



# Application Process and Instructions

If any of the below instructions are unclear, please attend an information session or contact the Program Director, Ms. Tunetha Parchem via e-mail at [spc-pta@alamo.edu](mailto:spc-pta@alamo.edu) for clarification.

### \*\*\* Information Sessions \*\*\*

If you need further assistance with or more information about the application process, please attend one of the program's information sessions. Please refer to the PTA website at [www.alamo.edu/spc/pta](http://www.alamo.edu/spc/pta) to find the dates of all of the information sessions held via Zoom or Face to Face (F-2-F).

Type	Date	Location	Time
Virtual	Tues, 1/16/2024	Zoom ID: 494 822 6474	12p -1:30p
Virtual	Tues, 1/30/2024	Zoom ID: 494 822 6474	11a -12:30p
F-2-F	Thurs, 2/15/2024	CHP, Room 310	12:30-1:30 pm
Virtual	February 2024	Zoom ID:	TBD
F-2-F	Wed, 3/6/2024	CHP Room 310	12-1p
Virtual	Wed, 3/27/2024	Zoom ID: 494 822 6474	5:00p -6:00p
F-2-F	Wed, 4/10/2024	CHP, Room 310	12:30 – 1:30 pm

### \*\*\* Recent Changes to Program Policies or Procedures, or to This Website \*\*\*

#### New application criteria and requirements for the 2024 application cycle (posted 1/12/24):

- 1) The program application process will occur by emailing all of the application forms and transcripts to [spc-pta@alamo.edu](mailto:spc-pta@alamo.edu).
- 2) An interview will be conducted to finalize the application process in May 2024.
- 3) An essay will be written immediately following the interview in a computer lab.
- 4) Applicants are advised that as more of our clinical site partners require COVID vaccination, it may ultimately become very difficult, if not impossible, to complete the program without the vaccine. Applicants should weigh their personal COVID vaccine decision accordingly.

Due to COVID-19, many clinics are still limiting observers in their spaces. It will take some persistence on the applicant's part to locate a clinic and complete the required hours. The program will not waive or adjust the required observation hours. (posted 6/30/21)

Before applying to the Physical Therapist Assistant Program, applicants must first apply to and be accepted into St. Philip's College for the upcoming **fall** semester of the year they are applying unless they have taken classes at an Alamo Colleges campus within the previous year. That is, if applying February 1- April 30, 2024, the applicant selects the Fall 2024 semester for enrollment. Begin with the ApplyTexas application, accessed via [goapplytexas.org](http://goapplytexas.org). Further information on applying to St. Philip's College for future, former, and transfer students is available at <https://www.alamo.edu/spc/admissions/how-to-apply/>.



After applying to and being accepted into St. Philip's College for the fall 2024 semester, the entire PTA Program application and transcripts must be **submitted via email to [spc-pta@alamo.edu](mailto:spc-pta@alamo.edu)**.

- The program will not accept packages dropped off in person.
- The program will not extend the deadline if April 30 falls on a weekend, unless otherwise noted on the PTA website.
- Applicants should keep copies of all documents. The program will not copy or return them.

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To comprise a full and complete application, the student must submit the following seven (or eight, if the SAT/ACT result is required) items via email merged into ONE file:

**1) Documentation of at least 40 hours of contemporary (within the past five years) physical therapy observation or work experience (January 1, 2019 – present for the 2024 application cycle).**

- Each student selects his/her own site for observation or work experience, but it must be in a physical therapy clinic/department and overseen by a physical therapist (PT) or physical therapist assistant (PTA).
- Observation hours with any other medical professionals (e.g., doctor, chiropractor, EMT, athletic trainer, etc.) are not acceptable.
- The hours must be documented on the [Applicant Observation or Employment Verification Form](#).
- Ensure the number of hours observed or worked is clearly annotated. The program will neither total (i.e., add up your timesheets) nor assume the number of hours (e.g., the number of hours worked in "6 months" or "full-time" or "40 hrs/wk").
- Up to 10 percent of the observation or work experience hours may be completed via telehealth.
- Please note that the use of white-out or correction tape, or other alterations to this form by the applicant will render it, and therefore the application package, invalid. If an error is noted, either redo the form (preferred) or have the supervising PT or PTA line through and initial the change.

**2) Test result printouts from the Assessment Technologies Institute's Test of Essential Academic Skills (ATI TEAS) examination, Allied Health version.**

- All applicants must submit a TEAS 7/TEAS VII score in order to apply.
- This multiple-choice test helps identify students with the best chance of success in the health sciences field. It measures three basic, but essential, education skill sets needed for health science occupations—reading/English and language usage, math, and science.
- The PTA Program requires a **minimum TEAS score of 75** for the adjusted individual total score.



- Please include printouts of **BOTH** your “Transcript” (shows the date, time, and overall score for each attempt) and “Individual Performance Profile” (gives an overall score and a bar graph score for each portion of the test) pages in your application. There are examples of each and instructions for printing them near the end of the [Frequently Asked Questions \(FAQs\)](#) below.
- If you do not get the score you want and wish to retest, you must wait at least 60 days (not including the test dates) between attempts. For example, if you test on June 1, you must wait 60 days (June 2 – July 31) before testing again on August 1. If you do not wait the appropriate time between attempts, the new score will not be considered.
- The 60-day waiting period also means that March 2, 2024, will be the last test day that will leave enough time to retest before the application window closes on April 30, 2024 (March 2 + 60 days = April 30). If you test after March 2, 2024, you will have no time to retest before the deadline. The program strongly recommends testing in November or December, or even earlier.
- The TEAS score comprises one complete attempt, and subject scores may not be mixed and matched. That is, we cannot take a higher math score from your first attempt and use it in place of a lower math score on your second attempt to create a higher overall score.
- Follow the registration directions (click the “How to register” link on the [St. Philip's TEAS website](#)) to take the test. Again, select the “Allied Health” version and not the “Nursing Students” or any other version.
- There is no expiration date for the TEAS score until ATI releases a new version. At that time, all applicants must have a score report for the newest version so they can be compared equally. This is true regardless of how recently the older version was taken. Notice of changes will be announced in the [“Recent Changes to Program Policies or Procedures, or to This Website”](#) section at the top of this document.

