

## Fall 2020 Physical Therapist Assistant (PTA) Admission Requirements

### Important Dates

2020 PTA Application Dates.....**October 1, 2019 – April 1, 2020**

**\*Check the program web site for updated information on the application status.**

*The information in this document is not designed to be a contractual agreement with an applicant. The program reserves the right to change without notice such things as program admission or completion requirements, costs and curriculum as needed and in accordance with Harper College policy.*

*Effective April 30, 2019, Harper College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org)). If needing to contact the program / institution directly, please call 847-925-6861 or email [rgura@harpercollege.edu](mailto:rgura@harpercollege.edu).*

*Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.*

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### Attend an Information Meeting

- Learn more about the physical therapist assistant career and the Harper College program curricula, admission standards and program participation requirements.
- Check the Harper web site at [www.harpercollege.edu](http://www.harpercollege.edu) for the “in-person” meeting schedule, and reserve your seat online.

### Submit College Application and Fee

- If you have not previously applied to the College, this is your first step.
- This application and fee can be submitted online or in person.

### Submit the Program Application with a Valid National League for Nursing (NLN) Pre-Admission RN Exam Score Report

Submit your Physical Therapist Assistant application to the Health Careers Division Office, Building X, Room X250, within the time frame indicated above. Your **Harper College Application** must already be on file and you must attach a valid copy of your **NLN Pre Admission RN Exam** results showing that all minimums have been satisfied in order for your Physical Therapist Assistant application to be accepted.

**Valid NLN Pre-Admission RN Exam Report** – You must satisfy **each** of the minimum percentile scores:

<i>Minimum Score</i>	<i>NLN Score Reports prior to April 1, 2016</i>	<i>NLN Score Reports after April 1, 2016</i>
<b>Composite:</b> 60 <sup>th</sup> percentile or higher	The Composite Percentile can be identified by converting the ‘overall score’ listed on your score report using the ‘ <b>Composite Score to Composite Percentile</b> Conversion Table’.	Your percentile scores are in the section titled “RN Program Applicants”.  Look for the “RN Percentile Rank” column
<b>Verbal:</b> 40 <sup>th</sup> percentile or higher	Verbal, Math and Science Percentiles will be used from the ‘ <b>Relative Performance</b> ’ column listed on your score report.	
<b>Science:</b> 40 <sup>th</sup> percentile or higher		
<b>Math:</b> 40 <sup>th</sup> percentile or higher		

- **You can access information on NLN Pre-Admission RN Exam registration and payment steps from the Testing Center web site.** Go to [harpercollege.edu](http://harpercollege.edu); click on **Academics**; scroll down to **Assessment and Testing Center**; then click on **Limited Enrollment (NLN Entrance Exam)**.
- Scores from an NLN Pre-Admission RN Test are valid for three years. (Refer to the chart later in this document for detailed information regarding expiration dates.)
- For details on how to interpret your NLN score report, please refer to the program web site.
- Resources for test preparation include the [Review Guide for NLN-RN Pre-Entrance Exam, Third Edition](#) online and through retail bookstores; a course offered through Harper’s Continuing Education division titled: NLN Pre-Entrance Exam Preparation; and McGraw-Hill’s NLN PAX-RN Prep app. Other test preparation tools that have been suggested include Magoosh, Learning Express and study guides for the ACT or SAT.
- **NLN Scores must be from testing completed after January 1, 2017.**  
(Test dates that are close to an application deadline do tend to fill quickly, so please plan accordingly.)

### Submit Additional Documentation

**Note: Official documents are those sent directly from the institution to Harper College.**

**Official High School Transcript OR GED Results** – You must submit the final high school transcript with the graduation date posted, or the GED report must show passing scores. **This high school transcript requirement is mandatory.**

- Applicants who have completed high school in another country need to submit a document-to-document evaluation of their high school transcript completed by Educational Credential Evaluators, INC (ECE) [www.ece.org](http://www.ece.org) or World Education Services (WES) [www.wes.org](http://www.wes.org) stating **U.S. Equivalence: High school diploma.**

**Official College Transcripts** – You must submit transcripts from all other colleges attended. **This requirement is mandatory.**

- Foreign college transcripts must first be evaluated by World Education Services ([wes.org](http://wes.org)) or Educational Credential Evaluators, INC ([ece.org](http://ece.org)). A copy of the completed course-by-course WES or ECE evaluation must be submitted to the Harper College One Stop Center, Building A, Room A250.
- To learn if/how credits from other colleges will transfer to Harper, applicants must have an official transcript from each college or university attended sent to the Admissions Processing Office immediately upon being admitted to Harper College. Official transcripts will be evaluated as they are received and students will receive an email to their Harper email account when they have been evaluated.

