WASHBURN UNIVERSITY
SCHOOL OF APPLIED STUDIES

PHYSICAL THERAPIST ASSISTANT PROGRAM
Admissions Criteria

ADMISSION REQUIREMENTS
Deadline for completed applications is February 1\textsuperscript{st} of the application year. Faxed or emailed applications will not be accepted. All applications should be sent to the following address:

Physical Therapist Assistant Program Admissions
Washburn University
1700 SW College Avenue, Topeka KS 66621

To be considered for acceptance into the Physical Therapist Assistant Program at Washburn University, the following criteria must be completed and submitted.

1. Washburn University Application for Admission (if not currently enrolled at Washburn). Submit to the Office of Admissions.

2. Academic transcripts must be submitted directly to the PTA program.
   - If you are currently enrolled at Washburn, go to my.washburn.edu to print your transcript and submit.
   - If not currently enrolled at Washburn, submit official transcripts to the PTA Program, from ALL colleges and universities attended. Transcripts must be submitted to the PTA Program separate from transcripts submitted to Washburn University as part of the Application for Admission.
   - If you have less than twelve hours of college at the time of application, submit both a high school transcript and a college transcript to the PTA Program.
   - The minimum cumulative GPA (grade point average) criteria for admissions consideration is 2.5 on a 4.0 scale.

3. If you are applying as an international student, see additional criteria (enclosed)

4. Washburn University Physical Therapist Assistant Program Application form: Submit after November 1, but prior to February 1 of the application year. Acceptance to Washburn University does not constitute acceptance to the PTA Program. Contact regarding acceptance into the PTA Program can be expected by April 1.

5. Washburn PTA Program Letter of Intent: Admissions scoring will be based on the ability to follow directions, content, grammar, spelling, and neatness. The response must be professional in appearance, typed, and show a high level of interest & understanding of the profession of physical therapy.

6. Washburn PTA Program Observation Summaries: Admissions scoring will be based on the ability to follow directions, content, grammar, spelling, and neatness. The response must be typed, professional in appearance and provide an in-depth description and evaluation of both clinical observations.

7. Two Personal Recommendation Forms (enclosed): Only two forms should be completed by current or past instructors, and/or current or past employers, etc. who are not family members or close personal friends. Personal Recommendation Forms should be completed during the current application year. Admissions scoring is based on responses marked on the forms. It is the responsibility of the applicant to follow-up regarding arrival of these documents.
8. **Two Clinical Observation forms (enclosed):** Two separate Clinical Observations each of at least 4 hours in length for a total of 8 hours of observation are required. Each Clinical Observation must be at a different facility with a different clinical focus (i.e., one inpatient observation & one outpatient observation). (For this application, inpatient observations include inpatient hospital units, nursing homes, and skilled nursing facilities. Outpatient observations refer to facilities where the patients return home for the evening, such as an outpatient clinic and home health care.) Follow the instructions on the form for submission. Admissions scoring will be based on the rating and responses provided on the form. **You may contact any Physical Therapy facility/clinic to request permission to observe.** Observations should NOT be conducted at the applicant’s place of employment and will not be counted toward the admissions criteria if submitted. **Please note that many Physical Therapy facilities (ie Hospitals) require a minimum of two weeks advance notice and may require additional paperwork prior to completing an observation experience.**

   a. Complete the applicant information section of the "Washburn University Physical Therapist Assistant Program Clinical Observation" form prior to the observation period.

   b. Prior to beginning each four hour observation period give the form to the physical therapist or physical therapist assistant with whom you will be observing along with a stamped envelope addressed to the Washburn University Physical Therapist Assistant Program Director at the address previously given. Be sure and inform the person you are observing that they must complete and return the form in the envelop you provided prior to February 1. Should you desire, you may have them return the completed form to you in a sealed envelope with their signature across the flap and return it to the PTA Program with other application materials.

9. **Personal resume according to the guidelines listed below:**

Prepare and return a resume to the Physical Therapist Assistant Program Director at the address previously listed. The resume is an opportunity for the candidate to present an overview of the non-academic activities and life experiences to the review committee. The resume should present relevant facts about you and organize information on your unique assets, facts, and dates. This format is required to give each applicant the opportunity to present themselves to the review committee in a uniform manner. The resume is used in the scoring process to assist in breaking any ties for the 24th position.

**FORMAT:** Resumes should be submitted on white 8 1/2” x 11” paper and should be no longer than three pages, plus references.

Information under each section should be arranged with the most recent experiences first. Dates should be provided with each entry and should be accurate to the month and year. Groups, employers, schools, or individuals should have a city and state location provided.

