



PHYSICAL THERAPIST ASSISTANT PROGRAM APPLICATION INFORMATION PACKET

CF Vision Statement

Energetic, purposeful, creative, College of Central Florida promotes learning in an open, caring, inclusive environment which encourages individual and community development inspired by shared values of integrity, service, responsibility and dignity.

PTA Program Motto

If I give you the answer,
I have helped you for today.

If I teach you
how to figure out the answer for yourself,
I have helped you for a lifetime!

INTRODUCTION

This packet is designed for individuals working towards admission to the Physical Therapist Assistant Program at College of Central Florida. It is designed to provide prospective students with information and complete instructions necessary to apply.

If you have any questions as you are preparing to apply to the PTA Program, please contact Jean McCauley, PTA Program Manager via e-mail at mccaulej@cf.edu. **Communication via e-mail is preferred.** The telephone number for the PTA Program is 352-854-2322 for Marion County, 352-746-6721 for Citrus County or 352-493-9533 for Levy County. The extension for the PTA Program is 1442 from all three counties.

This packet is effective **March 28, 2012** and applies to the **Fall Term 2013** PTA Program admission only. **The PTA class entering in August 2012 is full.** This packet is for information only and does not constitute a contract. The college reserves the right to change, modify or alter without notice all fees, charges, tuition, expenses and costs of any kind, or any statement, written or verbal, in accordance with unforeseen conditions. The rules, regulations and policies in this packet are based on present conditions and are subject to change without notice. Further, the college can add or delete without notice any course offerings or information contained in the packet. **It is the applicant's responsibility to be sure the applicant is following the most current packet.**

The PTA Program at College of Central Florida is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association.

*The Commission on Accreditation in Physical Therapy Education
Department of Accreditation American Physical Therapy Association
1111 North Fairfax Street Alexandria, VA 22314 T
Telephone: 703-706-3245 Website: www.apta.org/CAPTE (APTA)*

In order to receive credit for attendance at the Information Session you must turn in the Verification Form which will be provided at the conclusion of the session.

GENERAL PROGRAM INFORMATION

I. THE ROLE OF THE PHYSICAL THERAPIST ASSISTANT

Physical therapy is an exciting, demanding profession requiring frequent standing, walking and occasional heavy lifting. Patients range in age from newborn to 100+. Physical therapists and assistants provide direct patient care of individuals who experience temporary or permanent disability due to pain, injury, disease, or birth defects. Some examples of patient diagnoses include: "stroke;" broken bones; strained muscles of the back, leg, or shoulder; muscle weakness; cerebral palsy; burns or wounds, and cancer.

The physical therapist evaluates the patient to determine the physical therapy problems and then creates a plan of treatment. The physical therapist assistant is the right hand of the physical therapist and works under his or her supervision. Physical therapist assistants are directly involved in patient treatment. Some duties the PTA may perform include: applying physical agents such as heat, cold, electrical stimulation and paraffin to reduce pain, decrease swelling, and/or increase healing and function. PTAs also design and carry out exercise programs to build strength, endurance, coordination, and to improve function.

Employment opportunities are available in a variety of settings for the physical therapist assistant in this area and throughout the country. Starting annual salaries range from \$30,000 to \$54,000 depending on the location. The PTA can work in hospitals, rehabilitation centers, schools, home health agencies, private practices, outpatient offices, nursing homes and educational areas.

The PTA program graduate must take and pass a state-administered national examination in order to become licensed and eligible to practice. Please note: the cost of this exam is currently \$705, subject to change.

The PTA program does not articulate with or guarantee entry into a physical therapy program. If you are planning to apply to a physical therapy program you should contact the university you are interested in attending.

II. THE PHYSICAL THERAPIST ASSISTANT PROGRAM

The PTA program at CF is an Associate of Science degree program lasting five semesters for students attending on a full time basis for the entire program. There are 30 credits of **general education courses**. These courses may be taken on either a full-time or a part-time basis. There are 44 credits of **technical level PTA courses** which must be taken on a full-time basis. Students must apply and be accepted into the PTA technical level classes.

A. GENERAL EDUCATION COURSES

All applicants must take the general education requirements listed on **page 12**. These requirements may be taken at CF or at another college or university and then transferred to CF. Please note: All official transcripts of previous courses must be on file in CF's Office of Admissions and Records. The general education courses can be taken on either a full-time or part-time basis. Students who have completed or are currently enrolled in the general education courses are eligible to apply for the technical education/PTA courses. In addition, there are several other requirements students must fulfill as part of the application process. These requirements are described in the Admissions Information section of this packet on **pages 4 – 11**.

B. TECHNICAL EDUCATION/PTA COURSES

Most of the PTA courses/technical requirements must be taken on the CF Hampton campus. Students are admitted into the PTA technical education classes in August of each year. This phase of the PTA program is a limited access component. Twenty-four (24) qualified pre-PTA students are accepted each year. The PTA technical education courses are offered in either daytime or afternoon/evening sections. This phase of the program is full-time, lasting four academic semesters (see **page 13**). The final semester of the program consists of 14 weeks of full-time clinical experience.

Students are assigned to their preferred lab section based on the order in which the PTA Program application is received. Applicants are encouraged to apply to the PTA Program as soon as they become eligible to be assured a seat in the lab section they prefer

Two of the PTA technical education courses are open to prospective students prior to being accepted into the technical phase. Applicants are required to take PHT 1000 Introduction to Physical Therapy in order to be accepted into the technical phase. Students are strongly encouraged to take PHT 2342 Medical Terminology for the PTA prior to entering the technical phase courses in Fall Semester II.

Both of these classes are offered online in distance learning format every semester.

NOTE: Some financial aid programs may not pay for PHT courses taken prior to acceptance/enrollment in the full-time technical phase (Semester II).

Full-time employment is strongly discouraged while enrolled in the PTA technical phase. This is an academically demanding program as are all Health Sciences programs. Students need to be prepared to spend a minimum of three or four hours per day studying and practicing skills outside of scheduled classroom and laboratory activities.

Some travel is required to clinical sites; therefore, reliable transportation and money for gas will be necessary. SunTran does offer bus service to CF and the Ocala area. Please call the SunTran offices at 352-401-6999 for information about routes, fares and schedules.

In the last semester of this program students are assigned to two seven-week full-time clinical rotations. One or both of these rotations may be outside the immediate Ocala area. Students are responsible for making their own transportation arrangements for assigned clinical rotations. No guarantees can be made that students can remain in the Ocala area for all clinical rotations.

Graduates receive an Associate in Science degree for the physical therapist assistant.

ADMISSIONS INFORMATION

To become a competitive candidate for the technical phase/PTA major courses, interested applicants should complete the following eight steps:

STEP 1 Attend a PTA Program Information Session

Attendance at one of these sessions is required to insure that all prospective PTA students have an understanding of this program and its application process. A completed verification form must be turned in at the conclusion of the session in order to receive credit for attendance.

STEP 2 Apply to CF or complete a Student Information Update form

If you plan to take the general education courses at CF, you must apply and be accepted by CF. The pre-Physical Therapist Assistant **major code is 1074**.

If you have already applied to CF, you need to complete a Student Information Update form to change your major to **1074**. NOTE: applicants who have already earned an A.A. degree or higher must use the Adult Enrichment major code **9250**.

Students who complete the general education courses at a college other than CF must also apply for admission to CF and arrange for all official transcripts, including high school transcripts, to be sent to CF's Office of Admissions and Records.

Applicants to CF may be required to take the College Placement Test (CPT). A computer aided tutorial to help you prepare for the CPT is available. For more information, call ext. 6123 for the Citrus campus and ext. 1415 for the Ocala campus.

Applicants should refer to the information sheet "Starting and Succeeding at College of Central Florida" for further information on the application process. Also, please refer to the current College of Central Florida catalog for information concerning enrollment, matriculation, withdrawal and dismissal policies of CF.

It is the student's responsibility to be sure that all application procedures have been followed and all official transcripts, including high school, are on file BEFORE application to the technical phase of the PTA program.

Acceptance to CF does not guarantee admission to the PTA technical Phase Program

PLEASE NOTE: **All students** are required to complete either an in-person (new students) or an online (transfer or returning students) CF orientation program. This session must be completed prior to the first semester of classes at CF. **This is in addition to the PTA Program New Student Orientation Session held in August annually for accepted in-program PTA students.**

Step 3 Apply for financial aid

To be considered for any type of financial assistance (grants, scholarships or loans), you must submit the Free Application for Federal Student Aid (FAFSA) and the CF Scholarship Application Package. Please refer to **page 15** of this packet for more information about applying for financial aid.

It is the student's responsibility to complete the financial aid paperwork accurately and on time. The entire process takes a minimum of 6 to 8 weeks, and students must apply each academic year that they wish to be considered for financial assistance.

STEP 4 Begin taking General Education courses

Begin taking the general education requirements listed on **page 12**.

In order to **apply** for the technical phase applicants must meet one of the two following options concerning the number of general education courses completed:

Option 1: complete at least 12 credits of any of the PTA program required general education courses as listed on **page 12** of this packet with a "C" or higher and with a minimum GPA of 2.75.

Option 2: be currently enrolled in or have successfully completed, with a grade of "C" or higher and with a minimum GPA of 2.75, the following courses:

- ENC 1101 Freshman Composition Skills I
- PSY 2012 General Psychology
- BSC 2085C Anatomy & Physiology I w/Lab
- BSC 2086C Anatomy & Physiology II w/Lab
- PHT 1000 Introduction to Physical Therapy

NOTE: In order to be eligible to begin taking the technical phase PTA courses as described on **page 13** the applicant must apply to and be accepted in to the PTA program. In addition, all of the following general education courses must be successfully completed with a grade of "C" or higher with a minimum GPA of 2.75:

- ENC 1101 Freshman Composition Skills I
- PSY 2012 General Psychology
- BSC 2085C Anatomy & Physiology I w/Lab
- BSC 2086C Anatomy & Physiology II w/Lab
- PHT 1000 Introduction to Physical Therapy

Important note: Applicants are strongly encouraged to complete all general education courses before entering the PTA technical courses in Fall Semester II as described on page 13. When a Waiting List is in place, preference for admittance to the PTA technical phase Fall Semester II courses will be given to applicants who will have completed ALL general education courses prior to Fall Semester II.

Applicants must successfully complete all general education courses listed on **page 12** with a grade of “C” or higher and maintain a minimum GPA of 2.75 in the general education courses in order to graduate from the PTA program.

STEP 5 Complete pre-admission testing

Applicants are required to take one test in order to apply to the technical phase of the PTA Program: the PSB Health Occupations Reading Comprehension Aptitude Examination. This test has been designed for use in associate degree programs to measure academic skills in reading comprehension. **Applicants will only be allowed to take the PSB test once every 90 days.** You must pass the reading comprehension portion of the PSB at the **40th percentile rank or above** to be eligible to apply to the technical phase of the PTA program. If your score is less than the **40th percentile rank**, you will be required to retake the test. As explained above, you must wait 90 days before retaking the PSB Health Occupations Aptitude Reading Comprehension Examination.

This test must be taken and passed prior to requesting a PTA program application. The fee for the examination is currently **\$25** (subject to change). The PSB exam is currently offered in the Testing Center at the Ocala campus every Monday at 9:00 a.m. and every Thursday at 1:00 p.m. Please contact the Citrus Campus Testing Center for scheduled testing times at the Citrus Campus of CF.

To schedule the PSB examination, please call:

Testing Services Ocala Campus: 352-854-2322, ext. 1564 or 1395

or

Testing Services Citrus Campus: 352-746-6721, ext. 6168

STEP 6 Complete observations in PT and reflective journal

In order to gain a clear understanding of the field of physical therapy, all applicants are required to complete **24 hours** of observation in three different physical therapy settings. These hours are to be completed in physical therapy departments as follows:

- **8 hours** in an inpatient acute care hospital (NOT a rehabilitation facility)
- **8 hours** in a long term care/subacute setting such as a skilled nursing facility (SNF) or inpatient rehabilitation facility (IRF)
- **8 hours** in an outpatient setting.

The eight hours **MUST** be completed all in one day in each of the three settings. Note: these hours will also apply to the observation hours required in PHT 1000 Introduction to Physical Therapy.

The observation experience is verified through completion of the observation evaluation form that can be found at the end of this packet on **page 17**. The physical therapist or physical therapist assistant you observe must sign and date this form. This signature must be legible.

In addition, while completing the observation applicants are to maintain a reflective journal. An entry is made in the journal after each observation visit. The entry

focuses on one or more aspects of the day that the applicant found noteworthy. This could be a positive or negative experience or one with special meaning to the applicant. **The applicant must write about the observation by completing the following five required sentences:**

- Today **I saw**... something you observed that impressed you
- **I thought**... an idea that was brought on by something you observed
- **I felt**... a description of one of your emotions during the day
- **I did**... a description of a physical action during the day (not observing or talking)
- **I learned**... a description of something you gained from this observation

The reflective journal must be computer generated (not hand-written) and must be attached to the completed observation form. **Submit originals of the completed observation evaluation form and the reflective journal with your request for application to the PTA program.** Be sure to follow the instructions as outlined on **page 18**. Remember, P.T. departments are busy, and you will be their guest. Be respectful at all times.

Applicants are also invited to visit the PTA Program website to view “*A Day in the Life of a PTA*”. This page describes work settings, patient populations and common physical therapy treatments. The PTA Program website is located at <http://www.cf.edu/departments/instruction/health/pta/index.htm>

STEP 7 Submit the Request for PTA Program Application

Submit the request for PTA program application. The request for PTA program application form can be found on **page 16**. After you submit the request for PTA program application form, the PTA program staff will review the form to determine if you have met all admission requirements. If you qualify, you will be provided with a PTA program application.

**Request for PTA Program Applications forms will be accepted
on a space-available basis until
4:30 pm Friday June 1, 2012
for Fall Term 2013 admission**

Request for application forms can be submitted one in the following two ways:

- at the Hampton Center Campus, 1501 W. Silver Springs Blvd., Ocala in the PTA program drop box outside of room 107E
- by mail to CF - PTA Program, 3001 SW College Rd, Ocala, FL 34474

STEP 8 Submit PTA Program Application

You must now complete and submit the separate CF PTA program application. Applicants will be admitted to the program on an ongoing basis until all seats are filled. **Once the class is full, applicants will be placed on a waiting list for future admission.** Applicants will be notified of their admission status in writing by mail once their application has been processed. A formal letter of acceptance will be mailed by the end of May of 2013 to those who have been offered a seat in the incoming class.