### **Re-entry Permission**

- If you were previously enrolled in the program to which you are planning to apply again, departmental permission is required for re-entry. Without this department approval, your file is incomplete.

## **Program Prerequisites**

### **Harper Grade Point Average**

- Current or previously enrolled Harper students must have a minimum 2.0 grade point average.

**English Composition** - ENG 101- *Composition* at Harper College, or the equivalent from another college (as determined by the Harper College transcript evaluation).

- Must be completed with a grade of C or better.
- There is no expiration date on the English Composition course requirement.

**Human Anatomy** - BIO 160 – *Human Anatomy* at Harper College, or the equivalent from another college (as determined by the Harper College transcript evaluation).

- Must be completed with a grade of C or better.
- There is a five-year time limit on the Human Anatomy course requirement. Refer to the chart following this section for details on expiration dates.

**Medical Terminology** – HSC 112 - *Medical Terminology* at Harper College, or the equivalent from another college (as determined by the Harper College transcript evaluation).

- Must be completed with a grade of C or better.
- There is no expiration date on the Medical Terminology course requirement.

**Mathematics** – MTH 101 or MTH 103 (recommended) or higher level math, or the equivalent from another college (as determined by the Harper College transcript evaluation).

- Any course used to satisfy the mathematics course requirement must be completed with a grade of C or better.
- There is no expiration date on the mathematics course requirement.

**Speech** – SPE 101 – *Fundamentals of Speech Communication* at Harper College, or the equivalent from another college (as determined by the Harper College transcript evaluation).

- Must be completed with a grade of C or better
- There is no expiration date on the Speech course requirement.

**Completed Observation Form** – You must submit the completed form prior to the application deadline.

- A **total** of 20 hours of observation from one or more physical therapy settings; and
- Submit an observation verification form that has been signed by a licensed Physical Therapist or a Physical Therapist Assistant from the observation site. Observation forms can be found on the PTA web page. Forms must include the PT or PTA's signature and license number. A sealed envelope is not required.

The following table lists the time limits in place for 2020:

<b>BIO 160 – HUMAN ANATOMY</b>	Must be completed <b>after January 1, 2015</b>
<b>BIO 161 – HUMAN PHYSIOLOGY*</b>	Must be completed <b>after January 1, 2015</b>
<b>NLN TEST SCORES**</b>	Must be completed <b>after January 1, 2017</b>

\* Although BIO 161 – Human Physiology - is not an admission requirement, if taken, it must follow the timeline for expiration.

\*\* National League for Nursing Entrance Exam Results

## Admission Decisions

- Ranking scores will be calculated based on a point system with a maximum of 90 points; **no points will be added to an admission score for coursework completed after the application deadline.** You can calculate your ranking score based on the following chart:

Factor	0 points	5 points	10 points	15 points	20 points
NLN Composite Percentile	60 – 69		70 – 79	80 – 89	90 – 99
NLN Verbal Percentile	40 – 49		50 – 69	70 – 89	90 – 99
BIO 160	C			B	A
HSC 112	C			B	A
BIO 161*		C	A or B		

\*BIO 161 is not required for admission; however, applicants who have completed this course with a grade of C or better within the five-year time limit and before admission decisions are made will earn additional points as indicated above.

### Early Admission Option:

**Applicants whose files are complete upon application may qualify for Early Admission. If qualified, we will send notification of acceptance by the email address provided on the application. To be eligible for this option, applicants must meet specific conditions as follows:**

- Applicant must be a resident of Harper’s district **or** a community college district which does not offer a Physical Therapist Assistant degree program **and** whose college district is a member of the CAREER consortium; and
- The file must be complete—**all academic and document requirements must be satisfied**; and
- The ranking score must be **80 or higher**; and
- The applicant must submit the application and meet all admission requirements by **January 15, 2020**.

**There are 10 seats available for Early Admission. Once the 10 seats are filled, and/or any applications received after January 15, 2020, as well as any applications that do not meet all four of the above conditions, will be considered under the Standard Admission Option. There will be no exceptions to the above criteria.**

- Standard Admission Option: (For seats remaining following Early Admission)**

**The files of all applicants who have submitted their applications by the program deadline (and who were not already accepted through Early Admission) will be reviewed by the Admission Selection Committee.**

- This file review meeting will be held as soon as possible following the program deadline.
- A “final” minimum admission score will be determined, and those applicants whose ranking scores are at or above that minimum will be considered for admission or the alternate list.
- Admission cannot be guaranteed, and will depend upon ranking score, residency and number of seats available.
- If there are more qualified applicants than space available, residency may be a factor in the Standard Admission process.

