

SCREENING APPLICATION PACKET

Memorandum (Program Copy)

FROM: PTA Program Director
TO: Prospective PTA Students
SUBJECT: Application to the PTA Program

Enclosed please find two copies of this Memorandum, two copies of the Notice to PTA Program Applicants, one program copy and one student copy, Screening Application for the PTA Program, and a policy on Student Background Checks.

The number of students admitted to the Physical Therapist Assistant Program is limited and the admission process is competitive. No applicant is guaranteed admission. The faculty has the right to review any feedback received regarding the student's candidacy for admission. There are limited interview slots and interviews will be granted at the discretion of the PTA faculty. A minimum GPA of 3.00 of general education and prerequisite courses is currently required for a student to be eligible for an interview.

TO BE CONSIDERED FOR THE 2023 – 2024 PTA PROGRAM YOU MUST SUBMIT THE FOLLOWING DOCUMENTS BY 4:00 PM ON MARCH 20th, 2023:

- a signed copy (including all four pages) of this Memorandum**
- a signed copy of the Notice to PTA Program Applicants**
- a completed Screening Application**
- Proof of Health Insurance**, front and back copy of card or a letter stating health insurance will be obtained by first day of class if admitted. Our clinical facilities require that each student has health insurance.
- Proof of Pre-Acceptance Immunizations and Vaccinations** – Students interested in the program must provide documentation of the following **PRIOR** to the interview date:
 - One diphtheria, tetanus, and pertussis (Tdap) vaccination that has been obtained within the last ten years.
 - Influenza vaccination obtained in October of the interview year.
 - Documentation of blood test (serology, titers) showing immunity to MMR, varicella, or the Hepatitis B virus OR
 - Two doses of the Measles, Mumps, and Rubella (MMR) vaccine with each given at least 28 days apart.
 - Two doses of the varicella vaccine with each given at least 28 days apart.
 - Three doses of the Hepatitis B vaccine.
 - Mantoux tuberculin skin test (TST), TB Skin Test
 - COVID-19 vaccination(s).
 - One dose vaccination or
 - Two dose vaccinations
 - Additional vaccinations or immunizations may be required by clinical affiliates throughout the program to include COVID-19 booster vaccination 4 months following the 2nd vaccine.
- from the Student Portal**, print your degree works audit which will include course substitutions that have been approved & noted on your account.
 - **Course substitutions:** after your official transcripts has been processed you may find courses that were not automatically approved. Please contact **your advisor** to determine if any substitutions can be allowed.

- **Your transcript** should demonstrate that you have successfully completed or be currently enrolled in all the first-year prerequisite courses (A grade of C or higher is required for transfer of credits into the program (ENGL 1010, PSYC 1030 & Fine Arts). Grades of "D" or "F", or courses with a grade of "incomplete" will not count toward meeting this requirement. For courses that you are currently enrolled in, you are responsible for getting proof of the final grade to the PTA Program prior to the meeting of the Selection Committee.
- **Transfer students should apply to the college and have official transcripts sent to the Admissions Office as soon as possible to ensure that transfer courses are accepted by VSCC.** Do not assume your transfer courses will be accepted. **No transfer course automatically meets the AHC 1100 and AHC 101 course requirements.*
- **A grade of B or higher is required in the Math and Sciences courses (Math 1130 or Math 1710, BIOL 2010, BIOL 2020, AHC 1100 and AHC 115) to be considered for an invitation to interview.**

Failure to follow these directions and correctly submit all required documentation will result in your application not being considered for the 2023– 2024 class.

All documents must be received at the address on the Screening Application by 4:00 p.m. on the first working day on or after March 20, 2023 or your application will not be considered.

MEDICAL REQUIREMENTS

The Health Sciences Degree/Certificate programs are academic programs of study which require completion of certain clinical or practicum experiences in order to successfully complete the academic program. The College's clinical or practicum site partners require students to undergo criminal background checks, drug screens, or to provide proof regarding vaccination history and/or provide other information to participate in clinical or practicum experiences at their sites. Failure to meet the requirements of the College's clinical or practicum site partners may inhibit successful completion of the clinical or practicum component and prevent completion of the program. Prospective students must also follow program specific directions for the desired Health Sciences Degree/Certificate, which may include (but are not limited to):

- Complete a VSCC medical history report
- Document proof of medical insurance
- Complete student background check(s)
- Complete drug screen(s)
- Obtain specific vaccinations/immunizations or medical tests

In order to provide the most comprehensive experience available to our students and protect patients in our clinical sites, our clinical affiliates require all attendees to document immunizations and vaccinations. All students are required to complete and provide documentation of various types of vaccinations, immunizations, and medical tests in order to fully participate in clinical or practicum experiences. These may include, but are not limited to, tuberculin (TB) skin tests, Hepatitis B, MMR, Tdap, varicella, influenza, and COVID-19 vaccinations. If you have any questions about this process, please notify the program director.

