# PHYSICAL THERAPIST ASSISTANT PROGRAM APPLICATION – Fall 2024

**Application Deadline has been extended until May 31, 2024**

If you are interested in pursuing a degree in the Physical Therapist Assistant (PTA) program at Pueblo Community College, this application must be complete and submitted by the deadline stated above. The PTA Program is five semesters in length starting each fall semester. **This application is valid only for Fall 2024 admissions with anticipated graduation in May 2026.**

## Applications must be received or postmarked by 5:00 PM, May 31, 2024 and must be current and complete with all required materials attached.

* It is the student's responsibility to see that all the application materials have been received or postmarked by the deadline.
* Incomplete or late applications will NOT be accepted.
* Applicants are urged to contact the PTA Program Office for advisement and/or assistance prior to or during the application period. You may also contact Janelle Dunnington at 549-3198 or Marcella Noriega at 549-3280 for information.

## Mission of the Program

Provide quality Physical Therapist Assistant education to prepare graduates for entry-level employment as a Physical Therapist Assistant to meet the needs of the profession.

## What do I need to do to apply?

1. Apply for Admissions to Pueblo Community College meeting all college admission requirements.
   1. Admission forms may be completed [online](https://pueblocc.edu/apply) at PCC Admissions webpage (<https://pueblocc.edu/apply>) For assistance with admission application, go to the New Student Studio on the second floor of the student Center for the Pueblo campus; for Fremont campus go to room A-103 and for Southwest campus to the Main Building.
   2. You can also schedule a virtual appointment by clicking [here](https://outlook.office365.com/owa/calendar/PreEnrollmentAppointments@cccs.onmicrosoft.com/bookings/). (<https://outlook.office365.com/owa/calendar/PreEnrollmentAppointments@cccs.onmicrosoft.com/bookings/>)
   3. Or Contact Janelle Dunnington at 719-549-3198 or email Janelle.Dunnington@pueblocc.edu
2. A minimum cumulative college GPA of 2.50.
3. Successfully complete a 4-credit college level Human Anatomy and Physiology (BIO 2101) course within the last 5 years **and** a 4-credit college level physics course (PHY 1105), both with a “C” or above at a regionally accredited college. Completion of program prerequisite courses, BIO 2101 and PHY 1105, must be done by application deadline (May 31, 2024).
   1. Both courses need to include a lab portion. Unofficial transcripts that reflect spring semester **grades must be included** in the application.
4. Complete PTA Application, Applicant Checklist, and read/sign Essential Functions Form(pages 6-9).
5. Provide copies of **ALL college transcripts from EACH institution attended that** **include** required PTA general education courses.
   1. Copies of unofficial transcripts will be accepted for review with the PTA application.
   2. Please highlight all completed general education courses on your transcripts.
6. Submit a two-page essay explaining why you are pursuing the Physical Therapist Assistant degree. Please include why you have chosen Pueblo Community College to help reach your goal of becoming a PTA. Essay should be typed, double-spaced, 12 pt. Arial font, with 1-inch margins.
7. Submit two (2) forms of recommendation. The required forms are located on pages 10-11 and 12-13. Recommendation forms need to be completed by **non-relative** college faculty or an employer (former or current). Recommendations must be included with the application and in sealed envelopes with the signature of the reference source across flap of the envelope.

All requirements listed above need to have been met and received or postmarked by **5 PM, May 31, 2023** to be considered for acceptance to the program. Evaluation of applicants will take place after the deadline.

**MAIL OR SUBMIT APPLICATIONS TO:**

Pueblo Community College

Physical Therapist Assistant Program

1000 Minnequa Ave. Suite 1100 Pueblo, Colorado 81004

Only complete applications will be reviewed. Applicants **will not** be notified of missing application information.

The Physical Therapist Assistant Program at Pueblo 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](mailto:accreditation@apta.org); [website](http://www.capteonline.org): http://www.capteonline.org. If needing to contact the program/institution directly, please email [Lori.McGill@pueblocc.edu](mailto:Lori.McGill@pueblocc.edu) or call 719-549-3433.

## Evaluation and Selection of Applicants

Your PTA application and all related requirements and documentation will be reviewed and scored as detailed below.

