PHYSICAL THERAPIST ASSISTANT PROGRAM
Application Packet

Admission Criteria

Students interested in the LCC Physical Therapist Assistant Program are admitted to the college on the same basis as other students, but admission to the college does not ensure admission into the PTA program. Selection into the Physical Therapist Assistant Program is based on the following factors:

- High school graduate or equivalent
- GPA of 2.5 (minimum) in general education requirements—send transcripts other than LCC to PTA Program Office
- Completion of the TEAS assessment test
- Three (3) references—one should be a current or former employer
- Application essay questions (in your own handwriting)
- Observation hours clinician rating sheets
- Interview with the selection committee
- Submit to a criminal background check (information page included in application packet)

Upon acceptance—student will present satisfactory physical evaluation, verified by a physician; immunization records; 2-step TB skin test; and CPR certification (for healthcare providers)

All general education courses that satisfy the Associate in Applied Science Physical Therapist Assistant Degree requirements should be completed by June 1, 2015.

Note: All references and observation hours must be either mailed to the office by the person completing the reference or by the clinician being observed, or must be in a sealed envelope, initialed on the seal by the reference or clinician.

**All references or observation hours not in a sealed envelope will not be accepted.**

APPLICATION CHECKLIST

- Official college transcript(s) to PTA Program Office by 3/13/15
- Before March 13, 2015:
  - *Deliver forms to three (3) references and verify they were returned to the LCC PTA Program Office
  - *TEAS exam—testing dates can be found at: [http://www.labette.edu/dept/PTA/pta.htm](http://www.labette.edu/dept/PTA/pta.htm)
  - *Complete observation hours and verify clinician sent paperwork to LCC PTA Program Office
  - *Complete background check online (www.mystudentcheck.com)
- Deliver/send completed application packet to LCC PTA Program Office by 3/13/15

Labette Community College, PTA Program Office, 200 S. 14th Street, Parsons, KS 67357. For questions about the program, call 620-423-3349 or e-mail lisab@labette.edu.

TEAS

You must take the TEAS for your application to be considered complete.

Create an account and schedule your test through the ATI website (www.atitesting.com). For more information, visit the “How To Create An Account” page on our website. Test fees must be paid in advance to schedule your exam ($55).

Bring your username, picture ID and password to campus the day of your exam.

TEAS Study Guide is available to purchase at the LCC Bookstore.

For more information see the “About the TEAS Assessment Test” page of the application packet.

If you have questions, please contact Hannah Jack at 620-820-1157 or hannahj@labette.edu.

TO COMPLY WITH THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

No copies from the student file will be released once received in the PTA Program Office. Students should keep copies of all materials submitted to the program for their personal education records.

The Physical Therapist Assistant program at Labette 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](http://www.capteonline.org)
Dear Physical Therapist/Physical Therapist Assistant:

One of the prerequisites for consideration for admission to the Physical Therapist Assistant program at Labette Community College is observation of a minimum of 24 hours of physical therapy clinical practice under the supervision of a licensed physical therapist or physical therapist assistant. Applicants are required to observe eight hours in an out-patient setting, eight hours in an acute care setting and eight hours in a skilled care/nursing home setting. Please complete this form, place in an envelope, initial the seal, and send it to the address below. Upon completion of the observation the applicant should be able to give rationale for why he/she wants to become a Physical Therapist Assistant.

APPLICANT NAME: ___________________________________________ DATE: ________________

FACILITY OBSERVED: __________________________________________

TYPE OF FACILITY: ____________________________________________

ADDRESS OF FACILITY: ________________________________________

Please consider the following and provide your overall impression of the applicant--

- Arrived promptly for observation and stayed the agreed upon amount of time.
- Was neat & appropriate in their appearance and behavior.
- Showed effective listening skills & good verbal communication.
- Observed attentively and with interest.
- Showed confidence & enthusiasm through their behavior.
- Asked questions/gave comments that indicated an attempt to learn about the field of Physical Therapy.

Please circle the number that represents your overall impression of this applicant.