The following information should be provided in the order given:

* **Personal Information:**
  - **Name:** Provide your legal name with any nickname or most frequently used name in parentheses.
  - **Address:** Provide both a preferred mailing address and a permanent address (if different) complete with zip codes.
  - **Telephone:** Provide telephone numbers with area codes for both preferred and permanent address.
  - **E-mail:** Provide permanent e-mail address

* **Academic Degrees/Professional Certifications:**
  - **Academic Degrees:** Provide the degree, awarding institution, and dates attended for all degrees.
  - **Professional Certifications:** Provide the title, awarding institution, and dates attended for all professional certifications.

* **Employment:**
  List your employers for the past ten years. Provide dates of employment, position, and short description of duties, number of persons supervised, if any, and any promotions received while employed. If your employment history is longer than ten years, you may summarize those years prior to the ten years requested.
* Volunteer Experiences:
List any organizations for which you have volunteered your time during the past five years. Provide the organization, the activity, the hours volunteered, and the dates.

* Organizations:
List any organizations of which you are or have been a member during the past five years. Include religious, social, athletic, school, community and professional organizations. If you have held an office or served on a committee, please state the nature of your involvement. List most recent first.

* Honors and Awards:
List any scholarships, awards, or honors you have received since high school. You may include awards from any facet of your life.

* Unique Life Experiences and Hobbies:
Use this section to provide information on yourself that your feel is unique or makes you an especially good candidate for admission to the Physical Therapist Assistant Program.

* References:
References in addition to those included with the application may be listed on a fourth sheet. Include name, title, how you know this person, address, and current telephone number for each reference. These references should include people you know personally who would give the review committee strong statements as to why you should be admitted.

10. **Letter verifying your work/volunteer experiences.** Applicants should submit the Verification of Work/Volunteer Experience document for each facility in which they are claiming work or volunteer activities in either a health care setting in general or a physical therapy setting. This document should list the total number of hours & activities performed and be signed by the supervising individual from the facility. Applicants should demonstrate 40 hours of acceptable work/volunteer experiences to receive the bonus points on the scoring sheet associated with these activities. Only 1 work/volunteer experience will be awarded.

11. **Although no specific university academic prerequisites are necessary for application** to the Physical Therapist Assistant Program, the program highly recommends completion of part or all of the following core related courses: AL 101 Foundations of Health Care, BI 275 Human Anatomy*, BI 230 Intro to Human Physiology*, AL 320 Human Disease, KN 321 Anatomical Kinesiology, and IL 170 Library Research Strategies - Health.

   *No online Anatomy or Physiology courses will be accepted* as part of the PTA Program due to in classroom lecture and laboratory accreditation requirements. Please contact the Program Director for any questions regarding this requirement.

12. **Deadline for completed applications is February 1st of the application year.** Faxed or emailed applications will not be accepted.

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**Submit completed applications to:**

Physical Therapist Assistant Program Admissions  
Washburn University  
1700 SW College Avenue,  
Topeka KS 66621

**For questions regarding the PTA application process, you may contact:**

Mark Kohls, DPT, ATC, Cert. MDT  
PTA Program Director  
785-670-3069  
mark.kohls@washburn.edu

Cory Oliva  
PTA Director of Clinical Education  
785-670-1404  
cory.oliva@washburn.edu
Support services for international students, including assistance with the university admissions process and processing documents used to apply for an F-1 student visa are provided by the Office of International Programs. For more information about the university admissions process and obtaining an F-1 visa, please contact the International Program Office at +1 (785) 670-1051 or international@washburn.edu.

Please be aware that the following programs are only offered in an on-line format and therefore do not meet the USCIS (Immigration) enrollment requirement for F-1 visa students. This means that students interested in these programs are not eligible to apply for an F-1 visa to pursue this degree program on the Washburn campus:

- Bachelor of Health Science
- Diagnostic Medical Sonography
- Health Information Technology
- Magnetic Resonance Imaging
- Radiation Therapy
- Technology Administration

International students applying to any Allied Health program must:

1. Contact the specific Allied Health program coordinator to determine program admission eligibility:

<table>
<thead>
<tr>
<th>AH Program</th>
<th>Director</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Laboratory Sciences</td>
<td>Michelle Shipley</td>
<td><a href="mailto:michelle.shipley@washburn.edu">michelle.shipley@washburn.edu</a></td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>Stephanie Sedlacek</td>
<td><a href="mailto:stephanie.sedlacek@washburn.edu">stephanie.sedlacek@washburn.edu</a></td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>Mark Kohls</td>
<td><a href="mailto:mark.kohls@washburn.edu">mark.kohls@washburn.edu</a></td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>Jera Roberts</td>
<td><a href="mailto:jera.roberts@washburn.edu">jera.roberts@washburn.edu</a></td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>Rusty Taylor</td>
<td><a href="mailto:rusty.taylor@washburn.edu">rusty.taylor@washburn.edu</a></td>
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</tbody>
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2. After determining program admissibility, submit a completed Washburn University International Application for Admission, and complete and submit all requirements for university admission, as well as according to the specific Allied Health program.

