



Physical Therapist Assistant Program Application Packet for Fall 2020

Dear Physical Therapist Assistant Student Applicant:

We, at the River Valley Community College, welcome your interest in the Physical Therapist Assistant (PTA) program. Enclosed, please find information regarding the college and the program. Additionally, please find information regarding the application process to the program.

I would be happy to talk to you on the phone, converse via email or meet with you during the application process for advising. Feel free to contact me with any further questions about the program, the application and/or the admission process.

Please note: if you plan to continue on to Bachelor degree and then onto a Graduate level Doctorate program in Physical Therapy following coursework at this college, please relay these plans to me as soon as possible. Transferability of credits earned here is solely the determination of the receiving institution.

Sincerely,

Laurie Clute

Laurie Clute, PT, MS
Director, PTA Program

email: lclute@ccsnh.edu
Phone: 603.542.7744 ext. 5419
5506

KimLaura Boyle

KimLaura Boyle, PT, DPT, MS
Academic Advisor, MLT Program
Chair: Health Sciences Department

email: kboyle@ccsnh.edu
Phone: 603.542.7744 ext. 5434

Amanda Couitt

Amanda Couitt, PT, DPT
Director of Clinical Education

email: acouitt@ccsnh.edu
Phone: 603.542,7744 ext.

Admission Policy and Procedure for PTA Program

The number of new students we admit each fall is predicated on the number of current students who already fill a first year seat.

For fall 2020, we are continuing a rolling admission process. With rolling admissions, applicants can apply at any time. There are no deadlines for completed applications. Once the applicants have completed all the application steps, they will be offered a seat in fall 2020 class on a first come, first serve basis. This will continue until the class is full at 27-29 seats.

The procedure for applying to the PTA program:

1. The first thing to do is to apply to college:

- **Complete the college application form:** Go to this link:
<https://www.rivervalley.edu/admissions/welcome/>

If you are a current RVCC student, and you want to apply to the PTA program and change majors, talk to your current advisor first. Please ask someone at the front desk or Admissions for the “Add or Change Program” form.

- **Transcripts:** Choose the bullet(s) below that fits you best:
 - Contact your high school guidance office and request your official high school transcript be sent to RVCC: River Valley Community College Attn: Admissions, 1 College Place, Claremont, NH 03743. If you have passed a college-level Anatomy & Physiology I course AND have a college degree already, you can skip this requirement.
 - If you took any relevant AP (advanced placement) courses in high school, please contact the College Board and request your formal transcript be sent to RVCC: River Valley Community College Attn: Admissions, 1 College Place, Claremont, NH 03743
 - If you earned your GED or took the HiSET, please contact the site where you tested and request your official scores be sent to RVCC: River Valley Community College Attn: Admissions, 1 College Place, Claremont, NH 03743
 - If you have taken any college courses, please contact the previous college Registrar or Military person and request an official transcript be mailed to RVCC: River Valley Community College Attn: Admissions, 1 College Place, Claremont, NH 03743
 - If you have tested out (via CLEP testing) of any previous college courses before, please contact the College Boards and request your formal transcript be sent to RVCC: River Valley Community College Attn: Admissions, 1 College Place, Claremont, NH 03743

2. Complete the additional PTA Program application requirements on the following pages:

Requirements for admission for all incoming students applying to PTA program

1. Please provide your scores to Admissions if you have taken any of these tests:

- SAT
- Accuplacer test of reading and sentence skills
- Accuplacer NextGen Reading and NextGen Writing test (this is the current version of Accuplacer testing)
- SAT EBRW test (this is the current version of SAT testing)

If you have not ever taken one of these tests and you have not successfully complete a college level English course and a college level Anatomy & Physiology I course, please schedule the Accuplacer NextGen Reading and NextGen Writing test here: <http://www.rivervalley.edu/admissions/testing-assessment> .

If you have not taken any of the tests listed above, but have already successfully completed a college level English course, and college level Anatomy & Physiology I course and have submitted formal transcript(s) to the Admissions Office, please contact the PTA program director, Laurie Clute at lclute@ccsnh.edu to request the tests be waived.

2. (For A&P I) Via high school, GED or previous college transcripts, provide proof of successful completion of **one** of the following:

- High school Chemistry
- Previous college level Chemistry
- RVCC course: Introduction to Chemical Principles (minimum grade C) (or equivalent from elsewhere)
- RVCC course: Anatomy and Physiology I (minimum grade C)
- Transferring in college-level Anatomy and Physiology I (minimum grade C) (A&P courses taken elsewhere that had an on-line lab will not transfer for credit to the college)

3. (For A&P I) Via SATs, Accuplacer testing or previous college transcripts, provide proof of successful completion of **one** of the following:

- Accuplacer Reading score at least 250
- SAT Reading/Writing score at least 500
- RVCC course: A&P I (minimum grade C)
- Transferring in A&P I (minimum grade C)
- Minimum of Associate degree or minimum grade of C in Reading Strategies (ENGL 011R).

