

## Physical Therapist Assistant Program Application & Information Packet

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### Dear Prospective Student:

Thank you for your interest in the Physical Therapist Assistant Program at Albany State University. Please note the PTA program has a selective admissions process, therefore due to the competitive nature, careful preparation of the application and all requirements is highly recommended.

The PTA program is made up of 2 phases: (1) the pre-professional phase and (2) the professional phase. The pre-professional phase is considered the time required to complete all prerequisite coursework and application requirements for the program. While in the pre-professional phase, students at Albany State University and students transferring from another institution should list the degree of Health Science as the primary major with pre-PTA listed as the secondary major. Transfer students may find it helpful to utilize the *transfer credit equivalency* link (found in the far-left column of the ASU Admissions page) to make sure the courses they wish to transfer to ASU are equivalent to the courses required for the PTA program.

After the student has applied and been selected to the professional phase, the primary major will then be changed to the professional phase of the PTA program. The PTA program admits one class of 20 students per year that begins each fall semester. The deadline to apply for the PTA program is **June 1** of the year the student wishes to enter the professional phase. The professional phase is completed over a time of 16-months, which is the equivalent of 4-semester (fall, spring, summer, and fall) with the student graduating in December of the second fall semester. After graduation, the student is then eligible to sit for the National Physical Therapist Assistant Examination and may apply for licensure in the jurisdiction of choice.

Understanding that the deadline of **June 1** occurs during the summer semester prior to the fall semester start date, a student may still submit an application to the program even though they have prerequisite coursework to be completed during the summer semester. This applies only to those that are enrolled or intend to enroll in coursework that will complete all requirements during the summer semester before the fall semester that the professional phase begins.

Please note that due to the competitive nature of the application process and the high volume of applicants, taking the prerequisite coursework, as well as meeting all of the minimum requirements, does not guarantee acceptance into the professional phase of the program.

### ADMISSION CRITERIA

To be considered for admission to the Physical Therapist Assistant program, the applicant must:

**1. Apply and be fully admitted to Albany State University before May 1<sup>st</sup> of each year.**

- You may apply online using [Albany State University's application portal](#).
- Please do not send the ASU application or \$20 fee to the PTA Program. The two application processes are separate and no additional fee is required when submitting the PTA Program application.

**2. Electronically submit your FASFA application for Financial Aid before May 1<sup>st</sup> of each year.**

- [Please click here for more information on completing your FASFA.](#)

**3. Submit the completed PTA application by the June 1 deadline.**

The student must complete a Physical Therapist Assistant Application. It is the responsibility of the applicant to ensure all application material has been completed by utilizing the checklist at the end of the application.

- Must include two completed G.P.A. Forms. The forms are located within the application packet.
- Must include verification of a minimum of 40 observational hours.
- Must include at least one **Recommendation Form** completed by a PT or PTA.
- Must include a hand written essay explaining why you have chosen PTA as a career. (no required length for the essay)
- Must include copies of all transcripts from previous colleges/universities or technical schools.
- Must include a copy of the TEAS score report.

**4. Must ensure the applicant meets the following minimum requirements.**

1. Must complete a minimum of 40 observational hours of experience in one or more physical therapy settings.
  - The hours must be documented and verified/signed by a physical therapist or physical therapist assistant.
  - An **Observational Hours Form** is located within the application packet; however, documentation from the facility or facilities may be submitted in lieu of the form.
2. At least one recommendation form must be completed by a PT or PTA. The required Recommendation Form is located within the application packet and may be photocopied for additional recommendations.
3. Two separate GPAs must be calculated and submitted with a **minimum GPA of 2.8** for each
  - a. **Cumulative grade point average (GPA)** (all coursework ever attempted), **or** you may choose to substitute the cumulative GPA with another GPA by calculating only the last 40 credit hours attempted.
  - b. The last 40 hours earned option is a "forgiveness" GPA for those that may have performed poorly in his or her initial college coursework and has since significantly improved.
  - c. **Prerequisite GPA** coursework must be completed with no grade below a C (see required courses below

