2016-2017

PTCAS Application Instructions

Physical Therapist Centralized Application Service

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PTCAS CONTACT INFORMATION

Arrange for your PTCAS materials to be sent to the below address:

PTCAS
PO Box 9112
Watertown, MA 02471
ptcasinfo@ptcas.org
617/612-2040

Follow PTCAS on Social Media:
Facebook: www.facebook.com/PTCAS
Twitter: @PTCAS

Check your application status online! To view the real-time progress of your file, login to your PTCAS application and select the STATUS menu option.

Please do not call or email PTCAS until you have read the instructions, checked your status online, reviewed your email account for any PTCAS messages, and read the Frequently Asked Questions (FAQ) section. Note: PTCAS processing may take up to 5 weeks after your application, transcripts, and fee are received.

If you still have questions, contact PTCAS staff. Provide your PTCAS ID number and name in all communication. Allow up to 3 business days for PTCAS to respond to your inquiry.

PTCAS Customer Service

- Hours: 9:00 am to 5:00 pm Eastern Time
- Login to your application to check the real-time status of your file and materials.
- Review the instructions and Frequently Asked Questions (FAQ) sections.
- Check your email daily for important messages.
- Include your PTCAS ID Number and name in all communication.
- Allow up to 3 business days for PTCAS to respond to your inquiry.
- If a disability prevents you from accessing the web application, please contact PTCAS customer service.

PTCAS will only discuss an application with the applicant and the applicant's designated physical therapist programs. Staff will not discuss an application with a parent, spouse, relative, friend, or employer.

PTCAS Will Email You If:

- You create a new PTCAS application account.
- You submit your PTCAS application.
- PTCAS receives an official United States transcript for you.
- PTCAS receives a reference on your behalf.
- Your file has been processed, and your grade point averages (GPAs) are available for review.
- You are eligible to enter your updated coursework during the Academic Update.
- There are problems with your "Coursework" or "Institutions Attended" sections.

OVERVIEW

In an effort to simplify the application process for prospective physical therapist (PT) students and to facilitate the admissions process for professional PT educational programs, the American Physical Therapy Association (APTA) first launched the Physical Therapist Centralized Application Service (PTCAS) on August 1, 2008. PTCAS allows PT applicants to use a single web-based application and 1 set of materials to apply to multiple PT programs. PTCAS is a service of the American Physical Therapy Association, and is administered by Liaison International, an education information technology company located in Watertown, Massachusetts.

Applicants who apply through PTCAS submit a completed web-based application comprised of biographical data, institutions attended, academic course history, physical therapy observation hours, list of reference providers, work experiences, extracurricular activities, honors, professional licenses, a personal essay, and school-specific question responses. It is the applicant's responsibility to read and follow all PTCAS and program-specific instructions.

2016-2017 Application Cycle

The 2016-2017 admissions cycle begins on June 30, 2016. Applicants may start and submit the PTCAS application as soon as it is available. The 2016-2017 PTCAS application cycle will officially close on June 1, 2017, unless otherwise announced.

Program Eligibility

All physical therapist education programs recognized by the Commission on Accreditation in Physical Therapy Education (CAPTE) with accredited or candidate status, are invited to participate in PTCAS. Institutions that participate in PTCAS must require all applicants to the professional (entry-level) PT program to apply through the service, including individuals who are given preference in the admissions process.

Role of PTCAS

The purpose of PTCAS is to facilitate the PT admissions process for applicants and programs, promote the physical therapist profession and educational programs to a broad spectrum of applicants, and provide rich applicant data for institutional, regional, and national analysis. PTCAS serves as a clearinghouse for application data. APTA and PTCAS do not play a role in setting programs' admissions criteria, determine whether an applicant is eligible for admission, or make admission decisions on behalf of a PT program.