- Permanent residents and residents of community college districts which do not offer a Physical Therapist Assistant program **and** whose college districts are members of the CAREER consortium, who have satisfied the minimum admission score and applied by the application deadline will receive priority consideration in the Standard Admission process.
  - Residency is determined by the Registrar's Office; the address on record with the College as of the program deadline will be used by the admission selection committee when they determine admission decisions. Working in district does not constitute residency for limited enrollment selection purposes.
- Provided a program is open past the published deadline, any qualified applicant who submits an application after that date will be considered after all qualified applicants who applied by deadline. Applications will continue to be accepted until the program is closed. Check the web site for information on the application status.
  - Depending on the number of qualified applicants eligible for admission when admission decisions are made, it is possible that contingency offers may be extended to applicants who are in the process of completing an admission requirement (except for the NLN minimum percentiles, which must be satisfied in order to submit a program application). **When/if contingency offers are extended, the contingent requirement(s) must be satisfied within the semester in which the deadline falls.**
- It is not possible to predict what ranking score an applicant will need in order to be accepted into a limited enrollment program. However, NLN scores in the 80's and 90's and A's and B's in BIO 160 and HSC 112 make applicants more competitive in the selection process. **Although satisfaction of minimum admission requirements will result in an admission decision, it does not guarantee acceptance.**

### **Important Admission Notes**

- It is the applicant's responsibility to insure that requirements are met and all documentation is on file.
- All correspondence regarding your limited enrollment application will be emailed to the address given on your application, or according to your email address on record with the College. Additional correspondence from the program coordinator will be sent to the email address you have provided. It is your responsibility to see that your address information is current. To update your addresses (and/or phone number), you will need to contact the One Stop Center, Building A, Room A250. (The address on record with the College as of the program deadline will be used by the admission selection committee when they determine admission decisions.)
- Applicants should be aware that it may take up to three weeks for the College to receive transcript(s) from the sending institution(s). Official transcripts will be evaluated as they are received and students will receive an email to their Harper email account when they have been evaluated. Results can be viewed online through the student portal. Transcript evaluations may take 2–3 weeks to process. Questions about transcript evaluations can be sent to [evaluation@harpercollege.edu](mailto:evaluation@harpercollege.edu).
- Applicants not accepted into a program who wish to be considered in the selection process for a future term **must submit a new program application.**
- **Once your program application has been processed, you will be able to monitor your limited enrollment file online.** Go to [harpercollege.edu](http://harpercollege.edu) and log into your **MyHarper Student Portal**; limited enrollment information can be found under the **Registration and Records** section.

- Qualified applicants not selected will be placed on a **temporary** wait list and identified as alternates. **Alternate lists do not carry over from one application cycle to the next**; therefore, alternates who are not admitted to a program will need to submit a new program application for a future program start.
- Applicants can submit an application for one limited enrollment program; however, if identified as an alternate, or if denied admission to a program, the applicant has the option of submitting an application for another open program provided the appropriate admission requirements have been satisfied. Once an applicant accepts an offer of admission to a program, he/she relinquishes his/her alternate status for the other program.
- A higher tuition rate—200 % of the standard tuition—is assessed for the career-specific courses in each of these programs. The out-of-district rate for all PTA-prefixed courses is more than twice as much as the doubled in-district rate. It is very important that you make financial aid preparations well in advance of any deadlines so that you know exactly what resources are available to you.

### HARPER COLLEGE RESOURCES

Office	Location	Phone Number
<b>Admissions Processing for Limited Enrollment Programs</b>	Building X Room X250	847.925.6533
<b>Admissions Outreach</b>	Building C, Room C103	847.925.6700
<b>Academic Advising and Counseling Services</b>	New Students: Building C, Room C104	847.925.6208
	Previous or currently enrolled Harper students: Building I, Room I117	847.925.6393
<b>Access and Disability Services</b>	Building I, Room I103	847.925.6266
<b>Assessment and Testing</b>	Building A, Room A148	847.925.6541
<b>Business Office</b>	Building A, Room A214	847.925.6880
<b>Harper Store</b>	Building L, Room L260	847.925.6275
<b>One Stop Center</b>	Building A, Room A250	847.925.6710

Harper College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. Link to full official statement: <http://www.harpercollege.edu/catalog/about/comply.htm>.