



APPLICATION PACKET SELLERSBURG REGION 2018-2019

The Physical Therapist Assistant Program at Ivy Tech Community College, Sellersburg, is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call Kim Kruer, PTA Program Chair, at 812-246-3301 ext. 4290 or email kkruer4@ivytech.edu.

**IVY TECH COMMUNITY COLLEGE SELLERSBURG
PHYSICAL THERAPIST ASSISTANT (PTA) PROGRAM
APPLICATION PACKET COVER SHEET
(UPDATED 7/2018)**

INSTRUCTIONS:

PLEASE PRINT OR TYPE THIS FORM. ALL INFORMATION MUST BE COMPLETE IN ORDER FOR YOUR APPLICATION TO BE PROCESSED. Students assume the responsibility for the information in this application. If you fail to keep the PTA program and the college informed of changes in key information, we may be unable to reach you for further processing of your application.

Name: _____ **Date of Application:** _____

Street Address: _____

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

Home Phone: _____ **Work/Cell Phone:** _____

Ivy Tech E-mail Address: _____

Student ID "C" Number: _____

- Checklist for application:**
- _____ **APPLICATION PACKET COVER SHEET** with signature
 - _____ **Copy of TEAS Scores**
 - _____ **College Transcript/s** (Ivy Tech unofficial transcript acceptable)
 - _____ **RECEIPT OF APPLICATION (FORM 1)**
 - _____ **PTA PROGRAM ESSENTIAL FUNCTIONS (FORM 2)***
**physical exam not required for application to program;
required upon program admission*
 - _____ **CRIMINAL BACKGROUND CHECK (FORM 3)***
**background check not required for application to program;
required upon program admission*
 - _____ **APPLICATION WORKSHEET (FORM 4)**

I have received a High School diploma Yes _____ No _____

High School: _____

City/State: _____

Date of Graduation: _____

Date of Receipt of GED: _____

Current Cumulative GPA (must be 2.5 for program admission): _____

I have previously applied to the PTA Program No _____ Yes _____ If Yes, Year: _____

I have previously been enrolled in the PTA Program Yes _____ No _____ If Yes, Year: _____

I understand that the college will accept an application to the PTA program only after all of the above requirements have been completed. Failure to meet any of the requirements prevents the student from submitting an application to the PTA Program. I attest that all information provided is accurate and acknowledge that providing false information will cause my application to be rejected.

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

**PHYSICAL THERAPIST ASSISTANT PROGRAM
RECEIPT OF APPLICATION (FORM 1)**

By signing this document, I hereby acknowledge and confirm that I have received and read the application packet for the Physical Therapist Assistant Program.

I have examined the application packet and verify that the following documents are contained within:

- Application Packet Cover Sheet
- Admission Requirements
- Candidacy for PTA Program
- PTA Program Admission Process
- Admissions Criteria Scoring
- PTA Program Performance Essential Functions and Form
- Physical Exam Example
- Criminal Background Check
- Application Worksheet
- Important Dates and Application Deadline

I understand and accept that I am responsible for making sure that my application packet is correct, complete and submitted in its entirety on or before the application deadline.

Printed Name

Signature

Date

PHYSICAL THERAPIST ASSISTANT ASSOCIATE IN SCIENCE DEGREE

ADMISSION REQUIREMENTS

The selection process for Ivy Tech Community College's Physical Therapist Assistant Program is based on the premise that student selection is vital to the maintenance of a strong program. The standards of selection and retention will also contribute to the quality of care administered by graduates of this program. In order to successfully complete this program, students must be self-motivated, dedicated, professional, and have an academic background sufficient to cope with the curriculum.

The PTAS 101 course is offered as a prerequisite in order to introduce the student to the time demands, academic rigor, and level of commitment to learning required for successful completion of the program. A maximum of 24 students will be accepted each year.

Program selection is competitive in nature. Note that compliance with all criteria listed below does not guarantee acceptance; nor does a successful academic record.

