Physical Therapist Assistant

2014 APPLICATION

A cooperative program of

Caddo Kiowa Technology Center
Ft. Cobb, Oklahoma

and

Southwestern Oklahoma State University (SWOSU)
Weatherford and Sayre, Oklahoma
PLEASE READ THE FOLLOWING INFORMATION BEFORE ATTEMPTING TO FILL OUT THE APPLICATION

- You will need to hold all forms (excluding observation hours and references) until you have completed your application. Send the completed application and additional forms (official transcripts, etc.) to:

  Southwestern Oklahoma State University
  Marion Prichard
  100 Campus Drive
  Weatherford, OK 73096

- Technical Occupational Support courses must have been taken within the past seven years.

- References (pages 7-9) should be from professional or educational contacts only (past or present employers, professors, teachers, etc.). No family or friends.

- Anatomy and Physiology combined courses will not be accepted for the Human Anatomy course prerequisite. You must have a free standing Human Anatomy course.

- In accordance with the Oklahoma Hospital Association, all accepted students must undergo a criminal background check and a drug screen. Both must be passed to be eligible for admittance into the program. The background check form will be provided and the deadline for returning this form along with a $45 fee will be June 25th. The drug screen will be performed on site and the fee will be added to the student cost sheet.

- In accordance with the Oklahoma Medical Board of Licensure & Supervision, anyone who has been convicted of a felony or of a crime involving moral turpitude will not be eligible for licensure as a Physical Therapist Assistant.

DEADLINE FOR ALL APPLICATIONS IS April 1st. LATE DOCUMENTATION MAY CAUSE YOUR APPLICATION TO NOT RECEIVE FULL CONSIDERATION FOR ADMISSION. A COMPLETELY NEW APPLICATION (INCLUDING REFERENCES AND OBSERVATIONS) IS REQUIRED TO REAPPLY.
The Oklahoma State Regents for Higher Education have approved an Associate of Applied Science degree with a Physical Therapist Assistant specialization. The AAS degree will be offered through the Southwestern Oklahoma Sayre campus. Courses for the program will be conducted by the Caddo Kiowa Technology Center and Southwestern Oklahoma State University at Weatherford and Sayre.

Admission Requirements - Applicants for the Physical Therapist Assistant Program must be admitted to Southwestern Oklahoma State University at Sayre or Weatherford. SWOSU Applications may be submitted at either the Sayre or Weatherford campus. Applicants must meet SWOSU Sayre campus admission standards. A separate application for admission to the Physical Therapist Assistant Program must be submitted by April 1st. Admission to the PTA Program will be based on grade-point averages, interviews and other evidence of potential for success in the program. Admission is expected to be highly competitive. Admission to SWOSU and/or Caddo Kiowa Technology Center does not guarantee admission to the PTA Program.

In accordance with the Oklahoma Hospital Association, all accepted PTA students must undergo a criminal background check and a drug screen after the class is selected. Both must be passed to be eligible for admittance into the program. Upon acceptance, the background check form will be provided and the deadline for returning this form along with a $45 fee payable to Caddo Kiowa Technology Center will be June 25th. The drug screen will be performed on site and the fee will be reflected on the student cost sheet.

Program Costs - Students will enroll at the campus offering specific program courses and pay regular tuition enrollment costs at the campus where courses are conducted. Additional costs incurred for books and fees will vary by semester.

Program Requirements - Courses listed under A and B must be completed before admission to the Program.

Course names, numbers and credit hours are specific to the Sayre campus. Weatherford and other institution names, numbers and credit hours may vary.

A. General Education (SWOSU at Sayre)
   - English Comp I 1113 3 Hours
   - English Comp II 1213 3 Hours
   - U.S. History 1063 3 Hours
   - Am.Govt. & Politics 1103 3 Hours
   - General Psychology 1003 3 Hours
   - Math Concepts 1143 or College Algebra 1513 3 Hours
   - 18 Hours

B. Technical Support Courses (SWOSU at Sayre). Taken within past seven years.
   - Biological Concepts (w/lab) 1004 4 Hours
   * Human Anatomy (w/lab) 2104 4 Hours
   # Human Physiology (w/lab) 2304 4 Hours
   - Medical Terminology 2443 2 – 3 Hours
   - Basic CPR & First Aid 2212 2 Hours
   - Electives 2 Hours
   - 18 – 19 Hours

Suggested Electives:
- 2502 Care & Prevention of Athletic Injuries; 3443 Kinesiology & Anatomy; 4173 Recreation for Geriatrics; 4243 Therapeutic & Prescriptive Physical Education or 4432 Athletic Training Modalities.

C. Technical Specialty (offered on the Caddo Kiowa campus once accepted into the PTA Program)
   - Fall Semester:
     - Introduction to Physical Therapy 1012 2 Hours
     - Basic Human Needs 1023 3 Hours
     - Pain Management I 1213 3 Hours
     - Therapeutic Exercise I 1224 4 Hours
     - Practicum I 2032 2 Hours
     - 14 Hours

   - Spring Semester:
     - PTA System/Problems 2112 2 Hours
     - Threats to Basic Needs 1113 3 Hours
     - Pain Management II 2013 3 Hours
     - Therapeutic Exercise II 2024 4 Hours
     - Practicum II 2133 3 Hours
     - 15 Hours

* A free standing Human Anatomy class is required.
# A Physiology component must be met (programmatic approval is required.) Examples for possible approval: Pathophysiology; Human Anatomy & Physiology (with lab); Exercise Physiology. In the event of a substitution, the Request to Substitute Prerequisite form must be completed prior to acceptance.

Graduates – After successful completion of degree requirements, graduates will be eligible to sit for the National Exam required for state licensure.
ADMISSION PROCEDURE
PHYSICAL THERAPIST ASSISTANT PROGRAM
SOUTHWESTERN OKLAHOMA STATE UNIVERSITY/CADDO KIOWA TECHNOLOGY CENTER

To be considered for admission to the Physical Therapist Assistant Program, interested persons must fulfill the following requirements:

1. Students must meet eligibility requirements for admission and enrollment as determined by Southwestern Oklahoma State University, including removal of all academic deficiencies.

2. Students must possess a high school diploma or the equivalent (GED). Students may apply for waiver of this requirement by successful completion of minimum of twelve (12) approved college hours with a cumulative GPA of 2.0 or better.

3. Students will submit, prior to the established deadline: a completed application form, two original transcripts (from each institution attended), three (3) letters of reference, and complete 40 hours of observation of a Physical Therapist or Physical Therapist Assistant (minimum of 10 hours per site). Documentation of observation is accepted on the CKTC form only (included in your brochure or application). Documentation hours may **not** be obtained from a former/present place of employment.

4. Students are responsible for submission and receipt of all necessary documentation (transcripts, references, observation hours, immunization records, etc.) Late documentation may prevent full consideration of your application.

5. All General Education and Technical Support Courses (taken within past seven years) must be completed before admission to the Program. A minimum grade point average of 2.7 on a 4.0 scale of all college level work attempted is required. Grade point average will be calculated in two areas: general education courses and technical support courses to include (Biological Concepts 1004, Human Anatomy 2104, Human Physiology 2304, Medical Terminology 2443, Basic CPR & First Aid 2212). If courses are in progress and/or planned, acceptance is provisional upon successful completion of all requirements.

6. Completed application packages must be received no later than **April 1st**.

7. Students (that are selected for interviews) will be required to appear before the program’s Admission Committee. A maximum of thirty (30) students will be selected for interviews. Students will be notified of the appropriate time/date/place. Students failing to appear for their scheduled interview will receive no score for their interview, which may remove them from consideration for class selection.

8. Selection of students is based on a cumulative point admissions process. It will consist of, but not be limited to, academic scores determined by established criteria, such as GPA, performance in technical support courses, completion of prerequisite courses, interview score, previous related work experience, references, etc. Points for regional preference will also be awarded to applicants residing in Southwestern Oklahoma, and one point awarded for each prerequisite technical support course successfully completed at SWOSU (up to 5 points). A maximal of 16 students and 4 alternates will be selected from the interview pool.

9. In accordance with the Oklahoma Hospital Association, all accepted students must undergo a background check and a drug screen. Both must be passed to be eligible for admittance into the program. The background check form will be provided and the deadline for returning this form along with a $45 fee will be June 25th. The drug screen will be performed on site and the fee will be added to the student cost sheet.