PTCAS Processing Overview

PTCAS will consider an application complete and ready for transcript verification, once the following items are received:

- Complete PTCAS application
- Official transcripts from every regionally accredited United States institution attended
- Correct PTCAS application fee

PTCAS will also accept up to 4 letters of reference, signed PT observation hours forms, TOEFL scores, official GRE scores sent via the Educational Testing Service (ETS), and foreign transcript evaluation reports from World Education Services (WES), as required by participating programs. PTCAS does not hold applications for these missing documents, and individual programs will not consider applicants with missing materials

Verification

Once an application is deemed complete by PTCAS, the service will compare original transcripts to the self-reported course information on the application to verify accuracy, calculate more than 20 PTCAS GPAs, and submit

the verified application file to the applicant's designated PT programs. **PTCAS processing may take up to 5 weeks, once all required materials are received.**

Applications Released to PT Programs

PTCAS will begin to release application data to designated PT programs in July. Programs may contact applicants directly about their application immediately after an application is processed by PTCAS, after a few weeks, or only after the deadline has passed, depending on the program policy.

Role of PT Programs

Programs determine whether an applicant is eligible for admission and will notify applicants directly regarding all admission decisions. Programs may not take all PTCAS application fields into consideration in the admissions process. Admission policies and prerequisites vary significantly by program.

Supplemental Materials

PT programs also may require applicants to send additional materials directly to the institution, known as supplemental materials. PT programs will not consider an applicant's file or offer acceptance until all required materials are received. Supplemental materials may include a graduate school application, official GRE scores, original foreign transcripts, or other items. Failure to submit all required materials by the program's deadline may jeopardize an applicant's eligibility for admission consideration.

APPLICANT RESPONSIBILITIES

PTCAS applicants to physical therapist programs agree to abide by certain rules and requirements. See also the ACAPT Admissions Traffic Rules for Applicants on the next page.

Professional Behavior

PT applicants are expected to act professionally in all of their dealings with PTCAS and the physical therapist education programs. Applicants are expected to properly follow instructions and meet deadlines. Responsibility, respect, good judgment, and cooperation are qualities valued by the physical therapist profession; applicants are expected to demonstrate these qualities beginning with the application process.

Applicants Using PTCAS Agree to:

- Act with honesty and integrity throughout the admissions process.
- Be responsible and accountable for actions.
- Research the admission prerequisites for each designated PT program, including supplemental requirements.
- Create only 1 PTCAS application account during the admissions cycle.
- Abide by all deadlines.
- Enter accurate and comprehensive data into the PTCAS application.
- Compose a personal essay without assistance from others.
- **Arrange for PTCAS to receive official transcripts from <u>every</u> regionally accredited United States institution attended, using the PTCAS Transcript Matching Form.**
- Pay the correct PTCAS application fee.
- Arrange for application materials to be sent to PTCAS or directly to the program, as required.
- Print a copy of the completed application before e-submitting it to PTCAS.

- Check application status frequently by logging onto the PTCAS application.
- Frequently check email and login to the application for important messages from PTCAS.
- Personally respond immediately to all communication from PTCAS and programs.
- Promptly notify PTCAS of any changes in contact information before May 15.
- Promptly notify designated PT programs of any changes in contact information after May 15.
- Contact designated PT programs directly about admission decisions, admission requirements, curriculum, housing, financial aid, etc.
- Contact PTCAS customer support about any PTCAS issues or questions, such as GPAs or missing documents.
- Log off the PTCAS web application after each session to protect against unauthorized access to the application.
- Maintain record of applicant's personal PTCAS identification number.

ACAPT ADMISSIONS TRAFFIC RULES

The American Council of Academic Physical Therapy (ACAPT), a component of APTA, approved a set of admission traffic rules for PT education programs and applicants. The rules are effective beginning in the 2016-2017 admissions cycle and available to the public on the ACAPT website.

- ACAPT Admissions Traffic Rules for Programs
- ACAPT Admissions Traffic Rules for Applicants

While all PT programs and applicants are expected to abide by these rules, APTA and PTCAS cannot comment on or enforce them. Please contact ACAPT directly with questions about these rules at acapt@apta.org.

CHECKLIST

Apply early! It can take up to 4 to 5 weeks for PTCAS to process your file, once it is complete.

Follow These Steps First:

- ☐ Review the instructions and program requirements.
- ☐ Create a new PTCAS application account.
- ☐ Complete the "**Institutions Attended**" section first by listing EVERY institution you attended.
- ☐ Print the PTCAS **Transcript Matching Form** for each United States institution attended.
- ☐ Arrange for your official United States **transcripts** to be sent to PTCAS with the request form enclosed.
- ☐ Enter ALL of your **United States college courses** using personal copies of your transcripts.