1. Meet all admission requirements of the College.
2. Successful completion of 5 prerequisite courses: Anatomy and Physiology I (APHY 101), Anatomy and Physiology II (APHY 102), English Composition (ENGL 111), Physical Science (SCIN 111), and Introduction to the Physical Therapist Assistant (PTAS 101).
3. Overall Ivy Tech GPA of 2.5 or above is required to make application.
4. Possess physical health acceptable for performance in the occupation as documented by student signature of PTA PROGRAM ESSENTIAL FUNCTIONS FORM.
6. Accepted students must present CPR certification, required health and immunization forms, and completed criminal background check in the student's first year.
7. All application materials must be filed with the PTA Office (R29) by the admissions deadline listed in the application packet, and posted in this office.

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, sex, physical or mental disability, age or veteran status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Ivy Tech Community College is an accredited, equal opportunity/affirmative action institution.

CANDIDACY FOR PTA PROGRAM

Upon completion of the prerequisite 15 hours (APHY 101, APHY 102, ENGL 111, SCIN 111, and PTAS 101), or as you near completion, if you have a 2.5 GPA, you can continue to prepare for application to the PTA program.

Ample time should be allowed for completion of all necessary requirements. These include:

1. Physical Therapist Assistant Program Performance Essentials: Read and sign the **PTA PROGRAM ESSENTIAL FUNCTIONS (FORM 2)**.
2. **Obtain and include a transcript from the Registrar's office. This does NOT have to be an official transcript.** If you have transcripts from other schools, please include these as well. You can also obtain copies of these from the Registrar's office as long as they are on file.

**** Please note that only courses that have been approved for transfer by the Registrar and show up on the Ivy Tech transcript will be considered in the admissions process**
3. **Obtain and include a copy of your TEAS scores.** You can obtain this at the Testing Center. If you have taken the TEAS more than once, only include the copy representing your highest score.
 - Refer to campus-specific instructions to register for and to complete the TEAS.
 - The TEAS may be taken up to two times in a two-year period regardless of the testing location.
 - The two test attempts/dates must be at least 30 days apart.
 - The student must pay the approved testing fee of \$65.00 at the Bursar's Office each time.
 - Student may contact the Testing Center for TEAS Appointments and further questions.
 - Scores will be valid for two years from the initial TEAS test date.
 - The TEAS has four parts: Reading, English, Math and Science.
 - The "Adjusted Individual Total Score" is used for determination of points for the program selection procedure (see 'Selection Policy' information below).
4. Read and sign the **CRIMINAL BACKGROUND CHECK (FORM 3)**.
5. Complete the **APPLICATION WORKSHEET (FORM 4)**.
6. When your packet is complete, return it to the PTA program office (R29).

You will be notified of the disposition of your application by mail.

PTA PROGRAM ADMISSION PROCESS

Admission Criteria:

Students will be objectively evaluated on a numerical scoring basis of 95 points based on points assigned for each criterion. Point values are outlined on the next page.**

1.	Test of Essential Academic Skills (TEAS)	15 points
2.	Grade in Introduction to the Physical Therapist Assistant (PTAS 101)	30 points
3.	Grade in Anatomy and Physiology I (APHY 101)	15 points
4.	Grade in Anatomy and Physiology II (APHY 102)	15 points
5.	Grade in English Composition (ENGL 111)	10 points
6.	Grade in Physical Science (SCIN 111)	10 points

** Any tie will be broken using the cumulative GPA (to 2 decimal places)

ADMISSIONS CRITERIA SCORING

Scoring is standardized and is nondiscriminatory to the fullest possible extent. Admission decisions are based on numerical scores assigned to the completed application. Students will be objectively evaluated on a numerical scoring basis of 95 points based on points assigned for each criterion. An explanation for the scoring values of each of the criteria follows:

Courses must be completed by the end of the spring semester of application to count in the point system for the following fall admission.

1. Grade for PTAS 101 – Introduction to the Physical Therapist Assistant

The PTAS 101 course is very important. It not only allows the student to become more familiar with the demands of the field, but it gives the faculty the opportunity to observe the student in a hands-on lab situation. This score is worth up to 30 points. A minimum grade of 78% in both lab and lecture portions of the course is required for admission to the program.