### Coursework to be completed prior to admission into the PTA program (27 credit hours)

Course	Title	Hrs.
<b>ENGL 1101</b>	English Composition I	<b>3</b>
<b>MATH 1111</b>	College Algebra <b>OR</b> a math higher than MATH 1111 may substitute	<b>3</b>
<b>BIOL 2411K</b>	Human Anatomy & Physiology I ( <i>BIOL 1100K is NOT acceptable for PTA admission</i> )	<b>4</b>
<b>BIOL 2412K</b>	Human Anatomy & Physiology II	<b>4</b>
<b>PSYC 1101</b>	General Psychology	<b>3</b>
<b>PSYC 2103</b>	Human Growth & Development ( <i>PSYC 1101 is required before taking PSYC 2103 at ASU</i> )	<b>3</b>
<b>POLS 1101</b>	American Government	<b>3</b>
<b>Area C Elective</b>	You must choose a Humanities & Fine Arts course from the following: ART 1100, MUSC 1100, THEA 1100, FIAR 2250, FREN 1002 or higher, JAPN 1002 or higher, PHIL 2205, or SPAN 1002 or higher. You may also choose to meet the requirement by taking a literature course (ENGL 2111, 2112, 2121, 2122, 2131, or 2132). (Please note that ENGL 1102 is required before taking a literature course at Albany State University)	<b>3</b>

### SELECTION PROCESS

After the June 1 deadline, the PTA Selection Committee reviews and scores each application. Applications will be processed and **all** applicants will be contacted via email no later than June 15. The top 30 applicants will be sent an invitation via email for a personal interview. Scoring is based on the following criteria: prerequisite GPA, cumulative or last 40-hrs GPA, the number of hours observed in physical therapy settings, the hand written essay, the personal interview, appropriate recommendations received, and the results of the TEAS exam.

After completion of interviews, the top 20 applicants will be selected. Correspondence of acceptance or regret will be made through email and should be received no later than July 1. The Albany State University PTA program does not utilize a waiting list and those denied acceptance must reapply the following year.

### PTA PROGRAM

After acceptance into the program, the student will complete the following coursework as noted below.

#### Curriculum Pattern – PTA Program

Semester/Course	Credit Hours
<b>Fall Semester (12 total credit hours)</b>	
PTAS 1100: Introduction to Physical Therapy	1
PTAS 1110: Functional Anatomy & Kinesiology	4
PTAS 1115: Clinical Pathology	3
PTAS 1125: Physical Agents	4
<b>Spring Semester (12 total credit hours)</b>	
PTAS 1105: Orientation to Patient Care Skills	4
PTAS 1121: Therapeutic Exercise I	4
PTAS 1130: Applied Neurology	3
PTAS 2010: Clinical Practicum I	1
<b>Summer Semester (12 total credit hours)</b>	
PTAS 1122: Therapeutic Exercise for Special Populations	4
PTAS 1135: Seminar I for the PTA	2
PTAS 2050: Therapeutic Exercise II	3
PTAS 2100: Neurological Rehabilitation	3
<b>Fall Semester (12 total credit hours)</b>	
PTAS 2020: Clinical Practicum II	5
PTAS 2025: Clinical Practicum III	5
PTAS 2200: Seminar II for the PTA	2

### ABOUT THE PROGRAM

**Mission:** The mission of the PTA program is to graduate knowledgeable, competent, self-assured, adaptable, and service-oriented entry-level physical therapist assistants to meet the needs of the community, State, and profession.

**Degree:** Upon successful completion of the program, students will earn an Associate of Science degree and will be academically eligible to sit for licensure by examination.

**Accreditation:** The PTA program is fully accredited by the Commission on Accreditation in Physical Therapy Education, 111 N. Fairfax Street, Alexandria, VA 22314 (703)706-3245. <http://www.capteonline.org/home.aspx>

Next Accreditation Visit: 2021

**Career Outlook:** Starting salaries for licensed PTA's in Southwest Georgia range from \$43,000 to \$55,000. Earning potential is higher, depending on clinical setting and career advancement.