The Physical Therapist Assistant Program has a selective admissions policy due to the limited number of clinical sites available to the program. A maximum of twenty (20) applicants, per CAPTE accreditation, will be chosen for the 2024 Fall Semester. A list of alternates will be maintained and will be notified of any vacancy through the first week of fall semester classes.

Final admission of all applicants will be awarded at the discretion of the PTA Admissions Committee.

Using the following information, applicants may total their application in categories A through C to estimate their own qualification status. The scores for D through E are scored by the PTA Admission committee using a scoring rubric.

## Selection will be based on the following: (40 Points Maximum may be achieved)

1. The overall GPA earned for the PTA general education and related courses: ENG 1021, COM 1150, BIO 2101, PHY 1105, PSY 1001 and HPR 1038 (Medical Terminology). **(15 points maximum)**
   1. GPA 4.0-3.9 = 15 points, 3.8- 3.7 = 14 points, 3.6 = 13 points, 3.5 = 12 points, 3.4 = 11 points, etc.
2. One bonus point will be awarded for the completion of each general education course by the application deadline with a grade of C or higher: ENG 1021, PSY 1001, COM 1150, and HPR 1038 Medical Terminology. (1 point per course; **4 points maximum**)
   1. Example: If the student has completed 3 of the 4 general education courses with a grade of C or higher, they will receive 3 points.
3. Essay explaining why you are pursuing the PTA degree at Pueblo Community College. The essay is scored on spelling, grammar, punctuation, and content. (**15 points maximum**)
4. Forms of Recommendation (pages 12-15. These forms will be scored and ranked. **(10 points maximum)**
   1. Only two forms of recommendation are required. Please use the forms included in this application packet. Recommendation forms need to be completed by **non-relative** college instructor or employer (former or current)

## After I apply, what should I expect?

Applicants will be notified by e-mail of their interview status by the 1st week of June. If the applicant is selected for an interview, the e-mail will indicate the interview date. Interviews will be held the 2nd week of June.

Ideally, interviews will be conducted in-person. Interviews via WebEx will be scheduled on an exception basis only. Applicants are responsible for all travel or other expenses incurred to participate in the interview.

1. Personal interview for finalists. (60 points maximum)
   1. The interview will assess the applicant's desire and motivation to pursue the field of physical therapy, communication skills, commitment to learning, and interpersonal skills needed for success in the program and the field of physical therapy.

After interviews have taken place the applicant will be notified of their acceptance status which will be **conditional acceptance** with a definitive deadline to complete all requirements to include any course work AND all requirements described in B (below).

1. All Colorado Community College health students (including PTA students) must complete a background check, pass a drug screening, and sign online payment agreement before they can advance their acceptance and begin/register for the health program.
2. The information and procedure to complete these requirements will be sent to you once you have been **conditionally accepted** into the program (after the interview process).
3. The cost of $76.20 for the background check and drug screen is the responsibility of the student.
4. Prior to the first student PTA Internship, Summer 2025, students will need to provide proof of updated immunizations and CPR certification. Cost of immunizations and CPR certification is the responsibility of the student.

## Who should I contact for additional questions?

* Marcella Noriega, Administrative Assistant for the PTA Program at 719-549-3280
* Janelle Dunnington, A.E.A. at 719-543-3198 [Janelle.Dunnington@pueblocc.edu](mailto:Janelle.Dunnington@pueblocc.edu)

# Physical Therapist Assistant Application

Date:

First Name: M.I. Last Name:

Maiden Name (if applicable):

Street Address: City: State: Zip

Email Address:

**College Transcripts**

All applicable unofficial transcripts must be attached to application. You must include transcripts from **EACH** school you want to transfer courses to PCC for the PTA Degree.

List all colleges and universities that you attended with general education requirements for the PCC Physical Therapist Assistant program. Courses that are not listed on a transcript will not be accepted.

Name: City/State:

Degree earned:

Name: City/State:

Degree earned:

Name: City/State:

Degree earned:

Name: City/State:

Degree earned:

Name: City/State:

Degree earned:

Name: City/State:

Degree earned:

# Applicant Check List

**Check each box indicating your compliance with each step.**

1. Submit application for admission to Pueblo Community College.

**Submit #5-9 to the Physical Therapist Assistant Program, Pueblo Community College, 1000 Minnequa Ave. Suite 1100, Pueblo, CO 81004 by May 31, 2024.**

2. PTA Application, Check List, and Essential Functions Form (pages 5-9; 5 pages total)

3. Unofficial transcripts from PCC and all previously attended colleges that include PTA general education courses and cumulative GPA (attach to the application). Applicant must highlight all general education courses on transcripts.