If Required By Your Designated Programs, You Should Next:

- ☐ Enter all **GRE** scores on the application and arrange for ETS to send your official test scores.
- ☐ Complete the **Reference** section, so your evaluators have adequate time to respond.
- ☐ Complete the **PT Hours** section, so that a licensed PT can verify your experiences in time.
- ☐ Submit **supplemental** materials directly to your designated programs.

Helpful Tips:

- ☐ Do not enter your **courses** from memory. Use your transcripts.
- ☐ Do not send student-issued or electronic transcripts to PTCAS.
- ☐ Do not wait for PTCAS to receive all of your materials before you **submit** your application.
- ☐ Complete the **"Institutions Attended"** section of the application first. PTCAS cannot post transcripts to your application until this is completed.
- ☐ Login to check the real-time **status** of your transcripts, references, GRE scores, and PT hour signature forms.
- ☐ Arrange for all materials to arrive by the **deadline**.
- ☐ Check your **email daily** for important messages from PTCAS and programs.
- ☐ Review your application for **accuracy** before you e-submit.
- ☐ **Print** a hard copy of your application for your personal records.
- ☐ Do **not** apply to a program unless you meet its admission requirements.

International Applicants and Documentation:

- ☐ If a program requires a **foreign transcript evaluation**, contact the agency 4-6 weeks in advance.
- ☐ If a program requires an **original foreign transcript**, arrange for it to be sent to the program.
- ☐ If English is not your primary language, determine if the program requires the **TOEFL.**

GENERAL INSTRUCTIONS

Equal Opportunity Statement

The Physical Therapist Centralized Application Service and the American Physical Therapy Association value diversity and comply with all applicable local, state, and federal laws related to equal opportunity and nondiscrimination. As such, they do not discriminate on the basis of race, ethnicity, national origin, sex, age, religion, creed, disability, sexual orientation, or veteran status in any of their policies, practices, or procedures.

Physical Therapy Technical Standards and Essential Functions

Neither APTA nor PTCAS have adopted any policies or positions regarding the essential skills or technical standards necessary to practice or function as a physical therapist. However, individual PT programs generally do have these types of policies in place. A program's technical standards or essential skills document may describe the physical, behavioral, or cognitive abilities needed to complete the physical therapist curriculum at that particular institution, and to competently perform as a physical therapist upon graduation. Contact your designated PT programs directly regarding program-specific policies.

ACCOUNT INFORMATION

No Duplicate Accounts

Create only 1 application account per admissions cycle in PTCAS. Duplicate accounts for an individual are not permitted and will be placed on hold.

Title

Enter Dr, Ms, Miss, Mr, Mrs, Rev, or other appropriate title.

Last Name*, First Name*, Middle Name

Enter your full legal name. Do not use nicknames or parentheses to note alternate names.

Suffix

Enter your suffix (ie, Jr, III). Leave blank, if not applicable.

Prior/Alternate/Maiden Last Name

If you had a different last name under which transcripts may be received, enter the alternate name.

Social Security Number

Your designated PT program may require United States applicants to enter a valid Social Security Number (SSN). PTCAS and your designated PT programs use your SSN to help verify your identity. PTCAS will hide your Social Security Number from your designated PT programs that do not require it. If you do not have an SSN and you are a United States citizen, contact your local Social Security Administration office directly or the national office to apply for a number. If you are not a United States citizen, leave the box blank.

Social Security Administration
Phone: 800/772-1213
Website: http://www.ssa.gov/

Email Address*

Use this item to provide the email address where you can receive messages reliably. Check your messages frequently. If your email address changes, login to your PTCAS account and edit your contact information online. After June 1, contact the PT programs directly to change your email address. PTCAS may use a bulk email process to contact you. Some email providers use filters to prevent users from receiving "spam" (unsolicited, junk email). Email filters may interpret a message from PTCAS as "spam" and automatically delete it. To avoid missing important PTCAS information, turn the email filter off during the admissions cycle and periodically check your spam/junk email folder for PTCAS messages. See also "Alternate Email Address."

Confirm Email Address*

Re-enter your email address.

