

**Wayne County Community College
District
Physical Therapist Assistant
Program
APPLICATION PACKET**



2025-2026

Application Due Spring, May 15th, 5:00pm

Cohort Selection Summer of Application Year

Cohort Starts Fall of Application Year

Dear Prospective Physical Therapist Assistant Student,

Thank you for your interest in the Physical Therapist Assistant (PTA) Program at the Wayne County Community College District (WCCCD). The following information is intended to help you make an informed decision about your career choice.

PTAs are movement experts who work under the direction and supervision of physical therapists to treat people of all ages and abilities. PTAs are licensed health care providers who work in a variety of settings including outpatient clinics, hospitals, rehabilitation facilities, nursing homes, home healthcare settings, and school systems. They help people avoid surgery and prescription drugs while maximizing their mobility, manage pain, chronic conditions, and improve physical function and fitness.

This packet outlines the process specific to completion of prerequisite courses and application for entry into the limited enrollment PTA Associate of Applied Science degree program.

The mission of the PTA program is to empower students to become highly skilled, safe, and responsible PTAs by providing them with access to high-quality contemporary physical therapist assistant education in an environment that is dedicated to meeting the diverse needs of the individuals and communities it serves.

Any student interested in applying to the PTA program is strongly encouraged to make contact with the PTA program staff listed below who will serve as advisors regarding the PTA program.

Dr. Sherry Saggors, PTA Program Dean

Email: ssagger1@wcccd.edu

Phone: (313) 496-2818

Dr. Celestine Walker, PTA Program Associate Dean

Email: cwalker2@wcccd.edu

Phone: (313) 496- 2758 ext. 2034

We look forward to the opportunity to share information with you regarding the Physical Therapist Assistant program.

All the best as you begin your journey!!!

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The PTA Program reserves the right to modify the application packet, including admission criteria and required documentation, at any time without prior notice. Any changes will be published on the program's official webpage and announced in the Latest PTA Program **News & Updates** section.

Accreditation Status

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) is required in all states.

Effective April 30, 2024, Wayne County Community College District has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; phone: 703-706-3245; email: accreditation@apta.org). For questions, please contact (313) 496-2818 or email ssagger1@wcccd.edu.

Candidate for Accreditation is an accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program may matriculate students in technical/professional courses. Achievement of Candidate for Accreditation status does not assure that the program will be granted Initial Accreditation.

The Physical Therapist Assistant Program expects to receive an accreditation decision by October 2025. If the accreditation decision is positive, students who complete the program in December 2025 will graduate from an accredited program.

The Wayne County Community College District Physical Therapist Assistant program is committed to unconditional compliance with CAPTE standards, so it is our intention to maintain integrity in all aspects of the accreditation process including, but not limited to the:

- Timely submission of annual accreditation reports once the program is implemented.
- Timely submission of fees associated with CAPTE accreditation.
- Timely notification of any planned or unexpected substantive program changes.
- Timely reporting any institutional factors that may affect the program's progress toward accreditation.
- Timely correction of any areas of deficiency identified by CAPTE which may result in non-compliance.
- Publicly reporting of program data related to admission, graduation rates, national physical therapy examination outcomes, and employment rates.

PTA Program Application Process Checklist

To be considered for admission to the WCCCD PTA Program, applicants must complete all ten (10) steps listed below. Use this checklist to track your progress. All materials must be submitted by May 15th at 5:00 PM of the application year.

Steps	Description	Completed (✓)
Step 1: College Enrollment	Apply to WCCCD at www.wcccd.edu . If you are currently enrolled, you do not need to reapply.	
Step 2: Complete Prerequisite Coursework	Finish all required courses with a GPA of 2.5+ by the end of spring semester. Must earn a B or better in BIO 240, BIO 250, and PTT 101 (taken at WCCCD).	
Step 3: Complete Observation Hours	Complete 8 hours total at 2 different PT clinics (4 hours per site). Forms must be signed by a PT or PTA.	
Step 4: Submit Two Letters of Recommendation	References must be professional (e.g., instructors or supervisors) and sent directly to the Program Dean.	
Step 5: Submit Health Science Program Application	Submit the full application and all forms to the PTA Program Dean by May 15th, 5:00 PM.	
Step 6: Submit Unofficial Transcripts	Include unofficial transcripts from all colleges attended. Due by May 15th.	
Step 7: Take the TEAS Entrance Exam	Achieve a score of 60% or higher. Must be taken at a WCCCD campus. Max two attempts per cycle.	
Step 8: Attend Mandatory Information Session	Attend a required session before May 15th. Dates will be provided by email.	
Step 9: Complete Background Check and Drug Screen	Submit results by May 15th. Refer to Addendum 002-02 for positive result procedures and policies.	

Step 10: Advising with Program Staff	<i>Optional but encouraged.</i> Contact Dr. Saggors or Dr. Walker for a pre-advising appointment.	
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Acceptance Criteria

Admission to the PTA Program is determined on an objective, non-discriminatory basis. Candidates must fulfill all College and PTA program admission requirements. Students who have completed all requirements and procedures by the application deadline will be considered for admission. If a student will be completing prerequisite courses during the semester prior to the start of the PTA program, they may still submit an application for consideration. ***Qualified students are ranked for admission based on a 100-point scale. The top 24 students will be offered a seat in the PTA program.***

PTA Application Point Scale

Application Criteria Points Notes

TEAS Exam 35 60% or higher required

Weighted Courses 30 "B" or better - BIO 240, BIO 250, PTT 101 Cumulative GPA 25

High school GPA used if <12 college credits Observation Hours 10 Minimum of 8 hours - 2 facilities

Letters of Recommendation 0 Two professional letters required Total 100

*Weighted courses must have been taken within the most recent 5-years.
PTT 101 must be taken at WCCCD.

Bonus Points

Prior achievement bonus points will be awarded to applicants who have the following backgrounds:

- Physical therapy technician experience (*1+ years required*) 10-points
- Military service (proof of service required) 7-points
- Higher level degree (Bachelor, Master, Doctorate) 3-points

Note: Applicants are limited to a maximum of 10 bonus points regardless of their prior achievement status. Example: An applicant who is a veteran, has a bachelor's degree, and worked as a technician for 2 years would be awarded 10 bonus points.

To receive bonus points, the applicant must provide written, verifiable proof of status (i.e., employment letter, DD214, college transcripts, etc.). Must be submitted prior to the application deadline. Late documents will not be accepted.

Final Application Packet Submission Checklist (For Student Use)

Please use this checklist to ensure your application packet is complete. All items must be received by the May 15th, 5:00 PM, deadline. Incomplete or late applications will not be considered.

- Completion of prerequisite courses
- General education courses completed with a grade of 'C' or better
- Weighted courses (PTT 101, BIO 240, BIO 250) completed with a grade of 'B' or better
- Overall GPA of 2.5 or higher

Required Forms

- Health Science Program Application
- Essential Functions for the PTA Student Form
- Observation Hours Acknowledgement Form
- Observation Hours Form (Minimum 8 hours, 4 hours in two different facilities)
- Background Check & Drug Screen Policy Acknowledgement Form
- Two Professional Recommendation Forms (submitted directly by the recommender)
- PTA Program Acknowledgement Form
- Unofficial Transcripts (submitted to Program Dean)
- TEAS Score Report (60% or higher required)
- Criminal Background Check and Drug Screen (Due by May 15th at 5:00 PM)

The ranking and selection rubric is available upon request. It is the responsibility of the applicant to assure that all supporting documentation is in their application – incomplete applications will NOT be considered. Late documents will not be accepted. All documents must be received by the May 15th, 5:00 PM, deadline.

Required Forms & Documents

Students seeking admission to the PTA program are responsible for completing all of the following required forms in this packet. Program staff are not responsible for reminding students to submit documents. Students have the sole responsibility of ensuring all documents are received by the May 15th, 5:00PM, deadline.

These forms are part of the application packet and must be received by the PTA Program Dean by the May 15th, 5:00PM, application deadline. Failure to complete any of the required forms, documents, or statements by the date specified may render the applicant ineligible for admission to the PTA program for that respective application cycle.

Be sure to completely fill out all forms!

Please note that some forms contain multiple pages.



Essential Functions for the Physical Therapist Assistant Form

In accordance with expectations of the physical therapy profession, PTA students must be able to perform the following essential functions with or without reasonable accommodations.

