Thank you for your interest in BC3’s Physical Therapist Assistant (PTA) Program! Applications will be evaluated on a rolling basis until all seats are filled for the Fall 2019 class.

Successful completion of this program may potentially lead to professional licensure. Licensure may be global or state-specific. This program meets requirements for the state of Pennsylvania. Requirements for other states may vary:

http://bc3.edu/professional-licensure

An application packet will consist of the following:
1. BC3 Application for Admission (even if previously completed) and PTA Application
2. $25.00 one-time, non-refundable application fee (Current and returning students do not pay the application fee.)
3. Personal Recommendation Form from PT/PTA included in this packet.
4. Personal Recommendation Form from Employer/Teacher included in this packet
5. Official high school transcript (required) & GED/HiSET test scores (if applicable)
6. Official college transcript(s) from schools attended other than BC3 (if applicable)

If you have additional questions, feel free to call the Admissions Office at 724-287-8711 ext. 8346 or email admissions@bc3.edu.

Only complete application packets will be considered for admission. It is the student’s responsibility to submit all required documentation and confirm its receipt. Application packets may be dropped off in person to the Admissions Office during business hours or mailed to:

Butler County Community College
Attn: Admissions Office
P.O. Box 1203
Butler, PA  16003-1203
You need to take placement tests? (Check all that apply)

[ ] Students are required to complete placement testing, however, may be exempt based on the following:

- English course at BC3 or another college passed with a grade “C” or higher
- Math course at BC3 or another college passed with a grade “C” or higher
- AP English Language & Composition – exam passed with a “3” or higher
- AP Math Statistics or Calculus AB/BC – exam passed with a “3” or higher
- ACT English Score
- SAT EBRW Score
- ACT Math Score
- SAT Math Score

If you selected General Studies (100A), designate your specific area of interest:
[ ] General
[ ] Undecided
[ ] Natural Science and Technology
[ ] Pre-Massage Therapy
[ ] Pre-Medical Assistant
[ ] Pre-Nursing
[ ] Pre-Physical Therapist Assistant

In addition, select one or more of the following racial categories to describe yourself:
[ ] American Indian / Alaskan Native
[ ] Asian
[ ] Black / African American
[ ] Native Hawaiian / Other Pacific Islander
[ ] White

In order to gather information required by state and federal agencies, we are requesting that you provide the following information. Your answer to these questions will in no way affect your admission status. Further, this information will be held confidential and used only for statistical purposes.

Do you consider yourself to be Hispanic / Latino?  YES / NO

In addition, select one or more of the following racial categories to describe yourself:
[ ] American Indian / Alaskan Native
[ ] Asian
[ ] Black / African American
[ ] Native Hawaiian / Other Pacific Islander
[ ] White

What is your intended term of enrollment? (Please circle one)
[ ] FALL (August)
[ ] SPRING (January)
[ ] SUMMER (May)

If you selected General Studies (100A), designate your specific area of interest:
[ ] General
[ ] Undecided
[ ] Natural Science and Technology
[ ] Pre-Massage Therapy
[ ] Pre-Medical Assistant
[ ] Pre-Nursing
[ ] Pre-Physical Therapist Assistant

Where do you intend to take the majority of your classes?
[ ] BC3 Main Campus (Butler)
[ ] BC3 @ Armstrong (Ford City)
[ ] BC3 @ Brockway (Brockway)
[ ] BC3 @ Cranberry (Cranberry Township)
[ ] BC3 @ Lawrence Crossing (New Castle)
[ ] BC3 @ LindenPointe (Hermitage)
[ ] Online (Internet)

How many credit hours do you intend to take?
[ ] Full Time - 12+ credits
[ ] Part Time - 1-11 credits
Are you a U.S. citizen?  YES / NO

Are you or have you ever been a service member of the United States military?  YES / NO

Will you graduate high school before the term you are enrolling?  YES / NO

Name of high school: ________________  City: ________________  State: ________________

List all colleges, business or technical schools attended:
1. Name of School * Please include College in High School institutions.
2. ________________
3. ________________
4. ________________

Why did you choose BC3? (Pick one)
☐ Academic programs
☐ Affordability
☐ Close to home
☐ Day care
☐ Convenient schedule
☐ Undecided major

Check if the following statements apply to you:
☐ I have already visited a BC3 location.
☐ I intend to visit a BC3 location in the future.

