

PTA PROGRAM PETITIONING PROCESS

To be eligible to petition the PTA program for entry, you must first apply and receive acceptance to the college, meet all program specific eligibility requirements (see table below), and attend a PTA Program petition meeting for the current petition period.

After meeting the minimum petitioning requirements, you are eligible to petition. The online petition link will only be active during the specified petition period and must be completed in one sitting. It is your responsibility to submit a complete online petition form during the specified petition period to be considered for acceptance into the PTA program.

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

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

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

PTA PETITIONING MINIMUM REQUIREMENTS

I. Prerequisite Coursework	General A&P	These courses should be completed with a grade of “B” or above
	Math Reasoning, College Math, or Intermediate Algebra w/Apps	
	Written Communication or English Composition 1	
	Oral Communications or Speech	
II. Admissions Testing	TEAS for Allied Health Students	Information regarding the TEAS test scheduling and administration is found at BTC's Admission Testing Page . Include a transcript/copy of your TEAS with your petition packet. If multiple attempts have been made, you may submit your highest test score.
III. Observation Hours	<p>You must complete observation hours in the field of physical therapy.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Observing a licensed PT or PTA • Observation in at least 2 different PT settings • A total of 32 hours of observation • Observation no older than 3 years prior to petitioning 	The Observation Verification Form must be signed by a PT or PTA. This form is located at the end of this packet.

ADDITIONAL PETITIONING POINTS

Additional General Education	Intro to Psychology	These courses are not required for petitioning, but must be completed prior to graduation, to meet associate degree graduation criteria.
	Intro to Diversity Studies	
	Advanced Anatomy & Physiology	
Previous Education	<p>Additional points are awarded for any previous degrees earned:</p> <p>Master = 30 points</p> <p>Bachelor = 25 points</p> <p>Associate = 10 points</p>	
Observation Hours	Additional points are awarded for hours observed beyond the required 32 hours, up to 10 hours for 10 points.	The Observation Verification Form must be signed by a PT or PTA. This form is located at the end of this packet.
Work Experience	<p>Additional points are awarded for direct work experience of at least one year in the fields of physical therapy, athletic training, or nursing.</p> <p>PT Aide/Tech = 30 points</p> <p>Athletic Trainer = 20 points</p> <p>CNA = 10 points</p>	The Employment Verification Form is located at the end of this packet.
Residency	Residents of BTC District = 10 points	

BLACKHAWK TECHNICAL COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM PETITIONING FORM
STUDENT INFORMATION

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

- I have verified that Blackhawk Technical College (BTC) has my current mailing address on file.
- In the case of a tie, the “Date of Pre-Clinical Admission” as a date stamped by BTC Admissions will be the deciding factor.
- If I am selected and choose not to begin the core PTA courses, I must petition again.
- If I am selected as an “alternate” I may be contacted as late as one month prior to the start of the core courses. If I choose not to begin the core clinical courses, I must petition again.
- I understand a background check and possible drug screen will be conducted and the results may interfere with my ability to complete the program.
- I understand that program requirements for future petition periods may have different selection criteria and I must meet those new requirements if I am not selected in this current petition period or thereafter.
- I understand that a petition preparation meeting and/or module must be completed every year that I petition. Failure to complete the petition preparation requirement for the current petition period will result in my application being considered incomplete and void.
- I understand that my transcripts will be reviewed as part of the petition process. Any relevant transfer coursework must be documented on the BTC transcript at the time of the petition to be considered valid. Failure to provide BTC transcripts will result in an invalid petition.
- I understand that providing false information or failing to complete the petition survey entirely will result in an invalid petition.

I. COURSEWORK

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

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

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

Required Prerequisite Courses (60 points possible)– these courses must be completed prior to petitioning.

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

Additional General Education Courses (40 points possible)– these additional courses are **not required prior to petitioning** but must be completed prior to graduation.

Course	Location (School where course was completed)	Grade	Points (From table above)
Intro to Psychology			
Intro to Diversity Studies			
Advanced Anatomy & Physiology			

II. PROGRAM ADMISSIONS TESTING (75 points possible)

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

TEAS Test Composite Score	Points Awarded
<60%	0
60 – 64%	15
65 – 69%	20
70 – 74%	45
75 – 79%	60
80 – 100%	75

III. OBSERVATION EXPERIENCE (40 points possible)

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

Email completed Observation Verification Forms to Jennifer Glissendorf at jglissendorf1@blackhawk.edu.

IV. PHYSICAL THERAPY WORK EXPERIENCE

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

Work Experience	Points Awarded
PT Aide/Tech	30 points
Athletic Trainer	20 points
CNA	10 points

Applicants are asked to submit an **Employment Verification** form found at the end of this packet. Email the completed Employment verification form to Jennifer Glissendorf at jglissendorf1@blackhawk.edu.

V. BTC DISTRICT RESIDENT (10 points possible)

Residents of Blackhawk District (Rock or Green counties in Wisconsin) receive 10 points. Residents of other districts receive 0 points. District residence is verified by the address on file but is not a requirement for petitioning or enrollment.

ELECTRONIC PETITION SUBMISSION

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

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

PETITIONING QUALIFICATION SCORING

PTA Petition Meeting Date of Attendance ____ / ____ / ____	Prerequisite Coursework	____ / 60 points
	Program Admission Testing (TEAS)	____ / 75 points
	Previous Degree	____ / 30 points
	Observation Hours	____ / 40 points
	BTC District Resident	____ / 10 points
TOTAL POINTS		____ / 215 points

ADDITIONAL PETITIONING POINTS

Additional General Education Courses	____ / 40 points
Additional Observation Hours	____ / 10 points
Work Experience	____ / 30 points
TOTAL ADDITIONAL POINTS	____ / 80 points

Petitioning Qualification Score _____ / 215

Additional Petitioning Points _____ / 80

FINAL PETITIONING SCORE

**Physical Therapist Assistant Program
Observation Verification Form**

Applicant's Name: _____

Date(s) of Observation: _____

Total Number of Hours Observed: _____

Instructions:

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

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

Facility Information: (Please Print)

Name: _____

Address: _____

Type of setting:

- Inpatient
- Outpatient
- Other: _____

Supervising PT/PTA Name (Please print): _____

Signature: _____

Comments:

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

Central Campus

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



Employment Verification

To be completed by the PTA Program applicant:

Applicant Name: _____

Facility Name: _____

Facility Type: _____

- Inpatient
- Outpatient
- Other (please specify): _____

Facility Address: _____

Facility Phone: _____

Job Title: _____

Dates of Employment: from _____ to _____

Hours Worked per Week: _____ - OR - Total Number of Hours Worked: _____

Supervisor: _____

Description of job duties: _____

I allow Blackhawk Technology College to verify this information.

Applicant's Signature: _____ Date: _____

To be completed by the applicant's supervisor:

Additional comments on applicant's job duties:

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

Name: _____ Title: _____

Signature: _____ Date: _____