**3) A completed Applicant Work Skills Assessment Form.**

- This form is completed by the PT or PTA whom the applicant shadowed.
- If the applicant shadowed multiple persons, the PT or PTA with whom the applicant spent the most time should fill out the form.
- The form is a fillable PDF form and must be completed by the PT or PTA whom the applicant shadowed. Once the therapist has completed the document, save it, and send it back to the applicant.
- The applicant will add the form to the Application packet via the instructions listed at the end of this document.

**4) A completed Physical Therapist Assistant Program Application Form.**

- It is now a fillable form. Ensure you double-check the e-mail address, as this is the primary way the PTA Program will communicate with you.
- If you have more colleges attended or employers than there are spaces, please continue in the same format on a separate piece of paper.
- Please include your Banner ID if you have one.
- Please also circle to indicate whether you do or do not consent to sharing of your contact information with other Health Sciences programs that may be seeking students.



5) **A completed [Criminal History Statement](#) form acknowledging that:**

- you understand your right to request a criminal history evaluation;
- you understand that applicants to the program with criminal convictions may not be eligible for licensure and are not eligible for full admission into the program until a declaratory order process is completed with the Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE) as described in the Criminal History Statement form; and
- you understand that if you have past criminal activity and do not complete a criminal history evaluation prior to application and the criminal background check completed before the course begins exposes criminal convictions that will render you ineligible for licensure, you will be dismissed from the program immediately and forfeit any tuition or fees paid.

6) **ALL official college transcripts.**

- If you print a copy of your official transcript PDF, it is still an unofficial transcript, and it cannot be used for applying to the program.
- Students should request the transcript(s) be sent to the [spc-pta@alamo.edu](mailto:spc-pta@alamo.edu) email from the school they attended. Provide the name Tunetha Parchem, PTA, MPT – Program Director if a name/criteria is requested.
- The student must obtain all Alamo Colleges transcripts (if applicable) for inclusion in the application packet – program faculty or staff cannot access them for you.

7) **A college entrance examination score (SAT, ACT, etc.) if you have not successfully completed 12 or more college hours.**

8) **An interview will be conducted after the top applicants are selected.**

- These applicants will be notified by email to sign up for an interview.

9) **Essay**

- The applicant will write an essay or personal statement directly following the interview.
- The essay or personal statement prompt is why do you want to become a physical therapist assistant and why do you want to attend St. Philip's College.
- Additional instructions will be provided when the applicant is contacted for the interview.

10) **All application documents into ONE PDF or scanned document**

- Use and complete the fillable PDF forms (PTA application, Work Skills Assessment Form, Observation/Employment form, Criminal History forms). Save the forms.
- Add the ATI TEAS “transcript” and “Individual performance profile” to the application forms with the instructions found on the last page.



## TEAS Test Information

The Physical Therapist Assistant (PTA) Program provides the following information about the Assessment Technologies Institute's Test of Essential Academic Skills (ATI TEAS) examination for informational purposes only. This information, including cost, deadlines, and so forth, is subject to change without notice. For the most current information about the ATI TEAS, please consult the [ATI Testing website](#).

### **The program requires a 60-day waiting period between attempts, not including both test dates.**

- This test is required for ALL applicants regardless of educational status (e.g., new to college, graduate of a master's program, already taken the GRE, etc.)
- There are a limited number of seats, and nearly all Allied Health programs require this test for application, so test dates may fill quickly! Typically, all available St. Philip's College ATI TEAS test dates before the March 31 application deadline are filled by the first week in February. Please schedule your test as early as possible, or you may have to take it at a less convenient location, if you can secure a date at all. The PTA Program will not extend the March 31 program application deadline.
- Due to COVID-19, nearly all tests are now administered remotely. You will need a computer with webcam and microphone capabilities, a Chrome browser, and stable internet. Please follow other requirements as listed on the [St. Philip's TEAS website](#).
- You also may test at any time of the year—you do not have to test during the January-March program application window. This will improve your chances of getting a test date, and it will also allow ample time for retesting, should you desire to do so. However, please remember that you must wait at least 60 days between attempts.
- If in-person testing resumes, please be aware that sites other than St. Philip's College may administer the TEAS in pencil and paper format. These will be annotated with a "PP" in the location – e.g., "Baptist PP." In these cases, the results will not be immediately available and may take up to two weeks to obtain. Again, the PTA Program will not extend the March 31 program application deadline. The results from computer-based tests are available immediately after completion.
- The cost of the examination is \$107.00 if taken at St. Philip's College and is subject to change without notice. Costs at other sites may vary.
- Review materials are available from the [TEAS Products Store](#) if you wish to purchase them. They may also be available from your local public library or online retailers. The St. Philip's College library also has some resources, and [tutoring](#) is also available. There are additional helpful links for TEAS study in the [Frequently Asked Questions \(FAQs\)](#) below.
- The location or proctor for your test is one you select during the registration process. Ensure you know to which testing center you must report or have the proper technology for the proctored test. **Testing via St. Philip's College is strongly advised so that the applicant's score can be quickly and efficiently confirmed.**
- If you have trouble with the registration or payment process, do not receive a receipt for payment, or encounter any other issues, please contact Assessment Technologies Institute directly through the information provided via the ["Contact"](#) link at the top of their webpage.



## Attachments Below:

- 1) [Application Checklist](#) – This is to assist you in correctly completing the application process. Do not include it in your application package.
- 2) [Applicant Observation or Employment Hours Verification Form](#) – **Include in your application package.**
- 3) [Applicant Work Skills Assessment Form](#) – **Include in your application package.**
- 4) [Physical Therapist Assistant Program Application Form](#) – Two pages. Read the “Notice to Program Applicants,” then fill out the application form. **Include only the application form in your application package.**
- 5) [Criminal History Statement](#) – **include in your application package.**
- 6) [Application Essay Scoring Rubric](#) – for your information only. This rubric will be provided when writing the essay.
- 7) [Frequently Asked Questions \(FAQs\)](#) – for your information only.



