



ARAPAHOE COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM

Program Application Fall 2019

Application Deadline is May 15, 2019

Note: An acceptance letter from Arapahoe Community College into the college does not mean that an applicant has been accepted into the PTA Program. Completion and submission of the information in this packet does not automatically guarantee acceptance into the program.

We're Moving!!!



*The Physical Therapist Assistant Program
will relocate to our new Castle Rock
campus for Fall of 2019.*

Please make sure all written information is legible. The PTA program is not responsible for mailing errors related to illegible information. The program will use this information to notify applicants of results of the application process. Your @student.cccs.edu email address will be utilized for notifications during the application process. If your contact information changes, you must submit these changes to the PTA program to expect notifications will reach you.

Applications must be submitted to the PTA program in hard copy (no electronic or faxed copies). **All information should be included in one packet.** Applications can be mailed to: ACC PTA Program, 5900 S. Santa Fe Drive, Littleton, CO 80120 or dropped off in person in A-2000 of the Littleton campus or left in the mailbox for Paula Provence located in A-2280 on the Littleton Campus.

Name: _____
First M.I. Last

Address: _____
Street

City State Zip Code

Phone: _____
Home or Cell Work

Arapahoe Community College Student ID# _____ (required)

ACC Student E-mail: _____ @student.cccs.edu (required)

Date of High School Graduation: _____ or **Date of GED** _____

Applicant Check List: (indicate document attached or information provided with a √).

____ 1. Submit an application for admission to Arapahoe Community College to the Admissions Office.
<https://grails.cccs.edu/onlineApplication/login/auth?school=ACC>

____ 2. Arrange for official copies of all applicable college transcripts to be sent to the ACC Records Office directly from the institution. *All electronic transcripts must be submitted to ACC Admissions* (admissions@arapahoe.edu).

- _____ 3. Submit to the Physical Therapist Assistant Program one complete admission packet containing:
- _____ PTA program application
 - _____ CCPT/Accuplacer Scores. (All students regardless of any consideration must submit a copy of the CCPT or Accuplacer taken at Arapahoe Community College within the last 3 years.)
 - _____ Copies of all college transcripts. Copies must be attached to this application in addition to copies sent to the Records Office. This includes current ACC students. If your ACC transcript includes transfer credit for general education courses completed at another institution, the full transcript for that institution is still required. **Points will only be awarded for coursework reflected on an ACC transcript as of May 31, 2019.**
 - _____ Highlight each general education course on the copy of the institution transcript you are attaching to this application.
 - _____ Documentation of all volunteer or work-related hours in a PT clinic.*
- _____ 4. Attach signed copy of the Informed consent page.

Please note that letters of recommendation are to be returned directly to the program. Any letter of recommendation attached to the PTA program application, will not be considered.

IT IS THE STUDENT'S RESPONSIBILITY TO SEE THAT ALL APPLICATION MATERIALS ARE COMPLETE AND HAVE BEEN RECEIVED BY 5:00 pm ON MAY 15, 2019. APPLICATIONS RECEIVED AFTER MAY 15, 2019 WILL BE CONSIDERED ON A SPACE-AVAILABLE BASIS.

*Three visitation forms are provided in this packet. If you need more, please make Xerox copies. If you complete your hours in less than three facilities, do not ask for duplicate information from a facility.

**Arapahoe Community College
Physical Therapist Assistant Program
Application for Admission - Fall 2019**

Please provide a handwritten answer to question below in the space provided.

Membership in which APTA Section is most and least appealing to you and why? Go to the American Physical Therapy Association's website at www.apta.org. Under the About Us tab, click on Chapters and Sections. Once you have thoroughly reviewed the information on APTA Sections, discuss the section which is most and least appealing to you.

**Arapahoe Community College
Physical Therapist Assistant Program
Physical Therapy Setting Visitation Report**

Note to the clinician: As part of the admission process for the Physical Therapist Assistant program at Arapahoe Community College, each prospective student is to spend time observing, volunteering, or working in a physical therapy setting. During this time, the student is to interact with a Physical Therapist or Physical Therapist Assistant and gain a better understanding of the Physical Therapy profession and the roles and responsibilities of PTs and PTAs. Knowing your schedule is busy, your help is greatly appreciated. When the individual has completed his/her visitation, please complete this form and return it to the student.

If you have any questions regarding the PTA program or any aspect of our admission procedures, please contact: Paula Provence, PT at (303) 797-5897 or via e-mail at paula.provence@arapahoe.edu.

