KILGORE COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM ADMISSION PACKET FOR FALL 2026

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)983-8154 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 in English. 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.

If you are currently attending Kilgore College, you may have already completed Step 1 and do not need to repeat it. <u>Transcripts on file in the Registrar's Office (items 1-2 above) do not fulfill the transcript requirement in Step 2 for the PTA Program.</u>

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 April 20, 2026. Application packets may be mailed or hand-delivered; however, all completed application packets must be <u>received</u> in the PTA Office (HSC 105) by noon on April 20. 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

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). 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. If you have not completed a course in time
	to obtain transcripts to submit on April 14, a letter with your grade for the semester signed by
	your instructor and included in your packet.
3)	Two Applicant Reference Forms (included) -One reference <u>must</u> be from an employer or a
3)	teacher if you have not or are not working. This person 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. The reference forms should
	not be completed by a family member. These are the only two reference forms that will be
	allowed in your packet. Have these sent directly to you in a sealed envelope with their
	signature across the seal 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
4)	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
5 \	assist you in your personal/professional goals. Indicate why you want to become a PTA.
5)	Evidence of <u>at least</u> 16 hours of work or observation in <u>at least three</u> different types of
	Physical Therapy Departments/Clinics for a total of 48 hours minimum on the Physical
	Therapy Exposure of Observation/Work forms (included) where you have observed under a
	licensed PT or PTA. 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. (***All observation must be completed under a licensed PT or PTA. Points will be
	deducted if observation forms are completed by any other healthcare provider other than a
	licensed PT or PTA)
6)	A typed, 1.5-spaced , well-developed one-to-two page essay that explains your experience
	physical therapy observations. 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 the
	different types of therapy facilities you observed in relation to treatment and types of patients
	observed, PT/PTA/PT tech team and differences and similarities between each, which area of
	therapy or types of patients did you like most and which you liked least.
7)	A resume or brief outline of your work experience for the last 10 years.
8)	Signed Essential Job Functions form (included).

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

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 May. If you are granted an interview, you will be instructed on how to schedule additional required testing prior to the interview. This testing 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. If a positive drug screen is noted without proof of prescribed medication, the student will not be admitted to the PTA 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 to PTA Program
- 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
- Essay on Observations
- Resume/Work Experience outline
- Signed Job Essentials form

Kilgore College Physical Therapist Assistant Program Application For Admission

Full Legal Name__

Home Address			
Street address	City	State	Zip Code
Mailing AdressStreet address	City	State	Zip code
Email Address	•		·
Best Phone Contact			
Emergency Contact			
If you are not a U.S. citizen, what type			
Length of time in Texas?	•		
Have you served in the U.S. military?			
Date Intered Date I Member of Reserve? ☐ yes ☐ no I	_		_
Procedure of the Executive Council of the program website. <u>Education</u> List name and location of a second council of the procedure of the procedure of the procedure of the procedure of the Executive Council of the Executive Council of the Executive Council of the program website.		·	
Name of School	Location	Hours	Dates Attended
		Earned	
Official copies of all transcripts mus	t be submitted, with th		h school transcripts.
	for application is April sistant Program, own transportation to Ki hasing uniforms and sup hasing student liability in	e exception of high	us and all clinical
If accepted to the Physical Therapist Ass 1) you will be responsible for your assignments 2) you will be responsible for purc 3) you will be responsible for purc	for application is April sistant Program, own transportation to Ki hasing uniforms and sup hasing student liability in nrolled in the program. u have read the above tion is true and comp	e exception of high 1 20, 2026 algore College camp oplies as necessary assurance that will be re information and olete to the best of	us and all clinical assessed with tuition d the information of your

Kilgore College does not discriminate on basis of race, color, religion, national origin, sex, age, disability, marital status, veteran status, or genetic data.