How do you plan to fund your education? (Check all that apply)
☐ EZ Payment Plan
☐ Financial Aid
☐ Scholarships
☐ Self-Pay

Do you have an interest as an active participant in the intercollegiate athletic program?  YES / NO

If Yes, check all that apply:
☐ Baseball
☐ Basketball (Men’s and Women’s)
☐ Golf (Men’s and Women’s)
☐ Softball
☐ Volleyball (Women’s)

I certify that the above information is true and correct to the best of my knowledge.

Your Signature: ____________________________  Date: __________/________/________

Nondiscrimination Policy

Butler County Community College is committed to providing equal opportunity in admissions and treatment of students, in educational programs for students, in employment opportunities and in governance of the College, without regard to race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law. The College shall take affirmative action to ensure that it does not discriminate against an employee or applicant for employment or against a student of the College on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.

For information regarding equal education and employment opportunity including services, activities and facilities that are usable and accessible to disabled persons, contact the Executive Director of Human Resources/Equal Opportunity Compliance officer, Butler County Community College by telephone at (724) 287-8711, Ext. 8353, or in writing at 107 College Drive, Butler, PA 16002. If an applicant, employee, or student is physically or mentally disabled, he/she may request accommodations, academic adjustments, or auxiliary aids or services. Information on the College’s services for disabled students may be obtained from the Academic Counselor and Disabilities Coordinator at Ext. 8327. Employees or applicants should contact the Executive Director of Human Resources/Equal Opportunity Compliance officer at Ext. 8353 for more information.

I understand that BC3 reserves the right to use photographs and video taken in the classroom and/or on campus for educational and promotional purposes of BC3 and its programs.
**Institutions Attended: Official Transcript Requirement**

ALL official transcripts are required for your PTA application to be reviewed (except your BC3 transcript). Students who have taken the GED®/HiSET are required to submit a copy of their test scores as well and take 12+ college level credits to establish a BC3 GPA.

<table>
<thead>
<tr>
<th>Name of High School</th>
<th>Dates Attended</th>
<th>Currently Enrolled (yes/no)</th>
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<tbody>
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<td>1.</td>
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<td>2.</td>
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</table>

**Name of Colleges Attended** (Please list all colleges currently or previously attended including BC3.)

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<thead>
<tr>
<th>Name of Colleges Attended</th>
<th>Dates Attended</th>
<th>Currently Enrolled (yes/no)</th>
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</table>

**Biology/Algebra Requirement**

If currently taking the course place “IP” for “In Progress” in the date course completed and grade earned rows.

<table>
<thead>
<tr>
<th>Biology Course Number/Name (Comparable to BIOL 101 or high school Biology)</th>
<th>Institution where course was taken</th>
<th>Date course completed</th>
<th>Grade earned in course</th>
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<tr>
<th>Algebra Course Number/Name (Comparable to MATH 090/MATH 091 or high school Algebra)</th>
<th>Institution where course was taken</th>
<th>Date course completed</th>
<th>Grade earned in course</th>
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**Anatomy & Physiology**

Anatomy & Physiology 1 and 2 are not required to apply to the PTA Program, but they are strongly encouraged and will be considered in the evaluation process. Please indicate whether you had these courses at a college-level below. If currently taking the course place “IP” for “In Progress” in the date course completed and grade earned rows. If not taken yet leave this section blank.

<table>
<thead>
<tr>
<th>Anatomy &amp; Physiology I (Comparable to BIOL 131 at BC3)</th>
<th>Institution where course was taken</th>
<th>Date course completed</th>
<th>Grade earned in course</th>
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<tr>
<th>Anatomy &amp; Physiology II (Comparable to BIOL 132 at BC3)</th>
<th>Institution where course was taken</th>
<th>Date course completed</th>
<th>Grade earned in course</th>
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GPA Requirement
Applicants to the PTA program must have a 2.80 cumulative GPA minimum from high school or college of most recent attendance if 12+ credits were completed there. They must also have a “C” or better in all PTA associate degree required coursework for acceptance and continuation in the program.

Please check the box below if this statement is true.
☐ Yes, I have a 2.80 cumulative GPA or better.

