Dear Prospective Student:

Thank you for your interest in the Physical Therapist Assistant Program at Kilgore College. There are a limited number of applicants admitted to the program due to limited space in the classroom, restricted faculty:student ratio, and available clinical assignments. Application to the PTA program is a multi-step process. Acceptance to the program is based on multiple criteria. Applicants will be ranked by points using information the student provides to the PTA Department.

If after reviewing this packet you have questions, please feel free to contact me.

Kristi Kleinig, PTA, M.Ed.
Physical Therapist Assistant
Program Director
(903)983-8148
kkleinig@kilgore.edu

Step 1

For admission consideration, one must first be admitted to Kilgore College. This requires that the following must be on file in the Registrar's Office at Kilgore College. Send or have sent the following information to:

REGISTRAR'S OFFICE
Kilgore College
1100 Broadway
Kilgore, TX 75662

1) Completed application for admission to Kilgore College with all necessary immunizations including the bacterial meningitis vaccination if applicable.

2) Be TSI complete or exempt. If there are questions in regard to your TSI status, please contact the Testing Office at (903) 983-8215. If remediation has been mandated by testing, all remedial courses must be completed or with a plan for completion before entering the program.

3) An official copy of all college transcripts for transfer must be sent to Laura Mulanax, the Health Occupations Counselor. She will analyze each transcript, post it on a degree audit, and then take it to the Registrar’s Office to be scanned into the computer. This does not include work taken at Kilgore College. These must be official transcripts from the College/University where the course was taken; courses shown for transfer credit on a different institution’s transcript do not fulfill this requirement.

If you are currently attending Kilgore College, you may have already completed Step 1 and do not need to repeat it. Transcripts on file in the Registrar's Office does not fulfill the transcript requirement in Step 2.
Step 2

In addition to admission to Kilgore College, a student must submit additional materials as part of an application packet for the Physical Therapist Assistant Program. The deadline for all applications is May 24, 2019. Application packets may be mailed or hand-delivered; however, all completed application packets must be received in the PTA Office (HSC G65) by noon on May 24th. This PTA application packet requires that the following be submitted in its entirety to:

PHYSICAL THERAPIST ASSISTANT PROGRAM
Kilgore College
1100 Broadway
Kilgore, TX  75662

Submit the following materials to the above address to complete your application packet for the PTA Program:

_____ 1) Physical Therapist Assistant Application For Admission form (included)

_____ 2) If you have attended or are attending college, submit an official copy of all college transcript(s), including one from Kilgore College. Official transcripts mean they are sent directly from the Registrar of the college or university in a sealed envelope with the raised seal of the institution on the transcript. Allow sufficient time for these transcripts to be sent to you before you have to send them to us in your completed packet. Have these transcripts sent directly to you. DO NOT OPEN THESE TRANSCRIPTS OR THEY MAY BE INVALIDATED. ENCLOSE THEM IN YOUR PACKET IN THEIR SEALED ENVELOPES. OFFICIAL TRANSCRIPTS ON FILE IN THE REGISTRAR’S OFFICE DO NOT FULFILL THIS REQUIREMENT. While we often advise applicants to retake A & P courses with a “C” or lower to improve their score, attempts to retake A & P more than twice (including “W”s) will result in point deductions.

_____ 3) Two Applicant Reference Forms (included) - One reference must be from an employer or a teacher if you have not or are not working. This one will complete the “EMPLOYER” reference form. The other can be from another employer, co-worker, teacher, counselor, pastor, or friend and will complete the “OTHER” reference form. These are the only two reference forms that will be allowed in your packet. Have these sent directly to you in a sealed envelope and include it in your packet in the envelope. Make sure you instruct the person completing your reference form to answer each question and only mark one answer per question or this may negatively affect your score.

_____ 4) A typed, 1.5-spaced, well-developed one-to-two page essay that explains your interest in the PTA Program. Spelling and grammar count so use all available resources. Use a readable 12-point font, 1-inch margins, and 1.5 line spacing. Comment on previous work experience/observations, hobbies, or personal experiences that demonstrate a strong interest in and knowledge of the field of physical therapy and your role as a PTA. Include ideas about how the PTA Program and subsequent licensure as a licensed physical therapist assistant may assist you in your personal/professional goals. Indicate why you want to become a PTA.

