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# NURSING AND HEALTH SCIENCES

# Application Booklet

# Physical Therapist Assistant

# Associate in Science Degree

# Application for the 2024 Cohort

# Application Deadline: May 15, 2024

# 149 SE College Place, Lake City, Florida 32025-8703

# General Admissions: (386)754-4287/4396

**PTA Program Coordinator: Ms. Christine McLaughlin**

**Phone: (386)754-4460**

**Fax: (386) 754-4960**

**Email:** **Christine.McLaughlin@fgc.edu**

# Program information: https://www.fgc.edu/discover/academic-programs/health-sciences/physical-therapist-assistant-program/

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# PHYSICAL THERAPIST ASSISTANT PROGRAM

# Florida Gateway College

# The education and training of the Physical Therapist Assistant (PTA) is a joint venture among Florida Gateway College (FGC), physical therapy professionals in the region, and area health care facilities.

# The PTA is a skilled health care technician who works under the supervision of a physical therapist (PT). The PTA is an integral part of all aspects of patient rehabilitation. The PTA instructs patients in therapeutic exercise and activities; applies massage, heat, cold, hydrotherapy, electrotherapy, and ultrasound; educates patients and caregivers; and reports patient response to interventions. In addition to *direct patient care,* the PTA may also perform duties such as equipment preparation, documentation, and participation in the administrative aspects of physical therapy.

# The PTA is an essential member of the health care team and is considered the only qualified individual who assists the PT in the delivery of established physical therapy interventions. During the course of physical therapy delivery, the PTA will interact with other health care professional, patients, and their families. They provide patient care and psychosocial support, while recognizing cultural and socioeconomic differences. The PTA must enjoy working with people and be physically able to lift, climb, and kneel to address patient needs.

# The PTA works in hospitals, private physical therapy offices, sports and orthopedic facilities, rehabilitation centers, nursing homes, home health agencies, community health centers, pediatric centers, corporate or industrial health centers, schools, colleges, and universities. Following graduation, the PTA has the option of continuing his/her studies and pursuing the educational requirements to apply to a doctorate physical therapy program.

# During the PTA program, competency in the technical skills of physical therapy is developed through organized classroom, laboratory, and clinical experiences. An Associate in Science Physical Therapist Assistant (PTA) degree is awarded upon successful completion of all program requirements. Program graduates must take the National Physical Therapy Examination (NPTE) to fulfill licensure requirements for employment.

# The Physical Therapist Assistant Program at Florida Gateway 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; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (386) 754-4460 or email [Christine.McLaughlin@fgc.edu](mailto:Christine.McLaughlin@fgc.edu)

## PHYSICAL THERAPIST ASSISTANT PROGRAM

## Florida Gateway College

## MISSION STATEMENT

The mission of the Florida Gateway College, Physical Therapist Assistant Program is to provide an opportunity for area students to acquire the education and training necessary for graduation, licensure, and entry into the field of Physical Therapy as a Physical Therapist Assistant. It is the goal of the Physical Therapist Assistant Program to develop competent and sensitive rehabilitation practitioners who by virtue of their diverse clinical training will be adapted to rural underserved clinical settings and will be receptive to the concept of rural physical therapy practice.

*Accomplishment of the mission will be achieved when program graduates, working under the supervision of a Physical Therapist, are actively contributing to the restoration of impairments and functional limitations for area residents, providing clinical education and training for future Physical Therapist Assistant students and promoting the profession of Physical Therapy.*

# Basic Requirements for Admission to Florida Gateway College

Applicants **MUST:**

1. Complete a Florida Gateway College (FGC) Admission Application and return it to the Admissions Office (if you are not already a student at FGC).
2. Request your official high school transcript(s), GED, or documentation of Home Schooling be forwarded to the FGC Admissions Office.
3. Provide ACT or SAT standardized testing scores to the FGC Admissions Office **OR** register to take the PERT prior to advisement.
   1. **Test scores must be within 2 years of application to Florida Gateway College.**
4. Request official copies of college transcript(s) be forwarded to the FGC Admissions Office.

# Accreditation for Florida Gateway College

**Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.**

**BASIC REQUIREMENTS FOR ADMISSION TO THE**

**PHYSICAL THERAPIST ASSISTANT PROGRAM**

**Florida Gateway College**

**The applicant MUST**:

1. Apply to the technical phase (Year 2) of the PTA Program by submitting the Supplemental Application Form found on pages 13 & 14 of this Application Booklet by **May 15, 2024.**
2. Submit the signed Drug Screen and Background Check Policy (page 15 of this Application Booklet) acknowledging the applicant has read the policy and is aware of the program requirements for completion of the clinical portion of the program.
3. Completion of all prerequisite course: Phase I (page 8 of this Application Booklet) is required for admission to Phase II. Each prerequisite must have grade of C or higher with a prerequisite GPA of 3.0 for consideration. Conditional admission is available for applicants enrolled in prerequisite courses at the time of application. Proof of enrollment should be included in application packet. Admission will be confirmed when all admission requirements are met prior to Phase II courses beginning.

