



Physical Therapist Assistant *Advisement Packet & Program Application for Admission**

(*see Accreditation Status statement, Disclaimer Statement & Contingency Plan for PTA Applicants)

Campus: Muskogee

The Physical Therapy Assistant program is offered through a partnership between Indian Capital Technology Center and Connors State College. Students enrolled in this career major will experience challenging coursework while learning physical therapist assistant theory, practice, and critical thinking skills. Clinical education opportunities are designed to develop professional behaviors, observation of practice and implementation of skills, a foundation for critical inquiry, and synthesis of knowledge to entry-level physical therapist assistant practice. Clinical experiences will include a variety of practice settings and exposure to clients with various medical diagnoses across the lifespan.

The Physical Therapist Assistant Program prepares the student as a physical therapist assistant who will receive an Associate of Applied Science degree through Connors State College. Graduates of the program must take and pass the National Physical Therapy Examination (NPTE) for PTAs in order to be licensed and practice as physical therapist assistants. In order to be eligible for the NPTE, the candidate must meet criteria set forth by the Federation of State Boards of Physical Therapy and the Oklahoma Board of Medical Licensure Supervision, which include, but are not limited to the following:

- Be 18 years or older
- Submit online registration and pay registration fee
- Have a degree from a Commission on Accreditation in Physical Therapy Education (CAPTE) Accredited institution *(See Accreditation statement, Disclaimer & Contingency plan for the first cohort of the PTA Program)*
- Conviction of a felony or a misdemeanor involving moral turpitude, or substance abuse history may affect eligibility for licensure and should be considered prior to accepting admittance into the program.

Classroom hours for technical course work at ICTC are generally Monday through Friday, 8:00 a.m. - 3:00 p.m. Class and clinical education hours may vary and the potential exists for some limited learning opportunities that can only be offered during evenings or weekends. In such cases, students are given as much advanced notice as possible. The technical training program is approximately twelve months in length. Classes begin in June.

The instructional format of the technical coursework is lecture with hands-on/interactive activities. Students will be assigned to and be required to travel to clinical education sites in several locations throughout the technical training experience.

Students will be concurrently enrolled at ICTC and CSC while completing technical course work. CSC will be responsible for developing degree plans and performing degree checks. ICTC and CSC will work collaboratively to assist students in meeting general education and technical coursework required for graduation.

APPLICATION DEADLINE: March 8, 2017

Applicants should submit all documents together –in one packet or envelope– at the same time. Applicants who fail to do so will not be considered in the 1st priority category.

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.

Connors State College/Indian Capital Technology Center is seeking accreditation of a new physical therapist assistant education program from CAPTE. On December 1, 2016, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. 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 technical phase of the program; therefore, no students may be enrolled in 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.

For information regarding Candidacy and Accreditation Status, contact:
Commission on Accreditation in Physical Therapy Education (CAPTE)
1111 North Fairfax Street
Alexandria, VA 22314
703-706-3245

***Disclaimer Statement and Contingency plan for the first cohort of the PTA Program:**

Students selected for admission will be *conditionally* accepted into the program, pending a positive decision from CAPTE to grant Candidacy status to the program, in order to proceed with a June, 2017 start date for the first cohort. This decision will not come until May, 2017 prior to classes planned to begin June 5, 2017.

As outlined above, students must graduate from a CAPTE accredited program in order to sit for the national licensure examination and practice as a physical therapist assistant. The final accreditation decision will not occur until near graduation of the first cohort. Therefore, the following contingency plan is offered to the first cohort of students: In the event the program does not receive CAPTE accreditation, ICTC will offer a refund of ½ the PTA tuition (to exclude books, fees, supplies etc.), **or** full tuition credit toward another ICTC program. Students wishing to apply credit toward another ICTC program must meet all admissions requirements for that particular program and space must be available.

ICTC reserves the right to close, extend, or re-open the announced application period without prior notification. Incomplete applications may not be considered. Should the application period be extended prior to the stated deadline, no preference will be given to those who met the original deadline. APPLICATION TO ANY ICTC HEALTH CAREER PROGRAM DOES NOT GUARANTEE ADMISSION.