One background check on each student is required by clinical sites to protect patients and the general public. Schools reserve the right to repeat background checks if needed. The background checks, dissemination of self-disclosure information, background check results and conviction records, whether in or outside the State of Oklahoma, may be provided to the clinical sites during the completion of the academic program.

Clinical sites reserve the right to refuse placement of any student. If a particular clinical site does not accept you, the school will make reasonable accommodations to provide alternative clinical sites that meet program objectives. However, if unable to meet the clinical requirements it will result in not being able to complete the course and policies for dismissal will be enforced. If there are charges present on your record they will be reviewed by the State Medical Board of Licensure and Supervision. They have the right to refuse your application to take the licensure exam. If you have a felony charge your application will be denied; therefore, you will be removed from the program immediately.
FREQUENTLY ASKED QUESTIONS
Physical Therapist Assistant Program

Q. What is the difference between a Physical Therapist Assistant and Physical Therapist?
A. A Physical Therapist Assistant (PTA) has two years of college and earns an Associate of Applied Science Degree, and is able to perform most routine treatment procedures, assist a Physical Therapist with complex procedures and perform some routine measures and instruction. A PTA is required to work under the supervision of a Physical Therapist in all settings. A Physical Therapist (PT) has four or more years of college course work with much more in depth focus on the science based courses. The degree received by the PT is a Master of Science Degree. The therapist is able to perform many types of specialized treatments, perform evaluations, plan treatment programs, and instruct/consult with other professionals. At present, there are no programs in the state of Oklahoma with a transitional program from PTA to PT.

Q. Does acceptance to Southwestern Oklahoma State University guarantee admission to the program?
A. No. We have a limited number of positions available in the program, so admission is on a selective and competitive basis. Selection is partially based on previous college performance, interview, observation form and references. However, one preference point is awarded to applicants for all prerequisite technical support courses successfully completed through SWOSU (up to 5 points).

Q. Is work experience in Physical Therapy necessary to apply to the program?
A. No. However, 40 hours of observation of a Physical Therapist or Physical Therapist Assistant is required.

Q. Does taking required general education courses prior to admission to the program guarantee admission?
A. No.

Q. Do we get any training or practice in Physical Therapy departments during the program?
A. Yes. You will rotate through various clinical settings during the clinical rotation portion of the program.

Q. What are the requirements for clinicals?
A. In order to comply with our clinical agreements, there are requirements to participate including immunizations, appropriate attire, a background check and a drug screen.

Q. Do I receive any pay for clinical time?
A. No. Your clinicals are part of your education, not employment.

Q. May I choose the physical therapy department at which I want to spend my clinical time?
A. No. You will be assigned to your clinicals. Assignments could be made to any of the clinical facilities used by this program.

Q. Is transportation provided to and from the clinical facilities?
A. No. You are responsible for your own transportation.

Q. Do I need to have malpractice insurance while working in the clinicals?
A. Yes. Malpractice insurance is automatically obtained for each year that you are in the program, the cost is included in your semester fees.

Q. May I take the program on a part-time basis?
A. No. The general education courses that are required may be taken on a part-time basis, but once a student is admitted to the program, he/she must follow the remainder of the prescribed curriculum, less those required courses previously taken.

Q. May I take the program at night?
A. No. The PTA courses are offered in the daytime only. The basic education courses are generally offered at night as well as in the daytime.

Q. I must work while going to school. How should I arrange my schedule to accomplish both?
A. The less you have to work the better your chance at successfully completing this program. In general, try to minimize all other demands on your time so that you have plenty of opportunity to study.
Q. How much time per week will I actually spend in classes once I have been accepted into the program?
A. This will vary each semester depending on the clinical rotation schedule.

Q. Will the instructors send for my transcript?
A. No. It is the student's responsibility to obtain two original transcripts (from each institution attended) as a part of the application process.

Q. Are there any physical requirements for acceptance into the PTA program?
A. Yes. You must be able to safely and properly complete all tasks and activities involved in the class, lab and clinical aspects of this program.

Q. Are there any age, sex or race restrictions or requirements?
A. No.

Q. Will I be a licensed PTA upon successful completion of this program?
A. No. You must take the National Physical Therapy Examination (NPTE) for physical therapist assistants administered by the Federation of State Boards of Physical Therapy (FSBPT). In Oklahoma, if you pass the exam you must apply for licensure through the Oklahoma State Board of Medical Licensure and Supervision to become a licensed PTA.

