Pearl River Community College

Physical Therapist Assistant Program

Information/Application Packet

2018-2019
Dear PTA Program Applicant:

Contained in this packet is important information about physical therapist assistants, the Pearl River Community College (PRCC) physical therapist assistant (PTA) program and the application process and documents required for application to the program. How applicants are ranked and selected for admission into the program is also presented in the packet.

Applications will be accepted through 4:00 p.m. on Monday, April 15, 2019.

Access the current PRCC website at: http://www.prcc.edu
Access the PTA Information/Application packet at: http://www.prcc.edu/academics/plans/health-nursing/pta

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

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

Sincerely,

Karinna Lee, PT, MS,
PTA Program Director
Pearl River Community
College 5448 US Highway 49
South
Hattiesburg, MS 39402
601-554-5488
kklee@prcc.edu
PHYSICAL THERAPIST ASSISTANT

THE PRCC PTA GRADUATE

A PTA graduate from Pearl River Community College (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 $40,000-$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, and various surrounding states. 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, Karinna Lee, by calling 601-554-5488 or emailing her at kklee@prcc.edu. Student/Graduate outcomes are posted on the PTA Program website at http://www.prcc.edu/career-tech/physical-therapist-assistant/outcomes-data

PTA PROGRAM MISSION

In keeping with the mission of the college, the mission of Pearl River Community College Physical Therapist Assistant Program is to improve the quality of life for the community by implementing a quality educational program to produce competent, caring, and ethically responsible entry-level physical therapist assistants. The program includes a distribution of both general education and PTA courses to maximize the intellectual, psychosocial, and professional development of each student. The PTA program believes that each student has the potential for growth and strives to facilitate the process of personal progression to stimulate a lifelong commitment for professional development.

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 students each August. Applicants who are in-state residents will be given preference for admission over out-of-state applicants. Out-of-state applicants will only be considered for admission if a class of 20 cannot be selected from in-state applicants. In the past no out-of-state applicants have been considered and it is not projected in the foreseeable future that out-of-state applicants could potentially be considered.

No prerequisite course work is required for admission into the program. 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.
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), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-684-2782; email: accreditation@apta.org; website: http://www.capteonline.org.

HEALTH CARE CRIMINAL HISTORY BACKGROUND CHECK
Applicants for allied health/nursing programs must submit fingerprints for a Criminal Background Check in accordance with Mississippi state law. This process is necessary for the allied health/nursing student to enter the healthcare facilities for clinical. All allied health/nursing students must participate in the required clinical training. Facilities require a satisfactory criminal background check to participate in clinical activities. Therefore, if any applicant is found to have a disqualifying event on their background check, they may be prohibited from training in the health care facility for clinical, thus disqualifying the applicant from meeting the criteria of the program.

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 special assistance or accommodations, you should contact the designated coordinator for your campus for information on appropriate guidelines and procedures: Poplarville Campus, Tonia Moody Seal at 601-403-1060 or tmoody@prcc.edu; Forrest Counter, Beth Strahan at 601-554-5530 or bstrahan@prcc.edu; Raymunda Barnes at 228-252-7000 or rbarnes@prcc.edu. Distance Learning Students who require special assistance, accommodations, and/or need for alternate format should contact Tonia Moody Seal at tmoody@prcc.edu.

Equal Opportunity Statement - Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, 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 Seal, Director of Admissions and Records, and ADA/Civil Rights Coordinator, at P.O. Box 5537, Poplarville, MS 39470 or 601-403-1060. For inquiries regarding Title IX, contact Maghan James, Assistant Vice President of Student Services and Title IX Coordinator, P.O. Box 5560, Poplarville, MS 39470 or 601-403-1253.
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.

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<tr>
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<td>PTA 1151</td>
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<td>Therapeutic Modalities 4</td>
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<tr>
<td>PTA 2413</td>
<td>Clinical Education I 3</td>
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**SUMMER**

| PTA 1224  | Therapeutic Modalities 4 |
| PTA 2413  | Clinical Education I 3 |

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<td>PTA 2513</td>
<td>Clinical Education IV 5</td>
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**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 unleveled 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

