



LARAMIE COUNTY COMMUNITY COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM ADMISSION INFORMATION AND PROCESS

For Classes Beginning Spring 2017

The Physical Therapist Assistant (PTA) curriculum at Laramie County Community College (LCCC) is designed to meet all the accreditation requirements for the Commission on Accreditation in Physical Therapy Education (CAPTE). The PTA program at LCCC is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703.706.3245; e-mail: accreditation@apta.org; website: www.capteonline.org.

New applications are available online on or about June 1st of each year. Applications for the PTA class beginning January 2017 will be accepted beginning August 1, 2016 and will be due by September 7, 2016 at 5:00pm. A maximum of twenty (20) students will be accepted into the program for the January 2017 start date. If the class does not fill by the September 7th deadline, applications will continue to be accepted until the class is filled. Full acceptance into the program is contingent upon completed receipt of a completed application, all forms, documented immunizations, a drug screen, satisfactory background check, and successful completion of any remaining pre-requisites. It is the applicant's responsibility to furnish all required paperwork. Failure to provide all required information by the application deadline may cause the applicant to be ineligible for consideration during that term.

This information, the application packet, and all applicable forms are available at the LCCC Health Science & Wellness Division office (HS 216), the PTA Program Director's office (HS 340), and online at our website: www.lccc.wy.edu/programs/physicalTherapistAssistant.

Mission Statement

The primary mission of the Physical Therapist Assistant (PTA) program at Laramie County Community College (LCCC) is to provide a high quality education in physical therapy in order to produce certified, professional, ethical, competent practitioners in the field with a strong potential for advancement and leadership.

PTA Program Philosophy

The Physical Therapist Assistant (PTA) program philosophy is committed to a high standard of educational excellence while promoting learner responsibility, effective communication, critical thinking, and collaboration. We strive to educate entry level PTA practitioner generalists that adhere to professional, ethical, and legal guidelines of the profession to serve our communities. We strive for excellence in all aspects of student education. Student education will be focused on the theory, knowledge and clinical skills essential to the entry level PTA. The curriculum is designed for the optimal use of technical innovation, hands on learning, and thorough practical clinical education. This structure drives our emphasis on technology and communication to facilitate learning in the classroom

and the clinic. Graduates will meet the diverse needs of employers and the community while providing high quality patient care under the direction and supervision of a physical therapist.

The foundation for the education of the PTA students is based on criteria and performance expectation described in *A Normative Model of Physical Therapist Education: Version 2007* by the Commission on Accreditation in Physical Therapy Education (CAPTE).

For admission consideration to the PTA program, please complete the following steps:

Step 1. Complete an application for acceptance to Laramie County Community College (LCCC).

Students who are currently enrolled or have previously attended LCCC need not re-apply.

Application to LCCC is free and materials and forms are available online at: www.lccc.wy.edu.

Step 2. Completion of, and/or current enrollment in of all pre-requisite classes is required. Courses completed for a previous degree may exempt a student from pre-requisite classes depending upon course work and level of course work completed. All pre-requisites must be completed or should be in progress with a grade of “C” or better by the application deadline. Minimum cumulative GPA requirement for all college level course work is 2.5 or higher.

Step 3. Provide an unofficial college transcript(s) to the LCCC PTA Program Director and an official transcript(s) to the Admission Office. All official transcripts should be sent to the Admission Office at 1400 College Drive, Cheyenne, WY 82007. Unofficial or copies of transcripts may be used for the PTA application only and should be sent to the PTA Program Director.

Step 4. Pre-admission observation: Applicants are required to complete a minimum of twenty (20) hours of observation/volunteer or work related time in a physical therapy clinic. It would be to the advantage of the applicant to have some of those hours in a hospital or long term care facility to better understand the role of the PTA. Observation forms should be signed by the supervising clinician and submitted with the application packet. Extra points will be awarded for those who are involved in employment related to the health care field.

Step 5. Complete and return the PTA Program application (included in this packet) to the program directors office (HS 340) or the Allied Health Secretary’s office (HS 216). Include the application, essay question, copies of all transcripts, and “in progress” grade report forms. Typewritten responses are preferred and highly encouraged.