Security Question*

Select 1 of the security questions to be asked when using the “forgot password” feature.

Security Answer*

Enter the answer to your previously selected security question.

Optional Release of Contact Information

Check this box if you give PTCAS permission to release your name, PTCAS ID number, and email address to your designated PTCAS programs **before** you e-submit your final application to PTCAS. Programs will not have access to the rest of your data until you e-submit your final application. Programs may use email to send you messages about program-specific deadlines, open houses, changes to the admission requirements, interview dates, or other items. Once you have checked this box and created an application, you will not be able to

uncheck this box. **Do not check this box if you are creating a test or dummy PTCAS account for any reason, or do not wish to receive emails from your designated programs before you finalize your PTCAS application.**

Username*

Choose a username that is between 6 and 15 characters long.

Password*

Choose a password that is between 5 and 10 characters long. Select a password that would be difficult for someone else to guess.

Confirm Password*

Re-enter your password.

REAPPLICANTS

If your application was ”verified” for at least 1 of your designated PT programs in the previous admissions cycle and you reapply, PTCAS can pull your application materials forward into the current admissions cycle. It is the reapplicant’s responsibility to verify that the imported information is accurate and complete.

Creating a Reapplicant Account

- On the PTCAS application login page, click the “reapplicant” link.
- You will need both your PTCAS username and password from your account in the previous cycle, or access to the email address associated with your account in the previous cycle.
- After you enter your username and password or email address from the previous cycle, PTCAS will generate a unique reapplicant code that is specific to you.
    - If you entered your previous username and password, your reapplicant code will be displayed on the screen.
    - If you entered the email address associated with your account in the previous cycle, your PTCAS reapplicant code will be sent to that email address and valid for 24 hours.
- Click the link “Have a Reapplicant code? Click here,” on the following page and enter your reapplicant code exactly as provided, and before it expires.
- Create a new account for this admissions cycle. You may use the same login information as used in the previous cycle.
- Once done, PTCAS will prepopulate your new application with selected data from your previous application.

Items Pulled Forward

PTCAS will pull most application data forward, including all institutions attended, and courses previously verified by staff.

Items Not Pulled Forward

The following items are not pulled forward by PTCAS from the previous cycle:

- References*
- PT observation hours and verification forms
- Essays

- Payments
- PT program designations
- Responses to school-specific questions for PT programs

*If required by the designated PT programs, reapplicants are encouraged to submit new references to demonstrate what steps they have taken to improve their application since they last applied.

Update Your Application

The current PTCAS application differs slightly from the one in the previous cycle. Review every item in each section of the application. It may not be apparent from the main checklist screen that a particular item is incomplete or missing.

Reapplicants must do the following:

- Enter new institutions attended.
- Add a second instance of a previously listed institution, if new coursework has been completed since submitting the application during the previous admissions cycle.
- Submit United States transcripts for new coursework completed.
- Enter all new college courses completed, planned, and in-progress.
- Add new relevant activities and accomplishments.
- Review every item in the application to ensure the file is complete and accurate.

If required by designated PT programs, reapplicants must also:

- Submit new GRE scores for new designated PT programs and new exams taken.
- Enter and submit new references.
- Enter and (re)submit PT observation hours and verification forms.
- Submit Canadian transcripts for newly completed coursework.
- Submit foreign transcript evaluations for new international coursework completed.
- Submit new TOEFL scores.
- Submit new supplemental materials and fee directly to programs.

Reapplicants in 2017-2018 Cycle

Applicants who apply in the 2016-2017 admissions cycle and reapply in a subsequent cycle will be required to create a new application account and resubmit all materials. PTCAS will not pull any applicant data or materials forward from the 2016-2017 cycle due to a planned system change.

CONTACT INFORMATION

If your contact information changes, you must login to your PTCAS account to update your file. After May 15, notify your designated PT programs directly with changes to your contact information.

Preferred Address*

Select the address where you can most reliably receive mail from PTCAS and your designated PT programs.

Current Mailing Address Until

If you expect to move during the application cycle, enter the date your current address is likely to change.

Current Mailing Address*

Use this item to provide the address where you can reliably receive mail and messages.

Check if Permanent Address Is the Same as the Current Address

If box is checked, the web application will automatically copy your current address into the fields.