4. Via SAT scores or previous college transcripts, provide proof of successful completion of **one** of the following:

- SAT EBRW test score \geq 500
- SAT EBRW test score \geq 450 (requires co-requisite writing workshop)
- Completion of ENGL098R with a C or better
- Completion of RVCC ENG102R English Composition I (minimum grade C)
- Transferring in English Composition I or equivalent (minimum grade C)

(continued)

5. Via SAT score, or previous college transcripts, provide proof of successful completion of **one** of the following:
 - a. SAT Mathematics Score ≥ 530
 - b. SAT math score = 450 or higher (math workshop required) (or written approval from one of our math advisors)
 - c. RVCC course: Fundamentals of Math Literacy (minimum grade of C or higher)
 - d. RVCC course: Fundamentals of Math Literacy for STEM ((minimum grade of C or higher)
 - e. RVCC college level math (minimum grade of C or higher)
 - f. Transferring in college level math (minimum grade of C or higher)

6. Go to this link <http://www.apta.org/PTACareers/Overview/> and read about/watch videos about PTA careers.

7. **Advising Meeting** with PTA Program Director. Please contact Laurie Clute, PT, MS at lclute@ccsnh.edu when you are ready to schedule the advising meeting. Plan an hour for the meeting at the Claremont main campus. Please bring with you:
 - a. Current résumé
 - b. Essential Skills/Technical Standards information page signed (pages 5-6)
 - c. Criminal Record information page signed (page 7).
 - d. PTA Student Statement of Background Disclosure page signed (page 8).
 - e. Clinical Education Policy / Clinical Education and Disability Services information page signed (pages 9-10)
 - f. After reading/watching videos in step 6, complete the PTA Program Supplemental Questionnaire (see page 11)
 - g. Provide proof of current **American Heart Association CPR BLS for Healthcare Providers** certification (your application will not be considered complete if you have scheduled, but not yet successfully completed, the CPR course). You can take the written test on line, but please make sure to take the hands on testing part in person. It is the applicant's/student's responsibility to locate, pay for and successfully complete CPR certification and/or re-certification until graduation from the PTA program.

Essential Skills Required

Students must possess the following abilities or be able to perform the skills using compensatory techniques and/or adaptive devices. These essential abilities include:

Physical Skills:

- The ability to safely bend, twist, and lift to assist a patient moving from one surface to another.
- The ability to apply manual resistance to a patient's arm, leg or trunk during exercise.
- The ability to perform chest compressions necessary for CPR.
- The coordination, balance, and strength to safely guard and protect a patient negotiating stairs with an assistive device.
- The ability to crouch, kneel, reach, push/pull, and crawl to perform exercises with patients.
- The ability to climb when instructing or assisting a patient on the stairs.
- The agility to move quickly to ensure patient safety.
- The physical capacity to work a 40-hour week during clinical affiliations.
- Sufficient manual dexterity to safely grasp and manipulate small objects and dials.
- The ability to identify color changes on the skin.
- The ability to visually observe and assess a patient 10 feet away.
- The visual acuity to set and read scales, dials and digital displays on equipment, and to read from the medical record.
- The ability to respond quickly to a visual or auditory timer.
- The ability to respond quickly to a patient call button (visual or auditory).
- The ability to hear heart and lung sounds.
- The ability to hear and respond to monitors, calls for assistance, timers, and verbal directions.
- The ability to detect odors such as equipment burning, smoke, spills, environmental hazards, and pathophysiological conditions.
- The ability to feel pulse, muscle tone, and bony landmarks.
- The ability to hold and use a writing instrument for documentation.

Cognitive/Behavioral Skills

- The ability to collect and integrate data about patients to problem solve safely and effectively as a PTA student.
- The ability to handle the emotional stress of working with patients in need of compassionate health care.
- The ability to read and comprehend patient information.
- The ability to prioritize and manage multiple tasks simultaneously.
- The ability to interact effectively with patients, families, supervisors, and co-workers regardless of their race, sex, color, religion, national origin, ancestry, age, sexual orientation, or disability.

- The ability to maintain personal hygiene consistent with the close personal contact associated with patient care.
- To abide by the policies and procedures of RVCC, as detailed in the RVCC Student Handbook, and policies of the PTA Program.
- To render assistance to individuals of all cultures from across the lifespan without prejudice.
- To comprehend and effectively communicate in the English language (orally and in writing), using appropriate grammar and vocabulary.
- The ability to portray professional behavior in all areas, including professional presentation, academic and professional responsibility, ethics, and commitment to learning.

Applicants to the Physical Therapist Assistant Program who have questions or concerns about these requirements are encouraged to contact the director of the Physical Therapist Assistant Program. The director can be called at (603) 542-7744 extension 5419, or contacted via email at lclute@ccsnh.edu.

I _____ can perform the **essential skills** listed above:
(student name)

Please put a mark in the item below that best fits you:

- _____ with reasonable accommodations (student is required to provide proof of disability to the Disability Coordinator prior to application of accommodations)
- _____ without reasonable accommodations

By signing this form, the applicant for the Physical Therapist Assistant Program acknowledges that this Essential Skills document has been provided, and any concerns have been addressed with the program director (lclute@ccsnh.edu).