Anatomy and Physiology I **AND** II must be completed within 5 years of the application date. Both Anatomy and Physiology courses must have a lab component.

1. Submit an unofficial copy of transcripts with prerequisite courses and grades highlighted as part of the application packet. Official transcripts should be sent directly the Registrar’s Office.
2. Complete **a minimum of 50** observation hours. Of these hours, a minimum of **25** **hours must be in an inpatient setting** (hospital, acute care, long term care, skilled nursing, or rehab) and a minimum of **25 hours must be in an outpatient setting**. Hours may be completed in the home health setting and a pediatric setting, but these hours will count above the required 50. Proof of hours should be submitted on the Volunteer Experience Verification Form (page 16 of this Application Booklet) and must be signed by the licensed physical therapist or physical therapist assistant. Applicants may submit more than one verification form. Hours must be completed within the last 24 months.
   1. Applicants that have been employed as a physical therapy technician or physical therapy aide in a physical therapy setting for **a minimum of 6 months** within the last 12 months **will not** be required to complete volunteer hours. Instead of volunteer hours proof, these students may submit the Work Verification Form (page 17 of this Application Booklet) which must be signed by the supervising physical therapist or physical therapist assistant.
   2. Applicants that have been employed as a physical therapy technician or physical therapy aide in a physical therapy setting for less than 6 months **will** be required to submit volunteer/observation hours. If work experience is in an outpatient setting, the additional hours must be completed in an inpatient setting. If work experience is in an inpatient setting, the additional hours must be completed in an outpatient setting. An applicant that has been employed at least 3 months but less than 6 months that submits a minimum of 25 additional hours may still receive the full points (10) awarded in this category. Applicants employed less than 3 months with 25 additional hours may receive 5 points.

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1. Submit a **minimum of 2** professional recommendations from a physical therapist or physical therapist assistant working at the facilities where observation hours were completed. If observation hours are obtained in more than 2 facilities, there must be at least 1 recommendation form from each facility. Applicants must use the recommendation forms included within this packet and additional copies can be made to fulfill the requirement. Observation hours without a recommendation form will not be counted towards the total number of hours.
2. Career Pathways Admission: A number of positions will be reserved for Career Pathways students, under a Career Pathways agreement among FGC and high schools in the service area. To be eligible for one of these positions, a Career Pathways student must:
   1. Attend FGC for all pre-requisite courses
   2. Have a minimum 3.0 GPA in all completed prerequisite courses
   3. Apply to the PTA program within two years of high school graduation
   4. Submit a letter of reference from the Career Pathways instructor
3. **Complete the PTA entrance exam (TEAS)** with a score of proficient or higher (58.7% or higher) overall and in each of the two (2) subject areas: Science and Reading Comprehension. Proficient scores generally indicate a moderate level of overall academic preparedness necessary to support learning. This exam is available through the FGC Testing Center.

Register online for the PTA Entrance Exam, click on the

following tabs:

www.fgc.edu

Students

Test Center

Schedule an appointment

PTA

PTA Entrance Exam (TEAS)

1. Submit exam scores to the PTA department no later than the application deadline indicated on the front page of this Application Booklet. If the PTA Entrance Exam is taken at another test site, official scores must be provided in the sealed envelope provided by the testing center.
2. Submit all forms to the PTA Program Coordinator by mail, fax or in person by the May 15, 2024 deadline (see mailing address and contact information on the front page of this Application Booklet).
3. Successfully complete an interview with the admission selection committee before final program acceptance. This will be scheduled after receipt of your completed application packet. On the day of your interview, please wear professional attire and be prepared to talk about matters related to your goals for successful program completion. You will also be required to complete a readiness exam that will cover material from your pre-requisite coursework.

*Florida Gateway College reserves the right to make changes in admission criteria and program information as circumstances require in the continuing development and improvement of the program. Florida Gateway College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. The Office of Disabled Students Services can provide further information and assistance at (386)754-4410.*

*To register a complaint with the Commission on Accreditation in Physical Therapy Education (CAPTE), call 703-706-3245 or email* [*accreditation@apta.org*](mailto:accreditation@apta.org)*.*

**Equity Statement**

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Cassie Buckles, Executive Director of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at cassandra.buckles@fgc.edu or (386) 754-4313.

