

**PEARL RIVER COMMUNITY COLLEGE**  
Forrest County Campus Allied Health Center  
**Physical Therapist Assistant Program Information Packet**

Dear PTA Program Applicant:

Enclosed is the application packet for the Physical Therapist Assistant Program at Pearl River Community College. Applications will be accepted through 4:00 p.m. on Monday, **April 16, 2012**.

**Items 1-10 must be submitted as one (1) complete packet to the PTA program office by April 16, 2012: The completed packet should include all of the following:**

1. Printable version of Application for Admission to Pearl River Community College - *available on-line. Go to [www.prcc.edu](http://www.prcc.edu), then go to Admissions/Registration Dept. and click on Printable Version of Application for Admission - Print out the form and complete. Include the completed application with the other application material.*
2. PTA Program Application for Admission
3. PTA Reference Forms
4. Handwritten Autobiography
5. Course List
6. Information Session Attending
7. Observation Hours Form(s)
8. Application Checklist
9. Medical Authorization Form
10. Current photo of yourself (please write name on back of photo)

**Items 11-13 are to be sent from the school or ACT directly to the PTA program office by April 16, 2012.**

11. High School or GED Transcript\*\*\* **SEE PAGE 27 (YOUR GPA, ON A 4.0 SCALE, MUST BE CALCULATED ON THE HS TRANSCRIPT)**
12. Official Transcripts of **every** College you have attended, including PRCC\*\*\***SEE PAGE 27**
13. Scores on the American College Test (ACT) (phone 319-337-1313 or go to [www.act.org](http://www.act.org) **if** scores are not on your high school transcripts)

**Please be sure all items are mailed to the following address:**  
Pearl River Community College  
PTA Program  
5448 US Hwy. 49 South  
Hattiesburg, MS 39401

**Please notify PTA office of change of address and telephone number.**

Thank you for applying to the PTA Program at Pearl River Community College. If we may provide assistance during the application process, please do not hesitate to call us at (601) 554-5487.

Access the current PRCC catalog at: <http://www.prcc.cc.ms.us/00-catalog/index.htm>

Access the PTA Information/Application packet at: <http://www.prcc.edu/dphpages/voctech/pta/index.html>

Sincerely,  
Patti Crowson, PT, MS, DPT  
PTA Program Director

Revised 05/11

❖ Please note that items in this packet are subject to change. You will be notified of any changes if we have your current address.

**\*NOTE: Sometime in early April 2012, you may want to phone the PTA program office at 601-554-5487 to verify that we have received your complete application packet.\***

**Any** advisement concerning the PTA Program should **only** be obtained from the PTA Department.

Applications will be accepted through Monday, **April 16, 2012**. Each applicant must complete both college "General Admission Procedures" **and** the PTA program application forms. Each is outlined below:

### **Pearl River Community College Non-Discrimination Policy**

Pearl River Community College offers equal education and employment opportunities. We do not discriminate on the basis of race, religion, color, sex, age, national origin, veteran status, or disability. For inquiries regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publication please contact Tonia Moody, ADA/Civil Rights Coordinator, at P.O. Box 5118, Poplarville, MS 39470 or 601-403-1060.

### **General Admission Procedures:**

The applicant **must** submit all materials listed on **page one** of this application packet directly to the PTA Program Office at the address provided on **page one** also.

- You **must** submit a PRCC application to the PTA Program ***even*** if you have previously attended or currently attend PRCC.
- **High school transcripts must include cumulative GPA.** *Please be sure to request that your GPA is calculated and documented on your high school transcript.*
- **If in the past you have submitted transcripts to PRCC, they (the transcripts) are to be requested from the Poplarville campus or the Hattiesburg campus and sent directly to the PTA program office by using the request letter on page 18. Please make sure you request your PRCC transcript (if applicable) to be sent with any other transcripts.**
- If you have **never** attended PRCC you will need to request official transcripts from **every college** you have ever attended and have them delivered directly to the PTA program office. (*See page 20 for the college transcript request form.*)

**PRCC can not accept any transcript that has been "Issued to Student."**

It is **your responsibility** to make sure all required materials are submitted to the PTA program office **at one time** to complete the application process. **Please make sure you follow the above bullets to the letter, so that your application will be complete and you will be eligible to receive maximum points on the written component of the ranking process.** All applicants will be ranked according to rank scale.

You will **NOT** receive correspondence from the Program if your application is incomplete at the time of the deadline.

**Most correspondence from the Program will be via email, thus an active email address is required.**

**Sixteen hours of observation in a physical therapy department is recommended to provide the applicant with basic knowledge of the profession of physical therapy.** (*See Section IV on page 11 concerning observation hours.*)

# **PLEASE KEEP A COPY OF ALL FORMS TURNED IN TO THE PTA OFFICE!**

## **PHYSICAL THERAPIST ASSISTANT**

### **THE PRCC PTA GRADUATE**

A PTA graduate from PRCC is a health care provider who is eligible to be employed in hospitals, clinics, rehabilitation centers, extended care facilities, home health agencies, and other health care settings. The graduate PTA will be eligible to take the licensure examination to become a licensed PTA. They will work under the direction and supervision of a licensed physical therapist. The graduate PTA will be able to perform objective assessments such as manual muscle testing, goniometry, girth measurement, pain assessment, palpation/observation assessment, sensory assessment, as well as others. Also, the graduate PTA will be able to implement the plan of care established by the PT for gait training, wound care, modalities such as heat, cold and electrotherapy, therapeutic exercise, and other therapies. The graduate PTA will be competent to provide these interventions for a wide variety of diagnoses such as orthopedic, neurological, wounds, and trauma to a varied patient population including pediatrics, geriatrics, pre and postpartum patients, athletes, post-operative patients, as well as many others. In addition, the graduate PTA will understand the necessity to continue to be a life-long learner in order to gain further knowledge and skills in physical therapy to better serve consumers. The graduate PTA will understand the importance of ethical, legal and safe practice and will endeavor to hold the practice of physical therapy to the highest standards. Graduates of the PRCC PTA Program enjoy a salary in the range of \$45,000-\$50,000 on average, with some graduates exceeding the high range amount. The graduate PTA will have an Associate in Applied Science Degree, which is a terminal degree and not meant to be a stepping stone to physical therapy school.