## PHYSICAL THERAPIST ASSISTANT PROGRAM APPLICATION CHECKLIST

*This page is for your assistance only. Keep it for your records. You do not need to submit it with your application.*

- Did you check the program's website to ensure you are applying at the proper time?**
  - The application packet must be submitted between February 1 and April 30, or it will not be considered.
- Have you completed the "Apply Texas" application for admission to St. Philip's College in the fall semester?**
  - This is required if you have not taken classes at an Alamo Colleges campus within the past year.
- Did you include documentation of at least 40 hours of contemporary physical therapy work or observation experience under a physical therapist or physical therapist assistant?**
  - Is it on the form from **this** program and not a form from another college? Did you total your hours?
  - Is the experience within the five years preceding January 1 of the year you are applying?
- Did you include your score on the ATI TEAS 7/TEAS VII examination? Did you score at least 75 percent?**
  - Only include the transcript and individual performance profile pages, not all the feedback and explanations.
- Did you include the Work Skills Assessment Form?**
  - Is it completed and signed by the PT/PTA you shadowed or spent the most time shadowing?
- Did you include the Physical Therapist Assistant Program Application Form?**
  - Fill out the entire form completely, especially your e-mail address. You must sign and date the form.
- Did you include ALL official transcripts?**
  - Official transcripts from all colleges (**including St. Philip's College or other Alamo Colleges, if applicable**) attended are required. *An official transcript is sent from the registrar's office of the college attended and sent from a transcript company.*
- Did you include the completed Criminal History Statement?**
  - All applicants must complete and submit this form.
- Did you include your ACT/SAT scores, if required?**
  - All applicants who have not successfully completed 12 college credit hours must include an ACT or SAT score.
- Have you included a criminal history evaluation, if required?**
  - Applicants with criminal history concerns must complete an evaluation through ECPTOTE.
- Have you used Adobe PDF to add all of the application forms + TEAS transcripts and colleges attended send transcripts to [spc-pta@alamo.edu](mailto:spc-pta@alamo.edu) by the April 30, 2024 deadline?**
  - Refer to the last page of this document to ensure that your PTA application is complete.



## Applicant Observation or Employment Verification Form

### OBSERVATION

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

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

Dates of Observation: \_\_\_\_\_ Total # of hours: \_\_\_\_\_ hours

Of total hours, # of telehealth hours \_\_\_\_\_ hours  
(Cannot be more than 10 percent of total hours)

### EMPLOYMENT

Student Name: \_\_\_\_\_ Job Title \_\_\_\_\_

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

Dates of Employment: \_\_\_\_\_ Total # of hours: \_\_\_\_\_ hours

Of total hours, # of telehealth hours \_\_\_\_\_ hours  
(Cannot be more than 10 percent of total hours. If none, please indicate as such.)

### SIGNATURE VERIFYING EITHER OBSERVATION OR EMPLOYMENT:

Supervising Physical Therapist or Physical Therapist Assistant:

\_\_\_\_\_  
(Please Print Name) PT/PTA License Number \_\_\_\_\_  
(circle one)

\_\_\_\_\_  
(Signature) Date \_\_\_\_\_

**Any changes to the information on this form must be lined through and initialed by the PT/PTA.  
Please do not use correction tape, white-out, etc.**



## Applicant Work Skills Assessment Form

\_\_\_\_\_

Name of Applicant

\_\_\_\_\_

Date

**Purpose:** The above individual is applying for admission to the Physical Therapist Assistant Program at St. Philip's College. As part of the application requirements, we respectfully ask you to complete this form to provide your overall impression of the candidate. This rating will contribute to the applicant's overall score and ranking for admittance into the program. Your honest responses will enable us to better assess this applicant's potential to become a successful student and physical therapist assistant.

**Instructions:** After completing this form, please return it to the applicant, who will submit this form with the application package. If you would like to clarify or expand on any of your ratings or impressions, please feel free to do so beneath the respective criterion or on a separate sheet of paper if more room is required.

I have known this applicant for: \_\_\_\_\_ years or \_\_\_\_\_ months or \_\_\_\_\_ hours as:

- a student     
  an employee     
  a volunteer     
  other     
 (check one)

If "other," please specify: \_\_\_\_\_

Please use the following criteria to rate this candidate based on your experience in a clinical setting. Each criterion should be evaluated using the following numerical scale:

<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Agree nor Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
1	2	3	4	5

1. This applicant demonstrated a **Commitment to Learning and Use of Constructive Feedback** by:
  - staying engaged in the learning process.
  - asking relevant questions.
  - effectively employing suggestions for improvement

Item #1 Rating = \_\_\_\_\_



2. This applicant demonstrated appropriate **Interpersonal and Communication Skills** by:
- demonstrating respectful interactions with patients, patients' families, and other healthcare providers.
  - readily contributing to clear, coherent, and confident conversations.

Item #2 Rating = \_\_\_\_\_

3. This applicant demonstrated **Professionalism** by:
- demonstrating behaviors that contribute to a positive learning environment.
  - projecting a professional image per facility policies.
  - respecting patient privacy.

Item #3 Rating = \_\_\_\_\_

4. This applicant demonstrated **Responsibility** by:
- being self-motivated to complete assigned tasks on time.
  - arriving on time.

Item #4 Rating = \_\_\_\_\_

Facility Name	Branch (if facility has multiple sites)
Name (Print)	Name (Signature)
PT/PTA License Number	Business Phone Number

Please indicate if you are:

- a PT or PTA credentialed CI     
  a PT or PTA non-credentialed CI     
  a non-CI PT or PTA

## **NOTICE TO PROGRAM APPLICANTS**

The Physical Therapist Assistant Program makes every effort to provide a clear and understandable application process and ensure each applicant has the necessary information for successful application completion. The applicant is responsible for reviewing the application requirements and selection criteria for the Physical Therapist Assistant Program. These requirements and criteria are subject to change. Please visit the program's website for detailed information about the Physical Therapist Assistant Program's application and selection process. It remains the applicant's responsibility to follow all written instructions for application submission and selection criteria.

Each applicant has an equal opportunity to contact the program director or the selection committee chairperson before submitting an application. The program reserves the right to consider an applicant ineligible for program admission if he or she neglects any part of the stated requirements for application or selection. Fulfilling all application criteria does not guarantee acceptance into the program as cohort size is limited. Acceptance to the Physical Therapist Assistant Program is subject to completion of a background check and drug screen.

