	PHYSICAL THERAPIST ASSISTANT **FALL 2011** **APPLICATION INFORMATION & FORMS**

IMPORTANT NOTICE: This application is an on-line application process with a $50 fee.
You must complete all steps to be considered.

1. PROGRAM ADVISING & COUNSELING

1A.   Notice of Program Pre-Accreditation Status.

Lane Community College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (CAPTE, 1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; email accreditation@apta.org). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.

1B.   Application/Program Counseling & Advising.

All of the information necessary to make a successful application to the Physical Therapist Assistant program is included in the following pages. It is your responsibility to be aware of program entrance and degree completion requirements.

Cooperative Education classes in the program require a clear criminal background check. Some cooperative education sites require drug screening prior to enrollment. Applicants are advised to work with Counseling & Advising regarding questions and/or concerns about program cooperative education requirements.

For Counseling and Advising assistance to meet program or application requirements, please go to Counseling and Advising in Building 1, Room 103 or E-mail PTAProgram@lanecc.edu.

The following information is intended for program entrance only and does not include information on courses required for degree completion. These can be found in the catalog listing for the program year 2011-2012.

2. APPLICATION PROCESS & DATES

2A.   Selection Criteria.

Acceptance into this program is limited to 24 applicants. Program admission *is based on a point allocation system which includes a written personal statement and an interview.* The top **48** applicants will be asked to the interview. In addition to applicants who are admitted into the program, there is a designated standby status. Standby students may be allowed into the program if an admitted student declines. Standby status is not given automatic "accept status" or "accept priority" the following year.

You are NOT considered an applicant to the program until you have met all application requirements.

2B.   Important Dates:

Application opens: On-line App & Payment, transcripts, pt sheet, documents submission .... **Feb 23, 2011***
Application closes: On-line App & Payment, transcripts, pt sheet, documents closes .... **Mar 29, 2011***
Interview notification: .... **Apr 22, 2011**
Interviews: .... **May 2-5, 2011**
Program notification: .... **May 13, 2011**
Mandatory orientation: Attendance required if accepted or standby status .... **May 18, 2011**

*On-line Application and Payment admission system opens approximately 12:15 a.m. and closes approximately 11:45 p.m. You must submit Program On-line Application and Payment before the system closes.

3. APPLICATION REQUIREMENTS

Application. To apply to this program, you must meet all criteria. See details in following sections.

- Be admitted to Lane Community College as a college-credit student and have an assigned L number.
- Be an Oregon resident
- Complete required courses as listed on **Application Points** and **Verification of Work/Observation Form** with a __letter__ grade of C- or better. **Courses must be completed prior to submitting application**
- Complete a minimum of 25 hours work/observation under PT supervision
- Submit completed Application Points and Verification of Work/Observation Form to the Health Professions Application Center
- Submit transcripts, if needed, as indicated in **Section 4**
- Complete the Program On-line Application & Payment.

4. APPLICATION WORKSHEET & REQUIRED STEPS

Use this check list to make sure you complete all requirements.
You must complete all steps and submit all documentation by the close date listed above.
Keep this check list as a reference.

_____ 1. **E-mail Account.** You will need to obtain an E-mail address if you do not already have one. Lane's Enrollment Services and Health Professions Application Center use E-mail to send information.

> **It is your responsibility** to set your "spam filter" system to accept mail addresses containing @lanecc.edu . Do this even if you are currently receiving E-mails from Lane. **We cannot be responsible for notices which are not received due to spam or junk mail handling.**

_____ 2. **Admission to Lane as a __credit__ student.** If you are not currently a __credit__ Lane student, complete **Lane's college admission process** and obtain a student "L" number at http://www.lanecc.edu/es/admissions.html. Make sure to complete all "**Steps to Enroll in Credit Classes**" including testing.

_____ 3. **Advising**. Meet with a Health Professions counselor or advisor. See **Section 1B**.

_____ 4. **Submit Transcripts (if required**) to Enrollment Services. All courses used for points or degrees awarded must be recorded on your transcript.