Essential Function	Capabilities Expected
Motor Skills	<p>The student must have sufficient motor abilities to perform safe and effective physical therapy procedures, including but not limited to:</p> <ul style="list-style-type: none"> • Assist and protect patients during activities • Adjust, move, position, and lift patients/equipment • Perform physical tasks (e.g., bending, twisting, standing, walking) - Provide CPR • Manipulate equipment and adjust settings • Endure an 8-hour workday in a clinical setting
Sensory Skills	<p>The student must have adequate sensory abilities to assess and monitor patients effectively, including but not limited to:</p> <ul style="list-style-type: none"> • Visual ability to interpret expressions, body language, and movement patterns • Auditory ability to respond to communication and alarms • Tactile ability to palpate pulses, skin texture, and muscle tone
Communication	<p>The student must be able to communicate effectively in English, both verbally and in writing. Capabilities required include but are not limited to:</p> <ul style="list-style-type: none"> • Read and write at a competency level for effective function • Present information clearly to patients, families, and professionals - Interpret and respond to verbal/nonverbal communication • Communicate patient status, safety, and rehab information
Behavior	<p>The student must demonstrate good judgment, build therapeutic relationships, work well under stress, and tolerate close physical contact with patients and colleagues. Capabilities required include but are not limited to:</p> <ul style="list-style-type: none"> • Work with multiple patients/colleagues simultaneously • Handle stressful situations and maintain professionalism • Work with diverse backgrounds • Act in the best interest of patients • Maintain patient privacy and adhere to HIPAA guidelines
Critical Thinking	<p>The student must be able to quickly comprehend and process information, understand three-dimensional and spatial relationships, and make sound clinical judgments based on complex information. Capabilities required include but are not limited to:</p> <ul style="list-style-type: none"> • Collect, interpret, and integrate information for clinical decision making - Prioritize tasks and make decisions effectively • Apply education knowledge to physical therapy services • Observe, measure, and modify interventions based on patient responses • Act safely and ethically in the clinic

The ability to perform these functions do not reflect the ability to pass the state licensing examinations and may not reflect all of the functions which may be required for employment of the graduate.

Printed Name

Signature

Date

PTA Program Background Check and Drug Screen Policy Acknowledgement Form

Applicant Name: _____ **A #:** _____

By signing below, I acknowledge that I have read, understand, and agree to comply with the Wayne County Community College District (WCCCD) Physical Therapist Assistant (PTA) Program policies regarding criminal background checks and drug screening.

Specifically, I understand and acknowledge that:

I must successfully complete a criminal background check and drug screen as part of the PTA Program admission process.

A positive drug screen for any controlled substance, including THC (marijuana), will disqualify me from the program. There are no exceptions to this policy, including for medical marijuana or prescribed controlled substances, unless valid, verifiable, HIPAA-compliant medical documentation is submitted for prescribed substances.

Marijuana use is not acceptable in the PTA Program, even if legal in Michigan.

If I test positive for non-THC controlled substances (other prescription medications), I am permitted one-time retesting within 72 hours of notification by the Program Dean at my own expense.

Failure to pass the background check, drug screen, or retest will result in **ineligibility** for admission during that application cycle.

Clinical education sites may require additional background checks and/or drug screenings. If I am unable to meet these requirements, I may be unable to complete the program.

Wayne County Community College District is a drug-free institution. I must never attend class, lab, or clinical activities impaired or under the influence of any substance.

Violation of the drug-free policy will result in immediate dismissal from the PTA Program.

I am responsible for referring to and following the full policy outlined in **PTA Program Admission Policy Addendum 002-02**.

Certification:

By signing below, I certify that I have read this form in its entirety, had the opportunity to ask questions, and agree to abide by all policies described above.

Student Signature: _____ **Date:** _____

WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
PHYSICAL THERAPIST ASSISTANT (PTA) PROGRAM
DRESS CODE ACKNOWLEDGMENT FORM

Student Name (Print): _____

Student A Number: _____

As an applicant to the WCCCD Physical Therapist Assistant (PTA) Program, I acknowledge and understand the following Dress Code expectations. I understand that I am responsible for complying with all dress code requirements at all times during the technical phase of the program, including during classes, labs, field trips, and clinical activities.

- _____ I understand that the PTA Program has a mandatory dress code policy that promotes professionalism, safety, and medical asepsis.
- _____ I agree to fully comply with the dress code at all times while enrolled in the technical phase of the PTA Program.
- _____ I understand that I must arrive at the WCCCD campus fully dressed in my required uniform, with my hair clean, neat, and properly restrained, prior to entering the building.
- _____ I understand that the classroom, lab, or hallways are not to be used to complete grooming or adjust attire.
- _____ I understand that the dress code prohibits non-religious head coverings and requires all clothing to be clean, professional, and in accordance with Program Policy #013.
- _____ I understand that failure to comply with the dress code may result in disciplinary action, up to and including dismissal from the PTA Program.
- _____ I understand that I must purchase and wear the specific uniform and attire designated by the PTA Program. Personal substitutions are not permitted.
- _____ I understand that if I am unable to comply with any part of the dress code for any reason, it is my responsibility to notify the Program Dean prior to class, lab, or clinical attendance.
- _____ I understand that Dress Code Policy #013 is available for my review at any time in the PTA Student Handbook, course syllabi, or upon request from the Program Dean.
- _____ I have received or reviewed a copy of the full Dress Code Policy (#013) and understand my responsibility to ask program staff if I have questions about compliance.

By signing this form, I understand that my initials indicate agreement with each statement above, and that failure to comply with the dress code policy may result in disciplinary action, including dismissal from the program.

Student Signature: _____ Date: _____

PTA Program Clinical Observation Acknowledgement Form

Read this acknowledgement form, print name, sign, date, and return to PTA Dean.

A total minimum of 8 contact hours of clinical observation in at least two (2) different physical therapy settings is required to satisfy this requirement and must be completed prior to the application deadline, May 15th, 5:00PM, for the selection process to the technical portion of the program.

The following guidelines have been established for the required clinical observation experience for students seeking admission to the Physical Therapist Assistant Program. It is extremely important that students present themselves in a professional and work-like manner. After all, the clinical observation sites are a potential site for clinical placement or future employment.

The signature page of this document must be submitted as part of your application packet.

Setting up the clinical observation experience:

1. Students are solely responsible for arranging their own observation experiences.
The PTA program is not required to provide site recommendations or contact information and will not contact facilities on behalf of the student. Note that these guidelines apply to pre-acceptance physical therapy observations only.
2. Students should be aware that the scheduling of observation hours varies depending on the site. Site availability is a privilege, not a right, so students should be respectful and appreciative of any opportunity given by the clinical site.
3. Students should look for opportunities to observe in a variety of settings.
Minimally, students must obtain 4 hours of observation in two different facilities. Hours may be obtained all in one chunk, or broken down into increments mutually agreed upon by the student and clinical site.
4. Students should contact the rehab manager and/or volunteer department of the facility where they hope to do their clinical observation. They should identify themselves by name and then explain that they are currently seeking

admission to the PTA program at the Wayne County Community College

District. Students should politely ask if it might be possible to fulfill the **OBSERVATION** requirement at the contacted facility. Students must clearly articulate that they are only observing. Observation is NOT the same as the clinical experiences received as a student in the PTA program. Specific arrangements regarding starting date, time, location, contact person, etc., should be clarified. If, for any reason, the facility is unable to take students at that time, the student should politely thank the person with whom they are speaking for their consideration. Students should then contact a different facility.

5. Once observations are scheduled, students should make every effort to attend. In case an emergency, illness, or schedule conflict would prevent the student from keeping their appointment, the student should contact the facility immediately to reschedule. Failure to do so does not speak well for students, the program, or the College.

During the clinical observation:

6. Students should plan to arrive 10-15 minutes prior to the scheduled start time.
7. Students should be well-groomed and adhere to the following appearance guidelines:
 - a. Nails should be short to moderate length and if polished, the polish should not be chipped.
 - b. Students should be dressed in a professional and work-like manner. Shorts, denim jeans, midriff tops, revealing clothing, etc., are NOT appropriate.
 - c. Shoes should be flat, comfortable. Heels and open-toed shoes are NOT appropriate.
 - d. Hair should be restrained and/or pulled back if long enough to cover your face or hang on your collar.
 - e. Jewelry should be limited to wedding rings, watches, and earrings. Jewelry harbors bacteria and germs. Earrings should not be excessive or dangling.
 - f. Perfumes or colognes should not be worn due to the potential for allergic reactions.
8. Should students be unable to attend scheduled clinical observation due to an emergency or illness, they should contact the facility prior to their scheduled arrival time.

9. While at the facility, students should be courteous of staff and patients at all times. Students should ask questions. Students may also ask questions about equipment.
10. Gum chewing, rudeness, and/or cell phone use is never appropriate during clinical observations.
11. Students should not offer patients any advice, nor should they seek medical advice from the staff.
12. Students are expected to treat all patients and staff with dignity and respect.
13. Students are expected to maintain the confidentiality of any patient information obtained during the clinical observation.

The Clinical Observation Form must be completed by the student, signed by the supervising therapist(s), and returned to the PTA Program Dean, by the student as an attachment to the application packet no later than the May 15th, 5:00PM, deadline of the year in which the student plans to apply to the PTA program.

I acknowledge that I have read and understand the information contained in the Clinical Observation Acknowledgement Form.

