



## Physical Therapist Assistant Program Application Checklist

For the Physical Therapist Assistant Program Application to be considered **complete**, the applicant **must have completed** the following list of requirements. Applicants must initial next to each item to indicate their **understanding** of the requirement.

\_\_\_\_\_ **CCC Admission Application** – If not currently enrolled in CCC, complete an Application for Admissions to Clovis Community College by **September 1st**. *Your Physical Therapist Assistant Program Application will not be processed if you do not have a current application for admission to CCC on file.*

\_\_\_\_\_ **Physical Therapist Assistant Program Application** – Complete **all** sections of the Physical Therapist Assistant Program Application and turn into Admissions prior to **September 1st**.

\_\_\_\_\_ **Observation Hours** – All applicants must complete a minimum of 5 hours of observation with a Physical Therapist or Physical Therapist Assistant and document completed hours on the Observational Hours Log Sheet found on the PTA webpage or here which **must** be submitted with the application.

\_\_\_\_\_ **Transcripts/Prerequisite Courses** – Official copies of **all** college transcripts must be on file or sent directly to the Office of Admissions and Records and arrive prior to **September 1st**. If you are not a high school graduate, official GED scores are required. Applicants must have **completed ALL** prerequisite courses as detailed on the degree plan prior to enrollment in to the Physical Therapist Assistant Program. Applicants who are enrolled in the last of these prerequisites may still submit their application for the following semester but will only be considered if they successfully complete the prerequisite(s) enrolled in.

\_\_\_\_\_ **Applicants who are completing prerequisites at another college, must** notify Admissions when turning in their PTA application. Official transcripts must be sent to CCC immediately upon completion of the class. Failure to do so will result in the application being considered incomplete.

\_\_\_\_\_ **BIOL 2210C\*, BIOL 2225C\*, MATH 1130\*, and NSG 105** must have been completed within five (5) years prior to the semester applying for. *See Degree Plan for more details.*

\_\_\_\_\_ **Grade Point Average** – Applicants must have a **minimum cumulative grade point average (GPA) of 3.0**, including all colleges and universities attended, to be **considered** for the Physical Therapist Assistant Program.

\_\_\_\_\_ **Academic Advising** – Applicants are encouraged to meet with Academic Advising prior to submitting their application to ensure that all requirements are satisfied.

\_\_\_\_\_ All of the Health Science Programs at Clovis Community College require **criminal background checks and drug screenings** prior to admittance into the clinical setting.

Failure to pass one or both could result in dismissal from the program. Applicants with felony convictions and certain misdemeanors may not be allowed in the clinical sites or be eligible to take the National Physical Therapist Assistant Examination. Disqualifying convictions are determined by the Department of Health and not CCC.

### ACKNOWLEDGEMENT

\_\_\_\_\_ I understand that **admission into the Physical Therapist Assistant Program is competitive** and based on the PTA Admissions Criteria Point System. *A minimum GPA of 3.0 does not guarantee acceptance.*

\_\_\_\_\_ I understand that **determinations on acceptances** for the Fall semester are not made until after grades are posted by the **CCC Registrar** for the Summer semester.

\_\_\_\_\_ I understand that all **correspondence regarding my application and acceptance** into the Physical Therapist Assistant Program will be conducted through email I provided in the application. *Failure to check my email may result in missed information or deadlines.*

\_\_\_\_\_ I understand that as a student in the Physical Therapist Assistant Program it will be my responsibility to obtain and maintain current immunization and compliance requirements.

### ACKNOWLEDGEMENT OF TRAVEL REQUIREMENTS

\_\_\_\_\_ I understand **that travel within Eastern New Mexico and West Texas**, up to 120 miles from Clovis, will be **required** to attend clinical.

\_\_\_\_\_ I understand that I will be **responsible for all travel costs and arrangements**, including but not limited to transportation and lodging.

\_\_\_\_\_ I understand that **inability to travel for any reason will prohibit me** from being in the Physical Therapist Assistant Program.