All students will be required to complete a criminal background check upon formal acceptance in the PTA program. The results of the background check will be forwarded to the Health Sciences Administrative Staff at Vol State. Please review our Background Check Requirements and steps on how to get your results submitted. More than one background check may be required.

Students seeking enrollment in the Health Sciences Programs requiring participation in clinical training in area hospitals and related clinics must provide evidence of having passed a 10-panel urine drug screen prior to participating in clinical or practicum experiences. Find out more information about the screening procedures and locations. More than one drug screen may be required. Specific details regarding the background check and urine drug screen are given to students after conditional acceptance into the program has been earned.

In order to comply with the clinical education affiliates, all students participating in clinical rotations must undergo a drug screen. The cost of this drug screen shall be absorbed by the student. Any student wishing to participate in clinical rotations may be required to undergo a urine drug screen as required by the clinical affiliate within the thirty (30) days preceding commencement of the clinical rotation. The drug screen due date will be provided to the students by the director of clinical education during the latter part of the fall semester. The site has the right to express an additional drug screen anytime during the externship.

The drug screen report must be sent by the agency to the College. Agencies conducting the check should be directed to forward the report electronically to AHD.StudentChecks@volstate.edu. If the results are negative, the student will be able to proceed in the program. If the results are positive, the requirements of the College's clinical or practicum site partners will not be met. Positive results may inhibit successful completion of the clinical or practicum component and prevent completion of the program.

ASSOCIATED COSTS IN ADDITION TO TUITION

In addition to the considerable intellectual and emotional investment made, each student will also incur financial expenses. The basic college expenses for tuition, vehicle registration for on-campus parking and application for graduation are outlined in the college catalog. Additional expenses include the expense of traveling to the college and to assigned clinical facilities. A few of these facilities may charge a fee for parking. Each student is responsible for the costs including transportation, additional medical requirements, drug screens, parking, uniforms, etc. that are related to clinical education.

GENERAL INFORMATION

While some of our students in the past have been able to work part-time, your priority while in the program must be completing the requirements of the program. Clinical and classes will not be arranged around a work schedule. You are advised that some of the classes may meet in the evening and some of the clinical sites may expect you to be present on the weekends. You must be present based on the schedule that is assigned by the clinical site or the PTA Program.

You are required to practice all techniques on a laboratory partner before using the techniques to treat patients. You are also required to serve as the simulated patient for other students. Just as you will be expected to protect the dignity of your patients, your dignity will be protected during laboratory practice. Just as it is necessary to expose portions of a patient's body for effective treatment, you will need to expose portions of your body during laboratory sessions. All non-invasive procedures will be practiced in the laboratory. If you have any questions concerning these procedures, please discuss them with the Program Director prior to entering the program.

Students are required to complete a minimum of 15 weeks of full-time clinical education. Students must commute at their expense up to 80 miles (each way) from their home or the college, whichever is further.

Our mission is to graduate generalist Physical Therapist Assistants. In order to graduate, the student must complete all PTA courses with a grade of (75%) "C" or better. Since the program does not allow time to repeat a course, a student with less than a (< 75%) "C" in any course will be dismissed from the Program.

In order to practice as a Physical Therapist Assistant, the individual must complete the licensure requirements of each state in which he/she wishes to practice. Currently, due to legal requirements, the first licensure exam available to students graduating from the VSCC PTA Program is in April. Graduation from a Physical Therapist Assistant Program does not guarantee the right to practice.

The program has determined that its curriculum meets the state educational requirements for licensure or certification in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands secondary to its accreditation by the Commission on Accreditation in Physical Therapy Education, based on the following:

CAPTE accreditation of a physical therapist assistant program satisfies state educational requirements in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. Thus, students graduating from CAPTE-accredited physical therapist assistant programs are eligible to take the National Physical Therapy Examination and apply for licensure in all states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. For more information regarding state qualifications and licensure requirements, refer to the Federation of State Boards of Physical Therapy website at <https://www.fsbpt.org>

Employment opportunities in Physical Therapy are dependent on federal and state policies and on the recognition of Physical Therapy by insurance companies. While the number of PTA positions open to new graduates has remained high over the last several years, no graduate is guaranteed employment.

I certify that I have read and understand the above information.