Name (please print): _____

Signature: _____ Date: _____

PLEASE bring this signed document to the advising meeting with the PTA Program Director. Alternately, you may send the signed document to the PTA Program Director **before the advising meeting: lclute@ccsnh.edu**

ACKNOWLEDGEMENTS

I. Criminal/Sexual Offender Background Check/Drug Testing

As part of the coursework in the PTA program, students spend time in two clinical sites working with patients under the supervision of a licensed PT or PTA. Most clinical sites require the student obtain certain background checks (state/federal criminal or sexual offender) and/or drug testing before coming to the clinic.

Cost for the criminal background check is the responsibility of the student (estimated \$50-\$125). This information is given to you now just to forewarn you of the potential additional cost and responsibilities. **You DO NOT need to get these background checks done as part of the application to the PTA program.**

The PTA applicant needs to recognize that certain personal histories or current statuses may result in the inability to pass a Criminal Offender Record check, Sexual Offender Record check and/or a drug test. While this background will not preclude an applicant from applying to or being accepted into the PTA program, it will result in the inability to attend any Clinical Education Experience course. This will prevent progression in the program, graduation, licensure and ability to work as a PTA.

Refusing to participate in these background checks or drug testing will result in inability to progress in the program.

It is in your best interest to discuss any concerns with the PTA Program Director (lclute@ccsnh.edu) early in the application/ orientation process so you don't waste time and money.

By the signature below, the prospective student acknowledges his/her responsibility to participate in and pay for these background checks/drug tests, if required by the clinical site. By the signature below, the prospective student also acknowledges the consequences of refusing to test, or refusing to undergo the background checks. By the signature below, the prospective student also acknowledges the consequences of a positive background check/test and the inability to complete the PTA program.

Signature

Date

Print Name

PLEASE bring this signed document to the advising meeting with the PTA Program Director.

Alternately, you may send the signed document to the PTA Program Director **before the advising meeting: lclute@ccsnh.edu**

II. PTA Student Statement of Background Disclosure

In most states, after students graduate from a PTA program, they are required to take a national licensing exam and then to apply for licensure in the state in which the job resides.

The job of the licensing board is to protect the public, so the applicant may be asked certain questions on the license application form. For example, in New Hampshire, the applicant is asked to disclose:

- Whether the applicant has any physical, mental or emotional condition, or any alcohol or substance abuse problem which could negatively affect the applicant's ability to practice the profession for which licensure is sought;
- Whether the applicant engages in any remedial undertaking to alleviate one or more conditions listed above and
- Whether the applicant has committed any act(s) that would violate the laws and/or rules that govern the profession (e.g. Whether the applicant has been found guilty or entered a plea of no contest to any felony or misdemeanor)

While this background will not preclude an applicant from applying to or being accepted into the PTA program, the applicant is encouraged to discuss any concerns with the program director at lclute@ccsnh.edu.

By the signature below, the prospective student acknowledges reading information about background disclosure and acknowledges that she/he will discuss any concerns with the program director.

Signature

Date

Print Name

PLEASE bring this signed document to the advising meeting with the PTA Program Director

Alternately, you may send the signed document to the PTA Program Director **before the advising meeting: lclute@ccsnh.edu**

III. CLINICAL EDUCATION POLICY

Infectious Disease Policy: PTA/OTA

Students in the PTA and OTA programs will adhere to Universal Precautions, CDC guidelines and facility policy on infectious diseases when out on clinical fieldwork experiences. As future healthcare workers, students understand that exposure to infectious disease is possible in their clinical fieldwork experiences.

For successful completion of the PTA curriculum, each student must complete two clinical education experiences comprising no less than 18 weeks total, in facilities approved by the PTA program. These clinical experiences are formal courses for which the student registers and pays tuition.

Each clinical experience is full-time, 40 hours per week, typically, but not limited to Monday – Friday 8a.m. to 5 p.m. Students often need to come in beforehand to prepare for the day and maybe stay a bit later to finish up the day's tasks. The clinical experiences are meant to provide the PTA student with real life experience treating patients under the supervision of licensed physical therapists and/or physical therapist assistants.

The first clinical experience occurs in the summer months between the first and second years. It lasts 8 weeks for a total of 304 hours in the clinic. The clinic site chooses the 8- week time span that fits them, so the PTA student is told to not make any other plans (e.g. job, vacations, weddings, trips) for the summer months until your clinical site times have been determined. There will also be 16 hours set aside for the summer Seminar course.

The last clinical experience occurs during the final spring semester of the program, just before graduation. This clinical experience is 10 weeks long and all 400 hours will be in-clinic hours (with similar hours of Mon-Fri 8 a.m. – 5 p.m. and possible needs to come in early to prepare and stay a bit later to finish the day's tasks). For the remainder of the semester, students will be in a Senior Seminar course.

Students are expected to be in the clinic the same hours as their supervisor, which will vary from site to site. While the typical work day is 8 a.m. – 5 p.m., many clinics open early (e.g. 7 a.m.) or stay open late (e.g. 7 p.m.) to accommodate patients' work schedules. There may be sites where the clinical supervisor works four 10 hour days, or has hours shifted to an earlier/ later part of the day, or works some weekend hours. Students **must** make appropriate plans and arrangements (financially and personally) to allow this commitment to the clinical site. Students should also plan to be there early to prepare for the day, and may have to stay to finish documentation at end of the day.