**Helpful Hints for Completing Observation Hours**

Applicants to the PTA program are required to complete a minimum of 50 observation hours, with at least 25 hours in an inpatient setting and at least 25 hours in an outpatient setting. Additional hours may be completed in other settings such as the school system, pediatric clinics, and home health. These settings fall into the “other” category and will not count toward the required number of volunteer hours. Applicants are advised to start this process early. Placement is subject to availability at the site and you may not get in right away. Some facilities may require criminal background checks, drug screens, and proof of immunizations before allowing applicants to shadow in the facility. It is best to plan ahead to ensure adequate time is available to complete any additional requirements. Waiting until too close to the deadline may limit an applicant’s ability to complete the required items.

*Selecting a site*

Applicants may complete the observation hours at any facility where physical therapy services are provided by a Physical Therapist and/or a Physical Therapist Assistant. It is suggested that contact with the facility be made by telephone to inquire about availability for volunteer observation. Depending upon the facility, volunteer activity may be managed through the Physical Therapy Department or Human Resources. Contact the Physical Therapy department first and they will redirect you if needed. For those applicants that prefer to stop by the facility to inquire, please dress professionally for your visit.

*Questions to ask*

Applicants should inquire about **dress code**. It is suggested that applicants wear business casual attire. Khakis, polo shirts, and clean athletic shoes are generally acceptable, but applicants should confirm dress code with the facility. No jean or shorts; no heels, and minimal jewelry. Applicants should inquire about **parking** to minimize disruption to patients and visitors to the facility. Applicants should inquire about **tracking of hours**. Some facilities have a structured system for tracking the time a volunteer spends in the facility, while others may not. It is suggested the applicant confirm the process in the event they are responsible for keeping track of their time.

*Expected behaviors*

It is expected that all applicants demonstrate appropriate professional behaviors at all times when completing observation hours. Examples of these behaviors include, but are not limited to the following:

* Arrive on time for the scheduled visit. Stay for the full time you are scheduled to be at the facility.
* Leave your cell phone in your car. Many facilities have policies that prevent employees from using their cell phones while working.
* Ask your supervisor when it would be best to ask questions about the things you may observe during patient interactions. Some clinicians prefer to have these questions asked in private and not in front of patients and others.
* Stay engaged. Find something do at all times. DO NOT sit in a corner waiting for others to direct you. Ask permission to join in on an activity. Ask what you can do to be helpful.

*Recommendation Forms*

Provide the recommendation form to the supervisor in advance so they have time to fill it out and return it to you. Set a time to pick it up so you can include it in your application packet.

Please refer to this Application Booklet for further information related to the Observation Hours. Review the Basic Requirements, Observation Hours Verification Form, Recommendation Instructions and Forms; and the Scoring Rubric for specific criteria for the selective admission process. Contact the Program Coordinator with any questions at (386)754-4460 or email: [Christine.McLaughlin@fgc.edu](mailto:Christine.McLaughlin@fgc.edu).

**PHYSICAL THERAPIST ASSISTANT PROGRAM**

**Florida Gateway College**

The Physical Therapist Assistant Program is a two-year program that is divided into first year, prerequisites classes and second year PTA technical classes. Prerequisite classes consist of a total of 32 credit hours of general education courses, which must be completed before admission into any PTA technical classes. The prerequisite courses may be taken at a student’s own pace but completion within a three year period is recommended. Science courses should be completed within five years of PTA application submission. The PTA technical classes consist of 42 credit hours of procedural and clinical education courses.

##### ESTIMATED EXPENSES FOR THE TWO YEAR PTA PROGRAM

**(Effective 2024-2025)**

|  |  |
| --- | --- |
| Tuition (Florida resident) | $7645.68 (74 credits) |
| Admission Fee | $74.00 |
| TEAS Exam | $92.00 |
| Lab Fees | $150.00 |
| Clinical Fees | $100.00 |
| Textbooks | $2894.00 |
| Liability Insurance | $25.00 |
| CPR certification | $60.00 |
| FDLE Criminal Background Check/ Drug Screen | $168.00 |
| Physical Exam | $160.00 |
| Class Uniforms | $160.00 |
| APTA Membership (optional) | $80.00 |
| Practice Exam & Assessment Tool (PEAT) | $99.00 |
| On-Site Review Course | $190.00 |
| Testing and Licensing Fees upon graduation | $812.60 |
| **TOTAL ESTIMATED COST** | **$12,667.77** |

**\* All fees and expenses are estimated and are subject to change.**

### FINANCIAL AID

Financial Aid is available to qualified students through the Florida Gateway College Office of Financial Aid (386-754-4283). Second year PTA students may be eligible for Company Sponsored Scholarship Programs that exist within the profession.