3. Request that official transcript/s of courses and grades be sent to the Department of Allied Health, Washburn University, from all previously attended institutions. Transcripts from courses completed at universities in another country must be evaluated by a Washburn University-recognized evaluation service such as Educational Credential Evaluators (ECE) or World Education Services (WES). A course-by-course report is required, and the cost of this evaluation is paid by the student. Click here for Transcript Requirements.

4. International students are required to demonstrate adequate English proficiency to be admitted into Allied Health programs. This English proficiency requirement can be satisfied by iBT TOEFL or IELTS test score submission:

   - **iBT TOEFL minimum scores**: Writing 20, Speaking 20, Reading 19, Listening 20
   - **IELTS minimum scores**: Writing 6.5, Speaking 6.5, Reading 6.5, Listening 6.5

   Please be aware that an additional evaluation of English language proficiency may be required at the discretion of AH faculty for any student.

   Washburn University also offers English as a Second Language courses through its Intensive English Program. For more information, please click here.

5. A specific Allied Health program may have additional requirements for the admission of the international student. These additional requirements must be fulfilled to be considered for admission to the specific program.
Sample 2-Year Schedule for Physical Therapist Assistant Major
Associate of Science
70 Hours
Curriculum for students starting 2020-2021 Academic Year
Students starting in different academic years should contact their advisor.

<table>
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<tr>
<th>Summer Session</th>
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<tbody>
<tr>
<td>BI 100 – Introduction to Biology</td>
<td>3</td>
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<tr>
<td>BI 101 – Introduction to Biology Lab</td>
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<td><strong>TOTAL</strong></td>
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**Freshman**

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<th>Fall Semester</th>
<th>Spring Semester</th>
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<tr>
<td>WU 101 – Washburn Experience</td>
<td>AL 171 – Musculoskeletal Assessment</td>
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<tr>
<td>EN 101 – Freshman Composition</td>
<td>in Physical Therapy</td>
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<tr>
<td>AL 170 – Physical Therapy</td>
<td>AL 261 – Therapeutic Modalities in</td>
</tr>
<tr>
<td>Procedures I</td>
<td>Physical Therapy</td>
</tr>
<tr>
<td>BI 275 – Human Anatomy and Lab</td>
<td>BI 230 – Intro to Human Physiology</td>
</tr>
<tr>
<td>AL 101 – Foundations in Health</td>
<td>KN 321 – Anatomical Kinesiology</td>
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<tr>
<td>Care</td>
<td>AL 320 – Human Disease</td>
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<td>IL 170 - Library Research Strategies</td>
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<td><strong>TOTAL</strong></td>
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<tr>
<td>AL 271 – Health Policy and Systems in Physical Therapy</td>
<td>2</td>
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<tr>
<td>AL 268 – Integumentary Assessment in Physical Therapy</td>
<td>2</td>
</tr>
<tr>
<td>AL 264 – Physical Therapy Clinical I</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>7</strong></td>
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**Sophomore**

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<th>Fall Semester</th>
<th>Spring Semester</th>
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<tr>
<td>Humanities General Education</td>
<td>MA 112 or MA 116 – Essential</td>
</tr>
<tr>
<td>AL 265 – Applied Neurophysiology</td>
<td>Mathematics or College Algebra</td>
</tr>
<tr>
<td>AL 186 – Cardiopulmonary Assessment in Allied Health</td>
<td>AL 279 – Physical Therapy Clinical II/III</td>
</tr>
<tr>
<td>AL 272 – Current Rehab Techniques Physical Therapy</td>
<td>AL 273 – Physical Therapy Issues</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>13</strong></td>
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<tr>
<th>Summer Session</th>
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<tbody>
<tr>
<td>AL 279 – Physical Therapy Clinical II/III</td>
<td>6</td>
</tr>
<tr>
<td>AL 273 – Physical Therapy Issues</td>
<td>1</td>
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</tbody>
</table>
ESSENTIAL FUNCTIONS
The technical standards have been established through consideration by faculty and consultation with the following sources: The Vocational Rehabilitation Act, The Americans with Disabilities Act, Guide for Occupational Information, Dictionary of Occupational Titles, and the Occupational Skills Standards Projects from the National Health Care Skills Standards Projects.