Every attempt is made to place students in a variety of settings, and in locations that are within a **1 ½ hour** driving radius of your home base. Students are able to discuss preferences for clinical sites and, whenever possible, these preferences will be considered but it *is not guaranteed that a student will get their top choice for clinical experiences.*

To meet requirements of the program, students must be able to:

- successfully complete all previous course work and comprehensive practical testing
- provide own transportation to and from clinical sites

- provide proof of current immunizations and CPR certification by a stated deadline
- provide proof of personal health insurance

Students who fail to have the immunization and CPR documentation done by the stated deadlines risk a delay in progression in the program (the student will not go out on the scheduled clinical practicum and must wait until the following year).

Since it may take a while to track down your childhood immunization records, we advise you to start the search now!!

CLINICAL EDUCATION AND DISABILITY SERVICES

Students whose disabilities may require some type of accommodation for their clinical education experiences are strongly advised to self-identify and complete a “Request for Accommodations” agreement with the Office of Disability Service and Disability Services Coordinator. Current documentation is required and retroactive accommodations cannot be provided to avoid a failing grade. The Director of Clinical Education (DCE) will work with students to determine if/how an identified disability may impact their ability to carry out the responsibilities of the clinical assignment. The DCE will not disclose any health/disability related information about the student to a clinical site without the student’s written authorization.

Students in programs that require successful completion of a clinical placement should be aware that clinical sites are not necessarily required to recognize accommodations contained within an Individual Reasonable Accommodation Plan (IRAP) issued by River Valley Community College (“RVCC”) designed for use in classroom setting pursuant to the Americans with Disabilities Act. Please be aware that clinical sites may need to adapt any accommodation request you make in a manner that does not create an undue hardship for them and does not require them to alter the essential functions of the practicum expectations. You are encouraged to discuss the accommodation process with both your site supervision and your RVCC faculty.

I have been provided with the Clinical Education Policy and the Clinical Education and Disability Services information. I understand the information and have had my questions answered.

I understand that I should be tracking down my childhood immunization records now. I know I will need to provide proof of immunizations to common diseases.

Signature

Date

Print Name

PLEASE bring this signed document to the advising meeting with the PTA Program Director

Alternately, you may send the signed document to the PTA Program Director **before the advising meeting:**
lclute@ccsnh.edu



**Physical Therapist Assistant Program
Supplemental Application Questionnaire**
River Valley Community College Claremont, NH 03743

One of the expectations of the applicants for the Physical Therapist Assistant Program is that they have some knowledge of the physical therapy field. Therefore, we ask applicants to provide the College with evidence of this knowledge by reading some material, watching a short video and answering the following questions.

Name _____

Date _____

Signature _____

Step One: Go to the following website: <http://www.apta.org/PTACareers/Overview/> . Read over the material and watch the video. There are actually lots of videos or pod casts if you choose.

Step Two: Answer the following questions in the space provided (use the back of the sheet if necessary)

1) Based on the information gathered, what type of work setting(s) interest you and why?

2) Describe, in your own words, what a PTA does.

Step 3: Go to the following website: <http://www.apta.org/ProspectiveStudents/ContactaPTAStudent/>. Read over the material.

Step 4: Answer the following in the space provided:

3) What new information was pertinent to you? Why?

Please submit this questionnaire to the Program Director during your advising meeting.

Alternately, you may send the signed document to the PTA Program Director **before the advising meeting:
lclute@ccsnh.edu**

Here is some other information about the PTA program that should be of interest to the applicant



Accreditation

The Physical Therapist Assistant program at River Valley Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone **(703) 706-3245**; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 603.542.7744 extension 5419 or email lclute@ccsnh.edu.

Wait List:

Completed applications received after the class is filled will be added to the wait list in case a current student changes her/his mind. Applicants who were not accepted for the current year but who are interested in the PTA program for the next year must fill out a new application to the college, declaring interest in the PTA program for the following year or can request that the Admissions Office roll over their file to the following year.

Those applicants on the wait list or who apply again for fall 2021 might consider taking some courses in the meantime. There are seven liberal arts courses in the PTA program (see list below). Applicants who do not have these college level liberal arts courses already under their belts (with grade of C or higher) might consider taking one/some/all of these ahead of time:

- College level Math (Statistics suggested)
- Anatomy and Physiology I (must have a face-to-face lab)
- Anatomy and Physiology II (must have a face-to-face lab)
- English Composition I
- Introduction to Psychology
- Human Development
- one 3-credit course in Humanities (e.g. History or Philosophy), or Fine Arts (e.g. Introduction to Art, Introduction to Dance, etc.). or a world language (e.g. Spanish, Sign Language, etc.).

Taking these courses ahead of time can lighten the course load while in the PTA program, but will not shorten the time to complete the program. Taking courses ahead of time will also affect the Financial Aid package when the student is in the program; the applicant/student may want to talk to someone in Financial Aid first.

It must be understood that taking these liberal arts courses will not guarantee the applicant a seat in the PTA program. Please remember to send in new formal transcripts to show completed coursework.

Courses taken elsewhere may transfer in for credit if a) the previous college holds a regional accreditation that we recognize, the course description/content/credit load are similar and the student earns at least a C grade.