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<tr>
<th>Category</th>
<th>Cost</th>
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<tr>
<td><strong>TUITION:</strong></td>
<td>$1,625.00</td>
<td>Per Semester</td>
</tr>
<tr>
<td>ALLIED HEALTH COURSE FEE</td>
<td>500.00</td>
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<tr>
<td>REGISTRATION FEE</td>
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<tr>
<td>TECHNOLOGY FEE</td>
<td>40.00</td>
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<tr>
<td>PARKING PERMIT</td>
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<tr>
<td>YEAR DISC</td>
<td>5.00</td>
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<td><strong>BOOKS (required &amp; recommended)</strong></td>
<td>$150.00-$350.00</td>
<td>Approximate, per semester</td>
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<td><strong>These books will be used throughout your career.</strong></td>
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<td>UNIFORMS:</td>
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<tr>
<td>Uniforms</td>
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<td>Lab Coats</td>
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<td>Shoes</td>
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<td>Student Conclave</td>
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<td><strong>MISCELLANEOUS:</strong></td>
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<tr>
<td>Criminal History Check</td>
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<tr>
<td>Medical Exam</td>
<td>100.00</td>
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<tr>
<td>Required Drug Testing</td>
<td>160.00</td>
<td>($80/year x 2)</td>
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<tr>
<td>Hepatitis B Vaccination</td>
<td>180.00</td>
<td>(3 shots, optional)</td>
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<tr>
<td>TB Skin Test</td>
<td>40.00</td>
<td>($20/year x 2)</td>
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<tr>
<td>Chicken pox vaccination</td>
<td>91.00</td>
<td>(or physician documented proof of having had chicken pox)</td>
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<td>Academic PEAT Exam</td>
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<td><strong>FEES:</strong></td>
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<tr>
<td>APTA Dues (Reference)</td>
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<td>Lodging</td>
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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 3rd and 5th semesters of the program, and a licensure review course, review book and the licensure exam itself.
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 601-403-1029 and the number for the Forrest County Campus is 601-554-5500. The admissions office number is 601-403-1214 for Poplarville and 601-554-5500 for the Hattiesburg campus. The webpage can be accessed at: http://www.prcc.edu/finaid.

APPLICATION FOR ALL FINANCIAL AID SHOULD BE COMPLETED ASAP!

For information concerning WIOA (Workforce Investment Opportunities Act) scholarships, please contact Sonya Hunt at 601-403-1282 or email shunt@prcc.edu, WIA pays for tuition, fees, books, and licensure exam. Please call Ms. Hunt for more information concerning the WIA program.
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 a **19 or above on the math subtest** (or have already completed College Algebra with a "C" or better by the deadline of April 10), and a **17 or higher on the English subtest** (or have already completed English Composition I with a "C" or better by the deadline of April 15) 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 16 or above on the math subtest (or have completed College Algebra with a “C” or better by the deadline of April 15) and a 14 or above on the English subtest (or have completed English Comp I with a “C” or better by the deadline of April 15).

**OR**

B. Attain a **16 or higher ACT composite (since October 1989)**, a **19 or above on the math subtest** (or have completed College Algebra with a “C” or better by the deadline of April 15) and a **17 or above on the English subtest** (or have completed English Comp I with a “C” or better by the deadline of April 15), 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: Principles of Anatomy and Physiology I OR Anatomy and Physiology I (A&P I), Principles of Anatomy and Physiology II OR Anatomy and Physiology II (A & P II), College Algebra, English Composition I, General Psychology, Oral Communications, and a Humanities/Fine Arts elective. If Principles of A & P I and II OR A&P I and A&P II were taken more than three years prior to admission into the PTA Program, you will be required to take it again once in the program.

Admission Committee Notification:

A. A maximum of **60** applicants will be invited for a program interview based on the point scale ranking. (See pages 13-14 for the ranking process)

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, unless the deadline for application is not met.

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 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 15th 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.
PEAK RIVER COMMUNITY COLLEGE  
PHYSICAL THERAPIST ASSISTANT PROGRAM  

EXPLANATION OF PTA ADMISSION POINT SCALE  

All PTA program applicants will be “ranked” according to the “Admission Point Scale” as explained below. 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. Monday, April 15, 2019, with interviews being held within 45 days after the deadline. All applicants who interview will be notified in writing via email of their admission status by the first week of June.  

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

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  

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.  

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 (D) and multiply by 60 percent (.60);  

2. Add 1 point for 16 hours of observation.  

Please note that an interview will not be offered to applicants who have under a 3.5 high school GPA when the high school GPA must be used for ranking purposes.  

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

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PTA Program Admission Point Scale

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<th>Points</th>
<th>(A) Enhanced ACT</th>
<th>(B) Overall College GPA</th>
<th>(C) Program Core Courses</th>
<th>(D) High School GPA</th>
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<td>6</td>
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</tbody>
</table>

*GPA based on 4 point system.

