

HEALTH SCIENCES // APPLICATION 2019-2020

APPLICATION FOR PROGRAM _____

DATE _____

NAME _____

SSU ID _____

ADDRESS STREET _____

CITY _____ STATE _____ ZIP _____

HOME PHONE NO _____ CELL PHONE NO _____

PREFERRED EMAIL ADDRESS _____

Checklist for the PTA Application Packet:

This Application packet is specific to only the PTA program. This is NOT the application for Shawnee State University *Please use this checklist* as a method of identifying each specific step required to successfully apply for admission into the PTA program at Shawnee State University. Specific Instructions for completing each step within this checklist is explained thoroughly in the appendix. It is STRONGLY encouraged that students read the specific instructions in the appendix prior to completing this application. This checklist is for your use only.

**** The checklist and appendix DO NOT need to be mailed with the application.**

- _____ 1. Apply for admission into Shawnee State University (SSU)
*see appendix section 2 (page 13) for explanation and instructions
- _____ 2. Obtain SSU Student ID number after being accepted.
- _____ 3. Determine eligibility for admission into the PTA program
*See eligibility criteria listed on PTA webpage and appendix section 3 (page 14)
- _____ 4. Complete and sign affidavit statement as indicated (page 2)
*See appendix section 4 (page 14) for explanation and instructions
- _____ 5. Complete appropriate worksheet for overall GPA calculation (page 3 or 4)
* See appendix section 6 (page 15) for explanation and instructions
- _____ 6. Complete appropriate worksheet for Math & Science GPA calculation (page 5 or 6)
*See appendix section 7 (page 16) for explanation and instructions
- _____ 7. Provide 2 completed “observation hour” worksheets (pages 7-10).
*See appendix section 8 (page 17) for explanation and instructions
- _____ 8. Mail pages 2-10 of PTA application and Application fee (\$30.00) to address below.
*pages 2-6 will come directly from the applicant, while page 7-10 will not

****All portions of the PTA application MUST be mailed to the following:**

**Shawnee State University
Office of Admissions
940 Second Street
Portsmouth, Ohio 45662**

****ALL PTA APPLICATIONS, FORMS, AND REQUIRED CRITERIA MUST BE COMPLETED AND POSTMARKED BY APRIL 1ST OF THE YEAR OF THE APPLICATION. INFORMATION ACCEPTED POSTMARKED ON APRIL 1ST OR LATER WILL NOT BE ACCEPTED. THE PTA PROGRAM WILL NOT ACCEPT ANY INFORMATION WITHIN THE APPLICATION THAT IS NOT MAILED DIRECTLY TO THE OFFICE OF ADMISSIONS (LISTED ABOVE)**

**Shawnee State University
Physical Therapist Assistant Program Application**

Please Print Legibly

Student Name: _____ **SSU Student ID:** _____

Mailing Address: _____

City/State: _____ **Zip Code:** _____

Telephone: () _____ **Alternate Number:** () - _____

Email Address: _____

Have you applied to the PTA program at SSU prior to this year: _____

If yes, please indicate which year(s) and whether you intend to use the same observation forms that were submitted during previous application packets. (i.e. observation hours are permitted to carry forward from year to year without repeating the experience if desired):

Personal Affidavit:

I certify that the information provided in this following application packet is true and accurate to the best of my knowledge.

Signature: _____

Date: _____

OVERALL GPA CALCULATION WORKSHEET –

High School Applicant

**** ONLY complete this form if you HAVE LESS THAN 24 COLLEGE CREDIT HOURS COMPLETED by the April 1st deadline of the year of this application. If you have \geq 24 college credit hours completed by the deadline, DO NOT complete this form. (Use the College GPA (Worksheet on page 4)**

STUDENT NAME: _____

HIGH SCHOOL NAME: _____

CITY/STATE of HIGH SCHOOL: _____

GRADUATION YEAR: _____ **CUMULATIVE GPA:** _____

***please make sure these transcripts have been sent to Shawnee State University (should have been sent as part of the SSU application process)**

OVERALL GPA CALCULATION WORKSHEET

College Applicant

****Only complete this worksheet IF you will have ≥ 24 semester hours COMPLETED before April 1st of the year of this application. If you have less 24 hours of College credit COMPLETED before April 1st, use the “High School Student GPA worksheet”.**