NOTE: Applicants placed on the Waiting List must meet all admission requirements for the year they enter the PTA Program Technical Phase.

When a Waiting List is in place, preference for admittance to the technical phase courses will be given to applicants who will have completed ALL general education courses prior to Semester II Fall Semester

Applicants who have questions, concerns or complaints about the outcome of their application to the PTA program can request a meeting with the Associate Vice President, Liberal Arts and Sciences at (352) 854-2322 ext. 1401.

ADDITIONAL REQUIREMENTS FOR ACCEPTED STUDENTS

The following additional steps are required for students after they have received a Letter of Acceptance to the PTA program in May. **Full acceptance to the PTA Program will not be finalized until all of the following requirements are met:**

STEP 9 Complete criminal background check

All applicants to any Health Sciences program **MUST** have a completed federal criminal background check before beginning the program. If this background check reports any arrests or convictions pertaining to child or elder abuse, domestic violence or felony history as outlined in 435.04, or 435.03, or 400.215 Florida Code, admission **MAY BE** refused or revoked. Judgments of guilty or pleas of nolo contendere (no contest) to the following crimes **MAY** disqualify applicants from entering into any Health Sciences program: murder, manslaughter, vehicular homicide, killing of an unborn child by injury to the mother, assault, if the victim of the offense was a minor, aggravated assault, battery, if the victim of the offense was a minor, aggravated battery, kidnapping, false imprisonment, sexual battery, prohibited acts of persons in familial of custody authority, prostitution, lewd and lascivious behavior, lewdness and indecent exposure, arson, theft, robbery, and related crimes, if the offense is a felony, fraudulent sale of controlled substances, only if the offense was a felony, incest, abuse or neglect of a disabled adult or elderly person, exploitation of disabled adult or elderly person, aggravated child abuse, negligent treatment of children, sexual performance by a child, obscene literature, drug offenses which were a felony or if the offense involved a minor, has not been judicially determined to have committed abuse or neglect against a child as defined in s.390 (2) and (47), does not have a confirmed report of abuse, neglect, or exploitation as defined in s. 415.102.(6), or abuse or neglect as defined

in 415.503(6), which has been uncontested or upheld under s.415.1075 or 415.504, does not have a proposed confirmed report that remains unserved and is maintained in the central abuse registry and tracking system pursuant to s.415.1065(2), and has not committed an act that constitutes domestic violence as defined in s.714.128. **Applicants with a felony history may not be eligible to enter any Health Sciences program.** If you have any questions or concerns about this requirement make an appointment to discuss them with the Interim Dean for Health Sciences at (352) 854-2322 ext. 1401.

Applicants planning to enter any Health Sciences program must complete the following steps:

1. Go to the Cashier's window in Building 5 at the Ocala Campus and pay the \$55 fee for the Federal Criminal Background Check.
2. Once you have paid your fee, you will be provided with a PINK Criminal History Record Check Waiver Agreement and Statement form.
3. Complete this form. On the form, check the box for "volunteer". Take the completed form to Building 31 Criminal Justice Building at the Ocala Campus, Room 108 along with your paid receipt and a picture ID for fingerprinting.
4. Fingerprints will be taken during the following times ONLY:

Tues, Wed & Thurs 10:00 – 11:30 a.m.

Mon, Wed & Thurs 2:00 – 4:30 p.m.

Fridays by appointment only

For Summer Term: no fingerprints taken on Mondays or Fridays

NOTE: above days and times are effective as of **01/17/12**.

5. Submit the original receipt verifying the above criminal background verification process was initiated. Proof must be submitted to the PTA Program between **September 1, 2012 and July 1, 2013** for Fall Term **2013** admission.

The results of the background check are valid FOR ONE YEAR ONLY prior to the start of the PTA technical phase classes.

While enrolled in a CF Health Sciences program, the student is also responsible for notifying the program manager of any arrests, regardless of adjudication, that occur after acceptance and during enrollment in a given program. Failure to promptly notify the program manager shall be grounds for dismissal from the program. After admission into the program of choice, the student must remain free of disqualifying charges or will be subject to dismissal from the program. All students enrolled in a health related program are required to be drug and/or alcohol free when at the college and while at "affiliating agencies" (including parking lots and grounds) throughout the tenure in their program at the college. Failure to do so will be grounds for dismissal from the program. Upon completion of the PTA program, graduates must apply for licensure. The Board of Physical Therapy Practice will check for a criminal history and will make an independent decision about allowing the graduate to be licensed. **Admission to a CF program is no assurance that the individual will be accepted for licensure.**