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<thead>
<tr>
<th>EXCELLENT</th>
<th>GOOD</th>
<th>SATISFACTORY</th>
<th>FAIR</th>
<th>POOR</th>
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<td>15</td>
<td>14</td>
<td>13</td>
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<td>11</td>
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<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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COMMENTS:

The student waives all rights to view the completed observation documents by signing here:

_________________________________________ Date ________________

LCC ID# or SS#

Amount of time observed: __________________________ Date(s) of observation: __________________________

CLINICIAN SIGNATURE: ____________________________ DATE: __________________________

PRINTED CLINICIAN NAME: __________________________ PHONE: __________

The clinician who was observed should complete and return this form to:
Lisa Bradley, PTA Program Director, Labette Community College, 200 S. 14th St., Parsons, KS 67357.

THANK YOU FOR YOUR TIME AND COOPERATION WITH THIS PROCESS—LCC PTA Program Staff
General guidelines for a successful clinical observation experience:

Business casual attire is required—
- Khaki pants (clean and pressed); shirt or blouse (clean and pressed); closed toe shoes (clean)
- No jeans, ripped clothing, open toe shoes, shorts, hats or shirts with writing on them
- All clothing must fit properly without exposure of any inappropriate body part (even when bending over)
- Demonstrate good hygiene practices with long hair pulled back and well groomed facial hair
- Cover tattoos and remove piercings
- Conservative earrings/jewelry

Courtesy to the staff is required—
- You are a guest in their facility, act accordingly
- Be engaged in the process
- No cell phone usage during observation hours
- Be on time
- Display a positive attitude
- Ask questions in a sensitive manner
- Provide an envelope with the PTA Program’s address and place appropriate postage on the envelope
- Thank the staff for their time
**Statement of Confidentiality**

I, the undersigned, as a prospective student of the Physical Therapist Assistant Program at Labette Community College, understand that I am assigned to the Physical Therapy Department of ________________________________ for __________________________ (Observation Facility) observation and that all information concerning patients is to be treated as “confidential”. Patient information is NOT to be discussed with anyone outside the confines of the Physical Therapy Department.

I understand that disregard for the above statements or any violation on my part will jeopardize my acceptance into the Labette Community College Physical Therapist Assistant Program.

__________________________________________  __________________________
Applicant Signature                                Date
Applicant’s Name ________________________________________________________________

(please print)

I, ____________________________________________, (PTA Program applicant), waive my right to view this reference form.

This reference is confidential. On a scale of one to five, with one (1) being the lowest possible rating and five (5) being the highest, please rate the applicant named above. If you cannot rate the applicant in all areas, please notify them so they can name another reference. Place this form in an envelope, seal the envelope, initial the seal and return/mail to Lisa Bradley, PTA Program Director, Labette Community College, 200 South 14th Street, Parsons, KS 67357.

<table>
<thead>
<tr>
<th>PERSONAL QUALITIES</th>
<th>Poor</th>
<th>Average</th>
<th>Excellent</th>
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<tr>
<td>Professional Appearance</td>
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<td>Cooperation</td>
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<td>Dependability</td>
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<td>Emotional Control</td>
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<td>Honesty</td>
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<td>Judgment</td>
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<td>Punctuality</td>
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<td>Flexibility</td>
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<td>Initiative/Motivation</td>
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<td>Leadership</td>
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<td>Communication Skills</td>
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<td>Organizational Skills</td>
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Your relationship to the applicant: ☐ Employer ☐ Co-Worker ☐ Teacher ☐ Other 

(Family member references will not be accepted.) If “Other”, please identify relationship—

1. Would you endorse this applicant as a candidate for a health care career? ☐ Yes ☐ No
2. If you had the opportunity to employ this individual, would you do so? ☐ Yes ☐ No
3. Any additional comments about the applicant:

Please Print Name: __________________________________________________________ Date: ______________

Signature: ___________________________________________ Phone #: __________________ SSN# or ID# __________

Title/Occupation: ______________________________________________________________________________________

Address: __________________________ Street __________ City __________ State __________ Zip __________
PHYSICAL THERAPIST ASSISTANT PROGRAM

Application (p.1)

Name _____________________________________________ SS# _________________________
Last First Middle Maiden LCC Student ID# _______________
Any other last names used ___________________________________ Home Phone _______________
Mailing ___________________________________________ Cell Phone _______________
Address Street/P.O. Box City State Zip Work Phone _______________
Physical ___________________________________________ Date of Birth ______________
Address Street/P.O. Box City State Zip
E-Mail Address ___________________________________________ Male Female
U.S. Citizen Yes No County of Residence ___________________
Ethnic Background: Native American African American Asian American Caucasian American International Other
Next of kin or for emergency notification Name ______________________________________________________ Relationship __________________
Address Street City State Zip Phone ____________________
Employed by ___________________________ Phone __________________