### EMPLOYMENT

Phase II of the PTA curriculum is academically demanding. The transition from general education courses to a technical/clinical curriculum requires adjustment and a full-time commitment. Employment may be possible on a part-time basis, but full-time employment is **strongly discouraged especially** **during full-time clinical rotations.**

### PREREQUISITE COURSES (Phase I)

#### FIRST YEAR COURSES (PREREQUISITES) CREDITS

#### ENC 1101 Freshman Composition I 3

#### HSC 2531 Medical Terminology 3

#### MAC 1105 College Algebra OR 3

#### MGF 1106 Mathematics for Liberal Arts 3

#### AMH2020 United States History since 1865 OR 3

#### POS1041 American Government 3

#### PHI2010 Introduction to Philosophy OR 3

#### LIT2000 Introduction to Literature OR 3

#### HUM 2020 Introduction to Humanities OR 3

#### MUL 1010 Music Appreciation 3

#### DEP 2004 Human Growth & Development 3

#### BSC 2085 Anatomy & Physiology I 3

#### BSC 2085L Anatomy & Physiology I Lab 1

#### BSC 2086 Anatomy & Physiology II 3

#### BSC 2086L Anatomy & Physiology II Lab 1

#### PHY 1020 Essentials of Physics 3

PHT 1007 Topics in Physical Therapy 3

**Phase I – Total Credits 32**

***For questions regarding course substitutions, please direct your inquiries to the PTA Program Coordinator.***

**PHYSICAL THERAPIST ASSISTANT PROGRAM**

**Florida Gateway College**

# FINAL ACCEPTANCE REQUIREMENTS

# In order to participate in the clinical portion of the program, students will be required to meet additional criteria. Some of these requirements will be discussed during the PTA’s New Student Online Orientation scheduled prior to the beginning of the fall term as they must be completed within the required time frame per our clinical affiliation agreements. Please *DO NOT begin this process until instructed to do so you’re your Clinical Faculty (ACCE).*

# AFTER the start of the term, at the direction of the ACCE:

# PHYSICAL EXAM: Have a physical examination verifying physical health status. Physical Exam must be completed by a certified medical professional (Physician, PA, NP, or Midwife).

1. **CRIMINAL BACKGROUND CHECK/DRUG SCREEN**: Submit to an FDLE Level II criminal background check and conduct a 10-panel drug and alcohol screening through the FGC’s third-party vendor.
2. **CPR CERTIFICATION**: Provide CPR certification and maintain throughout the program. CPR certification must be from an approved course: the **American Heart Association** **Healthcare Provider** or the **American Red Cross Professional Rescuer.**
3. **HEALTH INSURANCE**: Provide proof of health insurance.
4. **ANNUAL FLU SHOT and Covid Vaccination**: Have documentation of annual flu shot administered during the current flu season. If a student chooses not to have the flu shot, a signed declination/waiver form is required. Covid vaccine is not required by the program, but is required by some clinical sites.
5. **HEPATITIS B**: Begin the Hepatitis B series. The vaccine for Hepatitis B is highly recommended. There must be documentation of 3 vaccinations or positive antibody titer (lab report required). If a student chooses not to have the vaccine, a signed declination/waiver form is required.
6. **TB TEST**: Complete a 1 Step TB Skin Test or Chest X-ray. There must be documentation of one of the following: a) negative 1 step test in the past 6 weeks; OR b) negative Quantiferon Gold Blood Test (lab report required) in the past 6 weeks. If either test is positive a clear chest x-ray (with lab report) is required.
7. **TETANUS**: Provide proof of a Tetanus booster within the past 10 years.
8. **VARICELLA (CHICKEN POX**): Provide documentation of one of the following: a) 2 vaccinations; OR b) positive antibody titer (lab reports required).
9. **MEASLES, MUMPS, & RUBELLA (MMR)**: Provide documentation of one of the following: a) 2 vaccinations; OR b) positive antibody titers for all 3 components (lab reports required)

***Note: Please make a copy of all records prior to uploading them to FGC’s third-party vendor*. You will need them after you graduate for employment. Also, you are responsible to keep these records updated in the system while in the Program. Copies of these records will not be available following graduation from the program.**

**PTA TECHNICAL EDUCATION COURSES (Phase II)**

**Florida Gateway College**

The second year of the PTA program is an intensive 12-month program. The following courses are taken only by students accepted into technical courses with all prerequisites complete.