Sensorimotor Skills:
Candidates must have sufficient gross motor, fine motor and equilibrium functions reasonably required to carry out assessments and elicit information from patients (palpation, auscultation, percussion, and other assessment maneuvers, gait training, and transfers), as well as those motor skills necessary to provide physical therapy intervention. A candidate must be able to execute motor movements required to provide physical therapy treatment (patient transfers, gait training, therapeutic exercise, etc.) and be able to respond quickly to emergency situations. Quick reactions are necessary for safety and therapeutic purposes. Physical Therapy procedures require coordination of both gross and fine motor movements, equilibrium, and functional use of the senses of touch and vision. For this reason, candidates for admission to the Physical Therapist Assistant Program must have manual dexterity and the ability to engage in procedures involving grasping, pushing, pulling, holding, manipulating, extending, and rotating. This includes but is not limited to the ability to lift, push and pull at least 50 pounds for routine transfer of patients from varying surfaces and be able to manually adjust equipment found in the physical therapy clinic setting.

Observational Skills:
Candidates/current physical therapist assistant (PTA) students must be able to observe demonstrations and participate in laboratory experiments as required in the curriculum. Candidates/current PTA students must be able to observe patients and be able to obtain an appropriate medical history directly from the patient or guardian. Such observations require the functional use of vision, hearing, and other sensory modalities. Candidates/current PTA students must have visual perception which includes depth and acuity.

Communication Skills:
Candidates/current PTA students must be able to communicate in English effectively and sensitively with patients. In addition, candidates/current PTA students must be able to communicate in English in oral and hand written form with faculty, allied personnel, and peers in the classroom, laboratory, and clinical settings. Candidates/current PTA students must also be sensitive to multicultural and multilingual needs. Such communication skills include not only speech, but reading and writing in English. Candidates/current PTA students must have the ability to complete reading assignments and search and evaluate the literature. Candidates/current PTA students must be able to complete written assignments and maintain written records. Candidates/current PTA students must have the ability to complete assessment exercises. Candidates/current PTA students must also have the ability to use therapeutic communication, such as attending, clarifying, coaching, facilitating, and touching. These skills must be performed in clinical settings, as well as the didactic and laboratory environments.

Intellectual/Conceptual, Integrative, and Qualitative Skills:
Candidates/current PTA students must have the ability to measure, calculate, reason, analyze, and synthesize data. Problem solving, including obtaining, interpreting, and documenting data, are critical skills demanded of physical therapist assistants which require all of these intellectual abilities. These skills allow students to make proper assessments, sound judgments, appropriately prioritize therapeutic interventions, and measure and record patient care outcomes. Candidates/current PTA students must have the ability to learn to use computers for searching, recording, storing, and retrieving information.
**Behavioral/Social Skills and Professionalism:**

Candidates/current PTA students must demonstrate attributes of empathy, integrity, concern for others, interpersonal skills, interest, and motivation. Candidates/current PTA students must possess the emotional well-being required for use of their intellectual abilities, the exercise of sound judgment, the prompt completion of all responsibilities attendant to the assessment and treatment of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates/current PTA students must be able to adapt to ever-changing environments, display flexibility, and learn to function in the face of uncertainties and stresses which are inherent in the educational process, as well as the clinical problems of many patients.

Candidates/current PTA students must be able to maintain professional conduct and appearance, maintain client confidentiality and operate within the scope of practice. Candidates/current PTA students must also have the ability to be assertive, delegate responsibilities appropriately, and function as part of a medical team. Such abilities require organizational skills necessary to meet deadlines and manage time.
Mission Statement
The Physical Therapist Assistant Program has the primary function of offering a quality career oriented program allowing graduates to become certified Physical Therapist Assistants. The mission of the Physical Therapist Assistant Program will be accomplished when all graduates can:

1. Work under the supervision of a physical therapist in an ethical, legal, safe and effective manner.
2. Implement a comprehensive treatment plan developed by a physical therapist.
3. Communicate regularly with supervising physical therapists about the patient's progress or adjustments made in treatment procedures in accordance with changes in patient status.
4. Perform appropriate measurement techniques within the knowledge and limits of practice to assist the supervising physical therapists in monitoring and modifying the plan of care.
5. Interact with patients and families in a manner which provides the desired psychosocial support including the recognition of cultural and socioeconomic differences.
6. Participate in the teaching of other health care providers, patients and families.
7. Document relevant aspects of patient treatment and participate in discharge planning and follow up care.
8. Demonstrate effective written, oral and nonverbal communication with patients and their families, colleagues, health care providers and the public.
9. Understand the levels of authority and responsibility; planning, time management, supervisory process, performance evaluations, policies, and procedures; fiscal considerations for physical therapy providers and consumers; and, continuous quality improvement.
10. Practice professional development through reading and interpreting professional literature, participation in professional organizations and attendance at continuing education programs.
APTA Code of Ethics

Preamble
This Code of Ethics sets forth ethical principles for the physical therapy profession. Members of this profession are responsible for maintaining and promoting ethical practice. This Code of Ethics, adopted by the American Physical Therapy Association, shall be binding on physical therapist assistants who are members of the Association.