Final Percentage Grade in PTAS 101 x 30 = Points Awarded

2. Grade for APHY 101 – Anatomy and Physiology I

This is given weight to reflect the base of knowledge for the PTA curriculum. This score is worth up to 15 points.

A = 15 pts B = 10 pts C = 5 pts D = 1 pt

3. Grade for APHY 102 – Anatomy and Physiology II

This is given weight to reflect the base of knowledge for the PTA curriculum. This score is worth up to 15 points.

A = 15 pts B = 10 pts C = 5 pts D = 1 pt

4. *Grade for ENGL 111 – English Composition

Accurate and legible documentation of clinical tests and therapy performed is an important duty of a physical therapist assistant. This score is worth up to 10 points.

A = 10 pts B = 8 pts C = 5 pts D = 1 pt

*Points for credit received by CLEP or DANTES test out = 10 points

5. *Grade for SCIN 111 – Physical Science

Physical concepts and theories pertaining to current applications and trends in physics and chemistry are important tools for the physical therapist assistant to understand in order to apply various treatment techniques and procedures. This score is worth up to 10 points.

A = 10 pts B = 8 pts C = 5 pts D = 1 pt

*Points for credit received by CLEP or DANTES test out = 10 points

6. Test of Essential Academic Skills (TEAS)

This is a standardized test. This score is worth up to 15 points. Make arrangements to take this test early as each campus administers the test on a unique schedule.

“Adjusted Individual Total Score” percentage score X 15 pts

PHYSICAL THERAPIST ASSISTANT PROGRAM PERFORMANCE ESSENTIALS

Becoming a physical therapist assistant requires the completion of a technical education program that is both intellectually and physically challenging. The purpose of this document is to articulate the demands of this program in a way that will allow prospective students to compare their own capabilities against these demands.

Prospective students will be asked about their ability to complete these tasks, with or without reasonable accommodation. Reasonable accommodation refers to ways in which the university can assist students with disabilities to accomplish these tasks (for example, providing extra time to complete an examination or enhancing the sound system in the classroom). Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks; it does mean that we will work with students with disabilities to determine whether there are ways that we can assist the student toward completion of the tasks.

Prospective students who indicate that they can complete these tasks, with or without reasonable accommodation, are not required to disclose the specifics of their disabilities prior to an admission decision. Prospective students who cannot complete these tasks with or without accommodation are ineligible for consideration for admission. If admitted, a student with a disability who wishes reasonable accommodation must request it through the Program Chair of the Physical Therapist Assistant Program. An offer of admission may be withdrawn if it becomes apparent that the student cannot complete essential tasks even with accommodations, that the accommodations needed are not reasonable and would cause undue hardship to the institution, or that fulfilling the functions would create a significant risk of harm to the health or safety of others.

Prospective students who have questions about this document or who would like to discuss specific accommodations should make an initial inquiry with the Program Chair of the Physical Therapist Assistant Program.

Essential Tasks:

- Students must meet class standards for course completion throughout the curriculum
- Students must be able to read, write, speak, and understand English at a level consistent with successful course completion and development of positive patient-physical therapist assistant relationships.
- Students must complete readings, assignments, and other activities outside of class hours.
- Students must gather decision-making pieces of information during patient assessment activities in class or in the clinical setting without the use of an intermediary such as a classmate or an aide.
- Students may perform treatment activities in class or in the clinical setting by direct performance or by the appropriate instruction and supervision of physical therapy aides (in accordance with the law).
- Students must apply critical thinking processes to their work in the classroom and the clinic, must exercise sound judgment in class and in the clinic, and must follow safety procedures established for each class and clinic.
- Students must have interpersonal skills as needed for productive classroom discussion, professional and respectful interaction with classmates and faculty, and development of appropriate therapist-patient relationships.