Applicant’s Name: _____ **SSU Student ID** _____

A	B	C	D	E	F
Name of College/ University	Year(s) Attended	Credit Hours	Number of Quality Points Transcript	Overall GPA at Institution (D / C)	Semester Or Quarter System
		TOTAL=	TOTAL=		

****Note: Quarter Credit hours should be converted to semester credit hours by using a 2/3 conversion factor in column C**

OVERALL College GPA _____ (Total Column D / Total Column C)

HIGH SCHOOL MATH AND SCIENCE GPA WORKSHEET

**** ONLY complete this form if you HAVE LESS THAN 24 COLLEGE CREDIT HOURS COMPLETED by the April 1st deadline of the year of this application. If you have \geq 24 college credit hours completed by the deadline, Use the College Math and Science GPA Worksheet (page 6)**

(Please see below for an example of how to calculate the Quality Points and GPA). If a course is in Progress, please indicate that with "IP" in the boxes

A	B	C	D	E	F
Name of Course	Year Completed	Grade Earned (letter <u>or</u> percentage)	Quality Points for Letter Grade (See BELOW)	Credit Hours	*Calculated Quality points (Column D x Column E)
EXAMPLE: BIOLOGY	2018	B+	3.33	3	9.99

To calculate the overall Math and Science GPA, take the total of Column F and divide by the credit hours indicated in column E.

OVERALL MATH and SCIENCE GPA: _____

Letter Grade to Quality Point Conversion Table:

- | | |
|------------------|------------------|
| A = 4.00 points | C+ = 2.33 points |
| A- = 3.67 points | C = 2.00 points |
| B+ = 3.33 points | C- = 1.67 points |
| B = 3.00 points | D+ = 1.33 points |
| B- = 2.67 points | D = 1.00 points |

COLLEGE MATH and SCIENCE GPA WORKSHEET

****Please include ONLY Math or Science courses taken at the College level. If additional room is needed please attach a separate typed page using this table format. DO NOT include program specific or technical courses as describe in the appendix of this packet.**

A	B	C	D	E	F	G	H
Course Number	Course Name	Semester taken	University taken	Letter Grade	Quality Points	Credit Hours	Calculate Quality Points (F x G)
EXAMPLE BIOL 1130	Anat & Phys 1	F 19	Shawnee State University	B+	3.33	3	9.99
						TOTAL=	TOTAL=

****Quarter Credit hours should be converted to semester equivalence by using 2/3 factor****

Letter grade to Quality points conversion:

- | | | | |
|-----------|----------------------|-----------|----------------------|
| A | = 4.0 points | C+ | = 2.33 points |
| A- | = 3.67 points | C | = 2.0 points |
| B+ | = 3.33 points | C- | = 1.67 points |
| B | = 3.0 points | D+ | = 1.33 points |
| B- | = 2.67 points | D | = 1.0 points |

TOTAL MATH/SCIENCE GPA _____ (total of Column H / Total in column G)

OBSERVATION HOUR FORM Clinic #1

Student applicants should make duplicate copies of this form as needed, in order to provide EACH supervising PTA/ PT with an individual observation form. It is recommended that the student also provide a pre-addressed envelope with postage to the PTA/ PT for convenience of mailing the clinical observation forms directly to **Shawnee State University, Office of Admission, 940 Second Street, Portsmouth, OH 45662.**

Please fill out the FERPA waiver prior to submitting the form to the clinician. This will allow the Supervising PTA/PT to mail personal information directly to the University and the PTA program to have access to this information for admissions purposes only. It is your responsibility to follow the facility's requirements for observation regarding HIPAA confidentiality, and OSHA.

Student ID Waiver of FERPA: this waiver statement should be signed if you desire to waive the rights of privacy provided by the Family Educational Rights and Privacy Act of 1974, so that this reference may be read by others. This information will be used in a confidential manner for the express purpose of application to the PTA program.