Principle 1
Physical therapist assistants respect the rights and dignity of all individuals.

Principle 2
Physical therapist assistants comply with the laws and regulations governing the practice of physical therapy.

Principle 3
Physical therapist assistants accept responsibility for the exercise of sound judgment.

Principle 4
Physical therapist assistants maintain and promote high standards for physical therapy practice, education, and research.

Principle 5
Physical therapist assistants seek remuneration for their services that is deserved and reasonable.

Principle 6
Physical therapist assistants provide accurate information to the consumer about the profession and about those services they provide.

Principle 7
Physical therapist assistants accept the responsibility to protect the public and the profession from unethical, incompetent, or illegal acts.

Principle 8
Physical therapist assistants participate in efforts to address the health needs of the public.


Disability Services:
The Student Services Office is responsible for assisting in arranging accommodations and for identifying resources on campus for persons with disabilities. Qualified students with disabilities must register with the office to be eligible for services. The office MUST have appropriate documentation on file in order to provide services. Accommodations may include in-class note takers, test readers and/or scribes, adaptive computer technology, brailed materials. Requests for accommodations should be submitted at least two months before services should begin; however, if you need an accommodation this semester, please contact the Student Services Office immediately. Students may voluntarily identify themselves to the instructor for a referral to the Student Services Office.
Location: Student Services, Morgan Hall Suite 105
Phone: 785-670-1629 or TDD 785-670-1025
E-Mail: student-services@washburn.edu

Financial Aid
Financial aid including loans, scholarships, grants and work-study is available for those who qualify. Information can be obtained through the Financial Aid office or by going to www.washburn.edu/financialaid/
Criminal Background Checks

Successful completion of the PTA program requires participation in clinical practicum courses. Students can only be placed in clinical practicum courses after a background check, at their expense, has been completed which discloses they do not present a criminal history of:

- Convictions of laws regulating controlled substances; *
- Convictions, at the felony level of crimes, as defined under Kansas Criminal Code (K.S.A. 21-3101 et seq.) and amendments thereto, which are crimes against persons, crimes against property, or sex offenses;
- Conviction of an offense requiring registry as a sex offender under the Kansas Offender Registry Act or any federal, military or other state law requiring registry;
- Conviction, at the felony level of crimes, involving moral turpitude which include but are not limited to: perjury, bribery, embezzlement, theft, and misuse of public funds.

* Exception: Persons who have been convicted of a misdemeanor illegal drug offense may be permitted to participate in the clinical practicum if they have demonstrated, in the opinion of the program director, they have been sufficiently rehabilitated.

Background checks will be conducted **prior to the first clinical rotation.**

Student Health

Health Insurance, Hepatitis B vaccine (or signed declination), TB skin test, and a physical examination are required prior to being placed in a clinical practicum.

Professional Obligations

All students accepted into this program are expected to become part of the professional community through mandatory membership and participation in the following organizations:

- American Physical Therapy Association
- Kansas Physical Therapy Association

Computer/Internet

The majority of PTA program coursework requires computer/internet knowledge as a routine task. Both lecture and clinical education classes have computer/online assignments. If one lacks computer skill, be advised that an additional workshop or course in computers may be necessary. Also, be advised of the minimum computer/internet access and software necessary to complete online classes at Washburn University & know that it is the sole responsibility of the student.

Clinical Education

During the course of the PTA Clinical rotations, the student will be required to attend the following types of clinical settings.

1. One of the rotations must be in one of the following: acute, sub-acute or inpatient.
2. One of the rotations must be in an outpatient setting.
3. The 3rd rotation may vary.

Each student will participate in 3 Clinical Affiliations.

- **AL 264**  A five week, 40/hr per week rotation during summer semester.
- **AL 279**  12 week clinical course, consisting of two different 6 week 40/hr per week rotations during spring semester of the second year

These affiliations will include placement outside of Topeka, KS.

Clinicals will be held over Spring Break during the spring semester of the second year. Students will not have that time off.

Transportation

The student must have reliable transportation and is responsible for all costs incurred during travel to and from Clinical Sites and observational labs, i.e. gas, lodging, meals etc.
**Educational Costs** – Costs may vary, but the below costs should give a good approximation. We, as a program, would like to be as transparent as possible regarding the educational costs of the program.

A. Tuition- Fall, Spring and Summer semesters  
   a. Kansas Resident: $300 per credit hour (2019-20)  
   b. Out of State: $681 per credit hour (2019-20)  
   c. Online courses (AL 268 and AL 271): $390 per credit hour (2019-20)  
   d. Activity Fee: $55 (Fall and Spring Semesters only)

B. PTA Textbooks approximate figure: $1,300

C. Criminal Background check: $50 - $100

D. Health Insurance: Mandatory proof of coverage must be presented each semester prior to clinical education. Clinical observation experiences will be scheduled beginning with second semester of the PTA program coursework.