Step 6. Three (3) letters of recommendation (included in the application packet) must be submitted as part of the completed application process. All references should be professional in nature. Professional references would include former or current supervisors and instructors. No relatives may be used as references. These forms are to be returned directly to the LCCC PTA Program Director under separate cover by the individual completing the form. Reference letter should be signed across the seal.

Step 7. All applicants have the option to schedule a pre-admission advising appointment to discuss their academic plan. Faculty members will be available for pre-advising on an appointment basis only. Please call or e-mail to set up pre-advising.

Step 8. Submit all application materials to the following address:

Physical Therapist Assistant Program
Laramie County Community College
Health Science Building Room 340
1400 E. College Drive
Cheyenne, WY 82007-3299

PTA PROGRAM GOALS AND OBJECTIVES

Goals: The PTA program seeks to prepare students to assume a professional and active role within the physical therapy community. The program will:

1. Produce PTA's prepared to competently meet the entry level duties of a PTA in a variety of settings.
2. Produce PTA's prepared to successfully complete the National Physical Therapist Assistant Examination (NPTAE).
3. Develop and deliver an integrated academic program leading to the successful completion of the guidelines developed by the Higher Learning Commission of the North-Central Association of Colleges and Schools, and The Commission on Accreditation in Physical Therapy Education (CAPTE).
4. Promote the importance of continued personal and professional development through lifelong learning and membership in professional organizations, and advance the recognition of the field of physical therapy and the role of the PTA within that field.

Objectives (Graduates will be able to):

1. Work under the direction and supervision of a physical therapist in a safe, ethical, legal, and professional manner.
2. Implement a comprehensive treatment plan under the direction and supervision of a physical therapist (PT).
3. Recognize and implement the use of interventions based on outcomes for patients in a variety of settings.
4. Demonstrate effective oral, written, and non-verbal communications skills with the patient, Physical Therapist, health care personnel and others in a competent manner.
5. Successfully integrate concepts from the pre-requisite course work, basic sciences and PTA programming into physical therapy practice.
6. Demonstrate a commitment to life-long learning, evidence based practice, and ongoing professional growth and quality improvement in physical therapy practice.

TECHNICAL STANDARDS

Graduates of this program, as entry-level physical therapist assistants (PTA's), will be able to provide safe, effective, high quality services to patients/clients under the direction of the physical therapist (PT). One of the program goals are to meet or exceed the entry level skills necessary for the graduate to assume responsibility for patient care within the physical therapy community. On occasion PTA's may be required to tolerate physically and mentally taxing workloads. The ability to adapt to changing environments, display flexibility, and function effectively under stress are some of the many "intangibles" required to perform as a PTA. In order to satisfy the requirements of the position and those of the program, certain essential functions/generic abilities must be performed in a satisfactory manner.

GENERIC ABILITIES

Generic abilities are attributes, characteristics or behaviors that are not explicitly part of the profession's core of knowledge and technical skills but are nevertheless required for success in the profession. Throughout the PTA curriculum, students will self-assess their abilities in these areas using the following as a guideline for self-reflection. Faculty Members and Clinical Instructors will also use the following to provide students with feedback and to help students to achieve personal and professional growth. Ten generic abilities were identified through a study conducted at UW-Madison in 1991-1992. The ten abilities and definitions developed are:

Generic Ability	Definition
Commitment to Learning	The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.
Interpersonal Skills	The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.
Communication Skills	The ability to communicate effectively (i.e., speaking, body language, reading, writing, listening) for varied audiences and purposes.
Effective Use of Time and Resources	The ability to obtain the maximum benefit from a minimum investment of time and resources.
Use of Constructive Feedback	The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.
Problem-Solving	The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
Professionalism	The ability to exhibit appropriate professional conduct and represent the profession effectively.
Responsibility	The ability to fulfill commitments and to be accountable for actions and outcomes.
Critical Thinking	The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.
Stress Management	The ability to identify sources of stress and to develop effective coping behaviors.

If the applicant is unable to perform any of the designated tasks, upon request, LCCC will make reasonable accommodations if these accommodations do not constitute an undue hardship on LCCC and if those accommodations do not interfere with the performance of any essential functions of a PTA's duties.