Experience in Physical Therapy
Applicants are required to have a minimum of 20 hours of exposure in at least one PT setting and have this page signed by the experience supervisor.

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<thead>
<tr>
<th>Name of Facility</th>
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<tbody>
<tr>
<td>Address of Facility</td>
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<tr>
<td>Dates: From-To</td>
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<tr>
<td>Total # of Hours</td>
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<tr>
<td>Summary of Responsibilities</td>
<td></td>
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</table>

Supervisor’s Signature: ___________________________ Date: ____________

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<tr>
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<td></td>
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</tbody>
</table>

Supervisor’s Signature: ___________________________ Date: ____________

Application Verification
By signing below, I understand it is my responsibility to submit all official transcripts from high school as well as official college/university transcripts (if applicable) for institutions attended aside from BC3. I will communicate with the BC3 Admissions Office as necessary regarding my application. I also attest that the information provided is accurate and completed to the best of my ability.

Name: ____________________________________________

Phone Number: ____________________________________

Email Address: ____________________________________

Student Signature: ___________________________ Date: ____________
PT or PTA PERSONAL RECOMMENDATION FORM
PHYSICAL THERAPIST ASSISTANT PROGRAM

APPLICANT’S NAME

LAST FIRST MI

SS #

To the applicant, under the Federal law entitled the Family Educational Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we consider all letters of recommendation carefully, we believe that in many instances letters written in confidence are of greater value in the assessment of a student’s qualifications, abilities, and promise.

A signature is required for either statement A or B below, indicating waiver of right to inspect this letter of reference.

A. I have waived my right to inspect this letter of reference and hereby inform recommender that this letter will be kept strictly confidential.

APPLICANT’S SIGNATURE ______________________ DATE __________

B. Referent is advised that I have retained my right to inspect this letter of recommendation after enrollment and that I may have access to it.

APPLICANT’S SIGNATURE ______________________ DATE __________

Note to Recommender: You have been requested to complete this reference form. Your frank appraisal will assist the Admissions Committee in evaluating the applicant’s qualifications.

PT or PTA

NAME OF RECOMMENDER ______________________ (Circle one)

BUSINESS OR PROFESSIONAL ADDRESS ______________________

NUMBER AND STREET ______________________ CITY ______________________ STATE ______ ZIP ______

Please evaluate the applicant as fairly as you can in each of the categories listed below by marking the appropriate box.

“Exceptional” indicated the applicant is superior. “Average” indicates the applicant is normal, typical or satisfactory.

“Good” indicates the applicant is able, competent or qualified “Poor” indicates the applicant is below average.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>EXCEPTIONAL</th>
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(OVER)
How long have you known the applicant?

In what capacity?

In a brief statement, describe the applicant’s major strengths.

In a brief statement, describe any areas that may require improvement.

In consideration of the total perspective, please give a final evaluation. If you have any reservations or comments, please explain.

(   ) Highly Recommend   (   ) Recommend   (   ) Some Reservations   (   ) Serious Reservations

May we call you if we have additional questions? (   ) Yes   (   ) No

If yes, daytime phone number:____________________________________

Instructions: Please return this form in envelope provided. Seal and sign the envelope flap, and return to student.

SIGNATURE_________________________  DATE_________________________

Thank you for completing the Personal Recommendation Form. We appreciate your input! Thank you.
Note to Applicant: Complete shaded area, provide PT/PTA recommender with Personal Recommendation Form and Envelope

BUTLER COUNTY  TEACHER or EMPLOYER PERSONAL RECOMMENDATION FORM
COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM
PO BOX 1203
BUTLER PA 16003-1203

APPLICANT’S NAME________________________________________________________
LAST                     FIRST                                      MI
SS #_____________________________________________________________________

To the applicant, under the Federal law entitled the Family Educational Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we consider all letters of recommendation carefully, we believe that in many instances letters written in confidence are of greater value in the assessment of a student’s qualifications, abilities, and promise.

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APPLICANT’S SIGNATURE     DATE

B. Referent is advised that I have retained my right to inspect this letter of recommendation after enrollment and that I may have access to it.

