

# Physical Therapist Assistant

## Associate of Applied Science

# Petition Packet

The Physical Therapist Assistant Program  
at  
Blackhawk Technical College is accredited by CAPTE  
(Commission on Accreditation in Physical Therapy Education)  
of the American Physical Therapy Association  
3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305  
telephone: 703-706-3245  
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website: [www.capteonline.org](http://www.capteonline.org)

### **Program Director**

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*Central Campus*

6004 S. County Road G • P.O. Box 5009 • Janesville, WI 53547 • (608) 758-6900

## **PTA PROGRAM PETITIONING PROCESS**

To be eligible to petition the PTA program for entry, you must first apply and receive acceptance to the college, meet all program specific eligibility requirements outlined in the following pages, and attend a PTA Program petition meeting for the current petition period.

After meeting the minimum petitioning requirements, you are eligible to petition. The online petition link will only be active during the specified petition period and must be completed in one sitting. It is your responsibility to submit a complete online petition form during the specified petition period to be considered for acceptance into the PTA program. Additional documents, such as Observation Verification and Employment Verification must be uploaded through the PTA Non-Clinical organization in Blackboard.

As program entry is granted to only 15 students, this competitive process awards points on academic and other professionally related factors. These are designated as both minimum requirements and possible additional points awarded.

Attendance at the PTA Petitioning Meeting will provide additional petitioning and program information, as well as allow you to have any programmatic questions answered.

A complete and accurate application is required for your petition form to be considered as valid. All online petitions must be submitted by 4:00 pm on the last day of the petition period. The submission link will deactivate promptly at 4:00 pm.

**PTA PETITIONING MINIMUM REQUIREMENTS**

<b>I. Prerequisite Coursework</b>	General Anatomy & Physiology	<p>These courses should be completed with a grade of “B” or above to earn petition points.</p> <p>Math and Science courses must be completed within 5 years of petitioning.</p> <p>General A &amp; P taken within the past 2 years is awarded an additional 5 points.</p>
	Math Reasoning, College Math, or Intermediate Algebra w/Apps	
	Written Communication or English Composition 1	
	Oral Communications or Speech	
<b>II. Admissions Testing</b>	TEAS for Allied Health Students	<p>Information regarding the TEAS test scheduling and administration is found at <a href="#">BTC's Admission Testing Page</a>.</p> <p>If multiple attempts have been made, you may submit your highest test score.</p>
<b>III. Observation Hours</b>	<p>You must complete observation hours in the field of physical therapy.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Observing a licensed PT or PTA</li> <li>• Observation in at least 2 different PT practice settings</li> <li>• At least 4 hours must be in an inpatient setting</li> <li>• A total of 32 hours of observation</li> <li>• Observation may be no older than 3 years prior to petitioning</li> </ul>	<p>The <b>Observation Verification Form</b> must be signed by a licensed PT or PTA. This form is located at the end of this packet.</p>
<b>IV. Kinesiology Modules</b>	FOMA Prep for Kinesiology Modules are accessed through Blackboard	All four modules must be completed and passed at 90% prior to petitioning.

**ADDITIONAL PETITIONING POINTS**

<b>V. Residency</b>	Residents of BTC District = 15 points	
<b>VI. Previous Education</b>	Additional points are awarded for any previous degrees earned: <ul style="list-style-type: none"> <li>• Master = 20 points</li> <li>• Bachelor = 15 points</li> <li>• Associate = 10 points</li> </ul>	
<b>VII. Additional General Education</b>	Intro to Psychology	These courses are not required for petitioning, but must be completed prior to graduation, to meet associate degree graduation criteria.
	Intro to Diversity Studies	
	Advanced Anatomy & Physiology	
<b>VIII. Observation Hours</b>	Additional points are awarded for hours observed beyond the required 32 hours, up to 10 hours for 10 additional points.	The <b>Observation Verification Form</b> must be signed by a licensed PT or PTA. This form is located at the end of this packet.
<b>IX. Work Experience</b>	Additional points are awarded for direct work experience of at least one year in the fields of physical therapy, athletic training, emergency medicine, or nursing. <ul style="list-style-type: none"> <li>• PT or Rehab Aide/Tech = 30 points</li> <li>• Athletic Trainer = 20 points</li> <li>• CNA/EMT/Paramedic = 10 points</li> </ul>	The <b>Employment Verification Form</b> is located at the end of this packet.  Work experience in a physical therapy setting <b>ONLY</b> may be used for observation hours. However, work experience may not be used for both observation hours and additional petitioning points.