|  |  |
| --- | --- |
| **3rd semester Phase II Fall** | **CREDITS** |
| PHT 1175C Functional Anatomy & Kinesiology | 4 |
| PHT 1224C Therapeutic Techniques and Disabilities | 4 |
| PHT 1200 Basic Patient Care | 3 |
| PHT 1200L Basic Patient Care Lab | 1 |
| PHT 2301 Pathological Conditions in Physical Therapy | 3 |
| *Subtotal Credits* | **15** |
| **4th Semester- Phase II Spring** |  |
| PHT 1217 Physical Therapy Principles & Procedures | 3 |
| PHT 1217L Principles & Procedures Lab | 1 |
| PHT 2162C Neurological Disabilities & Treatment | 4 |
| PHT 2252C Orthopedic Disabilities & Treatment | 4 |
| PHT 1801L Physical Therapy Clinical Practice I | 4 |
| PHT 1931 PTA Seminar | 1 |
| *Subtotal Credits* | **17** |
| **5th Semester Phase II Summer** |  |
| PHT 2220 Advanced Rehab Concepts in Physical Therapy | 3 |
| PHT 2810L Physical Therapy Clinical Practice II | 5 |
| PHT 2931 Trends in Physical Therapy | 2 |
| *Subtotal Credits* | **10** |

**Total Credits 42**

**Notes For Clinical: *Students will be required to commute to clinical sites (which may include travel to several counties in the regional area) and therefore must have dependable transportation. Physical Therapy Clinical Practice I and II require a 5 day a week time commitment. Hours may vary between clinical sites, but students should expect to work Monday – Friday, 8:00 AM – 5:00PM.***

**Notes for Graduation: In order to meet graduation requirements, student must demonstrate knowledge of computers as set forth in the Associate in Science Degree** [**General Education Requirements**](http://catalog.fgc.edu/content.php?catoid=7&navoid=453) **of the College Catalog. Students must also pass the Civic Literacy Exam (suggest to complete these prior to beginning program).**

***APPLICATION CHECKLIST***

**PROCEDURES FOR APPLICATION TO FLORIDA GATEWAY COLLEGE**

\* Online, Postal Mail or Hand deliver to Office of Admissions:

\_\_\_\_ General college application

\_\_\_\_ **Official** high school transcript or GED

\_\_\_\_ **Official** college transcripts

\_\_\_\_ PERT, ACT or SAT scores

**MAIL TO**: OFFICE OF ADMISSIONS

FLORIDA GATEWAY COLLEGE

149 SE COLLEGE PLACE

LAKE CITY, FLORIDA 32025-2007

PHONE: (386) 754-4396

**PROCEDURES FOR APPLICATION TO PTA PROGRAM**

\* Email all application materials to [Christine.mclaughlin@fgc.edu](mailto:Christine.mclaughlin@fgc.edu)

\_\_\_\_\_PTA Program Supplemental Application (pages 1 and 2)

\_\_\_\_\_Signed Drug Screening and Criminal Background Check Policy

\_\_\_\_\_Volunteer Experience Verification Form

\_\_\_\_\_Work Verification Form (if applicable)

\_\_\_\_\_Professional Recommendation Forms

\_\_\_\_\_Career Pathways letter (if applicable)

\_\_\_\_\_Unofficial college transcripts with prerequisites grades HIGHLIGHTED

\_\_\_\_\_TEAS score

**TRADITIONAL GENERIC APPLICANTS PTA ENTRANCE TEST (TEAS)**

The PTA entrance exam that must be taken by all applicants is the TEAS. This is a computerized examination with the following content areas: Math, Reading, English and Science. A score of proficiency or higher (58.7% or higher) is required overall and in the Science content with focus on Anatomy and Physiology and in the Reading Comprehension content. **Scores must be submitted to the PTA program no later than the deadline date on the front of this Booklet. Note: The TEAS** r**esults are good for 2 years from the last test date**.

The PTA Entrance Exam (TEAS) is offered according to the FGC’s Testing Center. The schedule is available on the FGC website and you must register online for this exam:

**Click on the following tabs:**

* **www.fgc.edu**
* **Students**
* **Test Center**
* **Schedule an appointment**
* **PTA**
* **PTA Entrance Exam (TEAS)**

**Note:** The testing center is closed on holidays and weekends, as determined by the FGC academic calendar. Call the Testing Center at 386-754-4333 for assistance.

The TEAS is administered on the computer. Complete instructions will be given prior to administration of the examination.

