



# Physical Therapist Assistant

Program Information and Application Packet

For Fall 2025

**DUE MAY 16<sup>th</sup>, 2025**



## Dear Physical Therapist Assistant Program Candidate,

I am thrilled that you are considering Flathead Valley Community College (FVCC) to pursue your Physical Therapist Assistant (PTA) degree. As a physical therapist with over 30 years of experience, I can confidently say that a career in physical therapy is not just a job—it is a rewarding, challenging, and fulfilling lifelong profession.

At FVCC, our faculty, staff, and administration are dedicated to your success. Our PTA program provides a strong foundation to help you grow and develop a promising future in the field. With a curriculum that blends comprehensive education with diverse clinical experiences, we strive to prepare you for a seamless transition into the workforce. Each year, we accept up to ten students into our program, allowing for a more personalized learning experience and extensive hands-on training.

This program is designed for highly motivated individuals who demonstrate effective communication skills, professionalism, and a commitment to excellence. The coursework and clinical experiences are rigorous and time-intensive, requiring dedication and active participation. We encourage our students to work hard, provide exceptional patient care, uphold the highest standards of professionalism, and treat others with respect and integrity. Your education and skills will be shaped not only by consistent practice and study but also by your attitude and conduct. Professionalism should be at the core of all classrooms, laboratory, and clinical interactions.

At FVCC, we also believe that learning is a lifelong journey. Graduation, licensure, and your first job are just the beginning. The field of physical therapy continues to evolve, and staying current with advancements is essential to providing quality patient care. Our faculty is committed to helping you develop the skills and mindset to continue learning throughout your career. We encourage you to take advantage of professional resources, such as the American Physical Therapy Association (APTA), continuing education opportunities, professional journals, and collaboration with colleagues.

Best wishes as you take the next step toward joining FVCC's Physical Therapist Assistant Program. I hope this experience will be both exceptional and transformative, equipping you with the knowledge and skills that will serve you well throughout your career.



**Janice Heil, PT, MAPT**

FVCC PTA Program Director  
Health Science Division Chair  
(406)756-3373  
[jheil@fvcc.edu](mailto:jheil@fvcc.edu)  
BC 123C

## Program Application Deadline

Applications may be obtained via the [FVCC PTA Website](#) and must be completed by the third Friday in May (**May 16<sup>th</sup>, 2025**). Once applicants have met all the program criteria, selected students will be interviewed by PTA faculty, objectively assessed on a rubric then notified of their admission status into the PTA Program by mid-June before fall start.

## Class Schedule

PTA coursework is offered days only. Students are on the FVCC campus for 13 weeks of face-to-face academic content for the fall and spring semesters and one to two weeks in the summer for the final seminar. Students should be available M-F from 8:00 - 5:00.

## Clinical Experiences

Students in the FVCC Physical Therapist Assistant (PTA) program will participate in three clinical experiences throughout the program:

- **One 4-week experience**
- **One 6-week experience**
- **One final 7-week experience**

These clinical rotations take place at the end of the fall semester, at the end of the spring semester, and during the following summer semester. During clinical experiences, students are expected to follow the schedule of their assigned clinical instructor, which may vary based on patient care needs. This may include weekend shifts. All clinical experiences are full-time (40 hours per week).

While many clinical sites are within a **90-mile radius** of FVCC, the availability of local sites is limited due to class size, competition with other PT and PTA programs, and unexpected facility staffing changes. As a result, students should expect to complete **up to two of their three clinical experiences at a distant site**, which is defined as a location **more than ninety miles from FVCC**. This may include out-of-state placements. Clinical sites in **Eureka, Polson, Ronan, and Libby** are considered within commuting distance and are not classified as distant sites. Students are responsible for all costs associated with clinical placements, including travel, lodging, and any additional expenses.

FVCC is committed to supporting students in completing their health sciences education, however, the college **cannot guarantee placement at specific clinical sites** based on personal preferences.

## Program Admission and Cohort Size

The FVCC PTA Program accepts **up to ten students** each year, with **two additional qualified applicants** placed on a waitlist. The final cohort size, which will not exceed ten students, is determined annually based on **Advisory Committee feedback and clinical site availability**.

In some cases, a **smaller cohort size** may be necessary if clinical site availability or community needs are limited. Applicants will be **notified of the final cohort size** during their interview in mid-June.

## Degree Awarded upon Completion

Associate of Applied Science (AAS) Physical Therapist Assistant

## Program Cost

Earning a Physical Therapist Assisting (PTA) degree requires a significant financial investment. Students should plan carefully to meet the costs of the program, which include:

- **Tuition and fees** for prerequisite courses
- **Remedial or repeated courses**
- **Clothing** required for coursework and clinical experiences.
- **Transportation, room, and board** (for attending the program)
- **Relocation expenses** for moving to the Flathead Valley for coursework.
- **Housing and living expenses** during clinical experiences.

### PTA Program Expenses: (Technical portion of program fall, spring, and summer)

All costs associated with the FVCC PTA Program are **estimates and subject to change**. Costs are provided for advisory purposes only. Additional unforeseen costs may also apply. Students should plan accordingly for potential expenses beyond those listed. The listed costs cover specific technical courses and requirements **after formal acceptance** into the program.

