

# Physical Therapist Assistant Program Application Packet

Dear Physical Therapist Assistant Student Applicant:

We at River Valley Community College welcome your interest in the Physical Therapist Assistant (PTA) program. We encourage you to review the PTA program website prior to applying and contact us if you have any additional questions. Enclosed, please find information regarding the college, the program and the application process.

Please work through the following document as your supplemental application for the PTA program.

We look forward to working with you.

Sincerely,

*Kim-Laura Boyle, PT, DPT*

Kim-Laura Boyle, PT, DPT, MS  
Program Director  
Chair: Rehabilitation Services  
email: [kboyle@ccsnh.edu](mailto:kboyle@ccsnh.edu)  
phone: 603.542.7744 ext. 5434

*Amanda Couitt, PT, DPT*

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## PROGRAM DELIVERY

Currently, all PTA courses are offered face to face on our Claremont, NH campus. Lecture courses are occasionally offered in a Bi-modal format (students can join via Zoom or in-person). More information on this format will be provided to students by their academic advisor.

## ADMISSION POLICY FOR THE RVCC PTA PROGRAM

The RVCC PTA Program can accept up to 24 students in each cohort. Cohorts begin each Fall Semester and are based on enrollment in program specific courses, specifically AHLT135R – Foundations of Rehabilitation. We use a rolling admissions process and allow applicants to apply at any time during the year. Seats are offered on a first-come, first-served basis until the cohort is filled or until July 31<sup>st</sup>, whichever comes first. Students enrolling during a semester other than Fall may have courses they can take prior to the official Fall start of their cohort and will be auto-enrolled in the pre-PTA program to allow them to register for classes. Each student's individual academic plan will be established at time of acceptance into the program by the Program Director who serves as the program's academic advisor. At that time, students may choose to complete the program on a full-time basis (counted with current cohort), a part-time basis (counted with following year cohort), or may enroll in the pre-PTA program and defer enrollment into the PTA program to a subsequent year based on their individual situations. Students who are accepted into the PTA program but who do not matriculate into their accepted year will be removed from the program and are required to reapply.

## ACCREDITATION



The Physical Therapist Assistant (PTA) program at River Valley Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone (703) 706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

CAPTE accreditation allows graduates of the River Valley PTA Program eligibility to sit for the Federation of State Board (FSBPT) National Physical Therapy Exam (NPTE) for Physical Therapist Assistants. Passing of this national board exam is required for licensure and employment as a PTA.

# PROCEDURE FOR APPLICATION TO PTA PROGRAM

Steps to apply to the PTA program are outlined below.

- 1) Applicants to the program should begin by reviewing the ***PTA Program Handbook, PTA Goals & Outcomes*** and ***PTA Program Financial Fact Sheet*** on the Program website: [Physical Therapist Assistant - River Valley Community College](#) (please look at all tabs and all documents, not just the landing page). These documents provide information related to program policies, clinical education policies, program benchmarks and outcomes.
- 2) Following review of the program documents, complete an online college application via the River Valley admissions website: [Welcome - River Valley Community College](#)
- 3) Applicants should complete this PTA program application packet and provide the information requested by uploading it to the Admissions Portal: [Community College System of New Hampshire Application Portal](#)
- 4) If you are a current student, and you want to change majors, please discuss this change with your current academic advisor first. You will then need to complete a change of major form in addition to the materials in this packet. [RVCC Change of Major Form](#)
- 5) Submit your transcripts to the college based on your individual situation (pick one/more from the list below: a-d). All transcripts should be submitted to the college: River Valley Community College, Attn: Admissions, 1 College Place, Claremont, NH 03743; electronic submissions can be sent to [RVCCAdmissions@ccsnh.edu](mailto:RVCCAdmissions@ccsnh.edu)
  - a. If you earned your GED or took the HiSET, please contact the site where you tested and request your official scores be submitted to RVCC.
  - b. If you have graduated from high school within the past ten (10) years: Contact your high school guidance office and request your official high school transcript be submitted to RVCC
    - a. If you have graduated from high school within the past ten years **AND** have successfully completed college level English or Math courses: you only need to submit your College Transcript.
    - c. If you have taken any relevant AP (advanced placement) courses in high school or have tested out of any college courses via CLEP testing, they may be eligible for transfer of credit. Please contact the College Board (<https://www.collegeboard.org/>) and request your formal transcript be submitted to RVCC. (*Please review the Transfer of Credit policy on page 13 of this application*)
    - d. If you have earned a college degree or taken any college courses, please submit your College Transcripts. (*Please review the Transfer of Credit policy on page 13 of this application as there is a time frame on transferring in many courses.*)
      - a. If you have taken any college courses at any other Community Colleges in NH, you do not need to request a transcript from the sister college. We already have access to the transcript.
- 6) Complete the additional PTA Program application requirements on the following pages:

# ADDITIONAL PTA PROGRAM REQUIREMENTS

Be sure to review this packet in detail and make sure you have completed all sections as well as provided documentation of all required items listed below:

**Please place a check in the box to identify how you will meet each category:**

1. **Program Readiness:** must submit one or both of the following (*students who don't meet any of these criteria should reach out to program director Kim-Laura Boyle ([kboyle@ccsnh.edu](mailto:kboyle@ccsnh.edu)) prior to enrolling in the program. Depending on your individual situation, you may be referred to the pre-PTA program first.*)

SAT scores if high school graduate in the past three years

High school transcript if high school graduate in past ten years

OR

College Transcript showing successful completion of college level English or Math courses.