4. Two (2) forms of recommendation completed using the forms included in this application (pages 10-11, 12-13). Letters of recommendation cannot be completed by an immediate or extended family member.

5. Two-page short essay describing why you are pursuing the Physical Therapist Assistant degree at Pueblo Community College.

I understand there is a background check and drug screen process, which is required for final admissions into the PTA program. More information will come from the program after conditional acceptance.

I understand after my application has been reviewed, I will be contacted regarding my status for an interview.

It is the student's responsibility to see that all the application materials have been received by the deadline. Incomplete or late applications will NOT be reviewed for consideration.

I hereby certify that to the best of my knowledge the information furnished is true and complete - without evasion or misrepresentation. I understand that, if it is found to be otherwise, it is sufficient cause for rejection or dismissal. Further, I have read the requirements for program admission and, if selected, I accept full academic and financial responsibility for enrollment within the program.

Signature: Date:

**RETURN APPLICATIONS TO:**

**Physical Therapist Assistant Program**

**Pueblo Community College**

**1000 Minnequa Ave., Suite 1100**

**Pueblo, Colorado 81004**

**719-549-3280**

# Essential Functions Form

ESSENTIAL SKILLS OF A PHYSICAL THERAPIST ASSISTANT

The following physical, cognitive and environmental performance standards are encountered and expected of physical therapist assistant students in classroom, lab, and clinical activities. A student must be able to perform each of the essential functions in order to be successful in the PTA Program.

| **ESSENTIAL FUNCTION** | **TECHNICAL STANDARD** | **REQUIRED COMPONENTS** |
| --- | --- | --- |
| **Critical Thinking** | Thinks critically and problem solves by assessing and utilizing scientific evidence for safe and effective physical therapy practice. | Questions, logically, recognizes and differentiates facts, illusions, and assumptions, and distinguishes the relevant from the irrelevant. Able to measure, calculate, analyze, reason, and synthesize information. Identifies and prioritizes issues in a responsive manner. |
| **Interpersonal Skills** | Interacts effectively with patients, families, colleagues, other health professionals, and the community in a culturally aware manner. | Establishes rapport and interacts professionally with patients/families, colleagues, faculty and other health care providers. Utilizes therapeutic communication techniques (attending, clarifying, and coaching). Reacts with empathy, compassion and sensitivity to the diverse needs of others. |
| **Observation Skills** | Observes, comprehends, interprets, and participates in demonstrations, laboratory activities, and clinical experiences for safe and effective clinical practice. | Through functional use of vision, olfactory, hearing, and somatic abilities is able to assess the patient, comprehend and interpret the information, and report the results to the supervising physical therapist. |
| **Communication Abilities** | Communicates effectively with diverse audiences and for a variety of purposes and situations. | Utilizes appropriate verbal and non-verbal communication skills. Utilizes correct grammar, expression, accurate spelling, and legible handwriting as applicable in oral, written and electronic formats. Provides effective, concise, and organized oral and written information and education to all pertinent individuals. |
| **Physical/Motor Abilities** | Possesses sufficient motor function and endurance to safely perform data collection skills and therapeutic interventions in a physical therapy setting. | Regularly lift and move 25-50 pounds and exert enough pushing and pulling force to position or move patients and equipment, assist and resist a patient in exercise interventions using proper body mechanics. Assist with lifting heavier weights (150-350 pounds).  Spend prolonged periods of time performing sustained activities of up to 4 hours at a time without rest. These activities may include walking, standing, bending, reaching, pushing and pulling.  Ability to endure 8-10 hour shifts, 5 days per week during the clinical education component of the program.  Possess the coordination, speed, agility necessary to assist and safely guard a patient who is walking (gait training), exercising, or performing other rehabilitation activities. |
| **Hearing Ability** | Possesses sufficient auditory ability to safely perform data collection skills and therapeutic interventions in a physical therapy setting. | Hears patient concerns and emergency signals. Hears and interprets verbal instructions from others. |
| **Visual Ability** | Possesses sufficient visual acuity to safely perform data collection skills and therapeutic interventions in a physical therapy setting. | Observes patient conditions; observes patient/responses, Reads charts, computer screen, dials, labels, and gauges. Observes laboratory and clinical demonstrations. Displays visual/spatial skills sufficient for patient safety and comfort. |
| **Tactile Ability** | Possesses sufficient tactile and fine motor abilities to safely perform data collection skills and therapeutic interventions in a physical therapy setting. | Discriminates muscle tone, tissue temperature, soft tissue changes and performs appropriate hands-on interventions such as soft tissue mobilization, facilitation, or passive range of motion. Fine motor skills for effective and efficient patient management such as handling of therapeutic equipment and accurate documentation. |
| **Professionalism** | Exhibits appropriate professional attitude, appearance, conduct, and responsibility. | Respects others’ opinions and beliefs. Abides by all aspects of student codes of conduct and professional code of ethics. Appropriate grooming, hygiene and dress for the healthcare setting. Complies with all legal and ethical standards and guidelines. Seeks out, utilizes and provides constructive feedback. Demonstrates effective use of time and resources. Tolerates and reacts calmly to stressful situations. Exercises professional judgment when prioritizing other’s needs. Demonstrates flexibility and teamwork. Exhibits accountability for outcomes and actions. Follows through on commitments. Self-assesses, self-corrects, identifies personal needs, seeks resources for own learning and personal/professional growth. |
| **Cognitive Abilities** | Demonstrates organizational and time management skills. | Able to carry out multiple treatment plans on a daily basis and within the established productivity requirements and time constraints. Ability to work with multiple patients, families, and colleagues all at the same time. Ability to prioritize multiple tasks. |
| **Behavioral Attributes** | Functions effectively under stress. | Adapts to an environment that may change rapidly, without warning and/or in unpredictable ways. |
| **Environmental Safety** | Recognizes and protects self, patients, and others from environmental risks and hazards. | Follows universal precautions, safety/security procedures and protocols; works safely with potentially hazardous body fluids; utilizes disinfectants and cleaning agents; tolerates frequent hand washing and tolerates wearing of gloves, masks and safety eyewear. |