- Students must maintain personal appearance and hygiene conducive to classroom and clinical settings.
- Students must annually pass a cardiopulmonary resuscitation course at the health professional level (American Heart Association, Healthcare Provider).
- Students must demonstrate appropriate health status prior to clinicals, with annual updates on some items; no active tuberculosis, rubella (German measles) and rubeola (measles) immunity, tetanus-diphtheria booster within 10 years of anticipated graduation and hepatitis B vaccine series or written declination.
- Students must complete OSHA-related Bloodborne Pathogen Exposure Training.
- Students must follow standards and policies specified in the Student Handbook (Guide to Admissions and Academic Policies), the Letter of Understanding (contract between university and clinical sites), and the Clinical Education Manual. The most recent copies of these documents are available for review.

Typical Skills Needed to Complete the Essential Tasks:

- Students typically attend class 12 or more hours per week during each academic semester. Classes consist of a combination of lecture, discussion, and laboratory activities. When on clinical rotation students are typically present at the clinic 40 or more hours per week on a schedule that corresponds to the operating hours of the clinic.
- Students typically sit for 2 to 10 hours daily, stand for 1 to 2 hours daily, and walk or travel for 2 hours daily.
- Students will be required to travel to clinical sites within a 1-2 hour radius of the Sellersburg Campus.
- Students frequently lift less than 10 pounds and occasionally lift weights up to 50 pounds.
- Student frequently exert 25 pound of push/pull forces to objects up to 50 feet and occasionally exert 50 pounds of push/pull forces for this distance.
- Students frequently twist, bend and stoop.
- Students occasionally squat, crawl, climb stools, reach above shoulder level, and kneel.
- Students frequently move from place to place and position to position and must do so at a speed that permits safe handling of classmates and patients.
- Students frequently stand and walk while providing support to a classmate simulating a disability or while supporting a patient with a disability.
- Students occasionally climb stairs or negotiate uneven terrain.
- Students continuously use their hands repetitively with a simple grasp and frequently use a firm grasp and manual dexterity skills.
- Students frequently coordinate verbal and manual activities with gross motor activities.
- Students use auditory, tactile, and visual senses to receive classroom instruction and to assess and treat patients.

PHYSICAL EXAMINATION - EXAMPLE

Please note, physical examination is not required to apply to the program. *This form is provided as an example since a physical examination is required prior to the clinical education experience in the program. A complete list of essential functions required for the program may be found in the student's program handbook. Academic capabilities may be documented through other means; however, the student's physical and mental ability to perform the following essential functions requires validation through a comprehensive assessment by the health care provider.*

Frequency: O = Occasionally (1-33%) F = Frequently (34-66%) C = Constantly (67-100%)

Function	Program-Specific Examples (Not all inclusive)	Frequency	Specify Accommodations	Health Care Provider Initials
GROSS MOTOR SKILLS	<p>Coordination: ability to coordinate small and large muscle groups to provide safe and effective care including transfers, gait training, and positioning with appropriate levels of assistance to patient</p> <p>Balance: exceeding ordinary body equilibrium: Required balance at a level to stabilize self and patient during level and grade surfaces with accommodation to patient loss of balance in various positions, e.g. standing, sitting</p> <p>Crouching: (bending down in a squatting position) – maintained greater than five (5) minutes at any one time and repetition greater than two (2) times per minute: ability to access patient, equipment and for completion of patient care techniques</p> <p>Bending at waist: Maintain bending for greater than five (5) minutes at any one time, repetition of bending motion greater than two (2) times per minute; ability to access patient, equipment and for completion of patient care techniques</p>	C		
FINE MOTOR SKILLS	<p>Dexterity: ability to seize, hold, and turn an object in one's hand; ability to perform pinch type activity of one's fingers; Reaching: ability to extend arms out of base of support to obtain objects and to assist patient in treatment activities; Repetitive motion behaviors: to assign patient care techniques used frequently during an individual patient care treatment session and cumulatively for a specific patient population/facility</p>	C		
PHYSICAL ENDURANCE	<p>Sitting: 2 to 8 hours per day: required for periods of documentation, scheduling, and patient care techniques; Standing: 2-8 hours per day: required for periods of documentation and patient care techniques; Kneeling (resting body on knees): greater than five (5) minutes at any one time and repetitive kneeling greater than two (2) minutes at any one time</p>	C		
PHYSICAL STRENGTH	<p>Heavy: Exerting 50 to 100 lb of forces occasionally and/or up to 30 lb of force frequently (50 to 74% of time); Medium: Exert 20 to 50 lb of force occasionally and/or up to 15 lb of force frequently.</p> <p>Lifting: Must independently be able to lift 50 lbs; ability to lift frequent loads such as resistance training weights for exercise, lifting of patient during transfer</p>	C		