Permanent Address*

Enter your permanent or legal address information.

Current Phone Number*

Enter the phone number associated with your current address information. Use the xxx-xxx-xxxx format. If your current phone number is also your cell phone number, enter the phone number in both the “current” and “cell” phone number fields.

Permanent Phone Number*

Enter the phone number associated with your permanent or legal address information. Use the xxx-xxx-xxxx format.

Cell Phone Number

Use this item to provide the cellular or mobile phone number where you can receive calls and messages. Use the xxx-xxx-xxxx format. Leave this item blank if you do not have a cell phone number available.

Preferred Phone Number*

Select the phone number where you can most reliably receive calls or voice-mail messages from PTCAS and your designated PT programs: current, permanent, cell.

Alternate Email Address

Enter a second email address so PTCAS and programs can still contact you, if your primary email address is not working. Frequently check both email accounts. If you do not have an alternate email address, leave item blank.

PERSONAL INFORMATION

Permanent / Legal State of Residency*

United States residents and citizens can select only 1 state of residency. Select your state of legal residence at the time you apply, and not your anticipated state of residency once enrolled. Contact your selected PT programs directly, if you wish to claim multiple states of residency. If you do not have a legal residence in the United States or United States territories, select "No State" from the menu list. Not all PT programs consider out-of-state or foreign residents for admission. PTCAS does not make residency determinations.

Number of Years Residing in State*

Enter the number of years you have continuously lived in your permanent state of residency.

If Less Than or Equal to 1 Year, Previous State of Residency*

If you have lived in your permanent state for 1 year or less, select your previous state of residency. Contact your selected PT programs directly if you have questions about your residency status.

Current Citizenship*

Select citizenship status at the time of application. Do not designate "permanent resident" unless you currently possess a valid Permanent Resident Card. If you are in the process of applying for a Permanent Resident Card, but it has not yet been granted, you must select "Foreign Citizen." Not all PT programs consider out-of-state residents, foreign PT applicants, or foreign permanent residents for admission. It is your responsibility to review the PTCAS Directory, or contact your designated PT programs directly for residency requirements. PTCAS will not determine if you meet the residency requirements for a particular institution.

- United States citizen
- United States permanent resident
- Foreign citizen
- Other eligible noncitizen

Country of Citizenship*

Select country of citizenship. If the country is not listed, contact PTCAS.

Do You Hold a Visa?*

Select yes, no, or not applicable (N/A). United States citizens should check not applicable.

If Yes, Type of Visa*

If you are a nonimmigrant, select the visa you hold at the time you apply. Nonimmigrant applicants who do not currently hold a valid visa should select “none.” Contact your designated PT programs directly if your visa status changes after you submit your PTCAS application.

- None
- Other
- B-1 Visitor
- F-1 Student
- H1-B Employee
- J-1 Student
- J-1 Teacher, Researcher, or Trainee
- Refugee Visa Waiver WB
- Visa Waiver WT

United States Visa Number*

If you have a United States visa, enter the visa number.

City of Visa Issue*

If you have a United States visa, enter the name of the city where the visa was issued.

Date of Birth*

PTCAS uses your date of birth to help verify your identity and match your official GRE scores to your application. Physical therapist programs may also require date of birth information to generate student identification numbers.

State of Birth*

Select your state of birth. If country of birth is not United States or Canada, select “no state.”

City of Birth*

Enter the name of your city of birth.

Country of Birth*

Select your country of birth. If the country is not listed, contact PTCAS.

Sex*

Select male, female, or decline to state.

Do You Consider Yourself to Be of Hispanic Origin?

Select 1 response.

- Yes, Spanish/Hispanic/Latino/Latina
- Mexican, Mexican American, Chicano, Chicana
- Cuban
- Puerto Rican
- South or Central American
- Other Spanish culture or origin (If other, please specify)
- No, not Spanish/Hispanic/Latino/Latina

Which of the Following Best Describes Your Race?

Indicate your racial or other ethnic identity by selecting **1 or more** of the below categories, as provided. Leave the item blank if you do not wish to report this information.