ICTC Nondiscrimination Statement

Indian Capital Technology Center is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment and admission practices. Concerns regarding this policy should be addressed to the District Compliance Coordinator, at 918-687-6383 or 1-800-375-8324, 2403 N 41st Street E, Muskogee, OK 74403. Additionally, each campus has a contact in which complaints can be reported.

CSC Notice of Nondiscrimination

Connors State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures. This provision includes, but is not limited to admissions, employment, financial aid and educational services. The Director of Human Resources, ADA, Affirmative Action and Title IX Coordinator, 700 College Rd., Warner, OK 74469, Gatlin Hall Rm 231; Phone (918) 463-6206; email: walkernv@connorsstate.edu has been designated to handle inquiries regarding non-discrimination policies. Any person (student, faculty or staff) who believes that discriminatory practices have been engaged in based on gender may discuss his or her concerns and file informal or formal complaints of possible violations of Title IX with CSC's Title IX Coordinator, (918) 463-6206.

Admission Requirements and Selection

PTA PROGRAM ADMISSION CRITERIA

- Admission to Connors State College
- Completed PTA Program Application
- Minimum college GPA 2.5 (cumulative)
- Documentation of minimum of 16 hours of observation experience with PT or PTA
- Completion of the following courses at the time of admission*:
 - ENG 1113 English Comp I – “C” or higher – 3 credit hours
 - ENG 1213 English Comp II – “C” or higher – 3 credit hours
 - HIST 1483 or HIST 1493 U.S. History – “C” or higher – 3 credit hours
 - POLS 1113 American Federal Government – “C” or higher – 3 credit hours
 - PSYC 1113 General Psychology – “C” or higher – 3 credit hours
 - MATH 1513 College Algebra OR MATH 1473 Applied Mathematics – “C” or higher – 3 credit hours
 - SPCH 1113 Intro to Oral Communication OR COMS 1113 Fundamentals of Computer Usage – “C” or higher – 3 credits
 - BIOL 1114 General Biology – “C” or higher – 4 credit hours
 - BIOL 2104 Human Anatomy – “C” or higher – 4 credit hours
 - BIOL 2114 Human Physiology* – “C” or higher – 4 credit hours **(see degree plan on following page for possible substitution)*
 - NURS 1003 Medical Terminology – “C” or higher – 3 credit hours

**Completion of all courses will be required for degree and must be completed prior to completion of technical course work.*

Admission priority will be applied in the following manner:

- 1st priority: Applicants who meet admission requirements and submit completed applications by the deadline date
- 2nd priority: Applicants who meet admission requirements but whose applications are not complete. These applicants must be able to produce missing criteria.

Applicants who are currently enrolled in the semester must provide documentation of enrollment and current course grades in order for coursework to be considered.

Connors State College will conduct transcript reviews. Applicants must be accepted for admission by Connors State College. Approved admission to CSC, however, does not guarantee admission to the Physical Therapist Assistant program.

Applicants meeting the admission criteria will be scored according to the "Priority Point System", and ranked within each priority area according to the number of points earned. Highest ranking applicants will then be selected for interviews. ICTC/CSC will determine the number of applicants interviewed. A minimum of score of 10 on the interview is required for admission. Applicants will be provided with two (2) questions to be completed in written short essay format following the interview. Space will be provided for completion of the essays on-site, and the form will be submitted to staff when complete.

Following interviews, each applicant's interview and essay response points will be added to their "Priority Points". Selection for admission will be based on the applicant's total score (Priority Points plus Interview & essay response scores). Applicants will be notified of admission status by letter in April or May.

If selected for admission, continued enrollment is contingent upon a satisfactory background check and sex offender registry check, required drug screening, and fieldwork placement. Classes begin in June. Attendance at orientation session will be required (tentative date: June 2). Failure to attend could jeopardize admission.