2. **Readiness for A&P1:** must submit one of the following

Transcript showing high school chemistry within the past ten years with a grade of D- or better

Transcript showing College Chemistry with a grade of D- or better

Transcript showing College Human Biology course with a grade of D- or better

Transcript showing College Anatomy and Physiology 1 passed with a D- or higher (grades of C or higher may be eligible for transfer)

I don't have any of the above and will need to take the free RVCC A&P1 Preparatory course, I understand that I am not eligible to register for A&P1 until I have passed this course with a grade of 90% or better (beginning May 2025). The free A&P prep course can be registered for here: [A&P 1 Prep Course Registration - River Valley Community College](#)

3. **Readiness for Statistics I:** must submit one of the following:

SAT mathematics score  $\geq 450$  if graduated within the past 2 years

College transcript showing proof of one of the following:

Preparatory Mathematics course passed with a C or higher

College mathematics course passed with a D- or higher (Statistics courses passed with a C or better may be eligible for transfer)

I don't have any of the above, I will complete the self-assessment found at the end of this packet on page 23 to help my advisor determine Mathematics placement.

4. Upload a current resume to Admissions Portal.

5. Read all of the information in this packet, fill in the information required; and upload the signed documents to the Admissions Portal:

Essential Skills/Technical Standards information page signed with indication of any accommodation needs

Criminal/Background Check and Drug Testing Attestation signed

NH Licensing Information Disclosure signed

Clinical Education Policy Overview page signed

Clinical Education and Accomodations information page signed

Transfer of Credit Policy completed and signed

Program Orientation Policy reviewed and signed

PTA Program of Study acknowledgement reviewed and signed

PTA Program Supplemental Questionnaire completed

**LASTLY:** When all of the above items have been submitted, Admission will notify the Program Director that you are ready for the final step which is an **Advising Interview** with the PTA Program Director. Plan an hour for the meeting. This meeting can be done in person or via Zoom. Advising meetings will not be held with an applicant until all other steps have been completed. Advising meetings take place **beginning in October** and continue until course seats have been filled for the following year or until **July 31<sup>st</sup>** whichever comes first. **No students will be accepted into the program between August and October due to class scheduling.** Please contact Kim-Laura Boyle: [kboyle@ccsnh.edu](mailto:kboyle@ccsnh.edu) if you believe you have completed the steps for an advising meeting but have not been contacted to schedule one.

# ESSENTIAL SKILLS/TECHNICAL STANDARDS OF THE PTA

Students must possess the following abilities or be able to perform the skills using compensatory techniques and/or adaptive devices. These essential abilities include:

## **Physical Skills:**

- The ability to safely bend, twist, and lift to assist a patient moving from one surface to another.
- The ability to apply manual resistance to a patient's arm, leg or trunk during exercise.
- The ability to perform chest compressions necessary for CPR.
- The coordination, balance, and strength to safely guard and protect a patient negotiating stairs with an assistive device.
- The ability to crouch, kneel, reach, push/pull, and crawl to perform exercises with patients.
- The ability to climb when instructing or assisting a patient on the stairs.
- The agility to move quickly to ensure patient safety.
- The physical capacity to work a 40-hour week during clinical affiliations.
- Sufficient manual dexterity to safely grasp and manipulate small objects and dials.
- The ability to identify color changes on the skin.
- The ability to visually observe and assess a patient 10 feet away.
- The visual acuity to set and read scales, dials and digital displays on equipment, and to read from the medical record.
- The ability to respond quickly to a visual or auditory timer.
- The ability to respond quickly to a patient call button (visual or auditory).
- The ability to assess heart and lung sounds.
- The ability to respond to monitors, calls for assistance, timers, and verbal directions.
- The ability to detect odors such as equipment burning, smoke, spills, environmental hazards, and pathophysiological conditions.
- The ability to assess pulse, muscle tone, and bony landmarks.
- The ability to use writing instruments for documentation.
- The ability to navigate software programs on a computer for electronic medical records.

## **Cognitive/Behavioral Skills**

- The ability to collect and integrate data about patients to solve problems safely and effectively as a PTA student.
- The ability to handle the emotional stress of working with patients in need of compassionate health care.
- The ability to read and comprehend patient information.
- The ability to prioritize and manage multiple tasks simultaneously.
- The ability to interact effectively with patients, families, supervisors, and co-workers regardless of their race, sex, color, religion, national origin, ancestry, age, sexual orientation, or disability.
- The ability to maintain personal hygiene which does not interfere with the close personal contact required during patient care.