EDUCATIONAL BACKGROUND

Are you a high school graduate? If yes, year
Yes No graduated ______________
If no, do you have a high school Equivalent (GED)? Yes No graduated ______________
Have you ever attended or applied to any PTA program? Yes No
If yes, give name and location of school: _____________________________________________

Dates attended: ______________ Reason for leaving: ______________
High School: _____________________________________________
College(s): _____________________________________________

Program Prerequisites

Please indicate the year, grade and college of the following courses you have completed or mark an X in the “Currently Taking” box.

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<thead>
<tr>
<th>Course</th>
<th>Year</th>
<th>Grade</th>
<th>Currently Taking</th>
<th>College Initials</th>
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<td>English Comp I</td>
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<td>Fund. of Speech</td>
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<td>College Algebra</td>
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<td>Gen. Psychology</td>
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<td>Dev. Psychology</td>
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<td>Comp. Elective</td>
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<tr>
<td>Medical Term.</td>
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I certify that all information contained in this application is true and correct to the best of my knowledge.

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<tr>
<th>WORK EXPERIENCE (within the last ten years)</th>
<th>Employment Dates</th>
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<td>Type of Work</td>
<td>Name of Employer</td>
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Have you ever been cited for Academic Dishonesty?  □ YES  □ NO  If yes, explain:

Have you ever been charged or convicted of a misdemeanor or felony?  □ YES  □ NO  If yes, explain:

Please submit copies of documentation of the disposition of charges. Be advised that any adverse results from a background check may disqualify you from admittance to some of the program’s clinical sites and therefore keep you from successfully completing the program.

Signature: ___________________________________________  Date: __________________

IF ANY INFORMATION CONTAINED HEREIN IS FOUND TO HAVE BEEN FALSIFIED, THIS APPLICATION WILL BE WITHDRAWN AND APPLICANT WILL BE ASKED TO WITHDRAW FROM THE SCHOOL.

A statement of race and financial status is used only for the statistical information required on state and federal forms. Applicants are advised that disclosure of their social security number, date of birth, and information regarding conviction of crimes/infractions is required information for certification requirements as set forth by CAPTE, and not used to determine a student’s eligibility for the PTA Program.

Labette Community College is committed to a policy of educational equity. Accordingly, the College admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment practices without regard to an individual’s race, color, religion, sex, sexual orientation, national origin, age, marital status, ancestry, or disabilities. Any person having inquiries concerning the College’s compliance with regulations implementing Title VI, Title VII, Title IX, or Section 504 of the Rehabilitation Act of 1973 is directed to contact the Director of Human Resources, Janice Every, Labette Community College, Parsons, KS 67357, telephone 620-421-6700.

For Office Use Only

Entrance Exam Fee Received ___________________________  Date received ________________
Please answer the following questions in *essay form* (in your own handwriting) using the space provided—

1. Why do you want to become a Physical Therapist Assistant?

2. What personal attributes do you possess that would assure your success in the PTA field?
ABOUT THE TEAS...

**TEAS** is a multiple-choice assessment of basic academic knowledge in reading, math, science and English and language usage. Schools use this assessment to determine readiness for an allied health program and to ensure your success. The objectives assessed on the TEAS exam are those which allied health educators deemed most appropriate and relevant to measure entry level skills/abilities of healthcare students.

**TEAS Study Manual**: Official TEAS resource specifically written to address each objective that could potentially be addressed on the TEAS exam including Reading, Math, Science and English/Language Usage. Each study guide comes with two additional paper/pencil practice tests with rationales for correct answers. Available in the LCC Bookstore.

NOTE: The TEAS is a proctored exam given at LCC. You must register and pay the $55 testing fee online to be scheduled for the exam. Seating is limited. We recommend you take the exam as early as possible to ensure you have ample opportunity to retest if you choose. There is no limit on the number of times you may test, but you must wait a week between tests.

Contact Hannah Jack at 620-820-1157 or hannahj@labette.edu for more information.
INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK FOR CLINICAL EDUCATION PROGRAM

Labette Community College PTA Program

The hospitals associated with our clinical education program require background checks on incoming students to insure the safety of the patients treated by students in the program. You will be required to order your background check in sufficient time for it to be reviewed by the hospital prior to starting your clinical rotation. A background check typically takes 3 normal business days to complete.