________________________________________________________________________
APPLICANT’S SIGNATURE     DATE

Note to Recommender: You have been requested to complete this reference form. Your frank appraisal will assist the Admissions Committee in evaluating the applicant’s qualifications.

TEACHER                 EMPLOYER
_______________________________________________________________   _________________________________________________
NAME OF RECOMMENDER                (Circle one)
______________________________________________________________   _________________________________________________
BUSINESS OR PROFESSIONAL ADDRESS      How long have you known the applicant?
___________________________________________________________________________________________________________________________________
NUMBER AND STREET               CITY                            STATE           ZIP

Please evaluate the applicant as fairly as you can in each of the categories listed below by marking the appropriate box.

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In consideration of the total perspective, please give a final evaluation. If you have any reservations or comments, please explain.

(   ) Highly Recommend   (   ) Recommend   (   ) Some Reservations   (   ) Serious Reservations

May we call you if we have additional questions? (   ) Yes   (   ) No

If yes, daytime phone number:____________________________________

Instructions: Please return this form in envelope provided. Seal and sign the envelope flap, and return to student.

Thank you for completing the Personal Recommendation Form. We appreciate your input! Thank you.
NOTE TO PROSPECTIVE STUDENTS
Thank you for your interest in the Physical Therapist Assistant (PTA) Program at Butler County Community College (BC3). The following will provide information about the profession, the academic program, and the application process.

ABOUT THE PROFESSION
As an important member of the health care team, PTAs work under the supervision of a licensed Physical Therapist (PT). Duties performed by the PTA include implementing treatment programs according to the plan of care, training patients in exercises and activities of daily living, conducting treatments using special equipment, administering modalities (or physical agents) and other treatment procedures, reporting to the PT on the patient's responses, modifying the treatment as necessary, documenting relevant aspects of treatment, and communicating with other healthcare team members.

PTAs are most commonly employed in hospitals, rehabilitation centers, nursing facilities, outpatient clinics, and home health settings. Local, regional and national trends can affect employment availability, and the PTA Program cannot guarantee employment to graduates.

Licensure is required by all states in order to practice as a PTA. The national licensing examination is the National Physical Therapy Examination (NPTE). The Federation of State Boards of Physical Therapy determines all eligibility requirements and passing scores. Following admission into the PTA Program and throughout the program, information regarding NPTE, costs, eligibility and all other relevant information will be provided to students.

ABOUT THE COLLEGE
Butler County Community College, chartered in 1965, was the first community college in western Pennsylvania. Today, approximately 3,200 students are enrolled in credit programs across our six regional locations. The PTA program is located two miles south of the city of Butler on a spacious, wooded campus. BC3 is accredited by the Middle States Association of Colleges and Schools, Middle States Commission on Higher Education. Information about BC3 may be obtained by contacting the Admissions Office at admissions@bc3.edu or 724-284-8501 or visiting our website www.bc3.edu.

PTA EDUCATIONAL PROGRAM
The PTA Program consists of 70 credits and can be completed in a minimum of five semesters, which includes a summer session. PTA classes begin in the fall semester (typically the fourth week of August), and the program is completed at the conclusion of the spring semester approximately 21 months later. Upon graduation, students receive an Associate in Applied Science (A.A.S.) degree in Physical Therapist Assistant.

The PTA Program courses include general, technical and clinical education courses. Due to the intensive nature of the program, it is recommended that applicants complete as many of general education courses as possible before beginning the technical PTA courses. Widely recognized as “gatekeeper” courses, Human Anatomy & Physiology 1 and 2 are especially predictive of future performance and are highly considered when selecting applicants for acceptance. Students who want to take general education courses prior to beginning the technical PTA courses should apply to BC3 as a General Studies (100A), Pre-PTA student.
The technical PTA courses are held primarily during the day, with a limited amount of coursework online. There are no evening or weekend PTA courses. Many of the technical PTA courses have a laboratory component in which various skills are learned and practiced. Students with questions about the physical requirements of the program are referred to Dr. Randy Kruger, PTA Program Director at 724-287-8711 Ext. 8372.

There are three required full-time clinical experiences provided by the PTA curriculum. Students are placed at affiliating sites and gain clinical exposure and experience. Students are responsible for all transportation and other associated costs. The PTA Program’s Academic Coordinator of Clinical Education will provide the students with all applicable materials and information necessary for the clinical education component. Specific requirements to engage in affiliations are listed in the “Special Requirements” section.