Cost

Cost of the technical courses of the program at ICTC is approximately \$6,000.00 (In-District), plus fees required by CSC

- All students will be required to submit a \$150 deposit to ICTC to complete background checks and drug screening and hold the position in the program
- All other payments will be arranged through Connors State College
- Books, supplies and fees for technical courses are included in the cost
- Final grades and transcripts will not be released if a balance remains

** Fees & other costs are estimated and subject to change. Cost does not include uniforms, or cost of certification & licensure. Additional transcribing & enrollment fees will be required by CSC.*

ICTC/CSC are not obligated to admit applicants who do not meet the identified criteria for admission or score below 10 on the interview. If positions remain open after all applicants meeting the criteria for admission have been accommodated, ICTC/CSC reserve the right to extend or re-open the application period without advanced notice, and/or admit applicants who do not fully meet admission criteria or score below 10 on the interview. If these applicants are admitted, the right is reserved to admit contingently and/or on a probationary status and/or set stipulations for admission.

An alternate list will remain in effect until the first week of class. Alternates and applicants not admitted to the program must reapply to be considered for later admission.

Degree Plan - Connors State College:

Associate in Applied Science (AAS) Physical Therapist Assistant

Total Minimum Degree Hours: 70 credit hours

- **General Education Requirements: 21 credit hours**
 - ENGL 1113 English Comp I – 3 hours
 - ENGL 1213 English Comp II – 3 hours
 - HIST 1483 or HIST 1493 U.S. History – 3 hours
 - POLS 1113 American Federal Government – 3 hours
 - PSYC 1113 General Psychology – 3 hours
 - *MATH 1513 College Algebra – 3 hours
 - SPCH 1113 Intro Oral Communication OR COMS 1113 Fundamentals of Computer Usage
- **Technical Occupational Support Courses: 15 credit hours**
 - BIOL 1114 General Biology – 4 hours
 - BIOL 2104 Human Anatomy – 4 hours
 - *BIOL 2114 Human Physiology – 4 hours
 - NURS 1003 Medical Terminology – 3 hours
- **Technical Occupational Specialty Courses (ICTC): 34 credit hours**
 - PTAT 1011 Introduction to Physical Therapy – 1 hour
 - PTAT 1012 Kinesiology for Physical Therapist Assistants w/lab – 2 hours
 - PTAT 1122 Pathophysiology for Physical Therapist Assistants – 2 hours
 - PTAT 1203 Basic Patient Care Skills – 3 hours
 - PTAT 1033 Therapeutic Exercise I w/lab – 3 hours
 - PTAT 1023 Physical Agents w/lab – 3 hours
 - PTAT 1232 Clinical Procedures w/lab – 2 hours
 - PTAT 2033 Therapeutic Exercise II w/lab – 3 hours
 - PTAT 1212 Clinical Practice I – 2 hours
 - PTAT 2011 Orthopedic Management for Physical Therapist Assistants w/lab – 1 hour
 - PTAT 2043 Neurology and Rehabilitation for Physical Therapist Assistants w/lab – 3 hours
 - PTAT 2124 Clinical Practice II – 4 hours
 - PTAT 2121 Professional Issues – 1 hour
 - PTAT 2134 Clinical Practice III – 4 hours

*The following substitutions may be allowed: students may substitute a combined Anatomy & Physiology I and II (BIOL 1314 **AND** BIOL 1324) for BIOL 2114 Human Physiology. Students may NOT substitute only BIOL 1314 or BIOL 1324 for BIOL 2114. The combined Anatomy & Physiology course must have a laboratory component, and be offered in the Biology department. Students **must** have a stand-alone Human Anatomy course with a laboratory component. Only rare exceptions will be made, when the student has the equivalent or above of a stand-alone Human Anatomy with lab. Students may substitute MATH 1473 Applied Mathematics for College Algebra.

