<table>
<thead>
<tr>
<th>Item 1</th>
<th>Complete an application to Jefferson College online at <a href="https://www.jeffco.edu/Getting-Started">https://www.jeffco.edu/Getting-Started</a>. Request all transcripts be sent to: Jefferson College Enrollment Services 1000 Viking Drive Hillsboro, MO 63050 Note: Transcripts must be official and sent directly from the school(s) to Enrollment Services; A member of the registrar’s office evaluates prior coursework to determine which courses transfer.</th>
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<tr>
<td>Item 2</td>
<td>Take the recommended placement test(s) as necessary for admission to Jefferson College. Depending on test results, some additional developmental coursework may be required before acceptance into the program.</td>
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<td>Item 3</td>
<td>Call 636-481-3209 to schedule an appointment with an advisor in Enrollment Services so someone can review your transcripts and help you determine course enrollment needs. Please do not assume that a course will transfer from another college; Jefferson College advisors will assist you in determining what courses meet PTA Program requirements and which ones will need to be taken or retaken.</td>
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<td>Item 4</td>
<td>One Letter of Recommendation is required for application. Be sure you (the applicant) complete the Waiver before asking for the recommendation. <em>The Recommendation Form and Waiver are available under the Application Process tab on the PTA website at <a href="http://www.jeffco.edu/pta">www.jeffco.edu/pta</a></em> A non-family member who is in a position of authority, such as a teacher, coach, youth group leader, employer, etc., must complete the recommendation. <strong>The person completing the recommendation needs to seal the envelope, sign it, and mail the letter in enough time that it is received by the application due date.</strong></td>
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<td>Item 5</td>
<td>Complete eight observation hours with a physical therapist (PT) or physical therapist assistant (PTA) in a typical clinical setting such as a hospital, nursing home, or outpatient clinic. The PT/PTA the applicant observes must sign the Observation form, found on our website. In addition to eight observation hours, applicants will complete an assignment to help prepare them for their career as a PTA. Please email Bridget Webb, PT, at <a href="mailto:bwebb2@jeffco.edu">bwebb2@jeffco.edu</a> for the assignment. <strong>Applicants must complete observation hours and this assignment and turn them in prior to the PTA Program interview.</strong></td>
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## Physical Therapist Assistant Program
### Admission Checklist 2022

| Item 6 | □ Done | Take the HESI A2 Admissions Test. Please check the testing center’s website for current operating hours. ([https://www.jeffco.edu/Testing-Center](https://www.jeffco.edu/Testing-Center)) *Appointments are not necessary, but applicants must arrive at least 5 hours prior to closing to have enough time to complete the exam.*

The cost of the HESI A2 exam is $65. Applicants can pay at the cashier’s window in the Student Center (cash, check, or personal credit card) and bring the receipt to the Testing Center. Students with exactly $65 in cash can pay directly at the Testing Center.

Applicants must meet the minimum required score of a 75% in EACH of the four subject areas (Reading Comprehension, Grammar, Math, and Vocabulary). There is also a Critical Thinking section, and the minimum required score is 750 (score range is 0-1000) as well as an unscored Learning Style and Personality Style Profile that must be completed.

**All sections of the test take 4 ½ hours to complete.** Applicants can complete the sections of the test in any order. Students can take breaks, as needed, once a test section is complete. Each subject is its own separate test with its own separate score (0-100%).

Applicants are strongly encouraged to study before taking the HESI exam. HESI study guides are on reserve in the Jefferson College Library at the Hillsboro and Arnold campus. Applicants can purchase HESI study guides online through the publisher, Elsevier. HESI A2: ISBN # 978-0-323-58226-1 (Title: HESI Admission Assessment Exam Review, Ed. 5). Applicants need only to study the first four chapters of the study guide. [https://www.us.elsevierhealth.com/admission-assessment-exam-review-9780323582261.html](https://www.us.elsevierhealth.com/admission-assessment-exam-review-9780323582261.html)

**Applicants can retake the entire HESI A2 Exam or any of its subsections after 60 days have passed. Applicants who achieve the minimum required score in some, but not all, of the sections can retake just those section(s) in which higher scores are required. The price for any retake is also $65. All sections of the HESI A2 Admissions exam must meet the minimum score before the December application due date in order to be considered for admission.**

| Item 7 | □ Done | Call or email Bridget Webb at 636-481-3414 or [bwebb2@jeffco.edu](mailto:bwebb2@jeffco.edu) to schedule your interview for one of the following dates and times:

- Thursday, July 14, 2022 at 2:45pm or 3:15pm
- Monday, July 18, 2022 at 9:00am, 9:45am, or 10:30am
- Friday, October 21, 2022 at 10:00am, 10:45am, or 11:30am
- Monday, November 28, 2022 at 2:00pm, 2:45pm, or 3:30pm
- Thursday, December 8, 2022 at 1:30pm, 2:15pm, or 3:00pm |
Applicants complete the required **on-site essay** before or after the scheduled interview. Bridget Webb emails applicants with their on-site essay start time. Applicants receive the topic for the on-site essay that day.