<b>FVCC PTA Program Cost</b>	<b>Cost</b>
Tuition and Fees: Technical portion of program (\$5930 + \$2040)	\$ 7,970.00
Books: estimate	\$ 730.00
Immunization: estimate	\$ 250.00
Background Check/Drug Screen	\$ 100.00
Program Fee (covers lab and program fees for the year) <ul style="list-style-type: none"><li>• <b>Durable lab supplies</b></li><li>• <b>Clinical Performance Instrument (CPI) fees</b></li><li>• <b>Scorebuilders and PEAT PTA Licensing Preparation Test &amp; Course</b></li><li>• <b>PhysioU, EHRgo, ICE, Miscellaneous clinical, program, and lab fees</b></li></ul>	\$ 1,050.00
Original License Fee to the MT Board of PT Examiners (this fee is for MT; other states will vary. See <a href="http://www.FSBPT.org">www.FSBPT.org</a> for specific jurisdiction fees)	\$ 100.00
Fee for National Licensing Exam through FSBPT	\$ 485.00
Fee for PROMETRIC to sit for NPATAE Exam	\$ 100.00
<b>Total Cost of Technical Portion of Program</b>	<b>\$10,785.00</b>

## Financial Aid

Information on student [scholarships](#) and financial aid is provided by the Office of [Financial Aid](#). Please refer to the FVCC College Catalog for complete information online at [www.fvcc.edu](http://www.fvcc.edu).

(406) 756-3849

Fax: (406) 756-3966

## Prior to Applying for the Physical Therapist Assistant Program, the applicant should:

1. [Apply to FVCC](#)
2. Obtain the most current information and application packet for the Physical Therapist Assistant Program from the [FVCC PTA website](#). **Please be sure to use the most current application as updates are made for each year.**
3. **Review** the application requirements for the Physical Therapist Assistant Program.
4. **Compile** all the requested material. Requesting official transcripts early as they can take time.
5. **Organize** your application in a way that allows for easy identification and review of content (separate tabs and/or table of contents are both helpful for ease of content review)
6. **DO NOT rush** the application process. Make sure all requested material is present. Your application can be denied if incomplete.
7. **MAKE COPIES** of any documents or materials submitted. **Application contents will remain property of the FVCC PTA program and copies will not be provided.**
8. **Understand:** Admission to Flathead Valley Community College **does not guarantee** acceptance into the Physical Therapist Assistant Program. Students entering Flathead Valley Community College with the intent to become a PTA may declare an Associate of Applied Science (AAS) in PTA upon admission but are not accepted into the PTA Program until after a formal application, interview and selection process occurs in May.
9. **Review** Essential Performance Functions for the PTA and arrange accommodation if needed.
10. The FVCC PTA program assumes that students applying for the program have had experience with basic computer skills and keyboarding and have access to a computer and WIFI. Students are responsible for obtaining these skills independently if they do not meet this technical requirement.
11. **Vaccine Requirements:** FVCC PTA Program requires students to have the following vaccinations.
  - Two **Measles, Mumps, and Rubella (MMR) vaccines** or positive titers for all three components.
  - Record of negative TB screening. This can be two step skin test, Quantiferon titer, or T-spot or negative chest Xray completed in the past 12 months. Students with a positive test must provide written clearance from their health care provider to participate in patient care. If it will be more than a year since the last TB test by the time clinical starts you may need an additional test to be eligible for clinical. If you have questions about your TB test status, please check with the PTA Program Director. Students can submit this after acceptance to meet the 12 month criteria.
  - These items, if accepted into the FVCC PTA Program will be uploaded to Castlebranch after acceptance.
  - The vaccinations listed below are **recommended**, both for student and patient protection, but not required. As a healthcare worker, students are encouraged to be vaccinated. If accepted into the PTA program, these will be later uploaded into Castlebranch.
    - **Tdap:** Proof of immunization as an adult per CDC guidelines.
    - **Hepatitis B Vaccination:** Series of three injections with antibody titer demonstrating immunity. (anti-HBs).
    - **Varicella:** Proof of chicken pox immunity by official record of vaccination dates, or lab titer demonstrating immunity.
    - **Influenza and Covid-19 Vaccine:** Booster recommended annually.

12. **Additional Vaccine Information:** If accepted into the **Physical Therapist Assistant (PTA) Program**, the college will make reasonable efforts to secure clinical placements for all students. However, **clinical placement cannot be guaranteed for students who are not immunized**. If a suitable placement cannot be arranged due to your unimmunized status, you will be unable to complete the required clinical component of the program. As a result, you will be unable to progress and will not meet the graduation requirements. This policy is subject to change based on **state and federal laws and regulations**. Students seeking clinical placements outside of Montana must comply with the specific laws and regulations of their respective state.
13. **Vaccine Exemptions:** Students who cannot receive vaccines due to **medical reasons or religious beliefs** must request an exemption from clinical sites that require immunization. However, **exemptions and reasonable accommodations are not guaranteed**. For **religious exemptions**, students must submit a request directly to the clinical site. If an exemption request is denied and no alternative clinical placement can be secured, the student will be **unable to complete the clinical requirements** of the program. Consequently, this will prevent further progression and completion of the program's graduation requirements. This policy is subject to change based on **state and federal laws and regulations**. Students pursuing clinical placements outside of Montana must adhere to the specific laws and regulations of that state or facilities.

### **After Preliminary Acceptance into the PTA Program:**

- Once preliminarily admitted into the PTA program, students must provide proof of current personal health insurance policy before beginning the clinical portion of the program (November – August).
- Students will be required to have a completed criminal background check and drug screen once they have been officially notified of preliminary acceptance into the program. This must be completed **before** the date provided in the acceptance letter through [Castlebranch](#). If a student fails a drug screen or if a discrepancy exists, it may jeopardize the ability of the student to be placed at a clinical site. It is the student's responsibility to make an appointment with the Program Director to discuss available options.
- CPR training (AHA Healthcare Provider) is required but the course will be offered after formal acceptance into the PTA Program and verification uploaded through Castlebranch.
- Further information will also be provided to the student regarding mandatory requirements for Influenza Vaccination before beginning the fall clinical as well as other immunization requirements per clinical site.