The PTA Program is not designed to be used as a bridge into a Physical Therapy program. The general education courses required by the PTA Program may transfer to four-year institutions toward a Bachelor’s Degree. However, the technical and clinical PTA courses do not meet requirements for four-year degree programs. Students may meet with a PTA advisor for questions regarding further education options.

PTA PROGRAM ACCREDITATION STATUS
The PTA Program is fully accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). CAPTE’s address is 1111 North Fairfax Street, Alexandria, VA 22314, Telephone: (703) 706-3245.

The graduation rates for the Physical Therapist Assistant Program for the previous three years of 2016, 2017, and 2018 were 68%, 63%, and 92% for an average graduation rate of 74.3%

Graduates are required to pass a licensing examination in order to practice as a PTA. The licensing examination (National Physical Therapy Examination or NPTE) passing rates for the classes of 2016, 2017 and 2018 were 100%, 100%, and 90.9% for an average passing rate of 97%.

Graduates who obtained any form of Physical Therapist Assistant employment within six months of licensure were considered to be employed. Employment rates for the classes of 2015, 2016, and 2017 were 93.3%, 94.1% and 100% for an average employment rate of 95.8%.

ADMISSION POLICIES AND PROCEDURES

CRITERIA FOR ADMISSION
Admission into the PTA Program is selective and competitive. Completion of a special application packet is required and can be obtained from the Admissions Office at the main campus or may be downloaded from the BC3 website (www.bc3.edu/admissions/healthcare). All applicants are considered equally regardless of regard to race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law. The PTA Admissions Committee assumes the responsibility to review the data of all applicants and to select the best qualified individuals.

ACCEPTANCE REQUIREMENTS
The PTA Program is selective, so only the most qualified applicants will be accepted. Applicants who do not meet requirements at the time of application will not be considered until all admission requirements are met. Applicants will be scored and ranked objectively based on a combination of grade point average (GPA) and
college-level Anatomy and Physiology grades. No priority is given to applicants who have applied in previous years.

There is a maximum enrollment of 30 students each year. If necessary, a waiting list will be created. There will be no carry over to subsequent years if an applicant is not selected. Applicants who do not receive admission into the PTA Program must re-apply the following year.

Applicants will be selected by the PTA Admission Committee based on several factors including:

- **PTA Application for Admission**

- Quality, quantity, and type of PT-related experience as reflected in the PTA Application for Admission. It is required that the applicant demonstrate a minimum of 20 hours of job shadowing and/or work experience in one or more PT settings (hospital, outpatient clinic, rehabilitation facility, etc.). It is recommended that applicants gain exposure in more than one type of PT setting: for example, in a hospital and an outpatient clinic.

- Submission of two provided recommendation forms: one from a PT or PTA where job shadowing or employment was completed and the second from a Teacher or Employer.

- **Pre-requisite of Biology and Algebra**
  - High school or college-level Biology comparable to BIOL 101 (with a grade of “C” or better)
  - High school or college-level Algebra comparable to MATH 090/MATH 091 (with a grade of “C” or better)

- Completion, if applicable, of any required developmental or preparatory courses, based on placement test scores (with a grade of “C” or better). All new students will be required to take placement tests, which assess Sentence Skills, Reading Comprehension, and Algebra or provide proof of meeting SAT or ACT cut-off scores within the last five years (www.bc3.edu/placement-testing).

- Passing grade (“C” or better) in all general education courses required by the PTA Program.
  - The student’s acceptance will be rescinded if a student receives a “D” or “F” in a required course prior to the start of the technical PTA courses. For example, if a student was accepted during the spring semester, but received a “D” or “F” in a required course in the spring or summer, his/her acceptance would be rescinded.
  - Human Anatomy and Physiology 1 and 2 are especially recommended. Applicants who achieve minimum passing grades or who required more than one attempt to pass Human Anatomy and Physiology have demonstrated significantly lower graduation rates and licensure passing rates than those who passed on the first attempt and with higher grades.

