



### **Appendix for Physical Therapist Assistant Application Packet**

This appendix is specific to the Physical Therapist Assistant (PTA) program at Shawnee State University. Students should read the specific instructions in this packet prior to completing the PTA application.

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## **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 competitive and meeting the minimum qualifications for admission is an absolute requirement but does not guarantee admission. The admission selection process for the PTA program uses several criteria. This appendix will explain and provide the evidence of those criterion. For observation hours, you should 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. It is 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 application cycle is once a year.

The application to Shawnee State University requires each applicant to have official high school and/or college transcripts, as well as ACT scores 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 submit those documents again for the PTA application. The PTA program recognizes that high school transcripts will be in progress at the time of April 1 application deadline if the applicant is currently a senior in high school. The university requires a final transcript sent from the high school after graduation.

Shawnee State University will provide each admitted student with a Student Identification Number. This six digit student ID number is required for the PTA application. It is recommended that the student allow adequate time to complete all of the necessary paperwork to be accepted into the university.

### **SECTION 3: MINIMAL REQUIREMENTS FOR ELIGIBILITY**

The PTA program uses a selective admission process as a method of determining the most competitive 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.

The program recommends 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, only PTA program. **Note: 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.

#### **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  $\geq 2.66$  (using a 4.0 scale)
6. Science and Math GPA  $\geq 2.66$  (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 online PTA application
10. Sign and submit the Affidavit form as part of the PTA application

#### **SECTION 4: AFFIDAVIT**

The application has a specific form used to provide needed personal information as well as provide an affidavit statement. This form must be signed and returned as part of the PTA application packet. It is expected that documents for the PTA application may arrive to the Office of Rehabilitation Sciences 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 1<sup>st</sup> 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 1<sup>st</sup> of the year of the application.

The results of the ACT should be mailed to Office of Admissions at Shawnee State University. Shawnee State University does require each student admitted into the University to complete a placement exam (e.g. ACT) prior to admission. If a student repeats 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 only waived in the case of a conferred baccalaureate or graduate degree at the time of the application deadline. This waiver excludes those students anticipating graduation within the year of the application.

## **SECTION 6: OVERALL GPA CALCULATION**

All applicants seeking admission into the PTA program **MUST** have a **minimum 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  $\leq 23$  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  $\geq 24$  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  $\geq 24$  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.

To complete this portion of the application, the applicant will need to obtain an unofficial transcript for their high school or college career (available through guidance counselor/professional academic advisor). Courses that are "in progress" at the time of the application deadline are not 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  $\leq 23$  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  $\geq 24$  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 portion if applicant has completed  $\geq 24$  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.

To complete this portion of the application, the applicant will need to obtain an unofficial transcript for their high school or college career (available through guidance counselor/professional academic advisor). Courses that are “in progress” at the time of the application deadline are not calculated or projected into cumulative GPA score.

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 are not 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) are not 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 the PTA website or PTA application. Applicants are advised provide the therapist with an envelope pre-addressed with postage as well. Only the "Observation Hour Forms" template is accepted as evidence of observation hours and therapist evaluation.

**The observation hour forms must be mailed directly to the Department of Rehabilitation Sciences postmarked before April 1<sup>st</sup> 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  
Department of  
Rehabilitation Sciences  
940 Second Street  
Portsmouth, Ohio 45662**

Applicants may perform observation hours at any time prior to the application deadline. The “observation hour forms” can be mailed to the Department of Rehabilitation Sciences at any time, regardless of the timing of the application packet. It is typical for portions of the application to arrive to the Department of Rehabilitation Sciences at different dates, as long as the entire application packet and all required forms are postmarked prior to the deadline of April 1<sup>st</sup> of the year of the application.