### **ABOUT THE PROGRAM**

The PTA program is an integrated two-year program. All academic courses can be taken within the first year and one half. The last semester of the second year, students spend three 5-week rotations at various sites located in Mississippi, Alabama, Louisiana, and Florida. Upon completion of the program, an Associate in Applied Science degree is awarded and the students are eligible to sit for the State Licensure Examination for Physical Therapist Assistants. A student must pass the licensing exam to be licensed as a Physical Therapist Assistant and practice in the state of Mississippi. Statistical information concerning the PTA program's acceptance and matriculation rates, graduation rates, career opportunities, employment rates, and pass rates of program graduates on licensing examinations is available upon request from the program director, Patti Crowson, by calling 601-554-5486 or emailing her at [pcrowson@prcc.edu](mailto:pcrowson@prcc.edu).

### **PTA PROGRAM MISSION**

Consistent with the mission of Pearl River Community College, the Physical Therapist Assistant Program is committed to providing quality educational and service opportunities for all who seek them. The PTA Program is also committed to equal access to opportunities that enable its constituents to adapt to a rapidly-growing and technologically-changing environment. The PTA Program is a leader in building a stronger community by providing occupational training in physical therapy. The Program is committed to the development of competent and ethically responsible entry-level Physical Therapist Assistants through the pursuit, assimilation and application of knowledge in an accessible and affordable environment.

### **ADMISSION**

Selection of students is competitive; based on ACT scores, overall GPA, core GPA course work and interviews for selected applicants. Admission to the program is limited to twenty freshmen each August. **Applicants who are in-state residents will be given preference for admission over out-of-state applicants. Out-of-state applicants will be considered for admission if a class of 20 can not be selected from in-state applicants.** There is no prerequisite course work. Pearl River Community College and the Physical Therapist Assistant Program offer equal admissions opportunities to all qualified applicants and to all employees of the College without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, or handicap. This policy applies to all aspects of admissions, enrollment, and employment, including, but not limited to, enrollment, recruitment, hiring, and placement, rate of pay, promotion, transfer, demotion, and termination.

## **PROGRAM APPLICATION**

High school and/or college transcripts, ACT scores, application, two personal references, course list of courses currently taking, handwritten autobiography, and attendance at an information session are required for each program applicant. Applications may be obtained by calling the Physical Therapist Assistant Program at Pearl River Community College, Forrest County Center at (601) 554-5487. Applications are accepted until **April 16**, at which time your application file must be **complete**.

## **ACCREDITATION STATUS**

The PTA program at PRCC was originally accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) for a five-year period from May 4, 1994. The program received reaffirmation of accreditation on April 29, 2009, for a period of ten years.

The Physical Therapist Assistant program at Pearl River Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA).

The Commission on Accreditation in Physical Therapy Education  
Department of Accreditation  
American Physical Therapy Association  
1111 North Fairfax Street  
Alexandria, VA 22314  
Telephone: 703-708-3245  
Website: [www.apta.org/CAPTE](http://www.apta.org/CAPTE)

## **HEALTH CARE CRIMINAL HISTORY BACKGROUND AFFIDAVIT**

As per Mississippi law all persons who provide direct, hands-on medical care in a patient's/resident's/client's room, or in a treatment or recovery room will be required to sign an affidavit stating they have not been convicted of or pled nolo contendere to a felony of possession or sale of drugs; murder; manslaughter; armed robbery; rape; sexual battery; sex offense listed in Section 45-33-23(f), Mississippi Code of 1972, child abuse; arson; grand larceny; burglary; gratification of lust; aggravated assault; or felonious abuse and/or battery of a vulnerable adult; that has not been reversed on appeal or for which a pardon has not been granted.

Students may be required to complete a criminal history background check as a requirement for clinical education at certain clinical sites.

**If further information or assistance is needed, please contact the Physical Therapist Assistant Department at 554-5487.**

**Americans with Disabilities Act** – If you have a disability that qualifies under the Americans with Disabilities Act and you require a special assistance or accommodations, you should contact the designated coordinator for your campus for information on appropriate guidelines and procedures: *Poplarville Campus*, **Tonya Moody** at **601-403-1060** or [tmood@prcc.edu](mailto:tmood@prcc.edu); *Forrest County Center*, **Deborah Hewitt** at **601-554-5503** or [dhewitt@prcc.edu](mailto:dhewitt@prcc.edu); *Hancock Center*, **Maggie Smith** at **228-467-2761** or [masmith@prcc.edu](mailto:masmith@prcc.edu).

Distance Learning Students (on-line classes) who require special assistance, accommodations, and/or need for an alternate format should contact **Tonya Moody** or **Martha Lou Byrd Smith** at **601-403-1374** or [mbyrd@prcc.edu](mailto:mbyrd@prcc.edu).

**ASSOCIATE OF APPLIED SCIENCE PROGRAM  
PHYSICAL THERAPIST ASSISTANT**

The Physical Therapist Assistant (PTA) program is a two-year program of study that prepares the students to work within the practice of physical therapy under the supervision of a physical therapist. PTAs are employed in hospitals, clinics, rehabilitation centers, extended care facilities, home health agencies, and other health care settings. Admission to the program is selective and competitive. Upon satisfactory completion of the program, students are awarded the Associate of Applied Science degree and are eligible to sit for the State Licensure Examination for Physical Therapist Assistants.

