

Physical Therapist Assistant Program Admissions Checklist

Program Filing Deadline is September 1.

Please call (417) 447-8803 before the deadline to confirm that your file is complete!

Overview of checklist:

- Step 1. Complete and submit an OTC application.
- Step 2. Complete an application for the PTA program.
- Step 3. Request transcripts.
- Step 4. Distribute reference forms.
- Step 5. Write biographical essay.
- Step 6. Write resume.
- Step 7. Complete prerequisite courses with a "C" or better and a minimum overall GPA of 2.5.
- Step 8. The top 48 applicants receive an interview letter.

Step 1. Complete an application to Ozarks Technical Community College.

Step 2. Complete an application for the PTA program. Submit with a \$15 nonrefundable application fee (check, money order or cash) to the Allied Health Office. Make check payable to OTC.

Step 3. Request high school transcript if a first-time student; otherwise, request all college transcripts. Send **ALL** transcripts to:

Allied Health Office
Ozarks Technical Community College
1001 East Chestnut Expressway
Springfield, MO 65802-3625

Transcripts must be official, which means they must be sent from the schools directly to OTC. GED recipients need to bring in a copy of their certificate to the Allied Health Office.

Step 4. Distribute three reference forms to individuals who are able to comment on your academic potential, work performance, or potential to function in a healthcare field. The references need to be mailed or hand-delivered to OTC's Allied Health Office. If we do not receive your application by the deadline, we will only keep your references for six months.

Step 5. Biographical essay graded upon:

- a. Structure - to include spelling, grammar, punctuation & outline
- b. Composition - to include theme, thought process, & expression
- c. Content - to include:
 - interests/goals in pursuing a career as a Physical Therapist Assistant
 - experiences in any health care field or in your life which directly relates to your knowledge of and interest in physical therapy
 - personal strengths which will allow you to function effectively as a PTA

Step 6. Resume which includes the following information:

- ◆ Name and address
- ◆ Educational background
(institution, dates, area of study, graduation date, degree)

- ◆ Employment records (employer, location, position, dates, supervisor)
- ◆ Volunteer work (organization, nature of work, dates, supervisor)
- ◆ Membership in professional/honor societies (name & dates)
- ◆ Honors/awards received
- ◆ Organizations/boards/committees on which you served
- ◆ Primary interests/extracurricular activities

Applicants with incomplete files will not be considered for the PTA program.

Step 7. All science courses listed (anatomy, physiology, and pathophysiology) must be completed within five years of beginning the Physical Therapist Assistant program.

Achieve a minimum overall GPA of 2.5. Complete or be currently enrolled, with satisfactory progress (minimum of a "C" or better and 2.5 GPA or better), in the prerequisite courses. Withdrawal or failure to successfully complete the prerequisite courses will eliminate your application from consideration. Students currently enrolled in required coursework during the fall semester must provide documentation of current grades at the interview, which may be in the form of a statement of midterm grade performance signed by the instructor(s) of the required course(s) or a class printout accessible on MyOTC.

If a passing grade is not achieved **after two attempts** in any program prerequisite course(s), an applicant will not be considered for the program.

Step 8. The top 48 applicants with complete files will be considered for an interview. In the month of October, interviewees receive a letter regarding the date, time, and location of the interview. Please notify Allied Health of any change in name, address, or phone number.

The interview is approximately 20 minutes in length. The applicant will be asked questions by a group of interviewers. Letters will be mailed indicating acceptance/non-acceptance into the program. Based upon the PTA program's admission scoring system, the applicants with the highest scores will be offered a position in the class and sent forms for immunizations and information regarding CPR certification and drug testing.

Alternates will be notified if a position in the class becomes available. Applicants and alternates not selected for admission need to notify the Allied Health secretary if they wish to pursue admission into the program the following year.

OTC reserves the right to modify course titles, sequences, and content in accordance with procedures.