E. Liability Insurance: The University carries liability insurance on students during clinical education and all clinical observation attendance.

F. CPR Class- Approximately $35

G. Graduation Pin $15

H. Comprehensive Examination: Approximately $35

I. Hepatitis B Vaccines: $75

J. Name Tag for Clinicals: Approximately $10

K. TB Test: $10

L. Immunization titers: Variable depending on insurance and past immunizations

M. American Physical Therapy Association/Kansas Physical Therapy Association Membership: $90/year ($180 total)

N. Electronic Clinical Performance fee: $50
This page intentionally left blank.
Mail completed application to:  
Physical Therapist Assistant Program Director  
Washburn University  
1700 SW College Ave  
Topeka KS 66621

Application for Class to Enter Fall ______  SSN __________________________

Name ___________________________________________  E-Mail ___________________________

Last   First   Middle

Do you have educational materials under another name? _____ Yes _____ No

If yes, please indicate name __________________________________________________________

Preferred Mailing Address

Street     City

Telephone (____) _________________

State    Zip

Permanent and/or Legal Residence

Street     City

Telephone (____) _________________

State    Zip

The PTA Program in compliance with the Commission of Accreditation for Physical Therapy Education requirement for assessment of PTA Program applicants, developed the following section of related questions. All information will be confidential and will be used only to counsel students regarding current licensing requirements in the State of Kansas and for anonymous statistical analysis for assessment purposes.

1. Current Occupation __________________________

2. Have you ever been subject to disciplinary action for academic or other reason(s) in any colleges, universities, graduate or professional schools you have attended? If yes, please explain.

   _____ Yes

   _____ No

3. Have you ever had disciplinary action taken against you by any professional society, or professional association? If yes, please explain.

   _____ Yes

   _____ No

4. Have you ever voluntarily withdrawn from a health profession program? If yes, please explain.

   _____ Yes

   _____ No

5. Is there any information that is relevant to your ability to complete the Washburn University Physical Therapist Assistant program and be certified for licensure or employment that the University should consider? If yes, please explain.

   _____ Yes

   _____ No

Continued on back
6. a. List all undergraduate Colleges Attended (list in chronological order starting with the most recent)

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<tr>
<th>Name of Institution</th>
<th>City/State</th>
<th>Dates of Attendance</th>
<th>Hours Earned or Degree</th>
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b. List all Graduate or Professional Schools Attended

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<th>Name of Institution</th>
<th>City/State</th>
<th>Dates of Attendance</th>
<th>Hours Earned or Degree</th>
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Two Personal Recommendation Forms are required to complete an application for admission consideration. Please list the name and address of the individuals who will provide your required letters of recommendation. Your file will not be complete, nor can you be considered for admission unless the required recommendations are received by February 1 of the application year.

RECOMMENDATION I

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RECOMMENDATION II

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Please provide the following information about your required 8 hours of Clinical Observation of a PT or PTA. Your file will not be complete, nor can you be considered for admission unless the required Clinical Observation form is received by February 1 of the application year. Please contact the program director with any questions regarding clinical observations.

1. PT/PTA Name: _____________________________________________
   Facility Name: _____________________________________________
   ( ) City       State       Zip Code       Telephone

2. PT/PTA Name: _____________________________________________
   Facility Name: _____________________________________________
   ( ) City       State       Zip Code       Telephone

I certify that all the statements made in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I know and understand that any or all items contained herein may be subject to verification and I consent to the full release of all information concerning my capacity and fitness for the educational program by employers, educational institutions and other agencies. Furthermore, by submitting this application I agree to abide by the policies and procedures as established in the University catalog. A copy of which is available through the Admissions Office.

Applicant Signature_________________________________ Date____________________

ESSENTIAL FUNCTIONS: I have read and understand the technical standards outlined in the PTA application. I agree that I am able to perform to the level of these standards for all aspects of the PTA program including practical examinations and all clinical affiliations.

Applicant Signature_________________________________ Date____________________
LETTER OF INTENT

Health Care professionals must possess good written communications skills. The letter of intent is evaluated for content and grammar. Submit this Letter of Intent along with all other application materials.

On a separate sheet of paper, please elaborate on your interests in Physical Therapy and how these interests developed, why you want to become a Physical Therapist Assistant, and your goals within the Physical Therapist profession.

* Please limit the content to no more than 1 double spaced, 12 point font, typewritten page.