## FVCC PHYSICAL THERAPIST ASSISTANT PROGRAM APPLICATION GUIDELINES AND STEPS

1. Complete the [FVCC Application for Admission](#) (degree seeking) and follow the steps for enrolling at FVCC and have all records on file. (this is a separate application from the PTA application):
2. Official transcripts must be on file in the FVCC Registrar's office **NOTE:** Please do not include official transcripts in the PTA Program application unless you are 100% sure that official transcripts have also been sent to the FVCC Registrar's office. Hard copy applications can include copies of transcripts printed from your student portal but as noted above, official applications must be on file with FVCC. Applications without transcripts will be considered incomplete.
3. Completion of all required prerequisite courses within fifteen (15) years of application except Human Anatomy & Physiology I & II which must be within five (5) years of admission date unless approved by the program director.
4. Students may take up to three prerequisite course credits after the application deadline in the summer before fall start date upon approval of the Program Director. (Official Transcript must be sent after completion to the FVCC Registrar's Office for verification of completion).
5. Autobiographical Essay - Submissions must be in a typed format no more than three pages long, double-spaced, no smaller than 11-point font. Applicants will be graded on the following content areas:
  - a. Interests/goals in pursuing a career as a physical therapist assistant,
  - b. Personal Experience in any health care field or in your life that directly relates to your knowledge of PT and interest in physical therapy.
  - c. Knowledge of a variety of environments in which a PTA can work (visit [www.APTA.org](http://www.APTA.org) to research)
  - d. Personal strengths which will allow you to function effectively as a PTA.
  - e. Structure - spelling, grammar, punctuation & outline.
  - f. Composition - theme, thought process, & expression
6. [Observation Verification Form](#): Please include documentation of at least 30 hours of volunteer/observation experiences in a minimum of three different clinical sites. A minimum of 10 hours need to be in an inpatient setting (acute, rehab, long-term care or sub-acute). Forms can be printed off via the FVCC PTA Website. **Please contact the Program Director at [jheil@fvcc.edu](mailto:jheil@fvcc.edu) with any questions or if you are having difficulties with obtaining inpatient observation opportunities.**
7. Healthcare/Medical/Customer Service Work Experience Form: Please document your work experience on the form in this packet. It should include all health care or customer service experience.
8. Proof of Education Degree or Certification, copies will be accepted. (i.e., Bachelor's, Massage Therapy Certification, C.N.A. Certification, Personal Trainer, etc.).
9. [Professional recommendation](#) forms (2) sealed/signed in envelope. The form is provided in the application packet. If unsealed or unsigned, they will not be accepted. NOTE: These are confidential and will not be shared with the applicant.



10. Proof of required Immunizations: Applicants are no longer required to submit all immunizations before application, but depending on clinical placement requirements, additional vaccines may be required for clinical placement.
  - a. Immunizations Required for admission to FVCC:
    - i. Proof of two doses of measles, mumps, rubella (MMR) immunization, or lab titer for each.
11. Completed Official Selective Prerequisite GPA calculations form. This is checked for accuracy. If you are completing classes for spring semester, please leave course grade blank, and divide by the appropriate number of credits completed. (See example in packet) Remember courses not verified by transcripts will need to be verified by sending official transcripts with final grades to the FVCC registrar.
  - a. For students who have taken a higher-level course than the pre-requisite course requirement, he/she may utilize the grade for that course for calculating their Selective Prerequisite GPA if the grade is higher than that of the required course and approved by the Program Director.
  - b. For students who have taken prerequisite courses more than one time, the highest grade will be used for Selective Prerequisite GPA calculation.
12. Read Essential Performance Functions and complete verification.
13. Read Acknowledgement of Personal Effort and verify with signature.
14. Applicants are no longer required to have their CPR completed before the application, this requirement will be verified or completed upon acceptance and admittance into the PTA program.
15. An objective Application Rubric will be used to determine final placement in the program will include: the completed application form, GPA, essay, observation hours, job verification, interview performance, recommendation forms and prior education, etc. (Rubric attached to application packet).
16. Any discrepancies in application criteria must be discussed and approved by the Program Director prior to assumption of meeting admission criteria.
17. The number of students accepted into the Physical Therapist Assistant Program is limited to ten (10) students with two (2) placed on the waiting list (a cohort size of fewer than ten students may be necessary if clinical site availability or community needs are limited).
18. If the number of qualified applicants exceeds available spaces, not all qualified applicants are accepted, and only qualified applicants will be accepted if the number of applicants is less than the cohort limit.
19. A tie will be broken down by combined rubric score of selective GPA and interview total followed by combined Anatomy and Physiology I and II GPA.
20. Completed application and requested materials must be postmarked or received by the third Friday in May. **NO LATE APPLICATIONS WILL BE ACCEPTED** unless the number of qualified applicants is not met by the deadline.

