

PHYSICAL THERAPIST ASSISTANT CHECKLIST

*The following is intended as a general guideline for making sure you have taken the necessary steps to apply and be considered for the Physical Therapist Assistant program. **It is the applicant's responsibility to insure that all items arrive prior to the February 15, 2021 deadline. Late application materials will not be considered and will make the applicant ineligible to be considered for the 2021 program.** Please understand an applicant may have unique circumstances, which may require further documentation or verification, in which case the applicant may be asked to furnish material not mentioned below. Every effort will be made to provide clear instructions to applicants needing to provide such information. Please keep this checklist to refer to – you do NOT need to return it to us.*

- VWCC college application** – Encouraged to complete **on-line**. Please see the instructions sheet in the “Forms” section. (If you currently attend VWCC – you may skip this step.) **To facilitate actions taken** in the computer system by your advisor and other staff at VWCC please select Career Studies Certificate: Introduction to Physical Therapist Assistant as your **curricular plan of study (credit classes)** and we suggest activating the term for Summer 2021 (if available or choose the latest term closest to summer) or even **sooner** if you plan to take any general class at VWCC before then (PTA classes do not start until fall semester for those accepted until Fall 21).
- 2021 Physical Therapist Assistant program application form. (Please read and sign the back of the application regarding the Accreditation Information.)
- Official High School transcript in the sealed school envelope. (Required for all applicants, including college graduates.)
- GED – copy of scores (*if applicable*). HS transcripts are still required if you completed at least 9th grade.
- Official college transcripts from all colleges attended (**except** community colleges in Virginia).
Note: Official transcripts are still in the original sealed envelope from the institution that issued it, please **do not open them** (if sent or given to you first). If you attend summer and/or fall 2020 classes at a non-VCCS school you must have updated transcripts sent to the **attention of Pam Woody at VWCC prior to 2/15/21**. These transcripts serve to update your GPA, academic progress, and completion or enrollment in a required prerequisite (if applicable). Have all transcripts sent directly to Pam Woody before 2/15/21.
- Once all your transcripts are received by the advisor (Miss Woody) a 2-page form letter will be sent (usually within 4 weeks, may be longer if submitting January 1st to February 15th) – includes information about your **prerequisites**: BIO 141 and SDV 101
 - _____ **Bio 141** or equivalent **college level** Human Anatomy & Physiology I (must be completed within 5 years of beginning the program) complete with a grade of “C” or better **by the end of Summer 2021**
 - Please note:** You must either test into BIO 141 or have successfully completed BIO 101 or NAS 2 within 3 years of completing BIO 141. The prerequisite for BIO 101/NAS 2 is ENG 111 placement and Math units 1-5.
 - _____ **SDV 101** (2 credits) Orientation to Health Professions (complete by end of **summer 2021**)
- Have a cumulative **GPA of ≥ 2.75** at the **end** of the **Fall 2020** semester to be eligible. (based on 12 credit hours of college credit or High School GPA if 12 credits of college credit from one Institution is not available)
- Keep the Advisor (Miss Woody) **informed** of all name and **address changes during the application process**. (PTA applicant database for all program mailings is separate from the college.)

The following items are not completed at VWCC until Spring Semester (February or later)

- If at the end of the fall 2020 you are meeting all the above criteria. TEAS scheduled and taken (March). Eligible applicants only! – Miss Woody will determine whether applicants meet the minimum criteria and can be considered by the committee for admission. Most applicants will be given TEAS (Test of Essential Academic Skills) instructions by late February (mailed letter) if all the application material was received by January. If you apply after late-January, your letter could be delayed until early March.

Therefore, we encourage you to apply and have everything submitted earlier, if possible. If applicant has not received their TEAS notification/instructions by March 1st, and believe they are eligible, they should immediately contact Miss Woody. Early applicants who are not eligible when a review is done in January will be notified by the advisor in February, if the student has questions about that eligibility then, they must contact the advisor, Miss Woody, at VWCC to discuss. The TEAS test is administered (pencil/paper or possibly on the computer) on a limited basis by the advisor (Miss Woody). So, if you do not receive a test schedule, it will be your responsibility to follow up with the advisor so you will not miss all the testing dates (sometimes an address change has not been reported, typo, lost mail, etc.). Note: The TEAS test is not offered in the testing center at VWCC. It is only given for eligible VWCC PTA applicants by the test proctor.

Note: Those who might take the same TEAS for another program after Jan. 1, 2021 and want to use those scores MUST take responsibility to have the scores sent to VWCC/advisor (Miss Woody) via their ATI testing account (they do charge a fee). Please request the scores to be sent to VA Western CC-AH. Once you request scores to be sent, you are responsible for following up by email with Miss Woody in 3-5 days to confirm she received.

- After TEAS testing is finished and results are available, candidates being considered for admissions into the PTA program will be required to complete an on-site interview and essay process which will be administered by the program and faculty members. Those who meet the requirements for the interview process will be provided with further details in late March. Essay information will be provided at the time of the interview and exact instructions may vary each year. Keep in mind that the advisor can only communicate with you through the regular mail (US Post Office) or your student email accounts. It will be important for everyone to listen and/or read any instructions carefully at all times.
- Notification of acceptance/non-acceptance into the Fall 2021 program will be mailed usually in late May 2021 for those considered.

Note: Any forms mentioned in the above steps are available and can be viewed on the same “Forms” link as this checklist.