STEP 10 **Submit CF health certificate and proof of immunizations**

After receiving a formal letter of acceptance into the program, the student must submit to the PTA Program office the original copy of the current (within the past 30 days) CF Health Certificate signed by a physician (MD or DO), a physician assistant (PA) or an Advanced Registered Nurse Practitioner (ARNP). The CF Health Certificate will be included in the formal acceptance letter packet sent out in May. Required immunizations include: Tetanus-Diphtheria-Pertussis (Td or Tdap) immunization within the past 10 years, Measles-Mumps-Rubella (MMR) immunization or positive titer, negative PPD or chest x-ray within the past 30 days, Chicken Pox immunizations, positive titer or date of Chicken Pox as a child and the Hepatitis B series. **Students will not be admitted without an acceptable CF Health Certificate and proof of the above immunizations.** The CF Health Certificate and proof of immunizations will be due by **Monday July 1, 2013** for Fall Term **2013** admission. The health certificate is renewed annually prior to beginning Summer Semester classes.

STEP 11 **Complete American Heart Association Basic Life Support Certification for the Healthcare Provider**

All accepted students must submit a copy of a current American Heart Association (AHA) Basic Life Support (BLS) Certification for the Healthcare Provider card by **Monday July 1, 2013**. The card must be current through **Dec. 20, 2014**, or the expected date of graduation. The only course accepted is the **AHA BLS for the Healthcare Provider**. Those students who do not have the AHA BLS card can take the course through CF's continuing education department. You should register online at <http://cfitraining.cf.edu/>, or you can call 352-854-2322, ext. 1204. The course number is **AHE0090**.

STEP 12 **Complete Blood Borne Pathogens – AIDS Education**

All accepted students must submit a copy of the certificate verifying completion of a Blood Borne Pathogens HIV/AIDS education seminar of **ONE (1) contact hour** by **Monday July 1, 2013**. In order to meet the state board requirement, this course must have a Florida Board of Nursing Provider number. **Certificates without a Florida Board of Nursing number will not be accepted to meet this requirement.** Online courses are acceptable.

STEP 13 **Attend PTA Program New Student Orientation**

A mandatory PTA program new student orientation session will be held at the CF Hampton Campus for all accepted students prior to entrance into the program. The purpose of this orientation is to provide accepted students with more in-depth information about the CF A.S. degree PTA program. This session is tentatively scheduled for **Tuesday August 13, 2013** from 9:00 a.m. until 4:00 p.m. **Attendance for all incoming students is required.**

MISCELLANEOUS RELATED INFORMATION

1. All students accepted into the PTA program are required to carry annual professional liability and accident insurance. This insurance must be purchased through the college and is paid as part of the Fall Semester fees each year.
2. Participants in Health Sciences programs are required to: walk the equivalent of five miles per day, grip, reach above shoulder level, bend at the knee, squat, stoop, and crawl, sit or stand for prolonged periods of time, perform CPR, lift a minimum of 50 lbs. (125 lbs. for EMS programs), manipulate small objects dexterously, tolerate exposure to: dust, fumes, chemicals, detergents, body fluids, latex, infectious materials, distinguish colors, see objects as small as 1 mm, hear subtle sounds (Korotkoff's sounds, heart sounds), withstand varied environmental conditions (heat, cold, moisture), cope with a high level of stress, prioritize and make fast decisions under pressure, cope with anger, fear, hostility, or confrontation in a calm manner, concentrate, problem solve, be flexible and self-directed, demonstrate a high degree of patience, communicate clearly and correctly in writing and verbally.
3. To progress in the PTA program, students must earn at least a "C" in each PTA class and maintain a GPA of 2.0. The grading scale for all PTA classes is: 92-100 = A, 84 - 91 = B, 75 - 83 = C, 68 - 74 = D, 67 or below = F
4. PTA students practice, and are tested, covering certain measurements and interventions on each other during the course of their education under the direction and supervision of the faculty. Basic principles regarding safety and privacy for the individual are maintained. Procedures practiced and tested using PTA classmates include, but are not limited to, on-skin muscle palpations, assessments, modalities, electrotherapy, therapeutic exercise and functional training techniques. These activities require frequent standing, walking, heavy lifting, touching and being touched by classmates.
5. Computer literacy requirement: Competency in the use of computers is a requirement for all degree-seeking students at CF, including the Health Sciences programs. Students enrolled in the PTA Program will be considered to have met the computer literacy requirement based on successful completion of the course PHT 2931 Trends in Physical Therapy.

