



NORTHWEST FLORIDA
STATE COLLEGE



A.S. Physical Therapist Assistant

APPLICATION PACKET

2020-2021

Northwest Florida State College Physical Therapist Assistant Program

Mission Statement:

The mission of the Northwest Florida State College Physical Therapist Assistant Program is to provide high quality education, based on contemporary physical therapy practice, preparing individuals to become licensed physical therapist assistants; who, under the supervision and direction of physical therapists, provide effective, ethical patient care across all patient populations and settings, and engage in life-long learning to meet the needs of the local community.

Role of a Physical Therapist Assistant

Physical therapist assistants (PTAs) work as part of a team to provide physical therapy services under the direction and supervision of the physical therapist. PTAs implement selected components of patient/client interventions (treatment), obtain data related to the interventions provided, and make modifications in selected interventions either to progress the patient/client as directed by the physical therapist or to ensure patient/client safety and comfort.

PTAs assist the physical therapist in the treatment of individuals of all ages, from newborns to the very oldest, who have medical problems or other health-related conditions that limit their abilities to move and perform functional activities in their daily lives. PTAs provide care for people in a variety of settings, including hospitals, private practices, outpatient clinics, home health agencies, schools, sports and fitness facilities, work settings, and nursing homes. PTAs must graduate from a CAPTE-accredited PTA program and licensure or certification is required in most states in which a PTA works.

Role of a Physical Therapist Assistant (PTA). (2016, April 15). Retrieved from <http://www.apta.org/PTACareers/RoleofaPTA/>

Program Accreditation Status:

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Northwest Florida State College is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on June 1, 2020. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the professional/technical phase of the program; therefore, no students may be enrolled in professional/technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Introduction

The Physical Therapist Assistant Program is a two-year program with the first semester dedicated to general education courses that need to be completed prior to full acceptance into the program. The technical phase covers four semesters including the remaining general education courses and 51 credit hours of PTA procedural and clinical education courses. The 23 credits in general education can be completed prior to application submission, but A&P I & II must have had a lab component and been completed in the past 10 years. A total of 74 credit hours are required for graduation.

PROGRAM LENGTH CHANGE FOR CHARTER CLASS ONLY

The program is designed for students to graduate in August however initial accreditation decisions are not acted upon until the next regularly scheduled fall meeting of the Commission following an on-site visit, which must occur during the penultimate term when the charter class is enrolled. This would mean that students would complete their coursework in August and have their graduation delayed until after CAPTE's fall meeting.

In order to accommodate this delay, the program has received CAPTE authorization to split the summer coursework and extend into the fall semester in order for the charter class to finish after the accreditation decision has been made in October. This means the charter class will graduate in December 2022. If granted accreditation, students will graduate with an Associate of Science in Physical Therapist Assistant from an accredited program and be able to sit for the Federation of State Boards of Physical Therapy (FSBPT) licensure exam in January. See below for the variation in program sequence for the charter class. Students admitted to the charter class will be required to sign an acknowledgement of the extended program and delayed graduation (form located in the appendix).

EMPLOYMENT: The technical phase of the PTA curriculum is academically demanding. The transition from general education courses to a technical/clinical curriculum requires adjustment and a full-time commitment. **Employment is strongly discouraged during full-time clinical affiliations.**

Northwest Florida State College
Associate in Science in Physical Therapist Assistant (PTA) Curriculum
(Charter Class Only)

Semester	Course ID	Course Name	Credit Hours
First Year			
Fall Semester (2020)	MGF 1106	Practical Applications of Mathematics	3
	ENC 1101	English Composition I	3
	BSC 1085C	Anatomy and Physiology I	4
	HSC 1531	Medical Terminology	3
	PHI 2600	Introduction to Ethics	3
	Total		
Spring Semester (2021)	BSC 1086C	Anatomy and Physiology II	4
	DEP 2004	Human Growth and Development	3
	PHT 1128	Functional Anatomy and Kinesiology	3
	PHT 1128L	Functional Anatomy and Kinesiology Lab	2
	PHT 1007	Topics in Physical Therapy	3
	Total		
Second Year			
Fall Semester (2021)	PHT 1931	PTA Seminar	1
	PHT 1224	Therapeutic Techniques & Disabilities	3
	PHT 1224L	Therapeutic Techniques & Disabilities Lab	2
	PHT 1200	Basic Patient Care	2
	PHT 1200L	Basic Patient Care Lab	2
	PHT 2301	Pathological Conditions in PT	3
	PHT 1800L	Physical Therapy Clinical Practice I (2 weeks)	2
	Total		
Spring Semester (2022)	PHT 1211	Physical Therapy Principles and Procedures	2
	PHT 1211L	Physical Therapy Principles and Procedures Lab	2
	PHT 2252	Orthopedic Disabilities & Treatment	2
	PHT 2252L	Orthopedic Disabilities & Treatment Lab	1
	PHT 2162	Neurological Disabilities & Treatment	2
	PHT 2162L	Neurological Disabilities & Treatment Lab	2
	PHT 2810L	Physical Therapy Clinical Practice II (4 weeks)	4
	Total		
Summer Semester (2022)	PHT 2704	Advanced Rehab Concepts in PT	2
	PHT 2704L	Advanced Rehab Concepts in PT Lab	1
	Total		
Additional Semester (First Cohort Only)			
Fall Semester (2022)	PHT 2930	Trends in Physical Therapy	2
	PHT 2820L	Physical Therapy Clinical Practice III (8 weeks)	8
	Total		
Total Hours			74