LCCC PHYSICAL THERAPIST ASSISTANT PROGRAM CURRICULUM

PREREQUISITES	Credits/Lecture/Lab/Clinical
CO/M 2010 Public Speaking OR CO/M 1030 Interpersonal Communication	3/3/0/0
ENGL 1010 English I: Composition	3/3/0/0
HLTK 1200 Medical Terminology	2/2/0/0
MATH 1400 College Algebra or higher	3/3/0/0
ZOO 2015 Human Anatomy or ZOO 2010 Anatomy & Physiology I	4-5/2/2/0
TOTAL PREREQUISITE CREDIT HOURS:	15-16 credit hours

Spring I

COLS 1000 Introduction to College Success: First Year Seminar	3/3/0/0
HLTK 1210 Pathophysiology	2/2/0/0
PTAT 1600 Introduction to PTA	3/3/0/0
PTAT 2030 Functional Kinesiology	4/2/2/0
ZOO 2025 Human Physiology or ZOO 2020 Anatomy & Physiology II	4-5/2/2/0
TOTAL SEMESTER CREDIT HOURS:	16-17 credit hours

Summer I

PTAT 1650 Therapeutic Procedures I	4/2/2/0
PTAT 1720 Therapeutic Exercise	4/2/2/0
PTAT 1740 Cardiac Rehab	1/.5/.5/0
TOTAL SEMESTER CREDIT HOURS:	9 credit hours

Fall II

EDST 2450 Human Lifespan Development	3/3/0/0
PTAT 1660 Therapeutic Procedures II	3/2/1/0
PTAT 1820 Orthopedics	4/2/2/0
PTAT 2970 PTA Clinical Practicum I	7/0/0/7
TOTAL SEMESTER CREDIT HOURS:	17 credit hours

Spring II

POLS 1000 or HIST 1211 or HIST 1221 or HIST 1251 or ECON 1200	3/3/0/0
PTAT 1800 Neurology	3/1.5/1.5/0
PTAT 1840 Specialty Rehabilitation	1/.5/.5/0
PTAT 2971 PTA Clinical Practicum II	7/0/0/7
TOTAL SEMESTER CREDIT HOURS:	14 credit hours
TOTAL DEGREE CREDIT HOURS:	71-73 credit hours

COURSE DESCRIPTIONS

PTAT 1600 Introduction to Physical Therapy

3 credits

Students examine the field of Physical Therapy (PT) from the development of the profession to current clinical practices. Students discuss the role of the PTA, ethical and legal issues that guide practice, psychosocial aspects of healthcare, specialty areas of PT practice, components of the plan of care, and patient care essentials. Students practice oral and written communication skills including essential documentation skills. Prerequisite: Admission to the Physical Therapist Assistant program.

PTAT 1650 Therapeutic Procedures I

4 credits

Students explore and develop skills involving the principles and practices of physical therapy including performing range of motion assessment and measurements, assessing posture, monitoring vital signs, implementing universal precautions, performing and assessing body mechanics during a variety of activities, performing transfers for a variety of patient populations, assessing wheelchair fitting, utilizing assistive devices, developing edema management programs, assessing and applying compression wraps, and demonstrating a variety of taping procedures. Prerequisite: Admission to the Physical Therapist Assistant Program.

PTAT 1660 Therapeutic Procedures II

3 credits

Students examine the principles and practices of physical therapy including assessment and measurement of pain and inflammation as it relates to the use of modalities. The students also assess and apply a variety of modalities including: thermal agents, cryotherapy, ultrasound, infrared, electrical stimulation (TENS, FES, IFC, EMG, and Biofeedback), diathermy, mechanical traction, manual traction, iontophoresis, and phonophoresis.

PTAT 1720 Therapeutic Exercise

4 credits

Students explore the theory, principles, and implementation of therapeutic exercise programs for a variety of patient populations. In addition, they apply specific strategies for stretching (sustained hold, contract/relax, strain/counterstrain), strengthening (isometrics, isotonic, open/closed chain, resistive exercises, weight training, aquatics), and balance and coordination activities. Students also examine theories of motor control and motor learning, and implement these theories into clinical practice. Lab activities will involve therapeutic exercise programs set up, joint mobilizations, and Proprioceptive Neuromuscular Facilitation (PNF) techniques and implementation in the clinical setting.