PHYSICAL THERAPIST ASSISTANT PROGRAM 74 credits total
REQUIRED GENERAL EDUCATION COURSES 30 credits

HUMANITIES 3 Credits and SOCIAL SCIENCES 3 Credits

HUM 1020 Introduction to Humanities AND ISS 1010 Introduction to the Social Sciences
 or HUM 1020 or HUM 1210 Humanities to the Renaissance AND WOH 2022 World Civilizations II
 or HUM 1020 or HUM 1230 Humanities Since Renaissance AND WOH 2012 World Civilizations I

COMMUNICATIONS 3 Credits

ENC 1101 Freshman Comp Skills I

BEHAVIORAL SCIENCES 6 Credits

PSY 2012 General Psychology *
 DEP 2004 Human Growth/Development *

MATHEMATICS 3 credits

Any college level Math class MAT 1033
 Intermediate Algebra or higher level math

SCIENCES 8 Credits

BSC 2085C Anatomy/Physiology I w/lab *
 BSC 2086C Anatomy/Physiology II w/lab *

PTA CLASSES 4 Credits

PHT 1000 Introduction to PT *
 PHT 2342 Medical Terms for the PTA *

The CF prerequisites for BSC 2085C Human Anatomy & Physiology I are either BSC1010C or BSC 1080 or passing the basic anatomy and physiology competency exam.

* These courses are not part of the common core and must be taken by applicants with an A.A. degree or higher

NOTE: In order to be eligible to enroll in the technical phase PTA courses as described on **page 13** the applicant must apply to and be accepted in to the PTA program. In addition, all of the following general education courses must be successfully completed with a grade of "C" or higher with a minimum GPA of 2.75:

Course Number	Course Title	Credits
BSC 2085C	Anatomy & Physiology I w/Lab	4
ENC 1101	Freshman Composition Skills I	3
BSC 2086C	Anatomy & Physiology II w/Lab	4
PSY 2012	General Psychology	3
PHT 1000	Introduction to Physical Therapy	2

Applicants are strongly encouraged to complete ALL general education courses as described above before entering the technical level PTA major courses in Semester II Fall Semester. This is an academically demanding program of study and students will need to be able to concentrate on the PTA courses.

When a Waiting List is in place, preference for admittance to the technical phase courses will be given to applicants who will have completed ALL general education courses prior to Semester II Fall Semester.

COLLEGE OF CENTRAL FLORIDA
TECHNICAL PHASE: PTA COURSES 2013 – 2014
44 credits

SEMESTER II FALL 2013 12 - 14 CREDITS		<u>Hrs Lec</u>	<u>Hrs Lab</u>	<u># Crdts</u>
PHT 1014	Documentation for the PTA	1	0	1
PHT 1175C	Functional Anatomy and Kinesiology w/ Lab	2	2	3
PHT 1130C	Data Collection Skills for the PTA	1	4	3
PHT 1210C	Therapeutic Modalities I with Lab	1	4	3
PHT 1801L	PTA Clinical Lab I	♦	♦	2
<i>PHT 2342</i>	<i>Medical Terminology for the PTA *</i>	2	0	2

SEMESTER III SPRING 2014 12 -15 CREDITS

PHT 1225C	Therapeutic Procedures with Lab	1	4	3
PHT 1300	Survey of Pathological Deficits	4	0	4
PHT 1212C	Therapeutic Modalities II with Lab	1	4	3
PHT 1802L	PTA Clinical Lab II	♦	♦	2
<i>DEP 2004</i>	<i>Human Growth & Development *</i>	3	0	3

SEMESTER IV 12 WEEKS SUMMER C 2014 8 - 14 CREDITS

PHT 2227C	Disabilities/Therapeutic Procedures II with Lab	1.5	6	3
PHT 2162C	Rehabilitation Procedures with Lab	3	6	4
PHT 2931	Trends in Physical Therapy	1.5	0	1
<i>MAT 1033</i>	<i>Intermediate Algebra *</i>	3	0	3
<i>ISS 1010</i>	<i>Introduction to the Social Sciences *</i>	3	0	3

SEMESTER V FALL 2014 12 - 15 CREDITS

PHT 2810	Clinical Practice II	♦♦	♦♦	6
PHT 2820	Clinical Practice III	♦♦	♦♦	6
<i>HUM 1020</i>	<i>Introduction to the Humanities *</i>			3

* ***Applicants are strongly encouraged to complete ALL general education courses before entering the technical level PTA major courses in Semester II Fall Semester.***

When admitting applicants from a Waiting List, preference will be given to applicants who will have completed ALL general education classes prior to beginning the technical level PTA major courses in Semester II Fall Semester.