- Minimum cumulative GPA of 2.80.
  - The high school GPA will be utilized if the applicant has not attended college.
  - If not a high school graduate, GED/HiSET scores will be accepted. Students will then need to complete 12+ college-level credits to establish a new GPA.
  - If the applicant has a high school GPA of less than 2.80, the Admissions Committee will review the applicant upon completion of 12+ college-level credits with a college GPA of 2.80 or better in 100 level or higher courses.
  - If the applicant has a college GPA of less than 2.80, the applicant must either take/repeat courses to raise the GPA to at least 2.80 at their current institution or take 12+ college-level credits at BC3.
SPECIAL REQUIREMENTS
The PTA Program Director will meet with all accepted students for an orientation session. Among other information, PTA students will be advised of the following requirements including timeline in which these documents are required:

1. Be certified in the American Heart Association: Basic Life Support for Health Care Providers or the American Red Cross Basic Life Support for the Professional Rescuer.
2. Provide proof of personal health insurance coverage.
3. Have a satisfactory annual physical examination, including ability to meet physical requirements and proof of required immunizations.
4. Submit Act 34/151 clearances (Pennsylvania Criminal History Record and Pennsylvania Child Abuse Clearance). Students with criminal and/or child abuse backgrounds may not be permitted to engage in clinical affiliations, and therefore may not be eligible for program completion, licensure or employment. Some clinical sites require additional urine drug screening. Students with positive drug screen findings may not be permitted to engage in clinical affiliations, and therefore may not be eligible for program completion, licensure, or employment. Note: Some clinical sites require additional fingerprinting.
5. Assume all responsibilities for all transportation to and from the College as well as clinical facilities to which they are assigned.

APPLICATION PROCESS
To expedite the admissions process, this Self-Managed Application has been developed. The applicant will be responsible for collecting materials. If possible, all application documents should be submitted together in one large envelope.

STEPS TO COMPLETING YOUR PTA APPLICATION

1. Obtain PTA Application from the Admissions Office (724-284-8501 or 724-287-8711 Ext 8346) or at www.bc3.edu/admissions/healthcare.
2. Read all materials carefully.
3. Make arrangements to complete job shadowing and/or work experience within a Physical Therapy setting. Contact the PT department at hospitals, nursing or rehabilitation facilities, outpatient clinics, or home care facilities. A minimum of 20 hours of volunteer and/or work experience is required and must be documented on the PTA application. The hours may be completed at a single facility or combination of facilities (preferred).
4. Complete the PTA Application for Admission. A $25.00 one-time, non-refundable application fee is required of all individuals making application to the College for the first time.
5. Request a PT or PTA and a Teacher or Employer to the complete Personal Recommendation Forms included in the application packet. These should be professional references, not friends or relatives.
6. Give the Personal Recommendation Form and corresponding envelope to the recommender. Notify your recommenders that they should return the completed Personal Recommendation Form to you enclosed in
the appropriate envelope, sealed, and signed across the envelope flap. The two recommendations should be included with your complete application packet.

7. Obtain your official high school transcript and/or GED/HiSET test scores (if applicable) and include copies, in a sealed envelope from the institution along with PTA application materials.

8. Obtain your official college transcripts (if applicable) and include copies, in a sealed envelope from the institution along with PTA application materials. **You do not need to submit an official BC3 transcript.**

9. Submit all application materials to the Admissions Office either by dropping them off during business hours or via USPS mail to: BC3 Admissions Office, P.O. Box 1203, Butler, PA 16003.

BC3 will not consider the application process complete until all required materials, including the application, high school and college transcripts (if applicable), and both letters of recommendation, have been received.

If you are taking courses at another college or university during the application period, a final transcript must be also sent on your behalf once coursework is complete. All materials submitted become the property of BC3. Credentials sent in support of application will not be duplicated or returned to the applicant.

**AVAILABILITY OF FINANCIAL ASSISTANCE**
All students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov to determine eligibility for state and federal grant and loan programs. Please contact the Financial Aid Office at 724-287-8711 ext. 8329 or financialaid@bc3.edu with further questions or for assistance in the process.