PTAT 1740 Cardiac Rehab

1 credit

Students explore an in-depth description of cardiopulmonary rehabilitation and develop skill to read and assess basic EKG's (normal and pathological), identify cardiac protocols, assess and monitor common cardiopulmonary conditions, review cardiac and pulmonary circuitry, identify cardiac precautions for variety of patient populations, develop a comprehensive treatment program for patient with cardiopulmonary conditions, assess and perform postural drainage, and establish endurance and wellness programs for healthy and diseased individuals. Students explore an in-depth description of cardiopulmonary rehabilitation and develop skills to implement cardiac protocols, assess and monitor common cardiopulmonary conditions, identify cardiac precautions for a variety of patient populations, and perform postural drainage techniques. Students will design fitness and wellness programs for healthy and diseased individuals.

PTAT 1800 Neurology

3 credits

Students examine multiple pathologies of the nervous system including stroke, demyelinating diseases, spinal cord injury, Parkinson's disease, cerebral palsy, and traumatic brain injuries (TBI). In addition, students contrast normal structures and function of the nervous system, including motor control center

of the brain and spinal tracts, to a nervous system with specific impairments. Students also develop skills to assess, treat, and manage the neurologically impaired patient based on clinical signs and symptoms of neurological disorders across the lifespan.

PTAT 1820 Orthopedics

4 credits

Students identify and assess common orthopedic conditions and analyze findings to implement intervention strategies and develop comprehensive treatment plans under the direction and supervision of a physical therapist. Students participate in case studies common to orthopedic conditions including amputations. Students learn to progress physical therapy plans of care for a variety of orthopedic and postsurgical conditions. Prerequisite completion of PTAT 1720.

PTAT 1840 Specialty Rehabilitation

1 credit

Students will explore an in-depth overview of specialty areas of physical therapy practice including burns, chronic pain, geriatrics, lymphedema, pediatrics, vestibular rehabilitation, women's health, and wound care. Students will utilize assessment tools specific to these areas of specialty to develop intervention strategies for improvements in function and to minimize disability. Prerequisite is completion of PTAT 2970.

PTAT 2970 PTA Clinical Practicum I

7 credits

This course provides the students with selected experiences to provide practical clinical experience under the direct supervision of a physical therapist/physical therapist assistant. The clinical experience gives students the opportunity to correlate didactic course work with clinical skills. Students are required to complete the 280-hour clinical at an affiliate site that provides physical therapy services. Prerequisite: Completion of PTAT 1720.

PTAT 2030 Functional Kinesiology

4 credits

Students explore the application of human anatomy to the study of human movement patterns. Students identify normal versus abnormal movement with the use of posture analysis, gait analysis, functional movement and sport activities. Students will apply information demonstrated for data collection including manual muscle testing, goniometry measurements, and palpation techniques to the application in the physical therapy field. Prerequisite: Admission into the Physical Therapist Assistant program.

PTAT 2971 PTA Clinical Practicum II

7 credits

This course provides the students with selected experiences to provide practical clinical experience under the direct supervision of a physical therapist/physical therapist assistant to meet entry-level PTA requirements. The clinical experience gives students the opportunity to correlate didactic course work with clinical skills. Students are required to complete the 280-hour clinical at an affiliate site that provides physical therapy services. Prerequisite: Completion of PTAT 2970.

SELECTION OF STUDENTS

After October 1, all completed applications will be reviewed by a selection committee composed of faculty members and other physical therapy personnel. Laramie County Community College does not discriminate on the basis of race, color, nation origin, sex, age, religion, political affiliation, or disability in admission of access to, or treatment of employment in, its educational programs or activities.

PTA PROGRAM SELECTION CRITERIA:

The Physical Therapist Assistant (PTA) Program Selection Committee will be the individuals to consider the applications submitted by prospective PTA students. They will utilize the following point scale. From the pool of applicants, the prospective PTA students will be screened. *Applicants having completed all requirements will be considered first.* Applications with requirements not met at the time of selection may be provisionally admitted pending fulfillment of ALL requirements. All persons submitting an application will be notified of their admission status following the selection process. A maximum of 2 points will be awarded for classes that are in progress at the time of application.