Licensure

Upon graduation of the PTA Program, the student must pass a licensure examination in order to practice as a PTA. The student must have graduated from an accredited PTA program in order to be a candidate for the examination. Upon the program receiving accredited status, and the student completing all coursework, the student is considered to be a candidate for the certification examination offered by the Federation of State Boards of Physical Therapy. The Program Director will complete the required forms to be submitted to the licensure board, and provide directions for registration to the students. It is the student's responsibility to complete the application and return it with all required fees and payments to the testing agency. Individuals who have been convicted of a felony, or of a crime involving moral turpitude, or who have an issue substance abuse or addiction, may not be eligible to take the licensure examination. All graduates must contact their state board to apply for licensure in the state in which they plan to practice. Requirements for licensure may vary from state to state. Students planning to work in Oklahoma may contact: Oklahoma Board of Medical Licensure and Supervision, P.O. Box 18256, Oklahoma City, OK 73154; (405) 848-6841 <http://www.okmedicalboard.org/>

Please note: A felony conviction or a misdemeanor conviction involving a crime of moral turpitude may affect a graduate's ability to meet the requirements for licensure and therefore should be considered prior to starting an academic program.

Physical Therapist Assistant



STEP 1

Complete the application process for admission to Connors State College

- Apply online at: <http://connorsstate.edu/applynow/>
(Acceptance to CSC required for consideration for admission to PTA program)

STEP 2

Complete the application to PTA program (form attached)

STEP 3

Obtain:

- 2 copies of *official* college transcript(s)
- additional documentation for points (See "Priority Point System")

STEP 4

Complete 16 hours of observation experience with a Physical Therapist or Physical Therapist Assistant (form attached)

- minimum of 2 facilities documenting minimum of 8 hours each

STEP 5

Submit:

- completed applications (CSC and ICTC)
- 2 copies of *official* college transcript(s)
- observation documentation forms
- other documents for points (as applicable) to:

**Indian Capital Technology Center - Adult Health Careers
ATTN: Lisa Martin (PTA Application Enclosed)
2503 N. 41st Street East
Muskogee, OK 74403**

Applications that are incomplete or not accompanied by 2 copies of *official* college transcript(s), and observation forms may not be considered. Only documents submitted with application will be awarded points. Applicants should submit all documents together –in one packet or envelope– at the same time. Applicants who fail to do so will not be considered in the 1st priority category.

Admission advisement is available at ICTC and CSC.

**APPLICATION DEADLINE:
March 8, 2017**

APPLICATION PROCESS

ALL REQUIRED DOCUMENTATION SHOULD BE SUBMITTED WITH THE APPLICATION. THIS INCLUDES:

- COMPLETED APPLICATION
- 2 COPIES of **OFFICIAL COLLEGE TRANSCRIPTS**
- **OBSERVATION DOCUMENTATION FORMS**

All documentation is for awarding of points and should also be **SUBMITTED WITH THE APPLICATION**. POINTS WILL NOT BE AWARDED FOR DOCUMENTATION NOT SUBMITTED WITH THE APPLICATION. (See reverse side for further Point explanation).

TECHNICAL SUPPORT COLLEGE COURSES

General Biology	A – 6 pt B – 4 pt C – 2 pt	Medical Terminology	A – 6 pt B – 4 pt C – 2 pt
Human Anatomy	A – 6 pt B – 4 pt C – 2 pt	Human Physiology	A – 6 pt B – 4 pt C – 2 pt
ICTC Health Careers Certification or ICTC Sports Medicine			1 pt

COLLEGE CREDIT / GPA

Prior College Degree	Graduate degree – 4 pts Baccalaureate degree – 3 pts Associate degree – 2 pts	College GPA	3.5 and above – 20 pts 3.4 – 19 pts 3.3 – 18 pts 3.2 – 17 pts 3.1 – 16 pts 3.0 – 15 pts 2.9 – 14 pts 2.8 – 13 pts 2.7 – 12 pts 2.6 – 11 pts 2.5 – 10 pts
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OBSERVATION WITH PT OR PTA