Printed Name	Signature	Date
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Observation Hours Form

All applicants must complete a minimum of 8 hours of verified observation time in at least two separate physical therapy facilities (4 hours each). Individuals already working as paid employees in a physical therapy department may use their regular work hours to complete up to 4 hours of this requirement. Complete this form and have the physical therapist or physical therapist assistant that you observed sign. **ONLY THE SIGNATURE OF A PHYSICAL THERAPIST OR PHYSICAL THERAPIST ASSISTANT IS ACCEPTABLE.** Please turn in the completed form with your program application. **Use a different form for each site.**

Student Name: _____

Facility Name: _____

Facility Address: _____

Facility Phone: _____

Facility Type (i.e., outpatient, skilled nursing, hospital): _____

Date(s) Attended	Contact Hours
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL HOURS	_____

Brief Observation Summary

Provide a brief summary about what you observed. Be sure to maintain patient confidentiality.

Student Signature

Date

Verification by Supervising PT/PTA.

I confirm that the student completed the observation experiences as outlined above.

Therapist Printed Name

Therapist Signature

Date

Professional Recommendation Form

Applicant Name: _____ is an applicant to the Physical Therapist Assistant Program at the Wayne County Community College District. Your evaluation of this applicant is an important part of the admissions process for a healthcare, people-oriented, profession. This form is used to objectively assess this student's ability to successfully contribute to the stated profession. We may contact you to verify the information provided. **Thank you for your valuable input.**

Applicant be sure to sign and date this document before giving it to your recommender.

Applicant Signature: _____ **Date:** _____

The student waives all rights to access this document. Your comments are confidential.

How long have you known the applicant? _____
(Must have known applicant at least 16 weeks to complete this form)

Explain how you know the applicant: _____
(Professional affiliations only. No friends, family, or co-workers, or classmates)

Please indicate your impression of this applicant with regard to each of the following factors by checking the appropriate rating.

	4 Outstanding	3 Above Average	2 Average	1 Below Average	Unknown
Initiative & Drive					
Stress Management					
Compassion & Caring					
Communication Skills					
Integrity					
Problem-Solving Skills					
Quality of Work					
Appearance					
Maturity					
Punctuality/Reliability					
Interpersonal Skills					

- I recommend this applicant with confidence.
- I recommend this applicant.
- I recommend this applicant with some reservations.
- I would not recommend this applicant for admission.

Printed Name of Recommendation Writer

Date

Signature of Recommendation Writer

Address

Phone

Email

This form must be submitted by the recommendation writer. Forms submitted by students will NOT be accepted.

Please return the completed form to the PTA Program Dean at:

Dr. Sherry Sagers

Physical Therapist Assistant Program Dean

1001 W. Fort St

Detroit, MI 48226

Email: ssagger1@wcccd.edu

This form must be submitted by 5:00 pm on May 15th of application year.

Thank you!

PTA Program Acknowledgement Form

Student Information:

Name (Print): _____ A #: _____ Date: _____

Acknowledgment:

By initialing next to each statement below, I acknowledge that I have read, understood, and agree to comply with the following policies:

Policy Statement	Initials
1. Criminal background check and drug screen are required as part of the admission process.	_____
2. Positive drug screen for any controlled substance, including THC (marijuana), will disqualify me from the program. There are no exceptions, including for medical marijuana or prescribed controlled substances.	_____
3. If I test positive for non-THC substances (other prescription medications), I am permitted one-time retesting within 72 hours of notification by the Program Dean, at my expense. If I fail the retest, I will be disqualified from the program.	_____
4. Failure to pass the background check, drug screen, or retest will result in ineligibility for admission during that application cycle.	_____
5. Clinical education sites may require additional background checks and drug screenings. I am responsible for providing my own transportation and meeting all clinical requirements, including health insurance and immunizations prior to clinical placements.	_____
6. WCCCD is a drug-free institution. I must never attend class, lab, or clinical experiences impaired or under the influence of any substances. Violation of this policy will result in immediate dismissal from the PTA Program.	_____

7. The program is a full-time, day program . Generally, PTA courses will be scheduled Monday through Thursday, with at least one day per week extending into the evening, usually Wednesdays until 9:00 pm.	_____
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8. Reasonable accommodations will be made, but I must still meet the essential program requirements. Clinical sites may not offer the same accommodations as the college.	_____
9. Unofficial transcripts must be submitted as part of the application packet by the May 15th, 5:00PM application deadline.	_____
10. I must maintain an overall GPA of 2.5 or higher and pass all lab competencies and practical exams to remain in the program. Failure to meet this academic standard may result in dismissal from the program.	_____
11. I understand that as a student in the PTA Program, I must comply with HIPAA regulations and maintain patient confidentiality at all times during clinical experiences.	_____
12. The use of drugs or alcohol during the academic and clinical portion is strictly prohibited and will result in immediate dismissal from the PTA Program.	_____
13. I agree to uphold the highest standards of professional conduct at all times during clinical placements, including adherence to proper communication, attire, and interaction with patients, faculty, and staff.	_____
14. Regular attendance and punctuality are required for all classes, labs, and clinical placements. Excessive absences or tardiness may result in program dismissal.	_____

Certification:

By signing below, I certify that I have read this form in its entirety, had the opportunity to ask questions, and agree to abide by all policies described above.

Student Signature: _____ Date: _____

Health Science Application

Print, Complete, and Submit the Health Science Application



The Health Science application is attached on the next page of this document.

The application must be completed and submitted to Dr. Saggars along with the rest of the application materials no later than May 15th at 5:00 pm of the application year. *No late application materials will be accepted.*

Students are solely responsible for ensuring that all application materials are submitted by the deadline. We will NOT contact you to remind you of any missing documents. If you have any questions, please contact the PTA Program Dean at (313) 496-2818 or ssagger1@wcccd.edu.

Thank you for your interest in the PTA Program!

Anesthesia Technology
 Central Service Technician
 Dental Assisting
 Dental Hygiene
 Medical Office Specialist
 Nursing Assistant Training
 Patient Care Technology

Pharmacy Technology
 Phlebotomy Technician
 Practical Nursing Education
 (LPN)
 Physical Therapist Assistant
 Surgical First Assistant
 Surgical Technology

Application for Program Admission

HEALTH SCIENCE PROGRAMS

Wayne County Community College District • Northwest
 Campus 8200 W. Outer Drive, Detroit, MI 48219 • 313-
 943-4000

Wayne County Community College District
 Application for Program Admission • Health Science Programs

PLEASE PRINT OR TYPE (USE BLUE OR BLACK INK)

Name: LAST FIRST MIDDLE Former Name: LAST FIRST MIDDLE Student ID #: A Male ☐ Female ☐ WCCCD
 Email:

CURRENT ADDRESS AND PHONE NUMBERS

Home Address: STREET CITY STATE ZIP Mailing Address (if different): STREET CITY STATE ZIP

Phone (include area codes):
 HOME CELL WORK

*If any of your transcripts, test scores, etc. might arrive under any name other than those listed above,
 enter names here:*

Key Points...

- Students completing 1-2 prerequisite courses per semester over a multi-year period may have difficulty adjusting to the volume of information delivered & the speed at which content is delivered during the technical track.
- The academic rigor of the PTA program is above average.
- Students need to assess their workloads, home life, and other outside commitments prior to applying to the program, as it requires extreme dedication, motivation, and stamina.
- Persons who have already completed a degree, have military training, or experience working in physical therapy, that show a level of dedication and commitment necessary for a selective admission program, therefore will be awarded extra points as part of the application process.

Remember, the PTA staff are available to answer any questions or concerns you may have. Our goal is to help you succeed. Feel free to reach out at any time during your journey towards your PTA career.

Sincerely,

Dr. Saggars, PTA Program Dean
Dr. Celestine Walker, PTA Program Associate Dean

PTA Program Frequently Asked Questions

What is the deadline to apply?

The deadline to apply for the PTA program is May 15 the year the student wishes to enter the technical track phase. All prerequisite courses must be completed by the end of the spring semester of the application year. Please note that all other application requirements must be completed by the May 15 application deadline without exceptions.

How many students are accepted each year?

Enrollment is limited by class size: The Physical Therapist Assistant Program may only admit one cohort of 24 students per year in the fall semester. The top-ranked 24 applicants using the point ranking system will be offered a seat in the PTA Program. Therefore, due to the competitive nature of the selection process, careful preparation of the application and all requirements is highly recommended.

The PTA program is a limited enrollment program which means that both program admission and course registration are restricted to a certain number of students who

meet predetermined criteria.

Limited enrollment programs have admissions processes and criteria beyond general college admissions. The PTA program requires a separate application in addition to general admission to the college. Admission to the college and completion of program application requirements does not guarantee admission to the PTA program.

What if I am not accepted into the program?

The prospective applicant will need to reapply for admission into the program during the next application cycle.

How long does it take to complete the program?