Item	Points
Math 1400 Pre-Calculus Algebra or higher (3-4 cr.)	4(A), 3(B), 2(C) x3
ENGL 1010 English (3 cr.)	4(A), 3(B), 2(C) x3
ZOO 2010 Anatomy/Physiology or 2015 Human Anatomy (4 cr.)	4(A), 3(B), 2(C) x4
CO/M 2010 Public Speaking (3 cr.) or CO/M 1030 Interpersonal Communication	4(A), 3(B), 2(C) x3
HLTK 1200 Medical Terminology (2 cr.)	4A), 3(B), 2(C) x2
ZOO 2120 Anatomy/Physiology II or 2025 Physiology (4 cr.)	4(A), 3(B), 2(C) x4
POLS 1000 or HIST 1211 or HIST 1221 or HIST 1251 or ECON 1200 (3 cr.) – state statutory requirement	4(A), 3(B), 2(C) x3
EDST 2450 Human Lifespan Development (3 cr.)	4(A), 3(B), 2(C) x3
HLTK 2510 Pathophysiology (2 cr.)	4(A), 3(B), 2(C) x2
Physical Education activity course (1 cr.)	4(A), 3(B), 2(C) x1
Overall GPA-College	6(3.5 or above), 5(3.0 or above), 4(2.5 or above), 3(2.0 or above) x4
Previous College Degree(s)	10 points for Bachelor degree
Employment in a Physical Therapy department/clinic, as PT aide, 6 months or more	20 points
Other employment in a related healthcare field	10 points
Physical therapy observations hours	15 points (80 hours or more), 10 points (40 hours), or 5 points (20 hours)
Reflective Essay	30 points max
1 st Letter of Reference	15 points max
2 nd Letter of Reference	15 points max
3 rd Letter of Reference	15 points max

Should any students receive identical scores; the program director will determine priority based on the PTA Program Handbook guidelines. Final selection will be made and the students will be notified about 30 days after the application due date. An alternate list will be made to fill any cancellations. Our program does not use an annual waiting list; therefore, students not selected for admission into the PTA program must initiate the admission process the following year before being reconsidered. No preferential treatment will be given to applicants reapplying to the program.

Note: The PTA Program Admission is contingent upon successful completion of in-progress prerequisites. If the student does not successfully complete the in-progress courses, admission to the program will be voided.

PROGRESSION

To progress in the PTA program, the student must:

1. Maintain a minimum grade of “C” in each required PTA and support courses. A support course is any course that does not contain the PTAT prefix. A cumulative GPA of 2.5 or above is required prior to and after acceptance into the program.
2. Take PTA program specific courses in sequence.

ESTIMATED EXPENSES

See college catalog for general school expenses (Estimated at \$1236/semester for in-state resident tuition). Other expenses may apply (such as those related to internships, board exam preparation, and graduation). Additional estimated expenses for the entire PTA program include:

Immunizations.....	\$150
Background check and drug screening costs	\$159
Books	(approximately) \$1200
PTA student acceptance fee	\$200
Health Sciences Program Fee	\$200/semester
Additional class/lab fees	\$600
PTA national licensing exam fee (after program completion)	\$350
Wyoming licensure fee (after program completion)	\$190

The student is expected to provide transportation to class and to the assigned clinical education sites. The students should also be aware that clinical education sites may be out of the area and/or out of state.

STUDENT SERVICES

See college catalog for information.

TRANSFER STUDENTS

Transfer students will be evaluated on an individual basis and may be required to take competency examinations monitored by the faculty to determine the level at which the student will enter the program. Transcripts and an application will be required. Specific requirements for transfer are outlined in the PTA Student Handbook available from the PTA Program Director.

Transfer students and students reentering the program will reenter under the applicable college catalog requirements.

STUDENT EMPLOYMENT

Due to the demands of the full-time PTA program, student employment is not encouraged. However, exceptions may arise. This personal decision should be based on individual performance in the classroom, clinical education sites, financial situations, and personal health. It is the desire of the PTA faculty that students are successful in the program and that essential learning is not compromised. Students will not be excused from class or clinical assignments for personal work schedules. An alternative may be found by contacting the Financial Aids Office at the college.

QUESTIONS

If you have any questions about the PTA program or the admission process which are not answered here, please contact:

Sarah Hughes, PT, DPT

PTA Program Director

Office-307.432.1684 Fax: 307.778.1395

e-mail: shughes@lccc.wy.edu

ADMISSION FORM

LARAMIE COUNTY COMMUNITY COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM

Name _____ Today's Date _____

Maiden Name/Other Names Used _____ DOB _____

Address _____ SSN _____

_____ Application for Spring _____
Year

Home Phone _____ Work Phone _____

E-mail _____ Cell Phone _____

NOTE: Please advise the PTA Program Director if there is a change in any of the information above, so that we may contact you if additional information is required.