**Professional Scope of Service:** The Physical Therapist Assistant (PTA) is an important member of the dynamic profession of physical therapy. PTAs are licensed health care providers working under the supervision of a Physical Therapist. PTAs use physical agents, rehabilitation techniques, therapeutic exercise, and patient education to help patients whose abilities have been impaired by an accident, illness, or disease. Ages treated include infants to geriatrics. Settings include acute care hospitals, rehabilitation, wound care and geriatric centers, community health (home health and the school systems), industry, sports medicine and outpatient clinics.

**Grading Policy:** The minimum passing score for all PTAS courses is 75%, except for the clinical rotations generic abilities (criteria #1-5 listed in the CPI) which require a 100% competency level for continuation to the next rotation and/or to graduation. Anything below a 75 is considered failing, although the grade will be reported as follows.

A	90 - 100
B	80 - 89
<b>C</b>	<b>75 - 79</b>
D	60 - 74
F	59 or less

#### NON-DISCRIMINATION POLICY

Albany State University, in compliance with Federal law, does not discriminate based on race, color, national origin, handicap, sex, religion, or age in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

The faculty of the Physical Therapist Assistant program acknowledges Section 504 of the Rehabilitation Act of 1973 and PL 103-336, The **Americans with Disabilities Act** and will consider for admission, progression, and graduation candidates who demonstrate the ability to perform the essential abilities listed below. These standards are admission guidelines and are subject to continuing revision and improvement.

#### ADDITIONAL REQUIREMENTS

In addition to specific academic requirements, candidates for admission to the PTA program must have aptitude, abilities, and skills in the following five areas in order to meet the full requirements of the program.

- Sufficient **intellectual capacity** to fulfill the curricular requirements of the program.
- Ability to effectively **communicate** with patients, colleagues, instructors and other members of the health care community.
- **Physical ability** to learn and implement the various technical skills required to prepare for the independent practice of physical therapy.
- Sufficient **emotional stability** to withstand the stress, uncertainties, and changing circumstances that characterize health care practice.
- **Social attributes and behaviors** required for full use of intellectual abilities and the development of mature, sensitive, and effective therapeutic relationships with patients and clients.

#### LEGAL LIMITATIONS

Individuals who have a criminal record may not be eligible for licensure. Therefore, it is recommended that he or she contact the Physical Therapy Board in the state where he or she plans to seek licensure to verify eligibility for licensure. All students will be required to complete a national criminal background check prior to placement in clinical externships. Some clinical facilities may also require a drug screen prior to placement (student may be responsible for payment). The clinical affiliate determines whether a student can participate in the clinical rotation based upon the results of the background check and drug screen. Should the student be denied clinical placement, he or she cannot progress through the program and will be dismissed. Careful consideration of any questionable record should be carefully scrutinized prior to application, as eligibility for licensure is at the discretion of the State Board

[Official Website for the Georgia State Board of Physical Therapy](#)

#### FINANCIAL AID

Financial Aid is available for students who qualify.

- **Albany State University**
- **Financial Aid Department**
- Ram Central Building C
- Phone (229) 500-4358

Also, visit the [APTA \(American Physical Therapy Association\) official website](#) for information regarding scholarships and financial aid.

## PROGRAM COSTS

**NOTE:** Program costs are subject to change. Please refer to Albany State University's current tuition and fee schedule for questions regarding these institutional costs.

### CORE CURRICULUM (PER CREDIT HOUR)

Hours	Resident Tuition/Fees	Non-Resident Tuition/Fees	Online Tuition/Fees	Program Fee	Textbooks
1	\$845.67	\$1,103.87	<u>Resident Online Tuition and Fees</u> \$118.00 per credit hour + \$225.00 Instructional fee + \$65.00 Technology fee	N/A	\$ variable
2	\$938.34	\$1,454.74		N/A	\$ variable
3	\$1,031.01	\$1,805.61		N/A	\$ variable
4	\$1,123.68	\$2,156.48		N/A	\$ variable
5	\$1,216.35	\$2,507.35		N/A	\$ variable
6	\$1,441.02	\$2,990.22		N/A	\$ variable
7	\$1,533.69	\$3,341.09		N/A	\$ variable
8	\$1,626.36	\$3,691.96		N/A	\$ variable
9	\$1,719.03	\$4,042.83	<u>Non-Resident Online Tuition and Fees</u> \$118.00 per credit hour + \$225.00 Instructional fee + \$65.00 Technology fee	N/A	\$ variable
10	\$1,811.70	\$4,393.70		N/A	\$ variable
11	\$1,904.37	\$4,744.57		N/A	\$ variable
12	\$1,997.04	\$5,095.44		N/A	\$ variable
13	\$2,089.71	\$5,446.31		N/A	\$ variable
14	\$2,182.38	\$5,797.18		N/A	\$ variable
15	\$2,275.00	\$6,148.00		N/A	\$ variable