The program is a 2-year, full-time program designed to be completed in six semesters. There are two prerequisite semesters and four technical track semesters. The technical track begins in the fall and the cohort finishes the program the following fall, if all lecture, laboratory, and clinical courses are completed satisfactorily.

What is the process for ranking and selecting students?

Points are allocated according to the Ranking & Selection Rubric. While applications are accepted until the deadline, final program selections won't be made until after the TEAS exams are administered in the summer. You can expect to hear about the admissions decision in late summer.

To be considered for the PTA Program, all application materials must be submitted by the deadline. Only candidates who meet all application requirements will be deemed qualified and included in the ranking process. The selection of qualified candidates is based on a 100-point scale used to rank applicants. All applicants with complete documentation submitted by the deadline will be ranked according to the admission criteria.

The final selection of applicants will be made by the Physical Therapist Assistant Program Selection Committee. The committee has the authority to make the final decision on student admissions.

How will I be Notified of the Application Decision?

Please remember that all communication regarding your application will be sent to your WCCCD email account, including notification of acceptance. Once alerted of acceptance, students have 3 business days to accept the seat. If no response is received, the seat will be considered forfeited and an alternate is contacted. Students should regularly check their WCCCD student email account from May to August for acceptance notifications and program-related information and requirements. Selected students will be notified approximately two weeks before the start of the fall semester.

If accepted, you will receive a congratulatory email from the Program Dean. This email will include instructions for registering for fall courses and details about a mandatory

orientation session in early August.

If not accepted, an email will be sent to you with information about your ranking and options for moving forward.

What if applicants have the exact same point totals?

If applicants have the same points awarded, the decision to admit will be based on the date the student was admitted to the College as a Health Science or Associate in Science major.

How are points for cumulative GPA calculated?

Cumulative GPA is a ranked factor using a 4.0 scale rubric. Applicants can earn between 12.95 and 20 application points based on a formula that converts their GPA to a score (normalized GPA = GPA / 4.0) multiplied by 20. Applicants below a 2.5 GPA will not be considered for the PTA program.

GPA	Application Points
3.80 - 4.00	20
3.60 - 3.79	18.95
3.40 - 3.59	17.95
3.20 - 3.39	16.95
3.00 - 3.19	15.95
2.80 - 2.99	14.95
2.60 - 2.79	13.95
2.50 - 2.59	12.95
<i>Less than 2.5 not eligible to apply to the PTA program</i>	

If the applicant has completed 12 or more college credits, the college GPA will be used. If the applicant has completed less than 12 college credits, the high school GPA will be used.

How are points for weighted classes calculated?

Three specific courses, PTT 101, BIO 240, and BIO 250, are considered weighted courses and will be evaluated using a point system. For your reference, grades with pluses and minuses (e.g., A-, B+) will be counted as the base letter grade (A, B, or C) for points calculation.

Weighted Course Points Rubric

Courses	'A' pts	'B' pts	'C' pts	
PTT 101 Introduction to Physical Therapy	10	8	0	No more than 5 years old Taken at WCCCD
BIO 240 Human Anatomy & Physiology I	10	8	0	No more than 5 years old
BIO 250 Human Anatomy & Physiology II	10	8	0	No more than 5 years old
Total Weighted Course Points				

Weighted course points are awarded based on the first two times the course is taken. Weighted course points will be reduced to zero for any grade earned from three or more attempts. No points are awarded for non-weighted prerequisite courses.

What if I am not accepted?

No Physical Therapist Assistant applications will be kept on file. If you are not admitted and wish to be considered for a future Fall Semester, you must reapply by the application deadline.

If any admitted students decline their invitation, applicants on the alternate list will be notified and offered a position, starting with the first alternate based on total points.

What if I am offered a spot in the program but cannot take it?

If an applicant is offered a seat in the PTA program but is unable to accept it for any reason, the student must reapply during a subsequent application period to be considered for a future seat. Applicants who decline their offers are not guaranteed acceptance for a future cohort.

Can I attend the technical portion of the program part-time?

No. The technical track is a full-time, daytime program. While you can complete prerequisite courses at your own pace, once admitted, a full-time commitment is

required. Expect to be in class or labs up to four weekdays (9:00 am - 5:00 pm). Maintain a flexible schedule as unscheduled lab activities and events might be necessary. Fridays may be used occasionally. Competency practice and testing might occur outside of class hours. Some evening classes are possible, with advance notification.

How is the program structured?

The 72-credit PTA program is divided into two parts:

1. **Prerequisite Phase:** This initial phase typically takes two semesters to complete. During this time, you'll focus on completing the required coursework and meeting all program application requirements.
2. **Technical Track Phase:** This full-time phase lasts 16 months, which is the equivalent of four semesters (Fall, Spring, Summer, Fall). You'll graduate in December of the second Fall semester.

PTA Program Course Structure

Prerequisites		Semester 3 Technical	Semester 4 Technical	Semester 5 Technical	Semester 6 Technical
ENG 119 English I (3 cr) BIO 240 Human Anatomy & Physiology I (4 cr) PTT 101 Introduction to Physical Therapy* (2cr) (spring only) PS 101 American Government (3cr)	BIO 250 Human Anatomy & Physiology II (4cr) SPH 101 Fundamenta ls of Speech (3cr) PSY 101 General Psychology (3cr)	PTA 102 Clinical Pathology (2 cr) PTA 103 Functional Mobility (3 cr) PTA 104 Clinical Kinesiology (3 cr) PTA 105 Neurological Foundations (2cr) PTA 106 Functional Movement Development (2cr) PTA 107 Clinical Documentati on (2cr)	PTA 110 Patient Assessment (3cr) PTA 112 Therapeutic Exercise (3cr) PTA 114 Orthopedic Manual Interventions (3cr) PTA 115 Professional Preparation (2cr) PTA 220 Clinical Education I 80 hours (2cr)	PTA 204 Neurological Rehabilitati on (4cr) PTA 205 Pediatric Management (2cr) PTA 210 Therapeutic Modalities (3cr) PTA 212 PTA Seminar in Specialty Practice (3 cr)	PTA 230 Clinical Experience II (320 hours) (6 cr) PTA 240 Clinical Experience III (320 hours) (6 cr)

Can I pick where I go for clinical experiences?

The program considers student preferences for clinical placements and strives to assign them to locations within a reasonable distance of their home addresses. However, prioritizing the best learning experience remains paramount. This means placements are chosen based on the quality of the clinical site and its ability to meet the educational needs of each student. Students should be prepared for the possibility of travel for their clinical affiliations. The final decision regarding clinical placement rests with the PTA Associate Dean.

Clinical facilities include hospitals, outpatient clinics, school systems, skilled nursing facilities, neurological rehabilitation facilities, long-term acute care facilities, and pediatric facilities.

How long are the clinical experiences?

Clinical experience classes (PTA 220, PTA 230, and PTA 240) are full-time and require (unpaid) attendance at clinical facilities located throughout Southeastern Michigan.

- The part-time clinical experience class (PTA 220) requires that students complete 80 hours of work hours which are generally completed Monday through Friday for eight (8) hours each day for two weeks.
- Full-time clinical experiences (PTA 230 and PTA 240) require that students complete 272 work hours which are generally Monday through Friday for eight (8) hours each day for 7 consecutive weeks.

What are the costs of the program beyond tuition, books, and fees?

The following information is an **ESTIMATION** of additional costs PTA students may incur and is provided as a courtesy to ensure that you are fully prepared to complete the Program. The following costs are estimates only so students should understand that 'real costs' may vary.

Estimated PTA Program Costs Beyond Tuition, Fees, & Books

Semester 1 (Fall) Technical Track		
Item	Estimated Costs	Notes
PTA Uniform	\$200	Required. Polo shirts, pants, jacket
Immunizations	\$450 (If no prior immunizations)	Required. Out-of-pocket cost will vary depending on prior immunization status and health insurance coverage.

Health Insurance	varies	Required. Varies depending on provider and selected coverages
Semester 2 (Spring) Technical Track		
Item	Estimated Costs	Notes
AHA CPR Training for Healthcare Provider	\$75	May be offered free of charge by the Program
APTA student membership	\$90	Not required but highly suggested
Scorebuilders Mock Exam	\$50	Required for all students.
Travel to/from clinical site	varies	Depends on distance and vehicle type
Site-specific uniform	varies	May be required by clinical site.
Background check/fingerprint/drug screen	\$65	May be required by clinical site.
Semester 3 (Summer) Technical Track		
Item	Estimated Costs	Notes
PEAT mock exam	\$90	Required for all students.
License exam (compilation of fees)	\$900	Not required for the Program but REQUIRED to work in any state. Begin registering during this semester.
Background check	\$65	Required for licensure application. May be required by clinical sites.
Semester 4 (Fall) Technical Track		
Item	Estimated Costs	Notes
Travel to/from clinical sites	varies	Depends on distance and vehicle type

Site-specific uniform	varies	May be required by clinical sites
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What if I have a criminal background?