_____ 5) Evidence of at least 16 hours of work or observation in at least three different types of Physical Therapy Departments/Clinics for a total of 48 hours minimum on the Physical Therapy Exposure of Observation/Work forms (included). One form must be used for each setting type. There are more than three setting type forms attached - you only have to complete three of them. Each PT or PTA that you work or observe under must complete a Volunteer/Observation Evaluation Form (included) to be included in a sealed envelope. Copies of this Form may be made as needed.

_____ 6) A resume or brief outline of your work experience for the last 10 years.

_____ 7) Signed Essential Job Functions form (included).

Applicants without all of the above will not be considered. Please read the above instructions carefully. Failure to follow instructions will result in points being deducted from your score and may affect your acceptance into the program. After the above information has been reviewed, interview eligibility will be determined and interviews will be scheduled on a Friday or Saturday in mid- to late-June If you are granted an interview, you will be instructed on how to
schedule additional required testing, if any, prior to the interview. This testing will be determined at a later time but will
focus on reading comprehension and critical thinking.

The final decision will then be made as applicants will be numerically ranked and placed into available openings according
to their rank. All applicants will then be notified of their conditional acceptance, alternate status, or non-acceptance. For
those conditionally accepted, they will be required to successfully pass an online Criminal Background Check and a local
Drug Screen within a short time frame after notification. Upon successful completion of the Drug Screen and Criminal
Background Check, they will be officially accepted into the program to enter in the fall. If anything shows up on the drug
screen or criminal background check, this must be clarified as noted on the website before the student can enter the
program. The new Criminal Evaluation History procedure through the Executive Council of Physical Therapy and
Occupational Therapy Examiners may take up to 120 days to complete so you need to start this process early if you know
there is something that will show up on your Criminal Background Check. Even though Kilgore College has an open-door
policy, the Physical Therapist Assistant Program must limit their enrollment. Successful completion of these criteria
provides proof of qualification for the PTA Program but does not guarantee admission to the program. There is
no restriction as to race, color, religion, national origin, sex, age, disability, marital status, veteran status, or genetic data.
If the applicant does not meet minimum requirements of the admission criteria, the student will be directed to the
Department of Guidance and Counseling for help in setting other career goals. Applicants who show questionable
potential are advised to complete non-PTHA support courses and remedial courses. When they are successful in these
classes, they can apply to the PTA Program for further consideration.

APPLICATION CHECKLIST:

- Application and Acceptance to Kilgore College
- PTA Application for Admission form
- Official copies of all college transcripts including current KC transcript, if applicable
- Two Applicant Reference forms
- Essay of Interest
- Documented 48 hours total work or observation in the field of physical therapy (16 hours in each of 3 different
types of physical therapy)
- Volunteer/Observation Evaluation Form for each PT/PTA observed or worked under
- Resume/Work Experience outline
- Signed Job Essentials form
Full Legal Name_____________________________________________________________
Other name(s)_______________________________________________________________

Home Address  
Street address  City  State  Zip Code

Mailing Address_______________________________________________________________  
Street address  City  State  Zip code

Email Address _______________________________________________________________

Best Phone Contact _______________________   Other Phone _______________________

Emergency Contact__________________________________      Phone (      )         -

If you are not a U.S. citizen, what type Visa do you have? _______________   #___________

Length of time in Texas? ___________    Do you have your own transportation?   yes  no

Have you served in the U.S. military?   yes  no      If yes, branch _______________

Date Entered  ___________     Date Discharged  ___________     Type of Discharge ___________

Member of Reserve?   yes  no    If yes, Active  or Inactive  ?   Draft Status __________

Have you ever been convicted (including deferred adjudication and probation) of a misdemeanor or felony other than minor traffic citations   yes  no      If yes, you must follow the Criminal History Evaluation Procedure of the Executive Council of Physical Therapy and Occupational Therapy Examiners as described on the program website.

Education  List name and location of all schools attended (most recent first), including high school.

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<tr>
<th>Name of School</th>
<th>Location</th>
<th>Hours Earned</th>
<th>Dates Attended</th>
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</table>

Official copies of all transcripts must be submitted, with the exception of high school transcripts.

Deadline for application is May 24, 2019

If accepted to the Physical Therapist Assistant Program,

1) you will be responsible for your own transportation to Kilgore College campus and all clinical assignments
2) you will be responsible for purchasing uniforms and supplies as necessary
3) you will be responsible for purchasing student liability insurance that will be assessed with tuition fees each fall semester while enrolled in the program.

