

# PHYSICAL THERAPIST ASSISTANT PROGRAM



## APPLICATION INFORMATION FOR 2024 – 2025 ACADEMIC TERM

**Application Deadline is October 1, 2024**

This packet contains the instructions and forms required for application to the Physical Therapist Assistant (PTA) Program at Northeast Community College. We strongly encourage applicants to make an appointment with a PTA program advisor at which time the applicant and faculty will create an academic plan for program success.

An acceptance letter from Northeast Community College into the college does not mean an applicant has been accepted into the PTA Program. Completion and submission of the information in this packet does not automatically guarantee acceptance into the program.

Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in education programs, admissions policies, employment policies, financial aid or other College administered programs and activities.



# PHYSICAL THERAPIST ASSISTANT

The Physical Therapist Assistant (PTA) program is designed to prepare qualified individuals for employment as entry-level physical therapist assistants. As a condition of admission to the College, students are subject to placement testing for general education courses. Students enroll through open admission as Physical Therapy Pre-Professional. The first semester consists of general education and prerequisite coursework. Students are required to earn a grade of “C” in each course, and a cumulative GPA of 2.5 or higher in order to meet the standards of the PTA Program. Interested applicants who wish to transfer into the College should see a PTA Program advisor for transcript evaluation. Science courses must have been completed within the past five years to be considered eligible for transfer. Students must complete an application packet as part of the competitive selection process. See “Special Admission Guidelines” for details.

Program graduates will be eligible to take the National Physical Therapy Examination (NPTE) for PTAs. Upon successful completion of the NPTE, the graduate will be eligible for employment as a PTA under the supervision of a licensed physical therapist.

## CAPTE

Commission on Accreditation  
in Physical Therapy Education

The Physical Therapist Assistant Program at Northeast Community 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](mailto:accreditation@apta.org) | website: [www.capteonline.org](http://www.capteonline.org). If needing to contact the program/institution directly, please call 402-844-7326 or email [PTA@northeast.edu](mailto:PTA@northeast.edu).

### Required Program of Study for Associate of Applied Science Degree (2 years)

#### FRESHMAN YEAR

##### First Semester

| Course   | Credits     |
|--|-------------|
| BIOS 2250 Introduction to Human Anatomy and Physiology I .....               | 4           |
| ENGL 1010 English Composition I* .....                                       | 3           |
| MATH 2170 Applied Statistics* .....  | 3           |
| PTAS 1010 Medical Terminology for Physical Therapist Assistants .....        | 1.5         |
| PTAS 1020 Introduction to Physical Therapy .....                             | 1           |
| SPCH 1010 Fundamentals of Communication* or SPCH 1110 Public Speaking* ..... | 3           |
| Social Science/Exploratory Studies* .....                                    | 2           |
|  | <u>17.5</u> |

##### Second Semester

| Course  | Credits   |
|---|-----------|
| BIOS 2260 Introduction to Human Anatomy and Physiology II ..... | 4         |
| PSYC 1810 Introduction to Psychology* .....                     | 3         |
| PTAS 2550 Basic Physical Therapy Procedures .....               | 2         |
| PTAS 2551 Basic Physical Therapy Procedures Lab .....           | 2         |
| PTAS 2570 Exercise Principles .....                             | 2         |
| PTAS 2571 Exercise Principles Lab .....                         | 1         |
| PTAS 2520 Introduction to Clinical Management .....             | 1         |
|   | <u>15</u> |

\*See general education requirements.