Please note that an interview will not be offered to applicants who have under a 3.5 high school GPA when the high school GPA must be used for ranking purposes.
PTA INFORMATION SESSIONS

PTA program information sessions will be held on the Hattiesburg Campus 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 5, 2019 10:00 a.m.
- Wednesday, March 6, 2019 1:30 p.m.
- Tuesday, April 9, 2019 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.

You will not need a reservation to attend. Your attendance will be verified at the meeting.

Due to construction currently being performed on campus, please check the PTA webpage for the exact location prior to the date.
General Admissions Procedure:

Step 1:
Are you currently enrolled at Pearl River Community College?

______(yes*)_________(no)  If no: Proceed to Step 2

If yes*: (PRCC ID#) __________________________ and SKIP to Step 4.

Step 2:

Have you attended PRCC in the last 5 years?

_____________(yes*)_______________(no)  If no: Proceed to Step 3

If yes*: (PRCC ID#) __________________________ Dates
Attended ____________________________ and SKIP to Step 5.

Step 3:

If you have never attended Pearl River Community College, or you have not attended within the last 5 years, you will need to send the following documents to the Admissions Office: Transcripts must be sent via eScript:

- **High school transcripts with GPA calculated on a 4.0 scale OR GED scores if you have not completed at least 12 semester hours in the following courses (A & P I and II with lab, Oral Communications, College Algebra, English Comp I, General Psychology, 1 Humanities Elective which can include Art, Music, Theater Appreciation, Foreign Language, World Literature, Sociology, Marriage and Family)**
- **Transcripts from all colleges or universities you have ever attended**
- **ACT score(s) (make sure to provide us with the highest score)**

Proceed to Step 4 Step.

4:

Have you attended any other colleges or universities other than or since your enrollment at PRCC?

______(yes*)_________(no)  If no: Proceed to Step 5

If yes*: **You will need to send all up-to-date transcripts of other colleges or universities attended to PRCC if they have not already been submitted previously.**

Transcripts must be sent via eScript.

Step 5: All applicants must complete a Pearl River Community College Application online at www.prcc.edu. This must be done before applying to the program.

** To have high school, college and/or university transcripts sent to PRCC use the appropriate “Transcript Request Form” on pages 16-17.
**Step 6: Program Specific**

PTA applicants must complete the following documents and send or deliver them to the **PTA Department**:

Pearl River Community College  
PTA Program  
5448 US Hwy. 49 South  
Hattiesburg, MS 39401  

- PTA Application for Admission (located in this packet)  
- Observation Hours Form(s) (optional)  
- A copy of your valid (not expired) Mississippi driver’s license is required (refer to pages 17)  
- A copy of the General Admissions Procedure (pages 15 & 16 of this packet)  
- Internal Transfer of Student Information form if you are a PRCC student (must be submitted two weeks prior to deadline date)

Please notify PTA office in changes of email address, residence address and telephone number.

Make additional copies of the enclosed forms as needed to complete the application process.

*NOTE: Sometime in early April 2019, you need to email the PTA program office smbolton2@prcc.edu to verify that we have received your complete application packet.*
PRCC PROOF OF RESIDENCY

A student who has attended an out-of-state high school, GED program or college is considered an out-of-state resident until they show proof of being an in-state resident. A student who attended an in-state high school and an out-of-state college is considered an out-of-state resident until they show proof of being an in-state resident.

Unmarried students who are under the age of 21, will be considered in-state or out-of-state according to their parents residence status.

Military students are subject to additional rules and should check with the student services office for additional information.

According to the Admission’s office in Poplarville, to prove in-state residence, a student must submit the following items:

<table>
<thead>
<tr>
<th><strong>Students 21 years or older or Married</strong></th>
<th><strong>Students under 21 years old</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A valid Mississippi Driver License</td>
<td>1. Parent’s valid Mississippi Driver License</td>
</tr>
</tbody>
</table>

NOTE: Every student must submit a **MS Driver’s License AND one of the following items** to the Admissions Office in Hattiesburg as part of the application process.

1. Mississippi Automobile Registration
2. Mortgage paperwork or lease agreement agreement
3. Utility bill (electric, telephone, water)
4. MS Income Tax Return
5. Homestead exemption (if home owner)
6. MS County voter registration card
7. Marriage License, if under age 21

1. Parent’s Mississippi Automobile Registration
2. Parent’s Mortgage paperwork or lease agreement
3. Parent’s Utility bill (electric, telephone, water)
4. Parent’s MS Income Tax Return
5. Parent’s Homestead exemption (if home owner)
6. Parent’s MS County voter registration card

Pearl River Community College
Admissions Office
5448 US Hwy 49 South
Hattiesburg, MS 39401
HIGH SCHOOL TRANSCRIPT REQUEST FORM

Please complete this form and send it to the HIGH SCHOOL(S) YOU ATTENDED. Have the school(s) escript the official transcript(s) to Admissions at Pearl River Community College.

