



Wallace State Community College (WSCC) – Hanceville

Instructions for Completing Online Health Application for: 2019 Physical Therapist Assistant Program

Application Link will be open for submissions from: **March 1 thru May 31 for Fall Entry**

Application Steps:

1. Apply to WSCC ADMISSIONS (If you are currently attending WSCC, verify that each has been complete.)

Applicant must meet the following admission criteria:

- Apply to WSCC Admissions 6-8 weeks prior to program deadline.
Must meet all general admissions requirement and be unconditionally admitted to the college. Student must be in good standing with the college.
- Submit to WSCC Admissions official college transcripts from each college previously attended. Do not send until all grades are posted. Must be received before application deadline.
- Submit to WSCC Admissions an official ACT score report showing highest composite score achieved (see program requirements).
- If seeking Financial Aid, complete FAFSA application (fafsa.gov - school code: 007871) by June 1.

NOTE: It is the responsibility of each applicant to ensure that all information is on file in Admissions prior to application deadline.

2. Meet Physical Therapist Assistant Requirements

Applicant must meet the following requirements:

- Complete all PTA required (prerequisite) courses prior to the application deadline of May 31 (June 1 is on Saturday this year).
- Possess a minimum of 2.5 or greater grade point average on a 4.0 scale with a “C” or better in all general required courses. GPA calculated for program selection will be on the general required prerequisite courses only.
- Possess a minimum of 18 ACT composite score.
- Complete of a minimum of 24 hours of observation at no less than 2 different facilities.

3. Program Application Information

All information must be uploaded to your online application to be complete. Information will NOT be accepted in person, by mail/email or via fax.

Any missing documentation may result in your application being declined. Please check email periodically for application notifications. Applications must be submitted online with all required documentation uploaded by the deadline date listed above.

You should retain the copy of your completed/submitted application. Information submitted, including observation hours, will not be released from the application. Applicants will be notified by mail of acceptance or non-acceptance to the health program by July 1st. No information regarding individual admission status will be given via telephone; **do not call** Admissions or the program to obtain status. Accepted students only will be required to submit to drug screenings and background checks, as well as attend a mandatory program orientation. Additional information regarding the Drug Testing Policy and Background Check Policy are available online at www.wallacestate.edu.

4. Required Documents

Specific information that you will need before starting your online application:

- Student must have a valid WSCC Student ID that begins with “W”.
- Print most current unofficial transcript from each college previously attended and highlight the course title, credit hours and highest grade achieved for each of the nine (9) required general education (prerequisite) courses required by program. College name must be on each transcript. (Please note – the WSCC Admissions office CANNOT print transcripts from other colleges.)
- A minimum of 18 ACT score composite score (National or Residual) is required for admission consideration. (Scores printed from WSCC Degree Works will be accepted.)
- Completed Clinical Experience Documentation Form from at least 2 completely separate physical therapy businesses/departments showing a minimum of 24 hours and up to a maximum of 100 hours of observation.
- Completed PTA Program Application Scoring Worksheet.
- If submitting CLEP or AP credit, an official score report must be included.

When all documents above are gathered proceed to next step.

The Physical Therapist Assistant Program at Wallace State Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; Telephone: 703-706-3245; E-mail: accreditation@apta.org; Website: <http://www.capteonline.org>.

It is the policy of the Alabama Community College System Board of Trustees and Wallace State Community College, a postsecondary institution under its control, and the Physical Therapist Assistant Program, that no person shall, on the grounds of race, color, sex, religion, marital status, national origin, disability, sexual orientation, gender, age, or any other protected class as defined by federal and state law, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity, admission treatment or employment.

5. Document Preparation

All documents must be named as directed below and uploaded to the online application. Document format must be PDF or JPEG with 16 MB limit. **Any missing documentation may result in your application being declined.** All documents must be legible to be valid. All pages of document (even blank pages, full set of page numbers) must be uploaded to be complete. If you do not know how to scan to PDF see suggested instructions below.

Scanning to PDF can be accomplished either by:

1. Use a copier machine to scan documents as PDF to a jump drive. You may bring documents and jump drive to the WSCC breakroom in the Tom Bevell Health Building. Free self-service. Place jump drive in slot, place documents on copier, select scan, press button. From jump drive **send documents to computer, rename as directed below and upload to online application as directed.**



2. Download the **Free Cam Scanner App to your smart phone.** Set up Free Basic Account. For details go to <https://www.camscanner.com/>

For each document file:

1. Place document on flat surface
2. Open CS App, Tap Camera and slide selection to either Single or Batch (multiple) pages.
Example.-if transcript is 3 pages (batch in one file). All pages of document (even blank pages) must be uploaded to be complete. Maximum of 10 pages allowed per batch.
3. Hold phone directly over document
4. Take a Picture of document by tapping camera button, crop out background, tap ✓ (lower right)
5. Select picture brightness, tap ✓ (lower right) when complete
6. Select either Email or more ^{ooo} (lower right), Select Email to myself.
7. Select files to send. Add email address. Tap Send (top right)
8. **Open files from computer, rename as directed below and upload to online application as directed.**



6. Naming Documents

Name required documents as directed below.