# FVCC Physical Therapist Assistant Application 2025

FVCC Admissions Office/PTA Program  
777 Grandview Drive  
Kalispell, MT 59901

**AN INCOMPLETE AND/OR UNSIGNED APPLICATION WILL NOT BE PROCESSED. Please Print**

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Last Name	First Name	MI	DOB	Student ID #
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Mailing Address \*\*Notification of acceptance/non-acceptance/wait list will be sent to this address\*\*

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City State Zip	Telephone Number	Email
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*\*PLEASE CAREFULLY READ THE FOLLOWING INFORMATION AND PLEASE **INITIAL EACH** ITEM ONLINE PROVIDED AND SIGN YOUR NAME CONFIRMING AGREEMENT*

\_\_\_\_\_ I understand that I must submit with this application: Proof of two doses of measles, mumps, rubella (MMR) immunization, or lab titer for each. Additional vaccine requirements will be discussed after acceptance and will be based on clinical requirements, state and federal requirements and do not need to be submitted with this application.

\_\_\_\_\_ I understand that I will be notified in writing by mid-June whether I have received placement in the PTA Program for the Fall Semester. Students will need to respond to the FVCC PTA Program Director [jheil@fvcc.edu](mailto:jheil@fvcc.edu) in writing of their choice (email is preferred) to accept or decline admission into the PTA program. Students who are put on the waiting list will be offered a placement assignment if and only if an opening occurs. The waitlist is maintained only until the first week of the Fall Semester. Students **who are not accepted may reapply** for placement into a following-year program during the open application process.

\_\_\_\_\_ I understand that all placements in the Flathead Valley Community College PTA Program are dependent upon sufficient financial, faculty, and clinical resources.

\_\_\_\_\_ I have included the completed Selective Prerequisite GPA worksheet.

\_\_\_\_\_ I have evaluated my transcript(s) and academic standing and I am confident that I can complete or have completed, with a grade of "C" or higher, all of the required prerequisite courses for the Physical Therapist Program placement by the end of Spring Semester before fall start date or up to 3 prerequisite course credits approved by the program director by Summer Semester before fall start date. My selective GPA in these courses is at **least 2.75** (on a 4.0 scale).

\_\_\_\_\_ I have included my completed [Observation Verification Form](#) (See Website for additional copies)

\_\_\_\_\_ I have included my completed Work Experience and Verification Form

\_\_\_\_\_ I have included my Autobiographical Essay (no more than three-page double spaced, minimum of 11-point font)

**Please list college/universities you have attended:**

Name of Institution \_\_\_\_\_ Dates of Attendance (month/year) \_\_\_\_\_ Degrees earned (if applicable) \_\_\_\_\_

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\_\_\_\_\_ I have submitted transcripts from all colleges/universities listed above. Official copies of transcripts are on file in the FVCC Admission Office, unofficial photocopies are acceptable to include with this application. *(These are available to download and print from your student portal.)*

\_\_\_\_\_ As a transfer student, I have requested official transcripts from the college or university I attended to be sent to the FVCC Registrar and submitted an Application for Admission to FVCC. \_\_\_\_\_ N/A

\_\_\_\_\_ I have provided proof of degrees earned, and professional certifications if applicable such as Certified Nursing Assistant (C.N.A), Licensed Massage Therapist, Personal Trainer, etc. Professional certifications will need to be approved by the program director as related to the health profession before submission.

\_\_\_\_\_ I have included my two Professional Recommendation forms, which are unopened, sealed in a standard letter-size envelope, and signed across the seal by the person who completed the recommendation form.

\_\_\_\_\_ I understand that upon withdrawal from the program for any reason, re-entry into the program is not guaranteed.

\_\_\_\_\_ I understand that depending on clinical availability, I may be assigned to clinical experiences outside of the Flathead Valley and that I will be responsible for associated costs.

\_\_\_\_\_ I understand that my final admission to the program is contingent upon transcript verification, completing a criminal background check, and drug screen, providing documentation of a current TB skin test and all immunizations, and proof of current personal health insurance before clinical experience.

\_\_\_\_\_ I have signed the Essential Functions Verifications Form

\_\_\_\_\_ I have retained a copy of this application for my records (it is my responsibility to make my copies of contents, and I understand that my application and its contents are property of the FVCC PTA program).

\_\_\_\_\_ I have included my signed Acknowledgement of Requirements for Personal Effort and Commitment for Success Form.

\_\_\_\_\_ By signing below, I certify that all information is true and verifiable. I understand that any misrepresentation of information or failure to disclose information on this application may disqualify my application for the PTA program.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name of Applicant** \_\_\_\_\_

**HEALTHCARE/MEDICAL/CUSTOMER SERVICE WORK EXPERIENCE VERIFICATION FORM**

**LIST PLACES OF EMPLOYMENT MOST RECENT TO LEAST RECENT:**

<b>Facility Name:</b>		Phone: (    )
Address:		Supervisor:
Job Title:		
Responsibilities:		
From: (Mo/Yr)		To:
<b>Facility Name:</b>		Phone: (    )
Address:		Supervisor:
Job Title:		
Responsibilities:		
From: (Mo/Yr)		To:
<b>Facility Name:</b>		Phone: (    )
Address:		Supervisor:
Job Title:		
Responsibilities:		
From: (Mo/Yr)		To:
<b>Facility Name:</b>		Phone: (    )
Address:		Supervisor:
Job Title:		
Responsibilities:		
From: (Mo/Yr)		To:

## ESSENTIAL PERFORMANCE FUNCTIONS FOR THE PTA

There are several key factors for you to consider when you are determining your future career. To be successful in the PTA classroom and in your job following graduation, you should be able to meet all the following expectations:

- Attend class 30-40 hours per week, including lecture, lab, and clinic, M – F, 8 – 5.
- Complete all assignments on time; and meet class standards for successful course completion.
- Participate in classroom discussions. Use critical thinking in lectures, lab, and clinic.
- Perform or instruct others in the following procedures (learned in class) promptly: transfers, gait training, physical agents, and activities of daily living, therapeutic exercises or activities, and data collection procedures.
- Use sound judgment and safety precautions; exposure to blood-borne pathogens and/or infectious diseases may occur as part of the educational experience. Students are trained in safety/infection control and are expected to follow these guidelines to avoid contracting or transmitting disease.
- Behave in a competent, safe, and professional manner; follow standards stated in PTA Student Handbook.
- Address problems or questions to the appropriate person at the appropriate time.
- Maintain classroom work area, equipment, supplies, personal appearance, and hygiene conducive to classroom, lab, or clinic setting as appropriate; and
- Travel to various locations required for internships, one of which may be outside of the Flathead Valley.