- To abide by the policies and procedures of RVCC, as detailed in the RVCC Student Handbook, and policies of the PTA Program.
- To render assistance to individuals of all cultures from across the lifespan without prejudice.
- To comprehend and effectively communicate in the English language (orally and in writing), using appropriate grammar and vocabulary.
- The ability to portray professional behavior in all areas, including professional presentation, academic and professional responsibility, ethics, and commitment to learning.

**Choose one before signing:**

I can perform the **Essential Skills/Technical Standards of a PTA** listed above :

**with** reasonable accommodations (student is required to provide proof of disability to the Accessibility Services Coordinator prior to receiving accommodation)  
**without** reasonable accommodations

**By signing this form, the applicant for the Physical Therapist Assistant Program acknowledges that this Essential Skills document has been provided, and any concerns have been addressed with the Program Director.**

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Signature

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Date

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Print Name

# CRIMINAL/BACKGROUND CHECK AND DRUG TESTING ATTESTATION

As part of the coursework in the PTA program, students spend time in two clinical sites working with patients under the supervision of a licensed PT or PTA. Most clinical sites require the student obtain certain background checks (state/federal criminal or sexual offender) and/or drug testing before coming to the clinic.

Cost for the criminal background check is the responsibility of the student (estimated \$50-\$125). This information is given to you now just to forewarn you of the potential additional cost and responsibilities. **You DO NOT need to get these background checks done as part of the application to the PTA program.**

The PTA applicant needs to recognize that certain personal histories or current statuses may result in the inability to pass a Criminal Offender Record check, Sexual Offender Record check and/or a drug test. The use of **medical marijuana** will trigger a positive drug test and is generally not allowed by clinical sites, even with a prescription because marijuana is still considered illegal at the federal level.

While a positive background check will not preclude an applicant from applying to or being accepted into the PTA program, it may result in the inability to attend any Clinical Education Experience course which will prevent progression in the program, graduation, licensure and ability to work as a PTA.

Refusing to participate in these background checks or drug testing will result in inability to progress in the program.

It is in your best interest to discuss any concerns, including disclosure of potential issues, with the PTA Program Director ([kboyle@ccsnh.edu](mailto:kboyle@ccsnh.edu)) early in the application/ orientation process so you don't waste time and money.

**By the signature below, the prospective student acknowledges their understanding of their responsibility to discuss their concerns with the PTA program director prior to enrollment in the program. They also acknowledge their responsibility to participate in, and pay for, these background checks/drug tests if required by the clinical site. By the signature below, the prospective student acknowledges the consequences of refusing to test, or refusing to undergo the background checks. By the signature below, the prospective student also acknowledges the consequences of a positive background check/test and the potential impact on their inability to participate in clinical education, complete the PTA program, or become licensed as a PTA.**

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Signature

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Date

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Print Name

# NH LICENSING INFORMATION DISCLOSURE

To work in the State of NH after graduation, graduates of the Physical Therapist Assistant program need to apply for and receive licensure in the state to become a legally practicing PTA. While other states may have different requirements for licensure, as an educational facility in the State of NH, we follow NH requirements. Upon application for licensure, the graduate will be required to submit responses to a variety of questions to the NH Office of Professional Licensure and Certification (OPLC). Students are not required to submit response to these questions to the PTA Program Director for admittance into the PTA Program.

Applicants of the PTA program at RVCC must confirm that they have read and understand the initial licensing requirements of the OPLC for Physical Therapist Assistant which include, *in part*, the following:

- Be prepared to respond to the following questions on your licensure application. If you answer “yes” to any of the questions, you will be required to provide a letter of explanation to the OPLC at the time of licensing.
  1. Do you have any reason to believe that you will soon be the subject of a disciplinary proceeding, settlement or consent decree undertaken or issued by a professional licensing board of any state or jurisdiction?
  2. Has any malpractice claim been made against you?
  3. Have you, for disciplinary reasons, been put on administrative leave, been fired for cause other than staff reductions from a position at your place of employment, or had any privileges limited, suspended or revoked in any of the following settings: hospital, healthcare setting, home health care agency, educational institution, or other professional settings.
  4. Have you ever been denied the privilege of taking an examination required for professional licensure?
  5. Have you any physical, mental or emotional condition, or an alcohol or substance abuse problem, which could negatively affect your ability to practice the profession for which you seek licensure?
  6. Do you engage in any remedial undertaking to alleviate any of the conditions listed in the question above which could itself negatively affect your ability to practice the profession for which you seek licensure?
  7. Have you committed any act(s) that would violate the laws and/or rules that govern the profession for which you are applying?
  8. Have you ever been found guilty or entered a plea of no contest to any felony or misdemeanor?
  9. Have you ever been the subject of any disciplinary action by any professional licensing authority?
  10. Have you ever been denied a license, or other authorization to practice in any state or jurisdiction?
  11. Have you ever surrendered a license or other authorization to practice in order to avoid or settle disciplinary charges?

12. Pursuant to RSA 125:25-c do you have an ownership interest in any diagnostic or therapeutic service(s) company(ies)? If you answer Yes you must attach a list of ALL diagnostic or therapeutic services provided by each company.