You will receive an explanation of your score following the test. If you have a disability you may request special accommodations. **You must request this at the time you sign up for the test.**

The cost for the TEAS is $92.00. You must pay for the test online with a credit card or prepaid debit card with a VISA logo. **Bring only your receipt and valid photo ID to the testing center.**

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**SUPPLEMENTAL APPLICATION FORM: PAGE 1**

###### PHYSICAL THERAPIST ASSISTANT PROGRAM

Date of application\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Applying for Admission: \_\_\_\_\_\_\_\_\_\_\_

**GENERAL INFORMATION**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State Zip County

Phone (Home/Cell) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( Work):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Career Pathways Program Graduate \_\_\_\_\_YES \_\_\_\_\_NO Date\_\_\_\_\_\_\_\_\_\_ County\_\_\_\_\_\_\_\_\_

Have you ever applied to this program before? \_\_\_\_\_YES \_\_\_\_\_NO How many times\_\_\_\_\_\_\_\_\_

In case of emergency, notify:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City State

Home/Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: THIS APPLICATION IS GOOD FOR ONE YEAR ONLY**.

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**SUPPLEMENTAL APPLICATION FORM: PAGE 2**

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###### PHYSICAL THERAPIST ASSISTANT PROGRAM

In order to be considered for selection into the Physical Therapist Assistant Program, students must submit a completed Application Packet by the application deadline. The following items must be included in the Application Packet in order to meet eligibility requirements:

\_\_\_\_\_Supplemental Application page 1

\_\_\_\_\_Supplemental Application page 2

\_\_\_\_\_Signed Drug Screening and Criminal Background Check Policy

\_\_\_\_\_Volunteer Experience Verification Form

The student is responsible for verifying that the hours are correct at the time that the clinical site representative signs off on the form. **By signing below, the student acknowledges that the forms that have been submitted are accurate and correct.**

\_\_\_\_\_Work Verification Form (if applicable)

\_\_\_\_\_Professional Recommendation Forms

\_\_\_\_\_Career Pathways letter (if applicable)

\_\_\_\_\_ TEAS score

\_\_\_\_\_Unofficial college transcripts with prerequisites grades HIGHLIGHTED

**By signing below, the student acknowledges that the submitted transcript is accurate and correct. If any student is in the process of an appeal of any grade, they must notify the Program Coordinator at the time of application.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature

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**Physical Therapist Assistant Program**

**Florida Gateway College**

**Drug Screening and Criminal Background Check Policy**

Upon acceptance into the PTA program the student must be willing to submit to a criminal background check and a drug screening exam before being eligible for placement into their clinical rotations. The student will be responsible for the cost of the criminal background checks and the drug screen.

Individuals who have been convicted, found guilty of, pled guilty to, pled no contest to, entered an Alford plea, received treatment or intervention in lieu of conviction, or received diversion for any of the following crimes (this includes crimes that have been expunged if the crime has a and substantial relationship to physical therapy practice) may be ineligible for placement in a clinical education rotation and/or for employment:

* A gross misdemeanor committed in Florida, another State, Commonwealth, Territory, Province, or Country.
* A felony in Florida, another State, Commonwealth, Territory, Province, or Country.
* A crime involving gross immorality or moral turpitude in Florida, another State, Commonwealth, Territory, Province, or Country.
* A violation of any municipal, County, State, Commonwealth, or Federal drug law.

**I have read and understand the above information and have had an opportunity to ask questions.**

**Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Return this form with your application to the PTA program.***

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FLORIDA GATEWAY COLLEGE

PHYSICAL THERAPIST ASSISTANT PROGRAM

APPLICATION PROCESS

**OBSERVATION HOURS VERIFICATION FORM**

This form is used as verification of applicant's observation experience in a Physical Therapy Department. It must be completed by a Physical Therapist/Physical Therapist Assistant and returned by the deadline in order to be considered for application to the Physical Therapist Assistant Program.

**Please Note:** Complete 50 or more observation hours with a minimum of 25 hours in an inpatient facility (hospital, nursing home, rehabilitation center) and a minimum of 25 hours in an outpatient setting. Hours may be completed in other settings, such as home-health or pediatrics, **in addition to** **the 50 IP/OP**. However, if you choose to complete additional hours you must complete a minimum of 10 hours in the chosen facility. Volunteer hours must be acquired from a ***minimum of two (2) Physical Therapy facilities*** unless the facility has more than one treatment setting. Any therapy setting with a licensed PT or PTA is acceptable for accumulation of volunteer hours. You may submit more than one form.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Applicant's Name | | | | | | |
| Name of Facility | Facility #1 | | | Facility #2 | | |
|  |  | | |  | | |
| Dates of experience |  | | |  | | |
| Total Number of hours  spent in PT department | In-patient  #\_\_\_\_\_\_\_\_ | Out-patient  #\_\_\_\_\_\_\_\_ | Other  #\_\_\_\_\_\_\_\_ | In-patient  #\_\_\_\_\_\_\_\_ | Out-patient  #\_\_\_\_\_\_\_\_ | Other  # \_\_\_\_\_\_\_\_ |
| PT/PTA Name (printed) |  | | |  | | |
| PT/PTA Signature &  license # |  | | |  | | |
| Date |  | | |  | | |