Applicant Name (print)_______________________________

Applicant Signature ________________________________ Date __________________
OUTPATIENT OBSERVATION SUMMARY
A written summary of your Outpatient Clinical Observation is required. This summary should be inclusive of all outpatient clinical observations in which you participated. This summary should be no more than two pages in length and will be evaluated for written communication ability, content and grammar. Submit this along with all other application materials.

On a separate piece of paper, please include the following:

1. Name of facility and a description of the type of facility (outpatient hospital, private clinic, home health, etc.)
2. Name of PT/PTA observed and the length of the observation.
3. Give an overview of the types of patient diagnoses seen.
4. Discuss various treatments observed.
5. Comment on what you found most interesting about the observation.
6. Comment on what you found least interesting about the observation.
7. Comment on the observed relationship between the PT and PTA.
8. After completing the observation, how has your impression of the Physical Therapy profession changed?

* Please limit this summary to no more than 2 double spaced, 12 point font, type written pages.

At the end of this Observation Summary, please include the following:

Applicant Name (print)__________________________________________________________

Applicant Signature ___________________________________________________________ Date _____________________
INPATIENT OBSERVATION SUMMARY
A written summary of your Inpatient Clinical Observation is required. This summary should be inclusive of all inpatient clinical observations in which you participated. This summary should be no more than two pages in length and will be evaluated for written communication ability, content and grammar. Submit this along with all other application materials.

On a separate piece of paper, please include the following:

1. Name of facility and a description of the type of facility (inpatient hospital, nursing home, etc.)
2. Name of PT/PTA observed and the length of the observation.
3. Give an overview of the types of patient diagnoses seen.
4. Discuss various treatments observed.
5. Comment on what you found most interesting about the observation.
6. Comment on what you found least interesting about the observation.
7. Comment on the observed relationship between the PT and PTA.
8. After completing the observation, has your impression of the Physical Therapy profession changed?

* Please limit this summary to no more than 2 double spaced, 12 point font, type written pages.

At the end of this Observation Summary, please include the following:

Applicant Name (print) ________________________________________________

Applicant Signature ______________________________________ Date _____________
WASHBURN UNIVERSITY OF TOPEKA
SCHOOL OF APPLIED STUDIES
PHYSICAL THERAPIST ASSISTANT PROGRAM

CLINICAL OBSERVATION

Each Clinical Observation under the direction of a PT or PTA must be at least 4 hours in length... If you plan to observe at more than two facilities please make copies of this form and complete for each facility attended.

Submit completed form prior to February 1 of application year.

APPLICANT INFORMATION

Applicant Name: ____________________________________________

I do ___/do not ___ waive my right to review the content of this form.

Signature ______________________________________ Date _________

PHYSICAL THERAPY FACILITY INFORMATION

Clinician Name ___________________________ Title ______

Facility Name ________________________________________

Address: ____________________________________________

Phone: ____________________________

Type of Facility: ___Inpatient Facility  ___Outpatient Facility

CLINICIAN INFORMATION

The purpose of this observation is to acquaint the applicant with the nature and scope of the Physical Therapy profession, and expose him/her to a variety of physical therapy practice settings. The following information must be completed and signed by a Registered Physical Therapist or Certified Physical Therapist Assistant, and returned to the Washburn University Physical Therapist Assistant Program Director or returned to the applicant in a sealed envelope with your signature across the flap.

PLEASE CONSIDER THE FOLLOWING AREAS FOR YOUR OVERALL IMPRESSION OF THE APPLICANT:

1. Applicant arrived promptly for observation and stayed agreed upon hours - 2 pts.
2. Applicant's appearance was neat and appropriate - 2 pts.
3. Applicant showed effective listening skills and good verbal communication - 2 pts.
4. Applicant observed attentively and with interest - 2 pts.
5. Applicant's behavior showed confidence and enthusiasm - 2 pts.
6. Applicant's questions and comments indicate an attempt to learn about the field of Physical Therapy - 2 pts.

 Continued on back
Using the criteria listed on the previous page; please give your overall impression of the applicant as a candidate for the Physical Therapist Assistant Program.

<table>
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<tr>
<td>12</td>
<td>11</td>
<td>10</td>
<td>9</td>
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COMMENTS: 

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_________________________________________ DATE ____________

RETURN TO: Candidate in sealed envelope with your signature across the flap, or to:

Physical Therapist Assistant Program Director
School of Applied Studies
Washburn University
1700 SW College Ave.
Topeka KS 66621

APPLICANT: Make copies of this form as needed. Be sure to sign release waiver section.
Each Clinical Observation under the direction of a PT or PTA must be at least 4 hours in length... If you plan to observe at more than two facilities please make copies of this form and complete for each facility attended.

Submit completed form prior to February 1 of application year.

**APPLICANT INFORMATION**

Applicant Name: ________________________________

I do __/do not ___ waive my right to review the content of this form.