*** Students will be required to commute to clinical sites (which can include travel to several counties in the regional area) and therefore must have dependable transportation. Clinical Practices require 5 days a week time commitment. Hours may vary between clinical sites, but students should expect to work Monday-Friday, 8:00 am-5:00 PM.

**NORTHWEST FLORIDA STATE COLLEGE
ASSOCIATE IN SCIENCE DEGREE – PHYSICAL THERAPIST ASSISTANT
SPRING 2021 APPLICATION PROCESS**

See a Student Success Navigator for Advising or Guidance on the Application Process: Call 850-678-5111. We strongly recommend that you do NOT self-advise.

Applicants interested in the Physical Therapy Assistant (PTA) program at Northwest Florida State College (NWFSC) will apply through the College's online application by selecting the Physical Therapist Assistant application type. All applicants will be required to submit official transcripts prior to admission (official transcripts include a final high school transcript showing a graduation date, or a high school diploma equivalent, as well as transcripts from all post-secondary institutions attended). Once all transcripts have been received, the applicant will be sent the *PTA General Education Cohort Acknowledgement Form* that must be signed and returned to the Office of Academic Records & Enrollment. By signing this form, the applicant acknowledges that his or her admission to the PTA General Education Cohort constitutes general admission to the College only and that he or she will still have to go through a selective admission process to be considered for one of up to 24 slots within the technical phase of the PTA program (the number of applicants selected to the technical phase may change from year to year depending on clinical site availability and job market outlook). Once the PTA General Education Cohort Acknowledgement Form is received, the applicant will be admitted to the College with his or her primary curriculum listed as the A.S. in Physical Therapist Assistant. At this stage, each admitted student will be assigned to the "PTA General Education Cohort"; this assigned cohort code will allow the student to register for any needed general education or pre-requisite courses, but will restrict registration into the program's technical coursework.

The PTA program at NWFSC will admit students into the technical portion of the program each spring semester. In order to be admitted to the PTA technical portion, students must meet the following minimum requirements:

- A grade of C or higher in all pre-requisite courses*
- A cumulative grade of 2.80 in all pre-requisite courses*
- A grade of B or higher in Anatomy & Physiology I* (must be taken within the last 10 yrs)
- Score a 70% or higher on each of 5 components of the HESI Assessment Exam for Health Professions by September 28, 2020 to allow for grade results to post prior to application deadline of October 1, 2020.

*Note: Pre-requisite courses include MGF 1106, ENC 1101, BSC 1085C, HSC 1531, and PHI 2600 (see curriculum listed above). Students currently enrolled in these courses at the time of the technical program review may be granted conditional acceptance pending confirmation of meeting the requirements.

**Note: Students may take the HESI up to two times (Version 1 and 2). The department will consider the highest component score achieved across both attempts. The program will accept scores from the previous year, but students will need to re-take the exam if scores are older than two years. Nursing Admission Assessment Exam – HESI A2 scores will be accepted.

In order to be considered for the technical portion of the program, students will need to complete the following additional admission materials via the online application process by the **October 1, 2020** application deadline (copies of these forms are included in this packet for review):

- Drug Screen & Criminal Background Check Policy Statement
- Introduction to the Profession Assignment
- Work Verification Form (if applicable)
- Essential Functions of a PTA Student Form
- First Cohort Acknowledgement

All eligible applicants are conditionally accepted unless the number exceeds the available slots, in which case a scoring rubric will be used to select the final students and identify alternates. Students who are selected will be notified of their conditional acceptance, or placement on an alternate list, by October 22, 2020. Once notified, the student will be given 5 business days to accept or decline conditional acceptance into the PTA technical program. If a student declines, the program will notify alternates based on ranking (Note: Conditional Acceptance notification letters are sent electronically to the student's NWFSC student email account).

Final acceptance to the PTA technical portion will require the completion of a satisfactory background check and drug screen by the deadline. For those students who were enrolled in pre-requisite courses at the time of the technical portion review, the department will need to confirm the following:

- Achievement of a C or higher in all pre-requisite courses
- Achievement of a minimum cumulative GPA of 2.80 in all pre-requisite courses
- Achievement of a minimum GPA of 3.00 in Anatomy and Physiology I

Once a student has been selected to participate in the technical portion of the PTA program, he or she will be assigned to the "PTA Technical Program Cohort"; this assigned cohort code will indicate that the student was selected for one of the available technical slots and will allow the student to register for the program's technical coursework.