- American Indian or Alaska Native (Please specify the name of your enrolled or principal tribe):
- Asian
    - Asian Indian
    - Cambodian
    - Chinese
    - Filipino
    - Japanese
    - Korean
    - Malaysian
    - Pakistani
    - Vietnamese
    - Other Asian (If other, please specify):
- Black or African American
- Native Hawaiian or Other Pacific Islander
    - Guamanian or Chamorro
    - Native Hawaiian
    - Samoan
    - Other Pacific Islander (If other, please specify):
- White
- Other

Environmentally and Economically Disadvantaged

The American Physical Therapy Association defines “underrepresented minorities” as racial and ethnic populations that are underrepresented within the academic institution relative to their numbers in the general population, as well as individuals from geographically underrepresented areas, lower economic strata, and educationally disadvantaged backgrounds. The following items may be used by programs to determine if you are from an environmentally and economically disadvantaged background, or for research purposes. Check if any of the following apply to you:

- I graduated from a high school from which a low percentage of seniors receive a high school diploma.
- I graduated from a high school at which many of the enrolled students are eligible for free or reduced price lunches.

- I am from a family that receives public assistance (eg, Aid to Families with Dependent Children, food stamps, Medicaid, public housing), or I receive public assistance.
- I am from a family that lives in an area that is designated as a Health Professional Shortage Area, or a Medically Underserved Area.
- I participated in an academic enrichment program funded in whole or in part by the Health Careers Opportunity Program.
- I am a high-school dropout who received adult high school diploma or GED.
- I am from a school district where 50% or less of graduates go to college, or where college education is not encouraged.
- I am the first generation in my family to attend college (neither my mother nor my father attended college).
- English is not my primary language.

You Are Considered to Have Met the Criteria for Economically Disadvantaged

To determine if you come from an economically disadvantaged background, use your parent's income as reported on the most recent tax return. Reference the fee waiver table on the PTCAS website to determine if your parent's current family income, based on size of household qualifies for federal low-income level. The item may be used by programs to determine if you are from an economically disadvantaged background, or for research purposes.

- Select "yes" if you believe you qualify as disadvantaged based on income. If you are unable to determine your parents' earnings or the 2014 tax returns do not reflect your parents' household income while you were a dependent, you may still choose to select "yes" to indicate that you were raised at an economic disadvantage.
- Select "no" if you were not raised at an economic disadvantage, even if you qualified based on the criteria.

What Is the Type of Geographic Area Where You Were Raised?

The item may be considered by programs to determine your geographic background. Select 1 option from the list below:

- Urban (>1,000,000 population)
- Large city (population 100,000 to 1,000,000 population)
- Mid-size city (population 50,000 to 99,999 population)
- Large town (population 10,000 to 49,999 population)
- Small town (population 2,500 to 9,999 population)
- Isolated rural (population <2,500)
- Do not wish to report

Is English Your Primary Language?*

Select "yes" if English is the primary language spoken at home.

Have You Graduated from a CAPTE-Accredited Physical Therapist Assistant (PTA) Program?*

Select "yes" or "no." For a list of PTA programs recognized by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, visit APTA's website at http://www.capteonline.org/home.aspx.

Have You Previously Enrolled in a Professional Physical Therapist (PT) Program?*

Select “yes” if you previously matriculated into a professional physical therapist program, regardless of whether you completed a term or degree. If yes, you must list the institution in the Institutions Attended section of the application, report all completed coursework in the Coursework section of the application, and have an official transcript sent to PTCAS. Failure to report this institution and associated coursework may jeopardize your application. If you attended an international physical therapist institution, select “non-US (foreign) physical therapist program” from the drop-down menu. If you attended a prephysical therapy or physical therapy assistant (PTA) program, select “no.”

If Yes, Specify PT Program*

Select the professional physical therapist institution from the drop-down list.

Are You Eligible to Return to the Physical Therapist Program?*

Select “yes,” “no,” or “not sure.” Your designated PT institutions may require additional information.

Are You Presently Serving on Active Duty in the United States (US) Military?*

If you currently serve in a branch of the United States Armed Services, select “yes."

If Yes, What Is Your Anticipated Discharge Date?

Enter date in mm/yyyy format.

BACKGROUND INFORMATION

Does Your Academic Record Accurately Reflect Your Capabilities?*

If no, describe why it does not. Present any information that may assist the admissions committee in interpreting and evaluating your academic history or credentials.

