



# PHYSICAL THERAPIST ASSISTANT FALL 2016 Application Information Packet

**There is a \$50 fee to apply to for this program. You must complete all steps to be considered.**

## **1. PROGRAM COUNSELING & ADVISING**

All of the information necessary to make a successful application to the Physical Therapist Assistant Program is included in the following pages. It is your responsibility to be aware of program entrance and degree completion requirements.

**For Counseling and Advising assistance** in meeting program or application requirements please go to Counseling and Advising in Building 1, Room 103 or e-mail [PTAProgram@lanecc.edu](mailto:PTAProgram@lanecc.edu)

An [Academic Advising Resource](#) is available to all students. To access this go to [www.lanecc.edu](http://www.lanecc.edu) choose "Moodle." Select "Academic Advising" and then choose "Physical Therapist Assistant (Alvarado)."

The following information is intended for program entrance only and does not include information on courses required for degree completion. These can be found in the catalog listing for [Physical Therapist Assistant](#).

## **2. APPLICATION PROCESS & DATES**

### **2A. Selection Criteria.**

Program admission *is based on a point allocation system*. In addition to up to 24 admitted students, there will be designated standby students. A standby is allowed to enter the program **if** an admitted student declines. Standby students not accepted into the **Fall 2016** program **will not** be granted admission priority the following year.

**You are NOT considered an applicant to the program until you meet all application requirements.**

### **2B. Important Dates:**

**Application opens:** ..... **March 7, 2016 at 12:15 a.m.\***

**Application closes:** ..... **April 7, 2016 at 4:00 p.m.\***

**Interview notification:** Interview status announced via email..... **April 27, 2016**

**Interview Date:** Students need to be available this day..... **May 3, 2016**

**Application notification:** Application status announced via email..... **May 12, 2016**

**Mandatory orientation:** Required for accepted or standby status..... **May 31, 2016**

\*Program Online Application and Payment admission system opens approximately 12:15 a.m. and closes approximately 11:45 p.m. each day. You must submit your Online Program Admission Application and Payment and other application documents before the deadline on the application close date. Staff is not available after 5pm, weekends, or holidays to answer questions regarding application issues please keep this in mind in case of last minute questions or problems with the system.

### **3. PREPARING TO APPLY- APPLICATION REQUIREMENTS**

*Use this check list to complete all steps in the order provided.*

*You must complete all steps and submit all documentation by the close date listed above.*

*Keep this check list as a reference.*

**You must meet the following criteria to have a complete application process and to be considered for the program. Review the following steps carefully.**

- \_\_\_\_\_ **1. Email Account.** It is your responsibility to set your “spam filter” system to accept email addresses containing @lanecc.edu
- \_\_\_\_\_ **2. Admission to Lane as a credit student.** If you are not currently a credit Lane student, complete Lane’s college admission process and obtain a student “L” number. Make sure to complete all “[Steps to Enroll in Credit Classes](#)” including testing if needed.
- \_\_\_\_\_ **3. Advising.** Attend Ongoing/Transfer Workshop with Jessica. See **Section 1, Program Counseling & Advising.**
- \_\_\_\_\_ **4. Oregon Resident.** You must be a current resident of Oregon to apply. Verify that your current Oregon address is in *myLane* (Homepage, Personal Information channel)
- \_\_\_\_\_ **5. Submit Non-Lane Official Transcripts to Enrollment Services.** All courses used as prerequisites must be recorded on your official transcript and received by Lane Enrollment Services prior to application close date.
- \_\_\_\_\_ **6. Request Course Equivalency Evaluation (if needed).** It is your responsibility to initiate the process for non-Lane courses early and make sure it has been completed by the application deadline.  
Course must be listed on the Course Equivalency Transfer Tool: [Lane Instructions for Transferring Credits](#). If your course is listed, no further action is required. If not, please refer to section 4 of academic advising
- \_\_\_\_\_ **7. Complete the Conditions for Application Checklist, Form 1.**
- \_\_\_\_\_ **8. Complete Form 2: Point Petition Sheet.** Only courses that are listed as complete on an official transcript may be used for points. **Extra points will NOT be awarded if you do not complete the Points Petition Sheet.**
- \_\_\_\_\_ **11. Make a Personal Copy of Application Documents** for your files. Your documents will not be returned to you.

### **4. POINT PETITION DETAILS**

**Please review the details of each requirement and make sure you have completed the form and submitted the documentation.**

**Section 1. Required Courses:** All courses letter grade C or higher (C- or lower not accepted). Courses may be repeated; the most recent grade will be used.

**Item 1 – General Psychology:** Choice of PSY 201 or 202 or 215

**Item 2 – Medical Terminology:** HO 100

**Item 3 – Anatomy & Physiology I:** BI 231 or HO 150 Human Body Systems, courses need to be completed Fall 2009 or later. Can use best grade from HO 150 and 152 or BI 231, 232, and 233.

**Item 4 – English Composition:** WR 121. Applicants with a prior Bachelor’s degree from a U.S. regionally accredited institution may use their degree for points instead of writing course. Can use best grade from WR 121, 122, 123, or 227.

**Item 5 – Science:** Only one is required to apply, no point value.

- GS 104
- PH 101 or PH 102
- PH 201

**Section 2. Extra Points:** All courses letter grade C or higher (C- or lower not accepted). Courses may be repeated; the most recent grade will be used.

**Item 6 – Math Proficiency:** Select one option

- MTH 060 AND MTH 065, use highest grade for point value
- MTH 070 TO MTH 095
- Higher than MTH 095

**Section 3. Experience Points:** Documentation required.

**Item 7 – Honorable Military:** Include documentation of Military healthcare service and military status (DD-214)

**Item 8 – Basic Healthcare Certificate:** Include documentation of awarded BHC on transcript or all required course information. MTH 052 or higher, HO 100, HO 150/152 or BI 231/232/233, and WR 121 or higher information should be filled in on Point Petition sheet, and HO 110 and CIS 101/CS 120 on Form 3 in Applicant Notes.

