

**Lake Washington Institute of Technology**  
**FALL 2022**  
**Physical Therapist Assistant AAS**

**Supporting Information for the Application Process**

**INTRODUCTION**

Admission criteria for the Physical Therapist Assistant (PTA) program reflects an approach that includes the student's prerequisite grades, recommendations, observations, prepared essay and an on-campus essay.

**ACCREDITATION**

The Physical Therapist Assistant program at Lake Washington Institute of Technology 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](mailto:accreditation@apta.org)

Website: [CAPTEonline.org](http://CAPTEonline.org)

**ADMISSION**

Admission to the PTA program has admission requirements beyond those necessary for general admission to the college. Students are admitted annually to the PTA Program. To be considered for admission, applicants must complete prerequisite courses and meet program entry requirements. Acceptance into the PTA program is competitive. Meeting minimum requirements does NOT guarantee acceptance into the program.

**IMPORTANT DATES**

<b>Description</b>	<b>For Fall 2022 Program Start</b>
<b><u>Preferred Application Deadline</u></b> Prerequisites must be completed or in progress (see p. 2)	<b>April 29, 2022</b>
Invitations <b><u>emailed</u></b> to write on-site essay (top 40 applicants); Decline letters emailed to applicants	<b>May 16, 2022</b>
On-site essay date	<b>May 23, 2022</b>
Admissions decision notification emails: <i>Letters will be emailed to the 40 on-site essay applicants</i>	<b>May 27, 2022</b>
Accept/Decline offer of admission form returned	<b>June 6, 2022</b>
First Day of Fall Quarter 2022	<b>September 26, 2022</b>

\*Additional qualified applications may be accepted on a rolling basis until the program is filled; early applications are encouraged.

## **APPLICANTS**

### **STEP 1**

Apply for admission to Lake Washington Institute of Technology and receive a Student ID number (SID) if you have not already done so. Applications may be obtained from the Enrollment Services Office, or by applying online. Go to [lwtech.edu/admissions](http://lwtech.edu/admissions).

### **STEP 2**

Attend a Physical Therapist Assistant information session or complete one online. Session dates are listed under the Physical Therapist Assistant link at [www.lwtech.edu/pta](http://www.lwtech.edu/pta).

### **STEP 3**

After completing all prerequisites and other application requirements, fill out the PTACAS online application. To learn more about PTA-CAS, please visit the [PTA-CAS website](#).

The dates, procedures, and requirements stated herein are subject to change. To request disability accommodations in the application process, contact Disability Support Services: (425) 739-8300 Fax: (425) 739-8275 [dssinfo@lwtech.edu](mailto:dssinfo@lwtech.edu)

## **PROGRAM ADMISSION REQUIREMENTS**

Generally, applicants must complete all of the following to be considered for the Physical Therapist Assistant AAS Program:

### **LWTECH SELECTIVE ADMISSIONS RELATED REQUIREMENTS**

- Be admitted to LWTech
- Determine that all science courses are no older than 10 years
- Minimum grade for transfer and completion of courses is 2.0
- Provide official transcripts pertaining to prerequisite courses used toward this application
- Have international transcripts translated & assessed by agency pertaining to prerequisites used towards this application

### **PHYSICAL THERAPIST ASSISTANT AAS – SPECIFIC REQUIREMENTS**

- Indicate where and when you received a high school diploma or equivalent OR indicate concurrent enrollment in LWTech High School Programs
- Provide copy of certificate (upload to PTACAS): HIV/AIDS 7-hour training
- Submit three evaluation forms to PTACAS:
  - One from a faculty member,
  - One from either an employer, a coworker, faculty, advisor, or counselor and
  - One from a PTA or PTA that you completed clinical observation hours with
- Submit a prepared essay through PTACAS
- Submit log of observation/volunteer hours into PTCAS and method for verification
  - Observation hour verification options are listed within the PTACAS system
- Submit reflection on inpatient/pediatric physical therapy videos (links in PTACAS system)