Wayne County Community College's clinical partners may not accept students who have been convicted of certain crimes or test positive for certain drugs into a clinical learning environment. Therefore, students must undergo a Criminal Background Check at their own expense, through CastleBranch.com in order to be considered for admission to the Physical Therapist Assistant program.

Students are required to disclose any and all federal, state (including states other than Michigan), or local crimes for which the student has been convicted to the Physical Therapist Assistant (PTA) Dean.

Convictions occurring before admission to the PTA program must be reported to the PTA Dean prior to acceptance into the program. Convictions occurring after acceptance into the program must be reported to the PTA Dean immediately.

A student is not eligible for admission to the Physical Therapist Assistant program for a period of years following completion of all terms and conditions of sentencing for conviction of certain crimes. The precise number of years a student must wait following sentencing depends upon the nature of the offense. Generally speaking, the more serious the offense, the longer the student must wait before eligibility is restored.

The Wayne County Community College District's Physical Therapist Assistant Program has adopted the waiting periods specified in the State of Michigan Mental Health Code MCL 330.1134a.

If a student has been convicted of a crime, the student should consult the Physical Therapist Assistant Program Waiting Periods (table below) BEFORE seeking admission to the Physical Therapist Assistant program to determine the specific waiting period, if any, applicable to that conviction.

Failure to disclose conviction of a crime listed in MCL 330.1134a is grounds for immediate dismissal from the Physical Therapist Assistant program. If a student is convicted of a crime listed in MCL 330.1134a while in the Physical Therapist Assistant program, the student will be immediately dismissed from the program.

Background checks are required as part of the application process for the PTA program. Students with infractions as listed in the table below, will be ineligible for admittance into the PTA program until specified waiting periods have been met.

Waiting Period	Type of Infraction
LIFETIME BAN	<ul style="list-style-type: none"> • Felonies related to neglect or abuse of a patient in connection with the delivery of health care. • Felonies relating to health care fraud. • Felonies related to the unlawful manufacture, distribution, prescription, or dispensing of a controlled substance if the conviction was entered on or after August 21, 1996. • Adulteration of drugs or medicine injurious to health. • Selling, distributing, delivering or furnishing product containing ephedrine or pseudoephedrine.
15-YEARS <i>following completion of all terms and conditions of sentencing</i>	<ul style="list-style-type: none"> • A felony that involves the intent to cause death or serious impairment of a body function. • A felony that results in death or serious impairment of a body function. • • A felony that involves the use of force or violence, or that involves the threat of the use of force or violence. • A felony involving cruelty or torture. • A felony involving criminal sexual conduct. • A felony involving abuse or neglect. • A felony involving the use of a firearm or dangerous weapon. • • A felony involving the diversion or adulteration of a prescription drug or other medications
10-YEARS <i>following completion of all terms and conditions of sentencing</i>	<ul style="list-style-type: none"> • A misdemeanor involving the use of a firearm or dangerous weapon with the intent to injure, the use of a firearm or dangerous weapon that results in a personal injury, or a misdemeanor involving the use of force or violence or the threat of the use of force or violence. • A misdemeanor involving criminal sexual conduct. • A misdemeanor involving cruelty or torture unless otherwise provided under subdivision • A misdemeanor involving abuse or neglect
5-YEARS <i>following completion of all terms and conditions of sentencing</i>	<ul style="list-style-type: none"> • A misdemeanor involving cruelty if committed by an individual who is less than 16 years of age. • A misdemeanor involving home invasion. • A misdemeanor involving embezzlement. • A misdemeanor involving negligent homicide. • A misdemeanor involving larceny unless otherwise provided under subdivision. • A misdemeanor of retail fraud in the second degree unless otherwise provided under subdivision. • Any other misdemeanor involving assault, fraud, theft, or the possession or delivery of a controlled substance.
3-YEARS <i>following completion of all terms and conditions of sentencing</i>	<ul style="list-style-type: none"> • A misdemeanor for assault if there was no use of a firearm or dangerous weapon and no intent to commit murder or inflict great bodily injury. • A misdemeanor of retail fraud in the third degree. • A misdemeanor involving the creation, delivery or possession with intent to manufacture a controlled substance.

1-YEAR <i>following completion of all terms and conditions of sentencing</i>	<ul style="list-style-type: none"> • A misdemeanor involving the creation, delivery or possession with intent to manufacture a controlled substance if the individual was under 18 at the time of conviction. • A misdemeanor for larceny or retail fraud in the second or third degree if the individual, at the time of conviction, is under the age of 16.
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What if I have a positive drug screen?

002-02 Addendum: Background Check and Drug Screen Results

All applicants to the WCCCD Physical Therapist Assistant (PTA) Program must successfully complete a criminal background check and drug screen as part of the admissions process.

Applicants who test positive for any controlled substance, including THC (marijuana), will be disqualified from admission. There are no exceptions, including for medical marijuana or prescribed controlled substances.

If an applicant tests positive for other prescription medications, they will be required to meet with the PTA Program Dean to review the findings and determine eligibility for continued admission consideration. A **Positive Background Check and/or Drug Screen Notification and Action Form** must be completed at the time of the meeting. The form can be found in **Appendix B** of the Policies and Procedures Manual.

Applicants who test positive for a non-THC substance may be allowed a one-time retest, at their own expense, within 72 hours of formal notification. If the retest is negative, the applicant may continue in the admissions process. If the retest is positive, the applicant will be rendered ineligible for admission for that application cycle.

Procedures

Positive Background Check:

Any applicant with a positive finding on the criminal background check will be reviewed **on a case-by-case basis** by the Program Dean.

Offenses that may preclude admission include, but are not limited to:

- Felony convictions
- Crimes involving violence, abuse, or theft
- Drug-related offenses
- Any crimes that would prohibit clinical placement based on facility requirements

The inability to secure clinical placement due to background findings will render the applicant ineligible for admission.

Final determination regarding admission eligibility rests with the PTA Program Dean, in consultation with appropriate institutional leadership if necessary.

Positive Drug Screen:

A positive drug screen for any controlled substance, including THC (marijuana), will disqualify the applicant from admission. There are no exceptions to this policy, including for medical marijuana or prescribed controlled substances. Although marijuana is legal under Michigan state law, it remains federally illegal and is prohibited by clinical site contracts and institutional policies. A positive test for THC renders the applicant ineligible for clinical placement and, therefore, ineligible for PTA program admission.

Applicants who test positive for any controlled substances, whether prescribed or not, will not be allowed to continue in the admission process.

Applicants who test positive for other prescription medications may continue in the admission process **only if** they submit current, valid, and verifiable documentation from a licensed provider that:

- Confirms the medical necessity of the substance, and
- Confirms that the student can meet essential program and clinical standards without impairment.

All documentation must be submitted to the PTA Program Dean via email or in-person within 72 hours of notification.

One-Time Retest Opportunity (for non-THC substances only): Applicants who test positive for a **non-THC** controlled substance may be allowed one opportunity to retest at their own expense.

The retest must be completed within 72 hours of formal notification by the Program Dean.

- **If the retest is negative**, the applicant may continue in the admissions process.
- **If the retest is positive**, or if the retest is not completed within 72 hours, the applicant will be rendered ineligible for admission for that application cycle.

Note: THC (marijuana) is not eligible for retesting due to its federal illegality and its prohibition by clinical site contracts. A positive test for THC will result in disqualification from the admissions process, with no exceptions.

Applicant and Student Acknowledgment:

Applicants and admitted students must acknowledge that:

- A positive drug screen or background check (without approved documentation)
- Failure to complete the retest
- Inability to be placed at a clinical site

may result in denial of admission or administrative withdrawal from the PTA Program.

Applicants and students are advised that clinical sites may require additional background checks and drug screens prior to clinical placement. If a student is unable to complete clinical rotations due to a positive drug screen or background finding, they will be administratively withdrawn from the PTA Program.

Applicants disqualified due to background or drug screen issues may reapply for a future cohort.

Readmission is not guaranteed and will depend on seat availability, program standards, and clinical site eligibility.

Wayne County Community College District is a drug-free institution. Students must never attend class, lab, or clinical activities while impaired or under the influence of any substance. **Violation of this policy will result in immediate dismissal** from the PTA Program.

What if I have a disability?

The Americans with Disabilities Act (ADA) ensures qualified applicants to public institutions the ability to pursue program admissions, however, the applicant must meet essential requirements. The PTA Program holds all enrolled students to the same standards with or without reasonable accommodations. Successful participation in the PTA Program includes the ability to perform essential functions, which are necessary for the delivery of physical therapy services in a safe, ethical, and legal manner.

The essential functions are expected to be demonstrated, with or without reasonable accommodation, by students participating in the PTA program.