Signature: _____ Date: _____

A signed copy of this memorandum (PROGRAM COPY) must accompany your screening application.

Mail completed application to:

VOLUNTEER STATE COMMUNITY COLLEGE
Division of Health Sciences
Physical Therapist Assistant Program
1480 Nashville Pike, Bldg. 100, Room 101-B
Gallatin, Tennessee 37066

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I certify that I have read and understand the above information.

Signature: _____ Date: _____

A signed copy of this memorandum (PROGRAM COPY) must accompany your screening application.

Mail completed application to:

VOLUNTEER STATE COMMUNITY COLLEGE
Division of Health Sciences
Physical Therapist Assistant Program
1480 Nashville Pike, Bldg. 100, Room 101-B
Gallatin, Tennessee 37066

NOTICE TO PTA PROGRAM APPLICANTS (PROGRAM COPY)

The size of the 2023-2024 class is limited by several factors including: the number of spaces available for clinical training, the predicted number of positions available in the health care industry for graduates, and enrollment limitations imposed by accreditation agencies. Admission to the program is based on several factors including successful completion of the admission requirements and interviews with an admissions committee of professionals in the appropriate field. A minimum GPA of 3.00 of general education and prerequisite courses is currently required for a student to be eligible for an interview.

Clinical assignments are the responsibility of the academic faculty. While the student's concerns may be considered, the final placement decision rests with the academic faculty. All students must complete internships in a variety of settings to meet competencies determined by the academic and clinical faculty. Specialization is not an option in an entry-level program. In order to complete the program, all students must successfully complete a total of 15 weeks of full-time clinical work which takes place in three 5-week periods required throughout the curriculum. Clinical education must be completed where assigned, or the student must withdraw from the program.

Students may be placed up to 80 miles from VSCC, or 80 miles from their home, whichever is farther. Inability to commute, to drive in city traffic, or to arrange for childcare is not an adequate reason to refuse placement. Students should anticipate one or more placements at a considerable distance. Some students may be assigned to facilities that are too distant for commuting (beyond 80 miles from home or campus). Those placements will be voluntary.

Drug screening may be required prior to the beginning of each clinical rotation. Students participating in clinical training in area hospitals and related clinics must provide evidence of having passed a 10-panel urine drug screen prior to participating in clinical or practicum experiences. Find out more information about the screening procedures and locations. The cost of the screening is the responsibility of the student.

All students will be required to complete a criminal background check upon formal acceptance in the PTA program. The results of the background check will be forwarded to the Health Sciences Administrative Staff at Vol State. Please review our Background Check Requirements and steps on how to get your results submitted. More than one background check may be required. **DO NOT COMPLETE THE STUDENT BACKGROUND CHECK PROCESS NOW!** Due to time requirements, a background check completed in advance may not be accepted. If you are admitted to the PTA Program, you will be advised of the appropriate process related to background checks with your admission letter. You should begin the process within 24 hours of receiving the acceptance letter.

I CERTIFY THAT I UNDERSTAND AND HAVE BEEN PROVIDED A COPY OF THIS DOCUMENT. I CHOOSE TO APPLY TO THE PTA PROGRAM AND WILL ABIDE BY THE ABOVE.

SIGNATURE: _____ **DATE:** _____

NOTICE TO PTA PROGRAM APPLICANTS (STUDENT COPY)

The size of the 2023-2024 class is limited by several factors including: the number of spaces available for clinical training, the predicted number of positions available in the health care industry for graduates, and enrollment limitations imposed by accreditation agencies. Admission to the program is based on several factors including successful completion of the admission requirements and interviews with an admissions committee of professionals in the appropriate field. A minimum GPA of 3.00 of general education and prerequisite courses is currently required for a student to be eligible for an interview.

Clinical assignments are the responsibility of the academic faculty. While the student's concerns may be considered, the final placement decision rests with the academic faculty. All students must complete internships in a variety of settings to meet competencies determined by the academic and clinical faculty. Specialization is not an option in an entry-level program. In order to complete the program, all students must successfully complete a total of 15 weeks of full-time clinical work which takes place in three 5-week periods required throughout the curriculum. Clinical education must be completed where assigned, or the student must withdraw from the program.

Students may be placed up to 80 miles from VSCC, or 80 miles from their home, whichever is farther. Inability to commute, to drive in city traffic, or to arrange for childcare is not an adequate reason to refuse placement. Students should anticipate one or more placements at a considerable distance. Some students may be assigned to facilities that are too distant for commuting (beyond 80 miles from home or campus). Those placements will be voluntary.