Program Contact Information :

Susan DeSmith, PT, DPT
PTA Program Director
Office: FWB campus, Bldg. 8, Room 871
Phone: (850)863-6511
Email: desmiths@nwfsc.edu

Jamie Serwein, PTA, BS
PTA Instructor – Academic Coordinator of Clinical Education
Office: FWB campus, Bldg. 8, Room 863
Phone: (850)863-6503
Email: serweinj@nwfsc.edu

Requirements AFTER Acceptance:

In order to participate in the clinical portion of the program, students will be required to meet additional criteria. These requirements will be discussed during the PTA Orientation scheduled prior to the beginning of the spring term as they must be completed within certain time frames per our clinical affiliates. Completing them too far in advance may mean that students must repeat them to be in compliance. **Do not begin this process until notified by the Clinical Education Coordinator.**

1. **CPR CERTIFICATION:** Provide CPR certification and maintain throughout program. CPR certification must be from an approved course: **American Heart Association Healthcare Provider.**
2. **PHYSICAL EXAMINATION:** Complete the program health assessment form with a health care provider.
3. **ANNUAL FLU SHOT:** Have documentation of annual flu shot administered during the current flu season. If a student chooses not to have the flu shot, a signed declination/waiver form is required.
4. **HEPATITIS B:** Begin the Hepatitis B series. The vaccine for Hepatitis B is highly recommended. There must be documentation of 3 vaccinations or positive antibody titer (lab report required). If a student chooses not to have the vaccine, a signed declination/waiver form is required.
5. **TB TEST:** Complete a 1 Step TB Skin Test or Chest X-ray. There must be documentation of one of the following: a) negative 1 step test in the past 6 weeks; OR b) negative Quantiferon Gold Blood Test (lab report required) in the past 6 weeks. If either test is positive a clear chest x-ray (with lab report) is required.
6. **TETANUS:** Provide proof of a Tetanus booster within the past 10 years.
7. **VARICELLA (CHICKEN POX):** Provide documentation of one of the following: a) 2 vaccinations; OR b) positive antibody titer (lab reports required).
8. **MEASLES, MUMPS, & RUBELLA (MMR):** Provide documentation of one of the following: a) 2 vaccinations; OR b) positive antibody titers for all 3 components (lab reports required)

Drug Screening and Criminal Background Check Policy

Upon conditional acceptance into the PTA program the student must be willing to submit to a criminal background check and a drug screening exam before being eligible to register for the technical portion of the program. The background check and drug screen are required for placement into clinical rotations. The student will be responsible for the cost of the criminal background checks and the drug screen. Students must also be aware that some clinical agencies may require an additional background check or drug screen prior to clinical access. If something is found during the background check, it will be reviewed by the Program Director and the Dean of Health Sciences and Public Safety. The student may be required to reach out to the Florida Board of Physical Therapy to determine if it will prevent them from gaining licensure.

It is possible to graduate from the program but denied the opportunity to sit for the licensure exam because of an unfavorable background check. Most healthcare boards make decisions about licensure on an individual basis. Please visit the Florida Department of Health website for more information: <http://www.floridahealth.gov/>. Per the Florida Board of Physical Therapy: "If applicants have any affirmative answers in the Criminal, Personal, or Disciplinary sections of the application, submission of the personal statement and supporting documentation can be emailed or faxed to our board office."

Any student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provision of 456.0635 may be disqualified from admission to the PTA Program. In addition to these specific convictions, there are other crimes which may disqualify applicants from entering into the PTA Program and/or clinical rotations. The statute listed below can also be found online:
http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0456/Sections/0456.0635.html

After acceptance and continuing enrollment in this program, the student is responsible for notifying the Program Director of any arrest, regardless of adjudication, that occurs after acceptance and continuing through enrollment and graduation. Failure to promptly notify the Program Director shall be grounds for dismissal from the program.

I have read and understand the above information and have had an opportunity to ask questions. Contact the Program with any questions: (850)863-6511.

Students will provide electronic signature via the online application process.

Introduction to the Profession Assignment

A career in physical therapy can be very rewarding, but like many healthcare careers, also comes with challenges. It is important that you understand both what it means to be a physical therapist assistant and the role they play in patient care, before you apply to the PTA program. The video clips listed below will provide a brief overview of the profession, various treatment settings and different viewpoints from practicing PTAs. The NWFSC PTA Program does not endorse any of the YouTube channels linked below and you are not required to subscribe or add a response to the sites. The videos are meant to provide you with information and different perspectives. We encourage you to reach out to any friends, family members or neighbors who are practicing in the field to get other perspectives.