**FIRST YEAR**

<u>First Semester</u>				<u>Second Semester</u>			
MAT	1313	College Algebra	3	SPT	1113	Oral Communications	3
ENG	1113	English Comp. 1	3	BIO	1523	Anatomy & Physiology II	3
BIO	1513	Anatomy & Physiology I	3	BIO	1521	Anatomy & Physiology II lab	1
BIO	1511	Anatomy & Physiology I lab	1	PTA	1213	PTA Fundamental Skills	3
PSY	1513	General Psychology	3	PTA	1315	Kinesiology	5
PTA	1123	Fundamental Concepts of Physical Therapy	3	PTA	2233	Electrotherapy	3
				Humanities/Fine Arts Elective			
				Humanities/Fine Arts Elective			
<u>PTA ELECTIVES (optional)</u>				<u>PTA ELECTIVES (optional)</u>			
PTA	1111	Health Care Experience I	1	PTA	1151	Health Care Experience II	1
PTA	1132	Practicum I	2				
PTA	1143	Practicum II	3				

**SUMMER**

PTA	1224	Therapeutic Modalities	4
PTA	2413	Clinical Education I	3

**SECOND YEAR**

<u>First Semester</u>				<u>Second Semester</u>			
PTA	2111	Clinical Skills	1	PTA	2523	Physical Therapy Seminar	3
PTA	1325	Therapeutic Exercise I	5	PTA	2425	Clinical Education II	5
PTA	2335	Therapeutic Exercise II	5	PTA	2435	Clinical Education III	5
PTA	2513	Medical Conditions & Pathology	3	PTA	2445	Clinical Education IV	5

**\*\*Standard for Progression:** A grade of “C” or higher is required in each Physical Therapist Assistant (PTA) course and academic course with an overall **2.00 GPA** (a “C” average on the 4.00 scale) to progress in the program.

A student may complete some or all academic core courses prior to program admission; *however*, the course of study will remain two years. It should be emphasized that students are required to be full-time with 12 semester hours in both fall semesters. This means, in some cases, retaking a course if deemed necessary by the student advisor.

## ***PHYSICAL THERAPIST ASSISTANT JOB DESCRIPTION***

This job description is provided in an effort to describe the essential responsibilities and functions of a Physical Therapist Assistant (PTA). The extent of physical demands, cognitive skills and human relations involvement is defined so that the prospective PTA student can judge his/her own capabilities in performing the required tasks.

The PTA provides patient related and non-patient related activities under the direction and supervision of a licensed Physical Therapist.

### **Education/Licensure:**

- Associate of Applied Science degree in Physical Therapist Assistant from an institution accredited by the Commission on Accreditation of Physical Therapy Education of the American Physical Therapy Association.
- Licensed by the Mississippi State Department of Health/Professional Licensure Branch (or other state where you will practice).

### **Primary Performance Responsibilities:** A Physical Therapist Assistant shall:

- Abide by the *Standards for Ethical Conduct for the Physical Therapist Assistant* and the *Guide for Conduct of the Affiliate Member* published by the American Physical Therapy Association.
- Abide by the *Regulations Governing Licensure of Physical Therapists and Physical Therapist Assistants* as established by the Mississippi State Department of Health.
- Understand the boundaries between the supervising Physical Therapist (PT) and PTA.
- Demonstrate understanding of the evaluation performed by the PT.
- Participate in gathering objective information/measurements as related to patient's progress/regress and relate such to the PT.
- Provide physical therapy intervention based upon the treatment plan and patient's goals as established by the supervising PT.
- Demonstrate knowledge and ability to apply therapeutic principles and practices within the scope of the PTA training.
- Demonstrate knowledge of rationale and safe use of therapeutic equipment.
- Recognize patient's responses to treatment and adapt treatment procedures under the direction of the supervising PT.
- Demonstrate skill in progressing patients through levels of treatment within the maximum capabilities of the patient as directed by the supervising PT.
- Make recommendations to the supervising PT regarding changes in the treatment plan.
- Establish and maintain a therapeutic relationship with patients.
- Provide formalized and goal directed educational activities to patients and families based on individualized need, as directed by the supervising PT.
- Provide input to the supervising PT regarding the discharge summary.
- Recognize emergency patient conditions and respond accordingly.
- Demonstrate knowledge of and utilize "Universal Precautions".
- Demonstrate knowledge of contraindications for treatment procedures and report such to supervising PT.
- Provide for safety of patients, staff and self at all times.
- Communicate orally and in writing effectively in English with patients, families, and other health care providers.
- Maintain written communication in the patients' medical record following facility guidelines.

- Participate in facility meetings regarding patient care, providing pertinent input within the scope of the PTA's practice.
- Participate in the pursuance of quality in the practice of physical therapy.

**Physical Demands:** A Physical Therapist Assistant shall:

- Be able to stand for the delivery of patient care procedures.
- Demonstrate safe walking and be able to assist patients in walking on level and unlevelled surfaces.
- Be able to sit for the completion of patient related documentation.
- Demonstrate safe repeated lifting abilities (equipment, patient handling).
- Be able to exert 20-50 pounds of force occasionally, and 10-25 pounds of force frequently, and greater than negligible up to 10 pounds of force constantly to move objects.\*
- Be able to push, carry, and pull equipment, wheelchairs, stretchers, etc.
- Demonstrate crouching, stooping, kneeling, crawling, twisting, turning and working in confined spaces.
- Demonstrate ability in reaching, handling, fine motor skills, gross motor skills, and hand-eye coordination.
- Demonstrate good knowledge and use of correct body mechanics for all activities.
- Possess tactile sensation, smell sensation and hearing ability, including hearing faint sounds.
- Possess cognitive skills of reading, writing, judgment, decision making, and basic mathematics.
- Possess visual skills of discrimination, spatial relations, color, and corrected acuity, including seeing small objects.