Suggested Social Science/Exploratory Studies: ECON/BSAD 1040 Personal Finance, SOCI 2150 Exploring Unity and Diversity, LNSK 1010 First Year Experience

#### SOPHOMORE YEAR

##### First Semester

| Course   | Credits   |
|--|-----------|
| PTAS 2620 Clinical Management .....                          | 3         |
| PTAS 2650 Physical Agents .....                              | 2         |
| PTAS 2651 Physical Agents Lab .....                          | 2         |
| PTAS 2670 Orthopedic Assessment and Intervention I ...       | 3.5       |
| PTAS 2671 Orthopedic Assessment and Intervention I Lab ..... | 2.5       |
| PTAS 2690 Clinical Pathophysiology .....                     | 3.5       |
| PTAS 2691 Clinical Pathophysiology Lab .....                 | 5         |
|  | <u>17</u> |

##### Second Semester

| Course  | Credits   |
|---|-----------|
| PTAS 2700 Clinical Affiliation I .....                        | 3.5       |
| PTAS 2720 Advanced Clinical Management .....                  | 5         |
| PTAS 2770 Orthopedic Assessment and Intervention II ...       | 2.5       |
| PTAS 2771 Orthopedic Assessment and Intervention II Lab ..... | 1.5       |
| PTAS 2790 Neurologic Rehabilitation .....                     | 3         |
| PTAS 2791 Neurologic Rehabilitation Lab .....                 | 2         |
|   | <u>13</u> |

##### Summer Session

| Course                                   | Credits   |
|--|-----------|
| PTAS 2800 Clinical Affiliation II .....  | 5         |
| PTAS 2900 Clinical Affiliation III ..... | 5         |
|  | <u>10</u> |

**Total Credit Hours** 72.5

## PHYSICAL THERAPIST ASSISTANT

Physical therapist assistants help physical therapists provide care to patients. Under the direction and supervision of physical therapists, they treat patients through exercise, massage, gait and balance training, and other therapeutic interventions. Physical therapist assistants record patients' progress and report the results of each treatment to the physical therapist.

All states require physical therapist assistants to have an associate degree from an accredited physical therapist assistant program and to have successfully completed the National Physical Therapy Examination (NPTE) for PTAs.

This program has a selective admission process and will accept up to 24 of the top scoring applicants. Scores are based on the GPA in completed and in-progress prerequisite coursework; evaluations of a minimum of 16 hours of job-shadowing; a professional resume with cover letter; and for qualified individuals, a personal interview. The application process opens each year on April 1 and closes October 1. Please contact the PTA Program at 402-844-7325 for details on applying to the program.

Scholarships specific to this program include:

- Don Pfeil Scholarship
- Jacque Houska PTA Memorial
- Richard Chaffin Memorial
- Marvin Hall Memorial

For a complete list of scholarships and their requirements, visit the Northeast website at <https://northeast.edu/Financial-Aid-and-Scholarships/Scholarships.aspx>

Notes:

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### **Laura Schwanebeck, MPT**

Director of Physical Therapist  
Assistant Program  
*Health and Public Services Division*

Office: (402) 844-7326  
lauras@northeast.edu

**TUITION:** Estimated 2024-25 in-state tuition and fees for an associate degree in this program is \$9,280.

## PTA PROGRAM APPLICATION CHECKLIST

The applicant must complete the following steps and ensure that all materials are completed per the instructions by the deadline. The application period opens April 1, 2024, and all materials must be received by or postmarked by October 1, 2024. Applicants who complete and submit all application materials early (prior to August 1, 2024) will be automatically eligible for the personal interview with the PTA Application Committee. Applicants are encouraged to retain copies of their cover letter, resume, HIPAA certificate, and PTA Program Application for their own records as all application material becomes the property of Northeast Community College and is not available to the applicant once submitted. If an applicant is not accepted and chooses to re-apply, all new application material must be completed the following year.

Completed application material can be sent to the following:

Northeast Community College  
Attn: PTA Program  
PO Box 469  
Norfolk, NE 68702-0469  
Fax: (402) 844-7390  
Email: PTA@northeast.edu

The checklist below will assist the applicant in tracking progress for applying to the program. Application material received after the October 1 deadline will not be considered for scoring. The checklist does not need to be returned to Northeast Community College.

As the applicant, have you...