- Submit technical standards agreement within PTACAS application
- Meet or exceed a cumulative GPA (average grade) of 3.0 in the following prerequisite courses:
  - ENG&101 or 102
  - BIOL&241 (science no older than 10 years)
  - PSYC& 100 OR 200
  - The grade in each individual course must be a 2.0 or higher
  - Please see pages 6-7 for more details on calculating prerequisite GPA
- The following courses may be in progress at the time of application:
  - CMST& 220 or 230
  - MATH&146
  - These courses must be completed by the end of Spring Quarter 2022 for the preferred application deadline. If a rolling deadline is offered, these must be completed by the end of Summer Quarter 2022 for rolling admission.
  - The grade in each course must be a 2.0 or higher.

## SELECTION CRITERIA

Prerequisite courses and admission requirements not mentioned in calculation below are still required for your application to be considered complete.

### Stage I Criteria Selection

Maximum Criteria Points	Criteria for Selection
Up to 30 points	Three Evaluations See page 4
Up to 25 points	Prepared Essay (Submitted with application) See page 4
Up to 15 points	Written reflection of inpatient and pediatric videos See page 5
<b>70 points possible</b>	<b>After Stage 1 of the Application Review Process</b>

### Stage II Criteria Selection

Maximum Criteria Points	Criteria for Selection
5 points	Optional Completion of BIO&L 242 See p. 8 for details
Up to 25 points	On-Campus Essay (if among the 40 selected candidates)
<b>100 total points possible</b>	<b>After Stage 2 of the Application Review Process</b>

## MINIMUM STANDARDS FOR EVALUATIONS, ESSAYS, AND OBSERVATIONS / REFLECTIONS

The PTA program is looking for well-rounded candidates who have cultivated skills that are foundational for working in Physical Therapy. Minimum standards must be met in each of these categories. Applicants will be assigned based upon the quality of their submitted materials.

**\*Exceptions may be made in exceptional circumstances. Please see further information on page 8 of this document**

### EVALUATION COMPLETION

When you review the online application available through PTACAS, you will see that it contains forms required as part of a complete application. The following tips will assist you in submitting complete forms:

*Minimum Standard: Evaluations:* Should reflect the required cognitive, communication, and behavioral skills needed for success in working in physical therapy. Three evaluations are required

- **One evaluation must come from a college or university faculty member that has actually taught you in the classroom.**
- **One evaluation can be from another faculty member, co-worker, advisor, or counselor.**
- **One evaluation must come from the Physical Therapist or Physical Therapist Assistant from the facility where the observation hours were completed.**
- The intent of these evaluation forms is that they be professional recommendation as if you were applying for a job. Evaluations from individuals who do not meet these criteria will not be considered. Failure to follow these instructions could result in your application being considered incomplete or loss of points. **There are no time limits on evaluations.**

### APPLICANT ESSAY

*Minimum Standard:* Essays should show effective communication skills consistent with work in physical therapy. Prepared and onsite essays are evaluated on content, clarity of message, grammar, and spelling.

Prepared Essay Question:

- Describe the skills and resources you used to resolve or overcome a challenging circumstance, obstacle, or conflict in your life. What did you learn from this experience and how will that knowledge support your success in the physical therapist assistant program at LWTech?

Your essay must:

- Be typed
- Address all parts of the question
- Be no more than 5000 characters

Essays are scored based upon (1) relevant content (2) clarity of message (3) grammar (4) spelling.

## PTA CLINICAL OBSERVATION/WORK EXPERIENCE REQUIREMENT

*Minimum Standard:* Observation forms which meet the minimum standards as described in the instructions provided in the document and reflect responsibility, professionalism, and a commitment to learning.