**Working Conditions:** A PTA may work under the following conditions:

- Indoors and outside (community assessment mobility).
- Occasional extremes of heat (whirlpool, aquatics) and cold.
- Presence of toxic/hazardous fluids (cleaning agents).
- Tile, concrete, carpeted floors (may on occasion, be wet).
- Come in contact with body fluids (using Universal Precautions).

\*Taken from the *Dictionary of Occupational Titles*, date of last revision for PTA 1987.

## ESTIMATED COST OF PTA PROGRAM

<b>TUITION:</b>		<b>\$1,000.00</b>	Per Semester
<b>ALLIED HEALTH COURSE FEE</b>		<b>\$400.00</b>	
<b>REGISTRATION FEE</b>		<b>\$ 25.00</b>	
<b>TECHNOLOGY FEE</b>		<b>\$ 25.00</b>	
<b>PARKING PERMIT</b>		<b>\$ 10.00</b>	
<b>YEAR DISC</b>		<b>\$ 3.00</b>	
<b>BOOKS</b>			
(required & recommended)		<b>\$150.00-250.00</b>	Approximately
	<i>These books will be used throughout your career.</i>		
<b>UNIFORMS:</b>	Uniforms	<b>\$ 60.00</b>	
	Lab Coats	<b>\$ 25.00</b>	
	Shoes	<b>\$ 60.00</b>	
	Name Tag	<b>\$ 10.00</b>	
	Student Conclave	<b>\$ 20.00</b>	
<b>MISCELLANEOUS:</b>	Criminal History Check	<b>\$ 75.00</b>	
	Medical Exam	<b>\$100.00</b>	
	Required Drug Testing	<b>\$ 30.00</b>	(\$15/year x 2)
	Hepatitis B Vaccination	<b>\$180.00</b>	(3 shots, optional)
	TB Skin Test	<b>\$ 20.00</b>	(\$10/year x 2)
	Chicken pox vaccination	<b>\$ 91.00</b>	(or physician documented proof of having had chicken pox)
<b>FEES:</b>	APTA Dues	<b>\$120.00</b>	(\$80/per year x 2)
	Liability Insurance	<b>\$ 15.00</b>	(First Year)
	Liability Insurance	<b>\$ 15.00</b>	(Second Year)
<b>CLINICAL FEES:</b>	Transportation		
	Meals		
	Lodging		
		<b>\$400.00 - \$3000.00</b>	Total
<b>GRADUATION</b>	Graduation Fee	<b>\$ 40.00</b>	
<b>EXPENSES:</b>	Pictures	<b>\$ 10.00</b>	optional
	Graduation Pin	<b>\$ 26.00</b>	optional

**Note: The above items are estimated costs only and are subject to change. In addition to these costs, students may expect additional costs in transportation, meals, and lodging related to clinical education during the 3<sup>rd</sup> and 5<sup>th</sup> semesters of the program, and a licensure review course and review book.**

# Financial Assistance At Pearl River Community College

Financial assistance programs are designed to assist students in meeting the costs of attending college. Pearl River Community College offers a variety of programs from federal, state, college, and private sources.

The Financial Aid booklet includes information, application deadlines, and regulations about the different types of assistance available at PRCC. It is important that students understand the policies regarding the assistance that is awarded to them, and to be aware of the academic requirements for maintaining eligibility.

The financial aid staff is available to assist students who have questions or need additional information. The office is open between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. The telephone number for the *Poplarville* campus is **601-403-1211** and the number for the *Forrest County* Campus is **601-554-5502**. The admissions office number is **601-403-1214** for Poplarville and **601-554-5500** for the Hattiesburg campus.

**APPLICATION FOR ALL FINANCIAL AID SHOULD BE COMPLETED ASAP!**

For information concerning **WIA (Workforce Investment Act) scholarships**, please contact **Frankie Lee** at **601-554-5531**. For those persons eligible, WIA pays for tuition, fees, books, and licensure exam. Please call Ms. Lee for more information concerning the WIA program.

**PEARL RIVER COMMUNITY COLLEGE  
PTA PROGRAM  
5448 US HWY. 49 SOUTH  
HATTIESBURG, MS 39401**

**INSTRUCTIONS TO PTA PROGRAM APPLICANTS**

**I. Program Application**

All program application information and forms (except transcripts) **must** be mailed to the PRCC PTA Office (at one time, in one envelope) to the PTA Program Office address (on page one) using your full and complete legal name on all forms.

Program applications **will be considered only** when all of the following materials have been received by the PRCC PTA office at the Forrest County Center by the deadline of April 16:

- A. Both “**General Admission**” and “**Program Application**” data as outlined previously;
- B. **Recent passport size photograph to be used for verification of records.**  
*Please write your name on the back of the photograph.*
- C. Official transcripts from high school and **all** colleges attended must be sent directly to the **PTA program office**. *Please make sure you send them to the PTA Program office, not Admissions.* [Note: Some colleges and universities charge a nominal fee for this service.] Transcripts become the property of PRCC and cannot be returned to an applicant or forwarded to another school or individual.

**II. Program Entrance Requirements**

Minimum program entrance requirements to enter PRCC Physical Therapist Assistant program are:

An acceptable ACT score (A or B):

- A. Attain an **18 or higher ACT composite score**, and an **18 or above on the math subtest (or have already completed College Algebra with a "C" or better by the deadline of April 16)**, and a **16 or higher on the English subtest (or have already completed English Composition I with a "C" or better by the deadline of April 16)** to meet ACT minimum standards for consideration to the PTA Program. The minimum composite score of ACT administrations prior to October 1989 is 15, a 15 or above on the math subtest (or have completed College Algebra with a “C” or better by the deadline of April 16) and a 13 or above on the English subtest (or have completed English Comp I with a “C” or better by the deadline of April 16).

