<table>
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<tr>
<th>Step</th>
<th>Description</th>
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</table>
| **Step 1** | Complete an application to Jefferson College. There is a $25 non-refundable application fee. Request all transcripts be sent to: Jefferson College Admissions Office 1000 Viking Drive Hillsboro, MO 63050  
Note: Transcripts must be official, which means they must be sent from the schools directly to Admissions; they cannot be delivered by students. |
| **Step 2** | Take the COMPASS placement test if necessary. Depending on test results, some additional developmental coursework may be required before acceptance into the program.  
Minimum COMPASS scores of 70 in Writing, 81 in Reading, and 42 in Algebra or a minimum ACT composite score of 18 with no subscore less than 18; all test scores must be from within the past two years. If testing below minimum scores, do your transcripts reflect successful completion of the appropriate equivalent coursework? |
| **Step 3** | Declare pre-PTA as your major. You can contact Stacey Wilson (636-481-3211) or Kim Flora (636-481-3285) in Enrollment Services. They can review your transcripts and help you determine course enrollment needs. |
| **Step 4** | Complete these general education courses with a minimum grade of a “B” or better:  
Anatomy and Physiology I PTA 100 or BIO211  
English Composition I ENG101  
Students need to have a minimum overall GPA of 2.5 to apply. |
| **Step 5** | Take the Health Care Work Keys test between Monday, May 18-Monday, July 6, 2015. Pay the $25.00 fee at the Cashier’s Window. Take your receipt and the attached Referral Form to the Testing Center at Hillsboro or Arnold campus.  
A minimum score of 4 is required on each of the three sections: Applied Mathematics, Locating Information, and Reading for Information. |
| **Step 6** | Call the Health Occupations office at 636-481-3466 to schedule your on-site essay for one of the following dates and times:  
Thursday, June 11th at 2:30pm  
Tuesday, June 16th at 7:30am  
Wednesday, June 24th at 9:00am |
### Step 7
- **Complete a total of sixteen (16) observation hours with a physical therapist or physical therapist assistant in at least two different types of clinical settings.** Types of clinical settings include hospitals, home care agencies, nursing homes, and outpatient clinics.

  Applicants need to complete eight hours in two different settings, not just two different clinics. If, for example, an applicant completes his/her observation hours at two different locations, but the same type of setting, additional observation hours will be required prior to acceptance into the PTA Program.

  Applicants must contact the site in advance and schedule a time for observation while a Physical Therapist or Physical Therapist Assistant is working. Applicants should realize that many physical therapy education programs require observation hours prior to admission, and clinics are only able to accommodate a limited number of prospective students at one time. Therefore, plan accordingly.

  Please include all Observation Forms with the application. *The form is attached to this document.*

### Step 8
- **One Letter of Recommendation is required for application.** The recommendation should be completed by a non-family member who is in a position of authority: a teacher, coach, youth group leader, employer, etc. The person completing the recommendation should mail the form in enough time that it is received by the application due date.

  Be sure you complete the Waiver before asking for the recommendation. *The Recommendation Form and Waiver are attached to this document.*

### Step 9
- **Make an appointment** with Enrollment Services, located in the Student Center, to obtain an Application Packet for the Physical Therapist Assistant Program.

  **Note:** Walk-ins cannot be guaranteed that an advisor will be readily and immediately available to review PTA Program requirements and distribute an application. Call 636-481-3209 to schedule an appointment.
Jefferson College  
Physical Therapist Assistant Program  

Admission Checklist 2015

<table>
<thead>
<tr>
<th>Step 10</th>
<th>Complete the Application to the Physical Therapist Assistant Program. Be sure to sign the following documents found in the packet and return them with the completed application.</th>
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</thead>
</table>
| □ Done  | ➢ Background Check Release form  
|         | ➢ Drug Test form  
|         | ➢ Demands Acknowledgement form  |

| Step 11 | Pay the $150 Application Fee at the Cashier’s Window located on the 1st floor of the Student Center in Hillsboro, or at any of the other campus locations (Arnold, Imperial or Northwest). **Retain your receipt and attach it to your Application.**  
|         | Contact the Cashier's Office at 636-481-3123 to inquire about acceptable forms of payment options. If paying by check, make checks payable to Jefferson College.  
|         | The fee covers your background check, drug screening and immunization tracking.  |
| □ Done  |                                                                                                                                     |

| Step 12 | Complete the required steps listed above. Submit the entire application packet, **including this checklist**, in one of the following manners:  
|         | ➢ Drop off at the Health Occupations office (CTE166D) on the Hillsboro Campus.  
|         | ➢ Have the Arnold, Imperial or Northwest Campus inter-campus mail to the Health Occupations office.  
|         | ➢ Mail to: Jefferson College; Attn: Health Occupations Office; 1000 Viking Drive; Hillsboro, MO 63050  |
| □ Done  |                                                                                                                                     |

**APPLICATIONS ARE DUE MONDAY, JULY 6, 2015, BY 4:00 PM.**

The Physical Therapist Assistant Program at Jefferson College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org.