- ♦ PTA Clinical Labs I and II are each four hours per week for ten weeks
- ♦♦Clinical II and III are eight hours per day, five days per week for seven weeks in each clinical

Upon successful completion of the program, students will graduate in **December 2014**

ESTIMATED COSTS OF PROGRAM

GENERAL COLLEGE FEES

Florida resident: \$98.54/credit hour *effective as of July 2011*

\$2,956 for General Education Courses (30 credits)

\$4,336 for PTA Technical Phase Courses (44 credits)

\$7,292 TOTAL

Non-resident: \$371.42/credit hour *effective as of July 2011*

\$11,143 for General Education Courses (30 credits)

\$16,342 for PTA Technical Phase Courses (44 credits)

\$27,485 TOTAL

OTHER COSTS

College application fee	\$ 30
Pre-admission testing (CPT, computer competency & PSB)	\$ 45
Books for 74 required credits (estimate)	\$ 2,500
Lab fees: general education courses	\$ 126
Lab fees: PTA courses	\$ 148
Criminal background check	\$ 55
Annual health certificates (estimate)	\$ 200
AHA CPR class	\$ 70
Blood Borne Pathogens class (estimate)	\$ 25
Uniforms/shoes (estimated cost)	\$ 120
CF SPTA uniform patches (3 sets)	\$ 21
Student membership FPTA (2 years)	\$ 180
Prevention of Medical Errors class (estimate)	\$ 25

\$ 3545 Total

Travel expenses are not included in the above estimates. Students are responsible for their own travel arrangements during fulltime terminal clinical rotations. Costs will vary depending on the location of the clinical assignments, which may be in Marion, Citrus, Levy, Alachua, Lake or Sumter counties.

Technical Equipment Requirements: The lecture portions of the PTA classes are supplemented online. Student must have access to a high speed computer with a CD-ROM drive and access to the Internet. Software needs include Microsoft Windows, Word and PowerPoint as well as Acrobat Reader which can be downloaded for free at <http://www.adobe.com/products/acrobat/readstep2.html>. Students must have a working knowledge about these programs as well as ANGEL which is the program used for the online portion of classes at this time. Students who do not have a computer at home can use computers in the Learning Resource Centers of CF, at the CF Hampton Campus or at their local library.

FINANCIAL AID INFORMATION

Financial Aid is available to qualified applicants. Funds are available through scholarships, grants, work-study, Veteran's Administration (VA), Social Security, and other special projects.

To be considered for any type of financial assistance (grants, scholarships or loans) you **MUST** obtain and fill out the Free Application for Federal Student Aid (FAFSA). Please read and follow ALL instructions provided in the application or online. This packet is available at any of the CF Enrollment Services Centers (see below) or online at: www.fafsa.ed.gov.

The FAFSA supplies the basis for determining a student's need for financial assistance. The FAFSA is **REQUIRED** for ALL types of financial assistance including scholarships, grants or loans. Students should list CF as the college of first choice (Code 001471).

Applicants must also complete and submit the CF Scholarship Application Package that can be found on the CF website at: <http://www.cf.edu/departments/sa/finaid/scholarships.htm>

It is the student's responsibility to complete this paperwork accurately and on time. The entire process takes a minimum of 6 to 8 weeks and students must apply each academic year (fall through summer) that you wish to be considered for financial help.

For Fall Registration - Complete application process by May 1

For Spring Registration - Complete application process by October 1

For Summer Registration - Complete application process by February 1

If you need help in filling out the forms, please call the Financial Aid office at 352-873-5803 or stop by one of the CF Enrollment Services Centers:

Ocala Campus
Enrollment Services Center
Bryant Student Union
Building 5, Room 101
352-854-2322, ext. 1393

Citrus Campus
Enrollment Services
Building 1
352-746-6721, ext. 6100

Levy Center
Enrollment Services
Levy Center
352-493-9533, ext. 2101

NOTE:

Some financial aid programs may not pay for PHT classes taken prior to acceptance into the PTA technical phase courses for Semester II Fall Semester. This includes PHT 1000 Introduction to PT and PHT 2342 Medical Terminology for the PTA for a total of four credits.

COLLEGE OF CENTRAL FLORIDA REQUEST FOR APPLICATION TO PTA PROGRAM

To the applicant: This Request for Application form must be received in the PTA program office by 4:30 p.m. Friday, June 1, 2012 for Fall 2013 admission.

Complete Part I of this Request for Application form ONLY. All information MUST be provided in order to process your request for an application. You MUST attach your three completed observation forms, the reflective journals, and a copy of your PSB score. This form must be submitted either in person at the Hampton Center Campus, 1501 W. Silver Springs Blvd., Ocala in the PTA program drop box outside of room 107E or by mail to CF PTA Program, 3001 SW College Rd, Ocala, FL 34474-4415.

If your request for application is approved you will receive an application to the PTA Program in the mail. Applicants will be admitted to the program on an ongoing basis. **Once the class is full successful applicants will be placed on a waiting list for future admission.**

PART I: TO BE COMPLETED BY THE APPLICANT Date of Request _____

Legal Name _____ CF Student ID # _____
Last First Middle

PSB Date _____ Info Session Date _____
MM/DD/YY MM/DD/YY

Mailing Address _____

(City) (County) (State) (Zip)