**OR**

Attain a **16 or higher ACT composite (since October 1989), an 18 or above on the math subtest (or have completed College Algebra with a “C” or better by the deadline of April 16) and a 16 or above on the English subtest (or have completed English Comp I with a “C” or better by the deadline of April 16), and achieve 12 semester hours of the general education coursework in the PTA Program curriculum with a grade of “C” or better** from an accredited college or university. This includes: Anatomy and Physiology I (A&P I), Anatomy and Physiology II (A&P II), College Algebra, English Composition I, General Psychology, Oral Communications, and a

Humanities/Fine Arts elective. **A&P I and A&P II must be completed within three years prior to admission into the PTA program.** If it has been over three years, you may be required to take it again.

- B. All PTA program applicants will be “ranked” according to the PTA “Admission Point Scale.” Please see attached “Explanation of PTA Admission Point Scale”, **page 12**.

### **III. Admission Committee Notification**

- A. A maximum of **60** applicants will be invited for a program interview based on the point scale ranking.
- B. Up to twenty (**20**) students will be selected for admission. Selection is based 50% on the rank score and 50% on the interview score. Five (**5**) alternates will also be selected in case any of the **20** applicants accepted choose to decline their acceptance.
- C. All applicants will receive written notification of acceptance or denial of admission.

***PLEASE NOTIFY THE PRCC PTA OFFICE PROMPTLY OF CHANGES IN MAILING ADDRESS OR TELEPHONE NUMBER!***

### **IV. Observation Hours**

Observing in a physical therapy department allows the applicant to realize the true aspects of the physical therapist assistant's career. The applicant can acquire additional rating points by observing in any physical therapy setting of their choosing. **One point** will be rewarded for a total of 16 hours of observation. All facilities must have a physical therapist or a physical therapist assistant full-time and they must be present while observation hours are being obtained.

The point received for observation will be added to your final ranking score which is explained in this packet and will be discussed at the information sessions.

Included in this packet is an observation form which must be included in the application material that you submit to the PTA program by the **April 16<sup>th</sup> deadline** to receive the point. ***You are provided with only one form, so make copies if you intend to observe more than one facility.*** Please be sure the physical therapist or physical therapist assistant at the facility signs, dates, and provides the facility's name, address, and phone number and total number of hours observed.

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### **Pearl River Community College Non-Discrimination Policy**

Pearl River Community College offers equal education and employment opportunities. We do not discriminate on the basis of race, religion, color, sex, age, national origin, veteran status, or disability. For inquires regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publication please contact Tonia Moody, ADA/Civil Rights Coordinator, at P.O. Box 5118, Poplarville, MS 39470 or 601-403-1060.

**Please feel free to make additional copies of the enclosed forms to complete the application process.**

**PEARL RIVER COMMUNITY COLLEGE  
PHYSICAL THERAPIST ASSISTANT PROGRAM**

**EXPLANATION OF PTA ADMISSION POINT SCALE**

All PTA program applicants will be “ranked” according to the attached “Admission Point Scale.” The Admission Point Scale will identify students who have potential for success in the PTA program. The Advisory Committee reviews a list of candidates according to “rank” on the point scale for potential for an interview. Interview points will be added to the rank score for determining admission. Points granted at the interview will be based on:

(1) Verbal and nonverbal communication skills including writing skills; and (2) **knowledge of the field of Physical Therapy and role of the PTA**, as well as other standard interview skills.

Applications will be taken until 4:00 p.m. April 16, 2012, with interviews being held the 2nd or 3rd week of May. All applicants who interview will be notified in writing via email of their admission status by the first week of June.

Follow the appropriate procedure below to determine your point “*ranking*” for PRCC’s PTA program.

**Procedure A**

If you have completed 12 or more program core semester hours (excluding physical education activity classes);

1. Take column (A) and multiply 20 percent (.20); column (B) and multiply by 40 percent (.40); and lastly, column (C) and multiply by 40 percent (.40);
2. Subtract 1 point for each repeated course where the original course grade was an F. Also, subtract 1 point for each course taken with resulting grade of an F;
3. Add 1 point for 16 hours of observation. (Please see section on Observation Hours on page 9).

**Procedure B**

If you have completed less than 12 program core semester hours or no college credits:

1. Take column (A) and multiply by 40 percent (.40); and column (B) and multiply by 60 percent (.60);
2. Add 1 point for 16 hours of observation. (Please see section on Observation Hours on page 10).

**\*Classes taken during the Spring semester of the deadline date will not count toward admissions GPAs.**

## PTA Program Admission Point Scale

Points	(A) Enhanced ACT	(B) Overall College GPA or High School Rank	(C) Program Core Courses
21	26/+	4.0	4.0
20	25	3.9	3.9
19	24	3.8	3.8
18	23	3.7	3.7
17	22	3.6	3.6
16	21	3.5	3.5
15	20	3.4	3.4
14	19	3.3	3.3
13	18	3.2	3.2
12	17	3.1	3.1
11	16	3.0	3.0
10	15	2.9	2.9
9	14	2.8	2.8
8	13	2.7	2.7
7	12	2.6	2.6
6	11	2.5	2.5
5	10	2.4	2.4
4	9	2.3	2.3
3	8	2.2	2.2
2	7	2.1	2.1
1	6	2.0	2.0

\* *GPA based on 4 point system.*

**PTA INFORMATION SESSIONS**

PTA program information sessions will be held in the Allied Health Building at the Forrest County Center of Pearl River Community College located at 5448 US Highway 49 South, Hattiesburg, MS., on the following dates:

Tuesday, February 7, 2012	10:00 a.m.
Tuesday, March 27, 2012	1:30 p.m.
Tuesday, April 10, 2012	6:00 p.m.