Step 1. Please complete the following form.

PREREQUISITE COURSES (or equivalent)	PLEASE PROVIDE SEMESTER AND GRADE			Institution
	Semester Completed & Grade	*In Progress (v)	Instructor	
MATH 1400 College Algebra 3 cr.				
ENGL 1010 English 3 cr.				
ZOO 2015 Human Anatomy or ZOO 2010 Anatomy/Physiology I 4 cr.				
CO/M 2010 Public Speaking or CO/M 1030 Interpersonal Comm. 3cr.				
State Statutory requirement: POLS 1000 –or- HIST 1211 –or- HIST 1221 – or- HIST 1251 –or- ECON 1200 3cr				
Physical Activity 1 cr.				
HLTK 1200 Medical Terminology 2 cr.				
Other PTA Curriculum Courses Completed:				

*NOTE: Please provide completed In-Progress Grade Report forms for all courses marked as “in progress” by the application deadline. (See attached forms).

Short Reflective Paper:

Please include a reflective essay with your application. This essay should be included with your application for admission to the Physical Therapist Assistant (PTA) Program. The essay should be no more than two pages in length, typed, and double-spaced. It should include an example of something you observed with a patient during your observation time, what you learned from that experience, and may include some of your interaction with the Physical Therapist or Physical Therapist Assistant with whom you observed. Some information about yourself and why you are interested in becoming a physical therapist assistant should also be included and highly recommended. The following rubric will be utilized to assess the paper.

ESSAY RUBRIC			
CRITERIA	SATISFACTORY	UNSATISFACTORY	Total possible points/percentage
<u>Focus</u>	<u>15 points</u>	<u>0 points</u>	<u>15 points</u>
Consistent	Focus/content is clear throughout the essay and does not shift. (8pts)	Unclear focus, argument is difficult to follow, did not answer the essay/paper question.	
Thesis statement, topic sentences	Thesis statement has a clear limited topic with supportive topic sentences. (7pts)	No clear position, limited supportive statements, and/or poor essay map.	
<u>Organization</u>	<u>5 points</u>	<u>0 points</u>	<u>5 points</u>
Intro, Transitions, Conclusion	Clear organization, correct transitional words/phrases, and coherence among thoughts.	Poor organization, poor transitional words/phrases, and poor coherence among thoughts.	
<u>Development/Support</u>	<u>5 points</u>	<u>0 points</u>	<u>5 points</u>
Specific, Accurate, Adequate	Examples are detailed, specific, clear, supportive of the thesis, and paragraphs well developed.	Few if any examples, examples do not support thesis, and poor paragraph development.	
<u>Mechanics/Format</u>	<u>5 points</u>	<u>0 points</u>	<u>5 points</u>
Sentences, usage, grammar, format heading, and title	Essay free of major errors, run-ons, fragments, awkward and/or confusing sentences, slang, spelling errors, and punctuation errors. Correct format-1" margins, double spacing, 12 font, and correct indentations. Student name, date, class, assignment, and instructor's name. Title centered, interesting, and correctly centered.	Essays should not contain several errors in the previously mentioned criteria. Heading/title should not be missing one or more parts, must be correctly formatted, and interesting.	
Total (30 possible)			

Date: _____

Print name: _____

Signed: _____

(The application must be signed. By signing above you are indicating that all the information included in this application is true).

**Send completed application to: Laramie County Community College
PTA Program Director
1400 E. College Drive
Cheyenne, WY 82007-3299**

LARAMIE COUNTY COMMUNITY COLLEGE
1400 E. College Drive, Cheyenne Wyoming 82007-3299

PHYSICAL THERAPIST ASSISTANT PROGRAM
REFERENCE FORM

To Be Completed By Applicant:

Name of Applicant: _____ Application for entering **Spring 2017**
 Name of Reference: _____ Phone # (Home) _____
 E-mail _____ Work # or Cell # _____

To Be Completed by Individual Serving as a Reference:

The applicant named above is applying for acceptance into the Physical Therapist Assistant (PTA) program at Laramie County Community College. As part of the application process, each applicant must have three reference forms completed and returned to the LCCC program director by the program's application deadline, **September 7 2016**. Selection is on a competitive basis, so your input is very valuable to us.

