



Health Sciences Division

Physical Therapist Assistant Program Information / Instructions / Forms to apply to begin the program fall semester 2024

Minimal 2024 PTA program application requirements:

- Unconditional admission to Calhoun Community College
- Submission of a complete 2024 PTA Program Application packet no later than **3:00 PM Thursday, April 25, 2024** which includes:
 1. A Calhoun Community College transcript documenting all previously completed general education coursework taken at CCC or accepted in transfer
 2. A reading score from an ACT or ACCUPLACER test taken in the past three years which meets the minimum requirement of:

PTA Program Admission Minimum Reading Score Requirement	
ACT Reading Test Score	18 or >
-OR-	
ACCUPLACER NEXT-GEN Reading Score	250 or >

3. Documentation of 24 hours of physical therapy observation signed by licensed personnel.

Meeting minimal requirements does not guarantee acceptance. The number of students selected for admission to the PTA program each year is limited and therefore the application process is competitive. Applications are evaluated by the PTA Admissions Committee and assigned a score according to the published ranking system. Points are awarded on the basis of submitted information. Points may be deducted if application instructions are not followed. Top scoring applicants are offered an opportunity to enroll.

PTA Application Points System	
CATEGORY	POINTS POSSIBLE
Completed General Education Coursework =	80
Reading Score =	5
Attendance at a PTA Information Session =	5
Physical Therapy Observation Hours =	10
TOTAL =	100

Application Instructions

1. If needed, apply for Admission to Calhoun Community College with PTA as your major
 - It is recommended this be completed **at least 6-8 weeks** prior to the PTA application deadline and that all PTA applicants meet with an advisor.
2. Obtain a **Calhoun Community College (CCC)** transcript
 - An unofficial copy of a CCC transcript must be included in the PTA application packet. The CCC transcript should include all coursework applicable to the PTA degree requirements taken at Calhoun &/or other colleges and accepted in transfer. Do not submit transcripts from other colleges with the PTA application.
 - Coursework taken at other institutions must be evaluated and accepted by the CCC Admissions and Records Office and appear on the CCC transcript to be considered for PTA application points.
 - It is recommended transcripts from other colleges are sent to CCC Admissions and Records **at least six weeks** prior to the PTA application deadline. PTA faculty cannot advise students regarding coursework taken at other colleges. Do not send transcripts to PTA program faculty or the health sciences division.
 - An unofficial CCC transcript can be printed by accessing MyCalhoun. If a CCC transcript is not included in the application packet, the applicant will be considered ineligible for consideration for enrollment.
 - It is the applicant's responsibility to make certain all relevant coursework is listed on the CCC transcript. Applicants should contact the Admissions and Records Office with questions regarding the transfer of credit.
 - PTA application points are earned for completion of the general education courses required for the AAS degree in PTA. The number of points is determined by the grade earned. Complete the *General Education Worksheet* (page 7) by circling the grade and corresponding points attained for each class. If a course has not been taken or is in progress, leave the space blank. Total the points earned for grades in the white box.
 - On the CCC transcript, **highlight the general education courses and grades earned** for PTA application points.
 - a. **The following mathematics courses meet the AAS degree requirement and may be used for application points:** MTH 100, MTH 110, MTH 112, MTH 113, MTH 120, MTH 125, MTH 126, MTH 227, MTH 237, MTH 238, and MTH 265. MTH 098, 099 & 116 do not meet the requirement and cannot be used for points.

- b. **English Composition I (ENG 101)** is the only course and grade which may be used for English points.
- c. **Humanities / Fine Arts courses** that meet the requirement for the AAS degree include Music, Art, Religion, Theater, Literature, and Philosophy. A foreign language cannot be used in this category. Applicants select the course to be used for points.
- d. **SPH 106 or 107** meets the PTA degree requirement and can be used for application points. SPH 116 is not accepted.

- Points for general education courses taken spring semester 2024 will be added to the application score if an unofficial transcript of course completion with the grade earned is submitted to the PTA program once the course is completed.
- **Submission of proof of spring semester course completion is the responsibility of the applicant. A paper copy of spring grades must be received by the PTA program no later than 3:00 PM on Monday May 20, 2024.**
- Spring grades may not be emailed or faxed. If attending another college, an unofficial transcript from that college will be accepted for application points FOR SPRING GRADES (**ONLY**), if an unofficial CCC transcript was received in the original application packet.

3. Obtain a current Reading Score

- **ALL** PTA applicants must submit a copy of a reading score from an ACT or ACCUPLACER test taken within the past three (3) years, **regardless of applicant age, score, or prior educational accomplishment.** Do not contact the program requesting an exception.
- The reading test for 2024 applicants must be dated 2021, 2022, 2023, or 2024
- Application points are earned according to the grid on page 8.
- See the PTA FAQ for more information about taking the ACCUPLACER.
- If a reading score is not submitted, the applicant will be considered ineligible for consideration of enrollment in the PTA program.