**Section 4. Remaining Categories:** These areas will be reviewed after application submission is complete by the HP Application Center.

**Item 9 – Observation Hours:** Twenty-Five hours of documentation observation from at least two different sites. Complete Form 3 Work/Observation Tracking and Form 4 Verification of PT Work/Observation.

**Item 10 – Proctored Essay:** Applicants must be available during committee interview dates as essay will be part of the program interview process. Up to 36 applicants will be invited based on allocated points from Form 2.

**Item 11 – Interview:** Applicants must be available during committee interview dates. Up to 36 applicants will be invited to a panel interview based on allocated points from Form 2.

## **6. APPLICATION SUBMISSION CHECKLIST**

**Submit the Application Packet to HPApplicationCenter via email.**

- ☐ Form 1 Conditions for Application (fillable PDF)
- ☐ Form 2 Point Petition Sheet (fillable PDF)
- ☐ Form 3 Work/Observation Tracking Sheet (fillable PDF)
- ☐ Form 4 Work/Observation Verification Sheet (fillable PDF)
- ☐ Course Equivalency/Substitution forms/emails (if applicable)
- ☐ Supporting documentation for Experience Points (if applicable)

**Complete the PTA Program Online Application.** You will be charged a **\$50 non-refundable application fee**. *Use the 2015-2016 Health Professions Online Program Admissions Application and Payment Instructions to complete this process.*

Before you begin the Program Online Application and Payment

- ☐ You must have a student “L” number to complete this process.
- ☐ You must have an email address to complete this process.
- ☐ You must have a Visa or Mastercard card to pay the application fee.

## **7. AMERICANS WITH DISABILITIES ACT**

Students having difficulty and in need of academic support because of a documented disability, whether it be psychiatric, learning, physical, hard of hearing, or sensory, may be eligible for academic accommodations through the Center for Accessible Resources. Contact them in Bldg 1, Room 218 or at 463-5150 (voice). TTY: 711 or FAX 463-4739. Please let the instructor know of any appropriate accommodations immediately. Email: [AccessibleResources@lanecc.edu](mailto:AccessibleResources@lanecc.edu)

## 2016 Health Professions Online Program Admissions Application & Payment Instructions

**Before starting your Online Program Admissions Application & Payment session be sure to:**

- a. Complete your **credit** admission application to obtain a student L number – a Lane ID number.
- b. Have an active personal e-mail account (Lane does not issue students Lane e-mail accounts).
- c. Have a Visa or MasterCard credit card on which to charge the **non-refundable application** fee.
- d. Verify that you meet minimum requirements to apply.

<b>Begin your Online Program Admissions Application and Payment:</b>	
Click on link to right to begin	<a href="https://crater.lanecc.edu/banp/zwskalog.P.DispLoginNew?in_id=&amp;cpbl=&amp;newid=&amp;wapp=Y9">https://crater.lanecc.edu/banp/zwskalog.P.DispLoginNew?in_id=&amp;cpbl=&amp;newid=&amp;wapp=Y9</a>
Create a new Application PassPhrase (PIN)	This PIN must consist of between 12 and 16 letters and numbers, with at least one of each. Do not use the same PIN you use to log into myLane or Moodle. This PIN will be used only for this Health Profession program you are applying to. It will not change your myLane PIN. Write down your PassPhrase (PIN)!
Select “Login”	You will receive an assigned ID number (G#) You will need this G# if there is an issue with your application. Write down your G#!
Select “Continue”	<p><b>Make sure you have all the required documents you need to complete this Online Application and Payment process.</b></p> <ul style="list-style-type: none"> <li>• <b>Lane Student ID Number (L Number)</b></li> <li>• <b>Reviewed the <a href="#">Residency</a> requirements to determine form of verification for your Oregon state residency</b></li> <li>• <b>Form 2 (Subtotal of points from Items 1-8)</b></li> <li>• <b>Name of at least two Clinical Facility Representatives who have signed off on Form 4</b></li> <li>• <b>Submitted official sealed transcripts to Lane Enrollment Services (if you are using any non-Lane courses on Form 2 or have a Bachelor’s degree).</b></li> </ul>
<b>Apply for Online Program Admissions:</b>	
Admission Term	When asked the term you plan to start – select the term that you are submitting this specific Online Application and Payment for “Fall 2015”.
Enter your name	Make sure your name matches the name you used when you applied to be a Lane Credit student.
<b>Application Checklist:</b>	
Select “Fill out Application”	<p>As you enter the required information in a section, a checkmark will appear to indicate you have completed that section:</p> <ul style="list-style-type: none"> <li>• Follow instructions provided on each screen</li> <li>• Start with “<b>Name – Phys Therapist Asst</b>”</li> <li>• Select “Continue” after each section</li> <li>• Select “Application is Complete” after you have completed all sections</li> </ul>
Admissions Agreement	Select “I agree to the terms” after reviewing the information. This is your Admissions Agreement
<b>Application Fee Payment:</b>	
Select “Submit Payment”	Only Visa or MasterCard will be accepted for payment submission
Application Final Page	This lets you know that the online application and payment process is done.
<b>Online Program Admissions Application and Payment Completed:</b>	
Lane Health Professions Program Admission & Payment Confirmation	You will receive 2 emails at the end of this process. The 1st will be sent to confirm your Online Program Admission Application, with the time it was submitted. The 2nd will be sent to confirm that your payment was received. Please keep both of these emails for your reference.