Please rate the applicant in the categories below, answering as honestly as possible in order to allow us to select the best candidates for our program. All answers are kept strictly confidential, and are shared only with the PTA selection committee.

After completing the form, please enclose it in the enclosed pre-addressed envelope seal the envelope, sign over the seal, and then drop it in the mail before the deadline of **September 7, 2016**. All reference forms are to be sent directly to the LCCC program director, as indicated on the envelope. If you have any questions, please call Sarah Hughes, PT, DPT at 307.432.1684 or e-mail: shughes@lccc.wy.edu. Thank you for your assistance.

Please place an "X" in the column under the rating which best describes the applicant's abilities in each area **with 5 being the highest rating, and 1 the lowest. Please add your comments as needed.**

	LOWEST				HIGHEST
	1	2	3	4	5
Attendance					
Punctuality					
Grooming and hygiene					
Dependability					
Follows instructions					
Respect for authority					
Initiative					
Commitment and follow through					
Learns from mistakes					
Accountability/Accepts responsibility for actions					
Motivation level					
Interpersonal skills					
Team player					
Overall work ethic					
Would you recommend this candidate?					

Please feel free to comment on any of your answers or provide any other additional information which you feel may assist us in our selection on the back of this page.

Signature: _____ Print Name: _____

Date: _____ Capacity in which you know/knew the applicant: _____

Send completed form to: Laramie County Community College
 Physical Therapist Assistant Program
 1400 E. College Drive
 Cheyenne, WY 82007-3299
 F: 307-778-1395, shughes@lccc.wy.ed

PHYSICAL THERAPIST ASSISTANT PROGRAM PRE-ADMISSION OBSERVATION EVALUATION FORM

To be admitted to the LCCC Physical Therapist Assistant (PTA) program, it is required that a student participate in a physical therapy department/clinic observation for a minimum 20 (twenty)-hour period. It is permissible for the student to attend multiple sites, but the total hours observed should equal 20, or more, hours. We feel that the prospective student will have a better understanding of the type of work that a PTA does by attending this observation period. Paid work hours in this environment may be substituted for observation/volunteer hours.

NOTE: In the event that patient volume in the department appears to be low or inadequate, it is permissible for the observing student to reschedule remaining and/or additional observation time if the supervising PT/PTA deems this to be appropriate. **Please answer the questions below and return this form and the Observation Guidelines and Acceptance Form to the following address by September 7, 2016.**

Laramie County Community College
PTA Program Director
1400 E. College Drive
Cheyenne, WY 82007-3299

Name of Facility: _____

Name of Prospective Student: _____

Number of Hours Spent in the Physical Therapy Department: _____

Date(s) of Attendance: _____

The student:	YES	NO
1. Called to make an appointment.....	<input type="checkbox"/>	<input type="checkbox"/>
2. Was punctual.....	<input type="checkbox"/>	<input type="checkbox"/>
3. Stayed the required hours.....	<input type="checkbox"/>	<input type="checkbox"/>
4. Came to the department properly groomed.....	<input type="checkbox"/>	<input type="checkbox"/>
5. Came to the department properly attired.....	<input type="checkbox"/>	<input type="checkbox"/>
6. Came to the department prepared to observe with the appropriate paperwork.....	<input type="checkbox"/>	<input type="checkbox"/>

Please rate the following items from 1 to 5 with 5 being the highest rating possible.

6. Displayed some awareness of universal precautions for infection control.....	1	2	3	4	5
7. Displayed the ability to interact with others.....	1	2	3	4	5
8. Appeared interested in physical therapy procedures.....	1	2	3	4	5
9. Asked pertinent questions during the observation.....	1	2	3	4	5
10. Would you recommend this student?	1	2	3	4	5

Other comments and overall impressions:

Signature of observing PT/PTA: _____ Date: _____

Printed name of observing PT/PTA: _____

Thank You for Your Assistance.

If you have any questions, please call the LCCC PTA Program Director
at 307.432.1684 or e-mail shughes@lccc.wy.edu.

**LARAMIE COUNTY COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM
PRE-ADMISSION OBSERVATION GUIDELINES AND ACCEPTANCE FORM**

Instructions: Please read the following information and complete the indicated information at the bottom of the form. Submit this signed form (along with your “PREADMISSION OBSERVATION EVALUATION FORM”) to the orienting PT/PTA of the facility/clinic at the start of your observation period. You may make a copy of the completed form for your records, if you wish.