Student's Name: _____

Clinical Setting's Name: _____

Address: _____

City/State/Zip _____

1. Student was punctual with his/her appointment. _____ yes _____ no
2. Student was dressed appropriately. _____ yes _____ no (explain)
3. Student's behavior was appropriate. _____ yes _____ no (explain)
4. Student's interest appeared _____ high _____ low
5. Number of hours student spent in your setting: _____
6. Any additional comments:

Clinician Printed Name: _____

Signature: _____

Title: _____

Date: _____

**Arapahoe Community College
Physical Therapist Assistant Program
Physical Therapy Setting Visitation Report**

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Clinical Setting's Name: _____

Address: _____

City/State/Zip _____

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2. Student was dressed appropriately. _____ yes _____ no (explain)
3. Student's behavior was appropriate. _____ yes _____ no (explain)
4. Student's interest appeared _____ high _____ low
5. Number of hours student spent in your setting: _____
6. Any additional comments:

Clinician Printed Name: _____

Signature: _____

Title: _____

Date: _____

**Arapahoe Community College
Physical Therapist Assistant Program
Physical Therapy Setting Visitation Report
Student Reflection**

1. What unique knowledge about the Physical Therapy profession did this experience provide you?

2. If there were PTAs at work in this facility, how were they utilized? If there were not any PTAs in this facility, how was the question “how might you utilize a PTA” answered.

3. What was a positive thing that you observed that would attract you to a career as a PTA?

4. What was a negative thing that you observed that would give you pause or make you reconsider a career as a PTA?

Applicant's Name:

Facility Name:

**Arapahoe Community College
Physical Therapist Assistant Program
Physical Therapy Setting Visitation Report**

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Clinical Setting's Name: _____

Address: _____

City/State/Zip _____

1. Student was punctual with his/her appointment. _____ yes _____ no
2. Student was dressed appropriately. _____ yes _____ no (explain)
3. Student's behavior was appropriate. _____ yes _____ no (explain)
4. Student's interest appeared _____ high _____ low
5. Number of hours student spent in your setting: _____
6. Any additional comments:

Clinician Printed Name: _____

Signature: _____

Title: _____

Date: _____

**Arapahoe Community College
Physical Therapist Assistant Program
2019 Letter of Recommendation**

I, _____ request that you complete this evaluation of me and send it to the address indicated. I have indicated below whether or not the form will remain confidential.

CONFIDENTIAL – I hereby waive my right of access to your confidential recommendation and understand the recommendation will be held in confidence.

Applicant's Signature: _____ Date: _____

1. How many years and in what capacity have you known the applicant?

2. Please circle the rating that best describes the applicant in each of the skills below.

Interpersonal skills

Not Observed _____

| 0 | 1 | 2 | 3 | 4 | 5 |
|--|---|--|---|--|---|
| Engages in non effective or judgmental interactions with persons in the clinical/classroom/work setting and loses focus in unexpected or new situations. | | Usually engages in effective and on judgmental interactions with most persons in the clinical /classroom/ work setting and maintains focus in unexpected/new situations. | | Consistently engages in highly effective and non judgmental interactions with all persons in the clinical/classroom/work setting and responds exceptionally well to unexpected/new situations. | |

Communication skills

Not Observed _____

| 0 | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Exhibits poor written, verbal and nonverbal communication skills and lacks ability to modify information to meet the needs of various audiences/purposes. | | Exhibits acceptable written, verbal and non verbal communications skills and is usually capable of modifying information to meet the needs of various audiences/purposes. | | Exhibits superior written, verbal and non verbal communication skills and readily modifies information to meet the needs of various audiences/purposes. | |

Character/Integrity

Not Observed _____

| 0 | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|--|---|
| Exhibits questionable or poor conduct concerning integrity, ethics, regulations and procedures, and represents the organization in an incompetent and negative manner. | | Usually exhibits acceptable conduct concerning integrity, ethics, regulations, policies and procedures, and represents the organization in a competent and positive manner. | | Exhibits outstanding conduct concerning integrity, ethics, regulations, policies and procedures, and actively promotes/represents the organization in a highly competent/commendable manner. | |

Organizational Skills

Not Observed _____

| 0 | 1 | 2 | 3 | 4 | 5 |
|--|---|--|---|---|---|
| Rarely develops and follows plan or process for completing work and tasks. Rarely establishes priorities and manages time to achieve goals. Organizational methods cause stress. | | Usually develops and follows plan or process for completing work and tasks. Usually establishes priorities and manages time to achieve goals. Organizational methods sometimes increase rather than reducing stress. | | Consistently develops and follows plan or process for completing work and tasks. Establishes priorities and manages time to achieve goals. Organizational methods help reduce stress. | |