### **PHYSICAL REQUIREMENTS FOR THE PTA PROGRAM include the need to occasionally, frequently, or continually.**

- Sit and shift weight 1-4 hours per day with lecture blocks up to 3 hours.
- Stand and shift weight 1-6 hours with lab time blocks up to 3 hours.
- Walk/travel to/from class/internships.
- Lift/Push/Pull up to fifty pounds.
- Squat or stoop.
- Use auditory, tactile, and visual senses to assess the physiological status of an individual.
- Demonstrate good standing and unsupported sitting balance.
- Demonstrate good finger dexterity.
- Coordinate verbal and manual instructions.
- Communicate effectively with a variety of people through written and verbal methods.
- Use hands repetitively.
- Use a firm grasp.
- Reach above shoulder level.
- Kneel, kneel-stand, and half kneel.
- Use equipment that emits electrical, ultrasonic, and thermal energy.
- Physically move and transfer patients

Students who have concerns about the ability to perform any of these functions should contact the PTA Program Director at (406) 756-3373. Individuals with disabilities may request reasonable accommodations or information by contacting Disability Support at [disabilitysupport@fvcc.edu](mailto:disabilitysupport@fvcc.edu) or (406) 756-3380.

**Flathead Valley Community College**  
**Physical Therapist Assistant Program**  
**Essential Functions Verification Signature Form**

The Essential Function Verification signature form will need to be completed before program entry.

Yes  No I have read and understand the Essential Functions relative to the Flathead Valley Community College (FVCC) Physical Therapist Assistant Program.

Yes  No I can meet the Physical Requirements of the FVCC PTA Program as specified and do not require any reasonable accommodation to meet these requirements at this time.

Upon admission, a candidate who requests accommodation due to a disability may be asked to provide documentation of his or her disability to determine appropriate and reasonable accommodations. To continue in the curriculum, the candidate must be able to perform all the essential functions. Request for accommodations should be directed to: Disabled Student Services Office or [disabilitysupport@fvcc.edu](mailto:disabilitysupport@fvcc.edu) (406) 756-3880

If you answered **No** to the question above:

I require the following reasonable accommodation(s) to meet the Physical Requirement standard as specified:

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**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name of Applicant** \_\_\_\_\_

## **ACKNOWLEDGEMENT OF REQUIREMENTS FOR PERSONAL EFFORT AND COMMITMENT FOR SUCCESS**

FVCC's PTA Program, as with most PTA programs, requires a substantial time commitment to fulfill the intensive requirements of the program in the classroom, lab skills, and clinical settings. Student success is dependent upon a collaborative working partnership between students and faculty. The PTA program philosophy and faculty view learning as an interactive process with faculty facilitating learning. We are deeply committed to assisting you to succeed in the program. However, learners must assume responsibility for their learning and participate in shaping their own learning experiences. Students must acknowledge and understand the expectations of the program:

1. There is a minimal study expectation of two hours of study per week for each credit enrolled. For example, a course that is 4 credits of lecture would require a minimum of 8 hours of study and a 2-credit laboratory 4 hours of study per week. Most students spend more time than the minimal study expectation.
2. Although we hold an appreciation for your need to work to support yourself and/or a family, most students find it extremely difficult to work full-time while attending classes for the PTA Program. Clinical internships are scheduled according to clinical instructor's schedules and are subject to change with short notice. Clinical hours may include some evenings, early mornings, and weekends.
3. Students are expected to attend all classes and clinicals. Missed clinical time may result in failure of courses and dismissal from the PTA program. Please do not make vacation plans that would affect attendance in class or clinical. Absences cannot be made up due to the fast pace of material presented in class and the limited availability of clinical experiences.
4. In general, and given the same amount of student effort, PTA students may not achieve the grades they have received in non-PTA courses. You will be learning a "new language" and exposed to in-depth, comprehensive physical therapy concepts and principles which may require more effort on your part to learn and understand. Though grades may have been the primary focus of previous courses, the focus in the PTA program is learning, comprehension, and application of information needed to deliver safe and competent care to patients/clients.
5. You are expected to be prepared for class, lab, and clinical. This will include extensive reading, pre-clinical preparation, and other assignments before your attendance in class, lab or clinical.
6. Most exams given in PTA courses are structured similarly to the PTA licensing exam. This means that most of the items on the exams are application, analysis, and synthesis-type questions rather than simple knowledge and recall. These questions require a higher order of thinking to be answered correctly.
7. We provide you with learning and test-taking strategies to assist you in developing critical thinking skills necessary for success on the PTA course exams and the National licensure exam.
8. The PTA program is vastly different and much more difficult than past educational experiences. The curriculum is designed to deliver a quality program that prepares individuals to give safe and competent physical therapy care, to successfully pass the licensing exam, and to promote lifelong learning.

I certify that all the statements in this application and all the documents submitted with this application are true and accurate to the best of my knowledge. I acknowledge that I have read and understand the above statements and if I am accepted into Flathead Valley Community College's PTA Program, I agree to organize my time and personal affairs to meet the commitment necessary for success.