**I have read the Essential Functions for the Physical Therapist Assistant program, and I certify that I have the ability to perform these functions. I understand that a further evaluation of my ability may be required and conducted by the Physical Therapist Assistant program director and/or faculty to evaluate my ability for admission into, retention in, and progression through the program.**

**I understand that if my health changes during the Physical Therapist Assistant program so that I am no longer able to meet, with or without accommodations, the Essential Functions of the program, I may be dismissed from the program.**

Signature: Date:

**Recommendation Letter 1**

**Waiver of Confidentiality**

I, request that you complete this form of recommendation of me and put it in a sealed envelope with your signature over the seal and return to me to submit with my application. I understand that your candid evaluation of me is being sought and the form will remain confidential.

I hereby waive my right of access to your confidential recommendation and understand the recommendation will be held in confidence.

Applicant Signature: Date:

**Recommender’s Evaluation**

1. How long and in what capacity have you know the applicant?
2. Considering the following qualities, please rate this individual using the scale below that best reflects your judgement about the applicant.

1 = Below Average

2 = Average

3 = Above Average

Mark the appropriate score in the following table:

| Criteria | **1**  **Below Average** | **2**  **Average** | **3**  **Above Average** | **N/A** |
| --- | --- | --- | --- | --- |
| Writes & speaks with organization & clarity |  |  |  |  |
| Responds to feelings of other appropriately |  |  |  |  |
| Works with others constructively |  |  |  |  |
| Uses time responsibly |  |  |  |  |
| Carries out responsibility |  |  |  |  |
| Demonstrates self-confidence |  |  |  |  |
| Problem-solves |  |  |  |  |
| Accepts responsibility for own behavior |  |  |  |  |
| Is resourceful |  |  |  |  |
| Is flexible/adaptable |  |  |  |  |
| Demonstrates initiative |  |  |  |  |
| Is prompt |  |  |  |  |
| Is ethical |  |  |  |  |
| Works independently |  |  |  |  |
| Grasps new concepts quickly |  |  |  |  |