**CALENDAR FOR ADMISSION PROCESS**
As previously noted, only applicants who meet admissions requirements will be considered for acceptance into the PTA Program. It is the applicant’s responsibility to see that the application packet is completed and mailed or delivered to the Admissions Office. Applicants will be evaluated on a rolling basis until all seats are filled and wait list will be created if the need arises. Accepted applicants are required to meet with a PTA Program advisor to register for PTA specific courses.
PTA PROGRAM COSTS

The following costs for the PTA Program are only estimates. They may be changed at any time without prior notice. Tuition and fee schedules are also available in the BC3 Academic Catalog and website (www.bc3.edu). Tuition costs are flat rates based on full-time status (12-17 credits per semester). The table below was constructed assuming that all students are taking all of the general, as well as, technical PTA courses. Costs will be less if general courses have already been completed. If students are less than full-time, tuition is charged on a per credit rate based on the county of residence. All fees will apply whether students are full-time or part-time.

**Butler County resident tuition** $113 per credit
**All other Pennsylvania resident tuition** $213 per credit
**Out-of-state or international tuition** $313 per credit
**Comprehensive fee** $52 per credit
**Lab fee** $35 per lab course
**Online course fee** $25 per credit
**Insurance fee** $10 per term

| 2018-2019 Tuition, Fees, and Books (assuming full-time status and all general courses) |
|-----------------------------------------------|----------------|----------------|
| First year (fall, spring) | Summer | Second year (fall, spring) |
| Tuition | | |
| Butler County resident | $1695 x 2 semesters = $3390 | $791 | $1620 x 2 semesters = $3390 |
| Other PA county resident | $3120 x 2 semesters = $6390 | $1491 | $3120 x 2 semesters = $6390 |
| Out-of-state or international | $4620 x 2 semesters = $9390 | $2191 | $4695 x 2 semesters = $9390 |
| Comprehensive fee | $52 x 36 credits = $1872 | $52 x 7 = $364 | $52 x 27 credits = $1404 |
| Lab fee | $35 x 5 courses = $175 | $10 | $35 x 2 courses = $70 |
| Insurance fee | $10 | $10 | $25 x 2 credits = $50 |
| Online course fee | $25 x 1 credit = $25 | | |
| Books | General courses: $870 | General courses: $75 | General courses: $0 |
| | PTA courses: $960 | PTA courses: 0 | PTA courses: $415 |

**Additional Costs**

- CPR for the Healthcare Providers up to $100
- Physical Examination variable (may be substantial!)
- Clearances $100 (more if fingerprinting, drug screening)
- Identification pin $12
- Personal equipment (stethoscope, goniometer, etc.) variable
- Clinical attire variable

- APTA student membership $85
- Graduation fee $40
- NPTE exam application $500
Butler County Community College is committed to providing equal opportunity in admissions and treatment of students, in educational programs for students, in employment opportunities and in governance of the College, without regard to race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law.

The College shall take affirmative action to ensure (1) that it does not discriminate against an employee or applicant for employment or another person because of race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law; (2) that it does not subject students to unlawful discrimination in the admission process, take any action, direct or indirect, to segregate students in a classroom or course, or subject students to different or separate treatment in, nor restrict the enjoyment by a student of, a service, facility, activity or program at the College on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law; and (3) that it does not discriminate in the employment of administrators on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, age, sex, sexual orientation, or gender identity or expression, genetic information, veteran status, marital status, family status, or other classification protected by applicable law and that its governance structure includes diverse membership broadly representative of the public interest as may be required by law or regulation.

There shall be no retaliation against any applicant, employee, or student for filing a harassment or discrimination complaint, or assisting, testifying, or participating in the investigation of such a complaint. Any applicant, employee, or student reporting sexual or other harassment or discrimination will also be protected from reprisals or retaliation by the College, any supervisors, and/or co-workers as a result of such complaint(s).

The College is committed to be in compliance with the Pennsylvania Human Relations Act (43 P. S. §§ 951-962.2) and the Pennsylvania Fair Educational Opportunities Act (24 P.S. § § 5001-5009). Employment and educational opportunities at Butler County Community College are available to all as required by Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act, the Pennsylvania Fair Educational Opportunities Act, the Pennsylvania Human Relations Act, and all applicable laws and regulations.