Q. After graduation, may I work in another state?
A. Yes. You must take a licensure exam in order to practice. Each state calculates their passing score and a license must be obtained in the state you choose to practice. In addition, some states also require an oral examination.

Q. How is the job market for PTAs in this area and the State of Oklahoma?
A. Employment looks especially good if you are interested in rural communities.

Q. Does the college or technology center find a job for me upon graduation?
A. No. However, the PTA faculty keeps a list of the job openings in institutions which have contacted the college, and the job placement service office provides information and assistance to students searching for jobs.

Q. In what ways may I continue my education in Physical Therapy beyond my two years at Southwestern Oklahoma State University and the Caddo Kiowa Technology Center?
A. You can pursue:
   1. Master's of Science in Physical Therapy degree. (However, 2 years in the PTA Program does not take two years off your requirements to enter the Physical Therapy Program.)
   2. Doctorate of Science in Physical Therapy degree
   3. Specialization (through on-the-job training and continuing education)

Q. Is any financial aid available for PTA students?
A. This will depend on your individual situation. Financial assistance is available for many students in the form of loans, grants, scholarships, fee-waiver, work-study, etc., depending upon need, academic performance, funds available and student classification. You should contact the SWOSU financial aid office for details and assistance.

Q. Is this program accredited?
A. Yes. The program is nationally accredited through the American Physical Therapy Association, Commission on Accreditation in Physical Therapy Education (CAPTE).
Your application file must contain the following information in order to be considered complete.

1. Application Form for the Physical Therapist Assistant Program (CKTC).
2. Application Form for Admission to Southwestern Oklahoma State University. Available online at http://www.swosu.edu/admissions/apply.asp
3. Immunization Records (Deadline June 27th). Required for participation in clinicals.
4. Essential Job Functions List
5. Three (3) References. Ask your references to fill out the forms and mail them directly. References should be college teachers, former/present employers, former or present supervisors, etc.
6. Two (2) official transcripts from each individual college or university attended by the applicant. (Note: Prerequisite courses in which you are currently enrolled will not be listed on your transcript. At the close of this semester, up-dated transcripts must be mailed ASAP to Marion Prichard, SWOSU).
7. Documentation of 40 hours of observation of a physical therapist(s) or PTA(s). Observation hours may not be obtained at former or present place of employment.
8. Interest Form (include page 13 to verify previous health-related experience)

Once accepted, students will be required to complete the background check form and submit a $45 fee payable to Caddo Kiowa Technology Center prior to June 25th. A drug screen will also be required and performed on site and the fee will be added to the student cost sheet.

All the above requested information should be sent directly to:

Southwestern Oklahoma State University
Marion Prichard
100 Campus Drive
Weatherford, OK 73096

UNLESS YOUR APPLICATION FILE IS COMPLETE (contains all of the above information) ON/OR PRIOR TO THE APRIL 1st DEADLINE, YOUR APPLICATION MAY NOT RECEIVE FULL CONSIDERATION. APPLICATIONS MAY BE ACCEPTED UNTIL THE CLASS IS FULL.

After the deadline date, you will be notified by the Admission Committee if you have been selected for an interview. If selected, the specific time and date of the interview will be designated.

*Not applicable if you have been or are currently enrolled at Southwestern Oklahoma State University
PHYSICAL THERAPIST ASSISTANT PROGRAM
Reference Request

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.

APPLICANT SIGNATURE: __________________________ DATE: ________________

__________________________________________________________

(Applicant's Name)

has applied for admission to the Physical Therapist Assistant Program at Southwestern Oklahoma State University - Caddo Kiowa Technology Center, and has listed you as a personal reference. Please note that a physical therapist assistant must assume responsibilities relevant to individual health needs. We solicit your frank evaluation to assist us in deciding whether or not the applicant should be accepted into the program. We ask that a high rating be given only to a truly superior individual.