Phone _____
Home Work Cell

Do you have an A.A. degree or higher? ___Yes ___No If Yes, what degree _____

PART II: TO BE COMPLETED BY PTA PROGRAM STAFF

- ____ 1. CF application for admission and OFFICIAL TRANSCRIPTS from high school and any other college attended have been RECEIVED and EVALUATED by the CF Admissions Office
 YES NO
- ____ 2. Attended at least one PTA program information session (Date _____)
 YES NO
- ____ 3. Attached the PSB exam score report indicating a minimum score of 40th percentile rank in the Reading Comprehension section (Percentile Rank Score: _____)
 YES NO
- ____ 4. Completed 12 credits of PTA required general education courses with a grade of "C" or higher or enrolled in/successfully met all requirements as listed under Option 2 on page 5 of this packet
 YES NO
- ____ 5. Obtained a GPA of 2.75 or higher for Phase I courses already completed (GPA: _____)
 YES NO
- ____ 6. Completed 24 hours of observation as described in the Information Packet and attached completed signed forms with ALL required information provided
 YES NO
- ____ 7. Completed the Reflective Journal as required for all three sites and attached
 YES NO

Acute Observ _____ Outpatient Observ _____ SNF/IRF Observ _____
 Acute Journal _____ Outpatient Journal _____ SNF/IRF Journal _____



OBSERVATION/VOLUNTEER VERIFICATION FORM

Legal Name _____ CF Student ID No. _____ Date _____
Last First Middle MM/DD/YY

Facility Name/Address/Phone _____

Acute Inpatient Hosp SNF or IRF Outpatient

PT/PTA: Please check interventions that were observed.

- | | | |
|--|---|--|
| <input type="checkbox"/> Gait Training | <input type="checkbox"/> Pool Therapy | <input type="checkbox"/> Ultrasound |
| <input type="checkbox"/> Tilt Table | <input type="checkbox"/> Electrical Stimulation | <input type="checkbox"/> Orthopedics |
| <input type="checkbox"/> Isokinetic Exercise | <input type="checkbox"/> CPM Machine | <input type="checkbox"/> Head Injury |
| <input type="checkbox"/> Balance Activities | <input type="checkbox"/> Pneumatic Compression | <input type="checkbox"/> Spinal Injury |
| <input type="checkbox"/> Transfer Training | <input type="checkbox"/> Massage | <input type="checkbox"/> Pediatrics |
| <input type="checkbox"/> Mat Exercises | <input type="checkbox"/> Wound Care/Burns | <input type="checkbox"/> Amputee |
| <input type="checkbox"/> Splints/Taping | <input type="checkbox"/> Traction | <input type="checkbox"/> Stroke |

Other _____

PT/PTA: Please rate the applicant by placing an X on the lines

LISTENING SKILLS:

ignores PT or PTA
easily distracted

attentive listener
responds appropriately

VERBALIZATION:

shy, lacks eye contact
hesitates to speak

verbalizes well
comfortable conversing

INTEREST:

nonparticipative
appears bored

shows enthusiasm
asks questions

BEHAVIOR:

late for appointment
excessive socializing

polite, helpful
courteous, friendly

Number of hours observed today

PT/PTA Signature and License Number

Print PT/PTA Name

APPLICANT INFORMATION FOR OBSERVATIONS

To satisfy the observation requirement, you are required to observe in three different physical therapy settings for a minimum of 24 hours total: eight hours in an acute care inpatient hospital setting, eight hours in a long term care/subacute setting (SNF or IRF) and eight hours in an outpatient setting. **All eight hours in each site must be completed on the same day.** These observations are required for admission into the PTA program and can also be used to meet the observation requirement for PHT 1000 Introduction to Physical Therapy. A reflective journal must also be completed and submitted for each site.

READ AND OBSERVE THE FOLLOWING GUIDELINES

1. Call the physical therapy department at least one week ahead of time to make an appointment to observe. Do not tell them you are volunteering unless that is what you intend to do. Some facilities may, however, require that you sign up to become a volunteer and attend an orientation program for volunteers.
2. Identify yourself as a prospective CF PTA student.
3. Dress in a professional manner: wear dress slacks and comfortable walking shoes; NO jeans, tight shirts, T-shirts, shorts, high heels or open-toed shoes. If you are not dressed appropriately, the clinic staff will not allow you to observe.
4. Arrive on time as arranged. Call to cancel if you are unable to keep the appointment.
5. Give the observation verification form to the PT/PTA you observe. Failure to bring the form may cancel the appointment. The clinic is under no obligation to reschedule your appointment.
6. Do not ask questions about the patients you see until you and the PT/PTA are alone.
7. Do not chew gum. Maintain a professional manner at all times.
8. Do not wait until the last minute to schedule these observations. Clinics are busy and may not be able to schedule your visit.
9. **All information requested on the observation evaluation form must be complete. This includes facility name, address, phone number, the exact date and total number of hours of observation. Applicants/students will not be given credit for incomplete forms.**
10. Be sure to thank the staff for their time and for allowing you to observe in their facility.
11. Submit the original signed completed observation verification forms with the reflective journals attached to your request for application form. Photocopies or faxes will not be accepted.