The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck.

Go to www.PreCheck.com and click on the LOGIN link at top right corner; then click the StudentCheck button, then select the option listed as Students.

Complete all required fields and hit Continue to enter your payment information. The payment can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office. Texas residents will pay $52.50 and New Mexico residents will pay $52.02. Residents in all other states will pay $48.50. For your records, you will be provided a receipt and confirmation page of your background check order placed through PreCheck, Inc.

PreCheck will not use your information for any other purposes other than a background check. Your credit will not be investigated, and your name will not be given out to any businesses.

If you need assistance, please contact PreCheck at StudentCheck@PreCheck.com.

FREQUENTLY ASKED QUESTIONS:

- How long does the report take to complete? Most reports are completed within 3 business weekdays.
- Do I get a copy of the report? Yes. Log into www.mystudentcheck.com and select students. Click on “here”, put in your SSN and DOB. If your application is complete, then you click on the application number to download and print a copy of your report. This feature is good for 30 days after submittal.
- Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.
- I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call? Call PreCheck’s Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.
- I have a criminal record. What should I do? Disclose the crime on your application.
Please contact us if you have any questions...

Lisa Bradley, PT, MSW, DPT
PTA Program Director
620-423-3349
lisab@labette.edu

Trudy Hansen, CPTA
PTA Program Clinical Coordinator
620-423-3411
trudyh@labette.edu

Dr. Mark Watkins
Dean of Instruction
620-820-1255
markw@labette.edu

Hannah Jack
Health Science Programs Assistant
620-820-1157
hannahj@labette.edu

FAX: 620-423-3336

Labette Community College is committed to a policy of educational equity. Accordingly, the College admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment practices without regard to an individual’s race, color, religion, sex, sexual orientation, national origin, age, marital status, ancestry, or disabilities. Any person having inquiries concerning the College’s compliance with regulations implementing Title VI, Title VII, Title IX, or Section 504 of the Rehabilitation Act of 1973 is directed to contact the Director of Human Resources, Janice Every, Labette Community College, Parsons, KS 67357, telephone 620-421-6700.
LCC Health Science Programs’ **Background Disclosure Statements** outline how criminal history may impact the admission, progression and licensure/certification of incoming and current health science students. Incoming students are expected to truthfully and accurately share any information related to their criminal record as part of the admission and enrollment process. Current students are expected to notify their respective program director if any change in their criminal history occurs while enrolled in an LCC Health Science Program.

Please review the disclosure statement included in the program application packet and sign below indicating the following:

I have truthfully and accurately reported my criminal record and any pending charges (if any) to the LCC Physical Therapist Assistant Program Director.

I understand that my criminal history may impact my admission to the LCC Physical Therapist Assistant Program, progression in the program, and/or ability to be licensed/certified in my field of study.

I agree to notify the LCC Physical Therapist Assistant Program Director if a change in my criminal record occurs while attending the LCC Physical Therapist Assistant Program.

The LCC Physical Therapist Assistant Program for which I am applying has informed me of the state licensure/certification requirements for that program.

I, ____________________________________, have read and understand that completing a criminal background check is a condition of my application to the LCC Physical Therapist Assistant Program and a requirement to participate in education courses that include clinical placement.

I authorize Labette Community College to release the results of any background and criminal history check to any site where I will be placed for any legitimate educational purpose and I waive my privacy rights under the Family Educational Rights and Privacy Act (FERPA) and consent to a background check for this limited purpose.

**I hereby release Labette Community College from any liability in the event:**

I am not cleared for placement by the clinical sites and therefore cannot proceed in the application process.

I am unable to obtain the necessary credits to continue in the program due to a criminal case that occurred after being accepted into the program.

I am unable to obtain licensure/certification in my field of study due to adverse results on a criminal background check.

I understand that I cannot be guaranteed placement at a clinical site and if I cannot complete the clinical requirements, I will not be able to graduate from the program.

Signature: __________________________ Date: _______________

Please submit this signed form as part of your application to the LCC Physical Therapist Assistant Program.

**For additional information please contact Lisa Bradley, LCC Physical Therapist Assistant**

**Program Director at (620) 423-3349 or lisab@labette.edu**