INSTRUCTIONS:

Before you watch the videos, take a few minutes to write down your current knowledge of the profession and what you think it means to be a PTA. Watch the videos and take notes on anything that stands out to you. After you finish watching all the videos, answer the questions listed below. Your responses will be evaluated and assigned points (up to 5) that will be used in the selective admissions scoring process. There will be instructions through the online application process to upload your responses.

1. Becoming a Physical Therapist Assistant (PTA)	http://www.apta.org/PTACareers/
2. Meet Amanda St. Clair, Physical Therapist Assistant, Daniel Drake Center	https://www.youtube.com/watch?v=uddOpxNkl4g
3. Physical Therapist Assistant—Cliff Stanford	https://www.youtube.com/watch?v=LCfUVbnPfO8
4. ICU & Acute Care Physical Therapy: Phyllis' Recovery	https://www.youtube.com/watch?v=rAEjjcjob-Y
5. Brett's Story: Back to College After a Traumatic Brain Injury	https://www.youtube.com/watch?v=pJIEwRPrI04
6. The Challenges of Being a PTA	https://www.youtube.com/watch?v=DNAZfurZ1zg

1. Before watching the videos, what was your impression of physical therapy and the job of a Physical Therapist Assistant?
2. With the information presented in the videos, describe two things that surprised you about the profession and/or role of a Physical Therapist Assistant.
3. After watching the videos, what is your current impression of physical therapy and the job of a Physical Therapist Assistant?
4. Why do you think this is the career for you?

Scoring Rubric

	5 points	4 points	3 points	1-2 points	0 points
Written Responses	Answers questions with quality responses that reflect consideration of the video content. Virtually, no spelling, punctuation or grammatical errors.	Answers questions with quality responses that reflect consideration of the video content. Few spelling and punctuation errors, minor grammatical errors.	Answers questions with adequate responses that reflect consideration for the video content. A number of spelling, punctuation or grammatical errors.	Answers reflect minimal effort with little consideration for the video content. Many spelling, punctuation and grammatical errors that interferes with the meaning.	Does not submit the assignment.

**Northwest Florida State College
Physical Therapist Assistant Program
Essential Functions of a Physical Therapist Assistant Student**

Students of Northwest Florida State College Physical Therapist Assistant Program must be able to meet these minimum standards, with or without reasonable accommodation, for successful completion of program requirements (separate from the academic standards for admission).

MOBILITY/MOTOR SKILLS

- **KNEEL OR STOOP FREELY:** To floor to adjust patient position or assist with equipment; inspect feet, apply shoes or prosthetics
- **KNEEL, HALF-KNEEL, CRAWL:** On an exercise table to assist with patient activities
- **REACH ABOVE HEAD:** In standing, to adjust and position equipment
- **LIFT; PULL; GUIDE; TRANSFER:** A patient of up to 150 lbs and up to 250 lbs using a two-man technique
- **BEND, STAND, KNEEL, SIT, WALK OR CRAWL FOR 90 MINUTES WITHOUT REST:** To administer emergency care (CPR); to perform lab activities and administer patient interventions
- **GUIDE; RESIST AND ASSIST:** Adult patients (or classmates) during Physical Therapist transfers, ambulation, interventions and exercises; using your arms, legs or trunk to provide the necessary stabilization for a patient during therapy
- **PUSH/PULL:** Large wheeled equipment; whirlpools, tilt tables and patients on stretchers or in wheelchairs
- **WALK:** For extended periods of time to all areas of a hospital
- **CLIMB:** Stairs & inclines while safely guarding an unstable patient
- **BILATERAL DEXTERITY:** To adjust and fine tune controls on electrical and heat modalities; demonstrate ADL activities and exercises to patients; To carry out stretching, massage and exercise programs; adjust and use Physical stretching, massage and exercise programs; adjust and use Physical Therapist devices like goniometers and crutch/cane/walkers, carry out splinting techniques, guard patients
- **COORDINATION:** To perform different tasks with different limbs simultaneously
- **SPEED AND AGILITY:** To protect a walking or moving unstable patient from falling
- **ASSUME A WIDE BASE OF SUPPORT, BALANCE:** To guard, maintain and correct balance of an unstable patient on flat surfaces, inclines and stairs
- **PERFORM:** patient physical assistance using safe and proper body mechanics
- **WORK CAPACITY:** To perform all essential skills and standards to complete eight-hour days, and a 40 hour work week during PTA Program enrollment

SENSORY ABILITIES AND OBSERVATIONAL SKILLS

- **DEPTH PERCEPTION:** For judging distance, surface changes, level changes while ambulating patients
- **SEE (WITH OR WITHOUT CORRECTIVE LENSES):** Patient skin, discriminate color changes, facial expressions and non-verbal communications, normal and abnormal patterns of movement; the environment for up to 20 feet; to read and set parameters on Physical Therapist equipment, detect small calibrations on measuring instruments
- **FEEL:** To discriminate small and large temperature differences; palpate pulses; assess body segment contour; to assess muscle tone; joint movement, discriminate sharp and dull, light touch and deep pressure sensation
- **HEAR:** Soft voices, masked voices, patient call systems, alarms, timers, blood pressure sounds using a stethoscope; demonstrate active listening skills
- **SMELL:** To detect odors related to patient assessment
- **POSITION, MOVEMENT AND BALANCE SENSATION:** To feel where your individual body segments are located and to know when and how they are moving even when you cannot see them