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FLORIDA GATEWAY COLLEGE

PHYSICAL THERAPIST ASSISTANT PROGRAM

APPLICATION PROCESS

**WORK VERIFICATION FORM**

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Name and Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor of applicant must complete the following section:**

The person named above is applying to the PTA program at Florida Gateway College. Please complete the following to verify employment:

Applicant’s Job/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start date of employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End date of employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total length of time employed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The above applicant is or has been employed under my supervision.**

VERIFIED BY: (PT or PTA): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License Number: \_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Physical Therapist Assistant Program

149 SE College Place

Building 103

Lake City, FL 32025

# Recommendations: Instructions and Forms

Applicants to the Physical Therapist Assistant Program are required to provide a minimum of 2 professional recommendations as part of the entrance criteria. The recommendations must come from the following:

**PROFESSIONAL:** 2recommendations from either a physical therapist or physical therapist assistant at the sites where the observation hours were completed. Applicants must provide at least 1 recommendation from each facility where observation hours were completed. Applicants may make copies of the forms provided in the packet.

Please ask the individual providing the recommendation **to return it to you in a sealed envelope (signed across seal)** for you to include in your application packet. It is the responsibility of the student to provide the appropriate form to the individual filling out the form.

**Please note:** IT IS THE **APPLICANT’S RESPONSIBILITY** to provide the appropriate recommendation form to the individual filling it out and to ensure that all recommendations are submitted to the program by the posted deadline. **Applications which do not contain the minimum number of recommendations per the instructions will NOT be forwarded to the Selection Committee for consideration for acceptance into the program. Observation hours without an accompanying recommendation form will not count towards the total hours.**

**Return all application materials to**:

Program Coordinator, Physical Therapist Assistant Program

149 SE College Place

Building 103

Lake City, FL 32025

**PROFESSIONAL (PT or PTA)**

# Recommendation Form

Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_\_

The individual named above has applied to the Physical Therapist Assistant Program and requests a recommendation from you in support of his/her application. Please take a few minutes to answer the questions, and please provide any other information or impressions you feel we should know about this applicant on the back of this form in the narrative space provided.

Did the student provide adequate notice to facility when requesting to complete observation hours?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rate applicant on the following scale:

**N/A** = Not Applicable/ cannot evaluate **1** = Poor **2** = Fair **3** = Good **4** = Excellent

|  |  |  |  |
| --- | --- | --- | --- |
| Characteristics | Score | Characteristics | Score |
| Motivation for career in healthcare |  | Sense of responsibility |  |
| Professional behaviors |  | Displays common sense |  |
| Self-confidence |  | Shows empathy towards others |  |
| Determination |  | Works independently |  |
| Communication skills |  | Motivation to learn |  |
| Flexibility |  | Punctuality/Attendance |  |
| Reliability |  | Attention to detail |  |

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Overall Recommendation

\_\_\_\_\_Strongly recommend (4) \_\_\_\_\_Recommend (3)

\_\_\_\_\_Recommend with reservations (1) \_\_\_\_\_Do not recommend (0)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Facility:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

**Please return to completed recommendation form to applicant in a SEALED envelope (sign across seal)**

**PROFESSIONAL (PT or PTA)**

# Recommendation Form

Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_\_\_\_

The individual named above has applied to the Physical Therapist Assistant Program and requests a recommendation from you in support of his/her application. Please take a few minutes to answer the questions, and please provide any other information or impressions you feel we should know about this applicant on the back of this form in the narrative space provided.