Each session will last approximately 1½-2 hours. Participants will meet PTA program faculty and have the opportunity to ask questions. Although you are not required to bring anything to the meeting, you may want to bring this packet if you have any questions about it. Attendance at one of these meetings is **mandatory** to complete the application process, and prospective students **must** attend. Please return the form below to sign up for an information session.

**You will not receive confirmation and will not need proof of reservation to attend.**

PRCC welcomes students of all ages regardless of race, color, creed, national origin, gender, sexual orientation, disability, or marital status.

PLEASE CUT ALONG DOTTED LINE AND RETURN BOTTOM PORTION

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I would like to attend the information session for the Physical Therapist Assistant program at Pearl River Community College Forrest County Campus, Hattiesburg, MS., on:  
(mark one)

_____	FEBRUARY 7
_____	MARCH 27
_____	APRIL 10

NAME (PLEASE PRINT): \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

**PLEASE RETURN TO: PEARL RIVER COMMUNITY COLLEGE  
PTA PROGRAM OFFICE  
5448 US HIGHWAY 49 SOUTH  
HATTIESBURG, MS 39401**

**STUDENT APPLICANT REFERENCE FORM  
PHYSICAL THERAPIST ASSISTANT PROGRAM  
(PLEASE PRINT OR TYPE)**

**Directions to the applicant:** Admission into PRCC’s PTA program requires two references from two sources (one personal and one professional, no family). Submit **only** the **two** “Student Applicant Reference Forms.” The committee **will not accept** more than two references.

-----

Applicant’s Full Name \_\_\_\_\_ SS# \_\_\_\_\_  
Your relationship to applicant:  
(Teacher, Advisor, Employer, etc.) \_\_\_\_\_

**Please evaluate the applicant according to these categories.**

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Unable to Assess</b>
Ability to make decisions					
Ability to work with others					
Character (maturity, dependability)					
Initiative					
Ability to perform under Stress					
Communication skills					

Please write a short statement about this applicant including any characteristics or qualities of this person which may affect his/her ability to be a physical therapist assistant. This may be done on the back of this sheet or you may use a separate sheet and attach it to this form. If you do use a separate sheet, **this reference form is still required.**

Your Name \_\_\_\_\_

Your Address \_\_\_\_\_

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

\_\_\_\_\_

**Please return this completed form to the applicant. You may place it in a sealed envelope if you desire.**

Form may be duplicated

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Your Name \_\_\_\_\_

Your Address \_\_\_\_\_

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

\_\_\_\_\_

**Please return this completed form to the applicant. You may place it in a sealed envelope if you desire.**

Form may be duplicated

**APPLICANT COURSE LIST**

Name \_\_\_\_\_ SS# \_\_\_\_\_

List below the courses that you are presently taking or plan to complete during the spring and summer immediately preceding admission to PRCC. **If you will not be in school, please indicate on this sheet and return it with the completed application material.**

*Applicant: Please check here if you will NOT be attending classes during the summer or spring semester.* \_\_\_\_\_ *Initials:* \_\_\_\_\_

Name of Educational Institution Attending: \_\_\_\_\_

**SPRING SEMESTER OF 2012**

Hours Credit	Department	Course #	Title of Course

**SUMMER SESSION OF 2012**

Hours Credit	Department	Course #	Title of Course

**IMPORTANT:** Your application for admission to Pearl River Community College will be evaluated on the basis of your transcripts and courses which you now have in progress or plan to take, as indicated above. If you should alter your course of study in any way without notifying the PTA Office at PRCC, the Admissions Committee will not have your correct course list and your consideration may be affected, accordingly.

I have read the above statement and will notify the PRCC PTA Office of any changes in the above outlined course list.

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

**\*Classes taken during the Spring semester immediately before deadline will not count toward admissions GPAs.**

## PTA AUTOBIOGRAPHICAL ESSAY

In your own **handwriting, script, (Do Not Print Nor Type)**, write an autobiographical essay. Include information about family life, examples of your participation in activities (community service, extracurricular, etc.), awards/honors, and your interests in physical therapy emphasizing those which would enhance your career as a physical therapist assistant. Your concise response **should be limited to the front of this sheet of paper.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
SS# \_\_\_\_\_

# HIGH SCHOOL TRANSCRIPT REQUEST FORM

Please **complete this form** and send it to the **HIGH SCHOOL(S) YOU ATTENDED**. Have the school(s) send the official transcript(s) directly to the PTA program office at the address below. **Applicant**, please **DO NOT SEND THIS FORM BACK TO THE PTA OFFICE AT PRCC.**

Name \_\_\_\_\_  
(Last) (Maiden) (First) (MI)

Date of Graduation/Attendance \_\_\_\_\_

Social Security Number \_\_\_\_\_

Program for which you have applied for at Pearl River Community College

Physical Therapist Assistant (PTA) \_\_\_\_\_

I request the records department of \_\_\_\_\_  
(Name of school)

to release my transcript to:

**PEARL RIVER COMMUNITY COLLEGE  
PTA PROGRAM OFFICE  
5448 US HIGHWAY 49 SOUTH  
HATTIESBURG, MS 39401**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**SCHOOL SUBMITTING TRANSCRIPT:** Please return this form (or a copy) with the transcript to the PRCC address above.