- ✓ Completed the Northeast Community College Application for Admission\* online or in person at the Admissions Office. This application is for general admissions to Northeast Community College only; it is not an application to the PTA program. Select "A.S. PT: Pre-professional" for a major?  
*\*Admission to Northeast Community College does not guarantee admission into the Physical Therapist Assistant (PTA) Program.*
- ✓ Submitted official transcripts to Northeast Community College, Registrar's Office? If Northeast Community College is the only institution you have attended, you do not need to request official transcripts.
- ✓ Completed the Physical Therapist Assistant Program Application form provided in packet?
- ✓ Acquired a Health Insurance Portability and Accountability Act (HIPAA) Certification online at [nnahec.org](http://nnahec.org)?
- ✓ Completed a minimum of 16 hours in physical therapy job-shadowing and submitted Evaluation of Job Shadowing forms, per the instructions?
- ✓ Prepared a professional cover letter and resume with the assistance of Northeast's Career Services?

Important Dates\*

- ✓ October 1, 2024 – PTA program application deadline
- ✓ October 14, 2024 – Mid-term grades due from transferring students
- ✓ October 15, 2024 – Interview notifications sent via email
- ✓ October 25, 2024– Interviews
- ✓ October 28, 2024 – Acceptance notifications sent via email
- ✓ November 4, 2024 – Spring registration
- ✓ November 8, 2024– Required family orientation accepted applicants

*\*These dates are subject to change without notice.*

## PTA APPLICATION SCORING

The PTA program admits up to 24 students on a selective basis. There is no waiting list. To be considered for admission, applicants must complete and submit all application materials on or before October 1, 2024. All criteria are scored using the following point system with a possible total of 100 points.

### **Cumulative Grade Point Average (GPA)**

**in all completed and in-progress prerequisite courses ..... Up to 50 points**

An overall minimum of a 2.5 GPA in prerequisite courses is required. If prerequisite courses are in progress, mid-term grades will be used. Students must earn at least a “C” for courses to be considered. The GPA will be multiplied by a factor of 12.5 (GPA x 12.5) to calculate points.

**Job Shadowing Hours ..... Up to 20 points**

Each applicant will be required to perform a minimum of 16 hours of job shadowing in at least two different settings. At least 8 of those hours will need to be in an inpatient setting, and at least 8 of those hours will need to be in a separate outpatient setting.

The applicant must print the Evaluation of Job Shadowing form and provide a form to the professional evaluator at each setting. If the applicant is scheduled on two separate dates, a form will need to be provided for each date even if the applicant is scheduled with the same evaluator. Scores will be based on the responses of the evaluators. Observations must be scheduled through Northern Nebraska Area Health Education Center (NNAHEC) after HIPAA Training and Certification is complete, which is outlined under the instructions for “Job Shadowing.”

Applicants who complete and submit all application materials early (prior to August 1, 2024) will be automatically eligible for the personal interview with the PTA Application Committee. Applicants who complete and submit all application materials after August 1 are still eligible for the personal interview based on their cumulative scores of the material received by the October 1 deadline. Application material received after the deadline will not be considered.

**Professional resume and cover letter ..... Up to 10 points**

The resume and cover letter are scored based on format, spelling, grammar, and content per the rubrics published on Northeast’s website at <https://northeast.edu/Admissions/PTA-Admissions.aspx>.

**Personal interview ..... Up to 20 points**

Interviews are only offered to applicants that score in the top of the application pool based on the accumulative scoring of their GPA, evaluations of job shadowing, cover letter, and resume at the conclusion of the application period. The number of interviews offered depends on the size of the applicant pool and typically include 30-35 applicants.

Applicants who complete and submit all application material early (prior to August 1, 2024) will also be awarded an interview spot. Applicants can confirm early application completion status by emailing [PTA@northeast.edu](mailto:PTA@northeast.edu).

Qualified applicants will be notified by email of their interview appointment. The interview scores are based on verbal and non-verbal communication skills, content of answers to questions, and overall professionalism per the rubric published on the website at <https://northeast.edu/Admissions/PTA-Admissions.aspx>.