No person shall, on the basis of any protected criteria, including, but not limited to, race, color, national origin, ancestry, sex, gender, pregnancy, sexual orientation, transgender status, gender identity, gender expression, religion, creed, citizenship status, physical or mental disability, age, marital status, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), genetic information, domestic violence victim status, and any other protected category under applicable local, state or federal law, or persons who have opposed discrimination or participated in any complaint process against the program, on campus, or before a government agency, be excluded from participation in, denied the benefits of, or subjected to discrimination in employment or under any program or activity sponsored or conducted by the College District.

Alamo Colleges, St. Philip's College, the Allied Health Department, and the Physical Therapist Assistant Program are not responsible for any applicant misinterpretation of the application or selection process. As evidence that you have read and understood this notice, you will sign the Physical Therapist Assistant Program Application Form.



**PHYSICAL THERAPIST ASSISTANT PROGRAM APPLICATION FORM**

<b>Name: (Last, First, MI)</b>					<b>Banner ID # if current/former Alamo Colleges student:</b>
<b>Street Address</b>	<b>Apt #</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>E-mail:</b>
<b>Primary Phone:</b>			<b>Alternate Phone:</b>		
<b>Colleges/Universities Attended</b> (continue on a separate sheet of paper if necessary)	<b>Degree Sought</b> (e.g., B.S., A.A.S.)	<b>Awarded?</b> (Y/N)	<b>Hours Completed</b>	<b>Dates</b> (MM/YY – MM/YY)	
<b>Employment History – Previous Employers</b> (continue on a separate sheet of paper if necessary)	<b>Job Titles</b>			<b>Dates</b> (MM/YY – MM/YY)	
<b>Are you eligible to work in the United States? Yes _____ No _____</b>					
<b>Convicted of a felony? Yes _____ No _____ Convicted of a misdemeanor? Yes _____ No _____</b>					
Enrollment into the program by students with felony convictions could result in denial of licensure. These students would not be eligible for admission into the program until the state licensing board completes a declaratory order process and proof of eligibility for licensure or certification is provided per the procedures described in the Criminal History Statement.					
<b>Emergency Contact:</b>					
<b>Name</b>		<b>Relationship</b>		<b>Phone Number</b>	

I understand that for my application to be processed, I must include the program's Observation/Employment Verification Form, an ATI TEAS Transcript and Individual Performance Profile (with a minimum Adjusted Individual Total Score of 75), a Work Skills Assessment Form, ALL official transcripts (including those from each individual Alamo College attended), a correctly formatted essay, a Criminal History Statement, this PTA Program Application Form, and an ACT or SAT score (if required).

I understand that falsification of any information on this application will automatically disqualify me as an applicant for admission and will result in my being dismissed from the Physical Therapist Assistant Program.

- ❖ **If not selected for the Physical Therapist Assistant Program, I do/do not (circle one) permit the program to share my contact information with other healthcare programs at St. Philip's College that may be seeking students.**

*I have read and understood the above Notice to Program Applicants.*

\_\_\_\_\_ **Applicant Signature**

\_\_\_\_\_ **Date**



## CRIMINAL HISTORY STATEMENT

Applicants and enrollees in certain educational programs could face consequences of any criminal conviction on eligibility for an occupational license. The law requires physical therapist assistants to obtain a license to practice in the United States; thus, criminal convictions that would preclude licensure will exclude an applicant or enrollee from the Physical Therapist Assistant Program at St. Philip's College. The program may admit applicants with criminal convictions after a declaratory order process is completed with the state's licensing board. The applicant must provide proof of eligibility for licensure for consideration for admission into the program.

Under the Texas Occupations Code, Title 2, Chapter 53, Subchapter E, Section 53.152, the Physical Therapist Assistant Program at St. Philip's College provides the following notice of:

- (1) the potential ineligibility of an individual who has been convicted of an offense for issuance of an occupational license on completion of the educational program;
- (2) the current guidelines issued under Texas Occupations Code, Title 2, Chapter 53, Subchapter B, Section 53.025 by any licensing authority that may issue an occupational license to an individual who completes the educational program;
- (3) any other state or local restriction or guideline used by a licensing authority described by Subdivision (2) to determine the eligibility of an individual who has been convicted of an offense for an occupational license issued by the licensing authority; and
- (4) the right to request a criminal history evaluation letter under Texas Occupations Code, Title 2, Chapter 53, Subchapter D, Section 53.102.

After reading the above, I understand that:

- my past criminal convictions may prevent me from admission to the Physical Therapist Assistant Program.
- per paragraph (4) above, I have the right to request a criminal history evaluation letter. [Students with concerns regarding past criminal convictions should request a criminal history evaluation through the Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE). The ECPTOTE webpage is <https://www.ptot.texas.gov/page/home>. Once on this webpage, click on the "Request a Criminal History Evaluation" link and follow the given directions.] I will submit this criminal history evaluation letter with my application.
- if I do not complete a criminal history evaluation prior to application and the criminal background check completed during the course exposes criminal convictions that will render me ineligible for licensure, I will be dismissed from the program immediately and forfeit all monies paid to St. Philip's College.

I, the undersigned, have no criminal convictions that would render me ineligible for licensure, or I have completed and enclosed a criminal history evaluation from the Executive Council of Physical Therapy and Occupational Therapy Examiners.