Drug screening may be required prior to the beginning of each clinical rotation. Students participating in clinical training in area hospitals and related clinics must provide evidence of having passed a 10-panel urine drug screen prior to participating in clinical or practicum experiences. Find out more information about the screening procedures and locations. The cost of the screening is the responsibility of the student.

All students will be required to complete a criminal background check upon formal acceptance in the PTA program. The results of the background check will be forwarded to the Health Sciences Administrative Staff at Vol State. Please review our Background Check Requirements and steps on how to get your results submitted. More than one background check may be required. **DO NOT COMPLETE THE STUDENT BACKGROUND CHECK PROCESS NOW!** Due to time requirements, a background check completed in advance may not be accepted. If you are admitted to the PTA Program, you will be advised of the appropriate process related to background checks with your admission letter. You should begin the process within 24 hours of receiving the acceptance letter.

I CERTIFY THAT I UNDERSTAND AND HAVE BEEN PROVIDED A COPY OF THIS DOCUMENT. I CHOOSE TO APPLY TO THE PTA PROGRAM AND WILL ABIDE BY THE ABOVE.

SIGNATURE: _____ **DATE:** _____

VOLUNTEER STATE COMMUNITY COLLEGE
Division of Health Sciences
Physical Therapist Assistant Program
1480 Nashville Pike, Bldg. 100, Room 101-B Gallatin, Tennessee 37066

SCREENING APPLICATION
2023 – 2024

Name: _____

V number: _____

Mailing Address: _____

Home Address: _____

VSCC Email address: _____

Other email address: _____

Telephone number where you can most often be reached: _____

Person to be notified in case of an emergency: Relationship: _____

Name: _____

Address: _____

Telephone: _____

I am applying for admission to the 2023-2024 class of the Physical Therapist Assistant Program. I realize admission is competitive and application does not guarantee admission. Since practice as a Physical Therapist Assistant is governed by the licensure regulations of each state, I recognize that graduation from the PTA Program does not guarantee the right to practice. If admitted, I agree to abide by all Program regulations.

Signature: _____ Date: _____

This application must be accompanied by signed copies of the enclosed Memorandum, the Notice to PTA Program Applicants, plus proof of health insurance or a statement of willingness to obtain insurance.

The completed application must be in the office of the PTA Program Director by 4:00 pm on March 20, 2023 at the below address. Mail completed application to:

VOLUNTEER STATE COMMUNITY COLLEGE
Division of Health Sciences
Physical Therapist Assistant Program
1480 Nashville Pike, Bldg. 100, Room 101-B
Gallatin, Tennessee 37066

Background Check Review Procedures for Currently Enrolled Students

All students will be required to complete a criminal background check upon formal acceptance in the PTA program. The results of the background check will be forwarded to the Health Sciences Administrative Staff at Vol State. Please review our [Background Check Requirements](#) and steps on how to get your results submitted. More than one background check may be required.

Students seeking enrollment in the Health Sciences Programs requiring participation in clinical training in area hospitals and related clinics must provide evidence of having passed a 10-panel urine drug screen prior to participating in clinical or practicum experiences. [Find out more information](#) about the screening procedures and locations. More than one drug screen may be required.

In an effort to comply with the recommendations of the Joint Commission on Accreditation of Healthcare Organizations, the majority of the major healthcare facilities and agencies utilized by the College for clinical training require that each student undergo a background check and a urine drug screening. The background check and urine drug screen are performed at the student's expense. Specific details regarding the background check and urine drug screen are given to students after conditional acceptance into the program has been earned.

II 05 01 STUDENT BACKGROUND CHECKS

Volunteer State Community College offers academic programs of study which may include a requirement to complete certain clinical or practicum experiences in order to successfully complete that academic program. Frequently, the College's clinical or practicum site partners require a student background check for participation in clinical or practicum experiences. The specific requirements and processes related to student background checks may vary between partner sites. Each Academic Division should maintain and communicate updated information relating to these clinical/practicum site requirements for their programs in their offices as well as on program websites and in program handbooks. Students should contact the program director and/or Division Dean for additional information.

Required background check standards for student participation in a clinical or practicum at a partner site are determined by the clinical/practicum site partner. Students will be notified when a student background check result does not meet partner site standards. If a background check issue cannot be resolved to the partner site's satisfaction, the student will be notified of the impact that the inability to participate at a particular clinical/practicum site may have on their ability to successfully complete the academic program.

VSCC Source: August 22, 2005, President; August 17, 2011, President; February 10, 2015, President; January 22, 2020, President; August 9, 2021, President's Cabinet

Updated 12-2022