How long have you known the applicant? ____________________________________________

What has been your association with the applicant? ____________________________________________

Please rate the following characteristics:

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Considering the applicant's general qualifications, please rate the applicant as:

Undesirable ________ Fairly Desirable ________ Desirable ________ Very Desirable ________

Additional Comments:

Signed: __________________________ Date: __________________________

Name: ____________________ (Please Print) Position: __________________________

Business Name: __________________________

Business Address: __________________________ Phone: __________________________

UPON COMPLETION, RETURN TO: MARION PRICHARD, SWOSU, 100 CAMPUS DRIVE, WEATHERFORD, OK 73096
PHYSICAL THERAPIST ASSISTANT PROGRAM
Reference Request

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APPLICANT SIGNATURE: ___________________________ DATE: ________________

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(Applicant's Name) has applied for admission to the Physical Therapist Assistant Program at Southwestern Oklahoma State University - Caddo Kiowa Technology Center, and has listed you as a personal reference. Please note that a physical therapist assistant must assume responsibilities relevant to individual health needs. We solicit your frank evaluation to assist us in deciding whether or not the applicant should be accepted into the program. We ask that a high rating be given only to a truly superior individual.

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Additional Comments:

Signed: ___________________________ Date: __________________

Name: ___________________________ Position: __________________

( Please Print)

Business Name: ___________________________

Business Address: ___________________________ Phone: ________________

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PHYSICAL THERAPIST ASSISTANT PROGRAM
Reference Request

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APPLICANT SIGNATURE: ___________________________ DATE: ________________

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Communication Skills:

Verbal: _____ Average _____ Good _____ Very Good _____ Superior _____

Written: _____ Average _____ Good _____ Very Good _____ Superior _____

Considering the applicant's general qualifications, please rate the applicant as:

Undesirable _____ Fairly Desirable _____ Desirable _____ Very Desirable _____

Additional Comments:

Signed: ___________________________ Date: ___________________________

Name: ___________________________ (Please Print) Position: ________________

Business Name: ___________________________

Business Address: ___________________________ Phone: ___________________

UPON COMPLETION, RETURN TO: MARION PRICHARD, SWOSU, 100 CAMPUS DRIVE, WEATHERFORD, OK 73096
APPLICATION FOR ADMISSION

Physical Therapist Assistant

Please fill out all forms completely using legible handwriting

DATE OF APPLICATION

SOCIAL SECURITY NUMBER

FALL SEMESTER 2014

NAME: __________________________________________

PRESENT ADDRESS: __________________________________________

PERMANENT ADDRESS: __________________________________________

HOME PHONE: (   ) __________________________ WORK PHONE: (   ) __________________________

PRESENTLY EMPLOYED: Yes ☐ No ☐ Full-Time ☐ Part - Time ☐ HOURS PER WEEK _____________

LIST ALL COLLEGES PREVIOUSLY ATTENDED IN ORDER OF LAST TO FIRST

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<tr>
<th>COLLEGE NAME</th>
<th>CITY</th>
<th>STATE</th>
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Are you currently enrolled at Southwestern Oklahoma State University Yes ☐ No ☐

Are you currently associated with the Armed Forces? Yes ☐ No ☐

(OVER)
**TO ASSIST US IN COUNSELING YOU, PLEASE FILL IN THE FOLLOWING AREAS FOR:**  **I. GENERAL EDUCATION AND II. TECHNICAL SUPPORT COURSES:**

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<th>I. GENERAL EDUCATION</th>
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**CUMULATIVE GPA**

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<th>II. TECHNICAL SUPPORT COURSES (taken within past seven years)</th>
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**CUMULATIVE GPA**

List any courses from above that are in progress or planned (Summer)

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<th>COURSE NAME</th>
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* Course names, numbers and credit hours are specific to the Sayre campus. Weatherford and other institution names, numbers and credit hours may vary.

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2-sided Page
**INTEREST FORM**

Please provide a complete response to each of the following questions:

1. Write a brief paragraph on your interest in Physical Therapy.
2. How did you learn about this program?
3. Have you had related experience in the Health Field? (attach verification page 13)
4. What do you plan to do if you are not chosen for this program?

Please attach your completed handwritten responses to this interest form.

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**Affirmative Action Compliance Statement**

Southwestern Oklahoma State University and Caddo Kiowa TC, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans With Disabilities Act of 1990, and other Federal laws and regulations does not discriminate on the basis of race, color, national origin, gender, age, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial assistance, and educational service.