### PHYSICAL THERAPIST ASSISTANT PROGRAM (costs listed are approximate)

Hours	Resident Tuition/Fees	Non-Resident Tuition/Fees	Online Tuition/Fees	Program Fee	Textbooks
Fall Semester	\$1,997.04	\$5,095.44	N/A	\$65	~\$400
Spring Semester	\$1,997.04	\$5,095.44	N/A	\$65	~\$300
Summer Semester	\$1,997.04	\$5,095.44	N/A	\$65	~\$200
Fall Semester	\$1,997.04	\$5,095.44	N/A	\$65	~\$0
<b>Total</b>	<b>\$7,988.16</b>	<b>\$20,381.76</b>	N/A	<b>\$260</b>	<b>~\$900</b>

\* Students are responsible for immunizations, goniometer (~\$14), gait belt (~\$12), blood pressure cuff & stethoscope (~\$42), transportation & lodging on clinical rotations (if necessary), appropriate clinical attire, drug screen, background check, student clinical rotation ID badge (\$15), graduation fee (\$75), health insurance (variable). It is also required to become a member of the American Physical Therapy Association & the Georgia Chapter (dues \$87).

### LICENSURE EXPENSES (costs are subject to change)

Upon graduation, the student will have the following, or similar, expenses related to licensure. Licensing fees vary depending on the State in which the individual intends to work. Prices are subject to change and are not part of Albany State University. **All fees related to licensure are the student's responsibility.**

Cost	Purpose
~\$75	Georgia Application for Licensing Fee (fees vary by state)
~\$40	Georgia Ethics & Jurisprudence Exam (not required for all States)
~\$400	National Physical Therapist Assistant Licensing Exam (not required for all States)
~\$55.60	Prometric Testing Center Fee to sit for the Licensing Exam
<b>~\$600.00</b>	<b>Total</b>

## FREQUENTLY ASKED QUESTIONS (FAQS)

### **“How do I go about getting the required observational hours?”**

All applicants must complete a minimum of 40 hours of clinical observation by JUNE 1st in any type of physical therapy setting such as a hospital, skilled nursing facility, out-patient facility, etc. This requirement is designed to give the applicant a better understanding of the role of the physical therapist assistant. Applicants who currently work in a physical therapy setting may complete all hours at that facility, however, they must be directly under the PT or PTA observing patient care and not part of the secretarial staff.

This is not a service performed by the college; the applicant must independently seek out a physical therapy setting and speak with the appropriate staff/personnel regarding observational hours. There are many physical therapy providers to choose from, check out your local yellow pages. Call clinical sites in your area; explain that you are applying to a PTA Program and that you would like to observe either a PT or a PTA at their facility.

### **“Can I work and still go thru the program?”**

It is rarely possible for a student to work part-time while in the program and it is definitely not advised due to the intense nature of the program. Each semester, the student will have a full load of coursework and a grade of 75 or higher must be achieved in order to pass each class. This along with the clinical work that is off-campus (possibly out of town) will not be changed to accommodate a work schedule and a work excuse will not be acceptable for any absence.

### **“What are the typical hours while in the program?”**

The PTA program classes are full-time and vary on days and times each semester. During the first 3 semesters of the technical program, expect to be in class Monday thru Thursday (some Fridays) 8+ hours per day. Typical hours during the first 3 semesters vary and may start as early as 9:00am and end as early as 5:00pm or as late as 9:00pm. Times vary by days and by semester, however the last semester the student must attend off-campus clinical rotations that require Monday thru Friday, 40-hours per week for 14 weeks.