4. Attend a PTA Program Information Session

- Points are earned for attending one PTA Program Information Session held in the fall of 2023 or the spring of 2024
- Dates, times, and locations of information sessions are posted on the PTA website
- Registration is not required, any interested person is welcome to attend
- Legibly print and sign your name on the attendance roster at the session
- Be punctual
- If you live out of the area or have other hindrances to attending an Information Session, please contact the program at 256-260-2491.

5. Acquire PTA Observation Hours

- Application points are earned for completing 24 hours of physical therapy observation; 12 hours at an in-patient facility and 12 hours at an out-patient facility. Home health hours are not accepted.
- Observation hours should have been completed in the past 3 years.

- Experiences should occur at a minimum of 2 different facilities.
- Hours must be signed by licensed physical therapy personnel.
- Submit evidence of experiences using the *Observation Hours Documentation Form* (p. 10). Observation hours documented on other forms will not earn application points.
- Experiences as a patient receiving PT or as an employee in a PT facility may be used; see PTA Observation Hours Directions (p. 10).
- Additional observation hours may be personally beneficial but will not accrue additional points.

6. The deadline for PTA application submission is **Thursday, April 25, 2024 at 3:00 PM**

- All application requirements should be received in one 8.5 x 11" or larger envelope
- Application packets may be mailed or delivered in person but must be received by the above deadline date and time. Information cannot be accepted via fax or email.
- Address: Calhoun Community College
Health Sciences Building - 3rd floor
ATTN: PTA Program
P.O. Box 2216
Decatur, AL 35609
Hours: Monday-Thursday 8:00 AM – 4:30 PM, Friday 8:00 – 11:30 AM
- All documentation should be complete and legible.
- Please print application single-sided and do not use staples.
- Application points may be lost for failing to follow instructions.
- Each time an individual applies to the PTA program an application packet must be completed in its entirety; copies of items submitted should be retained as information will not be released from previous application packets.

7. The PTA Admissions Committee meets in late May.

- All applicants will be notified of admission status in early June.
- Letters will be mailed to the address provided by the applicant.
- Admission status cannot be released by telephone.

Additional information about the profession, the program, and the application process can be found on the PTA program website. See:
How to Apply - Application Points Worksheet
PTA FAQs - Information Sessions
Program Outcomes



Physical Therapist Assistant Program

Application Checklist

(Provided to assist applicants; use is optional.)

For an applicant to be considered, all of the following documentation items must be received in a sealed 8.5 x 11" (or larger) envelope by the PTA Program before 3:00 PM on April 25, 2024.

- ☐ A legibly completed **Personal Information Sheet**, page 6.
- ☐ An unofficial **Calhoun Community College transcript** which includes all coursework taken at CCC and coursework taken at other colleges and accepted in transfer. Completed general education courses being used for application points and the grade earned should be highlighted by the applicant. If a CCC transcript is not included in the application packet, the application cannot be considered.
- ☐ A copy of an **ACT Reading Score** or an **ACCUPLACER Reading test score** report from the past three years. If a reading score from a test taken in the past 3 years is not included in the application packet, the application cannot be considered.
- ☐ A completed **General Education Worksheet**, page 7, noting required coursework already taken and the grade received.
- ☐ A **Points Worksheet**, page 8, noting your general education coursework points total, your ACT or ACCUPLACER reading score points, and indicating the month of attendance at a PTA Information Session in the past year.
- ☐ **Physical Therapy Observation Documentation**, page 10, validating a minimum of 24 hours of physical therapy observation at two different facilities; twelve (12) hours observation in an inpatient setting and twelve (12) hours in an outpatient setting.
- ☐ **Statements of Understanding** pp. 11-12, initialed, signed and dated.



Physical Therapist Assistant Program

2024 Application Personal Information Sheet

Applications to begin the PTA program Fall 2024 must be received by **3:00 PM on April 25, 2024**. An application packet may be mailed or delivered in person to the PTA program on the third floor of the Health Sciences Building, Decatur campus. All applicants receive notification by mail regarding selection for the program at the address provided below.

Calhoun Student ID (A#): _____

Name _____

Last

First

MI

Mailing Address _____

City _____

Home Phone _____

State _____ Zip _____

Cell Phone _____

APPLICANTS ARE ENCOURAGED TO USE CCC EMAIL FOR COMMUNICATIONS WITH THE PROGRAM.

Work Phone _____

Emergency Contact:

Name _____

Relationship: _____

Phone _____

List all colleges and/or universities you have attended and any degrees received:

Mailing address: Calhoun Community College
Health Sciences Building
ATTN: PTA Program
P.O. Box 2216
Decatur, AL 35609

Hours: Monday – Thursday 8:00 AM – 4:30 PM
Friday 8:00 – 11:30 AM

Name: _____

Application points are awarded if the **course and grade is HIGHLIGHTED on a CCC transcript.** (See FAQ regarding how points are awarded for AP and CLEP courses.)

- If currently enrolled in a general education course spring semester 2024, do not circle a grade / points.
- Spring semester points will be added to the application score if a copy of an unofficial transcript with the grade earned is submitted to the PTA program at the end of the semester. **This is the responsibility of the applicant and the spring transcript must be received by the PTA Program no later than 3:00 PM May 20, 2024.**

Course Name and Number		Circle earned grade and points	For office use: course & grade verified / highlighted?	
*BIO 201 Human Anatomy & Physiology I (within last 10 years)		A = 14 B = 12 C = 7		
*BIO 202 Human Anatomy & Physiology II (within last 10 years)		A = 14 B = 12 C = 7		
ENG 101 English Composition I		A = 8 B = 5 C = 3		
Mathematics Elective - MTH 100, MTH 110, MTH 112, MTH 113, MTH 120, MTH 125, MTH 126, MTH 227, MTH 237, MTH 238, or MTH 265	Course: MTH _____	A = 8 B = 5 C = 3		
PSY 200 General Psychology		A = 8 B = 5 C = 3		
PSY 210 Human Growth & Development		A = 8 B = 5 C = 3		
Speech Elective – SPH 106, SPH 107 (not SPH 116)	Course: SPH _____	A = 8 B = 5 C = 3		
Humanities Elective: Art, Music, Literature, Philosophy, Religion, Theatre (not a Foreign Language)	Course: _____	A = 8 B = 5 C = 3		
EMS 106 Medical Terminology for Health Professions		A = 4 B = 3 C = 3		
MAXIMUM GENERAL EDUCATION POINTS = 80		TOTAL=		

Name: _____

To be considered for enrollment, all PTA applicants must submit a copy of a reading score from a test taken in **the past 3 years**.

ACT Reading Score	ACCUPLACER NEXT GENERATION Reading Score	PTA Application Points
< 18	< 250	Ineligible for Admission
18 - 19	250 - 256	0
20 - 23	257 - 266	1
24 - 26	267 - 276	2
27 - 30	277 - 285	3
31 - 33	286 - 293	4
34 - 36	294 - 300	5

Determine your **Academic Score** by adding General Education Points to Reading Points. The maximum possible score is 85 points.

General Education Points (from page 7)	= _____	(max. = 80)
Reading Score Points (from above grid)	= _____	(max. = 5)
Total ACADEMIC Score	= _____	(max. = 85)
Did you attend a PTA program Information Session? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please check which session attended: <input type="checkbox"/> October 2023 <input type="checkbox"/> January 2024 <input type="checkbox"/> March 2024		
PROGRAM USE:		
Verified by CCC PTA Admissions Committee member: _____ (initials)		



Observation Hours Directions

Applicants to the PTA program are required to submit documentation of twenty-four (24) quality hours of physical therapy observation accomplished in the past three (3) years. Quality hours are defined as time spent observing patient care and do not include breaks, viewing secretarial duties or videos. Twelve (12) hours should be completed at an inpatient facility and twelve (12) hours at an outpatient facility. At least two different facilities should be used to complete the 24 hours of observation. Use a separate form for each facility. All hours must be signed by a licensed PT or PTA.

- **Inpatient therapy** is provided in a medical facility where the patient spends the night, such as a hospital, rehabilitation center, or skilled nursing facility.
- **Outpatient therapy** is provided to patients who travel to a facility for a scheduled appointment.
- **Home health care** physical therapy is not accepted for the purpose of observation hours.
- **Personal experience as a patient** receiving physical therapy may be used as observation hours if it was within the past three (3) years. Ask your PT/PTA to document the hours.
- **Applicants employed in a PT department** may use work hours from the past 3 years to fulfill observation hours.

Additional time spent observing the working environment, job duties, and special skills of therapists may be personally beneficial in deciding if physical therapy is the right vocation for you, but will not add to the strength of your application.

PT and PTA students are commonly required to obtain observation hours and therefore physical therapy facilities are accustomed to such requests. It is the responsibility of the applicant to contact facilities that offer physical therapy services to request observation hours. Health care organizations and physical therapy clinics are not obligated to allow visitors for the purpose of observation. Their willingness demonstrates a commitment to the physical therapy profession and an investment in future clinicians. Clinics are only able to accommodate a limited number of prospective students at one time, so plan accordingly.