Applicant's Signature _____ **Date:** _____

Printed Applicant's Name _____ **Student ID:** _____

The PT/PTA completing this Observation form should confirm the documented hours spent in observation and also complete the student evaluation based on the criteria provided. **The Clinician completing this form should mail the form DIRECTLY to Shawnee State University, Office of Admission, 940 Second Street, Portsmouth, OH 45662** (in the pre-addressed envelope the applicant was advised to provide). **Please DO NOT allow the student to deliver or mail this form.**

PTA or PT Name (print) _____

Title: _____ **License Number** _____

Facility/Company Name: _____ **Setting: (i.e. OP, SNF, or Inpatient)** _____

Did you have any relationship with this applicant prior to this observation experience: _____
If so, in what capacity? (i.e. former patient, family, friend): _____

Note to the Clinician: The PTA program feels that it is crucial for prospective students to be exposed to various clinical settings. We thank you for your willingness to assist prospective students with this requirement. Students are required to obtain a minimum of 20 hours in two different physical therapy settings prior to applying to the program. However, more observation hours are encouraged.

Clinical Observation Hours Tracking Log:

Date	Hours Completed	PTA/PT signature	Date	Hours Completed	PTA/PT signature

TOTAL OBSERVATION HOURS COMPLETED AT FACILITY _____

Please use the following Chart to evaluate the applicant’s performance during observation hours. The recommendation can reflect the opinion of other PTA’s/PT’s that have had interactions with the applicant during observation hours. Examples are provided under each listed “skill/ability” to provide the suggestive criteria for assessing the student performance of each ability/skill (they are not meant to be all inclusive, or required). Please place a “X” in the most appropriate box to reflect your opinion of the applicant with those criteria

Skill/Ability	Good	Fair	Poor	Comments
Professionalism <ul style="list-style-type: none"> • Follows dress code • Appropriate behavior • Appropriate language/communication • Responsible • Timely 				
Commitment to Learning <ul style="list-style-type: none"> • Interest in learning, Asking questions • Interest in the field of PT/PTA • Enthusiasm for overall clinical experience • Interacting with staff and patients • Self-Initiates learning opportunities 				
Interpersonal Skills <ul style="list-style-type: none"> • Relates to patients and staff appropriately • Body language 				

Would you be willing to recommend this student?	YES	YES, w/ reservation	NO
Would you be willing to work with this applicant as a colleague?	YES	YES, w/ reservation	NO

OBSERVATION HOUR FORM Clinic # 2

Student applicants should make duplicate copies of this form as needed, in order to provide EACH supervising PTA/ PT with an individual observation form. It is recommended that the student also provide a pre-addressed envelope with postage to the PTA/ PT for convenience of mailing the clinical observation forms directly to **Shawnee State University, Office of Admission, 940 Second Street, Portsmouth, OH 45662.**

Please fill out the FERPA waiver prior to submitting the form to the clinician. This will allow the Supervising PTA/PT to mail personal information directly to the University and the PTA program to have access to this information for admissions purposes only. It is your responsibility to follow the facility's requirements for observation regarding HIPAA confidentiality, and OSHA.

Student ID Waiver of FERPA: this waiver statement should be signed if you desire to waive the rights of privacy provided by the Family Educational Rights and Privacy Act of 1974, so that this reference may be read by others. This information will be used in a confidential manner for the express purpose of application to the PTA program.

Applicant's Signature _____ **Date:** _____

Printed Applicant's Name _____ **Student ID:** _____

The PT/PTA completing this Observation form should confirm the documented hours spent in observation and also complete the student evaluation based on the criteria provided. **The Clinician completing this form should mail the form DIRECTLY to Shawnee State University, Office of Admission, 940 Second Street, Portsmouth, OH 45662** (in the pre-addressed envelope the applicant was advised to provide). **Please DO NOT allow the student to deliver or mail the form.**

PTA or PT Name (print) _____

Title: _____ **License Number** _____

Facility/Company Name: _____ **Setting: (i.e. OP, SNF, or Inpatient)** _____

Did you have any relationship with this applicant prior to this observation experience: _____
If so, in what capacity? (i.e. former patient, family, friend): _____

Note to the Clinician: The PTA program feels that it is crucial for prospective students to be exposed to various clinical settings. We thank you for your willingness to assist prospective students with this requirement. Students are required to obtain a minimum of 20 hours in two different physical therapy settings prior to applying to the program. However, more observation hours are encouraged.