- Transcripts -
First college attended, **Save file as – PTA LAST NAME FIRST NAME 1 college name.**
Second college attended, **Save file as – PTA LAST NAME FIRST NAME 2 college name**
Third college attended, **Save file as – PTA LAST NAME FIRST NAME 3 college name**
Other colleges attended, **Save file as – PTA LAST NAME FIRST NAME 4 college name**
- ACT minimum of 18 composite, **Save file as – PTA LAST NAME FIRST NAME ACT**
- Clinical Experience Documentation Forms, **Save file as – PTA LAST NAME FIRST NAME OBS**
- Application Scoring Worksheet, **Save file as – PTA LAST NAME FIRST NAME Score**

NOTE: The online application must include all information listed above at the time it is submitted to the program.

7. Online Program Application Instructions

For the best results, please do not attempt to complete your application until you have fully read and understand all instructions. Once you start the application, you must finish it in one sitting. You will have one opportunity to open the link and complete the application from your computer. Completion of the online application may take 30 minutes, dependent on your preparation. Any missing documentation may result in your application being declined. All required documents must be ready to attach **from your computer** prior to opening the link.

Once the above information is gathered, completed, and documents named as above, continue to the online application: <https://www.surveymonkey.com/r/WSCCPTA2019>

When prompted, Click **Choose File** and upload file **from your computer.** You can click **Remove File** to clear your response or **Replace File** to change the file. Print completed online application for your records. A confirmation of application submission will not be given. Please check email periodically for application notifications.

8. Selection

Every complete application submitted will be ranked and considered for program admission according to published policies. Each applicant will be notified by mail regarding acceptance or non-acceptance to the health program by July 1st. Meeting the minimum requirements for admission does not guarantee acceptance into the program. All information submitted must be truthful and accurate. Intentional submission of falsified or inaccurate information is subject to disciplinary action through Wallace State Community College.



Physical Therapist Assistant Program Clinical Experience Documentation Form

(Print a separate form for each facility)

Name of Applicant _____

Facility Name: _____

WSSC Student #: _____

Facility Address: _____

City: _____ State: _____

Phone: _____

The PTA program requires that applicants complete a minimum of 24 quality hours in at least two (2) completely different Physical Therapy Companies / Departments. Additional hours beyond the minimum (up to a maximum of 100 hours) will improve the application score and are recommended. Quality hours are defined as actual time spent observing physical therapy patient care, not time spent observing department "down time". Credit should not be given for anything outside of physical therapy patient care activities (i.e., lunch, secretarial duties, videos, time spent with occupational therapy, etc.) Hours of observation must be performed under a licensed Physical Therapist or Physical Therapist Assistant.

Do not use this form to document hours worked as a physical therapy aide. For hours worked as a physical therapy aide have your supervising PT/PTA write a letter on company letterhead documenting starting date, ending date and total hours worked.

	DATE	STARTING TIME HR MIN AM/PM	ENDING TIME HR MIN AM/PM	# of Hours (Rounded to nearest quarter hour). Full days that do not show a lunch break will be deducted 1 hour.
1.	/ /	:	:	
2.	/ /	:	:	
3.	/ /	:	:	
4.	/ /	:	:	
5.	/ /	:	:	
6.	/ /	:	:	
7.	/ /	:	:	
8.	/ /	:	:	
9.	/ /	:	:	
10.	/ /	:	:	
11.	/ /	:	:	
12.	/ /	:	:	
13.	/ /	:	:	
14.	/ /	:	:	
15.	/ /	:	:	
16.	/ /	:	:	
17.	/ /	:	:	
18.	/ /	:	:	
19.	/ /	:	:	
20.	/ /	:	:	

TOTAL DAYS
(This Page)

TOTAL HOURS
(This Page)

I certify that the hours listed above were performed by me in physical therapy. I also certify that these are physical therapy (not occupational therapy) hours and are not being duplicated for any other WSSC health program application. I understand that these hours may be verified for authenticity and realize that falsification of this document will result in my application to the PTA Program being withdrawn from consideration.

Student Signature

Date

I certify that the hours listed above were spent under my supervision or the supervision of one of my licensed physical therapy coworkers and involve the direct observation of physical therapy patient care. **If this sheet is not completely filled in, I have placed my initials on the line beside the final hour(s) completed.**

Supervising Therapist Signature

License #

Date

Revised: 9/18

WALLACE STATE

H A N C E V I L L E

2019 PTA Program Application Scoring Worksheet

Student Full Name: _____ WSCC Student # _____

The following scoring guidelines will be used for determining program admission for applications submitted from March 1 through May 31, 2019 (June 1 is on a Saturday this year).