- You must complete observations of a Physical Therapist or Physical Therapist Assistant in an outpatient setting for a total of **15 hours**
- NEW for 2021-22: Details about observation hours must be logged in your PTACAS application
- NEW for 2021-22: Observation hours that you enter into your PTACAS application must be verified by the PT/PTA supervisor for each facility where you observe. You may choose electronic verification or upload a signed document. Verification choice details are in PTACAS. An Observation Verification form option is included at the end of this packet.
- Outpatient clinic, sports medicine clinic and Health and Wellness facilities are considered outpatient settings.
- In place of required inpatient/pediatric observation hours, the videos for the reflection are representative of both inpatient and pediatric physical therapy practice. (Refer to section below “APPLICANT REFLECTION” for more information about the videos and reflections)

### APPLICANT REFLECTION

In place of requiring inpatient and/or pediatric observation/work hours, the linked videos (below) must be watched and the reflection prompt must be completed. These videos are representative of both inpatient and pediatric physical therapy practice.

*Minimum Standard:* Reflection should exhibit effective communication skills consistent with work in physical therapy. Written work is evaluated on content, clarity of message, grammar, and spelling.

- Watch the following videos of Pediatric and Acute Care Physical Therapy Practice then answer the reflection question.
  - [Link to Pediatric patient video](#)
  - [Link to ICU to Discharge patient video](#)
- REFLECTION QUESTION: Based on your in-person observation and what you observed in the videos, how are the settings similar and how are they different?

## DETERMINING YOUR CUMULATIVE GPA

To tabulate your cumulative GPA, first:

- Convert any *semester credits* by multiplying them by 1.5
- Convert any *letter grades to numerical grades* by using the table provided

Grade	GPA Score
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C- and below	will not be considered

Then:

- Enter all course information along with numerical grades and credit hours in the columns below.
- Multiply each course's credits by its numerical grade. This will give you the "grade points". Enter that number in the last column.
- When you have completed entries for all courses, add all numbers in the Credits column and enter the total. Then add all the numbers in the Grade Points column and enter the total.
- When you have the completed entries for all courses, add all numbers in the Credits column and enter the total.
- Divide total Grade Points by total credits. This is your cumulative GPA.
- Use the following table to tabulate your total points prior to application.

## UNOFFICIAL GPA TABULATION

### Pre-Requisite GPA

Total Grade Points ___ ÷ Total Credits _____ =
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(2.0+ in each prerequisite course with a cumulative GPA of 3.0+)

Required courses at time of application

Required Courses- Course	Credits	Grade	Grade Pts
*BIOL& 241 – A&P I			
ENGL& 101 or ENGL&102			
PSYC& 100 or 200			
<b>Total</b>		<b>Total</b>	

Classes that can be in progress:

Course Number/Title	Credits	Grade
Math& 146		
CMST& 220 or CMST& 230 Must be an <b>oral</b> communications course		

\*Note for class planning purposes: Many colleges, including LWTech, require BIOL& 160 (General Biology I with lab) as a prerequisite for BIOL& 241. BIOL& 160 is not tabulated in the cumulative GPA.

The “Unofficial GPA Tabulation Form” represents your unofficial GPA prior to final scoring. Your official GPA will be calculated and verified by the Admissions Committee; Prerequisite cumulative GPA must be at least 3.0 to be eligible to apply.

## REQUEST FOR GPA EXCEPTION

NOTE: This section only needs to be completed by those applicants who do not meet the 3.0 cumulative GPA.

LWTech recognizes and values that students come to us with many experiences and sometimes these experiences may meet the threshold for GPA exception. If you believe that you have an exceptional circumstance that led to your GPA being below the required cumulative GPA of 3.0 in the prerequisite courses of ENGL& 101 or 102; BIOL& 241; PSYC& 100 or 200, **please submit a one-page typed document answering the following:**

- Describe the experience or circumstance
- Describe the impact this experience had on your GPA
- Describe how you will be successful in the PTA program if you are selected
- This document must be submitted with your application.