Clinical Observation Hours Tracking Log:

Date	Hours Completed	PTA/PT signature	Date	Hours Completed	PTA/PT signature

TOTAL OBSERVATION HOURS COMPLETED AT FACILITY _____

Please use the following Chart to evaluate the applicant’s performance during observation hours. The recommendation can reflect the opinion of other PTA’s/PT’s that have had interactions with the applicant during observation hours. Examples are provided under each listed “skill/ability” to provide the suggestive criteria for assessing the student performance of each ability/skill (they are not meant to be all inclusive, or required). Please place a “X” in the most appropriate box to reflect your opinion of the applicant with those criteria

Skill/Ability	Good	Fair	Poor	Comments
Professionalism <ul style="list-style-type: none"> • Follows dress code • Appropriate behavior • Appropriate language/communication • Responsible • Timely 				
Commitment to Learning <ul style="list-style-type: none"> • Interest in learning, Asking questions • Interest in the field of PT/PTA • Enthusiasm for overall clinical experience • Interacting with staff and patients • Self-Initiates learning opportunities 				
Interpersonal Skills <ul style="list-style-type: none"> • Relates to patients and staff appropriately • Body language 				

Would you be willing to recommend this student?	YES	Maybe	NO
Would you be willing to work with this applicant as a colleague?	YES	Maybe	NO

****Specific Instructions to complete each portion of the application are identified thoroughly in the following Appendix Sections****

****DO NOT MAIL THE APPENDIX IN WITH THE APPLICATION.**

APPENDIX:

<u>SECTION 1-</u> GENERAL INFORMATION FOR PTA APPLICANT	page 12
<u>SECTION 2-</u> SHAWNEE STATE UNIVERSITY APPLICATION	page 13
<u>SECTION 3-</u> MINIMAL REQUIREMENTS FOR ELIGIBILITY	page 14
<u>SECTION 4-</u> AFFIDAVIT	page 14
<u>SECTION 5-</u> ACT COMPOSITE SCORE	page 15
<u>SECTION 6-</u> OVERALL GPA CALCULATION	page 15
<u>SECTION 7-</u> MATH AND SCIENCE GPA CALCULATION	page 16
<u>SECTION 8-</u> OBSERVATION HOURS	page 17

SECTION 1- GENERAL INFORMATION FOR PTA APPLICANT

The completion of this PTA application does not guarantee admission into the Physical Therapist Assistant Program at Shawnee State University. Admission into the PTA program is very competitive, and meeting the minimum qualifications for admission is an absolute requirement, but is in no way a guarantee for selection. The admission selection process for the PTA program uses several criteria. This application will explain those criteria and provide forms to be completed to provide the evidence of those criteria. The forms contained within this packet, or specific forms that are requested within this packet (such as official transcripts) are the ONLY forms that will be used as evidence of the criteria. You MAY NOT submit forms created personally, by other universities, other therapist, or other programs, in addition or as a substitution for the forms required within this packet.

The physical therapist assistant program at Shawnee State University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA). Students graduating from the physical therapist assistant program receive an Associate of Applied Science (AAS) degree. It should be noted that the AAS degree is not a prerequisite for physical therapy education, nor does it prepare one for a graduate school education in physical therapy.

Accreditation is an important indicator of the quality of academic programs. Shawnee State University supports the concept of accreditation of its programs and strives to maintain accreditation to meet the needs of its students.

University Non-Discrimination Policy; Board of Trustee Policy 5.01

- 1.1 Shawnee State University is committed to having educational and working environment that provides an equal opportunity for students and employees and is without unlawful or prohibited discrimination and harassment.
- 1.2 This policy serves to ensure that there are University structures and processes in place that promote equal opportunity for students and employees and prohibit discrimination against any individual because of race, color, genetic information, religion, age, disability, national origin, ancestry, sex, pregnancy, sexual orientation, veteran status or military status.

** State and Federal background checks are NOT required as part of this application or admission into the PTA program at SSU. However, a portion of the PTA education will take place in multiple clinical facilities. As part of the contract of the PTA program and those said clinical facilities, each student MUST have a background check completed. **This would only be the case for those applicants that are accepted into the PTA program.** While the background checks will not hinder the student's progression through the didactic portion of the curriculum, positive criminal background may delay clinical placement and/or PTA licensure. The cost of the background checks is the responsibility of the individual student (approximate cost is \$75). If students are unable to complete clinical education courses within the program, they would not be able complete the PTA program, and would therefore, not be able to be recommended for the board examination required to gain a license as a PTA. Students are encouraged to seek legal counsel concerning past criminal record offenses, to determine possible options. This background check will not need to be completed until the end of the first year in the PTA program.