# COLLEGE TRANSCRIPT REQUEST FORM

Please **complete this form** and send it to the **COLLEGE(S) YOU ATTENDED**. Have the college(s) send the official transcript(s) directly to the PTA program office at the address below. Applicant, please **DO NOT SEND THIS FORM BACK TO THE PTA OFFICE AT PRCC.**

Name \_\_\_\_\_  
(Last) (Maiden) (First) (MI)

Date of Graduation/Attendance \_\_\_\_\_

Social Security Number \_\_\_\_\_

Program for which you have applied for at Pearl River Community College  
\_\_\_\_\_  
Physical Therapist Assistant (PTA)

I request the records department of \_\_\_\_\_  
(College Name)

to release my transcript to:

**PEARL RIVER COMMUNITY COLLEGE  
PTA PROGRAM OFFICE  
5448 US HIGHWAY 49 SOUTH  
HATTIESBURG, MS 39401**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**SCHOOL SUBMITTING TRANSCRIPT:** Please return this form (or a copy) with the transcript to the PRCC address above.

*May be duplicated*

*Pearl River Community College  
PRCC Student present or past  
Internal Transfer of Student Information*

**NOTE:** Please submit this form if you are currently a PRCC student at either the Hattiesburg Campus or the Poplarville campus, **OR** have previously been a student at either the Hattiesburg or the Poplarville campus. This is to have your transcripts and other pertinent information sent to the **Physical Therapist Assistant** program. This form is to be given to the PRCC admissions office, not the PTA office. It is your responsibility to get this form to the admissions office so your information can be sent to the PTA program office. If this information is not in your file by the deadline, your file may be considered incomplete. Use the box located below to indicate which forms you need to be sent to the PTA office. If you are mailing this form, please mail it to the appropriate campus. The campus addresses are listed below:

*Pearl River Community College  
Admissions Office  
5448 U.S. Hwy 49 South  
Hattiesburg, MS 39401*

*Pearl River Community College  
Admissions Office  
101 Hwy 11 North  
Poplarville, MS 39470*

*Name:* \_\_\_\_\_ *S.S. Number:* \_\_\_\_\_

Admissions office, would you please send the following information to the Physical Therapist Assistant Program on the Forrest County Campus:

*Please check the appropriate box:*

	Pearl River Transcript
	Transcript(s) from High School
	Transcript(s) from College(s)
	ACT Score
	Copy of PRCC Application

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*Admissions Office Signature*

*Date*

05/2011

**APPLICATION FOR ADMISSION TO THE  
PHYSICAL THERAPIST ASSISTANT PROGRAM**

TODAY'S DATE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

NAME \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE) (MAIDEN)

ADDRESS \_\_\_\_\_  
(MAILING ADDRESS) (CITY) (STATE) (ZIP)

COUNTY \_\_\_\_\_ RACE \_\_\_\_\_ GENDER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ BIRTHPLACE \_\_\_\_\_

DAYTIME PHONE # \_\_\_\_\_ EVENING PHONE # \_\_\_\_\_

CELL PHONE # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_

EMPLOYMENT'S PHONE  
NUMBER \_\_\_\_\_ OCCUPATION \_\_\_\_\_

PARENTS' FULL  
NAME \_\_\_\_\_

HAVE YOU BEEN A RESIDENT OF MISSISSIPPI FOR THE PAST 12 MONTHS? \_\_\_\_\_  
EMERGENCY CONTACT AND PHONE NUMBER  
\_\_\_\_\_

HIGH SCHOOL ATTENDED \_\_\_\_\_

DATE OF GRADUATION \_\_\_\_\_

HAVE YOU ATTENDED COLLEGE? YES \_\_\_\_\_ NO \_\_\_\_\_

NAME OF ALL COLLEGES (INCLUDING PRCC) ATTENDED AND DATES OF  
ATTENDANCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAVE YOU TAKEN AN A.C.T.? YES \_\_\_\_\_ NO \_\_\_\_\_  
WHEN? \_\_\_\_\_

*I AGREE THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY  
KNOWLEDGE AND THAT DELIBERATE FALSIFICATION OF INFORMATION MAY  
RESULT IN DENIAL OF ADMISSION TO PHYSICAL THERAPIST ASSISTANT PROGRAM.*

STUDENT SIGNATURE \_\_\_\_\_

**AUTHORIZATION FOR MEDICAL PROCEDURE**

**PRCC Physical Therapist Assistant Program**

IN THE EVENT OF SERIOUS ILLNESS OR ACCIDENT, EVERY EFFORT WILL BE MADE TO CONTACT PARENTS OR GUARDIAN IF STUDENT IS UNDER AGE 21. IN THE EVENT THAT DELAY IN MEDICAL AND SURGICAL TREATMENT MIGHT BE DETRIMENTAL TO THE HEALTH OF THE STUDENT, AUTHORIZATION FOR CONSULTATION AND TREATMENT IS REQUESTED.

PERMISSION IS GRANTED TO PEARL RIVER COMMUNITY COLLEGE TO REFER THIS STUDENT FOR NECESSARY TREATMENT.

DATE \_\_\_\_\_

SIGNATURE OF STUDENT (IF OVER 21) \_\_\_\_\_

SIGNATURE OF STUDENT (IF UNDER 21) \_\_\_\_\_

SIGNATURE OF PARENT OR GUARDIAN (IF UNDER 21)

\_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

## VERIFICATION OF OBSERVATION FORM

\_\_\_\_\_ is applying to the Physical Therapist Assistant  
(Applicant's name - please print)  
Program at Pearl River Community College. Observation of the profession in practice is  
strongly encouraged. This will ensure the applicant has an understanding of the various roles  
within physical therapy and has a general idea of the practice itself.

Facility Name and Address:

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Facility Phone Number:

---

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

Hours Observed:

---

Applicant Signature:

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PT or PTA Signature:

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*Please note that the PT or PTA must sign in order for the credit to be given for the hours observed.*

Form may be duplicated.