Health care facilities are organizations designed to provide medical diagnoses, treatment, and care for patients. As an observing student in a PT department or clinic, you will be allowed to observe various interactions between patients, physical therapists, physical therapist assistants, technologists, physicians, and other health care personnel.

The health care environment is governed by various rules and policies which serve to ensure that the patient and his/her information is held in trust. In keeping with this, students who are observing as applicants of the LCCC PTA Program are required to follow these guidelines:

1. As a student applying for the PTA program at LCCC, your role is strictly an observer. Although you may be qualified to administer certain aspects of patient care (such as CPR) due to your past education and experiences, you may not provide any direct patient care during this observation period.
2. During your observation, you will observe both patients and their medical information. You may even observe an examination or information of someone you know while at the facility. It is permissible to ask questions of the PT/PTA available about the procedures you are observing. Please be advised that this is privileged information protected by federal privacy acts, and therefore cannot be shared with ANY party outside the facility, no matter how tempting it may be. This includes family members and friends.
3. Due to the privacy rules described above, some facilities may require you to sign a confidentiality statement specific to their institution in addition to this form prior to your observation. Department personnel may also request patient permission prior to your observation of each procedure. While most patients do give their permission, patients do have the right to deny your observation of their examinations. Please do not be offended if a patient does not wish to have you present or observe his/her exam. Instead, respect the patient's right to choose how his/her care is delivered.
4. The health care facility will make every effort for a safe and educational observation experience, but because your observation may be in a hospital, long term care facility, or clinic, you may be exposed to blood- borne and other pathogens while at the facility.
5. An observing student is ultimately responsible for his/her own actions. If a student fails to comply with the guidelines listed above, the facility has the right to immediately suspend the student's observation and/or bar him/her from future observations. In addition, the facility and/or Laramie County Community College cannot be held responsible for any damages or liability which may result due to inappropriate student behaviors during or after the observation period.

ACCEPTANCE OF OBSERVATION GUIDELINES

I have read the Guidelines for the Pre-Observation Requirement for students applying for the PTA program at Laramie County Community College. I understand my responsibilities concerning the observation with regard to patient confidentiality and the importance of following the instructions of the PT/PTA during my observation. I understand that I am bound to these rules and other applicable department/hospital/clinic policies during my observation, and will comply with these policies to the best of my ability.

Signature of Student

Printed Name

Date

PT/PTA Signature

Printed Name

Date

If you have any questions about the observation or this form, please call Sarah Hughes, PT, DPT – PTA Program Director at 307.432.1684.

Note to host facilities: Please feel free to keep a copy of this document for your records and forward the original back to the LCCC PTA Program Director attached to the Pre-Admission Observation Evaluation Form. Thank you for your time and assistance during this pre-observation experience.

**LARAMIE COUNTY COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM
IN-PROGRESS GRADE REPORT FORM – FALL 2016**

Please use this form to report all of your in-progress grades for the Fall 2016 semester. As part of the selection process, we consider the level of student preparedness for each applicant. To assess this, please include all of the courses in the PTA curriculum which you would like considered. (This includes both the prerequisite courses and the additional general education courses listed within the program's course of study.)

Instructions:

For all courses you wish considered, have each instructor provide your current course grade, and sign and date the form where indicated. For confidentiality purposes, please make individual copies of this form to provide to each instructor.

Deadline: September 7, 2016*

*Please note that you may complete all of the other portions of your application and submit them any time prior to September 7, 2016. You may submit this form under separate cover, and it will be associated with your application file upon its receipt.

NAME OF APPLICANT: _____

COURSE: _____ **Current Grade:** _____ **Date:** _____
(Include both the course prefix and title)

INSTRUCTOR NAME: _____ **DATE:** _____

INSRUCTOR SIGNATURE: _____ **Contact Information/Ext. #** _____
(Signature)

OTHER COMMENTS: _____

To the instructor: Thank you for your assistance in our student selection process. If you have any questions regarding this form or the PTA program, please contact Sarah Hughes, PT, DPT, PTA Program Director at 307.432.1684 or shughes@lccc.wy.edu.

**LARAMIE COUNTY COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM
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