Please review the requirements for initial licensure through the following link: [NH PTA Applicant Checklist](#)

While this background will not preclude an applicant from applying to or being accepted into the PTA program, the applicant is encouraged to discuss any concerns with the program director at [kboyle@ccsnh.edu](mailto:kboyle@ccsnh.edu)

**Please choose one of the following before signing:**

I have reviewed the initial licensure requirements and have no questions

I have reviewed the initial licensure requirements and have questions for the Program Director (you may be directed to the OPLC directly for specifics)

I have not reviewed the initial licensure requirements; I understand that neither the program or college are responsible if I am unable to obtain licensure due to my lack of familiarity with the requirements provided here.

**By the signature below, the prospective student acknowledges reading information about background disclosure and acknowledges that they will discuss any concerns with the program director.**

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Signature

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Date

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Print Name

# CLINICAL EDUCATION POLICY OVERVIEW

For successful completion of the PTA curriculum, each student must complete two clinical education experiences comprising no less than 18 weeks total, in facilities approved by the PTA program. These clinical experiences are formal courses for which the student registers and pays tuition.

Each clinical experience is **full-time** and clinical experiences are meant to provide the PTA student with real life experience treating patients under the supervision of licensed physical therapists and/or physical therapist assistants.

The first clinical experience occurs for 8 weeks in the summer months between the first and second year of the program. *The clinic site chooses the 8- week time span that fits their schedule, so the PTA student should not make any other plans (e.g. job, vacations, weddings, trips) for the summer months until your clinical site times have been determined.* There is an additional seminar which must be taken at the same time.

The last clinical experience occurs during the final spring semester of the program. This clinical experience is 10 weeks long and students will complete a senior seminar course during the remaining 4 weeks of the semester.

Students are expected to be in the clinic the same hours as their supervisor, which will vary from site to site. There may be sites where the clinical supervisor works four 10 hour days, has hours shifted to an earlier/ later part of the day, or works some weekend hours. Students often need to start their day early to prepare and may be expected to stay a bit later to finish up the day's tasks. Students **must** make appropriate plans and arrangements (financially and personally) to allow this commitment to the clinical site.

Every attempt is made to place students in a variety of settings, and in locations that are within a **1 ½ hour** driving radius of your home base. Students are able to discuss preferences for clinical sites but it *is not guaranteed that a student will get their top choice for clinical experiences.*

To be eligible for clinical education, students must:

- successfully complete all previous course work and comprehensive practical testing
- provide own transportation to and from clinical sites
- provide proof of current immunizations (per clinical site policy and requirements) and CPR certification by a stated deadline; please note that CPR is built into the PTA curriculum as part of PT Procedures II
- provide proof of personal health insurance

Students who fail to comply with required immunizations, health insurance, and CPR documentation, or submit proof of completion of these activities by the stated deadlines risk a delay in progression in the program (the student will not go out on the scheduled clinical practicum and must wait until the following year). Delay of clinical education will delay progression through the program and delay graduation.

**By the signature below, the prospective student acknowledges reading information about the clinical education portion of the PTA program and acknowledges that they will discuss any concerns with the program director.**

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Signature

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Date

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Print Name

# CLINICAL EDUCATION ACCOMMODATIONS

Students whose disabilities may require some type of accommodation for their clinical education experiences are strongly advised to self-identify and complete the Accessibility Services process with the Office of Accessibility Service (Accessibility Services Coordinator Nickole Milo [nmilo@ccsnh.edu](mailto:nmilo@ccsnh.edu)). Current medical documentation will be required. Retroactive accommodation cannot be provided to avoid a failing grade. The Director of Clinical Education (DCE) will work with students to determine if/how an identified accommodation may impact their ability to carry out the responsibilities of the clinical assignment. The DCE will not disclose any health/disability related information about the student to a clinical site without the student's written authorization.

Students in programs that require successful completion of a clinical placement should be aware that clinical sites are not necessarily required to recognize accommodations contained within Letter of Accommodation (LOA) issued by River Valley Community College ("RVCC") designed for use in classroom setting pursuant to the Americans with Disabilities Act. Please be aware that clinical sites may need to adapt any accommodation request you make in a manner that does not create undue hardship for them, and does not require them to alter the essential functions of the practicum expectations. You are encouraged to discuss the accommodation process with both your site supervision and your RVCC faculty.