Were You Ever the Recipient of Any Action by Any College or University for Unacceptable Academic Performance or Conduct Violations (eg, dismissal, disqualification, suspension, probation etc)?

If you answered yes to the previous question, you must enter an explanation in the box. Include:

1) a brief description of the incident,
2) specific charge made,
3) consequence, and
4) a reflection on the incident, and how the incident has impacted your life.

If you answer yes, you will not automatically be disqualified from admission to a PT program. Full disclosure will enable PT programs to more effectively evaluate this information within the context of your credentials. If you fail to provide accurate information when answering this question, you may jeopardize your application.

Have You Ever Been Convicted of a Felony?*

PTCAS requires you to report any felony convictions. Physical therapist programs may require criminal background checks or drug tests in order to verify your eligibility to participate in clinical education, to confirm your eligibility for PT licensure, and to ensure patient safety. You may be required to complete a criminal background check prior to or after enrollment into a PT program. See also the PTCAS Criminal Background Check instructions.

If you answered "yes," you must enter an explanation in the below box. Include:

- a brief description of the incident and arrest,
- specific charge made,
- related dates,
- consequence, and
- reflection on the incident, and how the incident has impacted your life.

If you fail to provide accurate information when answering this question, you may jeopardize your application.

If you are convicted of a felony after you e-submit your PTCAS application, you must inform your designated PT programs that an action has occurred. You may also be required to report 1 or more of the following types of records directly to your designated PT programs, with details about the judgments or disciplinary action:

- Misdemeanor convictions
- Arrests for misdemeanors and felonies
- Adjudication withheld
- Nolo contendere
- Plea bargain

Have You Ever Had a Professional License Suspended, Revoked, or Otherwise Acted Against, Including Denial of Licensure by the Licensing Authority of Any State, Territory, or Country?

Any disciplinary actions related to professional licenses may be reported as part of a criminal background check process. If you fail to provide accurate information when answering this question, you may jeopardize your application. If you answered "yes," you must enter an explanation. Describe the charge and circumstances related to the licensure issue.

INSTITUTIONS ATTENDED

List every college and university you have attended or plan to attend through summer 2016. This includes all community colleges, nondegree programs (eg, summer school), and foreign institutions you attended. Enter all institutions you attended, **even if the courses are not required for admission or transferred to another institution.** Enter each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance. If you have attended more than 1 institution, select the "add a new entry" button for each. Click the “add degree” button next to the name of each institution you have entered, even if no degree is planned or earned.

Select Institution Name*

- If not listed, contact PTCAS. Do not use code 000000, unless instructed by PTCAS.
- If Canadian institution is not listed, select “Not Listed Canadian Institution,” code 333333.
- If you attended a foreign institution, select the “Non-US/Canadian (Foreign) Institution,” code 444444.
- If you participated in a study abroad program through a United States institution, select only the United States institution. Do **not** enter the foreign institution.

Enter Name of Foreign (non-US/Canadian) Institution, if applicable*

For foreign and unlisted Canadian institutions only, enter the name of the institution.

Country of Foreign (non-US/Canadian) Institution*

For foreign and all Canadian institutions only, select the country where the institution is located.

Dates of Attendance*

Enter completed or anticipated dates of attendance, regardless of gaps in attendance.

Primary Institution

The primary institution is the college or university where you will earn (or have earned) your first bachelor's degree. If no degree is planned, select the institution where you have completed the majority of your undergraduate courses.

Degree*

If you earned or plan to earn a degree from the institution, use the "add degree" button next to the name of the institution, and select the appropriate degree from the list. If no degree is planned or earned, you must still use the "add degree" button.

Degree Status*

Select the status of the degree from this institution at the time you submit your application to PTCAS. Select "no degree," "planned degree," or "degree awarded."

Date Degree Earned or Anticipated*

Enter the date in which you earned or expect to earn the first degree from this institution. If no degree from this institution, leave item blank.

Is This the Highest Degree You Have Earned or Will Earn Prior to Enrolling Into a PT Program, if Accepted?*

Select "no," if you have not earned a degree or no degree is planned from this institution. Degrees are sorted from lowest to highest: associate's, bachelor's, master's, specialist/professional, doctoral, and postdoctoral).