### **“Can I be guaranteed that all of my clinical rotation sites will be in my hometown?”**

Unfortunately, the answer is no. Each student will have 3 clinical rotations. The first clinical experience will occur during the Spring Semester, once a week for six Fridays. The last two are two 7-week clinical rotations completed in the Fall Semester prior to graduation. Because of the limited availability of sites that are in town, we cannot guarantee one student over another that you will not have to travel to complete the clinical rotations.

### **“Are the costs incurred during clinical rotations covered in our tuition?”**

Again, the answer is no. Each student is obligated to cover the expenses out of pocket. However, the clinical coordinator will work with each student on an individual basis to try to place the student in an area that will require the least expense.

### **“How long is the program?”**

The degree is designed to be completed in 2 years; however, will vary per student due to the length of time the individual may take to complete all necessary coursework prior to applying. If the student has already completed the pre-requisite coursework while at Albany State University or another institution, the professional phase of the PTA coursework can be completed in 16 months. Once accepted into the PTA program, 4 semesters (16 months) of the professional phase must be taken in sequence. The program begins in August of every year and ends the following Fall Semester for graduation in December.

### **“I already have a degree; do I have to complete all of the prerequisites?”**

Yes, all of the prerequisites must be completed. Chances are that you may have already completed most of the prerequisites when completing your degree and those classes may be transferred into Albany State University. You may transfer credits from other institutions, but suitability for transfer will only be decided by the Registrar of Albany State University. In order to determine if your previous college coursework is eligible for transfer, it is recommended that you complete an application to become a student at Albany State University (<http://www.darton.edu/admin/admissions/>) and have all of your previous coursework in the form of a transcript/s sent from the other institution/s to the Albany State University Registrar. The registrar will evaluate your transcripts and send you a letter indicating what is eligible and what is not.

### **“I want to eventually become a PT, but am I right in using the PTA program as a stepping-stone to achieving this goal.”**

No, the PTA program is NOT a stepping-stone to PT school and seats in the Albany State University PTA program are not used as such. Students wishing to become a Physical Therapist must first complete a 4-yr. B.S. degree and then apply for admission to a Doctoral-level Physical Therapy Program. Obtaining an Associate's Degree in PTA is not necessary or advised.

**“I have observed under an athletic trainer or other health care professional. Can I include these hours and have them count toward the PTA observational hours?”**

No, these hours are specifically designed to give the applicant a better understanding of the role of PTs and PTAs in patient care. Although the hours may assist the student in discerning between the paths of physical therapy vs. other health care fields, no hours outside of physical therapy will count.

**When is the deadline for application?**

June 1st of every year with a new class beginning each Fall Semester.

**Where can I learn more about physical therapy?**

The [American Physical Therapy Association](#)

**How do I sign up to take the TEAS?**

<https://www.atitesting.com/teas/teas-exam>

Go to website and click on “Register for the TEAS” then create an account and register for the test. You will need to register and pay the fee for testing. You may only test twice for the PTA program and repeat test must be scheduled at least 12 weeks apart.

**CONTACT INFORMATION**

Last Name	First Name	Middle Initial	Preferred Name (if different)	Date of Birth
Current Street Address or Apartment Number or P.O. Box			City, State	Zip Code
Permanent Street Address or Apartment Number or P.O. Box (if different)			City, State	Zip Code
E-mail (please give the one you most frequently check)			Cell #	ASU Student ID#

**EDUCATIONAL BACKGROUND**

High School Name	City, State	Date of Graduation or GED
(1) College / University Name*	City, State	Was a degree completed? Please Circle: Yes No
Dates Attended	Major & Degree earned (if applicable)	
(2) College / University Name*	City, State	Was a degree completed? Please Circle: Yes No
Dates Attended	Major & Degree earned (if applicable)	

\*If you attended a College/University other than Albany State University, please include an unofficial transcript (for each) with this application. If additional space is needed, please write additional College/University information on the back of this sheet.