Upon reviewing the list of essential functions included in this packet, the candidate will complete the Acknowledgment of Essential Functions for the Physical Therapist Assistant Student form and indicate whether or not they can perform the essential functions.

Prior to admission to the program, students in need of accommodations are responsible for contacting Student Support Services at (313) 496-2634.

The following functions are considered essential requirements for Wayne County Community College District's PTA Program admission, retention and graduation.

TEAS Exam Information

What is the TEAS? “The ATI TEAS, or Test of Essential Academic Skills, is designed specifically to assess a student's preparedness for entering the health science fields. The ATI TEAS test comprises 170 questions set up in a multiple-choice format with four-option answers. Questions are designed to test the basic academic skills you will need to perform successfully in the areas of: Reading, Math, Science, and English and Language Usage” (ATI Teas, 2019, About the ATI TEAS”).

Is the TEAS a timed test? Yes. Testers will be given a total of 209 minutes to complete the exam: There are four individually timed sections:

- Reading 53 questions 64 minutes
- Math 36 questions 54 minutes
- Science 53 questions 63 minutes
- English & Language Usage 28 questions 28 minutes

What score do I need to get on the TEAS? Students seeking admission to the PTA program must obtain a minimum score of 60% to be eligible to apply. If a student does not earn 60% or higher on the first attempt at the TEAS, the student will need to take the TEAS again. The student must wait at least 30 days before retesting, and it is expected that the student will use the time to prepare for the next attempt.

When will I get my TEAS test results? Testers will get their scores immediately following the test. Testers must print a copy of their scores and provide it to the proctor prior to leaving the exam room.

How many times can I take the TEAS test? PTA applicants may take the TEAS up to two times per year. However, you must wait at least 30 days between exams. The waiting period will allow time for studying. Students may take the TEAS up to two times per year. TEAS scores are only valid for one year.

How is the TEAS test graded? “Your TEAS score is calculated by a system called equating, which means some questions are worth more points than other questions. You will not know which questions have more weight, but there are easier and harder questions that make up the entire test” (ATI Teas, 2019, 10 Frequently Asked Questions About the TEAS Exam, para. 4).

Can I bring a calculator to the test? No. A calculator is built into the test. It will be visible when you get to the math portion of the exam.

Will I take the TEAS on a computer? Yes. The computerized TEAS exam for PTA program applicants will be administered in-person by Wayne County Community

College on the downtown campus. The exam will be proctored (monitored by appropriate faculty/staff). Additional details about the testing process will be published by program staff.

How much does it cost to take the TEAS? Currently, the cost of the TEAS is approximately \$85 please note that this is subject to change. You must pay for the TEAS online using a debit or credit card prior your scheduled test day. Program staff will provide details regarding the online registration process. All sales are final! There are absolutely no refunds. If you have an emergency, please contact the PTA Program Dean.

What if I need a reader or some other accommodations to take the test? Students wishing to request accommodations should contact the Disability Support Services department at (313) 496-2634 to discuss the WCCCD policy and procedures regarding test accommodations prior to registering for your TEAS exam.

Testers should plan to arrive 30 minutes prior to the scheduled start time. Bring a valid state ID or driver's license to the exam. This ID must be unexpired and have the tester's photograph and signature on it. Leave everything else at home or in your car.

Testers **MUST NOT** bring anything else to the testing room. This includes but is not limited to:

- Cell phones, Tablets, Laptops
- Watches of any kind
- Books
- Paper or notes
- Writing utensils
- Outerwear such as jackets, coats, sweaters
- Purses, backpacks, or bags of any kind
- Calculators
- Hats, gloves
- Food or drinks, including gum, candy, water, etc.
- Any other personal belongings

Any student who brings prohibited items to the testing room will be asked to remove it prior to the start of the test. Any student who is caught with prohibited items during the test, will be immediately asked to leave and their exam will be forfeited and reported to appropriate authorities.

How will my application points be calculated based on the TEAS? TEAS application points range from a minimum of 21 points and a maximum of 35 points. See Table 2 for a sampling of the breakdown of TEAS scores and application points. The following formula will be used for tabulating application points:

$$(\text{TEAS Score} * 0.35) * 100$$

Table 2 Sample TEAS Application Points

TEAS scores will be rounded to the nearest tenths using the following formula. All digits to the right of the tenths place will be examined.

Candidates **must score 60% or higher** to be considered for admission to the PTA program. Students may retake the TEAS one time during each year. Note: TEAS scores are valid for the current application year only. Scores from previous application cycles will NOT be accepted.

How do I register for the TEAS? Information regarding the TEAS registration process, exam dates, times, and location will be published by the program staff no later than February of the application year. Generally, the TEAS will be offered in April and May of the application year.

Are there study guides for the TEAS? Yes. Applicants may visit the ATI Teas website at <https://atitesting.com/teas-prep> for more information about the TEAS and to purchase study materials.

How are TEAS scores converted to application points? Application points are determined using the following TEAS Score Conversion Chart:

PTA Program Vision, Mission, Philosophy, Values, Goals

Vision

Our vision is to be widely recognized as a premier Physical Therapist Assistant Program that cultivates excellence, fosters diversity and inclusivity, inspires innovation, and transforms learners into leaders in the profession.

Mission

The mission of the Physical Therapist Assistant Program is to empower students to become highly skilled, safe, and responsible PTAs by providing them with access to high-quality contemporary physical therapist assistant education in a diverse environment that is dedicated to meeting the current and emerging needs of the individuals and communities it serves.

Philosophy

The Physical Therapist Assistant Program is committed to the overall mission of the Wayne County Community College District. We are dedicated to providing excellent, innovative, and diverse educational opportunities that prepare graduates to develop the skills and professionalism required of the entry-level physical therapist assistant for contemporary practice.

Our educational focus is to prepare individuals to become licensed physical therapist assistants who competently work under the supervision of physical therapists by providing them with a broad background from which they may later choose to develop expertise as specialists. In addition, our graduates gain an appreciation for life-long professional development and serve as resources and advocates to meet the health needs of their communities.

We Believe in Excellence

The curriculum is characterized by a series of scaffolds, whereby students are advanced from foundational knowledge to the application of complex skills and strategies. Learners progress through the curriculum by demonstrating the knowledge and skills necessary to provide the highest quality care to their patients. The result is an intentional, rigorous, future-focused curriculum that helps students become highly skilled clinicians, effective leaders, strong communicators, and critical thinkers. Our faculty share a commitment to continuously developing curricula and methods based on current evidence and best practices.

We Believe in Empowerment

We are committed to providing student-centered learning opportunities and empowering learners to take an active role in the learning process. True learning occurs when students are actively engaged in the process and take responsibility for their own learning. We utilize a holistic approach to creating productive learning environments by establishing positive student relationships and valuing the voice of every learner.

We Believe in Serving the Community

Altruism and social responsibility are core values of the physical therapy profession. We believe in the importance of providing direct community service while learning about the context in which service is provided. Service-learning opportunities allow learners to realize the connection between their service, academic coursework, and responsibilities as citizens.

Core Values for the PT & PTA

The PTA Program adheres to the Core Values set forth by the American Physical Therapy Association (APTA):

1. Accountability

2. Altruism
3. Collaboration
4. Compassion and Caring
5. Duty
6. Excellence
7. Inclusion
8. Integrity
9. Social responsibility

Program Goals

The goals of the WCCCD PTA Program are to:

1. **Students/Graduates:** To graduate highly skilled clinicians who are prepared to enter the workforce as safe, legal, ethical, and effective entry-level physical therapist assistants.
2. **Faculty, Staff, & Educators:** To promote an environment of academic excellence rooted in innovative, forward-thinking, and learner-centered instruction while remaining aligned with CAPTE standards and APTA best practices.
3. **Program:** To connect education to practice by inspiring a desire for lifelong learning and supporting opportunities for professional development, advocacy, and community outreach/service for students, faculty, and clinical partners.

PTA Program Student Objectives & Outcomes

Upon completion of the PTA Program,

Objective 1.1 Students/graduates will demonstrate clinical skills commensurate with those of an entry-level physical therapist assistant working under the supervision of a licensed physical therapist.

Outcome 1.1.1 Students/graduates will demonstrate competence with managing physical therapy interventions in a safe, effective, and patient-centered manner under the supervision and within the plan of care of a physical therapist.

Outcome 1.1.2 Students/graduates will use critical thinking and problem-solving skills to appraise patient response to interventions to appropriately progress, modify, or regress interventions while competently implementing the plan of care as directed by the physical therapist.

Outcome 1.1.3 Students/graduates will demonstrate professional behaviors and attributes (e.g., professionalism, accountability, and resource management) in adherence with the practice standards established by the American Physical Therapy Association (APTA).

Outcome 1.1.4 Students/graduates will produce clinical documentation that accurately, promptly, and effectively communicates the need and rationale for physical therapy intervention using appropriate medical terminology.

Outcome 1.1.5 Students/graduates will demonstrate commitment to self-assessment and lifelong learning.

