

PHYSICAL THERAPIST ASSISTANT (PTA) PROGRAM PETITION PROCESS

PREPETITION REQUIREMENTS

Step 1: Follow the Southwest Tech admissions process

- ☐ Submit an application and pay the application fee
- ☐ Provide high school and college transcripts
- ☐ Complete an admission meeting with Kelsey Wagner, program advisor
- ☐ Chemistry Coursework: submit transcripts showing two semesters of High School Chemistry with a 'C' or higher * OR * one semester of College Chemistry with a 'C' or higher

Students that have completed the above will be accepted in the prepetition PTA program so that they can begin their petition process. Students are eligible to petition into the PTA program at the end of the Spring semester once all the petition requirements, listed below, have been completed.

PETITION REQUIREMENTS

Step 2: While as a prepetition student, you will need to complete the following steps in order to petition into the PTA program by June 1st.

Step 2A: Complete **General Anatomy & Physiology** that is required by the program with a final grade of "C" or higher.

Other required general education courses, needing a final grade of "C" or higher, which may be taken prior to acceptance to the PTA program, or in addition to the core courses once admitted to the program include:

- ☐ **Written Communication**
- ☐ **Oral/Interpersonal Communications**
- ☐ **Developmental Psychology**
- ☐ **Intro to Sociology**
- ☐ **Intro to Psychology or Psychology of Human Relations**
- ☐ **Intro to Diversity Studies**
- ☐ **One elective:** Medical Terminology is highly recommended

Step 2B: Complete and document a total of **32 hours** of observation of physical therapy. Your sessions need to be **16 hours** with a PT/PTA in one setting/facility and **16 hours** with a second PT/PTA in a different physical therapy setting/facility. Prepetition student must meet with the PTA program director, **Stacey Place** to receive the Verification of Physical Therapy Clinical Observation Hours forms and assist in setting up observation opportunities.
All observation hours must be completed no more than two years prior to application submission.

Step 2B1: Prepetition student needs to complete the front page of the **Verification of Physical Therapy Clinical Observation Hours** (VPTCOH form).

Step 2B2: Once the hours are fulfilled, give the **VPTCOH** form (*the front page of which you have already completed*) to the PT/PTA you observed so they may complete the back page.

Step 2B3: After the form is completed the PT/PTA that you observed needs to mail the completed form to:
Southwest Tech Attn: Admissions, 1800 Bronson Boulevard Fennimore, WI 53809

The student should verify with their advisor, Kelsey Wagner that their **VPTCOH** forms have been received. **These observation forms are confidential and will be evaluated by the PTA Program Director. Submitted observation forms will not be returned to or reviewed by the student. Observation hours must be completed no later than December 31st prior to the spring term in which you will be submitting petition documents.**

Step 2C: Complete the HESI Entrance Exam by December 31st, **prior to the spring term in which you will be submitting petition documents.** You **must** meet the required entrance scores which includes a 75% in each of the following subtests: Reading Comprehension, Grammar and Vocabulary & General Knowledge. If you do NOT meet the required entrance scores, you must wait 30 days to retest from original test date. A study guide is available for purchase in Southwest Tech's bookstore.

Step 2D: Read and sign the PTA Technical Functions Form. All students will be held to the same standards and must be able to perform the technical functions with or without reasonable accommodations.

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Step 3: Submit the following documents for evaluation by June 1st (or the Friday before if June 1st is on a weekend)

- ☐ Official Transcripts for Anatomy & Physiology and any additional general education course work if completed at another college.
- ☐ PTA Petition Request Form (available on the website).

From the pool of applicants who have successfully completed Steps 1-3, the top **16** applicants will progress to Step 4.

Step 4: The top **16** applicants will:

- ☐ Receive notification by June 11th
- ☐ Attend a **mandatory** PTA student orientation in late summer. Date will be included in notification letter.

Any students who are not selected for Step 4 of the petition process have the opportunity to petition for the next academic year.

If you have any questions regarding the above process, please contact:

Kelsey Wagner

PTA program advisor
608.822.2358
kwagner@swtc.edu

Stacey Place

PTA program director
608.822.2653
splace@swtc.edu