Form Version: School of Health Sciences – Physical Therapist Assistant

Function	Program-Specific Examples (Not all inclusive)	Frequency	Specify Accommodations	Health Care Provider Initials
	and training activities, floor (fall) recovery, maneuvering of necessary equipment for patient care			
MOBILITY	<p>Walking: on level and graded surfaces of any distances (greater than 1 mile per day); ability necessary for gait training patients, daily routine of movement within facilities, facility and patient type specific assistance with mobility tasks</p> <p>Climbing stairs: Carrying a load >10 lb, climbing frequency >25 times per day - required for stair and curb gait training with assistance of patient supporting at times greater than 10 pounds of patient load, frequency dependent upon patient population and facility setting</p> <p>Crawling: for access to patient, equipment and completion of patient care techniques</p>	C		
AUDITORY	<p>Hear normal, faint, and adapted speaking levels for person-to-person and augmentative communication devices.</p> <p>Hear faint body sounds (e.g., blood pressure, respiratory, and heart beat sounds)</p> <p>Hear in situations when not able to see lips (e.g., when masks are used)</p> <p>Hear auditory signals from modalities and emergency equipment and safety signals.</p>	C		
VISUAL	See objectives directly or through peripheral vision for observation of patient body mechanics, gait assessment, exercise quality, review of written and computer generated documentation, and observation of patient condition/tolerance including procedures of vital signs (near and far acuity and recognizing color discrimination).	C		
TACTILE	<p>Feel vibrations (e.g., palpate pulses)</p> <p>Detect temperature (e.g., skin solutions)</p> <p>Feel differences in surface characteristics, sizes and shapes (e.g., skin turgor, rashes, palpate vein, identify body landmarks)</p> <p>Detect environment temperature (e.g., check for drafts)</p>	C		
OLFACTORY	<p>Detect odors from client and environment (e.g., foul smelling drainage, alcohol breath)</p> <p>Detect smoke, gases or noxious smells etc.</p>	C		
COGNITIVE PROCESSES	<p>Collect necessary data for patient care</p> <p>Plan necessary sequences of operation or actions</p> <p>Define problems, collect information, and identify need for supervisor intervention</p> <p>Basic counting, addition, subtraction and higher level use of algebra, geometry and statistics</p> <p>Teaching of others, formally or informally</p>			

Form Version: School of Health Sciences – Physical Therapist Assistant

Function	Program-Specific Examples (Not all inclusive)	Frequency	Specify Accommodations	Health Care Provider Initials
COMMUNICATION	Regular communication with patients, caregivers, family members, peers, and other medical professionals in simple, complex and technical language. Proficient to speak and understand English to engage in verbal, two-way communication with others of a variety of social, emotional, cultural and intellectual backgrounds. Discern and interpret nonverbal communication Comprehension of written language of basic, technical, professional material	C		
EMOTIONAL STABILITY	Work with frustrating situations Manage and function emotionally manage emotional and cognitive response to various health and cultural situations Counsel, recommend, guide, or caution others in the role of PTA Work under time pressures: rush or urgent deadlines Establish therapeutic boundaries Handle strong emotions (e.g., grief)	C		
ENVIRONMENTAL PROCESSES	Exposure to vibration: ability to tolerate participation in modalities: ultrasound, electrical stimulation, and whirlpool equipment Exposure to moving parts, electrical current, chemical: ability to safely participate in isokinetic testing and training, modality, equipment Exposure to risks to respiratory system, skin, or allergies: ability to participate in treatment and patient care during modalities, massage, certain patient populations (diagnoses) and wound care products Personal protective equipment (PPE): Ability to follow standard precautions with proper use of rubber gloves, gown, goggles, masks, etc	C		
PERSONAL RESPONSIBILITIES	Traveling: ability to access appropriate facilities and/or patients for provision of therapy services Reaction to Emergencies: ability to respond to medical emergency situations including auditory notification of emergency signals, cardiopulmonary resuscitation procedures) Supervision: ability to perform duties under the required level of supervision for the status of a physical therapist assistant (student, graduate with temporary license, and licensed/certified PTA) and ability to provide aide and supportive staff supervision under the requirements of a licensed/certified PTA Maintain adequate health without presence of infectious disease	C		

Students with disabilities requiring accommodations must meet with the College Disabilities Support staff.