**BLACKHAWK TECHNICAL COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM PETITIONING FORM**
**STUDENT INFORMATION**

<b>Student Name</b>	<b>BTC Student ID#</b>	<b>PTA Petition Meeting Date of Attendance</b>
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You will be asked to read and initial the following statements:

- I have verified that Blackhawk Technical College (BTC) has my current mailing address on file.
- In the case of a tie, the “Date of Pre-Clinical Admission” as a date stamped by BTC Admissions may be the deciding factor.
- If I am selected and choose not to begin the core PTA courses, I must petition again.
- If I am selected as an “alternate” I may be contacted as late as New PTA Student Orientation Day. If I choose not to begin the technical PTA courses, I may defer enrollment for one petition cycle.
- I understand a background check and drug screen will be conducted and the results may prevent placement at a clinical site and interfere with my ability to complete the program.
- I understand that specific vaccinations are required of some clinical sites and failure to acquire these vaccinations may prevent placement at a clinical site and interfere with my ability to complete the program.
- I understand that program requirements for future petition periods may have different selection criteria and I must meet those new requirements if I am not selected in this current petition period or thereafter.
- I understand that a petition preparation meeting must be attended every year that I petition.
- I understand that my BTC transcripts will be reviewed as part of the petition process. Any relevant transfer coursework must be documented on the BTC transcript at the time of submission to be considered valid. Failure to provide transcripts to BTC will result in an invalid petition.
- I understand that providing false information or failing to complete the petition survey entirely will result in an invalid petition.

**I. COURSEWORK**

For each course, provide the grade achieved and location where course was completed.

Utilize the following table to designate points that are awarded based on the grade earned:

	<b>A</b>	<b>A-/B+</b>	<b>B</b>	<b>&lt;B</b>
General Anatomy & Physiology	20 points	16 points	10 points	0 points
Math or Algebra	20 points	16 points	10 points	0 points
Written Communication or English Composition	10 points	8 points	5 points	0 points
Oral Communication or Speech	10 points	8 points	5 points	0 points
Intro to Psychology	10 points	8 points	5 points	0 points
Intro to Diversity Studies	10 points	8 points	5 points	0 points
Advanced Anatomy & Physiology	20 points	16 points	10 points	0 points

**Required Prerequisite Courses** (65 points possible)– these courses must be completed prior to petitioning.

<b>Course</b>	<b>Location</b> (School where course was completed)	<b>Grade</b>	<b>Points</b> (From table above)
General Anatomy & Physiology			
Math Reasoning, College Math, or Intermediate Algebra			
Written Communication or English Composition I			
Oral Communication or Speech			

**Date of Completion of General Anatomy & Physiology:** \_\_\_\_\_  
(5 extra points awarded if taken within past 2 years)

**II. PROGRAM ADMISSIONS TESTING (75 points possible)**

The following points are awarded for the TEAS Allied Health Students test:

TEAS Test Composite Score	Points Awarded
<60%	0
60 – 64%	15
65 – 69%	25
70 – 74%	45
75 – 79%	60
80 – 100%	75

**III. OBSERVATION EXPERIENCE (64 points possible)**

Complete the Observation Verification Form at the end of this packet for each observation completed. Each form must be signed by a licensed physical therapist or physical therapist assistant.

Two (2) points are awarded for each hour of observation for a total of 64 points.

Submit completed **Observation Verification Forms** to the Blackboard Organization **Physical Therp Asst-Non Clinic**.

**IV. FOMA KINESIOLOGY MODULES (40 points possible)**

FOMA Kinesiology Modules are accessible through the Blackboard Learning Management System. The four modules must be completed with a score of at least 90% to receive petitioning points.

**V. BTC DISTRICT RESIDENT (15 points possible)**

Residents of Blackhawk District (Rock or Green counties in Wisconsin) receive 15 points. District residence is verified by the address on file but is not a requirement for petitioning or enrollment.