COMMUNICATION STANDARDS

- **SPEAK AND EXPRESS:** Clearly and understandably in the English language; information to peers, faculty, patients, their families and other health care providers; to explain conditions and procedures and teach home programs
- **READ:** Typed, handwritten, chart data and computer-generated documents in the English language; at a level of competency that allows safe and timely execution of essential tasks or assignments
- **UNDERSTAND; INTERPRET:** Medical terminology and information given regarding status, progress and safety of a patient; to follow simple and complex instructions (oral or written) given by a PT regarding patient care; and respond to non-verbal communication/behaviors of self and others
- **FOLLOW DIRECTIONS:** Accurately and efficiently, seeking clarification where necessary
- **WRITE:** To produce legible handwritten or computer word processed documents; use correct medical terminology, spelling, grammar and punctuation; organize and express thoughts in written form in the English language; to prepare accurate, thorough, legally defensible patient documentation
- **INTERPERSONAL SKILLS:** To work collaboratively; interact professionally; to establish rapport with patients, colleagues and classmates; to resolve conflicts; with individuals from a variety of social, emotional, cultural and intellectual backgrounds; maintain confidentiality in all interactions

COGNITIVE AND INTELLECTUAL STANDARDS

- **THINK CRITICALLY:** To identify and solve problems; identify cause/effect relationships; to apply reading, lecture and laboratory information to case study preparation; to employ effective teaching, learning and test taking strategies
- **COMPREHEND:** Relevant information regarding patient diagnoses, Physical Therapist interventions, indications and contraindications, human pathology and impairments from textbooks, medical records and professional literature
- **PRIORITIZE:** Events to provide for patient safety; appropriate patient interventions; multiple tasks; integrate information and make decisions about sequence and progression
- **CALCULATE:** To collect and/or interpret accurate patient data
- **MAKE CLINICAL DECISIONS:** To respond quickly and appropriately to changes in patient status; to analyze written, observed or verbal data about patients and make decisions to terminate, modify, progress or cancel patient treatment; act safely and ethically in the Physical Therapist lab and clinic
- **SHORT-TERM AND LONG-TERM MEMORY:** To accurately and quickly remember data from the chart and information relayed in verbal exchanges with the PT and other members of the health care team; to access learned knowledge to include but not limited to diagnoses, weight-bearing status, indications, contraindications for interventions, safety precautions, subjective reports of patients, emergency procedures; safety procedures; to participate successfully in the learning and evaluation of knowledge within the Physical Therapist Assistant curriculum
- **THINK QUICKLY AND CLEARLY:** To execute all duties unimpaired by any condition or substance that alters mental processing, speed or quality of thought processes or judgment

BEHAVIORAL/PROFESSIONAL STANDARDS

- **FLEXIBILITY:** To adjust to a constantly changing and very demanding full-time schedule
- **COMPASSION:** To respect and show empathy for patients and their families; for people of all personality types, backgrounds, ethnic, race or socioeconomic backgrounds including but not limited to individuals with neurological disorders, physical disfigurement, mental health or complex medical problems
- **COOPERATION:** To work as a member of a team; develop positive and effective relationships with faculty, clinicians, peers and patients
- **RECOGNIZE LIMITATIONS:** To request assistance when needed; accept correction and constructive suggestions; assume responsibility for personal development; utilize resources effectively
- **TOLERANCE:** For close physical contact with patients, peers and classmates during the provision of interventions and in lab; for close proximity and physical contact with patients that require use of standard precautions during therapy due to open wounds, incontinence or other potential exposure to bodily fluids or pathogens during treatment
- **WILLINGNESS:** To wear scrub top/pants as the assigned uniform for fieldwork assignments; To wear required lab attire that will allow for visualization of body contours and exposure of all major joints and muscles; to participate in lab activities that require palpation, measurement, massage and other forms of therapeutic touching of joints, muscles and bony landmarks; to serve as both

the patient model and clinician during patient simulations that allow classmates to practice and perfect Physical Therapist Assistant skills

- **POSITIVE ATTITUDE:** To demonstrate initiative, enthusiasm and appropriate peer and patient interactions
- **WORK ETHIC:** To attend class and clinic promptly and regularly; to stay focused and on task in lecture and laboratory instructional time; to submit work products promptly when due; to display industrious behavior; to submit to all classroom and clinical rules/policies; to demonstrate respect for other health care providers and the profession of Physical Therapist Assistant; to comply with all legal and ethical standards of practice
- **STRESS MANAGEMENT:** Coping skills for fast-paced clinical situations; to manage multiple academic deadlines; deal effectively with psychosocial issues of catastrophic illness, disability and death; respond appropriately in a stressful environment and during impending deadlines; manage personal matters outside of class/workday
- **PLANNING AHEAD:** To arrange transportation and living accommodations for/during off campus clinical assignments to foster timely reporting to the classroom and clinical center
- **SELF CARE:** To maintain general good health and hygiene in order not to jeopardize the health and safety of self and individuals with whom one interacts in the academic and clinical settings

Reasonable Accommodation for Disabilities

The Accommodation Resource Center (ARC) at Northwest Florida State College is committed to providing equal access and opportunities for educational success to all students with disabilities as guided by the American Disabilities Act and other disability-related laws. Northwest Florida State College does not discriminate against qualified individuals with disabilities in any of our programs, services, or activities based on Title II of the Americans with Disabilities Act. Students who wish to request reasonable accommodations are encouraged to contact the ARC to start the process for documenting their disability and determining eligibility for services prior to the start of the program.

By signing below, I am indicating that I have read and understand the PTA Essential Functions and affirm that I have the ability to meet all of the above Essential Functions with or without reasonable accommodations.

Students will provide electronic signature via the online application process.

WORK VERIFICATION FORM

Students can receive selective admissions points for work as a PT tech for > 6 months. A link will be available through the online admissions process to have the facility submit verification electronically.

Applicant Name: _____

Facility Name and Address: _____

Supervisor of applicant must complete the following section:

The person named above is applying to the PTA program at Northwest Florida State College.

Please complete the following to verify employment:

Applicant's Job/Title: _____

Start date of employment: _____

End date of employment: _____

Total length of time employed: _____

The above applicant is or has been employed under my supervision.

VERIFIED BY: (PT or PTA): _____

License Number: _____ Phone Number: _____

Email: _____

Date: _____

**Northwest Florida State College
Physical Therapist Assistant Program
Charter Class Acknowledgement Form**

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I understand that and agree to the information listed above.

Students will provide electronic signature via the online application process.

**NORTHWEST FLORIDA STATE COLLEGE
PTA PROGRAM SELECTIVE ADMISSIONS PROCESS**

Pool of Eligible Applicants for Conditional Acceptance:

- **Admitted to NWF State College**
- **Completed PTA Program Application Packet**
- **All paperwork received by application deadline: October 1, 2020**
- **Score 70% or higher on each of the five components of the HESI Admission Assessment Exam**

Full Acceptance requires confirmation of achieving a C or higher and 2.8 or higher cumulative GPA in prerequisite courses, 3.0 or higher in A&P I, and successful completion of background check and drug screen.

Selection Point System: All eligible applicants accepted unless the number exceeds the available slots, in which case the following point system will be used to select each student.

Applicant's Name _____ Student ID # _____

Item	Points
HESI Assessment Exam: up to 25 points (additional points for scoring above minimum requirement); For each section: 5 points 90-100%, 3 points 80-89%, 1 point 71-79% 1. Reading Comprehension: _____% (your score) = _____ 2. Grammar: _____% (your score) = _____ 3. Vocabulary: _____% (your score) = _____ 4. Math: _____% (your score) = _____ 5. Anatomy and Physiology: _____% (your score) = _____	_____/ 25
Introduction to the Profession Assignment: Up to 5 points (Points based on scoring rubric)	_____/ 5
Previously (within 3 years) qualified applicant to NWFSC PTA Program: Yes = 5, No = 0 Year _____	_____/ 5
Prior college degree: 5 = Master's; 3 = Bachelor's; 1 = Associate's Degree _____	_____/ 5
Work experience as a PT tech/aide (> 6 months): Yes = 5, No = 0 Employer: _____ Months/Years of Employment: _____	_____/ 5
Current Health Related Certification (PCT, EMT, LPN, etc.): Yes = 5, No = 0 Certification: _____ Exp: _____	_____/ 5
Military Service with Honorable Discharge (Proof of service via DD214, etc): Yes = 5, No = 0 Branch: _____	_____/ 5
Attended a PTA Program Information Session: Yes = 5, No = 0 Date: _____	_____/ 5
Current Okaloosa or Walton County Residency by application deadline: Yes = 5, No = 0 (subject to additional documentation upon request)	_____/ 5
General education courses taken at NWF State College: points based on number of credits completed with a C or higher (or currently enrolled) for a maximum of 5 points: 20 or more credits: 5 points, 15-19 credits: 4 points, 10-14 credits: 3 points, 5-9 credits: 2 points, 1-4 credits: 1 point	_____/ 5
Final Score _____ / 70	
Final Ranking _____	

The applicants with the highest point totals are admitted first. If there is a tie among point totals prior to reaching program capacity, the applicant with the highest HESI score (5 sections averaged) will be selected. In the event of a tie amongst the alternates, the same process will be utilized.