For information regarding equal education and employment opportunity including services, activities and facilities that are usable and accessible to disabled persons, contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College by telephone at (724) 287-8711, Ext. 8353, or in writing at P. O. Box 1203, Butler, PA 16003-1203. If an applicant, employee, or student is physically or mentally disabled, he/she may request accommodations, academic adjustments, or auxiliary aids or services. Information on the College's services for disabled students may be obtained from the Coordinator of Access and Disability Resources at Ext. 8327. Employees or applicants should contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer at Ext. 8353 for more information.

For information regarding the College’s Grievance Procedure, visit our website at https://www.bc3.edu/directory/human-resources/policies.html or contact the Executive Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College.
Butler County Community College  
Curriculum Planner  
PHYSICAL THERAPIST ASSISTANT, PTA, No. 215  
Associate in Applied Science Degree

The Physical Therapist Assistant Program prepares graduates for employment in the role of a Physical Therapist Assistant (PTA) and as a member of the health care team. The Program focuses on two concepts: patient care and the physical therapy delivery system. See description in College catalog for detailed information.

Minimum 70 Credits

<table>
<thead>
<tr>
<th>First Semester (Fall Session)</th>
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<tbody>
<tr>
<td>PTA Seminar I</td>
<td>PTAP 101</td>
<td>3</td>
</tr>
<tr>
<td>PTA Procedures I</td>
<td>PTAP 121</td>
<td>4</td>
</tr>
<tr>
<td>PTA Fundamentals of Therapeutic Exercise</td>
<td>PTAP 135</td>
<td>2</td>
</tr>
<tr>
<td>+a Human Anatomy and Physiology I</td>
<td>BIOL 131</td>
<td>4</td>
</tr>
<tr>
<td>+*b Intermediate Algebra</td>
<td>MATH 100</td>
<td>3</td>
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<tr>
<td>+ Health/Physical Wellness/PHED</td>
<td>HLTH 120/PHED 125/PHED</td>
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<tr>
<th>Second Semester (Spring Session)</th>
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<tr>
<td>* PTA Functional Anatomy</td>
<td>PTAP 140</td>
<td>3</td>
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<tr>
<td>* PTA Procedures II</td>
<td>PTAP 122</td>
<td>5</td>
</tr>
<tr>
<td>++ Human Anatomy and Physiology II</td>
<td>BIOL 132</td>
<td>4</td>
</tr>
<tr>
<td>+ College Writing</td>
<td>ENGL 101</td>
<td>3</td>
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<tr>
<td>+ General Psychology</td>
<td>PSYC 201</td>
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<th>Third Semester (Summer Session)</th>
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<tr>
<td>* PTA Clinical Education I (200 hrs.)</td>
<td>PTAP 201</td>
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<tr>
<td>+ Speech</td>
<td>COMM 201</td>
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<th>Fourth Semester (Fall Session, First 11 Weeks)</th>
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<tbody>
<tr>
<td>* PTA Patient Practitioner Interaction</td>
<td>PTAP 109</td>
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<tr>
<td>* PTA Procedures III</td>
<td>PTAP 123</td>
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<tr>
<td>* Pathophysiology</td>
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<th>Fourth Semester (Fall Session, Last 5 Weeks)</th>
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<tbody>
<tr>
<td>* PTA Clinical Education II (200 hrs.)</td>
<td>PTAP 202</td>
<td>4</td>
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<tr>
<th>Fifth Semester (Spring Session, First 8 Weeks)</th>
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<tbody>
<tr>
<td>* PTA Seminar II</td>
<td>PTAP 105</td>
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<tr>
<td>* PTA Procedures IV</td>
<td>PTAP 124</td>
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<th>Fifth Semester – (Spring Session, Last 8 Weeks)</th>
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<tbody>
<tr>
<td>* PTA Clinical Education III (300 hrs.)</td>
<td>PTAP 203</td>
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The student is encouraged to use the curriculum planner to keep track of courses taken and those still needed. In some cases one or more courses may be taken in a different order than indicated on the planner, but prerequisites must be observed.

* - Indicates course has a prerequisite.
a - Must be taken before or with PTA Procedures I and PTA Seminar I.
b - College Algebra (MATH 101 or higher may be substituted)
+ - Courses that can be taken in advance of acceptance into the PTA Program, as a General Studies Student.

Approved by Academic Affairs: 2/21/2017
Approved by Faculty Organization: 3/14/17