

Dear Prospective Student:

Thank you for your interest in the Physical Therapist Assistant Program at Darton College.

Please note the PTA program has a selective admissions process, therefore due to the competitive nature of the selection process, careful preparation for application is highly recommended.

The PTA program admits one class of 24 students per year that begins each fall semester (mid-August). The deadline to apply is **June 1st** of the year you wish to enter the professional phase. The professional phase is completed over 4 semesters (16 months) with the student graduating the following fall semester (fall, spring, summer, fall).

The deadline for applying (June 1) occurs during the SUMMER semester prior to the FALL semester start date. If a student is enrolled in courses that will complete all requirements during the Summer Semester of the June 1 deadline, the student may submit the application with those required courses still in progress.

ADMISSION CRITERIA

To be considered for admission to the Physical Therapist Assistant program, the applicant must:

1. Be admitted to Darton College.

If you are not already a Darton College student, the first step is to apply to Darton College.

You may apply on-line at www.darton.edu/admin/admissions/

- A \$20 application fee is required at the time you apply to Darton College.
- DO NOT send the college application or required \$20 fee to the PTA Program. The two application processes are separate and no additional fee is required when submitting the PTA Program application.
- For transfer students: Official transcripts must be sent to the Darton College Registrar's Office and must be received by the June 1 deadline.

Please note that admission to the College **does not** ensure admission to the PTA program.

2. Complete the following requirements before applying to the PTA program.

- a. Must have a minimum cumulative grade point average of 3.0 or higher, **or** a 3.0 GPA for the last 40 credit hours completed.
- b. Must complete a minimum of 40 observational hours of work/volunteer experience in one or more physical therapy settings.
 - The hours must be documented and verified/signed by a physical therapist or physical therapist assistant.
 - You may submit any documentation form from the facility or utilize the **Observational Hours Form** located within the application packet.
- c. At least one recommendation form must be completed by a PT or PTA. The required **Recommendation Form** is located within the application packet and may be photocopied for additional recommendations.

d. Prerequisite coursework is required.

- It is highly recommended that ALL prerequisite coursework be completed prior to admission; however, an applicant may be accepted with three specific prerequisite courses remaining. The three prerequisite courses that may be taken after acceptance into the program and along with a full load of PTA program classes are ENGL1102, HIST2111 or HIST2112, and POLS1101.
- Due to the heavy nature of PTA coursework, only one course in addition to the PTA course load is allowed per semester of the professional phase.
- All prerequisite coursework must be completed with a grade of C or higher.

Course Number	Prerequisite Coursework	Credit Hours
ENGL 1101	English Composition I	3
ENGL 1102	English Composition II	3
MATH 1111	College Algebra or higher math (MATH 1112, 1113, etc)	3
PSYC 1101	General Psychology	3
POLS 1101	American Government	3
ALHE 1120	Medical Terminology	1
COMM 1110	Public Speaking is preferred; however, other oral communication courses may substitute. (COMM: 1100, 1111, 2105, or 2220)	3
HIST 2111 <u>or</u> HIST 2112	Choose only one history course. U.S. History through 1877 <u>or</u> U.S. History after 1877	3
BIOL2111K <u>&</u> 2112K <u>or</u> BIOL 1100K	Human Anatomy & Physiology I & II <u>or</u> Human Anatomy & Physiology for the Health Care Professional	4 & 4 <u>or</u> 4
<p><u>Please note:</u> BIOL 1100K is only offered at Darton College and may be taken in lieu of Anatomy & Physiology I & II; however, BIOL1100K will not transfer to another institution. Therefore, if you plan to continue your education after Darton College, we recommend completing the series of Anatomy & Physiology I & II.</p>		
<p>Elective course: <u>ONLY ONE</u> elective course is required from the list below:</p>		
BIOL 2115K	Essentials of Microbiology	4
CISM 2201	Fundamentals of Computer Applications	3
COMM ****	You may choose:1100*, 1111, 2105, or 2220	2*, 3
HLTH 1160	Community First Aid & Safety	2
<p>**Other health courses may be acceptable, but no additional PEs.</p>		
PHED 1105	Strength Training	2
PHED 1161	Fitness I (or Fitness II)	2
PHED2210	Sports Injury Prevention & Care	2
PSYC 2215	Human Growth & Development	3
PSYC 2225	Intro to Abnormal Psychology	3
PSYC 2266	Introduction to Social Psychology	3
SPAN 1050	Spanish for Health Care Professionals I	3

3. Submit the PTA application by the June 1 deadline.

Once the prerequisites are completed, the student must complete a Physical Therapist Assistant (PTA) Admission Application. It is the responsibility of the applicant to ensure all application material has been completed as directed and submitted by the deadline.