**GRADE POINT AVERAGES (G.P.A. MUST BE A MINIMUM OF A 2.8)**

1.	Use the <b>Prerequisite G.P.A. Form</b> to calculate your prerequisite grade point average and include the completed form with the application. Please write your prerequisite G.P.A. in the box.	<b>Prerequisite G.P.A. =</b>
2.	The second G.P.A. to include on this page is <u>your choice</u> and may be either your overall cumulative G.P.A. <b>or</b> the G.P.A. for the last 40 hours of earned college credit. Use the <b>Cumulative G.P.A. Form</b> to calculate the G.P.A. you choose to include and include the completed form with the application. Indicate which G.P.A. has been included by writing in the designated box for which you calculated. (i.e. either Cumulative <b>or</b> Last 40 hours)	<b>Cumulative G.P.A. =</b> <b>OR</b> <b>Last 40 hrs G.P.A. =</b>

**OBSERVATIONAL HOURS (A MINIMUM OF 40 HOURS MUST BE COMPLETED BEFORE JUNE 1)**

Please summarize your observational hours as indicated below. Be sure to include the verified/signed documentation of hours with the application.

Name of Facility	Type of Setting/s (ie. Acute care, outpatient, rehab unit, nursing home, pediatrics, aquatic, home health, wound care, etc.)	Number of hours in <u>each setting</u> (be specific)
<b>TOTAL =</b>		

**TEAS SCORE (NO MINIMUM SCORE IS REQUIRED)**

The Test of Essential Academic Skills (TEAS) measures basic academic preparedness in the content area domains of reading, mathematics, science, English and language usage. To be valid for the PTA program, the TEAS may only be taken twice with a minimum of 6 weeks between the first and second attempts. **A copy of your score report/s should be included with the application.**

**ESSAY (NO SPECIFIC LENGTH IS REQUIRED)**

Please include a **hand written** essay explaining why you have chosen PTA as a career path and why you feel you deserve a seat in the class.

**RECOMMENDATION**

Please include at least one completed recommendation form from a PT or PTA in a sealed & signed envelope. It is a requirement to use the PTA Program **Letter of Recommendation Form**. The form may be included with the application or mailed separately.

## SIGNATURE PAGES & CHECKLIST

Have you previously applied to the Albany State University PTA program?  Yes  No

I hereby apply for admission to the PTA Program for Fall Semester 20 \_\_\_\_ and certify this application is both correct and complete. I have read the application packet, including the essential abilities required and understand the application and selection processes. I further understand that any failure on my part to comply with these processes will result in the cancellation of my application. I am aware of the competitive nature of the application process for the PTA program and understand that meeting all minimum requirements does not guarantee admission into the program.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**PLEASE NOTE:** You will receive correspondence from the PTA Program Director via email by June 15, which is 2 weeks past the deadline of June 1. Please do not call to inquire about the status of an application. The PTA Program Director will not return calls or emails regarding the status of an application (with the exception being after June 15th and the applicant never received an email). Therefore, if you wish to know the application was received, please send the application as certified mail so that you receive a confirmation from the postal service that it was delivered. If you wish to know if your application was complete, please read all directions and utilize the checklist below.

- Be fully admitted to Albany State University and have completed a FASFA application by May 1**
- Prerequisite G.P.A. Form**
  - o Must be completed even if courses are still in progress
- Cumulative G.P.A. Form (or last 40 hours of college credit earned)**
  - o Must be completed
- TEAS Score Report**
  - o Include an unofficial copy of your TEAS Score Report
  - o TEAS information & registration through ATI testing: [Click here for more information.](#)
- Observational Hours Form/s**
  - o The Observational Hours Form within this packet is not required. Any form of documented hours is acceptable as long as it is signed by a PT or PTA in the facility
  - o All hours must be completed prior to the application deadline of June 1
- Recommendation Form/s**
  - o The Recommendation Form within this packet **is required.**
  - o May be mailed separately from the application by the PT or PTA completing the form
- Hand-Written Essay**
  - o No specific length is required.
- Copy of Unofficial Transcript/s**
  - o Only required if you attended a College, University, or Technical Institution other than Albany State University
- Completed application mailed before the deadline of June 1**
  - o Sent as certified mail

Please mail the completed application along with all required documents to the address below.