If applicants are interested in taking courses elsewhere before being accepted into the program, it would

be wise to request pre-authorization before taking the course. Getting this pre-authorization will guarantee that the course will transfer in for credit once accepted into the college/PTA program if the earned grade is a “C” or better. Please contact the program director (lclute@ccsnh.edu) for more information.

Benchmarks

Benchmarking is a valuable tool to measure performance by viewing specific indicators. PTA programs across the country are required by our accrediting agency (CAPTE) to make available to the public specific statistics (graduation rates, the graduates’ success in passing the national examination and their success rate in obtaining employment after passing the national examination).

We have chosen to use these indicators to measure how well the design of the curriculum and activities undertaken by the faculty of the PTA Program at River Valley Community College achieve the following outcomes:

- 1) Produce safe, competent, caring, graduates who possess entry-level skills, as evidenced by successful completion of all PTA program courses as per grade policy.
- 2) **Graduation rate/Retention rate:** Using averages spanning 2 years, our goal states at least 80% of students admitted to program will graduate within 3 years (150% of time). The data collected includes only those who did not complete the program for academic reasons (and does not include those who did not complete the program for personal reasons).
- 3) **2-year ultimate passing rate of national exam:** For those graduates who choose to take the Physical Therapist Assistant national examination, our goal states at least 85% of a given cohort will ultimately pass the exam.
- 3) **Employment rate:** Our goal states at least 96% of the graduates who seek employment as a physical therapist assistant will obtain a position they are interested in within 1 year of passing the national PTA examination.

The reader can see how well we measure up by checking the Public Disclosure information on the program website: <http://www.rivervalley.edu/academics/academic-programs/physical-therapist-assistant>

PTA Program Public Disclosure Information

Acceptance and Matriculation Rates

Year	Completed Applications	Accepted = %	Matriculated = %
2019	27	27 100%	24 89%
2018	30	30 100%	22 73%
2017	27	27 100%	24 89%

Class of:	Graduation Rate	Ultimate Licensure Examination Pass Rate	Employment Rate*
2019	85.7% (incomplete as of Sept 2019)	85.7 (incomplete as of Sept 2019)	
2018	81.25%	91.7%	100%
2017	61%	100%	100%

* employment rate within 6 months of passing examination

**Cost Estimate to Attend PTA Program at RVCC
2020 – 2021**

(cost is an estimate based on 2019-2020 expenses)

Total cost of program includes tuition, other college fees, and program-related expenses such as books. This estimate does not include travel expenses, housing or meals. This estimate also does not include the cost of the national licensing examination or cost to obtain the PTA license (both of which occur after graduation, and estimate about \$800). **New out-of-state attendees to RVCC who live within 50 miles of one of our campuses/centers may be eligible for in-state tuition. Please consult with Admissions.**

Students who receive financial aid must keep in mind that the summer semester between year 1 and year 2 actually begins the senior year 2. Financial aid given for year 2 must be managed to cover summer, fall and spring semesters.

Item	In-state	NE Regional	Out-of-State
Tuition	70 credits X \$215/credit = \$15,050	70 credits x \$323/credit = \$22,610	70 credits x \$490/credit= \$34,300
Tuition advance deposit	\$100	\$100	\$100
Academic instruction fee *	22 x \$110 = \$2420	22 x \$110 = \$2420	22 x \$110 = \$2420
Comprehensive student services fee**	\$630	\$630	\$630
1 year liability insurance***	\$25	\$25	\$25
Clinical Surcharge Fee	\$500	\$500	\$500
Books (estimate)	\$1000	\$1000	\$1000
Background checks and drug testing may be required before attending clinical practicum courses	variable	variable	variable
Personal health insurance (required of students attending clinical practicum courses)	variable	variable	variable
Totals	\$19,625	\$27,185	\$38,875

*** Academic Instruction Fee (from college catalog and website)**

A fee will be charged for all Laboratory/Clinic/Practicum/Co-Op/Internship or other similar experiences. This fee will be calculated by subtracting the number of lecture/class hours from the number of credit hours and multiplying the sum by \$110.00 for each course. This fee will be added to the normal tuition charge for that course.

Example: BIOL 201R A&P I Class hours 3 Lab hours 3 Credits 4

$$4 - 3 = 1 \times 110 = \$110$$

****Comprehensive Student Services Fee (from college catalog and website)**

This mandatory fee is charged to all students enrolled in credit courses fall, spring and summer semesters. It entitles students to attend Student Senate sponsored events for little or no cost. The per-semester fee is \$9.00 per credit hour.

*** the college holds a blanket liability insurance policy on all students attending clinical courses. A one-time fee will be charged the semester student registers for PTAC 190 course. This insurance coverage will last until the student completes the two clinical courses.

Subject to change based on Board of Trustees decisions.

Program of Study:

The chart on the next page shows the sequence of courses in the PTA program. The program director/advisor will work with the applicant/student to create an academic plan to complete these courses. It is the student's responsibility to assure completion of all courses for graduation. Any changes to the academic plan may result in extension of the time required to complete the program.