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Signature

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Date



# PTA Program Application Essay Scoring Rubric

Criteria to be Assessed	3 Exceeds Expectations	2 Meets Expectations	1 Needs Improvement	0 Inadequate
<b>Structure</b> <ul style="list-style-type: none"> <li>Organization</li> <li>Flow of thought</li> <li>Transitions</li> <li>Format</li> </ul>	<ul style="list-style-type: none"> <li>Logically organized</li> <li>Easily followed</li> <li>Effective, smooth, and logical transitions</li> <li>Professional format</li> </ul>	<ul style="list-style-type: none"> <li>Clear organizational structure with some digressions</li> <li>Fairly easily followed</li> <li>Basic transitions</li> <li>Structured format</li> </ul>	<ul style="list-style-type: none"> <li>Some level of organization, but frequent digressions</li> <li>Difficult to follow</li> <li>Ineffective transitions</li> <li>Rambling format</li> <li>&lt; 1 page or &gt; 2 pages</li> </ul>	<ul style="list-style-type: none"> <li>No apparent organization</li> <li>Very difficult to follow</li> <li>No or poor transitions</li> <li>No format</li> </ul>
<b>Grammar &amp; mechanics</b> <ul style="list-style-type: none"> <li>Syntax</li> <li>Grammar</li> <li>Mechanics</li> </ul>	<ul style="list-style-type: none"> <li>Effectively uses complex sentences for effect/impact</li> <li>No grammar errors</li> <li>No mechanical errors</li> </ul>	<ul style="list-style-type: none"> <li>Uses complex sentences</li> <li>Few grammar and/or mechanical errors</li> </ul>	<ul style="list-style-type: none"> <li>Uses compound sentences</li> <li>Several grammatical and/or mechanical errors</li> </ul>	<ul style="list-style-type: none"> <li>Uses simple sentences</li> <li>Too many grammatical and/or mechanical errors</li> </ul>
<b>Language</b> <ul style="list-style-type: none"> <li>Diction</li> <li>Tone</li> </ul>	<ul style="list-style-type: none"> <li>Vocabulary is sophisticated and correct, as are sentences, which vary in structure and length</li> <li>Uses and manipulates subject-specific vocabulary for effect</li> <li>Writer's tone is clear, consistent, and audience-appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Vocabulary is varied, specific, and appropriate</li> <li>Frequently uses subject-specific vocabulary correctly</li> <li>Writer's tone is generally audience-appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Vocabulary is used properly, although sentences may be simple</li> <li>Infrequently uses subject-specific vocabulary correctly</li> <li>Writer's tone exhibits some level of audience sensitivity</li> </ul>	<ul style="list-style-type: none"> <li>Vocabulary is unsophisticated and not used properly in very simple sentences</li> <li>Uses subject-specific vocabulary too sparingly</li> </ul>
<b>Content</b> <ul style="list-style-type: none"> <li>Clarity of purpose</li> <li>Original thought</li> <li>Use of examples</li> </ul>	<ul style="list-style-type: none"> <li>Central idea is well-developed, and clarity of purpose is exhibited throughout the paper</li> <li>Abundance of evidence of critical, careful thought and analysis and/or insight</li> <li>Evidence and examples are vivid and specific, while the focus remains tight</li> </ul>	<ul style="list-style-type: none"> <li>Central idea and clarity of purpose are generally evident throughout the essay</li> <li>Evidence of critical, careful thought and analysis and/or insight</li> <li>There are good, relevant supporting examples and evidence</li> </ul>	<ul style="list-style-type: none"> <li>The central idea is expressed, although it may be vague or too broad; some sense of purpose is maintained throughout the essay</li> <li>Some evidence of critical, careful thought and analysis and/or insight</li> <li>There are some examples and evidence, though general</li> </ul>	<ul style="list-style-type: none"> <li>Central idea and clarity of purpose are absent or incompletely expressed and maintained</li> <li>Little or no evidence of critical, careful thought or analysis and/or insight</li> <li>There are too few, or no, examples and evidence, or they are mostly irrelevant</li> </ul>

Total score \_\_\_\_\_ X .833 = \_\_\_\_\_



## PTA Program Application Essay Scoring Rubric Scoring Totals

<b>RUBRIC POINTS</b>	<b>SCORE TOTAL*</b>
12	10.00
11	9.16
10	8.33
9	7.50
8	6.66
7	5.83
6	5.00
5	4.17
4	3.33
3	2.50
2	1.67
1	0.83
0	0.00

\* Each application committee member will score the essay according to the above rubric and assign one of the above 13 scores. The average (mean) of these scores, rounded to the hundredths position, will be the applicant's essay score.

## Frequently Asked Questions

### How long is the program?

The program is approximately twenty months long and spans two academic calendar years. Students who are accepted into the program (notification is typically between April and June) begin PTA coursework in the fall semester and continue straight through five continuous semesters (with a winter break each year and a few weeks break between semesters III and IV). Graduation is in May. (For example, if you are selected to begin courses in August of 2023, you will graduate in May of 2025.)

### Are classes available during the evenings, on weekends, or online?

Our program is currently full-time, during the day (8:00 a.m. to 5:00 p.m.), between Monday and Friday, and only in person. We do not anticipate offering part-time, evening, weekend, or online courses in the near future.

### Can the program be completed on a part-time basis?

No. All PTA courses must be taken in sequence and can be taken only in the semester listed in the curriculum. Each semester is 8 to 16 semester hours (5 semester hours in the summer term), depending on whether the student has already completed all other general education/core requirement courses listed in the PTA curriculum. Those courses are:

Human Anatomy & Physiology I,  
Human Anatomy & Physiology II,  
Composition I (or higher),  
College Algebra (or higher),  
General/Introduction to Psychology, and  
one additional course from the Humanities or Visual and Performing Arts core

### What are the hours during clinical rotations?

The student will be at the clinical site for at least 40 hours per week during the clinical portion of the program. The specifics (start time, weekend hours, etc.) are left to the discretion of the clinical instructor and will comply with the rules of the clinic to which the student is assigned.

### How much can I work while enrolled in the program?

It is strongly recommended that the student plan to work only minimally, if at all, while enrolled in the program. There is much new information to learn; therefore, considerable study time is required. Students will average 15 hours per week in the classroom and should anticipate additional time for academic study and practice of learned skills. There are also outside assignments, such as service-learning and attending professional organization meetings, that will require additional time outside of typical classroom hours. Furthermore, the student will already be working a 40-hour, full-time schedule each week of clinical rotations.



### **How is the job market for PTAs? What can I expect as a starting salary?**

The job market for PTs and PTAs is quite decent in the San Antonio metropolitan area. The market in the rural areas of Texas seems to be great. The average entry-level pay in the San Antonio area for a program graduate is around \$3,700 - \$4,200 per month.