**Item 8A**

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Complete these general education courses with a grade of a “B” or better:

- Anatomy and Physiology I*  
  PTA100 or BIO211
- English Composition I or II  
  ENG101 or ENG102
- Introduction to Physical Therapy  
  PTA110 (**Course only offered in the fall semester**)  

* If completing Anatomy and Physiology I and/or Anatomy and Physiology II elsewhere, the courses MUST be at least 4 credits and include a face-to-face lab component in order to be accepted. Applicants MUST have completed Anatomy and Physiology I and II courses within the last 5 years.

**Item 8B**

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Complete at least five of these general education courses with a grade of a “C” or better:

- **Anatomy and Physiology II**  
  BIO212 or PTA105
- **College Studies**  
  COL100, COL101, or COL136
- **General Psychology**  
  PSY101
- **Computer Information Systems**  
  CIS125
- **Fundamentals of Communication or Public Speaking**  
  COM100 or COM110
- **Math**  
  MTH121 or higher
- Lifespan Human Development  
  PSY205
- US Government & Constitutions or History I  
  PSC102 or HST103

**Preferred courses to be completed prior to application**

- Applicants need to have a minimum overall GPA of 2.5 in general education courses for PTA Program admission. General education courses in which a “D” or lower is earned, must be repeated to count toward the Associate of Applied Science Degree.
- These courses are required for the Associate of Applied Science Degree. Grades in previously completed college coursework will only count toward the admission GPA if the courses are required for the PTA Degree Plan.
- Applicants/PTA Program students need to have a minimum 3.0 GPA in Anatomy and Physiology I and II, PTA110 Introduction to Physical Therapy, and all PTA Program technical courses in order to progress to final clinical experiences in the last semester of the program PTA280 Clinical Experience III and PTA285 Clinical Experience IV. Therefore, if an applicant earns a “B” in Anatomy and Physiology I and PTA110 Introduction to Physical Therapy and a “C” in Anatomy and Physiology II prior to application, the student will begin the program on academic probation.
**Item 9**  
☐ Done  
**Complete the Application for the PTA Program.** Bridget Webb, PT shares a link to the Google form with applicants after the interview. Be sure to sign the following documents, distributed at the interview, and return them before the application due date. Applicants can mail, scan and email, or hand in forms directly to Bridget Webb.  
- Background Check Authorization Form  
- Drug Test Authorization Form  
- Demands Acknowledgement Form  
- Clinical Requirements and Vaccination Acknowledgement Form  
- Short Answer Questions

**Item 10**  
☐ Done  
**Pay the $50 Application Fee at the Cashier’s Window located on the 1st floor of the Student Center in Hillsboro, or at any of the other campus locations (Arnold, Imperial). Retain your receipt and turn it in with the documents listed above in Item 9.** If accepted, applicants must pay an additional $100 fee prior to the beginning of the spring semester. This fee covers required background checks, drug screening, and immunization tracking.  

The Cashier’s Office accepts only cash or check for these fees. If paying by check, make it payable to Jefferson College. Contact the cashier directly at 636-481-3123 with questions.

**Item 11**  
☐ Done  
**Complete and submit the entire application packet, in one of the following manners:**  
- Drop off a physical copy at the Health Occupation Program secretary’s office (CTE166D) on the Hillsboro Campus.  
- Have the Arnold or Imperial Campus use inter-campus mail a physical copy to Bridget Webb’s office (CTE164A) on Hillsboro’s campus.  
- Mail to: Jefferson College; Attn: Bridget Webb, 1000 Viking Drive; Hillsboro, MO 63050  
- Scan and email all documents to Bridget Webb at bwebb2@jeffco.edu

**PTA PROGRAM APPLICATIONS AND ALL REQUIRED FORMS and FEES MUST BE COMPLETED, SUBMITTED, and RECEIVED BY 4PM December 16, 2022 date for admission consideration.**
Physical Therapist Assistant Program
Admission Checklist 2022

Early admission consideration is available for those applicants who have completed six general education courses (to include Anatomy and Physiology I and English Composition I or II) and HESI A2 Admission Test with passing scores by August 11, 2022. Applicants who receive early admission must enroll in PTA110 Introduction to Physical Therapy and other required general education courses (if needed) during the fall semester.

Letters of Acceptance are emailed to the applicant’s jeffco.edu email address the week of August 15, 2022 for early consideration and the week of January 2, 2023 for all other applicants.

The PTA Program Orientation date is to be determined, but will occur prior to Tuesday, January 17, 2023 (the start of the spring semester).

The Physical Therapist Assistant Program at Jefferson College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, Virginia 22305-3085; 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 they have been discriminated against in employment, student programs, or student activities.