**I understand it is my responsibility to request accommodations if I am entitled to them. I further understand that accommodations for hands on skills such as those required in practical examinations or clinical education are not required if they provide undue hardship for a facility or alter the essential functions or the expectations of the role and skills of the PTA.**

**By the signature below, the prospective student acknowledges reading information about accommodation planning related to clinical education and acknowledges that they will discuss any concerns with the program director.**

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Signature

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Date

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Print Name

# TRANSFER OF CREDIT POLICY

The PTA program at River Valley recognizes that students come to our program with varying degrees of prior education. In recognition of any prior college-level work we are happy to transfer in any prior coursework that meets the following standards for credit towards PTA program completion:

- 1) College Board Advanced Placement (AP) courses are transferred in based on the RVCC College Board Advanced Placement Examinations Policy.
  - a. Students need to have a score of 3, 4 or 5 on any one Arts, History, or Language exam for college credit towards the Humanities/Art/Lang Elective PTA program requirement (HUM/LANG/ART XXXR).
  - b. Students must earn a score of 4 or 5 on the Psychology exam for college credit towards the Intro to Psychology (PSYC101R) PTA program requirement.
  - c. Students must earn a score of 4 or 5 on the Statistics exam for college credit towards the Statistics I (MATH106R) PTA Program Requirement
- 2) College Board College-Level Exam Program (CLEP) exams are transferred in based on the RVCC CLEP Policy. Students must have a minimum score of 50 to be eligible for college credit. The following CLEP exams can be accepted for PTA program credit:
  - a. College Composition – ENGL102R credit
  - b. Introduction to Psychology – PSYC101R credit
  - c. Human Growth & Development – PSY114R credit
  - d. Any one of Humanities, any foreign language exam, American Government, History of the US I or II – HUMA/LANG/ART XXXR credit
- 3) Prior college work that meets the following requirements:
  - a. Was taken at an accredited college within the past **ten (10) years, and passed with a C or better** for the following equivalent courses
    - i. College Composition
    - ii. Intro to Psychology
    - iii. Human Development
    - iv. Statistics 1
    - v. any Humanities/Language/Art elective
  - b. Was taken at an accredited college within the past **seven (7) years, and passed with a C or better** for the following equivalent courses
    - i. Anatomy & Physiology 1 with Lab
    - ii. Anatomy & Physiology 2 with Lab
  - c. Was taken at an accredited college within the past **seven (7) years, and passed with a B- or better** for the following equivalent course:
    - i. Introduction to Physical Therapy – students must provide the syllabus from when they took the class for evaluation before transfer

(continued on next page)

4) Students who have earned college credit outside of the above time frames, especially credit associated with an earned academic degree and/or relevant work experience, may have Liberal Arts Core courses that fall outside of the transfer window transferred in if they can show proof of currency and retained content information. This determination will begin with a discussion involving the student, the PTA program director and the Department Chair or Program Director in charge of the relevant coursework.

5) Students should understand that “Kinesiology” is taught in a variety of ways with a variety of course objectives and focus. Our course, and any course transferred in, must meet our course objectives and focus on the musculoskeletal and neuromuscular system, include instruction on levers, a focus on O,I,A, and N, and must include all parts of the body. Courses with a title that relates to Kinesiology which focus on coaching, conditioning, physics, or video analysis of sport are not considered equivalent and cannot be transferred in. At this time, we will transfer in the following kinesiology courses if they have been taken within the past **seven (7) years and passed with a B- or better:**

- i. Colby-Sawyer College’s Functional Kinesiology (ESS323) course
- ii. Keene State College’s Applied Kinesiology (HP300) course
- iii. University of Vermont’s Applied Kinesiology (EXSC 2750) course

b. Undergraduate Kinesiology courses the following institutions have been deemed as not equivalent and are **not eligible for transfer at this time.** Students who have taken these courses, or courses at other colleges, may be eligible to challenge a cumulative final exam, pending evaluation of additional coursework, for AHLT123R – Functional Kinesiology for credit through River Valley’s Credit by Exam policy: [Credit by Examination \(CBE\) | River Valley Community College](#)

- i. New England College
- ii. Vermont State University – Castleton
- iii. Vermont State University – Lyndon
- iv. Plymouth State University

6) Students are not eligible to transfer in any of the following program courses or test out of the following courses, even if they have taken courses with similar content. These must be taken at RVCC while matriculated in the pre-PTA or PTA program.

- a. AHLT 112R – Clinical Conditions
- b. AHLT 135R – Foundations of Rehabilitation
- c. AHLT210R – PT/OT Management
- d. AHLT220R – Clinical Neurology
- e. PTAC112R – Physical Therapy Procedures I
- f. PTAC115R – Therapeutic Exercise
- g. PTAC122R – Physical Therapy Procedures II
- h. PTAC211R – Physical Therapy Procedures III
- i. PTAC221R – Clinical Neurology Lab for PTA

7) Students are not eligible to transfer in any clinical education credit or any associated seminar courses

(continued on next page)

**Please indicate one of the following:**

I **do not** have prior college work that I would like considered for transfer

I **do** have prior college work that I would like considered for transfer and will have transcripts sent directly to the college (this may include any college courses taken as part of an Early-College program while still in high school)

**By the signature below the prospective student acknowledges that it is their responsibility to notify the Program Director which courses they would like considered for transfer during their advising interview and that the program does not automatically transfer in courses without them initiating the process.**

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Signature

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Date

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Print Name

## PROGRAM ORIENTATION ACKNOWLEDGEMENT

The PTA program holds a mandatory program orientation each August, before the start of classes, at the Claremont campus. This orientation is scheduled to coincide with the college's orientation. While students are not required to attend the RVCC College orientation it is strongly encouraged. Students must attend the PTA program orientation and will be notified of the exact date and time via email no later than July 15<sup>th</sup>.