### **I am not sure I understand the application process. Am I applying to the PTA Program? To St. Philip's College? Or both?**

Application to the PTA Program is a separate process from applying to St. Philip's College. Before applying to the Physical Therapist Assistant Program, applicants must first apply to and be accepted into St. Philip's College if they have not taken classes at an Alamo Colleges campus within the previous year. Begin with the ApplyTexas application, accessed via [goapplytexas.org](https://goapplytexas.org). Further information on applying to St. Philip's College for future, former, and transfer students is available at <https://www.alamo.edu/spc/admissions/how-to-apply/>. Applicants should ensure they are applying for the fall semester.

For example, if you apply in April of 2024 and are selected, you will begin classes in August of 2024. Applications are only accepted during the spring semester each year. Applications emailed before or after this window will not be considered.

### **Should I submit letters of recommendation with my application?**

Letters of recommendation do not influence the selection process, as it is an exclusively points-based system. You may include letters if you wish to do so, but they will not influence your chance of selection.

### **Do I have to provide a transcript from St. Philip's College or any of the other Alamo Colleges with my application if I have taken all my courses there?**

Yes. The applicant must submit official transcripts from **all** colleges attended. The faculty of the Physical Therapist Assistant Program are not permitted to obtain an applicant's St. Philip's College (or other Alamo Colleges) transcript—the applicant must provide it via email.

### **How can I improve my chances of earning acceptance into the program?**

The first part of the selection process is based on the application package scores. The second part of the selection process includes the interview and essay which are equally weighted (10 points each). With a maximum possible score of 153, the majority of the points available (over 70 percent) will come from the Assessment Technologies Institute's Test of Essential Academic Skills (ATI TEAS) examination. This is where you should focus your efforts. The average selectee scores in the mid-80s on the ATI TEAS.

### **I got a "C" in English Composition I. Should I retake the class for a better grade?**

The program will neither recommend students retake nor discourage students from retaking a course if they choose to

do so. With that said, most selectees have all As and Bs in their general education courses, and the average bonus points earned for grades by selectees is typically 16-17.

### **I completed College Algebra 20 years ago. Do I need to retake it?**

You do not need to repeat the course if St. Philip's College accepts your coursework for credit. The program recommends, but does not mandate, completion of Anatomy and Physiology I and II within the last five years, however.

### **At the time of application, I am taking Human Anatomy and Physiology II. Will I receive bonus points for my average in this course even though it is not on my official transcript yet?**

No. Bonus points are only given for courses and grades on the official college transcripts.

### **What are you looking for in the essay? How can I improve my essay score?**

We would like to see your reasons for pursuing a career as a PTA and for choosing the Physical Therapist Assistant Program at St. Philip's College. We will not be assessing these reasons, but it allows us to learn something about our applicants. Scoring is based on your technical accuracy and attention to detail. Points will be deducted for errors in format, grammar, punctuation, and spelling. Remember, as a PTA, you will be documenting the treatment you provide in official medical records and will need to do so precisely and succinctly.

To improve your essay score, ensure you eliminate all typographical and grammatical errors. For example, the program's title is the Physical Therapist (not Therapy) Assistant Program, and the school to which you are applying is St. Philip's (not St. Phillip's) College. Both are capitalized. The job title is "physical therapist assistant" (not "physical therapy assistant" and not capitalized). Have a trusted friend, colleague, instructor, or staff member at the Rose R. Thomas Writing Center\* proofread your essay before submission.

### **What scores do I need to be selected?**

We cannot give a firm number to guarantee admission into the program. Each year's candidates score differently; thus, the cutoff varies yearly. The average Assessment Technologies Institute's Test of Essential Academic Skills (ATI TEAS) examination and total package scores for the students selected to begin the program in 2023 were 84.0 and 111.57. The scores in 2022 were 81.4 and 114.33.

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\*The Rose R. Thomas Writing Center is available via e-mail or Zoom appointment. Appointments can be arranged by calling (210) 486-2625 or by e-mailing Mr. San Juan San Miguel at [ssan1@alamo.edu](mailto:ssan1@alamo.edu).



## Why do I have to take the Assessment Technologies Institute's Test of Essential Academic Skills (ATI TEAS)? What does that have to do with physical therapy?

The ATI TEAS and its predecessors have long given the Allied Health programs an objective means of predicting student success. In particular, we have many years of correlating data demonstrating that students who score lower on the TEAS, particularly in the reading comprehension portion, tend to struggle with the complex material presented in the Physical Therapist Assistant Program.

## I am concerned that I may not score very high on the Assessment Technologies Institute's Test of Essential Academic Skills (ATI TEAS). What can I do to increase my score?

You should complete the ATI TEAS examination well before the April 30 deadline. Ideally, you will test in the summer or fall of the year before which you wish to apply. This will enable you to more easily register for a date and allow ample time to retest should you wish to do so.

Study materials for the test are available from the ATI website itself (<https://www.atitesting.com/teas-prep>), the public library (<https://mysapl.bibliocommons.com/v2/search?query=teas&searchType=smart>), or various online retailers. There are also limited copies of TEAS study guides in the St. Philip's College library. If you use a study guide, please ensure it is for the TEAS 7/TEAS VII or has a copyright date of 2022 or later to ensure you have the guide for the current test version. [Tutoring](#) is also available.

### Other helpful information regarding the TEAS:

- The science section has typically been predominantly (70%+) anatomy and physiology, with 10 percent other items. However, the TEAS 7/TEAS VII is now only 40% anatomy and physiology, with 20% each biology, chemistry, and scientific reasoning. This section is historically the most difficult for most students and the one that has the most significant negative impact on the overall score. If possible, the program recommends taking the TEAS at the end of the semester in which you are taking A&P II so that the information is fresh in your mind.
- Math is the second most challenging section of the test for most students. There will be some basic calculations, order of operations, geometry, and algebra. Students will see word problems along with calculations and equations.
- If you require accommodations, ensure you contact Disability Services (210-486-2411 or [spc-dss@alamo.edu](mailto:spc-dss@alamo.edu)) at least three weeks before your test date so that proper notification can be provided to the test administrator.
- Proper government-issued identification is required (e.g., driver's license, military ID card, or passport). The Alamo Colleges/St. Philip's College ID badge is not an acceptable form of identification for this test.
- Arrive at least 30 minutes before the start of the test.
- Food and drinks are not allowed during testing.