### SELECTION PROCEDURE

Final selection will occur based on rank. Applicants for the Physical Therapist Assistant (PTA) Program will be selected on the PTA Admissions Criteria Point System found on the CCC PTA Program Web page or here. Qualified applicants will be invited to participate in an interview as part of the admissions process. Final selection is based on total points earned and ranking within the applicant pool. Current admissions criteria and scoring information are available on the PTA program website.

### ACCREDITATION STATEMENT

The Physical Therapist Assistant program at Clovis Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

If needing to contact the program/institution directly, please call (575)-769-4067 or email [WadeR@clovis.edu](mailto:WadeR@clovis.edu)

## **ADVISING**

Applicants are responsible for meeting with an Academic Advisor to file a current Physical Therapist Assistant degree plan and to review the information contained in the Clovis Community College Catalog. The policies and regulations contained in this catalog apply to all applicants, including those who have filed and are following degree plan requirements of an earlier catalog. Some policies and requirements may be subject to change based on program requirements. If you have any questions regarding the degree plan, contact the Academic Advising Center, located in the Dr. H.A. Miller Student Services Center, or call (575)-769-4020.

## **TECHNICAL STANDARDS FOR ACCEPTANCE**

To participate in the clinical education portion of the program, the applicant must possess additional nonacademic skills. These technical standards are consistent with the duties of the entry level physical therapist assistant in a professional position. The applicant must be able to:

- Lift and transfer patients to and from surfaces.
- Move, adjust, and manipulate equipment to perform procedures.
- Communicate effectively in an oral or written format, and follow written and verbal directions.
- Use proper discretion and judgment in dealing with patients and others.
- Think clearly and rationally. Students cannot be in clinical practice while under influence of prescribed medications which could affect decision making and ultimately jeopardize patient care.
- Work harmoniously with others in a team while maintaining a high level of enthusiasm.

I, \_\_\_\_\_, have fully read and understand the application requirements for consideration for the CCC Physical Therapist Assistant Program. I understand that my application will not be forwarded to the Physical Therapist Assistant Program for consideration if I fail to complete any of these requirements by the September 1<sup>st</sup> deadline.

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Applicant's Signature

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Date



# Physical Therapist Assistant Program Application

*For important application and transcript deadline information, please refer to the PTA Program insert.*

**Please print legibly, fill out completely. List additional information on separate sheet if necessary.**

## Applicant Information

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**Please print legibly**

\_\_\_\_\_  
First Middle Last (Maiden)

\_\_\_\_\_  
Date of Birth

Male  Female

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

### Contact Information

\_\_\_\_\_  
Primary Phone  Home  Cell

\_\_\_\_\_  
Secondary Phone  Home  Cell

\_\_\_\_\_  
Personal Email (required)

### Emergency Contacts

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

*Note: If you change your address or telephone number, you must notify the Allied Health secretary (575)769-4976 in a timely manner. Official Admissions will be sent via email*

Is this your first application to the program: Yes\_\_\_\_No\_\_\_\_\_

If no, list the year of previous application: \_\_\_\_\_

Have you attended another college since your last application: Yes\_\_\_\_No\_\_\_\_\_

Where did you attend \_\_\_\_\_

*If yes, you must request an official copy of your transcript(s) to be mailed to the Office of Admissions and Records, or you may walk in an official, sealed copy.*

## Signature

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Provisional Agreement**

I understand that my application to the Physical Therapist Assistant Program at Clovis Community College is on a PROVISIONAL BASIS pending receipt of transcripts from the following school(s)/college(s)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Correspondence Acknowledgement**

**Initial:**

\_\_\_\_\_ I understand that all correspondence regarding my application and acceptance into the Physical Therapist Assistant Program will be conducted through the email provided above. Failure to check my email may result in missed information or deadlines.

I agree to complete my Physical Therapist Assistant application file no later than the published deadline. (Deadlines are published on the insert contained in this packet) I understand that if my file is not complete by the published deadline it will not be forwarded to the Physical Therapist Assistant Selection Committee

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_