Initiative

Not Observed _____

| 0 | 1 | 2 | 3 | 4 | 5 |
|---|---|--|---|---|---|
| Rarely looks for and acts on new ideas and opportunities for learning, demonstrating discomfort, and lacks a positive, enthusiastic attitude toward new ideas, situations and concepts. | | Usually looks for and acts on new ideas and opportunities for learning, often demonstrating a sense of comfort, and a positive, enthusiastic attitude toward new ideas, situations and concepts. | | Consistently looks for and acts on new ideas and opportunities for learning, demonstrating a sense of comfort, and a positive, enthusiastic attitude toward new ideas, situations and concepts. | |

Leadership**Not Observed**

| 0 | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|--|---|
| Rarely promotes and motivates teamwork and competence, rarely manages change and applies personal strengths and influences positive progress. | | Usually promotes and motivates teamwork and competence, usually manages change and applies personal strengths and influences positive progress. | | Consistently promotes and motivates teamwork and competence, manages change and applies personal strengths and influences positive progress. | |

Teamwork**Not Observed**

| 0 | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|--|---|
| Rarely works a part of the team to achieve a common goal and rarely demonstrates encouragement, trust, courtesy, acceptance of personal differences and seldom completes an appropriate share of the work. | | Usually works a part of the team to achieve a common goal and usually demonstrates encouragement, trust, courtesy, acceptance of personal differences and sometimes completes an appropriate share of the work. | | Consistently works a part of the team to achieve a common goal and demonstrates encouragement, trust, courtesy, acceptance of personal differences and completes an appropriate share of the work. | |

Responsibility**Not Observed**

| 0 | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|--|---|
| Demonstrates a poor level of commitment, is not dependable, not punctual, not aware of personal limitations, and does not accept responsibility for actions and outcomes. | | Demonstrates an appropriate level of commitment, is usually dependable, punctual, aware of personal limitations, and usually accepts responsibility for actions and outcomes. | | Demonstrates a high level of commitment over and above normal responsibilities, very dependable, always punctual, acutely aware of personal limitations, and accepts full responsibility for actions and outcomes. | |

Problem solving**Not Observed**

| 0 | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|--|---|
| Does not regularly recognize and define problems, analyze data, develop and implement solutions and evaluate outcomes. | | Frequently recognizes and defines most problems. Analyzes data, develops and implements solutions and evaluates outcomes. | | Consistently and insightfully recognizes and defines problems, analyzes data, develops and implements solutions, and evaluates outcomes. | |

Critical thinking**Not Observed**

| 0 | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|--|---|
| Does not identify, articulate, or analyze problems, does not distinguish relevant from irrelevant, does not recognize/differentiate among facts, illusions and assumptions and does not present ideas. | | Frequently identifies, articulates and analyzes problems, distinguishes relevant from irrelevant, recognizes/differentiates among facts, illusions and assumptions, and presents ideas. | | Readily identifies, articulates, and analyzes problems, consistently and accurately distinguishes relevant from irrelevant, recognizes/differentiates among facts, illusions, and assumptions, and generates original ideas. | |

Printed Name: _____ Signature: _____

Position/Title: _____

Company/Facility: _____ Phone: _____

Please return this form to:

Physical Therapist Assistant Program
 Arapahoe Community College
 5900 S. Santa Fe Drive, P.O. Box 9002
 Littleton, CO 80160

Letters of Recommendation must arrive between Feb. 1 and May 15, 2019 for consideration in an application.

**Arapahoe Community College
Physical Therapist Assistant Program
2019 Letter of Recommendation**

I, _____ request that you complete this evaluation of me and send it to the address indicated. I have indicated below whether or not the form will remain confidential.

CONFIDENTIAL – I hereby waive my right of access to your confidential recommendation and understand the recommendation will be held in confidence.

Applicant's Signature: _____ Date: _____

1. How many years and in what capacity have you known the applicant?

2. Please circle the rating that best describes the applicant in each of the skills below.

| Interpersonal skills | | | Not Observed | | |
|--|---|--|---------------------|--|---|
| 0 | 1 | 2 | 3 | 4 | 5 |
| Engages in non effective or judgmental interactions with persons in the clinical/classroom/work setting and loses focus in unexpected or new situations. | | Usually engages in effective and on judgmental interactions with most persons in the clinical /classroom/ work setting and maintains focus in unexpected/new situations. | | Consistently engages in highly effective and non judgmental interactions with all persons in the clinical/classroom/work setting and responds exceptionally well to unexpected/new situations. | |

| Communication skills | | | Not Observed | | |
|---|---|---|---------------------|---|---|
| 0 | 1 | 2 | 3 | 4 | 5 |
| Exhibits poor written, verbal and nonverbal communication skills and lacks ability to modify information to meet the needs of various audiences/purposes. | | Exhibits acceptable written, verbal and non verbal communications skills and is usually capable of modifying information to meet the needs of various audiences/purposes. | | Exhibits superior written, verbal and non verbal communication skills and readily modifies information to meet the needs of various audiences/purposes. | |