**Albany State University – West Campus  
Health Sciences Division – PTA Program  
2400 Gillionville Road  
Albany, GA 31707**



## G.P.A FORMS

### Instructions for G.P.A. Forms

Each G.P.A. form **MUST BE COMPLETED** & included with your application.

- An example of how to calculate a G.P.A. has been provided below. Utilize the **Prerequisite G.P.A. Form** at the bottom of this page and the **Cumulative G.P.A. Form** to calculate your grade point averages and record the averages on Page 1 of the application.
- If you are enrolled in a course or intend to enroll in a prerequisite course and do not have a grade at the time the form is completed, do not include the number of credit hours or quality points in the respective (QH) or (QP) columns; simply place an X in the boxes (QH) and (QP) next to the required course identified. Please indicate whether the course is still to be taken during the summer or if currently in progress in the column where the grade would be recorded. Simply write "in progress" or indicate when you plan to take the course.

Where Course Was Completed	Course Identification	QH (Quality Hours)  Credit hours per course	Multiply	EV (Equivalent Values) of the earned Letter Grade  A=4, B=3, C=2, D=1, F=0	Equals	QP (Quality Points)  <b>QH x EV = QP</b>
Columbus State	ENGL 1101	3	x	A = 4	=	3 x 4 = 12
Columbus State	MATH 1111	3	x	B = 3	=	3 x 3 = 9
Albany State	POLS 1101	3	x	A = 4	=	3 x 4 = 12
Albany State	MUSC 1100	3	x	C = 2	=	3 x 2 = 6
Albany State	PSYC 1101	3	x	B = 3	=	3 x 3 = 9
Albany State	PSYC 2103	X	x	Course in progress	=	X
Albany State	BIOL 2411K	4	x	B = 3	=	4 x 3 = 12
Albany State	BIOL 2412K	X	x	Course in progress	=	X
<b>Total QH:</b>		<b>19</b>		<b>Total QP:</b>		<b>60</b>
<b>60 QP ÷ 19 QH = 3.15 GPA</b>						

1. Once all information has been placed in the appropriate column, total the QH column (number of credit hours **QH**) for the courses that have been completed. If a grade has not been earned, simply place an **X** in the **QH** column for that course.
2. The equivalent value must be assigned for the grade earned for the course. If you earn an A, then it is equivalent to a 4, and so on. (A=4, B=3, C=2, D=1, F=0) If a grade has not been earned, simply place an **X** in the **QP** column for that course.
3. Calculate the **QP** for each course by multiplying number of credit hours (QH) by the equivalent value of the grade earned for the class.
4. Total the last column, quality points/**QP**, and then complete the formula **Total QP ÷ Total QH = G.P.A**
5. Complete the **Prerequisite G.P.A. Form** below and the **Cumulative G.P.A. Form** and record averages on Page 1 of the application.
6. Your Cumulative/Overall G.P.A. includes ALL coursework/college credits previously taken at one or multiple institutions. "ALL" includes grades earned in every course you have ever taken, including the repeated courses. You also have the option of only calculating the last 40 credit hours completed, but you do not include both. The option to calculate and include only the last 40 hours completed is a means of forgiveness for anyone that may have lost focus in his/her earlier years in college.

### Prerequisite G.P.A. Form

Where Course Was Completed	Course Identification	QH (Quality Hours)  Credit hours per course	Multiply	EV (Equivalent Values) of the earned Letter Grade  A=4, B=3, C=2, D=1, F=0	Equals	QP (Quality Points)  <b>QH x EV = QP</b>
	ENGL 1101		x		=	
	MATH 1111 or higher		x		=	
	POLS 1101		x		=	
	Humanities/Fine Arts		x		=	
	PSYC 1101		x		=	
	PSYC 2103		x		=	
	BIOL 2411K		x		=	
	BIOL 2412K		x		=	
<b>Total QH:</b>				<b>Total QP:</b>		
<b>Total QP _____ ÷ Total QH _____ = _____ Prerequisite G.P.A</b>						

**Cumulative G.P.A. Form OR the Last 40 hours completed**

Cumulative means ALL collegiate courses EVER ATTEMPTED, including repeated courses, as well as prerequisites for the program.