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 send my transcript to:

PEARL RIVER COMMUNITY COLLEGE
Office of Admissions
5448 Highway 49 S.
Hattiesburg, MS 39401

Signature______________________________________________________

Date__________________________________________________________

May be duplicated
COLLEGE TRANSCRIPT REQUEST FORM

Please complete this form and send it to ALL the COLLEGE(S) YOU ATTENDED. Have the school(s) eScript the official transcript(s) to Admissions at Pearl River Community College.

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 send my transcript to:

PEARL RIVER COMMUNITY COLLEGE
Office of Admissions
5448 Highway 49 S.
Hattiesburg, MS 39401

Signature ________________________________________________

Date ____________________________________________________

May be duplicated
NOTE: Please submit this form if you are currently OR have previously been a student at either the Hattiesburg or the Poplarville campus. This is to obtain your transcripts and other pertinent information for the Physical Therapist Assistant program.

This form is to be submitted to the PTA office two weeks prior to the deadline for application.

It is your responsibility to have all current transcripts in the PRCC Admissions Office before submitting this form to ensure transcripts are available to the PTA program two weeks prior to the deadline for application.

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 the PTA office to obtain from Admissions for you

Name: (print) ___________________________ S.S. N. or I.D ________________

Signature

Please check the appropriate box:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Transcript(s) from High School</td>
<td></td>
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<tr>
<td>Transcript(s) from College(s)</td>
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</table>
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 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? YES NO

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? PLEASE SELF REPORT COMPOSITE ACT SCORE:

ACT SCORE WILL BE VERIFIED.

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
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. The applicant is not a

current student of the program.

Facility Name and Address:

__________________________________________

__________________________________________

Facility Phone Number:

__________________________________________

Date:    _________________________________________

Hours Observed:

__________________________________________

Applicant Signature:

__________________________________________

PT or PTA Signature:

__________________________________________

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.

The deadline for application is Monday, April 15, 2019

____ PRCC Application for Admission (online submission)

____ High School Transcript – sent to Admissions (if you do not have 12 hours in core academic PTA classes – see page 15)

____ All College Transcripts – sent to Admissions via eScript (if not already in Admissions)

____ ACT Scores – sent to Admissions (if not already in Admissions)

____ PTA Program Application for Admission – sent to PTA Program

____ Information Session Attended – You may just show up, it is not necessary to pre-register.

____ Observation Hours Form(s) – sent to PTA Program (optional)

____ Mississippi Driver’s License (valid and current)

_____ A copy of the General Admissions Procedure (pages 15 of this packet)

_____ Internal Transfer of Student Information form if you are a PRCC student ( must be submitted two weeks prior to deadline date)

_____ Sometime in early April 2019, you need to email (smbolton2@prcc.edu) at the PTA program office to verify that we have received your complete application packet.
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 in the *PRCC Policy & Procedure Manual* and can be accessed on: [http://www.prcc.edu/faculty/policy-procedure-manual/grievance](http://www.prcc.edu/faculty/policy-procedure-manual/grievance)

The policy and procedure for complaints and grievances for others than PRCC employees can be accessed on: [http://www.prcc.edu/faculty/policy-procedure-manual/complaints-and-grievances](http://www.prcc.edu/faculty/policy-procedure-manual/complaints-and-grievances)  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.

The *Policy & Procedure Manual* can be accessed from the PRCC Homepage by either performing a search or by clicking on the drop down box on *Faculty Information* then clicking on *Policies & Procedures*.

Complaints concerning the program can also be handled by another policy and procedure of 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.

The student not satisfied with the outcome of the complaint has the option of filing a formal complaint to the *Commission on Accreditation in Physical Therapy Education*. This process can be viewed at: [http://www.capteonline.org/home.aspx](http://www.capteonline.org/home.aspx).

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.
A FEW REMINDERS

- **The deadline for application is Monday, April 15, 2019.**
- 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.
- Applicants who are going to be ranked by the high school GPA will be considered for admission only if they have at least a 3.5 GPA.
- Your high school transcript must have your GPA calculated on a 4.0 scale. This only pertains to those applicants whose high school GPAs will be used to calculate his/her rank score. (See page 12 to determine if you high school GPA will be used.)
- You must have at least 12 core curriculum hours to be ranked by your college GPA and not your high school GPA.
- 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 2019, you need to email (smbolton2@prcc.edu) at 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.