PHYSICAL THERAPIST ASSISTANT PROGRAM APPLICANT REFERENCE FORM EMPLOYER

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 <u>to the applicant</u> in a sealed envelope with your signature across the seal. Only the PTA Program admissions committee will have access to your markings and comments on this form.

APPLICANT:			
Waiver of Right to	Examine:		
I,(Name of A		my right to see this re	ference form once
completed and und available to me.	erstand that the comments		
Applicant's S	Signature	Date	
PTA Applicant Refe	erence Form:		
How long have you	known this person?		
< 6 mos.	6-12 mos.	1-3 yrs.	> 3 yrs.
In what capacity hav	ve 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 ar	reas:	
Frequently absent or late - rarely calls if either	Never absent or late	Occasionally absent or late - sometimes calls	Rarely absent or late - usually calls
Initiative/Motivation	n/Enthusiasm		
Seldom needs direction & prompting; frequently initiates own activity	Self-motivated; asks appropriate questions & requests learning opportunities	Relies on direction for all actions	Occasionally initiates own activity needing occasional direction

Maturity Occasionally acts Acts maturely most Frequently acts Very mature in all immaturely of the time immaturely actions Neatness/Grooming Consistently displays Always neat and Occasionally displays Usually neat and poor hygiene and well groomed poor hygiene and well groomed grooming grooming Attitude/Personality/Interpersonal Skills Gets along well most Displays evidence Makes an attempt to Always gets along of difficulty getting of the time with most get along but easily with coworkers, along with people of the people swayed or angered supervisors, & subordinates Reaction to Stress Displays good coping Easily upset by Needs frequent Handles stress and skills under stress stressful situations direction & assistance shows some signs of during stressful distress during or situations immediately after stress Capacity for Problem-Solving Needs occasional Needs frequent guid-Independent thinker Usually able to ance & direction for guidance & direction problem-solve independently needing problem solving for problem solving minimal guidance Communication Skills Frequently uses Occasionally uses poor Always uses proper Usually uses proper poor grammar & grammar & terminology grammar & termigrammar & terminology terminology in in verbal & written in verbal and written nology in verbal & verbal & written communication written communication communication communication Organization/Work Habits Occasionally dis-Completes task in Disorganized; does Well organized in organized; requires timely manner even not complete tasks work habits; productive excessive time to though disorganized complete tasks Comments: Signature _ Date Print Name

Business/Company:

Phone:

PHYSICAL THERAPIST ASSISTANT PROGRAM APPLICANT REFERENCE FORM

OTHER

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 <u>to the applicant</u> in a sealed envelope with your signature across the seal. Only the PTA Program admissions committee will have access to your markings and comments on this form.

APPLICANT:			
Waiver of Right to	Examine:		
I,(Name of A		my right to see this re	ference form once
completed and und available to me.	erstand that the comments	, waive my right to see this reference form once int) If that the comments and evaluations made on this form will not be read a second part of the comments and evaluations made on this form will not be read a second part of the comments and evaluations made on this form will not be read a second part of the comments and evaluations made on this form will not be read a second part of the comments and evaluations made on this form will not be read a second part of the comments and evaluations made on this form will not be read a second part of the comments and evaluations made on this form will not be read a second part of the comments and evaluations made on this form will not be read a second part of the comments and evaluations made on this form will not be read a second part of the comments and evaluations made on this form will not be read a second part of the comments and evaluations made on this form will not be read a second part of the comments and evaluations made on this form will not be read a second part of the comments and evaluations made on this form will not be read a second part of the comments and evaluations made on this form will not be read a second part of the comments and evaluations made on this form will not be read a second part of the comments and evaluations are second part of the comments and evaluations are second part of the comments and evaluations are second part of the comments are second part of the comments and evaluations are second part of the comments are second part of	
Applicant's S	Signature	Date	
PTA Applicant Refe	erence Form:		
How long have you	known this person?		
< 6 mos.	6-12 mos.	1-3 yrs.	> 3 yrs.
In what capacity hav	ve you known the applicant?		
Friend/Acquaintance	Teacher/Counselor/Pastor		
Rate this applicant's	behavior in the following an	reas:	
Frequently absent or late - rarely calls if either	Never absent or late	Occasionally absent or late - sometimes calls	Rarely absent or late - usually calls
Initiative/Motivation	n/Enthusiasm		
Seldom needs direction & prompting; frequently initiates own activity	Self-motivated; asks appropriate questions & requests learning opportunities	Relies on direction for all actions	Occasionally initiates own activity needing occasional direction