**By the signature below the prospective student acknowledges that it is their responsibility to attend the required PTA program orientation in August prior to their starting in the PTA program.**

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Signature

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Date

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Print Name

## PTA PROGRAM OF STUDY

The following chart shows the program map for the PTA program as either a full-time (2-year completion) or part-time (3 year completion) in greater detail. A general rule of thumb is to take the number of credits listed and multiply it by 3, this will identify the number of hours you should plan to dedicate to school each week. These hours do not include travel time to/from campus, family responsibilities, or additional time for practicing skills with your classmates.

We recommend that a student doing the full program on the usual two-year path do not take on outside work responsibilities. Choosing the full-time pathway should be treated like a full-time job. Students on the full time, two-year, path should plan to be on campus 5 days per week during their first year and 3-4 days per week during their senior year.

If you are entering the program with some college credits already completed (such as some or all of the Liberal Arts Core Classes), it does not shorten your program but decreases the number of classes you take each semester. Students who are focused only on the AHLT and PTAC courses over two years may have enough flexibility in their schedules to work, although we recommend that if you are pursuing the two-year pathway and working, you have a job that allows a flexible schedule and you plan to work no more than 15-18 hours per week.

Students who choose to do the program on a part-time basis, over a three-year pathway, should plan to only work part time hours. We recommend no greater than 20-25 hours per week for those students in the part time program. Students on the part-time pathway should plan to be on campus 2-4 days per week depending on the semester.

Once matriculated in the program, courses must be completed within 3 years. Extension into a 4<sup>th</sup> year may only be made for extenuating circumstances and only at the discretion of the program faculty. Students who take courses while enrolled in the pre-PTA HCAP certificate, but who do not matriculate directly into the PTA program may be required to retake courses based on timelines established for courses in the Transfer of Credit Policy outlined above.

**We cannot express strongly enough the time commitment that is needed to be successful in this program. The number one reason students struggle in the program is because they are working too many hours and not allowing enough time to study. Students are encouraged to discuss their individual circumstances with the program director when developing their academic plan to ensure they are set up for the greatest chance of success.**

**By the signature below the prospective student acknowledges that they have reviewed the PTA program of study and understand the expected time commitment and the recommended limits on work while enrolled in the program.**

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Signature

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Date

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Print Name

# PHYSICAL THERAPIST ASSISTANT PROGRAM OF STUDY (2 Year Completion)

Classes marked with an \* have a lab

## FALL #1 (18 Credits)

ITEM #	TITLE	PRE/CO REQUISITE	CREDITS
*ENGL 102R	College Composition	None	3-4
*BIOL 201R	Anatomy & Physiology I	A&P Prep Course or equivalent	4
AHLT 104R	Introduction to OT/PT	None	1
AHLT 112R	Clinical Conditions for OT/PT	BIOL201R	3
*AHLT 135R	Foundations in Rehabilitation	AHLT104R	3
*PTAC 112R	Physical Therapy Procedures I	Matriculation in the PTA program	3

## SPRING #1 (17 Credits)

ITEM #	TITLE	PRE/CO REQUISITE	CREDITS
*MATH 106R	Statistics I	Math Self-Assessment	3-4
*BIOL 202R	Anatomy & Physiology II	BIOL201R with C or better	4
*AHLT 123R	Functional Kinesiology	BIOL201R	3
*PTAC115R	Therapeutic Exercise	PTAC122R	3
*PTAC122R	Physical Therapy Procedures II	PTAC112R	3

## SUMMER #1 (7 Credits)

ITEM #	TITLE	PRE/CO-REQUISITE	CREDITS
PTAC 190R	PTA Clinical Practicum I	P: PTAC115R	6
PTAC 192R	PTA Clinical Practicum I Seminar	C: PTAC 190R	1

## FALL #2 (17 Credits)

ITEM #	TITLE	PRE/CO REQUISITE	CREDITS
XXXXXXR	Humanities/Language/Art Elective	Per individual course	3
PSYC 101R	Introduction to Psychology	None	3
PSYC 114R	Human Development	None	3
AHLT 210R	PT/OT Management	OCTA190R or PTAC190R	2
AHLT 220R	Clinical Neurology	PTAC115R	2
PTAC221R	Clinical Neurology Lab for the PTA	C: AHLT220R	1
*PTAC211R	PT Procedures III	P: PTAC122R, BIOL202R, PTAC190R	

## SPRING #2 (10 Credits)

ITEM #	TITLE	PRE/CO-REQUISITE	CREDITS
PTAC 250R	PTA Clinical Practicum II Senior Seminar	C: PTAC292R	2
PTAC 292R	PTA Clinical Practicum II	All Programmatic courses	8