Confirm by signing below that you have read the above information and the information you have provided in this application is true and complete to the best of your knowledge. Understand that any misrepresentation or falsification of information is cause for denial of admission and/or expulsion from Kilgore College.

Signature of Applicant  ___________________________   Date  ___________

Kilgore College does not discriminate on basis of race, color, religion, national origin, sex, age, disability, marital status, veteran status, or genetic data.
The following person is using your name as a personal reference for application to the Physical Therapist Assistant Program. Please take the time to fill in the questionnaire and mail it back as soon as possible. *Mark at least one but only one choice in each category.*

Please return this form as soon as possible to the applicant in a sealed envelope with your signature across the seal.

**APPLICANT:** ______________________________________________

**Waiver of Right to Examine:**

I, __________________________________________, waive my right to see this reference form once completed and understand that the comments and evaluations made on this form will not be available to me.

<table>
<thead>
<tr>
<th>Applicant’s Signature</th>
<th>Date</th>
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</table>

**PTA Applicant Reference Form:**

How long have you known this person?

- < 6 mos.
- 6-12 mos.
- 1-3 yrs.
- > 3 yrs.

How long have you known the applicant?

- Friend/Acquaintance
- Teacher/Counselor/Pastor
- Employer/Co-worker
- Non-PT Profession
- Employer Co-worker
- PT Profession

Rate this applicant’s behavior in the following areas:

<table>
<thead>
<tr>
<th>Frequently absent or late - rarely calls if either</th>
<th>Never absent or late</th>
<th>Occasionally absent or late - sometimes calls</th>
<th>Rarely absent or late - usually calls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiative/Motivation/Enthusiasm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seldom needs direction &amp; prompting; frequently initiates own activity</td>
<td>Self-motivated; asks appropriate questions &amp; requests learning opportunities</td>
<td>Relies on direction for all actions</td>
<td>Occasionally initiates own activity needing occasional direction</td>
</tr>
</tbody>
</table>
### Maturity

<table>
<thead>
<tr>
<th>Occasionally acts immaturely</th>
<th>Acts maturely most of the time</th>
<th>Frequently acts immaturely</th>
<th>Very mature in all actions</th>
</tr>
</thead>
</table>

### Neatness/Grooming

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<tr>
<th>Consistently displays poor hygiene and grooming</th>
<th>Always neat and well groomed</th>
<th>Occasionally displays poor hygiene and grooming</th>
<th>Usually neat and well groomed</th>
</tr>
</thead>
</table>

### Attitude/Personality/Interpersonal Skills

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<tr>
<th>Displays evidence of difficulty getting along with people</th>
<th>Gets along well most of the time with most of the people</th>
<th>Makes an attempt to get along but easily swayed or angered</th>
<th>Always gets along with coworkers, supervisors, &amp; subordinates</th>
</tr>
</thead>
</table>

### Reaction to Stress

<table>
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<tr>
<th>Displays good coping skills under stress</th>
<th>Easily upset by stressful situations</th>
<th>Needs frequent direction &amp; assistance during stressful situations</th>
<th>Handles stress and shows some signs of distress during or immediately after stress</th>
</tr>
</thead>
</table>

### Capacity for Problem-Solving

<table>
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<tr>
<th>Needs frequent guidance &amp; direction for problem solving</th>
<th>Independent thinker</th>
<th>Needs occasional guidance &amp; direction for problem solving</th>
<th>Usually able to problem-solve independently needing minimal guidance</th>
</tr>
</thead>
</table>

### Communication Skills

<table>
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<tr>
<th>Frequently uses poor grammar &amp; terminology in verbal &amp; written communication</th>
<th>Occasionally uses poor grammar &amp; terminology in verbal and written communication</th>
<th>Always uses proper grammar &amp; terminology in verbal &amp; written communication</th>
<th>Usually uses proper grammar &amp; terminology in verbal &amp; written communication</th>
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</table>

### Organization/Work Habits

<table>
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<tr>
<th>Occasionally disorganized; requires excessive time to complete tasks</th>
<th>Completes task in timely manner even though disorganized</th>
<th>Disorganized; does not complete tasks</th>
<th>Well organized in work habits; productive</th>
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### Comments:

Signature _______________________________ Date __________________________
Print Name ____________________________________________ Phone: ___________________
The following person is using your name as a personal reference for application to the Physical Therapist Assistant Program. Please take the time to fill in the questionnaire and mail it back as soon as possible. **Mark at least one but only one choice in each category.**

Please return this form as soon as possible **to the applicant** in a sealed envelope with your signature across the seal.