> - **Do not** submit transcripts from **Lane Community College** to Enrollment Services or the HP Application Center.
>
> - **Sealed, official, transcripts from schools other than Lane** must be __received__ by application close date.
>   **Lane Enrollment Services, ATTN: HP Transcript**
>   **4000 East 30th Ave., Eugene, OR 97405**
> - **For schools other than Lane, submit UNOFFICAL transcripts (**web or photocopy) with your application..
> - Transcripts received at the Health Professions Application Center, will **NOT** be forwarded to Enrollment Services.

_____ 5. **Request Course Equivalency Evaluation (if required).**

> Courses taken at other colleges may be eligible for use in the application process. Use the following steps and make sure to consult with a program advisor/counselor.
>
> *DO NOT DELAY. It is <u>your responsibility</u> to initiate the process early and make sure it has been completed by the application deadline.*
>
> 1. For colleges other than Lane, submit an official, sealed transcript to Enrollment Services. College transcripts received by Lane's Enrollment Services may be verified in *myLane*.
> 2. **Go to the Enrollment Services website** http://www.lanecc.edu/es/transferringcredits.html .
> 3. Review "**General Information for Transferring Credits**."
> 4. **Select "Look up Transferable Credits"** to check on transferrable classes. If your course(s) are listed with a Lane subject, course number and title, no further action is needed.
> 5. **If the college/course is not listed or the equivalent is listed with a** <u>1XX or 2XX course number</u>:
>   - Contact the Lane department or division which teaches the course and complete a course equivalency evaluation.
>   - Submit a syllabus of the course completed with your request for course equivalency.
>   - Inform the department of the application deadline.
>   - *Make sure the department/division E-mails a copy of the approval to you.*
>   - *If the department/division has determined you transfer work does not meet Lane course equivalency, you may discuss your transfer work with the PTA Program Coordinator.*
>
> *Course equivalencies must be approved and received in Enrollment Services by the application deadline to be eligible for points.*

_____ 6. **Complete the Application Points and Verification of Work/Observation Form.**

Part A. Schools. List all schools for which you are including coursework used for points on the form.

Part B. Meet Math Program Requirement (MTH 095 or higher) or Math Pre-prerequisite. To apply, you must have taken the program math requirement or meet the math prerequisite requirement as described in **Application Point and Verification of Work/Observation Form**. *Note additional points are given for completion of program math requirement.*

Part C. Course Completion. Complete information for each required course. Courses must be completed and transcripted to be considered. Submit documentation (transcripts, course equivalencies), if required*.*

Part D. Verification of Work/Observation must be done under the supervision of a physical therapist. Verification must include agency name, begin and end dates, a supervisor's name (for point verification) and current contact phone number, types of patients, and total hours worked and/or observing. Any additional documentation of verifying observation hours must be submitted in the format as in application form.

These experiences can be as a volunteer or employee and may be obtained in a hospital, nursing home, sub-acute facility, developmental center, outpatient clinic, or school setting. ***Application requires a minimum of 25 hours of work/observation.***

Part E. Personal Statement. The American Physical Therapy Association embraces as its core values accountability, altruism, compassion and caring, excellence, integrity, professional duty and social responsibility. Consider your experiences with physical therapy; choose one experience and explain what you observed and how you believe these core values were demonstrated. Include in your response how this experience may have shaped your short and long-term professional goals.

Your response must be limited to 2 pages, and must be double-spaced, 12-point font. Include your L number and Last Name, First Name as a header on all pages of your personal statement.

Plagiarism is considered a serious offense at Lane Community College. If it is determined that your essay has been plagiarized or purchased, you will be eliminated from consideration for the program.

Part F. Acknowledgement Statement. Submission of your application form indicates acknowledgement and approval of the statement.

_____ 7. **Submit application to the HP Application Center** (see Point Sheet for address):
Application Points and Verification of Work/Observation Form
Personal Statement
 Printed copies of transcripts from schools other than Lane. <u>Do not</u> submit Lane transcripts.

_____ 8. **Complete the Physical Therapist Assistant Program** On-line Application and Payment. You will be charged a **$50 non-refundable application fee**.
Before you begin the On-line Application and Payment
You must have a student "L" number to complete this process.
You must have an E-mail address to complete this process.
You must have a Visa or MC credit card to pay the application fee.