Observation	9 pts 3 pts 8 pts 2 pts 6 pts 1 pts 5 pts 0 pts 4 pts
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CERTIFICATION OR LICENSURE IN A HEALTH CAREER

Current certification / licensure in health care** **(see "Point Explanation" for required documentation)	(Max of 5 points in this category)
	Paramedic, LPN, Surgical Technologist, Radiological Technologist -- 4 pt
	Military Medic -- 3 pt
	Certified Medical Assistant, CNA &/or HHA, EMT -- 2 pt
	Certified Medication Aid, CPR (Health Care Provider), Phlebotomy -- 1 pt
	Other* _____

TOTAL POINTS (Prior to Interview – 62 possible):

INTERVIEW (30 possible)

ESSAY QUESTIONS (8 possible)

TOTAL POINTS (100 possible) :

Priority Point System Explanation

POINT SECTIONS	EXPLANATION and SUPPORTING DOCUMENTATION										
Technical Support College Courses	<p>Points are awarded according to grades in the following college courses: General Biology, Human Anatomy, Human Physiology, and Medical Terminology; and for GPA. Points are awarded for completion of other courses with a "C" or better.</p> <p>Points will be awarded ONLY if an official transcript (college or career tech) is submitted, and the criteria for each is met. If applicant is currently enrolled, points will be awarded if an official transcript documenting enrollment, as well as documentation from instructor indicating a current letter grade is submitted.</p>										
College Degree Earned / GPA	<p>Points will be awarded for an earned college degree and GPA.</p> <ul style="list-style-type: none"> • <u>College Credit</u> – Must submit <i>official</i> transcripts • <u>Grade Point Average (GPA)</u> – points will be awarded for cumulative college GPA. If no GPA is documented on transcript, points will not be awarded. 										
Observation with PT or PTA	<p>Points will be awarded for scores on observation forms. Applicants must submit a minimum of 2 Documentation of Observation Hours Forms from facilities where he/she observed physical therapy for a minimum of 8 hours at each facility (total of 16 hours of observation – minimum of 2 forms, each from a different facility). Scores from the forms will be averaged together.</p>										
Current Certification or Licensure in Health Care*	<p>Must provide a copy of current certification or license issued by the official certifying or licensing agent. CPR must be "Health Care Provider" or its equivalent to receive points. Military Medics should provide a DD214.</p> <p><i>*ICTC reserves the right to evaluate additional certifications not listed, and award 0-1 point based on the certification's relationship to direct patient care and the program for which the applicant is applying.</i></p>										
Interview	<p>Interviews have a possible 30 points, and a minimum score of 10 is required to be considered for admission. Applicants who meet the admission criteria and are granted interviews will be notified and the interview will be scheduled. The interview will take approximately 15-30 minutes.</p>										
Written Responses	<p>Points will be awarded for responses to two questions to be answered in essay format.</p>										
POINT TIES	<p>Ties in applicant scores will be broken by the following items in the order that they are listed below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1) Applicant resides within the ICTC school district</td> <td style="width: 50%;">6) Points received for "Current Cert/License in Hlth Care"</td> </tr> <tr> <td>2) Points received for Technical Support College Courses</td> <td>7) Points received for Essay Response</td> </tr> <tr> <td>3) GPA</td> <td>8) Date Application received</td> </tr> <tr> <td>4) Interview</td> <td>9) Random drawing</td> </tr> <tr> <td>5) Points received for "Observation"</td> <td></td> </tr> </table>	1) Applicant resides within the ICTC school district	6) Points received for "Current Cert/License in Hlth Care"	2) Points received for Technical Support College Courses	7) Points received for Essay Response	3) GPA	8) Date Application received	4) Interview	9) Random drawing	5) Points received for "Observation"	
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4) Interview	9) Random drawing										
5) Points received for "Observation"											



GENERAL INFORMATION ABOUT ABILITIES NEEDED FOR SUCCESS IN HEALTH CAREERS EDUCATION

A student in health careers education will be learning through direct participation in patient care and as a member of the health care team. To participate effectively as a health care provider, individuals should possess certain abilities which include but may not be limited to:

Vision

adequate to read very small print, diagrams, graphs, and calibrations such as mm and 0.1 ml. Also, must be able to discriminate color changes of skin and body exudates.