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UPON COMPLETION, RETURN TO: MARION PRICHARD, SWOSU, 100 CAMPUS DRIVE, WEATHERFORD, OK 73096
Physical Therapist Assistant Program
Documentation of Health-Related Experience

This form is provided to verify any health-related experience you include in your application (Page 12 Question 3) and will be further discussed in the event of an interview. Examples of health-related experience may include employment as an ATC, Physical Therapist Aide or Technician, EMT, Certified Nursing Assistant, First Responder, or as a volunteer in a hospital or nursing home setting, etc.

I, ____________________________, authorize the release of information related to my experience in a health-related occupation for consideration as a part of my PTA application.

Signature ____________________________ DATE ____________________________

Facility/Business ____________________________ Phone No. ____________________________

Mailing Address ____________________________ Street, City, State, Zip

Supervisor’s Name ____________________________ Title ____________________________

Dates Employed/Volunteered: From _____ To _____ Number of Hours _______ Title ____________________________

Job Duties: ____________________________________________

_________________________________________  

Facility/Business ____________________________ Phone No. ____________________________

Mailing Address ____________________________ Street, City, State, Zip

Supervisor’s Name ____________________________ Title ____________________________

Dates Employed/Volunteered: From _____ To _____ Number of Hours _______ Title ____________________________

Job Duties: ____________________________________________

_________________________________________  

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RECOMMENDATION:

Concerning: ___________________________ (Last) ___________________________ (First) ___________________________ (MI)

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: ___________________________ SIGNATURE: ___________________________

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

APPLICANT TRAIT EVALUATION:

PLEASE EVALUATE THE APPLICANT ON ACTUAL OBSERVED PERFORMANCE AS COMPARED TO OTHER STUDENTS YOU HAVE KNOWN WITH SIMILAR BACKGROUNDS. APPLICANT MUST HAVE SPENT AT LEAST 10-15 HOURS IN YOUR CLINIC.

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

2. 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.
   - Sincerely concerned
   - Occasionally concerned
   - Generally concerned
   - Indifferent

3. Interpersonal Relations: The ability of the applicant to develop effective interactions with others.
   - Relates exceptionally well and usually effectively
   - Routinely display difficulty in relating to others
   - Usually relates well and effectively
   - Unable to effectively interact with others

4. Attendance: The reliability of the applicant to be at designated functions and on time.
   - Usually keeps scheduled appointments, on time
   - Unreliable in keeping appointments
   - Usually keeps appointments, occasionally tardy
   - Never on time

5. Appearance: The applicant's appearance is professionally appropriate for the situation.
   - Always neat and clean
   - Frequently sloppy and/or dirty
   - Generally neat and clean
   - Never neat and clean

NOTE: WE REALIZE THAT ITEMS 6-10 MAY BE DIFFICULT TO ASSESS DURING A SHORT OBSERVATION PERIOD. HOWEVER, WE WOULD APPRECIATE ANY INPUT YOU MAY HAVE. IT IS, AFTERALL, 12 TIMES MORE CONTACT WITH THE APPLICANT THAN IS AVAILABLE TO THE INTERVIEW TEAM.

6. Responsibility: The applicant's ability to assume the consequences of his/her behavior.
   - Consistently assumes responsibility
   - Makes excuses or blames others
   - Occasionally assumes responsibility
   - Not observed
   - Fails to assume responsibility

(OVER)
7. **Integrity:** The applicant's adherence to honesty in dealings with others.
   - Consistently trustworthy
   - Generally honest
   - Occasionally questionable
   - Not trustworthy
   - Not observed

8. **Adaptability:** The applicant's ability to react under stress in a mature and dependable manner.
   - At ease under any condition
   - Usually handles stressful situations
   - Not predictable
   - Panics in a crisis situation
   - Not observed

9. **Resourcefulness:** The applicant's ability to identify and utilize available resources appropriately.
   - Creatively utilizes resources
   - Utilizes resources appropriately
   - Utilizes resources when pointed out
   - Does not make use of resources
   - Not observed

10. **Work Skills:** The applicant's ability to learn and perform tasks.
    - Reliable and independent
    - Reliable with occasional supervision
    - Reliable with constant supervision
    - Consistently unreliable even with supervision
    - Not observed

11. **Awareness of Personal Limitations:** The applicant's ability to identify their own limitations in a realistic manner.
    - Is aware of limitations and strives to remediate
    - Can identify areas of limitation
    - Is aware but chooses not to change behaviors
    - Denies limitations or is defensive
    - Not observed

12. How would you rank this student in comparison to others you have known who have been accepted to an academic physical therapy program? (Please circle one)

<table>
<thead>
<tr>
<th>Truly Exceptional</th>
<th>Outstanding</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average (Poor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 99%</td>
<td>98 - 90%</td>
<td>89 - 75%</td>
<td>74 - 60%</td>
<td>59 - 0%</td>
</tr>
</tbody>
</table>

13. Give us your specific and candid comments as to the applicant's assets and liabilities relative to future study and performance as a physical therapist assistant.