**APPLICANT:** ______________________________________________

**Waiver of Right to Examine:**

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**initiative/Enthusiasm**

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- Occasionally absent or late - sometimes calls
- Rarely absent or late - usually calls

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PHYSICAL THERAPY EXPOSURE
OBSERVATION/WORK

NOTE: ONLY ONE TYPE OF PHYSICAL THERAPY FACILITY PER PAGE

Name of Applicant___________________________________________

Type of Facility: ____________________________________________

ACUTE CARE
(Includes hospital-based patients, long-term acute care, and all wound care)

<table>
<thead>
<tr>
<th>NAME OF FACILITY</th>
<th>LENGTH OF EXPOSURE (mark if hours, days, month, or years)</th>
<th>DATES OF EXPOSURE</th>
<th>TYPE OF EXPOSURE (full-time aide/tech, part-time aide/tech, or volunteer)</th>
<th>SIGNATURE OF SUPERVISOR</th>
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NOTE: If you have observed or worked in a facility that covers a number of facility types, please divide your total time among the appropriate pages. For instance, if you have worked as a full-time aide or tech in a facility for 3 years total that includes work in the acute part 50% of the time, a skilled-nursing unit 25% of the time, and a rehab unit for the other 25% of the time, then 1½ years should be documented on the acute form, 9 months on the long-term care form, and 9 months on the rehab form with the total time and dates not overlapping. If this is not followed, the applicant will only receive credit for one of the documented observation or work experiences.
PHYSICAL THERAPY EXPOSURE
OBSERVATION/WORK

NOTE: ONLY ONE TYPE OF PHYSICAL THERAPY FACILITY PER PAGE

Name of Applicant: ____________________________________________

Type of Facility: ________________________________________________

OUTPATIENT FACILITY
(P.T. Staff and facilities separate from hospital or rehab P.T. department)

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<tr>
<th>NAME OF FACILITY</th>
<th>LENGTH OF EXPOSURE (mark if hours, days, month, or years)</th>
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PHYSICAL THERAPY EXPOSURE
OBSERVATION/WORK

NOTE: ONLY ONE TYPE OF PHYSICAL THERAPY FACILITY PER PAGE

Name of Applicant: ____________________________________________

Type of Facility: ________________________________

LONG-TERM CARE FACILITY
(Includes Nursing Homes, and Alzheimer’s Units,)

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<tr>
<th>NAME OF FACILITY</th>
<th>LENGTH OF EXPOSURE (mark if hours, days, month, or years)</th>
<th>DATES OF EXPOSURE</th>
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## Physical Therapy Exposure

**Observation/Work**

**NOTE:** ONLY ONE TYPE OF PHYSICAL THERAPY FACILITY PER PAGE

Name of Applicant: ________________________________

Type of Facility: ________________________________

### INPATIENT REHABILITATION UNIT OR FACILITY

(Includes Assisted Living Facilities and Skilled Nursing Units)

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<th>NAME OF FACILITY</th>
<th>LENGTH OF EXPOSURE (mark if hours, days, month, or years)</th>
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PHYSICAL THERAPY EXPOSURE
OBSERVATION/WORK

NOTE: ONLY ONE TYPE OF PHYSICAL THERAPY FACILITY PER PAGE

Name of Applicant: ________________________________

Type of Facility: ________________________________

OTHER
(Includes hippotherapy, aquatics, pediatrics and home health)

Please specify: ________________________________

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<thead>
<tr>
<th>NAME OF FACILITY</th>
<th>LENGTH OF EXPOSURE (mark if hours, days, month, or years)</th>
<th>DATES OF EXPOSURE</th>
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Dear Clinician,

Thank you for allowing this applicant to the Kilgore College PTA Program to observe (or work) in your facility as part of their application process. Each applicant is required to complete a minimum of 16 hours of work or observation in each of three different types of physical therapy to help the applicant understand a little more about the field of physical therapy and what a physical therapist assistant actually is and what they do.