Hearing

conversational tones discriminate between different sounds within the body such as breath, heart, fetal heart with use of adaptive medical equipment such as stethoscope; also hear signal alerts on medical machinery.

Smell

to detect and discriminate between odors.

Touch

in order to perceive, through the tactile sense, certain parts of a person's anatomy for the purpose of identifying reference sites for various treatments and/or diagnostic procedures, to collect data during a physical exam, to render personal hygiene measures, etc.

Speak & Write

the predominant language of the geographic area in a clear, concise way during verbal and written communication.

General physical fitness / Gross Motor / Fine Motor

including strength, balance, and agility adequate to endure activities including, but not limited to the following: several consecutive hours of walking, standing, moving, and lifting other persons, pushing and pulling various types of equipment such as wheelchairs and gurneys, repetitive bending and stooping, kneeling, half-kneeling, lifting 20 lbs. repetitively, lifting 50 lbs. occasionally, push/pull 50 lbs. frequently, and frequent overhead reach activity. Fine motor skills are needed to write, to manipulate equipment such as syringes, medical equipment, and to maintain a sterile field. General physical fitness also including freedom from infectious diseases which pose a significant risk of transmission to others in the workplace if reasonable accommodations will not eliminate that risk.

General mental/ emotional fitness

adequate to ensure informed judgment and individual competence on the part of the student in accepting responsibilities, delegating activities to others and providing care to patients.

Basic academic skills

Reading & Math: prefer High School or higher grade equivalency level as evidence on approved program assessment exam(s). Skills should include; penmanship legible; word usage (written & verbal) appropriate and correct within sentence structure, words spelled correctly; ability to read and interpret various forms of written communication; working with whole numbers, fractions, decimals, calculation of such things as IV fluid rates, preparation of medication dosages, applying various formulas to determine body mass, etc.

ICTC Nondiscrimination Statement

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Applicants Educated Outside the United States:

Applicants who received their high school education outside the United States must submit official documentation that their high school education and subsequent graduation is equivalent to that of a high school graduate in the United States. This may be accomplished by one of the following methods:

1. Take the GED exam and submit scores/documentation indicating high school equivalency. The applicant may contact an ICTC or CSC counselor for assistance with this process.
2. Request a review/evaluation of academic records from an official agency that specializes in validating academic credentials of persons educated outside the United States. Provide proof /documentation of such to ICTC/CSC. Such documentation must indicate that the applicant's education meets high school graduate equivalency in the United States.
3. If the applicant has completed a minimum of 30 college hours from an accredited/approved higher education institution within the state of Oklahoma, the applicant may be eligible to petition the Oklahoma Department of Education to be awarded high school equivalency. For more information the applicant may contact the Oklahoma Department of Education at 1-800-405-0355.

It is the applicant's responsibility to provide one of the above forms of documentation. The applicant is responsible for any cost that might be incurred.

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Official use only:	
AC	AQ
ANC	ANQ
ADM/ALT	_____

PHYSICAL THERAPIST ASSISTANT Program Application for Admission*

(*see Accreditation status statement, Disclaimer Statement & Contingency plan for PTA applicants)

APPLICANT INFORMATION:

DATE APPLICATION SUBMITTED: _____ SOCIAL SECURITY# _____

NAME: _____
(Last) (First) (MI) (Other last names on educational/financial records, etc)

MAILING ADDRESS: _____
(Street) (City) (State) (Zip)

HOME PHONE: _____ CELL PHONE: _____ E-MAIL: _____

ALTERNATE CONTACT: _____
(Name) (Relation) (Phone)

Are you a US Citizen? NO* YES *Proof of Legal Residency may be required for certification or licensure

