



PROCEDURES FOR TWO STEP APPLICATION
PHYSICAL THERAPIST ASSISTANT

I. STEP ONE - PROCEDURES FOR OBTAINING AN APPLICATION

A. The following items must be completed and be part of your student records at North Central State College before a student may be considered for acceptance to the program. Explanation of each item follows:

1. Application to the College.
2. Official copy of high school transcript or GED.
3. MTH 103 (C- or above) or qualifying COMPASS/ACT scores.
Effective January 2, 2007, high school algebra will no longer meet the math requirement.
4. High School Chemistry or equivalent.
5. HOBET test or ACT scores.
6. Application for Consideration to Physical Therapist Assistant.

Note: An acceptable health physical and verification of immunizations, an acceptable Bureau of Criminal Identification and Investigation (BCI&I) report/FBI background check and drug screening is required in order to enter the technical (PTA) course sequence. The BCI&I check, FBI background check, and drug screening will be done at the college at the beginning of the clinical courses.

B. Explanation

1. Application to the college. The general application to North Central State must be completed and submitted to the Admissions Office. A letter of acceptance to the College will be forthcoming. Previous students of North Central State who are re-entering the College need to update their application to the College.
2. High School Transcript or GED. An official copy of your high school transcript must be submitted. This needs to be ordered by you directly from your high school either in person or by using North Central State's Transcript Request form. High School seniors must have their final transcript on file with the College by June 15.

If you have not graduated from high school, General Education Development (GED) scores must be submitted with the following standards:

- Minimum score of 35 on each standard subtest.
- Minimum composite score of 45 on all five tests.

3. MTH 103 Introduction to Algebra. You must have credit for MTH 103 (Introduction to Algebra) with a "C minus" or better grade, transfer credit for MTH 103, a Numerical Score (NU) of 61 or higher and an Algebra Score (AL) or 31 or higher on the COMPASS assessment, or an ACT (MT) minimum score of 21. A minimum "C minus" grade or transfer credit in a higher lever math course (such as MTH121, MTH130, MTH131 or MTH140) will also meet this requirement.
4. High School Chemistry. You must have completed one unit each of high school chemistry, or the equivalent, with a "C" or better grade. North Central State's CHE 100 - Introductory Chemistry can be taken to meet this criteria. The student must receive a grade of C- or better in the course.
5. HOBET Test. All students, except those with a bachelor's or associate degree from a regionally accredited college or university, or with qualifying ACT Test scores, are required to take the HOBET TEST. Following are the minimum acceptable scores:

HOBET Test composite percentage score (Combined Math and Reading) of 60 or above.
ACT test taken before October, 1989: English - 13, Math - 10, Natural Science - 13,
and Composite - 15.
ACT test taken October, 1989 or after: English - 15, Math - 15, and Composite - 18.

For more information and test dates, contact the Student Success Center, or visit
<http://www.ncstatecollege.edu/studentsvcs/SSC/NET.htm>.

6. Application for Consideration to Physical Therapists Assistant. Once the above requirements are met (above items #1 through #5), you need to complete the Application for Consideration to Physical Therapist Assistant form. (This is not the same as the application to the College.) This application is available in the Health and Public Service Office, room 201-HS, and must be completed there. It cannot be mailed to you. After you complete this application, it will be forwarded to the Physical Therapist Assistant Program Director. The Program Director will then mail you the Special Application to the Physical Therapist Assistant program, which must be returned by the last Friday in January of each year. Any official college transcript(s) that are to be reviewed and are to be included as part of your packet must be received at the Office of Student Records no later than the second Friday in January of each year.

These pre-requisites are reviewed on an annual basis and may be revised for the next academic year. All upcoming revisions will be in place no later than January 31st of the previous academic year.

C. Pre-Physical Therapist Assistant

Students who desire acceptance to the Physical Therapist Assistant program will first be classified as Pre-Physical Therapist Assistant students. This status neither implies nor guarantees eventual acceptance into the Physical Therapist Assistant program. Pre-Physical Therapist Assistant students may register for developmental, general, basic courses. A 2.00 accumulative grade point average or higher must be maintained prior to entering the first quarter of the Physical Therapist Assistant program.