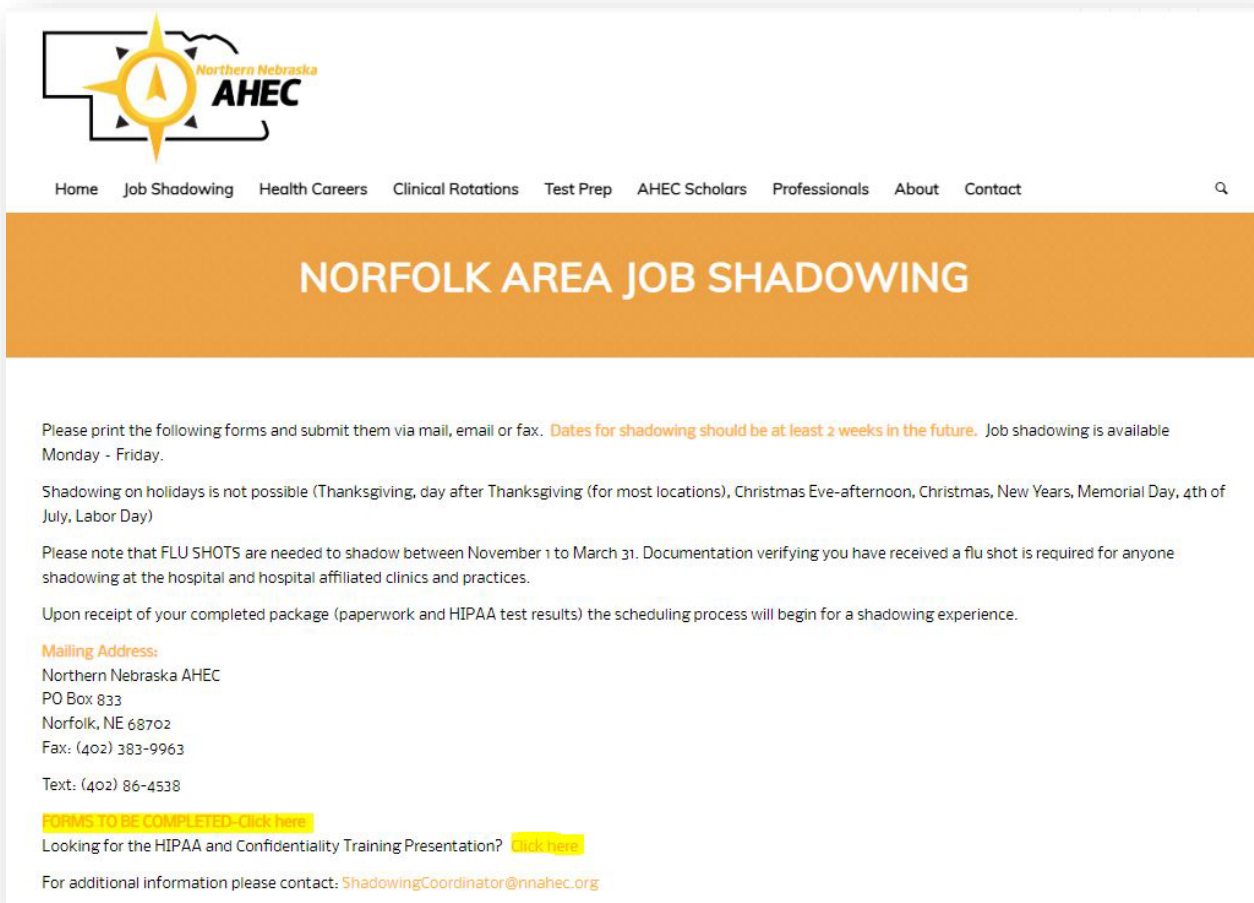
## HIPAA CERTIFICATION

Prior to arranging for job shadowing, applicants must complete the online HIPAA (Health Insurance Portability and Accountability Act) training and testing found through the link below.