SECTION 2- SHAWNEE STATE UNIVERSITY APPLICATION

Each student applying to the PTA program at Shawnee State University must first be accepted into Shawnee State University by applying for admission. This can be done in person, by visiting the office of admissions, or on-line through the Shawnee State website. SSU has a rolling admissions process and it is therefore recommended that students apply to the University as early as possible. Please note that the University has a rolling admissions process, but the PTA program does NOT.

The application into Shawnee State University will require each applicant to have official transcripts of any and all high school and/or college coursework, as well as ACT result sent directly to the Office of Admissions. Please note that once these “official transcripts” are sent to the office of admissions, the student **DOES NOT** need to have those same “official transcripts” sent to the Office of Admissions **AGAIN** as part of the PTA application. Please note that it is expected that High School transcripts will be incomplete at the time of application to the PTA program, if the applicant is currently a senior in high school. The University will require a final transcript be sent after graduation. Again, the student will NOT need to send the final transcript to the office of admission a second time as part of the PTA application. The PTA program administration will be able to access each PTA applicant student file once submitted through the Office of Admission for the University

Shawnee State University will provide each student that is accepted into the University with a Student Identification Number. This student ID number will be placed on many of the worksheets that are required within the PTA program application. Therefore, applying to Shawnee State University and acceptance must occur before the PTA application can be processed by the PTA program. It is recommended that the student allow adequate time to complete all of the necessary paperwork to be accepted into the University. (It is possible and recommended to work on completing the PTA application requirements simultaneously)

SECTION 3- MINIMAL REQUIREMENTS FOR ELIGIBILITY

The PTA program uses a selective admission process as a method of determining the MOST qualified students using specific criteria. The minimal requirements are used to provide fair, transparent, objective standards that should be met (minimally) as an indication of the applicant's ability to complete the rigor of the Physical Therapist Assistant program coursework and requirements. These requirements are ABSOLUTE, and no exceptions will be made. It is recommended that each applicant review these requirements and determine eligibility for admission. These requirements DO NOT have any impact on the admission to Shawnee State University, but merely the PTA program. **** ALL MINIMUM REQUIREMENTS for ELIGIBILITY MUST BE MET AT THE TIME OF THE APPLICATION DEADLINE**.** The only exception to this would be in the case of a high school student that is currently enrolled and completing the requirement at the time of the application. It is important to note again, that these are “minimum” requirements to be “eligible” for admissions. A description and detailed explanation of the minimal requirements and selective admission process will be provided in sections to follow.

Minimal Requirements for Eligibility to the PTA program:

1. Acceptance into Shawnee State University
2. High school Diploma or GED with relevant documentation (part of the SSU application)
3. Official transcripts from High School and College career (part of the SSU application)
4. Minimum ACT composite score of 18 (ACT score must be within previous 10 years)
5. Minimum Overall high school or College GPA of ≥ 2.66 (using a 4.0 scale)
6. Science and Math GPA ≥ 2.66 (using a 4.0 scale)
7. Complete 40 total hours (20 hours in 2 different settings) of PTA observation hours and submit the required forms as evidence.
8. Attend the “information session” once notified by the PTA program
9. Complete the PTA application packet with fee (\$30.00) for application processing included.
10. Sign and submit the Affidavit form as part of the PTA application packet

SECTION 4- AFFIDAVIT

This packet has a specific form used to provide needed personal information as well as provide an affidavit statement. This form is provided on page 2 of the packet. This form MUST be signed and returned as part of the PTA application packet. The PTA application packet should be mailed to the Office of admission, with the \$30.00 processing fee (Check or money order ONLY). It is expected that portions of the following application packet will arrive to the Office of Admission at different times, particularly the proof of observation hours and academic transcripts.