- Must include verification of a minimum of 40 observational hours.
- Must include at least one **Recommendation Form** from a PT or PTA.
- Must include a hand written essay explaining why you have chosen PTA as a career. (There is no required length for the essay.)
- Must include a completed **Prerequisite G.P.A. Form**. The form is located within the application packet.

SELECTION PROCESS

The PTA Selection Committee reviews and scores each application based on the following criteria: grade point averages (Cumulative G.P.A. and G.P.A. for all prerequisite coursework), the number of hours observed in one or more physical therapy settings, the hand written essay, the personal interview, and appropriate recommendations received.

Applications will be ranked and the top 50 applicants will be sent an invitation for a personal interview by the 3rd week of June. After completion of interviews, the top 24 applicants will be selected. Acceptance letters, as well as letters of regret, should be received no later than July 15. Darton College PTA program does not utilize a waiting list and those denied acceptance must reapply the following year.

PTA PROGRAM

After acceptance into the program, the student will complete the following coursework as noted below.

Fall Semester (13 credit hours)	
PTAS 1100 Introduction to Physical Therapy	3
PTAS 1110 Functional Anatomy & Kinesiology	4
PTAS 1115 Clinical Pathology	2
PTAS 1125 Physical Agents	4
Spring Semester (12 credit hours)	
PTAS 1105 Orientation to Patient Care Skills	3
PTAS 1121 Therapeutic Exercise I	4
PTAS 1130 Applied Neurology	3
PTAS 2010 Clinical Practicum I	2
Summer Semester (12 credit hours)	
PTAS 1122 Therapeutic Exercise for Special Populations	4
PTAS 1135 Seminar I for the PTA	2
PTAS 2050 Therapeutic Exercise II	3
PTAS 2100 Neurological Rehabilitation	3
Fall Semester (12 credit hours)	
PTAS 2020 Clinical Practicum II	5
PTAS 2025 Clinical Practicum III	5
PTAS 2200 Seminar II for the PTA	2

ABOUT THE PROGRAM

Mission: The mission of the PTA program is to graduate knowledgeable, competent, self-assured, adaptable, and service-oriented entry-level physical therapist assistants to meet the needs of the community, State, and profession.

Degree: Upon successful completion of the program, students will earn an Associate of Science degree and will be academically eligible for licensure by examination.

Accreditation: The PTA program is fully accredited by the Commission on Accreditation in Physical Therapy Education, 111 N. Fairfax Street, Alexandria, VA 22314 (703)706-3245.

Professional Scope of Service: The Physical Therapist Assistant (PTA) is an important member of the dynamic profession of physical therapy. PTAs are licensed health care providers working under the supervision of a Physical Therapist. PTAs use physical agents, rehabilitation techniques, therapeutic exercise, and patient education to help patients whose abilities have been impaired by an accident, illness, or disease. Ages treated include infants to geriatrics. Settings include acute care hospitals, rehabilitation, wound care and geriatric centers, community health (home health and the school systems), industry, sports medicine and outpatient clinics.

Career Outlook: Starting salaries for licensed PTA's in Southwest Georgia range from \$38,500 to \$48,000. Earning potential is higher, depending on career advancement.

LEGAL LIMITATIONS

Individuals who have been convicted of a felony may not be eligible for licensure. If convicted of a felony, it is recommended that you contact the Physical Therapy Board in the state where you plan to seek licensure to verify your eligibility for licensure. All students will be required to complete a national criminal background check prior to placement in clinical externships. Some clinical facilities may also require a drug screen prior to placement (students may be responsible for payment). The clinical affiliate determines whether a student can participate in the clinical rotation based upon the results of the background check and drug screen.

GEORGIA STATE BOARD OF PHYSICAL THERAPY www.sos.ga.gov/plb/pt/

FINANCIAL AID

Financial Aid is available for students who qualify. **Darton College**
Financial Aid Department
Building K, Room 111
Phone (229) 317-6746
Fax (229) 317-6607
www.darton.edu/admin/finaid/

Also, visit the **APTA (American Physical Therapy Association)** for information regarding scholarships and financial aid: www.apta.org

COST

Core Curriculum (Per Credit Hour)					
Hours	Resident Tuition/Fees	Non-Resident Tuition/Fees	Online Tuition/Fees	Program Fee	Textbooks
1	\$447.34	\$676.60	\$342	N/A	\$ variable
2	\$574.68	\$1,033.20	\$485	N/A	\$ variable
3	\$702.02	\$1,389.80	\$627	N/A	\$ variable
4	\$861.36	\$1,778.40	\$752	N/A	\$ variable
5	\$943.70	\$2,090.00	\$877	N/A	\$ variable
6	\$1,026.04	\$2,401.60	\$1,002	N/A	\$ variable
7	\$1,108.38	\$2,713.20	\$1,127	N/A	\$ variable
8	\$1,190.72	\$3,024.80	\$1,252	N/A	\$ variable
9	\$1,273.06	\$3,336.40	\$1,377	N/A	\$ variable
10	\$1,355.40	\$3,648.00	\$1,502	N/A	\$ variable
11	\$1,437.74	\$3,959.60	\$1,627	N/A	\$ variable
12	\$1,520.08	\$4,271.20	\$1,752	N/A	\$ variable
13	\$1,603.20	\$4,582.80	\$1,877	N/A	\$ variable
14	\$1,685.60	\$4,894.40	\$2,002	N/A	\$ variable
15	\$1,767.00	\$5,206.00	\$2,127	N/A	\$ variable

Physical Therapist Assistant Program (upon acceptance)					
Semester	Resident Tuition/Fees	Non-Resident Tuition	Online Tuition/Fees	Program Fee	Textbooks Prices may vary
Fall Semester	\$1,603.20	\$4,582.80	N/A	\$65	~\$436
Spring Semester	\$1,520.08	\$4,271.20	N/A	\$65	~\$285
Summer Semester	\$1,520.08	\$4,271.20	N/A	\$65	~\$245
Fall Semester	\$1,520.08	\$4,271.20	N/A	\$65	~\$0
Total	\$5,264	\$16,268	N/A	\$260	~\$966

*Students are responsible for immunizations, goniometer (~\$14), gait belt (~\$12), blood pressure cuff & stethoscope (~\$42), transportation & lodging on clinical rotations (if necessary), appropriate clinical attire, drug screen (if necessary), Student Clinical Rotation ID Badge (\$10), Graduation fee (\$35). It is also recommended to become a member of the American Physical Therapy Association, (dues \$75).

Licensure Expenses	
Upon graduation, the student may have some of the following expenses related to licensure. Licensing fees vary depending on the State in which the individual intends to work. All fees related to licensure are the student's responsibility.	
~\$75	Georgia Application for Licensing Fee (fees vary by state)
~\$35	Georgia Ethics & Jurisprudence Exam (not required for all States)
~\$25.60	Prometric Testing Center Fee to sit for the Ethics & Jurisprudence Exam
~\$370	National Physical Therapist Assistant Licensing Exam (not required for all States)
~\$55.60	Prometric Testing Center Fee to sit for the Licensing Exam
~\$561.20	Total

NON-DISCRIMINATION POLICY

Darton College, in compliance with Federal law, does not discriminate based on race, color, national origin, handicap, sex, religion, or age in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

The faculty of the Physical Therapist Assistant program acknowledges Section 504 of the Rehabilitation Act of 1973 and PL 103-336, The **Americans with Disabilities Act** and will consider for admission, progression, and graduation candidates who demonstrate the ability to perform the essential abilities listed below. These standards are admission guidelines and are subject to continuing revision and improvement.

Essential Abilities

Physical therapy education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills, professional attitudes, and appropriate behavior. As such, admission, progression, and graduation decisions will be based not only on candidates' scholastic accomplishments, but also on their physical and emotional capacities to meet the full requirements of the curriculum and to graduate as skilled and effective practitioners. The Associate of Science in Physical Therapist Assistant (PTA) degree awarded by Darton College certifies that the individual has acquired a broad base of knowledge, skills, and attitudes requisite for the practice of assistance in physical therapy.

In order to acquire the knowledge and skills to function independently in a broad variety of clinical situations and to render a wide spectrum of patient care, candidates for the Associate of Science degree must have abilities and skills in five areas: observation; communication; motor; conceptual (integrative and quantitative); and behavioral/social.

- **Observation.** The candidate must be able to observe lectures, demonstrations and experiments in basic and applied sciences, as well as in didactic courses in physical therapy theory and practice. In addition, the student must be able to sit quietly during class without distracting the instructor or other students. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation requires the functional use of the senses of vision, hearing, and palpation and is enhanced by the functional use of the sense of smell.
- **Communication.** The candidate must be able to speak, to hear, and to observe subjects in order to elicit information, describe changes in mood, activity, and posture, and perceive and accurately report nonverbal communications. The student must be able to read technical English rapidly and with comprehension, communicate with instructors, peers and other members of the health care team by means of both spoken and written English using reasonable grammar and syntax in both immediate and recorded modes.
- **Motor.** Candidates should have sufficient motor function to elicit information from subjects by palpation, auscultation, percussion, manual positioning of body segments and other procedural interventions. A candidate should be able to do basic screening (physiological measures such as vital signs), assessment procedures (palpation, manual muscle testing, goniometry, gait analysis, balance assessment). A candidate should be able to execute motor movements reasonably required to provide general care and emergency treatment. Examples of emergency treatment reasonably required of physical therapist assistants are cardiopulmonary resuscitation, and application of pressure to stop bleeding. Additionally, candidates must be able to perform wound care and other physical therapy intervention maneuvers, where such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the proprioceptive senses.
- **Conceptual. (Integrative and Quantitative).** These abilities include measurement, calculation, reasoning, analysis, synthesis, and retention of complex information. Problem solving and implementation of the plan of care, the critical skill demanded of physical therapist assistants, requires all of these intellectual abilities. In

addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

- ***Behavioral/Social.*** Candidates must possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the physical therapist's evaluation, diagnosis, and intervention, as well as the development of mature, sensitive, and effective therapeutic relationships. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the educational process as well as the clinical care of patients. Accountability, altruism, compassion, excellence, integrity, professional duty, and social responsibility are all personal qualities that are assessed during the admissions and education processes.

FREQUENTLY ASKED QUESTIONS

“How do I go about getting the required observational hours?”

All applicants must complete a minimum of 40 hours of clinical observation by JUNE 1st in any type of physical therapy setting such as a hospital, skilled nursing facility, out-patient facility, etc. This requirement is designed to give the applicant a better understanding of the role of the physical therapist assistant. Applicants who currently work in a physical therapy setting may complete all hours at that facility, however, they must be directly under the PT or PTA observing patient care and not part of the secretarial staff.

This is not a service performed by the college; the applicant must independently seek out a physical therapy setting and speak with the appropriate staff/personnel regarding observational hours. There are many physical therapy providers to choose from, check out your local yellow pages. Call clinical sites in your area; explain that you are applying to a PTA Program and that you would like to observe either a PT or a PTA at their facility.

“Can I work and still go thru the program?”

It is possible for a student to work part-time while in the program, however it is not advised due to the intense nature of the program. Each semester, the student will carry a full load and a grade of 75 or higher must be achieved in order to pass each class. This along with the clinical work that is off-campus (possibly out of town) will not be changed to accommodate a work schedule. Depending on the instructor – you may have to meet in the evenings rather than earlier in the day.

“What are the typical hours while in the program?”

The PTA program classes are full-time and vary on days and times each semester. During the first 3 semesters of the technical program, expect to be in class Monday thru Thursday (some Fridays) 8+ hours per day. Typical hours during the first 3 semesters vary and may start as early as 9:00am and end as early as 5:00pm or as late as 9:00pm. Times vary per semester, however the last semester the student must attend off-campus clinical rotations that require Monday thru Friday, 40 hours per week for 14 weeks.

“Can I be guaranteed that all of my clinical rotation sites will be in my hometown?”

Unfortunately, the answer is no. Each student will have 3 clinical rotations. The first clinical experience will occur during the Spring Semester, once a week for six Fridays. The last two are two 7-week clinical rotations completed in the Fall Semester prior to graduation. Because of the limited availability of sites that are in town, we cannot guarantee one student over another that you will not have to travel to complete the clinical rotations.

“Are the costs incurred during clinical rotations covered in our tuition?”

Again, the answer is no. Each student is obligated to cover the expenses out of pocket. However, the clinical coordinator will work with each student on an individual basis to try to place the student in an area that will require the least expense. (i.e. This may be in a town where the individual has relatives or friends and the cost would be minimal to the student)

“How long is the program?”

The degree is designed to be completed in 2 years. If the student has already completed the pre-requisite coursework while at Darton or another institution, the professional phase of the PTA coursework can be completed in 16 months; however, this varies based on the individual student due to the length of time to complete all necessary coursework prior to applying. Once accepted into the PTA program, 4 semesters (16 months) of the

professional phase beginning Fall of every year and ending the following Fall Semester for graduation in December must be taken in sequence.

“I already have a degree; do I have to complete all of the prerequisites?”

Yes, all of the prerequisites must be completed. Chances are, you have already completed most of the prerequisites, and those classes may be transferred into Darton College to count toward the degree. You may transfer credits from other institutions, but suitability for transfer will only be decided by the Registrar of Darton College. In order to determine if your previous college coursework is eligible for transfer, you must complete an application to become a student at Darton College (<http://www.darton.edu/admin/admissions/>) and have all of your previous coursework in the form of a transcript sent from the other institution to the Darton College Registrar. She will evaluate your transcripts and send you a letter indicating what is eligible and what is not.

“Do I have to take Anatomy & Physiology I & II or may I substitute those 2 courses with the one course offered from Darton College (Anatomy & Physiology for the Healthcare Professional)?”

Darton College does offer an acceptable substitution for the anatomy series, however, please note that we recommend the series over the one course. If you ever plan to continue your education after Darton College, the 2 course series is a must. The course is acceptable for the PTA Program, but it will not transfer out of Darton College to count toward any future degree at another institution.

“I want to eventually become a PT, but am I right in using the PTA program as a stepping-stone to achieving this goal.”

No, the PTA program is NOT a stepping-stone to PT school and seats in the Darton College PTA program are not used as such. Students wishing to become a Physical Therapist must first complete a 4-yr. B.S. degree and then apply for admission to a Doctoral-level Physical Therapy Program. Obtaining an Associate Degree in PTA first is neither necessary nor common.

In order to become a Physical Therapist, a student must complete a graduate level program in Physical Therapy. In Georgia, there are six institutions that offer a graduate degree in physical therapy: Armstrong Atlantic State University (Savannah), Emory University (Atlanta), Georgia State University (Atlanta), Medical College of Georgia (Augusta), Mercer University (Atlanta), and North Georgia College & State University (Dahlonega)

Acceptance into any professional program is on a selective/competitive basis. In order to apply for admission to those programs, you must first obtain a Baccalaureate Degree (4-year degree) of your choice. Logically, the degree of choice should include all or most of the pre-requisite (pre-PT) courses required by the respective program in which you intend to apply. For a more complete description of the pre-requisite requirements and application/selection process utilized by those programs, we encourage you to review the website of each PT Program in Georgia and contact those faculty advisors/instructors with questions.

Please be aware that the PTA Program at Darton College and the PT Programs in Georgia are in no way linked or affiliated. There is no “shortcut” toward achieving a degree in Physical Therapy. Additionally, please be aware that graduates of the Darton PTA Program are not given preference in the selection process for any PT Program and the journey to becoming a PT would be much longer.

“I have observed under an athletic trainer or other health professional. Can I include these hours and have them count toward the PTA observational hours?”

No, these hours are specifically designed to give the applicant a better understanding of the role of PTs and PTAs in patient care. Although the hours may assist the student in discerning between the path of physical therapy vs. other health care fields, no hours outside of physical therapy will count.

When is the deadline for application? June 1st of every year with a new class beginning each Fall Semester.

Where can I learn more about physical therapy? The American Physical Therapy Association (www.apta.org)



DARTON COLLEGE

Physical Therapist Assistant Program Application

*Photocopying is permitted.
Your ability to complete the application neatly, accurately, and thoroughly is important.

CONTACT INFORMATION

_____/_____/_____
Last Name First Name Middle Initial Preferred Name (if different) Date of Birth

Social Security # Student ID# E-mail

Current Street Address Apartment Number or P.O. Box

City State Zip

(_____) _____
Cellular Telephone

Permanent Street Address (if different) Apartment Number or P.O. Box

City State Zip

EDUCATIONAL BACKGROUND

High School Name City State Date Diploma Received

(1) College / University Name City State Did you receive a degree? Yes No

Dates Attended Degree & Major (if applicable)

(2) College / University Name City State Did you receive a degree? Yes No

Dates Attended Degree & Major (if applicable)

(3) College / University Name City State Did you receive a degree? Yes No

Dates Attended Degree & Major (if applicable)

G.P.A. (Grade Point Average)

Calculate your overall grade point average (**Cumulative G.P.A.**), as well as the PTA **Prerequisite G.P.A.** Please complete the **Prerequisite Form** to calculate your prerequisite grade point average and include the completed form with the application. You will also need to calculate your overall/cumulative G.P.A., which includes all coursework previously taken.

- If you have only attended one academic institution, your cumulative G.P.A. should already be calculated for you and located on your transcript/academic record.
- If you have attended more than one institution, you will need to use scratch paper to calculate all coursework from all institutions and total the cumulative G.P.A. by using the same formula provided on the pre-requisite form. Please include the totals below.

Prerequisite G.P.A. = _____ **Cumulative G.P.A.** = _____

Hand Written Essay

Please include a hand written essay explaining why you have chosen PTA as a career path and why you feel you deserve a seat in the class. (No specific length is required.)

Observational Hours & Recommendation/s

Each applicant is responsible for completing a minimum of 40 observational hours of work/volunteer/observational experience in one or more physical therapy settings.

The hours must be documented and verified/signed by a physical therapist (PT) or physical therapist assistant (PTA).

You may submit any documentation form from the facility or utilize the **Observational Hours Form** located within the application packet.

Please include the documentation of hours along with the application, as well as completing the boxes below with a specific number of hours at each facility and TOTAL number of hours accumulated. (If you have actually worked in a facility for 'X' number of month/years as a Physical Therapy Aide (not secretarial work), please check with Human Resources or the Payroll Department for your total **number** of hours accumulated. If observational experience is continuing past submission of the application, please indicate with a plus sign after the total number (ex. 56+). At least one recommendation from a PT or PTA is required. **(Please use Letter of Recommendation Form)**

Name of Facility	Type of Setting (ie. Acute care, outpatient, rehab, etc.)	NUMBER of Hours (be specific)
Total =		

SIGNATURE

I certify this application is correct and complete. I have read the above information, including the essential abilities required and understand the application and selection processes. I further understand that any failure on my part to comply with these regulations will result in the cancellation of my application. I am also aware of the competitive nature of the application process for the PTA program and therefore understand that taking prerequisite courses, as well as meeting all of the minimum requirements does not guarantee acceptance into the program.

Signature of Applicant

Date

Please mail the completed application along with the following documents to:

**PTA Selection Committee
Darton College - Allied Health Division
2400 Gillionville Road
Albany, GA 31707-3098**

- (1) If you wish to know if your application has been received, please send the application as certified mail. The PTA Selection Committee will not open any mail until after the deadline; therefore calling to inquire about the status of the application will be useless.
- (2) If you wish to know if your application is complete, please read all directions and utilize the checklist below.
 - Prerequisite Information Form**
 - Must be completed even if courses are still in progress.
 - Observational Hours Form**
 - Other forms of documentation of hours is acceptable.
 - Recommendation Form/s**
 - May be mailed separately from the application by the PT or PTA.
 - Hand written essay**
 - No specific length is required.

Please note: No application fee is required for the PTA program. The application and admission process for Darton College is independent of the PTA program. For all information regarding admission to Darton College, please go to: <http://www.darton.edu/admin/admissions/>

Instructions for Prerequisite Information Form

The prerequisite information form MUST BE COMPLETED in its entirety.

- If you do not have a grade for a course at the time the form is completed, do not include the number of credit hours or quality points in the (QH) or (QP) columns; simply place an X in the boxes (QH) and (QP).
- Please indicate in the grade column if the course is “in progress” or indicate when you plan to take the course (“to be taken _____ semester”).
- If you have successfully repeated a prerequisite class, list your highest grade only. If you are in the process of repeating a class, you must list the earlier grade and figure it into the total, as well as indicate that you are “repeating” the course.
- An example of how to calculate a G.P.A. has been provided below. Utilize the **Prerequisite Form** to calculate your prerequisite G.P.A.

College or University where course was taken	Course Identification	# credit hours per course QH	Multiply	Grade & Equivalent Values A=4, B=3, C=2, D=1, F=0	equals	(QH) x Grade Equivalent = Quality Points (QP)
Columbus State	ENGL 1101	3	x	A (4)	=	12
Columbus State	COMM 1110	3	x	B (3)	=	9
Darton	MATH 1111	X	x	X “in progress”	=	X
Darton	HIST 2111	3	x	D (1) “repeating”	=	3
Darton	BIOL 1100K	4	x	C (2)	=	8
Darton	POLS 1101	3	x	A (4)	=	12
Total QH:		16		Total QP:		44
44 QP ÷ 16 QH = 2.75 GRADE POINT AVERAGE						

1. Once all information has been placed in the appropriate column, total the QH column (number of credit hours **QH**) for the courses that have been completed. If a grade has not been earned, simply place an **X** in the **QH** column for that course.
2. The equivalent value must be assigned for the grade earned for the course. If you earn an A, then it is equivalent to a 4, and so on. (A=4, B=3, C=2, D=1, F=0) If a grade has not been earned, simply place an **X** in the **QP** column for that course.
3. Calculate the **QP** for each course by multiplying number of credit hours (QH) by the equivalent value of the grade earned for the class.
4. Total the last column, quality points/**QP**, and then complete the formula below for the G.P.A.
5. Total QP _____ ÷ Total QH _____ = _____ G.P.A. The **GPA** is equal to the total number of **Quality Points (QP)** divided by the total number of **Quality Hours (QH)**.
6. Complete the Prerequisite Form for the **Prerequisite G.P.A.**
7. Follow the same format for calculating your **Cumulative G.P.A.** Your Cumulative/Overall G.P.A. includes all coursework/college credits previously taken. If you have only attended one college, the Cumulative GPA should be calculated and simply look it up on your transcript/academic record. If more than one college attended, you **MUST** calculate your Cumulative G.P.A. using a separate sheet of paper and the same formula as shown below.

Prerequisite Information Form

Pre-requisite coursework for the PTA Program	College or University where course was taken	Course Identification (i.e. ENGL 1101)	# of Credit Hours (QH)	multiply	Grade *Assign the number that corresponds with the grade earned. A=4, B=3, C=2, D=1, F=0	equals	Quality Points (QP)
English Comp I				x		=	
English Comp II				x		=	
Communication				x		=	
BIOL 1100K or Human Anatomy & Physiology I & II (if series taken, list both)	Darton	-----	-----	x	-----	=	-----
College Algebra or Higher Math				x		=	
General Psychology				x		=	
American Government				x		=	
US History (I or II)				x		=	
Medical Terminology				x		=	
Elective (only one)				x		=	
Total number of credit hours (QH)				x	Total number of quality points (QP)	=	

Total QP _____ ÷ Total QP _____ = _____ G.P.A.

PTA Prerequisite G.P.A. = _____

* All prerequisite coursework must be completed with a grade of C or higher.

Overall / Cumulative G.P.A. = _____

* Must have a minimum overall grade point average of 3.0 or higher, or a 3.0 GPA for the last 40 credit hours completed.



DARTON COLLEGE
Physical Therapist Assistant Program
Recommendation Form

Name of Applicant:
 (Print legibly)

Dear Applicant, Please sign below to acknowledge the following statement: I hereby waive my right to access this letter of recommendation. This letter will remain confidential to encourage the recommender to provide a candid assessment. I understand that a personal letter of recommendation from a friend or family member is unacceptable.

 Applicant's Signature Date

PT or PTA: Please indicate in what capacity you know the applicant by checking the appropriate box below.

- I do not know the applicant outside of the observational experience.
- I know the applicant outside of the observational experience. Please indicate how long you have known the applicant and in what capacity:

Please rank the applicant in relation to the observational volunteer or work experience.

	Outstanding	Excellent	Good	Average	Poor	N/A
Communication Skills						
Effective Use of Time						
Professionalism						
Responsibility						
Critical Thinking						
Stress Management						

****Please comment on the characteristics that will make the applicant a competitive candidate for the PTA Program.**

Comments:

Overall, I rate this applicant:

- Outstanding (Top 1%)
- Excellent (Next 5%)
- Good (Next 10%)
- Average (Next 25%)
- Poor (Remaining %)

This form must be received no later than June 1.
Please mail to: Darton College - Allied Health Division
Attn: PTA Selection Committee
2400 Gillionville Road
Albany, GA 31707-3098

 Signature Please circle: PT PTA How many years have you practiced? _____

 Printed Name Date Organization/Clinic

***Any questions, comments, or concerns, please call Director, Kerri Johnson, PT, DPT @ 229-317-6904.**