PROGRAM TO WHICH YOU ARE APPLYING

Physical Therapist Assistant* (ICTC Muskogee Campus – Application deadline: March 8, 2017)
*see Accreditation Status, Disclaimer and Contingency Plan for PTA applicants

EDUCATION HISTORY

HIGH SCHOOL GRADUATE Year: _____ or GED Year: _____

If High School Graduate:
 High School Name _____ City/State _____

PREVIOUS ENROLLMENT IN ICTC HEALTH CAREER PROGRAMS

Please indicate below if you have been previously enrolled in any of the programs below:

Practical Nursing	Yes / No	Year:	Campus:
Radiology Technology	Yes / No	Year:	
Surgical Technology	Yes / No	Year:	
Occupational Therapy Assistant	Yes / No	Year:	
Health Careers Certification or Sports Medicine	Yes / No	Year:	Campus:

COLLEGE DEGREES

Degree	College	Year

CREDIT FOR PREVIOUS LEARNING / RELATED COURSES

Credit for courses listed below may be granted for some programs with submission of *official* transcripts documenting stated requirements. Please indicate whether or not you will be requesting credit.

PHYSICAL THERAPIST / PHYSICAL THERAPIST ASSISTANT COURSEWORK	YES / NO

Complete Reverse Side of Application →

Statements of Understanding

1. Photo Release

I give my permission to Indian Capital Technology Center to use my photograph or video image for public relations or instructional purposes. I understand that I will not be compensated in any manner for this use.

2. Approval for Release of Records

I authorize Indian Capital Technology Center to release records/information to agencies providing or preparing to provide assistance to me for my educational benefit. This includes financial aid entities, fieldwork sites, other education entities, or official agencies.

3. Background Checks

Individuals applying for enrollment and who are admitted must comply with the request for a background check(s), which includes a sex offender registry check(s) as set forth in current ICTC policy. The background check may be shared with fieldwork sites. Information contained in the background check may affect the individual's ability to continue enrollment in the program. In addition, background check results may affect employment or licensure.

4. Drug and Alcohol Screens

Students enrolled in health career programs at ICTC will be required to complete drug and/or alcohol screens. Failure to submit a clear screen at any time may result in immediate dismissal from ICTC. Expenses associated with screens are the responsibility of the student.

5. Services for Students Requiring Accommodations

Adult students requiring accommodations are advised to contact Student Services at 918-687-6383 and/or notify the Program Administrator/ Instructor.

6. Financial Aid

The student is ultimately responsible for the payment of all school expenses at the time they are due.

7. Policies and Procedures

Students are expected to comply with all policies and regulations of Indian Capital Technology Center and its health careers programs. Handbooks containing policies and procedures for ICTC students and full-time Adult Health Careers students are available to every student enrolled at www.ictctech.com. Students should ensure they obtain and read these documents upon admission. If a student cannot access the handbook for any reason, he/she should notify faculty and request such documents.

8. *Accreditation Status of the PTA Program

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.

Connors State College/Indian Capital Technology Center is seeking accreditation of a new physical therapist assistant education program from CAPTE. On December 1, 2016, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. 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 technical phase of the program; therefore, no students may be enrolled in 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.

*DISCLAIMER STATEMENT & CONTINGENCY PLAN FOR PTA APPLICANTS:

Students selected for admission will be *conditionally* accepted into the program, pending a positive decision from CAPTE to grant Candidacy status to the program, in order to proceed with a June, 2017 start date for the first cohort. This decision will not come until May, 2017, prior to classes planned to begin June 5, 2017. As outlined above, students must graduate from a CAPTE accredited program in order to sit for the national licensure examination and practice as a physical therapist assistant. The final accreditation decision will not occur until near graduation of the first cohort. Therefore, the following contingency plan is offered to the first cohort of students: in the event the program does not receive CAPTE accreditation, ICTC will offer a refund of 1/2 the PTA tuition (to exclude books, fees, supplies, etc.), or full tuition credit toward another ICTC program. Students wishing to apply credit toward another ICTC program must meet all admissions requirements for that particular program and space must be available.

I have read and understand the above statements and disclaimers:

Signature of Applicant

Date

I hereby certify that I am the applicant referred to in the application and that the information I have provided is true and accurate to the best of my knowledge. I understand that if I am admitted to the CSC/ICTC Physical Therapist Assistant Program, any false statement or misrepresentation on this application and throughout the course of the admission process and/or enrollment shall be considered sufficient cause of dismissal from the program.

Signature of Applicant

Date

ICTC Nondiscrimination Statement

Indian Capital Technology Center is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment and admission practices. Concerns regarding this policy should be addressed to the District Compliance Coordinator, at 918-687-6383 or 1-800-375-8324, 2403 N 41st Street E, Muskogee, OK 74403. Additionally, each campus has a contact in which complaints can be reported.

CSC Notice of Nondiscrimination

Connors State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures. This provision includes, but is not limited to admissions, employment, financial aid and educational services. The Director of Human Resources, ADA, Affirmative Action and Title IX Coordinator, 700 College Rd., Warner, OK 74469, Gatlin Hall Rm 231; Phone (918) 463-6206; email: walkernv@connorsstate.edu has been designated to handle inquiries regarding non-discrimination policies. Any person (student, faculty or staff) who believes that discriminatory practices have been engaged in based on gender may discuss his or her concerns and file informal or formal complaints of possible violations of Title IX with CSC's Title IX Coordinator, (918) 463-6206.

Applicant: make copies of this form as needed	Documentation of Observation Hours Form CSC/ICTC PTA Program 2403 N. 41st. Street East Muskogee, OK 74403 918-913-3928	Observation hours may be obtained through volunteering, observing, or employment at a physical therapy clinic.
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Applicant Name: _____

(First) (MI) (Last)

I understand that Federal Law provides me, after enrollment, a right of access to this statement of recommendation. I also understand that I have the right to hereby (check one) waive, do not waive this right of access.

Date: _____ Applicant Signature: _____

Attention Therapist: This individual is applying for the PTA Program at Connors State College/Indian Capital Technology Center. He/she must have observed at your facility for a **minimum of 8 hours**. Please complete this form based on your experience with the applicant. Please base your evaluation on actual observed performance. Place in a sealed envelope and return form to the applicant.

How long have you known the applicant, and in what capacity? _____

Please circle the category that best applies to the applicant in the following areas:

- 6. **Motivation:** The desire of the applicant to invest him/her self to reach goals.
3-Highly motivated 2-Inconsistent 1-Motivated 0-Unmotivated

- 7. **Concern for Others:** The consideration of other's feelings and the applicant's ability to view other points of view as well as their own.
3-Sincerely Concerned 2-Occasionally Concerned 1-Generally Concerned 0-Indifferent

- 8. **Interpersonal Relations:** The ability of the applicant to develop effective interactions with others.
3-Relates exceptionally well and effectively 2-Usually related well and effectively
1-Usually related well and effectively 0-Unable to effectively interact with others

- 9. **Attendance:** The reliability of the applicant to be at designated functions and on time.
3-Keeps scheduled appointments, on time 2-Usually keeps appointments, occasionally tardy
1-Unreliable in keeping appointments 0-Never on time

- 10. **Appearance:** The applicant's appearance is professionally appropriate for the situation.
3-Always neat and clean; professional dress 2-Frequently sloppy/unkept/unprofessional dress
1-Generally neat and clean; usually professional 0-Never neat and clean; unprofessional dress

6. How do you recommend the applicant for admission to the CSC/ICTC Physical Therapist Assistant Program? (Please circle one)

(3)- I recommend with enthusiasm (2) -I recommend with reservations (1)- I recommend (0)- I do not recommend

Number of hours observed at your facility: _____

Printed Name: _____ Signature: _____

Date: _____ Position: _____

Business Name: _____ Business Address: _____ Phone: _____

Applicants: Please turn in completed documentation of hours forms in a SEALED envelope with the completed application.