## SELECTION TO COHORT

Applicants are initially categorized as qualified or not qualified based upon meeting grade requirements and course completion:

- 3.0+ cumulative GPA for the three prerequisite courses
- 2.0+ in each prerequisite course
- Grades may be used to rank candidates later in the review process in the event of otherwise equally qualified candidates

The top 40 candidates will be identified based on total point derived from observations, prepared essay and recommendations. These candidates will be notified by email to attend a mandatory on-campus essay. Applicants not in the top 40 will receive an email notification.

The on-campus essay will be evaluated and considered together with the recommendation forms, prepared essay, and observation forms. At the end of this process, up to 20 qualified applicants will be offered admission into the PTA program. An Alternate List may be compiled for each program year. This will be assessed annually and is not a guarantee that an Alternate List will exist. It is not possible for the admissions office to notify applicants of missing materials or respond to applicant inquiries as to the status of their application.

## **OPTIONAL COMPLETION OF BIOL& 242 (ANATOMY & PHYSIOLOGY II)**

Five points will be awarded for either prior completion of BIOL& 242 or if BIOL& 242 is in progress during Spring Quarter 2022 with a minimum grade of 2.0.

### **APPLICATION SIGNATURES**

In signing forms and/or answering required questions in the PTACAS application, you will be certifying that to the best of your knowledge the statements made are complete and true. This means that failure to disclose and submit official transcripts from all schools, colleges, or universities attended and/or failure to disclose and submit complete and accurate information may result in the denial of admission or subsequent dismissal from the Lake Washington Institute of Technology PTA Program. Your application to the PTA program will be considered incomplete without the required signatures/questions.

### **LWTECH POLICY STATEMENTS**

#### **Non-discrimination policy:**

Lake Washington Institute of Technology does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, gender, marital status, genetic information, disability, or status as a disabled or Vietnam era veteran. Response or non-response to any of the questions listed as voluntary in this application will not affect your consideration for admission.

#### **Use of the Social Security Number (SSN):**

To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will use your SSN/ITIN to report Hope Scholarship/Life Time Tax Credit, to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN/ITIN, you will not be denied access to the college; however, you may be subject to civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S-1(e) (4) for more information). Pursuant to state law (RCW 28B.10.042) and federal law (Family Educational Rights and Privacy Act), the college will protect your SSN from unauthorized use and/or disclosure.

### **CONTACT INFORMATION FOR QUESTIONS**

**Advising Office:** (425) 739-8300

[lwtech.edu/admissions/advising](http://lwtech.edu/admissions/advising)

[advising@lwtech.edu](mailto:advising@lwtech.edu)

[selective.admission@lwtech.edu](mailto:selective.admission@lwtech.edu)

**Financial Aid:** (425) 739-8106

[lwtech.edu/financialaid](http://lwtech.edu/financialaid)

[financialaid@lwtech.edu](mailto:financialaid@lwtech.edu)

## FUNDING

**Financial Aid: All students are strongly encouraged to apply for financial aid by filling out the FAFSA (Free Application for Federal Student Aid). Applying for financial aid may give you access to:**

- Federal, state, or institutional grants (money you do not need to pay back);
- Work study (money you earn while working on campus); or Loans (money you do need to pay back)
- The application is also required for many types of scholarships or funding through our Workforce Development office. Even if you already have a bachelor's degree you may still qualify for loans.

For more information and assistance in completing the application, please see: [lwtech.edu/financialaid](http://lwtech.edu/financialaid)

## ADDITIONAL PTA PROGRAM INFORMATION

### Documentation for Clinical Affiliation Participation

Additional documentation is required for PTA Program students to participate in community- based clinical affiliations which are required for completion of the PTA Program, and application for PTA licensure.

