Fall 2019 Physical Therapist Assistant (PTA) Admission Requirements

Important Dates

2019 PTA Application Dates..................November 19, 2018 – June 1, 2019

*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.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Harper College is seeking accreditation of a new physical therapist assistant education program from CAPTE. On June 1, 2018, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

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 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, Avanté Center, 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.

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Requirements Subject to Change
Valid NLN Pre-Admission RN Exam Report – You must satisfy each of the minimum percentile scores:

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

- You can access information on NLN Pre-Admission RN Exam registration and payment steps from the Testing Center web site. Go to 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, 2016.

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 or World Education Services (WES) 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) or Educational Credential Evaluators, INC (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 complete the evaluation request form available online at harpercollege.edu (Harper does not charge for this service.)
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.

Academic Prerequisites

Harper Grade Point Average

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

English Composition - ENG 101 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 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 – HSC112 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 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.

The following table lists the time limits in place for 2019:

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 160 – HUMAN ANATOMY</td>
<td>Must be completed after January 1, 2014</td>
</tr>
<tr>
<td>BIO 161 – HUMAN PHYSIOLOGY*</td>
<td>Must be completed after January 1, 2014</td>
</tr>
<tr>
<td>NLN TEST SCORES**</td>
<td>Must be completed after January 1, 2016</td>
</tr>
</tbody>
</table>

* 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

- The admission selection committee will meet as soon as possible following the application deadline to make admission decisions for those who have applied by deadline. All prospective applicants who have submitted their applications by the deadline will be reviewed by the committee.

- 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:

<table>
<thead>
<tr>
<th>Factor</th>
<th>0 points</th>
<th>5 points</th>
<th>10 points</th>
<th>15 points</th>
<th>20 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>NLN Composite Percentile</td>
<td>60 – 69</td>
<td></td>
<td>70 – 79</td>
<td>80 – 89</td>
<td>90 – 99</td>
</tr>
<tr>
<td>NLN Verbal Percentile</td>
<td>40 – 49</td>
<td></td>
<td>50 – 69</td>
<td>70 – 89</td>
<td>90 – 99</td>
</tr>
<tr>
<td>BIO 160</td>
<td>C</td>
<td></td>
<td>B</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>HSC 112</td>
<td>C</td>
<td></td>
<td>B</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>BIO 161*</td>
<td></td>
<td></td>
<td>C</td>
<td>A or B</td>
<td></td>
</tr>
</tbody>
</table>

*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.

- Admission decisions will be based on the scores represented by the applicant pool.

  - A minimum score for admission will be determined, and only those applicants whose ranking scores are at or above that minimum will be considered for admission.

  - If there are more applicants who meet the minimum score than space available, the following will factor into the admission decision process:

    * Permanent residents and residents of community college districts which do not offer a Physical Therapist Assistant degree program and are members of the CAREER consortium, who have satisfied the minimum admission score and who have applied by the application deadline, will be admitted in ranking score order before any out-of-district applicants.

    * Residency is determined by the Registrar’s Office; the address on record with the College as of the application deadline will be used by the admission selection committee. Working in district does not constitute residency.

  - 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.

Requirements Subject to Change
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 sent to the email address you have provided on your application. It is your responsibility to see that your Personal Profile information is current. You can check your information on the Student Portal on the My Harper tab under Personal Profile. To update your email address (and/or mailing address and phone number), you will need to contact the OneStop Center, Building A, Room A250. Residency is determined by the mailing address on record with the College as of the program deadline date and will be used by the admission selection committee when admission decisions are made.

- Applicants should be aware that it may take up to three weeks for the College to receive transcript(s) from the sending institution(s). Once the transcripts you have listed on your program application have been received, it can take another one to three weeks before you will receive your written evaluation of transfer credit in the mail. If there are courses which require departmental contact, your evaluation will require more time. Please plan accordingly.

- 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 and log into your MyHarper Student Portal; limited enrollment information can be found under the My Academic Record section of the My Harper tab.

- 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.

Requirements Subject to Change
## HARPER COLLEGE RESOURCES

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

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](http://www.harpercollege.edu/catalog/about/comply.htm).

11/2018

Requirements Subject to Change