Please note the number of hours in school/clinic per week (right hand column). This does **not** include study time or time for activities outside of class/lab time. Keep this in mind as you consider other commitments you may have (work, family, etc.). In general, a class that meets for 3 hours/week should require about **6 hours of studying/week/course**. If that class also includes a lab, you should tack on a couple more extra hours of studying. Many of the PTA professional courses also will require that you practice the hands on skills during your own time (outside of lab). That will require you to be here during open lab times to practice with peers on the equipment that you are learning. So, tack on a couple more hours to your study time for this, too!

In general, students are on campus 5 days/week during the first year, and 3-4 days/week the senior year.

Once matriculated into the PTA program, the courses must be completed within 3 years. Extension into a 4th year may be made for extenuating circumstances.

We can't express strongly enough the time commitment that is needed to be successful in this program. The number one reason students struggle in the program is because they are working too many hours and not allowing enough time to study.

PHYSICAL THERAPIST ASSISTANT PROGRAM				In school or clinic hours/wk
First Year - Fall Semester				
AHLC 104 Introduction to OT/PT *	<u>CL</u>	<u>LAB</u>	<u>Credits</u>	
AHLC 104 Introduction to OT/PT *	1	0	1	2
AHLC 112 Clinical Conditions for OT/PT **	3	0	3	3
ENGC 102 College Composition I *	4	0	4	4
AHLC 135* Activities of Daily Living **	2	3	3	5
SCI 201 Anatomy & Physiology I *	3	3	4	6
PTAC 112* Physical Therapy Procedures I **	2	3	<u>3</u>	<u>5</u>
TOTAL CREDITS			18	25
First Year - Spring Semester (busiest semester; 4 lab courses)				
AHLC 123 Functional Kinesiology (SCIC 201) **	2	3	3	5
MTHC xxx Math Elective *	3-4	0	3 or 4	4
SCI 202 Anatomy & Physiology II *	3	3	4	6
PTAC 114* Therapeutic Exercise *	2	3	3	5
PTAC 122* Physical Therapy Procedures II	2	3	<u>3</u>	<u>5</u>
TOTAL CREDITS			17	28
First Year - Summer Semester				
PTAC 190* Clinical Ed. Experience I (304 hours = 8 weeks) *	0	0	6	40
PTAC 172 *Clinical Ed. Experience I Seminar * (2 eight hour days)	1	0	<u>1</u>	
TOTAL CREDITS			7	
Second Year - Fall Semester				
HUMC xxx Humanities/Fine Arts/World Language	3	0	3	3
PSYC 101 Introduction to Psychology	3	0	3	3
PSYC 114 Human Development	3	0	3	3
AHLC 220* Clinical Neurology *	3	0	3	3
AHLC 210* PT/OT Management *	2	0	2	2
PTAC 211* Physical Therapy Procedures III (PTC 122)	2	3	<u>3</u>	<u>5</u>
TOTAL CREDITS			17	19
Second Year - Spring Semester				
PTAC 292* Clinical Ed. Experience II (40 hours/wk x 10wks = 400 hours) *	0	0	8	40
PTC 250* Clinical Education Seminar (8 eight hour seminars) *	4	0	<u>4</u>	
TOTAL CREDITS			12	
			70	

THIS PROGRAM OF STUDIES IS SUBJECT TO CHANGE

Prerequisites and co-requisites are listed in parentheses.

* pre/co-requisites needed

**Must be matriculated in professional program or receive special written permission from the Program Director or Instructor.

SAMPLE PTA STUDENT SCHEDULE - 2-year track (subject to change based on course availability)

During the first year of the program, students should plan to be on campus 5 days/week.

First Year - Fall Semester							
	Monday	Tuesday	Wednesday	Thursday	Friday		
8:00	PT Procedures I Lecture		Activities of Daily Living lecture		Activities of Daily Living Lab		
8:30							
9:00		PT Procedures I Lab					
9:30							
10:00							
10:30							
11:00							
11:30							
12:00				Intro OT/PT x 8 weeks	A&P I Lecture		
12:30							
1:00	Clinical Conditions lecture	A&P I Lab					
1:30							
2:00							
2:30				Clinical Conditions lecture			
3:00							
3:30							
4:00							
4:30							
5:00							
5:30							
6:00			College Comp 6-9 pm				
6:30							

SAMPLE PTA STUDENT SCHEDULE - 2-year track (subject to change based on course availability)

During the first year of the program, students should plan to be on campus 5 days/week.

First Year – Spring Semester						
	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00	PT Procedures II Lecture	Functional Kinesiology Lab			Therapeutic Exercise Lab	
8:30						
9:00						
9:30						
10:00			Therapeutic Exercise Lecture	Anatomy & Physiology II Lab		
10:30						
11:00	Functional Kinesiology Lecture					
11:30						
12:00						
12:30						
1:00		PT Procedures II Lab				
1:30						
2:00	Anatomy & Physiology II Lecture					
2:30						
3:00						
3:30						
4:00						
4:30						
5:00						
5:30	Statistics		Statistics			
6:00						
6:30						
7:00						

SAMPLE PTA STUDENT SCHEDULE - 2-year track (subject to change based on course availability)