**VI. PREVIOUS ACADEMIC DEGREE**

Additional points are awarded for any previous degrees earned:

Degree Earned	Points Awarded
Master's degree	20 points
Bachelor's degree	15 points
Associate's degree	10 points

**VII. ADDITIONAL GENERAL EDUCATION COURSES (40 points possible)**

These additional courses are **not required prior to petitioning** but must be completed prior to graduation.

Course	Grade	Points (From table above)
Intro to Psychology		
Intro to Diversity Studies		
Advanced Anatomy & Physiology		

**VIII. ADDITIONAL OBSERVATION HOURS**

Additional points are awarded for observation hours beyond the required 32 hours. The maximum number of points awarded is 10 points for 10 additional hours.

The **Observation Verification Form** must be signed by a licensed PT or PTA. The required form is located at the end of this packet. Submit completed **Observation Verification Forms** to the Blackboard Ultra Organization **Physical Therp Asst-Non Clinic**.

**IX. PHYSICAL THERAPY WORK EXPERIENCE**

For any physical therapy related work within the past five years and lasting for at least one year, the following points are awarded:

Work Experience	Points Awarded
PT or Rehab Aide/Tech	30 points
Athletic Trainer	20 points
CNA/EMT/Paramedic	10 points

Applicants are asked to submit an **Employment Verification** form found at the end of this packet. Submit completed and signed **Employment Verification Forms** to the Blackboard Ultra Organization **Physical Therp Asst-Non Clinic**.

**ELECTRONIC PETITION SUBMISSION**

Petitions will only be accepted via the electronic petition submission link. Once the electronic petition process is started, it must be completed in full. It cannot be saved and completed later.

Students will be notified within two months of the petition deadline regarding the status of acceptance into the program. Letters will be sent to the address on record in the BTC system.

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**PETITIONING QUALIFICATION SCORING**

<b>PTA Petition Meeting Date of Attendance</b>	___ / ___ / ___
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I. Prerequisite Coursework	___ / 65 points
II. Program Admission Testing (TEAS)	___ / 75 points
III. Observation Hours	___ / 64 points
IV. FOMA Kinesiology Modules	___ / 40 points
V. BTC District Resident	___ / 15 points
<b>TOTAL POINTS</b> ___ / <b>259 points</b>	

**ADDITIONAL PETITIONING POINTS**

VI. Previous Academic Degree	___ / 20 points
VII. Additional General Education Courses	___ / 40 points
VIII. Additional Observation Hours	___ / 10 points
IX. Work Experience	___ / 30 points
<b>TOTAL ADDITIONAL POINTS</b> ___ / <b>100 points</b>	

Petitioning Qualification Score \_\_\_\_\_ / 259

Additional Petitioning Points \_\_\_\_\_ / 100

**FINAL PETITIONING SCORE**

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**Physical Therapist Assistant Program  
Observation Verification Form**

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

Date(s) of Observation: \_\_\_\_\_

Total Number of Hours Observed: \_\_\_\_\_

**Instructions:**

This form is to be completed by a supervising Physical Therapist or Physical Therapist Assistant and will be reviewed as part of the admissions process for the Physical Therapist Assistant Program. Your participation in the verification process is important and we appreciate your willingness to promote higher learning, the practice of physical therapy, and the applicant's entry into the profession.

Please contact Enid Halewyn, PTA Program Director at ehalewyn@blackhawk.edu or (608) 757-7698 with any questions or concerns.

**Facility Information:** (Please Print)

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

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

Type of setting:

- Inpatient
- Outpatient
- Other: \_\_\_\_\_

Supervising PT/PTA Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THANK YOU FOR YOUR SUPPORT OF OUR APPLICANT AND THE PTA PROGRAM AT BTC!**

Submit completed **Observation Verification Forms** to Blackboard Organization **Physical Therp Asst-Non Clinic**.

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### Employment Verification

**To be completed by the PTA Program applicant:**

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

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

Facility Type: \_\_\_\_\_

- Inpatient
- Outpatient
- Other (please specify): \_\_\_\_\_

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

Facility Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_

Hours Worked per Week: \_\_\_\_\_ - OR - Total Number of Hours Worked: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Description of job duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I allow Blackhawk Technology College to verify this information.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the applicant's supervisor:**

Additional comments on applicant's job duties:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*I verify the information provided by the applicant to be accurate and true to the best of my knowledge.*

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Submit completed **Employment Verification Forms** to Blackboard Organization **Physical Therp Asst-Non Clinic.**

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