Estimated Expenses for the Two-Year PTA Program
(Effective 2020)

Tuition (Florida resident): 74 credits @ \$104.01 credit hour *	\$ 7696.74
Student Access Fee (per semester)	\$ 15.00
Course/Lab/Clinical Fees (approximate total)	\$ 790.00
Textbooks ** (approximate total)	\$ 800.00
CPR certification	varies
Criminal Background Check/Drug Screen	\$ 100.00
Physical Exam & Immunizations	varies
PT student kit with standard items	\$ 75.00
Class Polo Shirt	\$ 50.00
Clinical Laboratory Attire (varies based on clinical site)	varies
APTA Student Membership	\$ 90.00
Testing and Licensing Fees upon graduation (does not include any fees to Prometric Testing Center)	\$ 730.00

All fees and expenses are estimated and are subject to change.

* Tuition costs include general education classes required for the AS PTA degree. Students may have completed some or all of the general education courses prior to acceptance into the program. *Alabama In-state Fees:* Alabama residents qualify for in-state fees at NWFSC plus a \$1.00 per credit hour border state fee.

** Fees and textbook costs for general education classes are not included due to varying nature of the courses.

PTA Program Equipment and Supplies

Students will be required to purchase the following items prior to the start of the technical phase:

1. PT Student Kit with Standard Items (available for purchase in the bookstore)
2. Appropriate lab attire:
 - a. Men: shorts and t-shirt
 - b. Women: shorts, t-shirt, and a sports bra, halter top, or swimsuit top
 - c. Students should also wear low heeled, closed toe shoes with rubber soles
3. Program polo shirt (available for purchase in the bookstore)
4. Khaki or black slacks
5. Analog watch with second hand or digital watch with seconds displayed
6. Lockers will be available for student use. Each student is required to provide their own lock to secure their supplies. Lockers must be cleaned out at the end of each term and locks removed.

HESI for Health Professions Admission Exam Information

The HESI Health Professions Admission Assessment exam is a computerized test that can include up to seven academic exam sections. The Northwest Florida State College Associate Degree Physical Therapist Assistant (PTA) Program requires applicants to take the following five sections: **Math, Reading Comprehension, Vocabulary, Grammar, and Anatomy & Physiology**

IMPORTANT: The HESI exam may be taken up to two times each admissions cycle (version 1 and 2). The highest scores will be considered for your application. Candidates re-applying from the previous year may use their score from the previous application cycle for the re-application process. Scores older than 2 years will not be considered.

Selective Admission Points

For minimum eligibility: you must score **at least 70%** on **EACH OF THE FIVE** content exams by the published deadline. You can receive up to 25 additional points for scoring above minimum requirement - for each section: 5 points 90-100%, 3 points 80-89%, 1 point 71-79%.

To Schedule the HESI Health Professions Admission Exam at a NWFSC Testing Center

- You must schedule an appointment with the Testing Center to take your exam by using their Online Scheduling System **Register Blast**:
 - <https://www2.registerblast.com/nwfsc/Exam/List>
 - 1) Choose a group: Select HESI - Health Sciences Exam
 - 2) Choose an exam: Select HESI HP – PTA entrance Exam
- You have four hours to complete the exam, so please allow yourself enough time to finish your test before closing; recommend scheduling earlier in the day. If you do not complete the exam before closing, you will not be allowed to return to finish the exam at a later date.
- Before arriving to take your exam, you **MUST** set up your Evolve (see information box below).
- The Testing Center will determine **which version of the exam** (version 1 or version 2) you need to take based on the current application cycle.
- You must present a government-issued photo ID or NWFSC ID Card when you arrive at the Testing Center to take your exam.
- The testing fee plus Testing Center registration convenience fee must be paid at the time of registration. You must pay this fee each time you take the exam.

Exam Versions

- Even if you took the Admission Assessment exam in the previous application cycle, you **MUST** take version 1 of the exam in the current cycle; you have the opportunity to take a second version within the current cycle.
- If you have taken the exam during the current application cycle in a different location (via Distance Testing or at another college other than NWF State College), be sure to communicate this with the Testing Center upon registration. Take version 2 of the exam here and contact Evolve to have your first exam scores sent to Dr. Susan DeSmith at desmiths@nwfsc.edu.

If you have questions about how to register for the test, please contact the Testing Center:

- **Phone:** (850) 729-6016
- **Email:** nicevilletestingstaff@nwfsc.edu

Before Test Day

- **You must set up your Evolve account prior to arriving on test day.**
- To set up your Evolve account, please visit: <https://evolve.elsevier.com/>
- After filling in your personal information you will be given your user name and password. Remember this in order to expedite your login on test day.

****We cannot assist you in retrieving your username and password at the time of the exam.** If you cannot remember this information, you will not be permitted to take the exam.