The Northeast Community College contact for assistance and guidance is Lisa Belz, Career Education & Outreach Coordinator, who can be reached at [lbelz1@northeast.edu](mailto:lbelz1@northeast.edu) or (402) 844-7460.

<https://www.nnahec.org/norfolk-area-job-shadowing/>

1. Complete the AHEC shadowing forms as instructed on the website. NNAHEC's forms must be returned to Northern Nebraska AHEC office. Do not send them to Northeast Community College.



The screenshot shows the Northern Nebraska AHEC website. The header includes the AHEC logo and a navigation menu with links for Home, Job Shadowing, Health Careers, Clinical Rotations, Test Prep, AHEC Scholars, Professionals, About, and Contact. The main heading is "NORFOLK AREA JOB SHADOWING". The content area provides instructions for job shadowing, including a note that dates should be at least 2 weeks in the future and that shadowing is available Monday-Friday. It also lists holidays when shadowing is not possible and mentions that flu shots are required between November 1 and March 31. Contact information for mailing address and phone numbers is provided. There are two highlighted links: "FORMS TO BE COMPLETED-Click here" and "Looking for the HIPAA and Confidentiality Training Presentation? Click here". A contact email address, ShadowingCoordinator@nnahec.org, is also listed.

2. Complete the HIPAA training and complete the testing for HIPAA certification as instructed on website. AHEC will review the test and respond with the results. **A perfect score is required.** The test may be retaken by following the steps above. It may take up to 24 hours to receive test results. Applicants may contact NNAHEC directly if questions at (402) 644-7253 or [Info@NNAHEC.org](mailto:Info@NNAHEC.org).

## JOB SHADOWING

### HIPAA Training and Certification must be completed prior to Job Shadowing

A minimum of 16 hours of physical therapy job shadowing must be documented. At least 8 hours of the 16 hours should be observed in an in-patient setting, and at least 8 hours of the 16 hours should be observed in a separate out-patient setting.

Before scheduling physical therapy job shadowing, applicants must complete the HIPAA certification test. See instructions on HIPAA Certification.

Once the HIPAA Certification is complete, and the NNAHEC shadowing paperwork has been returned to NNAHEC, they will schedule the physical therapy job shadowing with consideration for location and time convenient to the applicant. **Do not** schedule any job shadowing without approval of the college's PTA Program Application Committee or NNAHEC.

- The clinical experience of physical therapy job shadowing **must occur within the current application period of April 1, 2024, through October 1, 2024**. Evaluation of Job Shadowing forms submitted with dates outside of this period will not be scored.
- Applicants are discouraged from using the same facility for both the in- and out-patient requirements and should only do so with approval of NNAHEC.
- A separate evaluation form must be submitted for each appointment time, facility, or setting.
- The evaluation form must be completed by a Physical Therapist (PT) or Physical Therapist Assistant (PTA) and should not be returned to the applicant unless in a sealed and signed envelope per the Evaluator Instructions on the form.
- **It is ultimately the applicant's responsibility to follow up with the clinic or facility to ensure that the supervising PT or PTA has submitted the Evaluation of Job Shadowing to the PTA Program Application Committee by the deadline of October 1.**



# PTA Program Evaluation Form for 2024-2025 Term

Deadline October 1, 2024



**NORTHEAST  
COMMUNITY  
COLLEGE**

## EVALUATION OF JOB SHADOWING FORM - One Form PER Appointment

**THIS SECTION IS TO BE COMPLETED BY THE APPLICANT:**

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*The Family Educational Rights and Privacy Act (PL 93-380) allows a candidate to waive his/her rights of access to recommendations written on his/her behalf if the recommendation is used solely for the purpose of admission. You are not required to waive access under the legislation. Please select one of the options below and sign.*

- I waive my right of access to this recommendation form.
- I do not waive my right of access to this recommendation form.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**EVALUATOR**, please score the applicant on the topics below. Once scored, please fill in the details regarding the job shadowing setting.