Part 1: Prerequisite Courses - Using the spreadsheet below, input the requested prerequisite data. Do not input courses other than those listed. Individuals who have completed all prerequisites will be considered before those who have classes in progress at the deadline.

Course Number/Description	College Where Completed	Credit Hours	Circle earned grade and points	Total of Circled Points
<i>(CLEP or AP Credit: A copy of the official score report must be uploaded. AP Exam Score of 5 = 20 points, 4 = 15 points, 3 = 10 points. CLEP points will be based on grade equivalent recommendations currently published by The College Board [A = 20 points, B = 15 points, C = 10 points]).</i>				
ENG 101 English Composition 1		3	A=24 B=18 C=12	
Humanities Elective (any 3 credit Art, Music, Theater, Religion, Philosophy, Literature or Humanities course)		3	A=12 B=9 C=6	
SPH 106 Fundamentals of Oral Communication or SPH 107 Fundamentals of Public Speaking		3	A=12 B=9 C=6	
MTH 100 Intermediate College Algebra or higher math (excludes MTH 116)		3	A=24 B=18 C=12	
PSY 200 General Psychology		3	A=12 B=9 C=6	
PSY 210 Human Growth & Development		3	A=12 B=9 C=6	
HIT 110 Medical Terminology		3	A=12 B=9 C=6	
BIO 201 Human Anatomy & Physiology I		4	A=24 B=18 C=12	
BIO 202 Human Anatomy & Physiology II		4	A=24 B=18 C=12	
TOTAL POINTS				
<i>(Maximum of 156 points possible)</i>				

Part 2: ACT Score

The highest possible score is a 36.

Enter you highest ACT composite score here _____

Please note that this form accurately reflects the mathematical process used for program admission decisions. Information entered is subject to program verification. Inaccurate information will yield inaccurate results. Documentation of all verifying information must be uploaded for the application to be considered complete.

Part 3: Observation Hours

Observation hours must be from 2 entirely separate facilities and can be split between the facilities according to applicant preference. Observation hours are awarded points based on the following scale.

- 24 hours = 20 points
- 25 – 29 hours = 21 points
- 30 – 34 hours = 22 points
- 35 – 39 hours = 23 points
- 40 – 44 hours = 24 points
- 45 – 49 hours = 25 points
- 50 – 54 hours = 26 points
- 55 – 59 hours = 27 points
- 60 – 64 hours = 28 points
- 65 – 69 hours = 29 points
- 70 – 74 hours = 30 points
- 75 – 79 hours = 31 points
- 80 – 84 hours = 32 points
- 85 – 89 hours = 33 points
- 90 – 94 hours = 34 points
- 95 – 99 hours = 35 points
- 100 hours = 36 points

Enter you total observation hours here _____ Total number of facilities _____

Using the list above, enter the observation hour points awarded _____

Part 4: Other Points (if applicable)

<i>These courses must be completed at Wallace State – Hanceville to be eligible for points.</i>			Enter Highest Grade Achieved
	Enter Highest Grade Achieved	MSG 104 Musculoskeletal and Kinesiology I	
PTA 120 Introduction to Kinesiology		MSG 204 Musculoskeletal and Kinesiology II	

The following grade based points will be added if the applicant has completed these classes at Wallace State – Hanceville. Applicants that have completed both PTA 120 and MSG 104/MSG 204 are eligible for the highest point value for one or the other, not both.

PTA 120 Bonus Points

- Final Grade of A = 30 points
- Final Grade of B = 20 points
- Final Grade of C = 10 points

MSG 104 / MSG 204 Bonus Points

- (Both classes must be completed to qualify.)*
- Each Grade of A = 15 points
 - Each Grade of B = 10 points
 - Each Grade of C = 5 points

Part 5: Total Ranking

To determine the total ranking score enter the final points from each area above.

		Program Verification – Do not write in this area.
Part 1 (Prerequisite GPA Total Points)		
Part 2 (ACT Score)		
Part 3 (Observation Hours Total Points)		
Part 4 (Additional Points, if applicable)		
TOTAL RANKING SCORE (Highest possible ranking score is 258 total points.)		

In the event of a tie, the applicant with the highest numerical average in PTA 120 (first attempt) will be accepted. If this does not fully resolve the tie, the program will then consider highest GPA points followed by highest ACT composite score followed by highest ACT reading subscore.

Please note that this form accurately reflects the mathematical process used for program admission decisions. Information entered is subject to program verification. Inaccurate information will yield inaccurate results. Documentation of all verifying information must be uploaded for the application to be considered complete.