SECTION 5- ACT COMPOSITE SCORE

In order for any student to be eligible for admission into the PTA program, a minimum composite score of 18 on the ACT must be obtained PRIOR to the deadline for the PTA application. Students may take the ACT as many times as they choose. The PTA program will accept the highest composite score of any of those attempts, as long as that score is obtained and REPORTED prior to the deadline for the application. The results of any and all required tests MUST be completed and received by the Office of Admissions post marked prior to April 1st of the year of the application (It is recommended that a student allow 6-8 weeks for ACT results to be completed and mailed to the University from the date of the test). The PTA program will NOT accept any ACT score received by the University post marked on or after April 1st of the year of the application.

The results of the ACT should be mailed to Office of Admissions for Shawnee State University. Shawnee State University does require each student admitted into the University to complete the ACT prior to admission. Those results should have been mailed to the University as part of the application for admission into Shawnee State. However, if a student has taken the ACT after being accepted into Shawnee State University, those ACT results should be sent as well, in order for the PTA program to have to most recent ACT score. Should the composite score on the most recent ACT be lower than the previous score, the PTA program will use the highest score achieved (as long as that score was achieved prior to admission deadline). The ACT composite score being used for admission into the PTA program MUST be within the Previous 10 years of the date of the deadline for admission.

The ACT requirement is waived ONLY in the case of a confirmed Bachelor, Master's, or higher degree AT the time of the application deadline. This waiver does not include those students expecting to graduate within the year of the application, but only those students that HAVE completed the education prior to April 1st of the year of the application.

SECTION 6- OVERALL GPA CALCULATION

All applicants seeking admission into the PTA program MUST have a **MINIMUM overall cumulative GPA of 2.66** on a 4.0 scale. This GPA MUST include courses taken throughout high school career **OR** College career. All applicants for the PTA program will be divided into either a High school applicant or College applicant based on the number of credit hours completed **AT THE TIME OF THE APPLICATION**.

If the applicant has ≤ 23 College credit hours **COMPLETED** at the time of the application, then said applicant will be considered a high school applicant. Should this be the case, then the applicant will be reporting the GPA using the form on page 3 of the PTA application packet. If an applicant has completed ALL high school education requirements, graduated and currently enrolled in College or technical University having completed at least 12 college credit hours but less than 23 college credit hours, that student **MAY** complete both the High School and College.

This will allow the applicant to show their current college GPA. This will not be used in the scoring and ranking of applicants, but may be used in the occurrence of an absolute tie in the final ranking of applicants. This student's application would still be scored using their High School GPA. There will be points awarded for students that apply with more than 23 college credit hours at the time of application.

If the applicant has ≥ 24 college credit hours **COMPLETED** at the time of the PTA application, then said applicant will be considered a College applicant. Should this be the case, then the applicant will be reporting the GPA using the form on page 4 of the PTA application packet. It would NOT be necessary to complete the high school GPA form if applicant has completed ≥ 24 college credit hours. However, **ALL** college course work **MUST** be used in the calculation from **ALL** transcripts (even the college courses with grades below a "C" that may have been taken at other universities) This would include any prior college course work taken within the last 15 years from the date of the application deadline.

In order to complete these forms, the applicant will need to obtain an "unofficial Transcript" for their high school OR college career. Courses that are "in progress" at the time of the application deadline do NOT need to be calculated or projected into cumulative GPA score.

SECTION 7- MATH AND SCIENCE GPA CALCULATION

All applicants seeking admission into the PTA program **MUST** have a **MINIMUM Math and Science GPA of 2.66** on a 4.0 scale. The Math and Science GPA calculations **MUST** include all math and science courses taken throughout high school career OR College career. All applicants for the PTA program will be divided into either a High school applicant or College applicant based on the number of **TOTAL** completed credit hour criteria in the following paragraph.

If the applicant has a total of ≤ 23 College credit hours **COMPLETED** at the time of the application, then said applicant will be considered a high school applicant. Should this be the case, then the applicant will be reporting the Math and Science GPA using the form on page 5 of the PTA application packet. If an applicant has completed **ALL** high school education requirements, graduated, and currently enrolled in College or technical University having completed at least 12 college credit hours but less than 23 college credit hours; that student **MAY** complete both the high school and college student form (pages 5 and 6) as appropriate. This will allow the applicant to show their current college math and science GPA. This will not be used in the scoring and ranking of applicants, but may be used in the occurrence of an absolute tie in the final ranking of applicants.