TOTAL CREDITS

67-69

# PHYSICAL THERAPIST ASSISTANT PROGRAM OF STUDY – PART TIME PATHWAY (3 YEAR Completion)

Classes marked with an \* have a lab

## FALL #1 (9 Credits)

ITEM #	TITLE	PRE/CO REQUISITE	CREDITS
*ENGL 102R	College Composition	None	3-4
*BIOL 201R	Anatomy & Physiology I	A&P Prep Course or equivalent	4
AHLT 104R	Introduction to OT/PT	None	1

## SPRING #1 (10 Credits)

ITEM #	TITLE	PRE/CO REQUISITE	CREDITS
PSYC 101R	Introduction to Psychology	None	3
*BIOL 202R	Anatomy & Physiology II	BIOL201R with C or better	4
*AHLT 123R	Functional Kinesiology	BIOL201R	3

## SUMMER #1 (6 Credits)

ITEM #	TITLE	PRE/CO-REQUISITE	CREDITS
XXXXXXR	Humanities/Language/Art Elective	Per individual course	3
PSYC 114R	Human Development	None	3

## FALL #2 (9 Credits)

ITEM #	TITLE	PRE/CO REQUISITE	CREDITS
*PTAC 112R	Physical Therapy Procedures I	Matriculation in the PTA program	3
AHLT 112R	Clinical Conditions for OT/PT	BIOL201R	3
*AHLT 135R	Foundations in Rehabilitation	AHLT104R	3

## SPRING #2 (10 Credits)

ITEM #	TITLE	PRE/CO-REQUISITE	CREDITS
*MATH 106R	Statistics I	Math Self-Assessment	3-4
*PTAC115R	Therapeutic Exercise	PTAC122R	3
*PTAC122R	Physical Therapy Procedures II	PTAC112R	3

## SUMMER #2 (7 Credits)

ITEM #	TITLE	PRE/CO REQUISITE	CREDITS
PTAC 190R	PTA Clinical Practicum I	P:PTAC115R	6
PTAC 192R	PTA Clinical Practicum I Seminar	C: PTAC 190R	1

## FALL #3 (9 Credits)

ITEM #	TITLE	PRE/CO REQUISITE	CREDITS
AHLT 210R	PT/OT Management	OCTA190R or PTAC190R	2
AHLT 220R	Clinical Neurology	PTAC115R	2
PTAC221R	Clinical Neurology Lab for the PTA	C: AHLT220R	1
*PTAC211R	PT Procedures III	P: PTAC122R, BIOL202R, PTAC190R	3

**SPRING #3 (10 Credits)**

ITEM #	TITLE	PRE/CO REQUISITE	CREDITS
PTAC 250R	PTA Clinical Practicum II Senior Seminar	C: PTAC292R	2
PTAC 292R	PTA Clinical Practicum II	All Programmatic courses	8
<b>TOTAL CREDITS</b>			<b>67-69</b>

**Pre-PTA HCAP → PHYSICAL THERAPIST ASSISTANT PROGRAM OF STUDY (3-4 Years Completion):**

*For students who have no previous college experience and would like to start slowly; who would like to start the program in Spring or Summer; or who want to decrease their course load most semesters further, beginning in the pre-PTA HCAP program may be the best option. This can be discussed with the program director. Please note, that this pathway may have Financial Aid Implications which should be discussed with your advisor/program director.*

# PHYSICAL THERAPIST ASSISTANT PROGRAM SUPPLEMENTAL APPLICATION QUESTIONNAIRE

One of the expectations of the applicants for the Physical Therapist Assistant Program is that they have some knowledge of the physical therapy field. Therefore, we ask applicants to provide the College with evidence of this knowledge by reading some material, watching a short video and answering the following questions.

Name \_\_\_\_\_

Date \_\_\_\_\_

**Step One:** Go to this link <http://www.apta.org/PTACareers/Overview/> and read about/watch videos about PTA careers.

**Step Two:** Based on the information you reviewed at the above link, answer the following questions in the space provided. You may choose to use other sources for information, please cite them appropriately if you do.

In your own words, describe the difference between a physical therapist (PT) and a physical therapist assistant (PTA). What role does the PTA play in patient care?

Based on the information you have found, do you have any idea what setting you would like to work in and why?

**Step 3:** Go to the following website: <https://www.choosept.com/video> Pick a video that looks interesting to you and watch it. Identify which video you chose to watch here:

**Step 4:** After you watch the video, answer this question: What new information was pertinent to you? Why?

## WAIT LIST

Completed applications received after the class is filled but before July 31<sup>st</sup> will be added to the wait list in case a current student has a change of plan. Applications are considered complete when all documentation has been placed on file with through the Admissions portal and the program advising interview has been completed.

Applicants who are not accepted for the current cohort but who are interested in the PTA program for the next cohort can request that the Admissions Office roll their file over to the following year or may consider enrolling in RVCCs pre-PTA Healthcare Applications (HCAP) certificate.