Things to Bring on Test Day

- Photo ID (such as Driver's License or Student ID)
 - Your username/password for your Evolve account (see above)
-

Test Results

- Your results should be available within 24 hours. You will receive an email with a link to your Evolve account to access your scores.
 - This E-Mail will be sent to the address you provided when you created your Evolve account.
 - If you take the HESI Exam at the Niceville Campus OR through using the NWFSC code if taken at a Prometrics Testing Center, your scores will be sent to the Physical Therapist Assistant Department electronically.
-

Repeat Test

- You are only allowed two attempts to take the exam during the application cycle. If you take the exam more than two times during the application cycle, only the scores from the first two exams will count towards your program application.
 - The highest score you earn on each individual component will be applied towards your points.
 - Exam scores older than two years will not be considered.
-

Study Guide

- **HESI Study Guide** - "HESI Admission Assessment Exam Review," 4th ed. By Elsevier (ISBN 978-0-3233-5378-6). Available for purchase at the NWFSC College Store or online.
- **Additional study tips for Anatomy & Physiology:** Do a Google search for anatomy and physiology reviews. Some interactive review websites that we found are listed below, but there may be other good ones.
 - [Get Body Smart](#) (interactive tutorials and quizzes)
 - [Web Anatomy](#) (play the Anatomy Bowl game)
 - [Practice Questions for Anatomy and Physiology](#) (practice questions with answers)

To Schedule a Test at another Location

- If you live within the United States, you may take the exam at any Prometric Testing Center. The cost for the exam through Prometric is higher than on campus.
- Before you schedule your exam through Prometric, review the eligibility information on their website: <https://www.prometric.com/eligibility>
- Once you receive your Eligibility notification E-Mail from Elsevier, you will be directed to schedule and pay for your exam via the Prometric website.
- To find an exam center near you visit: Prometric Elsevier you will select PTA Admission Assessment Exam Version 1 or 2, depending on whether this is the first time you are taking the exam during the current admission cycle.
- Go to the testing center of choice, on the scheduled date and time, with your Evolve username & password, along with a valid government issued photo ID.



HESI Assessment

Distance Testing Eligibility Instructions ONLY For applicants NOT testing at NWFSC

1. You must have an Evolve student account with HESI Assessment

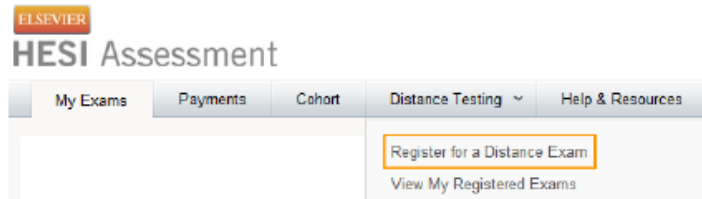
To register for your HESI Distance Testing Exam, you will need an Evolve student account. If you do not have an account, you can create it at: <https://evolve.elsevier.com/>

2. Register for Distance Testing Exam

Log into your Evolve Account and click on:



Click on Distance Testing Tab > Register for a Distance Exam:



Complete the required information, check box, and click the submit button:

1 Register For a Distance Testing Exam

Please enter required information below. Review your Evolve profile and confirm that the information provided is the same as it appears on your government issued photo ID.

Please update your profile at <https://evolve.elsevier.com>

Dept. ID* **2**

Dept. Name

First Name

Last Name

Address Line 1

Address Line 2

City

Zip

Exam* **4**

My Evolve profile is the same as it appears on my government issued photo ID.

1. Please confirm that your first and last name match your government-issued photo ID with signature. (Middle name is not required)
2. Click Tab on your keyboard to populate information.
3. Enter school's department ID.
4. Select the appropriate exam.

NORTHWEST FLORIDA STATE DISTANCE TESTING Department ID: 199193

***IMPORTANT INFORMATION:**

1. Do not use the school's department ID as your student ID when creating your student Evolve account.

2. The first and last name on your Evolve account must be the same as it appears on your government issued photo ID with signature (i.e. Driver's License or Passport). You will not be admitted into the testing lab if there is any discrepancy between what is listed on your Evolve student account and what is presented on your ID.

3. Your government issued ID must include your signature and a photo that resembles your current appearance to gain admittance into the testing center (your middle name/initial is not required).

You will receive an email Confirmation Notice indicating that you may schedule your exam. Please carefully review the information contained in your Confirmation Notice. If name is not correct, or has been changed, please contact Elsevier HESI Assessment at exameligibility@elsevier.com. Failure to do so could result in forfeiture of your testing appointment and associated fees.

PLEASE NOTE:

You will receive your Eligibility ID within 1-3 business days from our receipt of your eligibility request. Please add the following email address to your email's safe sender list to avoid delays: exameligibility@elsevier.com. If you do not see the notification, please check your spam/junk folder.



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