14. How do you recommend the applicant for admission to the SWOSU/Caddo Kiowa TC Physical Therapist Assistant Program (Please circle one)?

<table>
<thead>
<tr>
<th>I recommend with enthusiasm</th>
<th>I recommend with reservations</th>
<th>I do not recommend</th>
</tr>
</thead>
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</table>

   Number of Hours Applicant Observed at your Facility __________________________

   Signature: ___________________________ Date: ___________________________

   Typed or Printed Name: ___________________________ Position: ___________________________

   Business Name: ___________________________ Phone: ___________________________

   Business Address: ___________________________

**ONCE COMPLETED, PLEASE RETURN TO: MARION PRICHARD, SWOSU, 100 CAMPUS DRIVE, WEATHERFORD, OK 73096**
LABORATORY AND TESTING REQUIREMENTS

1. Results of any significant laboratory test or x-rays:

2. TB SKIN TEST #1 (If it has been over one year since last test, a PPD is required)
   Date given ______________ Results ______________ (If you have a positive reading, results of x-ray should be entered on #1)

3. TB SKIN TEST #2 (This additional test is required if you have not had a PPD within the last year. It should be taken within one to two weeks from #1)
   Date given ______________ Results ______________

IMMUNIZATION OR TITER REQUIREMENTS
(For students admitted into a PTA or OTA program)

4. TETANUS-DIPHTHERIA (Td)
   Completed primary series of tetanus-diphtheria immunizations ........................................ Date ______________
   Received tetanus-diphtheria booster within the last ten years ........................................ Date ______________

5. POLIO
   Completed Primary Series of Polio Immunizations ........................................ Date ______________

6. MMR: Two MMR vaccines within lifetime or positive titer for Rubella AND positive titer for Rubeola
   MEASLES (Rubeola) (Not recommended if born before 1957)
      Initial dose (Received on or after 1st birthday and since 12-31-69) ........................................ Date ______________
   MUMPS
      Immunized at 12 months or later ........................................ Date ______________
   RUBELLA (3 day measles)
      Immunized at 12 months or later ........................................ Date ______________

9. VARICELLA TITER (Chicken Pox)
   Immunized if titer shows no immunity ........................................ Date ______________

10. HEPATITIS B 3-shot series, (Booster due after five years)
    (offered through CKTC campus for entering PTA/OTA students) ........................................ Completion Date ______________

11. INFLUENZA VACCINE (Inactivated) within the past 12 months ........................................ Date ______________

An official immunization record is required.
This form is for reference only and does not take the place of an official immunization record.

Student’s official immunization record is due on June 27th.
Mail to CKTC, PO Box 190, Fort Cobb, Oklahoma 73038 Attn: Brent Grimes, PTA.

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Because an Associate Degree in Physical Therapist Assistant signifies that the holder is eligible to sit for the American Physical Therapy National Examination and signifies that the holder has completed the competency requirements of the Commission on Accreditation in Physical Therapy Education and is prepared for entry into the profession of physical therapy, graduates must have the knowledge and skills to deliver physical therapy services in clinical, private, community, or school based settings. Therefore, the following abilities and expectations are expected of all students entering the program.

It is the student’s responsibility to notify the Program Coordinator if there is any reason why he/she cannot meet any of the expectations for physical therapist assistant students described below. If there are any expectations that the student cannot meet, he/she must inform the faculty of reasonable accommodations that will facilitate successful completion of the physical therapist assistant competencies and provide documentation to support the need for accommodation(s).

The following are abilities and expectations related to essential job functions for physical therapist assistants as compiled from observations of a wide variety of job experiences. These essential job functions address physical therapist assistant target jobs and may vary depending on the type of facility where physical therapy services are provided.