II. STEP TWO – SPECIAL APPLICATION and ACCEPTANCE

- A. Selection Process: Only students who meet the preceding qualifications are eligible to complete the Special Application to the Physical Therapist Assistant program. This Special Application involves a point system. Points are awarded in the following categories:
1. Either high school grade point average and courses OR college grade point average/total credits and courses.
 2. Knowledge of the Health Field. This may be demonstrated by:
 - a. work experience
 - b. volunteer work/observation
 3. References with verification:
 - a. work or volunteer site
 - b. personal
 4. Previous application to the Physical Therapy Assistant program.

Note: Refer to page 5 for full description of the points awarded in the above areas.

Applicants are then ranked on total points achieved. Those students with the highest total points are accepted into the Physical Therapist Assistant program. In the event of a tie, as a result of the ranking, the date of the student's most recent and current Application for Consideration to the Physical Therapy Assistant Program.

Ranking of students occurs immediately after the last Friday in January of each year. Therefore, all Special Application materials must be submitted to the Program Director no later than the last Friday in January of each year in order to be ranked for the upcoming class. This includes completion of courses for points, work experience or volunteer work/observation verification, and evaluation of college transcripts for transfer credit. **Transcripts from another college can take up to 30 days to be evaluated before transfer credit is awarded.**

Students accepted into the Physical Therapist Assistant program will receive an official acceptance letter from the Program Director to which the student must respond, accepting or declining the appointment. Detailed information provided under PTA Program Selection Process and Procedures in the document (page 6).

Those students not accepted into the Physical Therapist Assistant program will need to reactivate their Special Application to be considered for the next year's class. A student's ranking from a previous year is not carried over to the next year. Applicants are re-ranked each year.

These procedures are reviewed on an annual basis and may be revised for the next academic year. All upcoming revisions will be in place no later than January 31st of the previous academic year.

- B. **Essential Functions:** Success as a Physical Therapist Assistant student depends on many variables. Among them are academic ability and certain technical abilities or competencies. An applicant for Physical Therapist Assistant must have the abilities and skills necessary for the practice of physical therapy. These skills and abilities include observation, communication and motor ability. Technological compensation can be made for some handicaps in certain areas, but an applicant should be able to perform in a reasonably independent manner. An applicant must possess the emotional health required for full utilization of his/her intellectual abilities. Applicants must be able to tolerate physically taxing workloads and to function effectively under stress.

The above is not intended to discriminate against persons who have physical handicaps that limit their ability to perform these tasks in an adequate manner. This policy protects and insures the safety of both the applicant and his/her clients.

- C. **Student Health Services:** There are no health services available on campus at this time. All health related issues will require either private or emergency transport to the local health facility of choice.
- D. **Health Insurance Requirement:** The PTA program does not require that students maintain a health insurance policy but it is highly recommended that students obtain minimal health coverage to cover catastrophic incidents. At times during clinical education the clinical site will require health insurance as a requirement for students. In such cases the student may obtain health insurance or may have to be placed at another clinical site. Student health insurance information is available from the College Admissions Office. The low cost insurance program is designed for full-time students who traditionally are inadequately insured. Additional student insurance is available for the dependents of students upon request. Students will be responsible for any expenses incurred for health related emergency care in off-campus educational experiences.

III. **PHYSICAL EXAMINATION**

Students accepted to the Physical Therapist Assistant program will receive physical examination materials from the Physical Therapist Assistant Department at the College. The physical is due prior to entering the Physical Therapist Assistant program.

IV. **CARDIOPULMONARY RESUSCITATION CERTIFICATION**

All Physical Therapist Assistant students must have a current valid certificate in CPR. This certificate can be obtained through the American Heart Association. The course should be the equivalent to North Central State's non-credit offering, CPR-C, for the professional (two person CPR). This must be completed prior to entering the Physical Therapist Assistant program.

V. **ACADEMIC YEAR AND SCHEDULES**

A new class is started each Summer quarter. Lectures and labs are given at the College and at local facilities. Clinical experiences begin with the fifth (5th) quarter of the program. These experiences are scheduled in various facilities throughout Ohio.

Progression Through the Program: PTA students are required to follow the specific curriculum sequence provided in the college catalogue and PTA handbook to enhance learning by building a foundation of education to advance learning levels. If for any reason the student is unable to maintain the curriculum sequence, dismissal from the program may be necessary.

Grading Policy: PTA candidates selected into the PTA program must have a 2.0 grade point average before entering the program in Summer 1 Quarter. Students must maintain a 2.0 grade point average to remain in the program. PTA students must receive a minimum course grade of 74% (C-) or higher in BIO145, BIO146, BIO147, PHY114*, SCI115* and all PTA courses in order to meet prerequisite and graduation requirements. * Applies only if taken during or after Summer Quarter 2006.