Instruction on how to access and complete the On-line Application & Payment follows.

5. NOTIFICATION

Notification of your status will be by **E-mail or as an announcement through your myLane** portal by the date listed in the *Important Dates* section.

6. FALL 2011 ENROLLMENT REQUIREMENTS

If accepted or considered *standby* to the program, you must complete the following. **Failure to do so will result in forfeiture of program eligibility.**

- **Attend the Mandatory Orientation.** *Both accepted and standby students must attend the orientation session to be eligible for the program.* - see *Important Dates* above. Location will be announced in notification of program acceptance.

- **Upon acceptance, documentation of program/clinical requirements (to be paid by student) which includes:**

Physical exam and immunizations
Proof of health insurance
Specifics will be included in <u>program acceptance or standby notification</u> and discussed at the Mandatory Orientation.

2011-12 Health Professions
Online Program Application & Payment

> **Before you start your On-line Application & Payment session:**
> a. You must have applied for _credit_ admissions to Lane and have a student L number.
> b. You must have a personal e-mail account (Lane does not issue students Lane e-mail accounts).
> c. You must have a credit card on which to charge the **non-refundable application** fee.
> d. Complete the program Application Worksheet.

Go to: .... http://www.lanecc.edu/es/admissions.html , Lane's Admission and Program Application website.

Apply Online: .... Click on this link

First time user account creation .... Click on this link at bottom of page.

    Create a Login ID: .... Enter your L#. (If you have applied for admissions and have not yet received your L#, have the system to generate a G# for you. **Make sure to keep** your G number for reference!)

    Create a _new_ PIN:........................ Follow instructions on the web page.

- Do not use the same PIN you use to log into ExpressLane, myLane, or Moodle.
- This PIN is only for the Application process and will not change your ExpressLane PIN.
- Use this Application PIN to check on the status of your program application. Write it down!

Login:... Click this button located at bottom of page.

Continue: .... Click this bottom located at bottom of page.

Application Type:.............................. Select the correct program application type from pull down menu. Make sure of your selection.

Continue: .... Click this button at bottom of page.

Apply for Admissions........................ By entering the correct information.

    Admission Term:........................ <u>Fall 2011</u>. Enter from drop down menu.

    Enter Name:............................... Make sure your name matches the name you used in your *myLane* portal.

    Fill Out Application..................... Click this button at bottom of page.

    Application Checklist .... Click this link and complete each required section of the application.

- Follow the instructions provided on each screen.
- **High School Section.** *Some Health Professions programs require high school completion.*
- **Previous College Section:** List all previously attended institutions.

    Application is Complete............. Click this button only when all sections have been completed.

    or Finish Later............................ Click this button to save your information.

Complete Payment .... You must pay the On-line Application fee with a Visa or MasterCard.

Signature Page................................... Click the button and read agreement information.

- Your On-line Application is dated and timed after submission of the Signature Page.
- This is an acknowledgement page and *does not require a signature.*

Return to Application Menu............... Click this link at the bottom of the page. Your application is now listed as "submitted."

Lane Community College Admission Confirmation. An E-mail will be sent to you confirming your <u>On-line</u> Application and Payment and time. Retain this page for your reference.

In addition to your On-line Application and Payment, the following programs require additional form(s) and documentation. Details are in the Program Application Information & Forms.

Dental Assisting	*Medical Office Assistant*
Dental Hygiene	*Nursing*
EMT Paramedic	*Physical Therapist Assistant*
Health Records Technology	*Respiratory Care*

L# _____ FIRST _____ LAST _____ Phone _____

PTA Application Points and Verification of Work/Observation Form

Part A. School Listing.

All coursework taken at LCC.

College/University	State	"Q"uarter or "S"emester	Attended From Date	Attended To Date	Degree Awarded (if applicable)

Part B. Meet Math Program Requirement or Math Pre-requisite. You must meet **one** of the following.

