



Jefferson College

Physical Therapist Assistant (PTA) Program

Admission Checklist 2020

<p>Step 1</p> <p><input type="checkbox"/> Done</p>	<p>Complete an application to Jefferson College. This can be done online at www.jeffco.edu. Request all transcripts be sent to:</p> <p style="text-align: center;">Jefferson College Enrollment Services 1000 Viking Drive Hillsboro, MO 63050</p> <p>Note: Transcripts must be official, which means they must be sent from the school(s) directly to Enrollment Services; they cannot be delivered by students.</p>				
<p>Step 2</p> <p><input type="checkbox"/> Done</p>	<p>Take the recommended placement test(s) as necessary. Depending on test results, some additional developmental coursework may be required before acceptance into the program.</p>				
<p>Step 3</p> <p><input type="checkbox"/> Done</p>	<p>Complete these general education courses with a minimum grade of a "B" or better:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Anatomy and Physiology I</td> <td style="width: 50%;">PTA100 or BIO211</td> </tr> <tr> <td>English Composition I or II</td> <td>ENG101 or ENG102</td> </tr> </table> <p>If completing Anatomy and Physiology I elsewhere, course MUST be at least 4 credits and include a lab component in order to be accepted.</p> <p style="text-align: center;">Students need to have a minimum overall GPA of 2.5 in courses required for the Associate of Applied Science Degree to apply.</p> <p style="text-align: center;">Grades in previously completed college coursework will only count toward the admission GPA if the courses are listed on the PTA Degree Plan.</p>	Anatomy and Physiology I	PTA100 or BIO211	English Composition I or II	ENG101 or ENG102
Anatomy and Physiology I	PTA100 or BIO211				
English Composition I or II	ENG101 or ENG102				
<p>Step 4</p> <p><input type="checkbox"/> Done</p>	<p>Complete the Work Keys Assessment. The Work Keys test is available by appointment only at either Testing Center. The Arnold Testing Center is open on Tuesdays and Thursdays from 9am to 7pm. Their phone number is 636-481-3592. The Hillsboro Testing Center is open Mondays through Thursdays from 8am to 4:30 pm. Their phone number is 636-481-3147, and their email address is jchtc@jeffco.edu. The Work Keys Assessment fee is \$25 and can be paid at the Testing Center at the time of the prescheduled appointment. The testing center accepts only cash and it must be the exact \$25 amount.</p> <p>Scores earned on the Work Keys Assessment are valid for two years after the testing date. Scores must be printed and turned in with the application.</p> <p style="text-align: center;">A minimum score of 4 is required on each of the three sections: Applied Mathematics, Workplace Documents, and Graphic Literacy.</p>				



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<p>Step 5</p> <p>□ Done</p>	<p>One Letter of Recommendation is required for application. The recommendation must be completed by a non-family member who is in a position of authority such as a teacher, coach, youth group leader, employer, etc. Letters of recommendation from "family friends" are not be accepted. The person completing the recommendation needs to scan and email the letter of recommendation to Bridget Webb (bwebb2@jeffco.edu) or mail it to the College to Bridget Webb's attention by the application due date.</p> <p>Be sure <u>you</u> (the applicant) complete the Waiver before asking for the recommendation. <i>The Recommendation Form and Waiver are available under the Application Process tab on the PTA website at www.jeffco.edu/pta</i></p>
<p>Step 6</p> <p>□ Done</p>	<p>Email Bridget Webb, PTA Program Director or Kenny Wilson, Associate Dean of the School of Science and Health to schedule a pre-application appointment to review this application checklist, the admissions process, applicable college transcripts, and the forms in the application packet. After this meeting Kenny or Bridget will provide you with the Application Packet for the PTA Program. They can be reached at kwilso20@jeffco.edu or bwebb2@jeffco.edu.</p>
<p>Step 7</p> <p>□ Done</p>	<p>Complete the Application for the PTA Program. Be sure to sign, date, and EITHER scan and email the following documents to Bridget Webb at bwebb2@jeffco.edu OR mail them with your application by the due date.</p> <ul style="list-style-type: none"> ➤ Background Check Authorization Form ➤ Drug Test Authorization Form ➤ Demands Acknowledgement Form ➤ Clinical Requirements and Vaccination Acknowledgement Form ➤ Short answer application questions ➤ Essay ➤ Application and Essay Attestation Form
<p>Step 8</p> <p>□ Done</p>	<p>Write a check made payable to Jefferson College for the \$50 Application Fee. Mail it to the Attention of the PTA Program at Jefferson College, 1000 Viking Drive, Hillsboro, MO, 63050. If accepted, an additional \$100 fee must be paid prior to the beginning of the fall semester. These fees cover required background checks, drug and alcohol screening, and immunization tracking.</p>



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****Due to COVID-19, we have removed the observation hours requirement.****

**PTA PROGRAM APPLICATIONS AND
ALL REQUIRED FORMS ARE DUE BY**

***Wednesday, July 8th at 5pm for early admission and
Monday, August 3rd at 5pm for final admission.***

**Letters of Acceptance are emailed
Within one week of the application due date.**

****PTA Program Orientation TBD.****

The Physical Therapist Assistant Program at Jefferson College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org. If needing to contact the program/institution directly, please call the Program Director, Bridget Webb, at 636-481-3414 or email her at bwebb2@jeffco.edu.



It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College [student](#), employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities.