



Congratulations for taking an important step towards your future. You have requested the application packet for the Hutchinson Community College Physical Therapist Assistant Program. The packet includes the application and reference letter forms.

The following steps must be completed before admission consideration into the Physical Therapist Assistant Program:

- ❖ Apply for admission to Hutchinson Community College(HCC) at <http://www.hutchcc.edu/admissions>
- ❖ Submit official transcripts, from high school and colleges attended, to the HutchCC Records Office

**Hutchinson Community College**  
**Records Office**  
**1300 N. Plum**  
**Hutchinson, KS 67501**

- ❖ Submit the Physical Therapist Assistant Program application, *plus* **unofficial** transcripts (**no exceptions**), between January 28 and May 18, 2020 for admission into the Fall 2020 class
  - Unofficial transcripts must have the prerequisite course numbers highlighted
- ❖ **Pre-Requisites:** (must be completed by August 2020)
  - English Composition I (EN 100 or EN 101),
  - College Algebra (MA 106),
  - General Psychology (PS 100),
  - Human Growth and Development (PS 102),
  - Public Speaking (SH 101) OR Interpersonal Communications (SH 210),
  - Anatomy and Physiology (with a Lab) (BI 103) (please note prerequisite in the catalog), (must be completed within 7 years of application date.)
  - Medical Terminology (HR 105).

❖ **GPA:** GPA for all prerequisite courses must be 2.5 or greater to be considered for admission.

❖ **Reference Letters:**

- Distribute the 3 forms provided in the packet to those individual selected
- Reference letter must be returned in a sealed envelope with the reference's signature across the seal.
- It is recommended applicants provide a self-addressed, stamped envelope to their references.

**Hutchinson Community College  
Davis Hall  
Physical Therapist Assistant Program  
815 N. Walnut  
Hutchinson, KS 67501**

❖ Applicants with an associate's degree or higher and for those who have completed all prerequisite courses prior to the application deadline, May 18, 2020, will receive additional consideration.

❖ Transfer Students: It is recommended you contact the PTA Program to verify courses you wish to transfer.

**Admission Process:**

The top 40 applicants will be selected for an interview, based upon an evaluative system for each category, with assigned point values as follows: 50 possible points for prerequisite GPA and a 25 possible points for the three letters of reference, for a possible total of 75 points. Notification of interview selection will be mailed by May 22, 2020. Notification will also be sent at that time to those applicants not receiving an interview. The interview is worth a possible 25 points, for an overall application point total of 100, and will be conducted June 4, 2020. Those selected for an interview will receive instructions on setting up an interview time.

If you have any questions regarding the application or about the program, please contact the PTA office at (620) 665-4956 if within Hutchinson and 1-888-GoHutch, ext. 4956 if outside of Hutchinson.

**\*\*It is the responsibility of the applicant to make sure all items are received. You may contact the PTA Office to verify receipt of items. Please contact 620.665.4956 or [pta@hutchcc.edu](mailto:pta@hutchcc.edu).\*\***

The Physical Therapist Assistant Program at Hutchinson Community College 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: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call (620) 665-3396 or email [pta@hutchcc.edu](mailto:pta@hutchcc.edu).



**Employment.** List any healthcare work experiences and other.

DATES	TITLE OF POSITION	EMPLOYER	CITY AND STATE

**Have you completed:**

Courses	Completed? Yes or No	If yes, when and where?	If no, where & when do you intend to complete the course?
English Composition I			
Human A & P (with lab)			
General Psychology			
Human Growth and Development			
College Algebra			
Medical Terminology			
Public Speaking /Interpersonal Communication			

**References- Please list those that will be filling out your reference forms.** Please list those that are familiar with your educational background and/or work experience. **DO NOT LIST FRIENDS OR RELATIVES.**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

➤ Why did you choose this PTA program? \_\_\_\_\_  
\_\_\_\_\_

➤ Are you an International Student? \_\_\_\_ Yes \_\_\_\_ No

➤ I certify that the information on this application is correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

All records submitted to the college in the admission process are kept confidential. They become the property of Hutchinson Community College and will not be returned to the student.

**APPLICATIONS ACCEPTED THRU MAY 18, 2020**

**ONLY FILES COMPLETED BY May 18, 2020 WILL BE CONSIDERED FOR ADMISSION**

### **NOTICE OF NONDISCRIMINATION**

Hutchinson Community College adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. The College will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, marital status, pregnancy, genetic information, religion, age, ancestry, disability, military status, or veteran status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), domestic victim status, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. Inquiries may be addressed to Office of Equity & Compliance, Hutchinson Community College, 1300 North Plum, Hutchinson, KS 67501, or Director, Office of Civil Rights, HEW, Washington, DC 20201.



## Reference Form

**Applicant:** Under the Federal Law, Family Educational Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances, letters written in confidence are of greater value in the assessment of a student's qualifications, abilities, and promise.

Applicant's Name (print) \_\_\_\_\_ has given this form to you to support his/her application for admission into the Hutchinson Community College Physical Therapist Assistant Program.

I do \_\_\_\_\_ do not \_\_\_\_\_ waive my right of access to the Reference Form as stated in the Family Educational Rights and Privacy Act (Buckley Amendment) of 1974.

**(Please Note:** if this applicant fails to complete the waiver section for the Family Educational Rights and Privacy Act, we will consider the applicant has **NOT** waived his/her rights, and will permit the applicant's access to this reference upon request.)

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How well do you know this applicant: Very Well \_\_\_ Well \_\_\_ Not Well \_\_\_ Not at all \_\_\_

Length of Acquaintance: Years \_\_\_\_\_ Months \_\_\_\_\_

In what capacity do you know this person: \_\_\_\_\_

Optional Comments: (e.g. What personal characteristics does the applicant possess that you feel would contribute to their future success as a physical therapist assistant)

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Please rate the applicant in the following areas:

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Created 6/09, Revised 1/16, 1/17, 2/18, 1/19, 12/19

	Outstanding	Above Average	Average	Below Average	Not observed
Ability to Work as a Group					
Organizational Qualities					
Adaptability/dependability					
Interpersonal skills/relations					
Confidence					
Verbal Communication Skills					
Initiative/Motivation					
Critical Thinking					
Judgment					
Integrity					
Quality of Work					
Personal Appearance					

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**Recommendations need to be received by May 18, 2020**

To be filled out by person providing recommendation:

Name: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Return to: Candidate in sealed envelope with your signature\* across the flap, or mail to:

Hutchinson Community College  
 Physical Therapist Assistant Program  
 815 N. Walnut  
 Hutchinson, KS 67501

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