√ one	Course Number	Course #	School	Term/Yr or test date	Credit	Grade
	*MTH 95, 4-5 crds, or higher math with 4 or more crds, with <u>letter</u> grade C- or better. Note: This is a *program* requirement, **-or-**					
	*Pass Lane Placement testing into one of these 3 options: 1. MTH 060 Summer 2010 or later 2. MTH 065 or higher Fall 2010 or later 3. MTH 095 or higher completed Winter 2011 or later.	n/a	Lane		n/a	n/a
	MTH 60 or higher, 4 crds, with a Pass, C-, or better, **Completed Summer 2010 or later.**					

*If testing for enrollment and/or math placement, contact the Lane Testing Department. Lane testing results DO NOT need to be submitted.

Important: Testing is done by appointment only and must be done through the Lane Community College Testing Office located in Building 1, phone (541) 453-5324. For information or to schedule an appointment at http://www.lanecc.edu/testing, click "Placement". For testing information on the Accuplacer computerized tests and review tools, click "Links to Study Strategy Website."

Part C. Course Completion. Complete information for each required course. Courses must be completed and transcripted and/or meet equivalency criteria.   Indicate course grade-points earned in the "Indicate Course Pts" field.

Course Number	Course #	School	Term/Yr	Crds (3-4 max)	Grade Pass	Grade C	Grade B	Grade A	Indicate Course Pts
HO 100, 3 crds, <u>letter</u> grade C- or better.					n/a	6	9	12	
WR 121 or higher, 3 crds, <u>letter</u> grade C- or better, **or**					n/a	8	12	16	
Prior bachelor's degree, degree must be transcripted.					n/a	n/a	n/a	16	
PSY 201 (or 202), 3 crds, <u>letter</u> grade of C- or better.					n/a	6	9	12	
* *HO 150, 3 crds, letter grade C- or better.* **–or-**					n/a	6	9	12	
*BI 231, 4 crds, <u>letter</u> grade of C- or better					n/a	8	12	16	
Additional points will be given for completion of MTH 95, 4-5 crds, or higher math with 4 or more crds, with letter grade C- or better.					n/a	10	15	20	
Total points for all columns.								*Points possible 76*	
Office use only. Work/Observation 3 points for each 25 hr.					*Points possible 12.*				
Office use only. Personal Statement.					*Points possible 6.*				
Office use only. Interview points.					*Points possible 10.*				
Office use only.					*Total points possible 104.*				

*. Program requires completion of HO 150 and HO 152 or BI 231, 232, and 233 before winter 2012. MTH 095 if taken at Lane must be 5 credits.

Part D. Verification of Work/Observation. You may use one or more agencies to complete this form. Agency information must be complete and meet requirements to receive points. If more than four agencies are needed for points, attach additional agency information with your application documents. Agencies may be called to verify work or observation.

Agency	Therapist & Phone	Types of Patients	Dates mm/yy
Name City/St	Name Phone		From: To: **# Hours**
Name City/St	Name Phone		From: To: **# Hours**
Name City/St	Name Phone		From: To: **# Hours**
Name City/St	Name Phone		From: To: **# Hours**
Indicate total Work Hours/Points *Minimum of 25 hours. 3 points = 25 hours, up to 12 points.*	*Hours possible up to 100* *Point possible 12*		**Total Hours** **Total Points**

Part E. Personal Statement. See Application Worksheet, Section 4. Staple statement to this form.

Part F. Acknowledgement Statement and Condition of Application. With submission of this application, I acknowledge the Lane PTA program has not received initial accreditation status from CAPTE. Lane PTA program may contact agencies listed on my Work/Observation form to verify hours.

Signature _____   **Date** _____

Submit by mail. Must be <u>received</u> by deadline date. **Lane Community College** **Health Professions Application Center** **Attn: PTA Application** **4000 East 30th Ave.** **Eugene, OR 97405**	***Submit in person.** Staple Application and documentation. <u>Do not</u> place in an envelope. **Health Professions Application Center** **Attn: PTA Application** **Building 4, across from room 204 – *breezeway*** ***Date/time stamp* (located next to the drop box)**

*IF SUBMITTING IN PERSON, DATE/TIME STAMP HERE →