Printed Name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## OFFICIAL GPA Calculation Worksheet

**Must be included with your other Application Material**

Please fill in the information requested below and calculate your own Selective GPA.

**\*If you are currently enrolled in pre-requisite courses listed below, simply indicate the semester you are taking the course and do not fill in a grade. If you are substituting a course that has different credits, please identify the correct number of credits.**

### Instructions for calculating selective GPA:

1. Insert grade earned for classes taken and date taken through spring 2022.
2. If another course has been preapproved by the program director, please print the name of the course.
3. Enter points based on grade as follows: A = 4; A- = 3.7; B+ = 3.3; B = 3; B- = 2.7; C+ = 2.3; C = 2
4. Multiply points by credits for each class and enter in the last column.
5. Total number of credits completed.
6. Total last column.
7. Divide the last column by total credits to find GPA.

Course	Name	Semester/ Year	Grade Received	Points	Credits	Points x Credits
M 140	College Math for Healthcare OR approved Math > 100 level (approved by program director)				3	
WRIT 101	College Writing				3	
PSYX 100 or PSYX 230	Developmental Psychology OR Introduction to Psychology will also be accepted				3	
COMX 115 or COMX 111	Interpersonal Communication OR Public Speaking				3	
BIOH 201 NL	Human Anatomy and Physiology I				4	
BIOH 211 NL	Human Anatomy and Physiology II				4	
AHMS 144	Medical Terminology				3	
AHPT 105	Intro To Physical Therapist Assisting				3	
	<b>TOTAL</b>					
	<b>GPA (Total Points / Total Credits)</b>					



## Selective GPA Calculation Worksheet EXAMPLE #1

Please fill in the information requested below and calculate your own Selective GPA.

**\*If you are currently enrolled in pre-requisite courses listed below, simply indicate the semester you are taking the course and do not fill in a grade. If you are substituting a course that has different credits, please identify the correct number of credits.**

### Instructions for calculating selective GPA:

1. Insert grade earned for classes taken through summer 2022.
2. If another course has been preapproved by the program director, please print the name of the course.
3. Enter points based on grade as follows: A = 4; A- = 3.7; B+ = 3.3; B = 3; B- = 2.7; C+ = 2.3; C = 2.
4. Multiply points by credits for each class and enter in the last column.
5. Total number of credits completed.
6. Total last column.
7. Divide the last column by total credits to find GPA.

### \*\*\*EXAMPLE # 1\*\*\*

Course	Name	Grade	Points	Credits	Points x Credits
MATH 140	<del>College Math for Healthcare or approved Math &gt; 100 (approved by program director)</del> M 141 Calculus (approved by Jheil 2/21)	<b>A</b>	<b>4</b>	<del>3</del> <b>4</b>	<b>4 x 4 = 16</b>
WRIT 101	College Writing	<b>B</b>	<b>3</b>	<b>3</b>	<b>3 x 3 = 9</b>
PSYX 230	<del>Developmental Psychology OR</del> Introduction to Psych (approved JH 3/4/21)	<b>A</b>	<b>4</b>	<b>4</b>	<b>4 x 4 = 16</b>
COMX 115 COMX 111	Interpersonal Communication OR Public Speaking	<b>B+</b>	<b>3.3</b>	<b>3</b>	<b>3.3 x 3 = 9.9</b>
BIOH 201 NL	Human Anatomy and Physiology I	<b>A-</b>	<b>3.7</b>	<b>4</b>	<b>3.7 x 4 = 14.8</b>
BIOH 211 NL	Human Anatomy and Physiology II	<i>SPRING 2022</i>	<b>TBA</b>	<b>TBA</b>	<b>TBA</b>
AHMS 144	Medical Terminology	<b>A</b>	<b>4</b>	<b>3</b>	<b>4 x 3 = 12</b>
AHPT 105	Introduction To Physical Therapist Assisting	<b>A</b>	<b>4</b>	<b>3</b>	<b>4 x 3 = 12</b>
<b>TOTAL</b>				<b>24</b>	<b>89.7</b>
<b>GPA (Total Points/ Total Credits)</b>				<b>89.7/24</b>	<b>3.74</b>

## Selective GPA Calculation Worksheet EXAMPLE #2

Please fill in the information requested below and calculate your own Selective GPA.

**\*If you are currently enrolled in pre-requisite courses listed below, simply indicate the semester you are taking the course and do not fill in a grade. If you are substituting a course that has different credits, please identify the correct number of credits.**

### Instructions for calculating selective GPA:

1. Insert grade earned for classes taken through spring 2022.
2. Enter points based on grade as follows: A = 4; A- = 3.7; B+ = 3.3; B = 3; B- = 2.7; C+ = 2.3; C = 2
3. Multiply points by credits for each class and enter the last column.
4. Total number of credits completed.
5. Total last column.
6. Divide the last column by total credits to find GPA.

