants. Funds are available through scholarships, grants, work-study, Veteran’s Administration, Social Security, and other special projects.

To be considered for any type of financial assistance (grants, scholarships or loans) you MUST obtain and fill out the Free Application for Federal Student Aid (FAFSA). Please read and follow ALL instructions provided in the application or online. This packet is available at any of the CF Enrollment Services Centers (see below) or online at: www.fafsa.ed.gov.

The FAFSA supplies the basis for determining a student's need for financial assistance. The FAFSA is REQUIRED for ALL types of financial assistance including scholarships, grants or loans. You should list CF as the college of first choice (Code 001471). Students are encouraged to complete the FAFSA by March 15 of each year.

Applicants must also complete and submit the CF Scholarship Application Package that can be found at CF.edu.

It is your responsibility to complete this paperwork accurately and on time. The entire process takes a minimum of six to eight weeks (sometimes longer) and you must apply each academic year (fall through summer) that you wish to be considered for financial help.

For best results, apply for financial aid **early**, preferably between January and March for fall semester. Financial aid priority deadlines are:

- by June 1 for fall semester
- by Oct. 1 for spring semester
- by Feb. 1 for summer semester

If you need help in filling out the forms, please stop by one of the CF Enrollment Services Centers:

Ocala Campus
Enrollment Services Center
Bryant Student Union
Room 101
352-854-2322, ext. 1393

Citrus Campus
Enrollment Services
Citrus Learning and Conference Center
Main Level
352-746-6721, ext. 6100

Levy Center
Enrollment Services
Levy Center
352-493-9533, ext. 2101

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 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 _____

APPLICANT INFORMATION FOR OBSERVATIONS

To satisfy the observation requirement, you are required to observe in two different physical therapy settings for a minimum of 16 hours total: eight hours in a long-term care/subacute setting (SNF or IRF) and eight hours in an outpatient setting. Note: An assisted living facility (ALF) is not appropriate for either setting. **All eight hours in each site must be completed on the same day.** These observations are required for admission into the PTA program and can also be used to meet the observation requirement for PHT1000 Introduction to Physical Therapy. A reflective journal must also be completed and submitted for each site.

READ AND OBSERVE THE FOLLOWING GUIDELINES

1. Call the physical therapy department at least one week ahead of time to make an appointment to observe. Do not tell them you are volunteering unless that is what you intend to do. Some facilities may, however, require that you sign up to become a volunteer and attend an orientation program for volunteers.
2. Identify yourself as a prospective CF PTA student.
3. Dress in a professional manner: wear dress slacks and comfortable walking shoes; NO jeans, tight shirts, T-shirts, shorts, high heels or open-toed shoes. If you are not dressed appropriately, the clinic staff will not allow you to observe.
4. Arrive on time as arranged. Call to cancel if you are unable to keep the appointment.
5. Give the observation verification form to the PT/PTA you observe. Failure to bring the form may cancel the appointment. The clinic is under no obligation to reschedule your appointment.
6. Do not ask questions about the patients you see until you and the PT/PTA are alone.
7. Do not chew gum. Maintain a professional manner at all times.
8. Do not wait until the last minute to schedule these observations. Clinics are busy and may not be able to schedule your visit.
9. **All information requested on the observation evaluation form must be complete. This includes facility name, address, telephone number, the exact date and total number of hours of observation. Applicants/students will not be given credit for incomplete forms.**
10. Be sure to thank the staff for their time and for allowing you to observe in their facility.
11. Submit the original signed completed observation verification forms with the reflective journals attached to your request for application form. Copies (photocopy or scanned) or faxes will not be accepted.