Completed evaluations should be sent directly to the PTA Program at Northeast Community College either through email, [pta@northeast.edu](mailto:pta@northeast.edu), or fax at (402) 844-7390. The evaluator may opt to return the evaluation to the applicant but only if the completed form is in an envelope with the evaluator's signature across the seal.

|   | Strongly Agree | Agree | Neutral | Disagree                   | Strongly Disagree           |
|---|----------------|-------|---------|----------------------------|-----------------------------|
| DEPENDABILITY: The applicant arrived on time for scheduled job shadowing.   | 5              | 4     | 3       | 2                          | 1                           |
| PRESENTATION: The applicant used appropriate body language that communicated engaged attention.   | 5              | 4     | 3       | 2                          | 1                           |
| PROFESSIONALISM: The applicant was dressed in professional attire.  | 5              | 4     | 3       | 2                          | 1                           |
| EMPATHY: The applicant was sensitive and responsive to the feelings of others.  | 5              | 4     | 3       | 2                          | 1                           |
| CULTURAL COMPETENCE: The applicant appeared capable of looking at patients from the full perspective of their humanity (race, religion, sexual orientation, disability, etc.).  | 5              | 4     | 3       | 2                          | 1                           |
| VERBAL PROFESSIONALISM: The applicant was verbally interactive with clinician, staff, and patients.   | 5              | 4     | 3       | 2                          | 1                           |
| COMMUNICATION: The applicant asked appropriate and medically related questions.   | 5              | 4     | 3       | 2                          | 1                           |
| MOTIVATION: The applicant displayed a positive attitude and interest in physical therapy.   | 5              | 4     | 3       | 2                          | 1                           |
| RECOMMENDATION: I recommend this applicant for acceptance into the PTA program.   | 5              | 4     | 3       | 2                          | 1                           |
| Evaluator comments welcome but not required:  |                |       |         |                            |                             |
| <i>Inpatient job shadowing, e.g., skilled nursing facility, acute or sub-acute care hospital, Medicare Part A, etc.</i><br><i>Outpatient job shadowing, e.g., wellness, occupational health facility, private practice, Medicare Part B, etc.</i>   |                |       |         | <b>Hours<br/>Inpatient</b> | <b>Hours<br/>Outpatient</b> |
| Indicate the number of hours the applicant shadowed under your supervision. The applicant should provide additional copies of this form if shadowing was scheduled over multiple dates. Indicate the hours based on which setting best describes the shadowing observed during the scheduled time of appointment. |                |       |         |                            |                             |

Evaluator's Name: \_\_\_\_\_ Name of Facility: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Applicant or the Evaluator can contact Northeast Community College with any questions at (402) 844-7325 or email [pta@northeast.edu](mailto:pta@northeast.edu). Sealed forms can also be mailed to Northeast Community College, PO Box 469, Norfolk, NE 68702-0469.

*PTA PROGRAM MISSION: Northeast Community College's Physical Therapist Assistant Program is dedicated to preparing students to work as valuable health care providers who are employable in any physical therapy setting.*

# PTA Program Application Form for 2024-2025 Term

Deadline October 1, 2024



## PERSONAL INFORMATION

|                                       |                         |                                      |
|---------------------------------------|-------------------------|--------------------------------------|
| First name:                           | Last name:              | Previous last name (if applicable)*: |
| Northeast college-wide ID (if known): | Personal email address: | Northeast email (if applicable):     |
| Mailing address:                      |                         | City, State, Zip:                    |
| Primary phone number:                 | Secondary phone number: | Date of birth:                       |

## COURSEWORK PROGRESS

Note: Applicants should meet with a PTA Program advisor or faculty to discuss course requirements and create an academic plan. In the table below, indicate which courses you have taken or if currently in progress.