First Year - Summer Semester												
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday						
8:00	<p>Students complete a full-time, 8- week clinical rotation during mid-late May through early August. This is scheduled at the convenience of the clinical site and is a 40hr/week commitment. The PTA student should not make any other plans (e.g. job, vacations, weddings, trips) for the summer months until the clinical site times have been determined.</p> <p>Hours may be Monday through Friday 8 a.m. to 5 p.m., but some clinicians work four 10-hour days. Some clinical sites open early/stay open later to accommodate the patient’s schedule. Some clinical sites also have Saturday hours.</p> <p>Students are expected to be in the clinic the same hours as their Clinical Instructor.</p> <p>Students may have to drive 90 minutes one way to reach their clinical site.</p> <p>Students have two on-campus days during the eight weeks.</p>											
8:30												
9:00												
9:30												
10:00												
10:30												
11:00												
11:30												
12:00												
12:30												
1:00												
1:30												
2:00												
2:30												
3:00												
3:30												
4:00												
4:30												
5:00												

SAMPLE PTA STUDENT SCHEDULE - 2-year track (subject to change based on course availability)

During the fall semester of the 2nd year of the program, students should plan to be on campus 3-4 days/week.

Year 2 – Fall Semester						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00	PT/OT		PT			
8:30	Management		Procedures			
9:00	Lecture		III Lab	Human		
9:30				Development		
10:00	PT			Lecture		
10:30	Procedures					
11:00	III Lecture					
11:30						
12:00						
12:30						
1:00	Clinical					
1:30	Neurology					
2:00	Lecture		Intro to			
2:30			Psychology			
3:00	Clinical		Lecture			
3:30	Neurology					
4:00	Lecture					
4:30						
5:00						
5:30						
6:00				Humanities		
6:30				elective		
7:00				6 pm – 9 pm		
7:30						

SAMPLE PTA STUDENT SCHEDULE - 2-year track (subject to change based on course availability)

Year 2 – Spring Semester					
	Monday	Tuesday	Wednesday	Thursday	Friday
	Monday				Friday
	Saturday				
8:00	<p>Students complete a full-time, 10 - week clinical rotation mid-January through early April. This is scheduled at the convenience of the clinical site and is a 40 hr/week commitment. Hours may be Monday through Friday 8 a.m. to 5 p.m., but some clinicians work four 10-hour days. Some clinical sites open early/stay open later to accommodate the patient’s schedule. Some clinical sites also have Saturday hours.</p> <p>Students are expected to be in the clinic the same hours as their Clinical Instructor.</p> <p>Students may have to drive 90 minutes one way to get to their clinical site.</p> <p>Near the end of the semester (and after the clinical rotation), students return to campus for their final seminar course.</p>				
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					

Pre-requisites for Licensure as a Physical Therapist Assistant

Completing the educational process is one component of working as a Physical Therapist Assistant. You should be aware of the usual process:

- In 49 states, the sequence is: a) graduate from an accredited PTA program, b) successfully pass a national examination, then c) obtain licensure as a PTA. There is a cost for the examination and a cost for the license totaling about \$600 - \$800. Licenses are renewed on a regular basis (e.g. every 2 years). New Medicare laws state that any PTA treating a patient who has Medicare insurance must have successfully passed the national examination.
- For those states that do not require licensure of the PTA, there may be a registration or certification process instead.
- Many states require a criminal/sexual offender background check prior to licensure as a PTA. A positive criminal history may prevent an individual from becoming licensed or working as a PTA.

Other Important Things to know about the PTA Program!

Computers for Best Learning

We have learned the hard way that the best electronic device for student learning is a computer or lap top. Chrome Books do not have all the capabilities that you need to save/retrieve documents, turn in assignments or for online testing that is likely to be part of your course work.

These are things users may come across when comparing PCs:

Good (minimum of)	Better
<ul style="list-style-type: none"> • Windows 10 Home Operating System 	<ul style="list-style-type: none"> • Windows 10 Home or better (Professional)
<ul style="list-style-type: none"> • Corei3 or Corei5/1.7Ghz-3Ghz speed/dual core (Processor speed can affect teleconferencing experience) 	<ul style="list-style-type: none"> • Corei7 2Ghz-3Ghz speed or compatible quadcore processor
<ul style="list-style-type: none"> • 2-4 gig of RAM 	<ul style="list-style-type: none"> • 8 gig of ram or better
<ul style="list-style-type: none"> • 128 Gig Hard Drive. 	<ul style="list-style-type: none"> • 256 gig hard drive <ul style="list-style-type: none"> ○ Solid Sate Drive (SSD)
<ul style="list-style-type: none"> • Standard video/graphics cards should work find for basic use 	<ul style="list-style-type: none"> • Improved graphics card
<ul style="list-style-type: none"> • Web cam with microphone 	<ul style="list-style-type: none"> • Web cam with HD capabilities
<ul style="list-style-type: none"> • Standard Internal speakers 	<ul style="list-style-type: none"> • External speakers
<ul style="list-style-type: none"> • Wireless 802.11ac connection 	<ul style="list-style-type: none"> • Any variation of Wireless 802.11a/b/g/n/ac connection
Optional considerations	
<ul style="list-style-type: none"> • Battery life 	<ul style="list-style-type: none"> • Ethernet port (stronger connection than Wi-Fi)
<ul style="list-style-type: none"> • Weight of device 	<ul style="list-style-type: none"> • CD/DVD drive or CD/DVD RW drive (for installing some software, playing movies)
<ul style="list-style-type: none"> • Screen Size 	<ul style="list-style-type: none"> • USB ports (for external storage devices, printers, scanners etc.)
	<ul style="list-style-type: none"> • HDMI ports, other video ports for external monitors or projectors

Dress Code

The dress code policy for the PTA program is defined as “Business Casual”. The dress code expectations will be explained during the early weeks of the first semester. At a pre-determined time, students in the program are expected to follow the dress code policy until graduation.