**Enter addition comments about applicant in the following space:**

Recommender’s Signature: Date:

Name Printed and Title:

Email:

Phone number:

**Return to applicant in a sealed envelope. PLEASE SIGN YOUR NAME ACROSS THE SEALED FLAP OF THE ENVELOPE IN ORDER TO MAINTAIN CONFIDENTIALITY.**

## Recommendation Letter 2

**Waiver of Confidentiality**

I, request that you complete this form of recommendation of me and put it in a sealed envelope with your signature over the seal and return to me to submit with my application. I understand that your candid evaluation of me is being sought and the form will remain confidential.

I hereby waive my right of access to your confidential recommendation and understand the recommendation will be held in confidence.

Applicant Signature: Date:

**Recommender’s Evaluation**

1. How long and in what capacity have you know the applicant?
2. Considering the following qualities, please rate this individual using the scale below that best reflects your judgement about the applicant.

1 = Below Average

2 = Average

3 = Above Average

Mark the appropriate score in the following table:

| Criteria | **1**  **Below Average** | **2**  **Average** | **3**  **Above Average** | **N/A** |
| --- | --- | --- | --- | --- |
| Writes & speaks with organization & clarity |  |  |  |  |
| Responds to feelings of other appropriately |  |  |  |  |
| Works with others constructively |  |  |  |  |
| Uses time responsibly |  |  |  |  |
| Carries out responsibility |  |  |  |  |
| Demonstrates self-confidence |  |  |  |  |
| Problem-solves |  |  |  |  |
| Accepts responsibility for own behavior |  |  |  |  |
| Is resourceful |  |  |  |  |
| Is flexible/adaptable |  |  |  |  |
| Demonstrates initiative |  |  |  |  |
| Is prompt |  |  |  |  |
| Is ethical |  |  |  |  |
| Works independently |  |  |  |  |
| Grasps new concepts quickly |  |  |  |  |

**Enter addition comments about applicant in the following space:**

Recommender’s Signature: Date:

Name Printed and Title:

Email:

Phone number:

**Return to applicant in a sealed envelope. PLEASE SIGN YOUR NAME ACROSS THE SEALED FLAP OF THE ENVELOPE IN ORDER TO MAINTAIN CONFIDENTIALITY.**

**NOTICE OF NON-DISCRIMINATION**

Pueblo Community College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 19-60. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Pueblo Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated the Vice President of Human Resources as its AA/EEO and Title IX Coordinator, with the responsibility to coordinate the college’s civil rights compliance activities and grievance procedures. If you have any questions, please contact the Vice President of Human Resources, 900 W. Orman Avenue, Central Administration Building, Room 111, telephone 719.549.3220, email HR.PCC@Pueblocc.edu. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204; phone: 303.844.3417.

**Aviso de no discriminación**

Pueblo Community College (PCC) prohíbe todas formas de discriminación y acoso, inclusive violación de leyes federales y estatales o las políticas educativas 3-120 y 19-60 4 del Consejo Estatal de Colegios Comunitarios y Laborales. El Colegio no discrimina en base al sexo/género, raza, color, edad, credo, origen nacional o étnico, incapacidad física o mental, estado de veterano, estado de embarazo, religión, información genética, identidad de género o orientación sexual en sus prácticas de empleo, programas educativos, o actividades que ofrece el Colegio. PCC tomará medidas apropiadas para asegurar que la falta de conocimientos del idioma inglés no será un impedimento para la inscripción y participación en programas de educación vocacional.

El Colegio ha designado el Vicepresidente de Recursos Humanos como su AA/EEO y Título IX, con la responsabilidad de coordinar las actividades de cumplimiento de los derechos civiles de la universidad y los procedimientos de quejas. Si tiene alguna pregunta, comuníquese con el Vicepresidente de Recursos Humanos, 900 W. Orman Avenue, Central Administration Building, Room 111, teléfono 719.549.3220, correo electrónico HR.PCC@Pueblocc.edu. También puede comunicarse con la Oficina de Derechos Civiles, Departamento de Educación de los Estados Unidos, Región VIII, Edificio de Oficinas Federales, 1244 North Speer Blvd., Suite 310, Denver, CO 80204; teléfono: 303.844.3417.