Where Course Was Completed	Course Identification	QH (Quality Hours) Credit hours per course	Multiply	EV (Equivalent Values) of the earned Letter Grade A=4, B=3, C=2, D=1, F=0	equals	QP (Quality Points) QH x EV = QP
			x		=	
			x		=	
			x		=	
			x		=	
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			x		=	
<b>Total QH:</b>				<b>Total QP:</b>		
<b>Total QP</b>		<b>÷ Total QH</b>		<b>=</b>	<b>Cumulative (or Last 40 hrs) G.P.A</b>	

\* If additional rows are needed, please make another copy of this sheet to complete your needs and staple together.  
 \* Please record the GPAs on the first sheet of the application, as well as include completed forms to show your work for each GPA calculated.

**OBSERVATIONAL HOURS FORM**

Name of Applicant: \_\_\_\_\_ Applicant's Phone Number: \_\_\_\_\_

**To the Clinician:** The above named is applying to the Physical Therapist Assistant program at Albany State University. The applicant must complete a minimum of 40 hours of observation in any type of physical therapy setting such as a hospital, skilled nursing facility, outpatient facility, etc. The clinical observation hours are designed to give the applicant a better understanding of the role of PTs and PTAs in patient care. Thank you for educating potential students about the profession.

**To the Applicant:** You may also use other forms of documentation for your hours. If you worked at the facility, you may include a copy of your hours from the payroll dept., etc. Please make sure you total your hours and write the total number of hours on the first page of the application. All hours must be submitted no later than June 1.

Facility		Observation Hours				PT/PTA Signature
Type of facility	Name	Date	Time In	Time Out	Hours	*must be a licensed PT or PTA
Hospital	Healing Hands Hospital	4/21/13	8:00 am	1:00 pm	5hrs	Joe Johns, PT
Out-patient	Any Out-patient Facility	4/28/13	10:15 am	12:45 pm	2hrs 30min	Susie Smith, PTA

\* If additional rows are needed, please make another copy of this sheet and staple together.

**RECOMMENDATION FORM**

**Name of Applicant:**  
(Print name legibly)

**Applicant:** Please print your name above and sign below to acknowledge the following statement:

I hereby waive my right to access this letter of recommendation. This letter will remain confidential to encourage the recommender to provide a candid assessment.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**PT or PTA:** Please indicate in what capacity you have known the applicant by checking the appropriate box below.

- I do not know the applicant outside of the observational experience.  
 I know the applicant outside of the observational experience.

If checked, please indicate how long you have known the applicant and in what capacity: \_\_\_\_\_

**Please rank the applicant in relation to the observational volunteer or work experience.**

	Outstanding	Excellent	Good	Average	Poor	N/A
Communication Skills						
Effective Use of Time						
Professionalism						
Responsibility						
Critical Thinking						
Stress Management						

*\*\*Please comment on the characteristics that will make the applicant a competitive candidate for the PTA Program.*

**Comments:**

**(Please check one of the boxes below)**

*Overall, I rate this applicant:*

- Outstanding (Top 1%)  
 Excellent (Next 5%)  
 Good (Next 10%)  
 Average (Next 25%)  
 Poor (Remaining %)

**Please circle: PT or PTA** How many years have you practiced? \_\_\_\_\_ **Signature** \_\_\_\_\_

\_\_\_\_\_  
**Name (Printed)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of Facility**

This form must be **received no later than June 1.**  
Please place in an envelope, sign the seal, and mail to:

**Albany State University – West Campus  
 Health Sciences Division - PTA  
 2400 Gillionville Road  
 Albany, GA 31707**

*For any questions, comments, or concerns, please call  
 Program Director, Dr. Kameron Causey, PT, DPT @ 229-500-2233*

**Thank you for your contribution to the future of our profession and taking time out to assist us in our journey of education.**