| Course   | Check one option per course   | If Yes, what semester and year was it completed? | Credit Hours | Final letter grade (or use midterm grade if In Progress) | Where was class taken? (College name or high school if dual-credit) |
|--|---|--|--------------|--|---|
| BIOS2250 Anatomy and Physiology I  | <input type="checkbox"/> Yes<br><input type="checkbox"/> In progress<br><input type="checkbox"/> No |  |              |  |   |
| BIOS2260 Anatomy & Physiology II   | <input type="checkbox"/> Yes<br><input type="checkbox"/> In progress<br><input type="checkbox"/> No |  |              |  |   |
| ENGL1010 English Comp  | <input type="checkbox"/> Yes<br><input type="checkbox"/> In progress<br><input type="checkbox"/> No |  |              |  |   |
| MATH2170 Applied Statistics  | <input type="checkbox"/> Yes<br><input type="checkbox"/> In progress<br><input type="checkbox"/> No |  |              |  |   |
| PSYC1810 Introduction to Psychology  | <input type="checkbox"/> Yes<br><input type="checkbox"/> In progress<br><input type="checkbox"/> No |  |              |  |   |
| HLTH1060 Comprehensive Medical Terminology; or PTAS 1010 Medical Terminology for the PTA | <input type="checkbox"/> Yes<br><input type="checkbox"/> In progress<br><input type="checkbox"/> No |  |              |  |   |
| SPCH1010 Fund of Communications; or SPCH 1110 Public Speaking                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> In progress<br><input type="checkbox"/> No |  |              |  |   |
| PTAS 1020 Introduction to Physical Therapy   | <input type="checkbox"/> Yes<br><input type="checkbox"/> In progress<br><input type="checkbox"/> No |  |              |  |   |
| Social Sciences/exploratory studies general education requirement                        | <input type="checkbox"/> Yes<br><input type="checkbox"/> In progress<br><input type="checkbox"/> No |  |              |  |   |

*PROGRAM MISSION: Northeast Community College's Physical Therapist Assistant Program is dedicated to preparing students to work as valuable health care providers who are employable in any physical therapy setting.*

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# PTA Program Application Form for 2024-2025 Term

Deadline October 1, 2024



## EDUCATION INFORMATION

Are you currently enrolled at a college other than Northeast Community College?  Yes  No

If yes, name and location of college or university. \_\_\_\_\_

What is the highest degree you will have earned by the end of the calendar year (December 31)?

None or in progress  associate degree  bachelor's degree  master's degree

Have you ever been suspended or dismissed from any college for academic or disciplinary reasons?  Yes  No

If yes, list the name of the institution and the reason for this action. \_\_\_\_\_

## BACKGROUND INFORMATION

How did you hear about the PTA program at Northeast Community College? \_\_\_\_\_

Excluding minor traffic violations, have you ever been convicted of a misdemeanor or felony?  Yes  No

If yes, briefly explain. \_\_\_\_\_

If you answered "Yes" to the above question, the state in which you intend to practice as a Physical Therapist Assistant (PTA) may require you to submit court documents prior to approving your certification/license. Each case is handled on an individual basis. The decision made by the state may vary from denial of initial certification to a probationary period after becoming a certified/licensed PTA. The program does not use the above information in the admission criteria.

I certify that all information on this form is complete and accurate, and I agree to abide by the policies and regulations of Northeast Community College. Completion and submission of this form does not indicate that I am accepted into the program.

Printed name: \_\_\_\_\_

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Return completed Application Form to Northeast Community College. The form can be returned anytime before the October 1 deadline.

**Northeast Community College PTA Program**

**Attn: PTA Program**

**PO Box 469**

**Norfolk, NE 68702-0469**

**Email: [PTA@northeast.edu](mailto:PTA@northeast.edu)**

**FAX: (402) 844-7309**

**Phone: (402) 844-7325**

Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in education programs, admissions policies, employment policies, financial aid or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Associate Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: 402-844-7046; email: [complianceofficer@northeast.edu](mailto:complianceofficer@northeast.edu); or mail: Office for Civil Rights, U.S. Department of Education, One Peticcoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106.

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