| Character/Integrity | | | Not Observed | | |
|--|---|---|---------------------|--|---|
| 0 | 1 | 2 | 3 | 4 | 5 |
| Exhibits questionable or poor conduct concerning integrity, ethics, regulations and procedures, and represents the organization in an incompetent and negative manner. | | Usually exhibits acceptable conduct concerning integrity, ethics, regulations, policies and procedures, and represents the organization in a competent and positive manner. | | Exhibits outstanding conduct concerning integrity, ethics, regulations, policies and procedures, and actively promotes/represents the organization in a highly competent/commendable manner. | |

| Organizational Skills | | | Not Observed | | |
|--|---|--|---------------------|---|---|
| 0 | 1 | 2 | 3 | 4 | 5 |
| Rarely develops and follows plan or process for completing work and tasks. Rarely establishes priorities and manages time to achieve goals. Organizational methods cause stress. | | Usually develops and follows plan or process for completing work and tasks. Usually establishes priorities and manages time to achieve goals. Organizational methods sometimes increase rather than reducing stress. | | Consistently develops and follows plan or process for completing work and tasks. Establishes priorities and manages time to achieve goals. Organizational methods help reduce stress. | |

| Initiative | | | Not Observed | | |
|---|---|--|---------------------|---|---|
| 0 | 1 | 2 | 3 | 4 | 5 |
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Teamwork**Not Observed**

| 0 | 1 | 2 | 3 | 4 | 5 |
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| Rarely works a part of the team to achieve a common goal and rarely demonstrates encouragement, trust, courtesy, acceptance of personal differences and seldom completes an appropriate share of the work. | | Usually works a part of the team to achieve a common goal and usually demonstrates encouragement, trust, courtesy, acceptance of personal differences and sometimes completes an appropriate share of the work. | | Consistently works a part of the team to achieve a common goal and demonstrates encouragement, trust, courtesy, acceptance of personal differences and completes an appropriate share of the work. | |

Responsibility**Not Observed**

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Problem solving**Not Observed**

| 0 | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|--|---|
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Critical thinking**Not Observed**

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Printed Name: _____ Signature: _____

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Applicant's Signature: _____ Date: _____

1. How many years and in what capacity have you known the applicant?

2. Please circle the rating that best describes the applicant in each of the skills below.

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| Character/Integrity | | | Not Observed | | |
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| Initiative | | | Not Observed | | |
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Leadership**Not Observed**

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Responsibility**Not Observed**

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Printed Name: _____ Signature: _____

Position/Title: _____

Company/Facility: _____ Phone: _____

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Physical Therapist Assistant Program
Arapahoe Community College
5900 S. Santa Fe Drive, P.O. Box 9002
Littleton, CO 80160

Letters of Recommendation must arrive between Feb. 1 and May 15, 2019 for consideration in an application.

**Arapahoe Community College
Physical Therapist Assistant Program
2019 Informed Consent Page**

Please read all items listed carefully, and then provide your signature confirming your understanding of the application material and procedures/guidelines.

I have read all of the material contained in the PTA information packet and PTA application packet and understand the application. An application packet that is incomplete or does not meet application program requirements will not be considered for admission.

I understand that after my application is accepted and verified, it is my responsibility to notify the PTA Program and Enrollment Services immediately of any change in my address, telephone number or status.

I understand it is my responsibility to: follow proper application procedures, provide transcripts in the required time line, and keep informed on revisions regarding degree requirements, program requirements, progression requirements, selection process, and I will ensure course equivalency by following guidelines established in the student handbook for verification.

I understand that the PTA program admission policies are based on published college policies, subject to change.

I understand that if I am notified of being admitted into the program, my failure to submit “Confirmation of Acceptance” or continued interest letter with the Program Coordinator in the allotted time frame constitutes grounds to withdraw my name from the eligibility list.

I acknowledge that I have read “Additional Program Requirements Once Accepted” portion of the information packet and accept these requirements.

I understand that due to the high number of program applicants, candidates are not guaranteed notification of missing application items. It is the applicant’s responsibility to ensure all items are received by the application deadline.

I understand that the PTA program is rigorous and requires a commitment to attendance, study time and skills practice that is generally greater than other courses of study.

I certify that all information provided in this application is accurate to the best of my knowledge. Once submitted this application packet becomes the property of Arapahoe Community College and cannot be returned. I understand that if I am applying for a scholarship and a copy of my application is required, it is my responsibility to make copies of the application prior to submitting to Arapahoe Community College.

I understand that starting Fall 2019, the ACC PTA program will be located at the Castle Rock Collaboration campus and that all campus based coursework and laboratory experiences will be held at that location.

Student’s Name (Print)

Student’s Signature

Date