Did the student provide adequate notice to facility when requesting to complete observation hours?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rate applicant on the following scale:

**N/A** = Not Applicable/ cannot evaluate **1** = Poor **2** = Fair **3** = Good **4** = Excellent

|  |  |  |  |
| --- | --- | --- | --- |
| Characteristics | Score | Characteristics | Score |
| Motivation for career in healthcare |  | Sense of responsibility |  |
| Professional behaviors |  | Displays common sense |  |
| Self-confidence |  | Shows empathy towards others |  |
| Determination |  | Works independently |  |
| Communication skills |  | Motivation to learn |  |
| Flexibility |  | Punctuality/Attendance |  |
| Reliability |  | Attention to detail |  |

COMMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Overall Recommendation

\_\_\_\_\_Strongly recommend (4) \_\_\_\_\_Recommend (3)

\_\_\_\_\_Recommend with reservations (1) \_\_\_\_\_Do not recommend (0)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Facility:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

**Please return to completed recommendation form to applicant in a SEALED envelope (sign across seal)**

**PTA Program Admission Sequence**

**Florida Gateway College**

June-July 2023 for August 2023 start (Fall-term: Phase I) (preparing for PTA program)

1. Complete General FGC Acceptance Process

Submit Application with fees

Submit High School and College transcripts

Provide PERT, ACT, SAT scores

Make General Advisement Appointment

May 15,2024 the following year (preparing for PTA program application deadline)

1. Complete PTA Program Application Process

Submit Supplemental PTA Application

Complete TEAS Exam

Submit Drug Screen & Criminal Background Check Policy Statement

Submit Volunteer Experience Verification Form

Professional Recommendation Forms (see Instructions)

Submit unofficial college transcripts with pre-requisite grades highlighted

Submit Work Verification Form (if applicable)

Submit letter from Career Pathways instructor (if applicable)

Complete all prerequisite courses

1. Interviews with applicants will be scheduled with PTA Admissions Committee

By June 15, 2024

1. Admission points assigned, students ranked.
2. Students notified of acceptance, alternate, or denial status by FGC email.
3. Students receiving an acceptance letter must return by Acceptance Statement by posted deadline.
4. Should a student decline acceptance, the first alternate will be notified.
5. Class selection finalized.
6. Once a student has submitted the Acceptance Statement, they will be provided with the Acceptance Packet of required documents.

By June, 2024

1. Mandatory orientation opens to PTA cohort 2024-2025

August 2024, Fall term

1. Technical courses begin

**Physical Therapist Assistant Program**

**Florida Gateway College**

**Admission Point System Assessment**

Acceptance to the PTA Program is selective and competitive. A maximum of 25 students will be accepted. A point system is used to rank each applicant based on the following criteria:

1. Grade Point Average (GPA) earned in prerequisite courses. Points will only be awarded for substituted courses in the absence of the stated program prerequisite. Awarded from 1-15 points.
2. An “A” in Anatomy Physiology I and Lab (BSC 2085, BSC 2085L), Anatomy/Physiology II and Lab (BSC 2086, BSC 2086L) Essentials of Physics (PHY 1020), and Topics in Physical Therapy (PHT 1007) awarded 5 point per class.
3. A “B” in Anatomy Physiology I and Lab (BSC 2085, BSC 2085L), Anatomy/Physiology II and Lab (BSC 2086, BSC 2086L), Essentials of Physics (PHY 1020), and Topics in Physical Therapy (PHT 1007) awarded 2 points per class.
4. A maximum of 5 points can be earned from observation hours. Different settings (hospital/acute care, outpatient clinics, and/or skilled nursing facilities) are required.
5. Applicants can earn points by showing proof of work experience in the physical therapy profession as a physical therapy aide/technician (complete work verification form) with 10 points awarded. This experience and the points replace the observation hours’ requirement.
6. Applicants can earn a maximum of 4 points based on the overall average score obtained from the recommendation forms submitted by a minimum of 2 physical therapists or physical therapist assistants. **\*The program reserves the right to deny admission to any applicant based on reference form scores.\***
7. College service area residents (Baker, Columbia, Dixie, Union, and Gilchrist counties) earn 2 points with valid Florida Driver’s License.
8. Students that applied in the previous application year that met all of the criteria but were not in the top 25 may receive points for reapplication.
9. Applicants will receive points based on the quality of response during an interview with the PTA admission committee.

The maximum points that can be accumulated using this system is 76. Students are ranked in descending order, with the highest point earners being selected and offered a seat in the program. Number of applicants accepted may change from year to year depending on clinical site availability but cannot exceed the cap of 30.

**Note: All applicants must score proficiency or above (58.7 or higher) on the TEAS to be considered for admission to the program.**

All applicants will be notified of acceptance or denial in writing **by June 15 of each year**. Those applicants receiving acceptance letters must return the signed Acceptance/Decline form within 10 days of receipt in order to confirm acceptance and to secure a seat. Should a student decline acceptance, the next student on the list will be notified of the available seat.

**Note: *Letters are sent via postal mail as indicated on the program application. It is the applicant’s responsibility to check postal mail for official notification of their application status.***