## PTA PROGRAM APPLICATION CHECKLIST

This application checklist is provided to assist you in ensuring that you have completed the application process. Each time you submit a required document, date when you sent it so you will have a record of your application activity. When you have completed the application process send a copy of this checklist to the PTA program office. Once we receive the checklist we will verify that you have completed the process. If our records do not correspond to yours we will contact you, so please be sure that we have your current phone number and address.

- \_\_\_\_\_ **PRCC Application for Admission**
- \_\_\_\_\_ **High School Transcript**
- \_\_\_\_\_ **All College Transcripts**
- \_\_\_\_\_ **ACT Scores**
- \_\_\_\_\_ **PTA Program Application for Admission**
- \_\_\_\_\_ **PTA Reference Forms (2)**
- \_\_\_\_\_ **Handwritten Autobiography**
- \_\_\_\_\_ **Course List**
- \_\_\_\_\_ **Information Session Attended** – *You may just show up, it is not necessary to pre-register.*
- \_\_\_\_\_ **Observation Hours Form(s) – How many submitted?** \_\_\_\_\_
- \_\_\_\_\_ **Medical Authorization Form**
- \_\_\_\_\_ **Current Photo of yourself (please write name on back of photo)**

**Date Completed and Sent to PTA office:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Applicant:** *You may want to keep a copy of this list for your records. Also it is a good idea to call the PTA office about **5 days after** you mailed your application material and ask for verification that it was received by the PTA office. Thank you.*

## COMPLAINTS CONCERNING THE PTA PROGRAM

Complaints concerning the PTA program can be handled via two different mechanisms.

The policy and procedure for complaints and grievances for PRCC employees is stated on page 5.6 of the *PRCC Policy & Procedure Manual*.

The policy and procedure for complaints and grievances for others than PRCC employees is stated on page 1.7 of the *PRCC Policy & Procedure Manual*. This policy and procedure is for all non-PRCC persons including, but not limited to, clinical education sites, employers of graduates, and the general public.

Both of the above stated policies/procedures can easily be accessed on the PRCC website at: <http://www.prc.edu/policyandprocman/index.html> . Once this site is accessed the complaints policy and procedure for employees can be accessed under *Personnel – Complaints and Grievances (Employees)*, and the policy and procedure for non-employees can be accessed under *Administrative – Complaints and Grievances (Other than Employees)*.

Complaints concerning the program can also be handled by the PTA program as seen below.

### Student Complaints

It is encouraged by the PTA faculty that student complaints of any nature should be made to the faculty member involved or to the program chair for resolution. The meeting will be documented on the *Physical Therapist Assistant Advisement* form, which allows the student to have written input on complaints and then suggestions on a plan of corrective actions. If the student is not satisfied with the results of the meeting, they are encouraged to follow the *Student Due Process* policy and procedure. Any complaints documented on the *Physical Therapist Assistant Advisement* form are maintained in the PTA program office.

### Non-Student Complaints

Complaints received from non-student persons will be addressed by completing the *PTA Program Complaint* form. Complaints received by clinical education faculty, students' parents or other family member, or the general public will be address by the PTA program faculty. If it is deemed necessary, administration will be involved. The complaint will be documented on the *PTA Program Complaint* form and faculty will meet to evaluate justification of the complaint. IF the complaint is justified appropriate actions will be taken to resolve the problem. Documentation of the decision will be included on the *PTA Program Complaint* form and the complainant will be notified in writing of the decision. Any complaints documented on the *PTA Program Complaint* form are maintained in the PTA program office

Complaints concerning the Program will be housed in the PTA Program office and filed under *Program Complaints*. These records will be held for three years. Complaints will be made available for review upon written request of interested parties, unless the complaint is of a personal nature and law would prohibit such complaint from being made public.

Complaints should be mailed to:

PRCC – PTA Program  
5448 US Hwy. 49 South  
Hattiesburg, MS 39401

# A FEW REMINDERS

- **The deadline for application is Monday, April 16, 2012.**
- ALL application materials (including all transcripts) must be submitted to the PTA Program office.
- Those courses being taken in the spring of the application deadline will not count toward calculation of the rank score.
- You must have an active email to receive correspondence from the PTA Program
- You must update personnel information that changes.
- DO NOT wait for the deadline to get your information in to the Program.....Every year we have prospective students that do not meet the deadline because they wait until the last **month** to gather transcripts and other information. All schools are very busy in the months of April and May and may not be able to process your information right away. We cannot make exceptions because applicants do not get their information turned in on time.
- **You will NOT receive correspondence from the Program if your application is incomplete at the time of the deadline.**
- Sometime in early April 2012, you may want to phone (601-554-5486) or email (lsnyder@prcc.edu) the PTA program office to verify that we have received your complete application packet.
- Please keep a copy of every form you send in to the Program.
- **\*\*\*MANY TRANSCRIPTS ARE BEING SENT VIA E-SCRIPT. THESE ARE SENT DIRECTLY TO THE POPLARVILLE CAMPUS. YOU MUST ASK YOUR COLLEGE(S) AND HIGH SCHOOL IF YOUR TRANSCRIPT IS GOING TO BE SENT VIA E-SCRIPT. IF IT (THEY) ARE, YOU MUST CONTACT THE POPLARVILLE CAMPUS AT 601-403-1214 AND REQUEST THAT YOUR TRANSCRIPT(S) BE FORWARDED DIRECTLY TO THE PTA PROGRAM. IT IS THE APPLICANT'S RESPONSIBILITY TO MAKE SURE ALL TRANSCRIPTS ARE DELIVERED TO THE PTA PROGRAM!**
- Make sure that all transcripts delivered through regular mail are sent **directly to the PTA Program**. If transcripts are mailed just to the campus address (and not specifically to the PTA Program on the campus) we will not know they are here and your application will be incomplete.

# *Pearl River Community College*



## *Physical Therapist Assistant Program Information/Application Packet 2011-2012*