Signature _____________________________________ Date _________

**PHYSICAL THERAPY FACILITY INFORMATION**

Clinician Name ________________________________ Title _________

Facility Name __________________________________

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COMMENTS: ____________________________________________

____________________________________________________

____________________________________________________

Hours observed: ________

CLINICIAN SIGNATURE: __________________________________ DATE __________

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Physical Therapist Assistant Program Director
School of Applied Studies
Washburn University
1700 SW College Ave.
Topeka KS 66621

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WASHBURN UNIVERSITY OF TOPEKA  
SCHOOL OF APPLIED STUDIES  
PHYSICAL THERAPIST ASSISTANT PROGRAM

**APPLICANT:** Under the Federal law entitled the Family Educational Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence are of greater use in the assessment of a student's qualifications, abilities, and promise.

I do /do not waive my right to review the content of this form.

Applicant (please print)  
Applicant Signature:  Date ___

---

**PERSONAL RECOMMENDATION**

**TO THE RECOMMENDER:**  
The person listed below is applying to the Washburn University Physical Therapist Assistant Program. Please read and complete the following Personal Recommendation form as honestly as possible and submit prior to February 1.

How well do you know the candidate: ___Very well ___Fairly well ___Slightly

How long have you known the applicant?  
In what capacity?

Please indicate your impression of this applicant with regard to each of the following factors by checking the appropriate rating.

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In the space provided, please discuss the characteristics of the applicant you feel will make him/her a competitive candidate for the Physical Therapist Assistant Program.

Positive Attributes:

Negative Attributes:

___ This applicant receives my highest recommendation.
___ I recommend this applicant with confidence.
___ I recommend this applicant.
___ I recommend this applicant with some reservations.
___ I would not recommend this candidate for admission.

RECOMMENDER: 
Name ___________________________ Date ______
Occupation ___________________________
Address ___________________________
City ___________________ State _____ Zip ______
Telephone ___________________________
Signature ___________________________

RETURN TO: Candidate in sealed envelope with your signature across the flap, or to:

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Washburn University
1700 College
Topeka KS 66621
**APPLICANT:** Under the Federal law entitled the Family Educational Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence are of greater use in the assessment of a student's qualifications, abilities, and promise.

I do ___/do not ___ waive my right to review the content of this form.

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Occupation ______________________________________________________

Address _________________________________________________________

City ___________________ State ___________ Zip __________

Telephone ________________________________

Signature __________________________________________

RETURN TO: Candidate in sealed envelope with your signature across the flap, or to:

Physical Therapist Assistant Program Director
Washburn University
1700 College
Topeka KS 66621
VERIFICATION OF WORK/VOLUNTEER HOURS IN MEDICAL OR PHYSICAL THERAPY SETTING

Name of Applicant:__________________________________________________________

Name of Facility:___________________________________________________________

Indicate type of setting:  Medical Facility__________  or    Physical Therapy Setting _________

I verify the individual listed above completed _____ hours of work/volunteer (circle one) activities at our facility. The activities occurred during the following time: _________ to _________.

(Start Date)          (End Date)

Duties included:
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________

*Work/Volunteer experience must be performed within the past year. Work/volunteer experience must occur on different dates than observation hours if performed at the same location. Applicants will only be awarded credit for one work/volunteer experience.

____________________________________________________
(Print name)

____________________________________________________
(Signature)

_________________________
(Date)
Washburn University  
Physical Therapist Assistant Program  
Sample Applicant Score Sheet

Applicant’s Name: ________________________________________________________

High School GPA will be used for students with less than 12 hours of college credit.

Academic Cumulative GPA –
College:  
4.0-3.75 = 30 points  
3.74-3.5 = 25 points  
3.49-3.25 = 20 points  
3.24-3.0 = 15 points  
2.99-2.75 = 10 points  
2.74-2.5 = 5 points

High School:  
4.0-3.75 = 25 points  
3.74-3.5 = 20 points  
3.49-3.25 = 15 points  
3.24-3.0 = 10 points  
2.99-2.75 = 5 points  
2.74-2.5 = 0 points

Academic Courses (optional, up to 20 points possible)  
Anatomy___ Physiology___ Anatomical Kinesiology___ Degree___  
(A=5; B=3; C=1; Bachelor Degree=5)

Inpatient Clinical Observation Score (12 points possible)

Outpatient Clinical Observation Score (12 points possible)

Inpatient Clinical Observation Student Response (6 points possible)

Outpatient Clinical Observation Student Response (6 points possible)

Letter of Intent (10 possible points)

Reference 1 (3 possible points)

Reference 2 (3 possible points)

40 hrs Work/Volunteer Experience in Medical Area other than PT (2.5 points) (optional)
40 hrs Work/Volunteer Experience in Physical Therapy (5 points) (optional)