Outcome 1.1.6 Students/graduates will utilize effective interpersonal communication skills to suit all situations and commensurate with the needs of the learner.

Outcome 1.1.7 Students/graduates will demonstrate cultural competence when providing care to individuals from a variety of lifestyles, cultures, ages, socioeconomic backgrounds, and abilities.

Outcome 1.1.8 Graduates will exceed CAPTE standards for graduation rates, license pass rates, and employment rates.

Policy Number 002	Policy Title 002 PTA PROGRAM ADMISSION POLICY	Effective Date 07/25/2023
Revision 0.0	Prepared By Dr. Sherry Sagers, Physical Therapist Assistant Program Dean	

Applies To:	This policy applies to students who are interested in applying to the PTA Program, faculty and staff who work with the Program, and anyone who is interested in the Program.
Definitions:	Weighted Courses: Specific courses that cover the fundamental knowledge and skills that are essential for working as a PTA. These courses are given more weight in the admissions process.

<p>Policy:</p>	<p>The WCCCD Physical Therapist Assistant (PTA) Program is dedicated to admitting qualified students who exhibit the potential to excel in the Program's demanding academic and clinical components. We seek to enroll students with a solid academic record, a genuine interest in Physical Therapy, and the personal qualities required for success as healthcare professionals. This policy aligns with WCCCD's mission of upholding excellence in teaching, learning, and operating with integrity.</p> <p>The PTA Program maintains a distinct admissions and selection process, outlined by core Program personnel. This process is readily accessible on the Program's webpage and within the application packet. It is also discussed during information sessions and orientations. We strive to make the admissions and selection process transparent and accessible to prospective students, faculty, staff, and other interested parties, facilitating informed decision-making among potential applicants.</p> <p>The PTA Program's admissions process involves a comprehensive evaluation on a 100-point scale. The top 24 qualified students are selected based on a combination of overall GPA, weighted course GPA, entrance exam score, and potential bonus points for military service, advanced degrees, or relevant work experience.</p> <p>Students must complete additional supplementary steps in the application process that are designed to provide a well-rounded view of each candidate's qualifications, dedication, and suitability for the PTA Program. By requiring acknowledgment forms, observation hours, background check and drug screen, letters of recommendation, and a personal statement, the Program Dean and Associate Dean can make informed decisions about selecting individuals who not only meet the academic criteria but also demonstrate a genuine commitment to pursuing a career as a Physical Therapist Assistant.</p> <p>The application deadline is 5:00 pm on May 15th, no application materials will be considered beyond the deadline. The Program accepts one cohort per year. Students not offered a seat must reapply for subsequent cohorts, and accepted students must promptly confirm their acceptance to secure their position in the Program.</p>	
<p>Procedures:</p>	<p>1.</p>	<p>STUDENT PROCEDURES: To be considered for admission to the PTA Program, students must complete the following steps:</p> <ol style="list-style-type: none"> 1. Enroll as a student at the Wayne County Community College District.

2. Complete prerequisite coursework. All prerequisite coursework must be completed no later than the end of the summer semester of the application year. It is strongly recommended that prerequisite coursework be completed by the end of the spring semester of the application year. Students must possess and maintain a cumulative GPA of 2.50 or above on all college credits including those from other institutions; complete all weighted courses (BIO 240, BIO 250, PTT 101) with a “B” or better; and complete all other required prerequisite courses with a grade of “C” or better. Weighted courses (BIO 240, BIO 250, PTT 101) must have been completed within the last five years. PTT 101 must be taken at WCCCD; cannot be transferred in.

BIO 155 Waiver

Students seeking admission to the Physical Therapist Assistant (PTA) Program are not required to take BIO 155 Introduction to Biology.

However, students must sign a waiver form to remove this prerequisite requirement.

Impacts of BIO 155 Waiver

- BIO 155 is normally a prerequisite for BIO 240 Anatomy & Physiology I, a required course for the PTA Program. Students who waive BIO 155 will be required to take a placement test to assess their readiness for BIO 240.
- Students should be aware that if they change majors, the BIO 155 requirement may be restored.

Waiver Procedure

Students who wish to waive BIO 155 for the PTA Program should contact the Program Dean and Associate Dean to obtain a waiver form. The completed waiver form must be submitted prior to registration for BIO 240.

Additional Information

For more information about the PTA Program or the BIO 155 waiver, please contact PTA the Program Dean and/or Associate Dean.

3. Complete observation hours. Complete a minimum eight (8) hours of observation hours in a Physical Therapy setting (minimum of four hours in two different facilities). Applicants are required to complete a minimum of eight (8) hours of observation in a Physical Therapy clinic. Observation hours must be obtained from a minimum of two different facilities (i.e. 4 hours + 4 hours). If employed as a Physical Therapy technician, a maximum of four hours can be obtained from one's current or previous workplace. Observation forms should be signed by a physical therapist or Physical Therapist Assistant and submitted as part of the application packet. In the event of a pandemic such as COVID-19, this requirement may be modified or waived at the discretion of the PTA Program Dean.

4. Submit professional letters of recommendation. Two (2) letters of recommendation (included in the application packet) must be submitted as part of the completed application process. All references should be professional in nature. Professional references would include former or current supervisors, clergy, and instructors. The person completing the letter must have known the candidate for a minimum of sixteen (16)

		<p>weeks. Friends, relatives, or co-workers may NOT be used as references. These forms are to be returned directly to the WCCCD PTA Program</p>
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Dean by the individual completing the form. Reference letters should be signed across the seal. ***Reference letters completed by and/or returned by students will not be accepted.***

Letters of recommendation must be submitted by the persons completing the forms and must be received by the deadline. No late letters of

recommendation will be accepted. Arrange for all letters of recommendation to be sent by the person completing the form to the following address:

Dr. Sagers, PTA Program Dean
Physical Therapist Assistant Program
Wayne County Community College District
1001 W. Fort Street
Detroit, MI 48226

5. Submit the Health Science Program Application. Complete and return the Health Science Program application and all required forms and documents as outlined in this packet to the PTA Program Dean by the May 15th, 5:00PM, deadline. Any applications that may be sent to the Northwest Campus will be collected by the District Provost-Health Sciences and forwarded to the PTA Program Dean.

6. Submit Transcripts. Official *and* unofficial transcripts are a required part of the application process. Transcripts must be received by WCCCD prior to the May 15th deadline. Unofficial transcripts must be submitted along with the other required application documents. Information about the ordering of official transcripts and retrieval of unofficial transcripts can be found on the WCCCD website at https://www.wcccd.edu/students/cs_order.htm

7. Take the TEAS Entrance Exam. All applicants are required to complete the Test of Essential Academic Skills (TEAS) with a minimum score of 60%. Failure to obtain 60% or better will generally render the applicant ineligible for application/admittance into the technical track of the PTA Program. The addendum to 002 allows for scores of 57% or higher to be considered under specific conditions. Note: The TEAS may only be taken twice per application period (at least 30 days apart) and a passing score does not guarantee admission to the Program. The timed exam must be taken on a WCCCD campus and proctored by the appropriate personnel. The TEAS exam must be completed prior to the application deadline. In the case multiple test scores, the highest score will be used.

8. Attend Mandatory Information Session. All applicants are required to attend an information/advising session prior to the May 15th application deadline, which will provide in-depth information and enrollment guidance. Information sessions may be virtual or in-person at the discretion of the Program Dean and Associate Dean (core faculty). Applicants who do not attend a mandatory information session will not be considered for admission to the technical track of the PTA Program. Information about the dates and times of mandatory sessions will be posted on the Program's webpage.