The policy is in place to allow students sufficient time to perhaps build up their wardrobes before the Clinical Education courses and allow time for mentoring from instructors.

Failed Grade Policy

PTA and OTA Programs

1. The PTA and OTA programs use a 10-point scale when assigning grades in all professional courses in the PTA or OTA programs. These courses are identified with an AHLC, PTAC or OCTA prefix. The 10-point scale used:

Grading Scale

A	93 – 100
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
F	Below 60

2. To remain in good standing in the college, the student must not be on academic probation or academic suspension. The Student Handbook explains the college’s academic standards.
3. There are further expectations of students in the OTA or PTA program. To remain in good standing in the OTA or PTA program, students must demonstrate success in all coursework as defined by the following criteria:
 - a. Students who earn less than a “B-” grade for any professional course must repeat that course. Students who repeat the course for the second time and earn less than a “B-” grade will be suspended from the program for one semester.
 - b. Students who earn less than a “C” grade for any liberal arts course must repeat that course. Students who repeat the course for a second time and earn less than a “C” grade should refer to the Student Handbook policy. **See information below regarding reinstatement.**
 - c. Students who earn less than a “C” for any two courses during the same semester will be suspended from the program for one semester. **See information below regarding reinstatement.**
 - d. Within the professional courses, students may be required to complete hands-on practical examinations to demonstrate competencies. Students must pass each practical exam as

defined by the instructor. Students who fail a practical examination must practice, come back and re-test. Failure of a practical examination includes any grade less than 80%.

When the student repeats a practical the exam and successfully completes it, the recorded grade will be an average of the failed and successfully completed practicals.

If the student is unable to successfully complete a practical exam after 2 attempts, the student will need to complete a 1:1 review with the instructor. The amount of review time will be determined by the instructor, not to exceed two hours.

A student who is unable to successfully complete a practical exam after 3 attempts will earn a 69 (= F) for the course and will need to repeat the course.

An OTA student who is not successful on the third re-test of the comprehensive practical exam will receive a 69 (= F) grade for the applicable course (OCTA214R), and will have to retake the course the next time it is offered. The student will not progress, nor be able to register for OCTA290R, OCTA291R or OCTA220R.

A PTA student who is not successful on the third attempt of a comprehensive practical will receive a 69 (= F) grade for the applicable course (PTAC122R or PTAC211R), and will have to retake the course the next time it is offered. The student will not progress, nor be able to register for PTAC190R or PTAC292R.

4. **Reinstatement:** As per the college Student Handbook, students suspended from the PTA or OTA program:
- a. may continue to take non-PTA or OTA professional courses outside of the program, as non-matriculated students.
 - b. must show evidence of having successfully completed 2 three-credit courses with a "C" or better grade before reapplying for matriculation into the PTA or OTA program.
 - c. As per the college Student Handbook, suspended students can re-apply to the PTA or OTA program after 1 semester. Reinstatement is not automatic and is based on space availability. The applications from suspended students will be managed by the same deadline and/or selection process as all applicants to the OTA or PTA program.
 - d. The re-testing of competencies is required after a leave of absence. Students matriculated back into the PTA or OTA program will be required to repeat all practical tests from successfully completed professional courses (designated with AHLT, and PTAC or OCTA prefixes) before registering for other professional courses.
 - e. A student who withdraws or is suspended/dismissed from the program may request reinstatement only once. A student suspended/dismissed from the program or withdrew for academic reasons a second time, may not return to the program.
 - f. Students will be dismissed from the OTA or PTA program if the student has been found in violation of the Student Code of Conduct. Students dismissed from the program for these behaviors may not re-apply to the program.

- g. The policy for reinstatement to the PTA or OTA program will include conditions for reinstatement that will be determined by program faculty at the time a student is dismissed from the program. The student will receive a letter from the Program Director outlining the conditions and procedures for reinstatement to the program. The student will be required to sign a statement of understanding of the conditions. Prior to reinstatement, the program director will determine if the conditions for reinstatement were met. Students satisfying the conditions for reinstatement will be allowed to return to the program if or when space is available. If the conditions are not satisfied, the student may not be permitted to return.

Summary:

We hope this application packet provides you with a summary not only of the application process, but also provides you with an overview of general expectations and rigor of the program. The more you know up front, the better you can plan for the future. Please let me know what questions you might have. I am available via email at lclute@ccsnh.edu or phone 603.542.7744 extension 5419. We can also set up a face-to-face or a free internet video chat meeting. Let me know how I can be of help.

Laurie Clute, PT, MS
PTA Program Director