Please evaluate this applicant on his/her professional behavior during their experience in your facility. Only one form is required per facility even if you are able to offer multiple types of physical therapy exposure. Please sign the form at the bottom and return it to the applicant in a sealed envelope with your name across the seal. Only the PTA Program admissions committee will have access to your markings and comments on the form.

Thank you so much for your invaluable assistance to the program and the profession.

Please circle your response using the following key:
1=strongly disagree  2=disagree  3=agree  4=strongly agree

1. The applicant was courteous and professional when contacting you/your facility for this observation/work experience.
   1  2  3  4

2. The applicant was consistently punctual and arrived as scheduled.
   1  2  3  4

3. The applicant was appropriately attentive and demonstrated a commitment to learning about the field (includes inappropriate use of cell phones/text messaging while observing.)
   1  2  3  4

4. The applicant showed concern and respect for patients/clients being observed or worked with.
   1  2  3  4

5. The applicant was appropriately dressed and projected a professional image during this observation or work experience.
   1  2  3  4

6. The applicant demonstrated respect for authority and complied with the decisions of those in authority during this observation or work experience.
   1  2  3  4

Comments:_____________________________________________________________
__________________________________________________________________________________ _________________

Clinician Signature    Facility    Date
KILGORE COLLEGE
ESSENTIAL JOB FUNCTIONS
PHYSICAL THERAPIST ASSISTANT

The following are essential job functions for any Physical Therapist Assistant as compiled from observations of a wide variety of job experience.

1. VISUAL ACUITY:
   • Maintain a minimum standard of visual acuity required to observe a client’s physical condition from a distance of 1-100 feet
   • Maintain a minimum standard of visual acuity for operation of equipment
   • Maintain a minimum standard of visual acuity for visual inspection of the environment, use of computer terminals, extensive reading, and using measurement devices at distances close to the eyes, such as goniometers

2. HEARING ACUITY:
   • Perceive the nature of sound and receive and interpret detailed information through oral communication
   • Hear and respond to soft voices, heart/breath sounds, hear Kortokoff sounds (blood pressure), and patient assistance call devices/timers
   • Hear and retain pertinent information to relay instructions

3. COMMUNICATION ABILITY:
   • Express, exchange or interpret ideas by means of the spoken or written word accurately, loudly and quickly as necessary
   • Communicate sufficiently nonverbally, in speech, reading and writing to appropriately interact with individuals and to communicate their needs promptly and effectively for the client’s best interest

4. DIGITAL DEXTERITY:
   • Move the wrists, hands, or fingers in a repetitive motion either singularly or simultaneously
   • Coordinate movements into smooth, fluid motions including but not limited to eye/hand coordination activities and eye/hand/foot coordinated activities
   • Extend hand(s) and arm(s) in any direction (forward, downward, above shoulder level, etc.)
   • Apply pressure to an object with the fingers and palm; both a firm/strong grasp and light grasp

5. PHYSICAL ABILITY:
   • Stand for sustained periods of time
   • Move from one area to another quickly, particularly for long distances and to be on the feet/mobile for 4-8 hours consecutively and maneuver in small spaces
   • Maintain body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces exceeding what is required for ordinary locomotion and maintenance of body equilibrium
   • Ascend or descend stairs, stools, ramps, and the like using the feet and legs or hands and arms; move self from one position to another, e.g. supine to/from standing, supine to/from sitting
   • Pull/push, drag, haul, or tug objects weighing between 10 and 50 pounds in a sustained motion; lift objects of varying sizes and weights between 10 and 50 pounds or carry objects of varying sizes and weights between 10 and 50 pounds from a lower to a higher position or horizontally
   • Bend body at the waist, spine, hips or knees downward and forward in a stooping motion, move about on hands and/or knees, and return to an upright position requiring full use of the lower extremities and back muscles

6. ADAPTIVE ABILITY:
   • Complete tasks or job functions within deadlines.
   • Complete required tasks/functions under stressful conditions.
   • Track and complete multiple tasks at the same time.
   • Perform independently with minimal supervision.
   • Interact appropriately with diverse personalities.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENTS, AND MEET THESE STANDARDS FOR THE PHYSICAL THERAPIST ASSISTANT PROGRAM AT KILGORE COLLEGE. IF I CANNOT MEET THESE STANDARDS, I MAY BE DISMISSED FROM THE PROGRAM.

Signature______________________________________                      Date______________________