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| | | <p>9. Complete Criminal Background Check and Drug Screen. All applicants must complete a criminal background check and drug screen and submit a copy of the results to the PTA Program Dean no later than May 15th of the application year. Information regarding the background</p> |
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		<p>check and drug screen process will be published by the PTA Program Dean. See policy 002-02 Addendum B for details.</p> <p>10. Seek Advising from PTA Staff. All applicants have the option to schedule a pre-admission advising appointment to discuss their academic plan. The Program Dean and Associate Dean (core faculty) will be available for advising on a walk-in and appointment basis. Please contact the PTA Program Dean, Dr. Saggars, via e-mail at ssagger1@wcccd.edu to arrange a pre-advising appointment. Students may also contact the PTA Associate Dean, Dr. Walker, at cwalker2@wcccd.edu for PTA Program advising.</p>
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PROGRAM PROCEDURES

1. **Review the application materials:** This includes the applicant's academic transcripts, letters of recommendation, personal statement, and any other required materials.
2. **Determine which applicants meet the Program's minimum qualifications.** This includes the overall GPA, prerequisite course grades, completion of observation hours, score on the TEAS entrance exam and other requirements as outlined in the student procedures section of this document. Students who do not meet the Program's minimum qualifications will be notified in writing via email within seven (7) business days of receiving their application materials.
3. **Award points for each criteria.** The Program Dean will enter students' data into a selection spreadsheet in Excel and use pre-established rubrics to determine the points each student should be awarded for each criteria. The Dean will then calculate the total points each student has earned out of 100 and rank the students accordingly.
 - a. The Program Dean will create columns within the selection spreadsheet for the students' names, the criteria they are being ranked on, and the points they have earned for each criteria.
 - a. The Dean will use the pre-established rubrics to determine the points each student should be awarded for each criteria. The rubrics will specify the minimum, maximum, and intermediate scores for each criteria.
 - b. The Dean will enter the students' scores into the selection spreadsheet.
 - c. The Dean will use formulas in the selection spreadsheet to calculate the total points each student has earned by adding up their scores for each criteria.
 - d. The Dean will rank the students from highest to lowest total points.
2. **Select the top 24 students.** The Dean will select the top 24 qualified students based on their scores out of 100.
3. **Review and oversight.** The Dean will share the selection spreadsheet with the Associate Dean and District Provost for Health Sciences for review, oversight, and approval prior to publishing the list of selected students:
 - a. The Dean will create a copy of the selection spreadsheet and send it to the Associate Dean, District Provost of Health Sciences.
 - b. The Associate Dean and District Provost for Health Sciences will review the spreadsheet to ensure that the selection process was fair and that the students who were selected are qualified.

	<p>c. If the Associate Dean and District Provost for Health Sciences have any questions or concerns, they will contact the Dean.</p> <p>4. Notification of Students. Once the Associate Dean, District Provost for Health Sciences, and an Executive Dean have approved the selection spreadsheet, applicants will be notified in writing via their WCCCD email approximately ten business days after the end of the SUMMER semester. The email will include the student's name, rank, and total points. The email will also include information about the next steps in the admissions process.</p>
7	<p>Policy Dissemination: This policy will be shared with all stakeholders, including students, faculty, and staff. The details of this policy will be accessible in Program handbooks and communicated during orientations and periodic trainings to guarantee awareness and understanding.</p>
8	<p>Policy Review: This policy will be reviewed annually to ensure its effectiveness and alignment with Program goals, accreditation standards, and evolving Program needs. Feedback from stakeholders will be actively sought and considered during the review process.</p>
	<p>Application information will be kept strictly confidential and will only be shared with college officials who have a need to know to ensure the process is fair and equitable. Records will be kept confidential and maintained by the Program Dean in a locked file cabinet for five years. At the end of this timeframe, the records will be destroyed. These records are not available to the public.</p>
Policy Effective Date:	<p>This policy is effective immediately and may be modified at any time by the PTA Program Dean.</p>
Policy Dissemination:	<p>This policy will be shared with all stakeholders, including students, faculty, and staff. The details of this policy will be accessible in Program handbooks, communicated during orientation and periodic trainings to guarantee awareness and understanding.</p>
References:	<p>Physical Therapist Assistant Program Student Handbook Physical Therapist Assistant Program Application Packet Physical Therapist Assistant Program Policies and Procedures Manual</p>
Forms:	<p>BIO 155 Waiver Form Wayne County Community College District <u>Health Science Application</u> Physical Therapist Assistant Program Application Packet - Required Forms</p>

This document serves as an addendum to Program policy 002 PTA Program Admission Policy. It outlines a limited exception to the TEAS exam score requirement for Program admission.

Conditional Acceptance for TEAS Exam

While the minimum TEAS exam score for admission to the PTA Program remains 60%, the Program will consider conditionally accepting a score under the following circumstances:

- **Applicants must meet ALL of the following conditions for their TEAS score to be considered for conditional acceptance:**
 - **Minimum TEAS Score:** The applicant's total TEAS exam score must be **57% or higher**. Scores below 57% will not be considered for conditional acceptance.
 - **Section Performance:** The applicant earned 50% or higher in at least three of the four TEAS exam sections.
 - **Test Recency:** The applicant took the TEAS exam at the college within the most recent twelve months.
 - **Other Requirements:**

In addition to meeting the above criteria, applicants must fulfill all other application requirements as outlined in the application packet to be considered for admission to the Program.

Calculation of Conditional TEAS Score Acceptance Points (if applicable) A point system will be used to assess applicants who meet **ALL** the conditional TEAS score acceptance criteria. Scores will be calculated using the following formula: **(TEAS Score * 0.35) * 100**

Example:

An applicant scores 57% on the TEAS exam and meets all other conditional acceptance criteria.
 $(57\% * 0.35) * 100 = 19.95$ points (rounded to two decimal places)

Important Notes:

- Applicants meeting **ALL** the conditional TEAS acceptance criteria **and** point threshold (if applicable) will be considered for the Program on a case-by-case basis. Conditional acceptance of TEAS scores does not guarantee admission to the PTA Program.
- Students admitted to the Program with a conditionally accepted TEAS score will be required to participate in a remediation plan as a condition of their acceptance. The specific details of the remediation plan will be communicated to the student upon admission.

Please refer to Program policy 002 PTA Program Admission Policy for all other admission requirements.

002-02 Addendum B: Background Check and Drug Screen Results

Background Check and Drug Screen Results

Effective Date: 04/29/2025

Prepared By: Dr. Sherry Sagers, PTA Program Dean

Policy Addendum:

All applicants to the WCCCD Physical Therapist Assistant (PTA) Program must successfully complete a criminal background check and drug screen as part of the admissions process.

Applicants who test positive for any controlled substance, including THC (marijuana), will be disqualified from admission. There are no exceptions, including for medical marijuana or prescribed controlled

substances.

If an applicant tests positive for other prescription medications, they will be required to meet with the PTA Program Dean to review the findings and determine eligibility for continued admission consideration. A **Positive Background Check and/or Drug Screen Notification and Action Form** must be completed at the time of the meeting. The form can be found in **Appendix B** of the Policies and Procedures Manual.

Applicants who test positive for a non-THC substance may be allowed a one-time retest, at their own expense, within 72 hours of formal notification. If the retest is negative, the applicant may continue in the admissions process. If the retest is positive, the applicant will be rendered ineligible for admission for that application cycle.

Procedures

Positive Background Check:

Any applicant with a positive finding on the criminal background check will be reviewed **on a case-by-case basis** by the Program Dean.

Offenses that may preclude admission include, but are not limited to:

- Felony convictions
- Crimes involving violence, abuse, or theft
- Drug-related offenses
- Any crimes that would prohibit clinical placement based on facility requirements

The inability to secure clinical placement due to background findings will render the applicant ineligible for admission.

Final determination regarding admission eligibility rests with the PTA Program Dean, in consultation with appropriate institutional leadership if necessary.

Positive Drug Screen:

A positive drug screen for any controlled substance, including THC (marijuana), will disqualify the applicant from admission. There are no exceptions to this policy, including for medical marijuana or prescribed controlled substances. Although marijuana is legal under Michigan state law, it remains federally illegal and is prohibited by clinical site contracts and institutional policies. A positive test for THC renders the applicant ineligible for clinical placement and, therefore, ineligible for PTA program admission.

Applicants who test positive for any controlled substances, whether prescribed or not, will not be allowed to continue in the admission process.

Applicants who test positive for other prescription medications may continue in the admission process **only if** they submit current, valid, and verifiable documentation from a licensed provider that:

- Confirms the medical necessity of the substance.
- Confirms that the student can meet essential program and clinical standards without

impairment.

All documentation must be submitted to the PTA Program Dean via email or in-person within 72 hours of notification.

One-Time Retest Opportunity (for non-THC substances only): Applicants who test positive for a **non-THC** controlled substance may be allowed one opportunity to retest at their own expense.

The retest must be completed within 72 hours of formal notification by the Program Dean.

- **If the retest is negative**, the applicant may continue in the admissions process.
- **If the retest is positive**, or if the retest is not completed within 72 hours, the applicant will be rendered ineligible for admission for that application cycle.

Note: THC (marijuana) is not eligible for retesting due to its federal illegality and its prohibition by clinical site contracts. A positive test for THC will result in disqualification from the admissions process, with no exceptions.

Applicant and Student Acknowledgment:

Applicants and admitted students must acknowledge that:

- A positive drug screen or background check (without approved documentation)
- Failure to complete the retest
- Inability to be placed at a clinical site

may result in denial of admission or administrative withdrawal from the PTA Program.

Applicants and students are advised that clinical sites may require additional background checks and drug screens prior to clinical placement. If a student is unable to complete clinical rotations due to a positive drug screen or background finding, they will be administratively withdrawn from the PTA Program.

Applicants disqualified due to background or drug screen issues may reapply for a future cohort. Readmission is not guaranteed and will depend on seat availability, program standards, and clinical site eligibility.

Wayne County Community College District is a drug-free institution. Students must never attend class, lab, or clinical activities while impaired or under the influence of any substance. **Violation of this policy will result in immediate dismissal** from the PTA Program.