There are seven liberal arts courses in the pre-PTA program and three Allied Health courses (see list below) which are also required by students in the PTA program. Applicants who do not have these college level courses completed (with grade of C or higher for the Liberal Arts Core and a B- or better for Allied Health courses) might consider taking one/some/all of these ahead of time as part of the pre-PTA HCAP program:

- Statistics I
- Anatomy and Physiology I (strongly encourage face-to-face lab portion vs. online lab)
- Anatomy and Physiology II (strongly encourage face-to-face lab portion vs. online lab)
- English Composition I
- Introduction to Psychology
- Human Development
- one Humanities **or** Fine Arts **or** a World Language
- Intro to OT/PT (**must be completed with a B- or better for credit in the PTA program**)
- Clinical Conditions for OT/PT (**must be completed with a B- or better for credit in the PTA program**)
- Functional Kinesiology (**must be completed with a B- or better for credit in the PTA program**)

Taking these courses ahead of time can lighten the course load while in the PTA program, but will not shorten the time to complete the program. Taking courses ahead of time will also affect the Financial Aid package when the student is in the program and you may want to talk to someone in Financial Aid first.

It must be understood that taking these courses will not guarantee the applicant a seat in the PTA program.

Those applicants on the wait list who choose to take some/all of the liberal arts courses have the option of taking those courses at River Valley Community College (RVCC) or at a college closer to home. Courses taken at other colleges will be evaluated based on the PTA program Transfer of Credit Policy above. Please remember to send in new formal transcripts to show completed coursework if they are taken at colleges outside of the CCSNH system.

## COST ESTIMATE TO ATTEND RVCC'S PTA PROGRAM

For current cost estimates, please review the PTA Program Financial Fact Sheet referenced in Step 1 of the admissions process

The total reported cost of the PTA program includes tuition, other college fees, and program-related expenses such as books. This estimate does not include travel expenses, housing, meals or personal health insurance (required for clinical education experience courses). This estimate also does not include the cost of board exam preparatory coursework, the national licensing examination or the cost to obtain a PTA license. These costs are estimated between \$800-\$1200. Out-of-state students from VT or MA who live within 50 miles of one of our campuses/ academic centers may be eligible for in-state tuition. Veterans may also be eligible for additional financial support. Please consult with Admissions and Financial Aid with questions related to these policies.

Students who receive financial aid must keep in mind that the summer semester between year 1 and year 2 is actually counted as the beginning of senior year 2. Financial aid given for year 2 must be managed to cover summer, fall and spring semesters.

**We hope this application packet provides you with a summary not only of the application process, but also provides you with an overview of general expectations and rigor of the program. The more you know up front, the better you can plan for the future. Please let me know what questions you might have. I am available via email at [kboyle@ccsnh.edu](mailto:kboyle@ccsnh.edu) or phone 603.542.7744 x 5434 to answer any questions regarding the application process or profession. Academic planning and specific transfer questions are addressed during the advising interview upon completion of the PTA Program Application.**

Thank you,

**Kim-Laura Boyle, PT, DPT**  
*Department Chair – Rehabilitation Services  
Program Director - Physical Therapist Assistant*

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One College Place  
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### Mathematics Advising Topics Checklist

The following is a brief summary of **some** of the skills taught in the Fundamentals of Mathematical Literacy (FML) course and the Fundamentals of Mathematical Literacy for STEM (FML STEM) course. Please indicate your level of mastery with each topic. Proficient implies that you can perform the skill on demand without any review. Partial Proficient indicates that after briefly reviewing the topic on your own you will be able to perform the skill. Not Proficient indicates that you would benefit from sustained instruction on the topic. Return the form to your advisor.

<b>FUNDAMENTALS OF MATHEMATICAL LITERACY SKILLS</b>			
	Proficient	Partially Proficient	Not Proficient
Add, subtract, multiply, and divide whole number, fractions, and decimals			
Apply the commutative, associative, and distributive properties			
Apply the identity properties of zero and one			
Follow the order of operations			
Convert between fractions, decimals, and percents			
Find percents of values			
Convert numbers in standard notation to scientific notation and vice versa			
Estimate/Round			
Determine rates, ratios, and proportions			
Convert between various units of measurement in both US standard and metric systems			
Calculate perimeter, circumference, area, and volume			
Understand the basics of exponents, square roots, and the Pythagorean theorem			
Complete operations with positive and negative values			
Solve & graph single variable equations			
Solve & graph single variable inequalities			
Understand the basics of absolute value			
Complete operations using scientific notation			
Apply the Pythagorean theorem to the Distance Formula			
Plot points on a coordinate plane			
Graph linear equations			
Find and interpret the slope of lines			
Write the equation of lines in standard, point-slope, and slope-intercept forms			
Determine parallel and perpendicular lines based on their equations			
Graph linear inequalities			
<b>FUNDAMENTALS OF MATHEMATICAL LITERACY – STEM SKILLS (in addition to those above)</b>			
Solve and graph compound inequalities			
Understand the basics of linear and quadratic functions			
Complete operations with positive and negative exponents			
Complete operations using greater than first-degree polynomials			
Complete operations using radicals			
Find common factors; factor by grouping; factor trinomials			
Solve quadratic equations by factoring; completing the square; using the Quadratic Formula			
Solve systems of two equations			

Student's Signature