1. **VISUAL ACUITY**

   - Read various meters, thermometers, and LED readouts on a variety of machines.
   - Perform a visual skin check prior to, during, and at the completion of various treatment procedures.
   - Visualize muscle contraction responses.
   - Visualize and describe the skin during the healing process.
   - Read department protocols for physical therapy procedures, texts, manuals, and journals.
   - Read and write client chart and miscellaneous information, synthesize quickly.
   - Monitor the treatment area for architectural constraints and potential dangers.
   - Observe the patient for nonverbal communications and response to treatment.
2. **HEARING ACTIVITY**

- Hear and retain pertinent information in order to relay instructions and report results of treatment.
- Hear and respond to client/significant other’s verbal communication.
- Hear client call bells and machine alert signals.
- Hear and respond to verbal communication from physicians, health care personnel, and physical therapist either in person or by telecommunications.

3. **SPEAKING ABILITY**

- Speaking clearly and loudly enough to be understood by a person in the treatment area, in the department, or on a phone/intercom.
- Possess the communication skills necessary to maintain good interpersonal relationships with a diverse population of clients and their significant others, peers, and other health care team members.

4. **DIGITAL DEXTERITY**

- Grasp and manipulate objects required to perform job functions.
- Operate a variety of physical therapy equipment.
- Assist clients in transfers and gait training.
- Perform debridement techniques on open wounds using small instruments while maintaining a sterile field.
- Manipulate dials to accurately set intensity, duration, etc., for modality procedures.
- Ability to apply universal precautions and use personal protective equipment for patients with potential contagious diseases.
- Ability to palpate muscle contractions and pulse.
- Ability to detect warm/cold skin temperature changes.

5. **PHYSICAL ABILITY**

- Move, lift, and position clients as part of the therapy session.
- Maneuver various pieces of equipment and machines between different floors of an institution.
- Pull/push medical equipment of all sizes.
- Assist clients in confined spaces, and allow for quick movement during client emergencies.
- Safely transfer dependent patients weighing up to 300 lbs., from bed or mat to chair, from floor to chair, treatment table to chair using sliding board, mechanical lift, or by self with minimum, moderate, and maximum assist techniques.
- Apply graded manual resistance to patient’s individual muscle groups for the purpose of determining the patient’s strength or applying exercise techniques for strengthening or stretching.
– Set up treatment sessions using laboratory or clinic equipment.
– Transport patients safely using wheelchairs, stretchers, carts, beds, tilt tables, and lift chairs from room to treatment site.
– Ability to perform CPR, first aid, and fire safety.
– Agility to move fast enough to ensure patient safety in all treatment situations.
– Ability to adequately guard patients safely during ambulation activities on level surfaces, uneven surfaces, ramps, and stairs using a variety of assistive devices.
– Ability to prevent and/or break patient falls.
– Ability to perform therapeutic exercises on a mat, table, treatment table and/or floor while in positions of stooping, kneeling, bending, crawling and standing.
– Ability to teach and perform functional ADL and mobility skills such as wheelchair mobility, gracing curbs and ramps, toileting and bathing in the physical therapy department, patient rooms and/or homes.

6. ADAPTIVE ABILITY

– Complete tasks or job functions within deadlines, especially patient schedules.
– Complete required tasks/functions under stressful situations with tact and respect.
– Perform tasks as delegated by the physical therapist with the ability to make immediate decisions regarding treatment based on the responses of the client.
– Interact appropriately with diverse populations and personalities.
– Adjust to a variable work schedule both in its hours and assignments.
– Tolerate performing certain job tasks which may include clients with conditions involving offensive odors or behaviors.
– Adapt to changing environments, display flexibility and function in the face of uncertainties inherent in the clinical problems of many patients/clients.
I have thoroughly read and understand the “Essential Job Functions” for the Physical Therapist Assistant Program.

[ ] I am able to meet the expectations listed without accommodations.

[ ] Due to a disability, I am unable to meet one or more of the expectations listed without accommodation(s). I understand that I must inform the program director and meet with the faculty prior to enrollment to discuss reasonable accommodations that will facilitate successful completion of the Physical Therapist Assistant Program. I will also provide the program director with documentation in support of my need for accommodation(s).

Signed _________________________

Date _________________________