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Print Name

Business/Company:

Phone:

NOTE: ONLY ONE <u>TYPE</u> OF PHYSICAL THERAPY FACILITY PER PAGE
Name of Applicant
Type of Facility:
Type of Facility.

ACUTE CARE

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

NAME OF FACILITY	LENGTH OF EXPOSURE (mark if hours, days, month, or years)	DATES OF EXPOSURE	TYPE OF EXPOSURE (full-time aide/tech, part- time aide/tech, or volunteer)	SIGNATURE OF SUPERVISOR

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)

NAME OF FACILITY	LENGTH OF EXPOSURE (mark if hours, days, month, or years)	DATES OF EXPOSURE	TYPE OF EXPOSURE (full-time aide/tech, part- time aide/tech, or volunteer)	SIGNATURE OF SUPERVISOR

TOTE. ONLY ONE <u>TIPE</u> OF PHISICAL THERAPT PACILITY PER PAGE
Name of Applicant
Type of Equility:
ype of Facility:

NOTE: ONLY ONE TYPE OF BUYCLOAL THEBABY FACILITY BED BACE

LONG-TERM CARE FACILITY

(Includes Nursing Homes, and Alzheimer's Units,)

NAME OF FACILITY	LENGTH OF EXPOSURE (mark if hours, days, month, or years)	DATES OF EXPOSURE	TYPE OF EXPOSURE (full-time aide/tech, part- time aide/tech, or volunteer)	SIGNATURE OF SUPERVISOR

NOTE: ONLY ONE <u>TYPE</u> OF PHYSICAL THERAPY FACILITY PER PAGE
Name of Applicant
Type of Facility:
INDATIONT DELIABILITATION

UNIT OR FACILITY

(Includes Assisted Living Facilities and Skilled Nursing Units)

NAME OF FACILITY	LENGTH OF EXPOSURE (mark if hours, days, month, or years)	DATES OF EXPOSURE	TYPE OF EXPOSURE (full-time aide/tech, part- time aide/tech, or volunteer)	SIGNATURE OF SUPERVISOR

NOTE. ONLY ONE TYPE OF BUYCLON. THEBABY FACILITY BED BACE

Name of Applica	nt	ITIERAFT FACILIT	TERE	
Type of Facility:				<u> </u>
(Includes	OTHI s hippotherapy and home ecify:	aquatics,	pediat	rics
	I ENGTH OF	TYPE EXPOS		

NAME OF FACILITY	LENGTH OF EXPOSURE (mark if hours, days, month, or years)	DATES OF EXPOSURE	TYPE OF EXPOSURE (full-time aide/tech, part- time aide/tech, or volunteer)	SIGNATURE OF SUPERVISOR

Applicant's Name)

KILGORE COLLEGE PTA PROGRAM VOLUNTEER/OBSERVATION EVALUATION FORM

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=stro	ongly disagree	2=disagree	3=agree		4=stro	ongly a	gree
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 demonstrated a co the field (includes /text messaging w	mmitment to learn inappropriate use o	ing about	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
Comm	nents:						
Clinici	an Signature	Facil	ity			Date	

KILGORE COLLEGE ESSENTIAL JOB FUNCTIONS PHYSICAL THERAPIST ASSISTANT

The following are essential job functions for a Physical Therapist Assistant as compiled from observations of a wide variety of job experiences and Department of Labor terminology.

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 communication 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
Sinnatiire	I Jate