### The two TEAS 7/TEAS VII guides/review books that students have highly recommended are:

- ATI TEAS Secrets Study Guide: TEAS 7 Prep Book, Six Full-Length Practice Tests (1,000+ Questions), Step-by-Step Video Tutorials: [Updated for the 7th Edition]. ISBN-13: [9781516720002](#)
- Official ATI TEAS Study Manual 2022-2023 7th Edition. ISBN 13: [9781565332393](#)



Suggested sites to help prepare for the TEAS:

- [TEAS Exam Study Guide](#) (Mometrix) - has some beneficial hints from test-takers
- [TEAS Exam Review Guide](#) (registerednursing.org) - some helpful guidance about the test
- [Learning Express Library](#) (put "TEAS" in the search box; you will have to register for an account to access the material)

The link to the St. Philip's tutoring center (scroll down on that page for TEAS tutors and the subjects they tutor):

<https://www.alamo.edu/spc/academics/academic-resources/tutoring-centers/tutoring-and-technology-center/>

**What if I score below the minimum 75 on the Assessment Technologies Institute's Test of Essential Academic Skills (ATI TEAS)?**

If you score less than 75 (actually a 74.5 percent we will round to 75 percent) on the ATI TEAS, you may consider applying to other programs in healthcare offered at St. Philip's College, or you may decide to retest at the time of your choosing. Please be aware that you must wait at least 60 days between attempts (not including each test day).

**What TEAS score sheets do I need to include?**

Please include copies of **BOTH** your Transcript and your Individual Performance Profile. These documents will look similar to the samples below:



**Transcript for John Doe**

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Institution: St Philips College ALLIED HEALTH      Program Type: Allied Health

Proctored Assessment						
Assessment Name	Date/Time	Score	Proficiency Level	Individual Mean	Individual PPI	Individual Score
ATI TEAS	12/20/17 1:12:00 PM	75.3%	Proficient	65.6%	35	▲
Test of Essential Academic Skills v for Allied Health	20/12/15 1:00:00 PM	75.3%	N/A			▲

Practice Assessment						
Assessment Name	Date/Time	Individual Score	Practice Time	Total Focused Review Time	Individual Score	

**Continuing Education Credits - Earned as of 3/29/2018**

- Course Completed and Completed Date       - Course Not Completed and Due Date

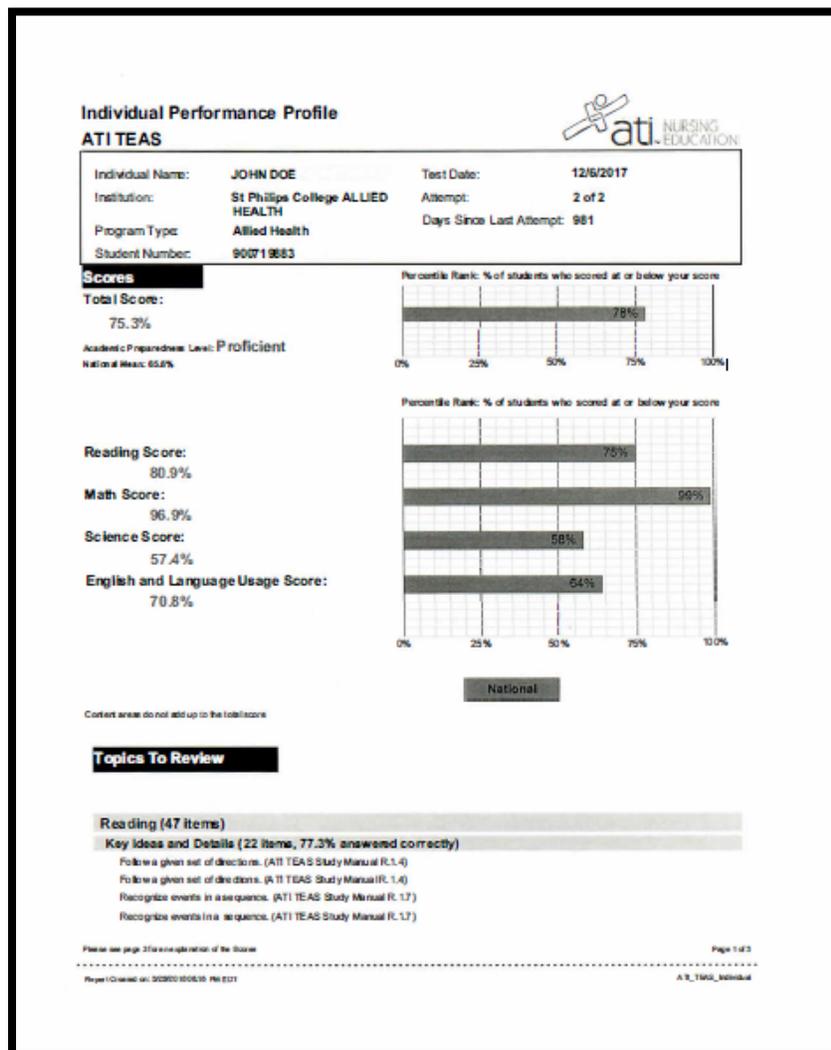
Total Contact Hours Earned:

**Tutorials - Earned as of 3/29/2018**

NOTE: \* denotes custom assessment

Report Created on: 20/03/18 1:55:17 PM EDT      Page 1 of 1

Transcript for Review - Guidelines



## How do I find and download my TEAS Transcript and Individual Performance Profile?

Students can access these forms on the “My Results” page of their ATI account. Click the “Download Report” button in the upper left of the page to download the full transcript of all tests accessed on ATI, or click the name of the test to view and download the Individual Performance Profile.

If you are having trouble with these steps, contact ATI technical support at 800-667-7531.



## How can I facilitate the processing of my application?

If possible, type your student application form. Frequently it is difficult to read handwritten application forms. This is especially problematic with e-mail addresses (e.g., trying to discern if you wrote a capital "Z" or a number "2"). The program's primary method of communicating with you is through the e-mail you provide in your application.