### \*\*\*EXAMPLE # 2\*\*\*

Course	Name	Grade	Points	Credits	Points x Credits
MATH 140	College Math for Healthcare or approved Math > 100 (approved by program director)	A	4	3	4 x 3 = 12
WRIT 101	College Writing	B	3	3	3 x 3 = 9
PSYX 100	Developmental Psychology OR Introduction to Psychology	A	4	3	4 x 3 = 12
COMX 115 COMX 111	Interpersonal Communication OR Public Speaking	B+	3.3	3	3.3 x 3 = 9.9
BIOL 201 NL	Human Anatomy and Physiology I	B	3	4	3 x 4 = 12
BIOL 211 NL	Human Anatomy and Physiology II	A-	3.7	4	3.7 x 4 = 14.8
AHMS 144	Medical Terminology	A	4	3	4 x 3 = 12
AHPT 105	Introduction To Physical Therapist Assisting	A	4	3	4 x 3 = 12
<b>TOTAL</b>				<b>26</b>	<b>93.7</b>
<b>GPA (Total Points/ Total Credits)</b>				<b>93.7/26</b>	<b>3.60</b>

Categories	FVCC PTA PROGRAM APPLICATION RUBRIC					Score
<b>Application Contents</b>	Completed fully and on time, organized and easy to process including tabs and dividers. (10 points)	Completed fully and on time, content present but not as well organized. (8 points)	Submitted on time but content not complete. Average organization that required frequent verifications of content. (6 points)	Submitted on time and not complete with poor organization or submitted late and complete. (4 points)	Not submitted on time, application not complete, errors in calculations of GPA, etc. (0 - 2 points)	<b>Max 10 pts</b>
<b>Autobiographical Essay: Content Specifically Addresses: 1. Interests/goals in pursuing a career as a PTA, 2. Personal Experience in any health care field or in your life which directly relates to your knowledge of PT and interest in physical therapy. 3. Knowledge of variety environments in which a PTA can work (visit <a href="http://www.APTA.org">www.APTA.org</a> to research) 4. Personal strengths which will allow you to function effectively as a PTA</b>	Excellent Good Structure (no spelling or grammar errors); Composition (well thought out and good expression); Content (addressed all 4 areas thoroughly) (36 - 40 points)	Average Average Structure (1-2 grammar or spelling errors); Addresses 3 of the 4 content components; essay is clear in most paragraphs but has minor flow or organizational issues. (26 – 35 points)	Below Average Less than Average Structure (3-4 grammar or spelling errors); Addresses 2 out of the 4 content components; Essay is confusing or disjointed. (16 – 25 points)	Poor Informally written note or in letter format, addresses content areas but with minimal depth or addresses none of the content components, multiple grammar, or spelling errors; Essay lacks discernible organization. (10- 15 points)	No Essay Submitted, more than 10 errors in spelling and grammar. (0 points)	<b>Max 40 pts</b>
<b>Interview - Candidate is observed upon interpersonal communication skills, knowledge, and commitment to the PTA field; Professionalism and Self-Confidence</b>	Excellent interpersonal communication skills, professionalism in behavior and dress, self- confidence, knowledge, and commitment to the PTA field, highly ranked by panel. (41 – 50 points)	Above average interpersonal communication skills, professionalism in behavior and dress, self- confidence, knowledge and commitment to the PTA field, moderately high ranking by panel. (26 – 40 points)	Average interpersonal communication skills, professionalism in behavior and dress, self- confidence, knowledge and commitment to the PTA field, average ranking by panel (16 – 25 points)	Below average interpersonal communication skills, professionalism in behavior and dress, self- confidence, knowledge and commitment to the PTA field, below average ranking by panel (6– 15 points)	Not Acceptable Poor interpersonal skills, behavior, professionalism, inappropriate dress, poor attitude and self- confidence, poor knowledge, and commitment to PTA field. Ranked poorly by panel. (0 –5 points)	<b>Max 50 pts</b>
<b>Observation Hours – min of 30 hours, recommended min of 10 hours inpatient, 3 different clinical sites</b>	Minimum of 30 hours in 3 different sites; met by application deadline (20 points)	30 hours; minimum hours met in 2 different sites; met by application deadline. (15 points)	< 30 hours; minimum not met. (0 points)	NA	NA	<b>Max 20 pts</b>
<b>Professional Recommendation forms (2) received in sealed/signed envelope</b>	2 excellent recommendations (20 points)	2 above average recommendations (15 points)	2 average recommendations (10 points)	2 below average recommendations (5 points)	Unsealed/unsigned, poor, not included. (0 points)	<b>Max 20 pts</b>
<b>GPA in Selective PTA prerequisites (see form on p. 16)</b>	Range 3.5 - 4.0 (40 - 50 points)	Range 3.25-3.49 (30 - 39 points)	Range 3.0-3.24 (20 - 29 points)	Range 2.75 - 2.99 (10 – 19 points)	Less than 2.75 (0 - 9 points)	<b>Max 50 pts</b>
<b>GPA in Human A &amp; P I and II</b>	Range 3.5 - 4.0 (40-50 points)	Range 3.25-3.49 (30-39 points)	Range 3.0-3.24 (20 - 29 points)	Range 2.75 - 2.99 (10-19 points)	Less than 2.75 (0 - 9 points)	<b>Max 50 pts</b>
<b>Previous Degrees or Health related Certifications (C.N.A., LMT, CPT, Personal Trainer, etc.)</b>	Bachelors (BA or BS), master’s degree (MA or MS) or higher (30 points)	Associate of Applied Science (AAS) in Health Care Related Field (25 points)	Associate of Arts (AA) or Associate of Science (AS) in Non-Health Care Related Field (20 points)	Health Related Certification including paid experience (C.N.A., CPT, LMT, etc.) (15 points)	C.N.A, CPT, LMT without paid experience or High School Degree Graduate with proof of graduation with Honors. (10 points)	<b>Max 30 pts</b>
<b>Work Experience in Healthcare Field or Customer Service Field</b>	Paid experience in health care setting greater than 12 months in last 5 years. (30 points)	Paid experience in health care setting; 6-12 months in last 5 years. (20 points)	Paid experience in health care setting; < 6 months in last 5 years or paid experience in Customer Service Field greater than 12 months in last 2 years. (10 points)	Paid experience in health care setting, but none in last 5 years or paid experience in Customer Service Field greater than 12 months in the last 5 years. (5 points)	No experience (0 points)	<b>Max 30 pts</b>
<b>Applied to FVCC PTA Program within last 2 years</b>	Yes, met all requirements, placed on waiting list or was accepted. (10 points)	Yes, met all requirements but not placed on waiting list. (5 points)	Yes, but the application is not complete upon review and withdrawn. (2 points)	No (0 points)	NA (0 points)	<b>Max 10 pts</b>
					<b>TOTAL</b>	<b>/310pts</b>