During observation experiences students are a guest of the facility and expected to demonstrate professionalism in attire, behavior, and demeanor at all times.

- Dress in “business casual” wear – slacks, a collared shirt, closed toe shoes, and limited jewelry. Jeans, camouflage attire, shorts, t-shirts, immodest clothing, and cologne are not permissible.
- Be punctual.
- Stay engaged; cell phones may not be in sight and may not emit audible tones.

The health care environment is governed by rules and policies in the interest of safety and serve to ensure that patient information is held in trust.

- Some facilities may require observers to sign confidentiality statements.
- Patients have the right to deny permission for observation of their care.
- During observation you will learn personal medical information. This is permissible and you may ask questions of the PT/PTA about procedures. However, you are obliged to understand this is privileged information protected by federal privacy acts and cannot be shared with any party outside the facility.



PTA Program

Observation Hours Documentation Form

Copy this page and use a separate form for each facility where observation hours were completed. Use **only** this form for documentation of observation hours for the CCC PTA Program Application. All documentation should be recorded in ink and experiences should have taken place in the past three (3) years.

PLEASE PRINT

Applicant Name:

LAST

FIRST

Calhoun Student ID (A#):

Facility Name:

Street Address:

City:

State:

Zip:

Telephone:

- Observation hours completed: ☐ As a student, for the PTA application,
☐ As an employee of the facility,
☐ As a patient, receiving physical therapy treatment

PLEASE PRINT

Supervising Therapist Name(s):
and License Number(s)

Date	Time In	Time Out	Hours	Inpatient or Outpatient	Signature of Licensed PT/PTA
EX: 8/12/19	8:00 AM	11:30 PM	3.5	IP	John Doe, LPTA
Total on this page =					

I certify that the hours noted above were completed by me. I understand that the CCC PTA Admissions Committee may verify this document for authenticity and that falsification of information will result in my PTA application being withdrawn from consideration.

Applicant Signature

Date

2024 Application Statements of Understanding

1. As a prospective student in the PTA program, I understand that there are certain risks involved in PTA educational activities. During on-campus segments there are risks in demonstrating and/or receiving return demonstrations in skills development. During clinical rotations there is a risk of potential exposure to infectious disease including blood borne pathogens and to biohazardous waste. I understand that I am not required to involve myself in any activity that, in my opinion, would be potentially dangerous to me. I further understand that my health and accident insurance and/or related expenses are my responsibility.

☐ I understand. Initials: _____

2. I have read the PTA program Eligibility Criteria posted on the PTA website and understand them to be deemed the minimally necessary skills and abilities for admission, progression, and graduation from the program and for the provision of safe and effective client care. I further understand that if I am unable to demonstrate these skills and abilities, it is my responsibility to request reasonable and appropriate accommodations through CCC Disability Services.

☐ I understand. Initials: _____

3. I am aware that if enrolled in the PTA program I will participate in clinical education courses that require my attendance at healthcare facilities located across northern Alabama and southern Tennessee. I am aware that I am responsible for transportation, meals, health care expenses and any liability incurred during and while traveling to and/or from educational experiences.

☐ I am aware. Initials: _____

4. I am aware that in order to participate in clinical courses I will be required to undergo a health examination, tuberculosis screening, submit proof of vaccination or immunity to specified infectious diseases, submit to drug and alcohol screening and a background check. Non-compliance with healthcare facilities requirements and/or the results of screenings may render me ineligible to participate in clinical learning experiences required for program progression and graduation.

☐ I am aware. Initials: _____

5. I am aware that if admitted to the PTA program I will be subject to policies and procedures specific to the program that are in addition to requirements of the college and that are concerned with the interests of patient safety and my welfare as a student.

☐ I am aware. Initials: _____

6. I understand the application for licensure as a PTA will include a list of questions which ask, "Have you ever been convicted of a felony or of a crime involving moral turpitude?" and "Have you ever been convicted of violating any state or federal narcotic law?" and that my application for licensure may be denied on the basis of this review.

☐ I understand. Initials: _____

7. I am at least 18 years of age and I understand that completion of this application does not guarantee admission to the PTA program. I understand that falsification and/or omission of information on the College and/or PTA application shall be grounds for dismissal from the program in accordance with College procedures.

☐ I understand. Initials: _____

I have read the above statements and understand that the stated conditions and those in the CCC Catalog apply to me.

Printed Applicant Name

Applicant Signature

Date

The Physical Therapist Assistant Program at Calhoun Community College is accredited by the
Commission on Accreditation in Physical Therapy Education (CAPTE),
3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305;
telephone: 703-706-3245; website: www.capteonline.org.