If the applicant has a total of ≥ 24 college credit hours **COMPLETED** at the time of the PTA application, then said applicant will be considered a College applicant. Should this be the case, then the applicant will be reporting the Math and Science GPA using the form on page 15 of the PTA application packet. It would NOT be necessary to complete the high school GPA form if applicant has completed ≥ 24 college credit hours. However, **ALL** college math and science course work **MUST** be used in the calculation from **ALL** transcripts (even the courses with

grades below a “C”, with the exception of high school courses). This would include any prior college course work taken within the last 15 years from the date of the application deadline.

In order to complete these forms, the applicant will need to obtain an “unofficial Transcript” for their high school OR college career. The applicant **MUST** high light the Math and Science courses used in the calculation of the Math and Science GPA. Courses that are “in progress” at the time of the application deadline do **NOT** need to be calculated or projected into the Math and Science GPA score.

Many programs require specific technical courses that may contain scientific information however, those technical courses (such as athletic training, medical terminology, and exercise science courses) should **NOT** be considered Math or Science courses on this application to the PTA program

There are additional points awarded for any/all of the following courses based on the letter grade received (as long as the course(s) are completed at the time of the application): Anatomy and Physiology 1, Anatomy and Physiology 2, Chemistry 1, and Chemistry 2.

SECTION 8- **OBSERVATION HOURS**

All applicants **MUST** complete a minimum of 40 hours of direct observation of a Licensed PTA/PT in a clinical setting. The student must establish this opportunity to observe on their own. This observation may take place with any licensed PTA/PT in a clinical setting. The applicant **MUST** complete at **LEAST 2** separate experiences of clinical observation hours, each for a minimum of 20 hours (total 40 hours). Applicants are welcome and encouraged to observe more than the minimal required hours, to learn more about the profession, but are not awarded any additional points for doing so.

This observation requirement is meant to provide each student with an awareness of portions of the field of PTA to identify professional behavior, ethical conduct, job requirements and duties, and career expectations. Applicants are permitted to spend time with multiple PTA’s and/or PT’s during these observations as long as the applicant has spent a **MINIMUM** of 20 total hours in each of the 2 settings. It is recommended that the applicant spend as much time as possible with a given licensed PTA to allow that PTA the opportunity to provide the best possible evaluation of the application at the completion of the observation experience.

In order to determine the location of the observation experience allowed by the PTA program, the applicant **MUST** observe a licensed PT or PTA in **ANY 2** of the following settings: (not 2 of the same setting)

1. Outpatient PT
2. Hospital inpatient rehab or medical surgical unit
3. Long-term care facility (nursing home or skilled nursing facility)
4. Home health PT
5. School based PT

Applicants are NOT required to observe in ALL or ANY 1 specific setting, this is left for the applicant to decide. The Observation Hour form will require the applicant to identify which of the settings the experience involves (the therapist may assist the student with properly identifying which category is most appropriate)

At the completion of each observation experience the applicant MUST provide the licensed PT/PTA with a copy of the “Observation Hour Form” on pages 7-10 of the PTA application packet. The PT/PTA should complete this evaluation form at their convenience and PERSONALLY mail it to the Office of Admission for Shawnee State University. There are 2 duplicate forms within the PTA application packet for convenience. (page 7 and 8 should be used for one of the observation experiences while page 9 and 10 should be used for the second observation experience.) It is STRONGLY RECOMMENDED, that each applicant provide the therapist with an envelope pre-addressed with postage as well. Only the “Observation Hour Forms” on pages 7-10 will be accepted as evidence of observation hours and therapist evaluation. **The observation hour forms MUST be mailed directly to the Office of admission postmarked before April 1st of the year of the application by the therapist.** Students are recommended to follow-up with the therapist to be certain the evaluation is mailed prior to application deadline. Please use the following mailing address on the envelope for the evaluation forms:

**Shawnee State University
Office of Admissions
940 Second Street
Portsmouth, Ohio 45662**

Applicants may perform observation hours at any time prior to the application deadline. The “observation hour forms” may be mailed to the Office of Admissions at any time, regardless of the timing of the application packet. It is typical for portions of the application to arrive to the Office of Admissions at different dates, as long as the entire application packet and ALL required forms are postmarked prior to the deadline of April 1st of the year of the application.