**PHYSICAL THERAPIST ASSISTANT PROGRAM
PTA PROGRAM ESSENTIAL FUNCTIONS (FORM 2)**

I have received and read the Physical Therapist Assistant Program Performance Essentials document and believe that I can fulfill these functions with or without reasonable accommodations. I understand the process for requesting reasonable accommodations, as outlined in this document. I have received and read the Physical Exam Example and understand that I do not need to complete a physical exam to apply to the PTA Program; however if I am admitted, this will need to be completed prior to the initiation of Fall coursework.

Printed Name

Signature

Date

**PHYSICAL THERAPIST ASSISTANT PROGRAM
CRIMINAL BACKGROUND CHECK (FORM 3)**

Some healthcare facilities already require a criminal background check in order to gain access to clinical sites. Many states, including Indiana, require this check to establish eligibility to obtain a license to practice as a PTA.

Please sign below to indicate that you will agree to have a criminal background check run at your expense.

This notice is also to inform you that if you have incidents in your past, there is the possibility that this could impact your ability to obtain a clinical internship and/or obtain a license. Your signature provides evidence that you understand the possible implications to your training and career.

Printed Name

Signature

Date

**PHYSICAL THERAPIST ASSISTANT PROGRAM
APPLICATION WORKSHEET (FORM 4)**

Please indicate which of the following Prerequisite Courses you have completed, along with the grade received and where you took the class. If it was taken at Ivy Tech, please note which campus. Include copies of all relevant college transcripts. Official transcripts are not necessary.

Course credits which have not been successfully transferred into Ivy Tech by the Registrar will NOT be considered during the admissions process.

If you are currently enrolled in a course, please mark "In Progress" on the grade line. Applications will be held until final spring grades are submitted. If you are applying for transfer credit in a particular course, please indicate so.

COURSE	LETTER GRADE	TRANSFER INSTITUTION OR IVY TECH <u>CAMPUS</u> WHERE TAKEN
PREREQUISITES:		
APHY 101 Anatomy & Physiology I	_____	_____
APHY 102 Anatomy & Physiology II	_____	_____
ENGL 111 English Composition	_____	_____
SCIN 111 Physical Science	_____	_____
PTAS 101 Intro to the PTA	_____	_____

Semester PTAS 101 taken: _____ Percentage Grade for PTAS 101: _____
(i.e. Fall 2017)

TEAS EXAM INDIVIDUAL ADJUSTED SCORE: _____%

**PTA PROGRAM
FALL 2019 ADMITTANCE**
IMPORTANT DATES/DEADLINES**

APPLICATION DEADLINE – MARCH 31, 2019

Completed application packets are due on or before March 31, 2019 to be considered for the Fall 2019 PTA Program. Classes completed through the Spring 2019 semester will be considered for computation of scores in the application process. All general education required courses must be successfully completed by the end of the third technical semester in the program.

The application must be either postmarked or delivered in person by this date to the attention of the PTA Program Chair, Kim Kruer, MPT. If delivered in person, the application must be handed directly to a designated faculty member or administrative assistant. It is recommended that applicants acquire verification of delivery either through mail or signature from person who accepted it.

COMPLETE APPLICATION

YOU are responsible for making sure your application packet is complete. It is recommended that you call the PTA Program office at 812-246-3301, ext. 4290 or Shared Sciences Office at 812-246-3301 ext. 4293, to check the status of these documents prior to the deadline date.

****NOTICE OF ADMITTANCE OR DENIAL WILL BE MAILED BY JUNE 15, 2019**

If you have questions, please contact:

Kim Kruer, PTA Program Chair

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