Documentation may include but is not limited to:

- Tuberculosis screening
- Verification of Immunizations, including COVID-19
- Background Check
- HIV/AIDS 7hr Training Certificate
- Drug Screening
- HIPAA Training (included in PTA coursework)
- Current CPR for Healthcare Providers Card (must include AED training)
- Current First Aid Card

## **BACKGROUND CHECK**

Each successful PTA applicant is required to complete a background check. Fees for this online service vary depending on the number of places in which the student has resided within the past 7 years. If a criminal background check for a particular student shows a “less than satisfactory” rating, clinical facilities may deny access to that student. While entrance to the PTA program may not be denied because of such a rating, without access to the clinical facilities such a student will not be able to satisfactorily complete the PTA program and will be so advised. Throughout the program, PTA students may be asked to complete and sign a form which asks for confirmation of the student’s past and present criminal history. In addition, licensure as a PTA in the state of Washington required a background check. The Washington State Department of Health has the ability to deny PTA licensure based upon criminal history.

## **CLINICAL AFFILIATIONS**

Students are allowed to participate only in clinical affiliations with which Lake Washington Institute of Technology has a signed agreement. Clinical affiliation experiences for the LWTech PTA Program are generally located in clinics and facilities throughout the Puget Sound region including Seattle, Tacoma, Everett, Marysville, and Bellingham. Some experiences beyond this region may be available. Students are responsible for arranging their own travel to and from all clinical affiliations. When affiliations occur in the program, they are full-time (40hrs/wk) with the schedule set by the supervising clinical instructor.

## **BOARD EXAM AND LICENSING**

In order to work as a Physical Therapist Assistant in Washington State and other states throughout the United States, graduates of a PTA program must pass the National Physical Therapy Exam (NPTE) and apply for state licensure. Graduates of the LWTech PTA program are eligible to take the licensing exam.

- Limits and age requirements for taking the NPTE
- There are limits to the number of times a candidate can fail the test
- For more details on the requirements for the [NPTE see their website: fsbpt.org/SecondaryPages/ExamCandidates/NationalExam%28NPTE%29/EligibilityRequirements.aspx](https://www.fsbpt.org/SecondaryPages/ExamCandidates/NationalExam%28NPTE%29/EligibilityRequirements.aspx)

# LWTech PTA Physical Therapy Clinical Observation Verification Form

**Applicant:** You must have your PT observation hours verified to have your application considered complete.

1. You may choose to have PTACAS send an electronic version of your submitted hours to your PT/PTA supervisor for verification. If you choose this option for verifying hours, you do not need an additional form.
2. OR – you may choose to upload a form signed by your PT/PTA supervisor verifying your hours.
  - a. You may use this form or a form/page that includes all of the content of this form
  - b. To verify Clinical Observation experiences at more than one location, please provide a copy of a form (or have the verification sent electronically) to each supervisor at each physical therapy facility.
  - c. Once you have a paper Verification form signed, scan or otherwise upload an electronic version of this signed form to your PTACAS application in the Supplemental Information – Observation Hours section.

**Clinician:** The person is applying to the Lake Washington Institute of Technology Physical Therapist Assistant Program. Applicants must verify the hours of their observation or work experience in a physical therapy setting. Please verify applicant’s hours, sign and return this form to the applicant, so they are able to upload this signed form to their online PTACAS application. This applicant will not be considered for the Physical Therapist Assistant Program until this form is returned to the applicant and the applicant uploads the form to the online system. Thank you!

<b>Applicant Name (First and Last):</b>	
<b>Physical Therapy Facility Name:</b>	
<b>Type of Facility:</b>	
<b>Observation/Work/Volunteering Start Date:</b>	
<b>Observation/Work/Volunteering End Date:</b>	
<b>Total hours completed:</b>	
<b>Supervising Clinician Name: (First and Last)</b>	
<b>Clinician/Facility Phone:</b>	
<b>Clinician Email:</b>	
<b>Type of license (circle one):</b>	PT / PTA
<b>License Number:</b>	
<b>License State:</b>	
<b>Clinician Signature:</b>	
<b>Date Signed:</b>	