VI. LIABILITY INSURANCE

Each Physical Therapist Assistant student must carry liability insurance. This insurance is purchased through the College at the time of registration in the first and fifth quarters.

VII. FINANCIAL AID

For information on financial aid programs offered at North Central State College, please contact:

*Financial Aid Department
North Central State College
2441 Kenwood Circle
P. O. Box 698
Mansfield, OH 44901
419-755-4899*

VIII. IMPORTANT DEADLINES

December 31st – Recommended deadline for college transfer credit request
Last Friday of January – PTA Application deadline

IX. CONTACT FOR ADDITIONAL INFORMATION

North Central State College Admissions
419-755-4761

Student Success Center
419-755-4764

Health and Public Service Office
419-755-4805

PHYSICAL THERAPIST ASSISTANT PROGRAM SELECTION PROCESS AND PROCEDURES

Once the Application for Consideration to Physical Therapist Assistant Program has been received from the Health Sciences Office, the Physical Therapist Assistant program director will send out the special application and work/observation verification forms. These forms must be returned by the last Friday in January for the student to be part of the selection process that will involve review of the following:

1. High school or college grade point average whichever is higher. College grade point average can be used only if at least 12 credit hours of work are completed. College course work older than seven (7) years will not be computed if it lowers the student's grade point average. Total number of college credit is also considered. (35 points maximum)
2. Specific courses completed in high school with a C- or better including: Algebra II, Biology II, Chemistry II, Advanced Math, Physics, and successful completion of Health Technology Program, Specific courses completed in college with a C- or better including: BIO 145, BIO 146, BIO 147, PHI 160, PTA 150 (if completed previously), PHY 114, and SCI 115. (18 points maximum)
3. Knowledge of health field including:
 - a. Minimum of 6 months full-time work experience, within the last 5 years, having direct patient care in physical therapy clinic. (30 points maximum)
 - b. Minimum of 40 hours/month for not less than 12 months, within the last 5 years, having direct patient care in a physical therapy clinic. (25 points maximum)
 - c. Observation in a physical therapy clinic with a minimum of 30 hours up to a maximum of 120 hours. (5 points awarded based on each 30 hour increment)
 - d. Minimum 6 months full-time work experience within the last 5 years or a minimum of 40 hours/month for not less than 12 months within the last 5 years, in a non-physical therapy setting with direct patient care in an accredited health care agency. (15 points maximum)
 - e. Minimum of 3 months full-time work experience, within the last 5 years, in a non-health care facility such as private clinic, summer camp or school for special needs children. (10 points maximum)
 - f. Minimum of 6 months full-time work experience, within the last 5 years or minimum of 40 hours per month for not less than 12 months within last 5 years, in a non-patient care experience in a health care facility. (10 points maximum)

(30 points maximum for sum of "a" through "f")
4. Evaluation of applicant's volunteer or work experience in physical therapy clinic or other setting. (15 points maximum)
5. One personal reference. (5 points maximum)
6. Persons completing an application for selection to the PTA program for more than one consecutive year are eligible for points. (10 points maximum)

The 28 highest ranking individuals will be selected for the Physical Therapist Assistant Program. In the event of a tie, as a result of the ranking, the date of the student's most recent and current Application for Consideration to the Physical Therapy Assistant Program.

VOLUNTEER OR OBSERVATION EXPERIENCE

The selection process includes a section on volunteer or observation experience in a physical therapy department. This experience must be under the supervision of physical therapist or physical therapist assistant. As an example, the following facilities may allow an individual to volunteer or observe. You may observe in any facility under the supervision of a physical therapist or physical therapist assistant. Please contact a health care agency's Physical Therapy Department by phone prior to your visit to make an appointment to discuss this matter.

Below are some recommended facilities:

- Bucyrus Community Hospital
- Crawford County Physical Therapy
- Dale Roy School, Ashland
- Fisher-Titus Medical Center, Norwalk
- Galion Community Hospital
- Med Central Mansfield Hospital
- Mansfield Memorial Homes
- MedCentral Shelby Hospital
- Mercy Hospital of Willard
- Mifflin Care Center
- Morrow County Hospital
- Newhope School
- Oak Grove Manor
- Rehabilitation Services of North Central Ohio
- Samaritan Medical Center, Ashland
- The Raintree