# FVCC PHYSICAL THERAPIST ASSISTANT PROGRAM APPLICANT

## PROFESSIONAL RECOMMENDATION FORM

Applicant Name: \_\_\_\_\_

1. How long have you known the applicant?

Less than 30 hours of observation experience

1 - 3 years

Less than 6 months

3 – 5 years

6 months to 1 year

Greater than 5 years

2. In what capacity have you been able to observe the applicant's attitude and personal behaviors?

As a student

Through physical therapy observation hours

As an employee

Other, please specify. \_\_\_\_\_

3. Based on your knowledge of applicant, using the following rating scale, please rate the applicant regarding:

**4 – Outstanding 3 – Good 2 - Average 1 – Below Average 0 – NA or Unable to comment**

\_\_\_\_ Demonstration of ethical and professional behaviors and/or demeanor

\_\_\_\_ Ability to manage stress.

\_\_\_\_ Acceptance of constructive criticism

\_\_\_\_ Personal hygiene & attire appropriate to situation

\_\_\_\_ Maturity

\_\_\_\_ Relationships, communication, and interpersonal skills

\_\_\_\_ Motivation and enthusiasm

\_\_\_\_ Problem Solving

\_\_\_\_ Sense of Responsibility

\_\_\_\_ Initiative

\_\_\_\_ Potential for success in an intense, fast paced college program.

\_\_\_\_ Potential for success in the health care field.

4. Would you recommend this applicant for admission to the FVCC PTA Program?

This applicant receives my highest recommendation.

I recommend this applicant with confidence.

I recommend this applicant.

I recommend this applicant with some reservations.

I would not recommend this candidate for admission.

5. Please use the following space for additional comments pertinent to applicant. All information on this document is kept in **strict confidence** and will be accessible only to the PTA program faculty.

The applicant is required to turn in their professional recommendations with their FVCC PTA Program Application.

Therefore, when you have completed this confidential document, **please fold, seal in a standard letter-size envelope, and sign across the seal before returning to the applicant.**

Please print name \_\_\_\_\_ Phone Number \_\_\_\_\_

Place of employment \_\_\_\_\_ Position or Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



Verification of Observation Experience in Physical Therapy

Each applicant to the Flathead Valley Community College Physical Therapy Assistant program is required to complete a minimum of 30 observation hours in at least three different clinical settings. \* A minimum of 10 hours must be in an inpatient setting. We highly encourage candidates to exceed this number of hours and in different clinical settings if he/she wishes. The supervisor must be a licensed PT or PTA unless approved by the PTA program director. The student is to complete these observation hours before acceptance into the program. This form must be submitted to comply with the requirements for application to the program. It is the applicant's responsibility to be sure the form is complete, accurate, and submitted to the FVCC PTA program director with the PTA program application. This information may be subject to verification. Please maintain a copy of your records.

Applicant's Name \_\_\_\_\_

Table with 6 columns: Date, Physical Therapy Setting, Contact Phone Number and Email, Hours, Name of Supervising PT/PTA, Signature of Supervising PT/PTA. Includes an example row and summary rows at the bottom.

I hereby certify that the above statements are true and correct to the best of my knowledge. I understand that falsifying this document may disqualify me from application to the FVCC PTA program.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Verification of Observation Experience in Physical Therapy

Each applicant to the Flathead Valley Community College Physical Therapy Assistant program is required to complete a minimum of thirty observation hours in at least three different clinical settings. \* A minimum of 10 hours must be in an inpatient setting. We highly encourage candidates to exceed this number of hours and in different clinical settings if he/she wishes. The supervisor must be a licensed PT or PTA unless approved by the PTA program director. The student is to complete these observation hours before acceptance into the program. This form must be submitted to comply with the requirements for application to the program. It is the applicant's responsibility to be sure the form is complete, accurate, and submitted to the FVCC PTA program director with the PTA program application. This information may be subject to verification. Please maintain a copy of your records.

Applicant's Name \_\_\_\_\_

Table with 6 columns: Date, Physical Therapy Setting, Contact Phone Number and Email, Hours, Name of Supervising PT/PTA, Signature of Supervising PT/PTA. Includes an example row and summary rows for total hours.

I hereby certify that the above statements are true and correct to the best of my knowledge. I understand that falsifying this document may disqualify me from application to the FVCC PTA program.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FVCC PTA Program Applications Due**

***Third Friday in May***

***MAY 16<sup>TH</sup>***

**Mail, Hand Deliver, Postmarked by deadline to:**

**FVCC Admissions and Registrar**

**Learning Resource Center**

**PTA Program Application**

**777 Grandview Drive**

**Kalispell, MT 59901**

**Any Questions, Contact:**

**Janice Heil, PT, MAPT**

**PTA Program Director**

**(406) 756-3373**

**BC 123C**

**[jheil@fvcc.edu](mailto:jheil@fvcc.edu)**