Please make sure to have all documents in ONE PDF document. In Adobe PDF, go into "tools", click on "Organize", and finally add file. The file you add must also be a PDF format. Also, do not include any unnecessary extra items. To reiterate, the only forms that are required for a complete packet include: PTA Program Application, Observation/Volunteer Experience Form, Works Skills Assessment Form, Criminal Background Form, ATI TEAS Individual Performance Profile, ATI TEAS Transcript and official college transcripts sent to [spc-pta@alamo.edu](mailto:spc-pta@alamo.edu) from the colleges you attended.

Also, remember to include [spc-pta@alamo.edu](mailto:spc-pta@alamo.edu) in your e-mail's safe senders list. All your status notifications will come from this e-mail address. The first e-mail you will receive after submitting your application is an acknowledgment that the program has received your packet. Please acknowledge receipt of this first e-mail to ensure we have the correct contact information for you.

## Other suggestions?

Throughout the application and selection process, you will need to precisely follow written instructions, organize your time and materials, meet deadlines, and demonstrate initiative in obtaining information when questions arise. These are also the skills and abilities required of an excellent physical therapist assistant. In that vein, we are also assessing your ability and willingness to accept and carry out these responsibilities as a part of the application process.

## How do I add additional documents to the application PDF forms?

We would prefer that you use Adobe PDF to provide a complete application packet with the instructions below. However, another option is to print all of the required documents and scan them into ONE file. There are multiple scan options such as a copier, printer, and phone apps that can assist with this requirement. If the application packet is not legible, it will not be accepted.

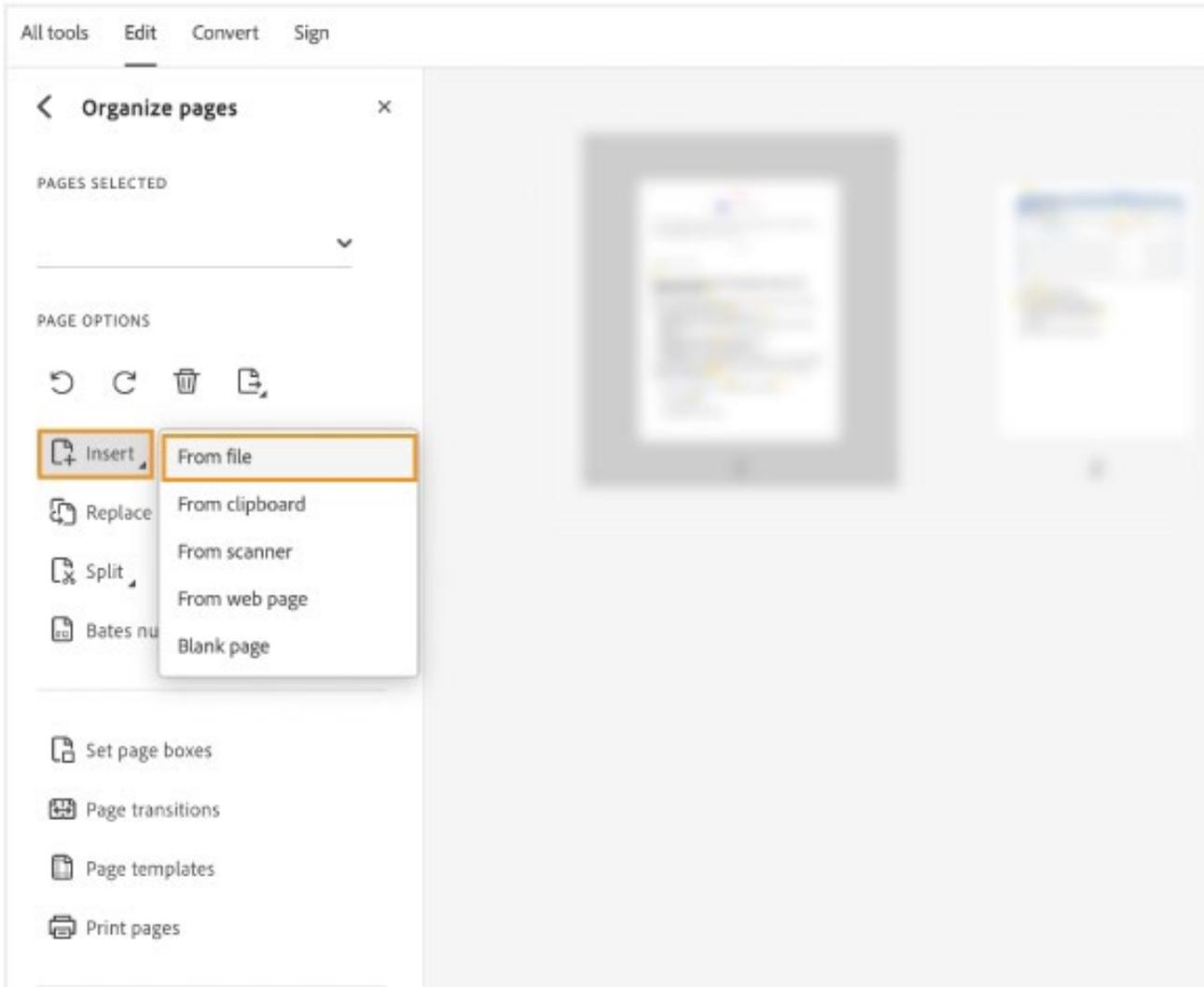
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## Insert one PDF into another

1. Open the PDF you want to use as the foundation for the combined file.
2. From the **All tools** menu, select **Organize Pages**. The Organize Pages toolset is displayed.
3. From the Organize pages toolbar, select **Insert > From File**.  
Alternatively, you can right-click a page and select **Insert Pages** to get the insert options.
4. Select the PDF you want to insert and choose **Select**.
5. In the **Insert Pages** dialog box, specify where to insert the document. Select the option as per your need from the **Location** drop-down menu, and then select **OK**.



- To leave the original PDF intact as a separate file, go to **File** in the upper left, select **Save As**, and enter a new name for the merged PDF.



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