Select the Major for the Degree*

Select the major from the list that most closely matches your area of study. If none, select "no major." If the categories do not match your course of study, select "other."

If Other, Enter the Major Area of Study*

Enter the name of the general subject area in which you majored.

2nd Major for Degree

If you had a second major for the same degree from the same institution, select the major from the list that most closely matches your area of study. If none, select "no major." If the categories do not match your course of study, select "other."

If Other, Enter the 2nd Major Area of Study*

Enter the name of the general subject area in which you majored.

UNITED STATES TRANSCRIPTS

Arrange for PTCAS to receive an official transcript from each college and university you attended in the United States and Canada. PTCAS will not verify or forward your application until all official transcripts, application, and correct fee are received. See also Foreign Transcripts, Fall 2016 Transcripts, and Coursework sections.

How to Obtain the Transcript Matching Form

The Transcript Matching Form helps PTCAS quickly and properly match your official transcripts to your application. If the form is not enclosed with your official transcript, then your application may be delayed in processing.

1. Complete the "Institutions Attended" section **first** by listing every college and university you attended.
2. Print the Transcript Matching Form (PDF) for each United States and Canadian institution you attended.
3. **Each PTCAS Transcript Matching Form is unique to you and each institution.**
4. Complete each form, including any former or alternate names (eg, maiden name).
5. Arrange for your official transcripts to be sent from the registrar to PTCAS with the form enclosed.
6. If grades for multiple branches or campuses of an institution appear on 1 transcript, enter all in the "Institutions Attended" section. It is not necessary to send a transcript matching form for each campus.

Transcript Processing

- **Student-issued transcripts are not accepted.**
- **An official transcript is required from the institution where the course was actually taken.**
  - Submit transcript to PTCAS, even if the course was later accepted as transfer credit by another institution.
- **Official transcripts should arrive at PTCAS by the program's deadline.**
  - PT programs may not consider applications with late transcripts.
  - PTCAS does **not** enforce transcript deadlines, and will forward your verified application to your designated PT programs, even if your transcripts are delayed.
  - Do **not** request electronic transcripts be sent to PTCAS. Only paper transcripts are accepted.
- **Use a student-issued transcript to properly enter courses.**
  - Do **not** use your course record, course schedule, or memory to complete the coursework section because they may differ from your transcript.
  - If there are discrepancies between your application and official transcript, your application will be undelivered and processing will be delayed.
  - PTCAS is not responsible for missed deadlines due to failure to correctly enter coursework, or to resubmit the corrected application in a timely manner.
- **Send only 1 transcript for each institution you attended.**
  - Only 1 official copy is required, regardless of the number of programs you designate.
- **You will receive an email after each transcript is received.**
  - It is your responsibility to verify that PTCAS received all of your official United States transcripts.
  - To check the status of your transcripts, log into your application, and click on transcripts in the "status" menu on the right side of the application checklist.

Fall 2016 Transcripts

Read instructions on how to submit your updated fall grades and transcripts to PTCAS during the Academic Update.

Spring and Summer 2017 Transcripts

Arrange for your winter, spring, and summer term 2017 transcripts to be sent directly to your designated PT institutions, as required. Do not send them to PTCAS.

United States Regional Accreditation

The PTCAS GPAs only include courses completed at institutions recognized by 1 or more of the below accreditation agencies. If you attended an institution that is not recognized by 1 of these agencies, do not submit the transcript to PTCAS. Contact your designated PT programs directly to determine if you must arrange for transcripts from nonaccredited institutions to be sent directly to the institution.

- Middle States Association of Schools and Colleges (MSA)
- New England Association of Schools and Colleges (NEASC)
- North Central Association of Schools and Colleges (NCA)
- Northwest Association of Schools and Colleges (NWCCU)
- Southern Association of Schools and Colleges (SACS)
- Western Association of Schools and Colleges (WASC)
- Association of Theological Schools in the United States (ATS)

Notice to Applicants Offered PT Acceptance

If you accept an offer of admission to a PT degree program, you may be required to submit a second set of official transcripts from every institution you have attended directly to the PT program, prior to matriculation. PTCAS cannot forward transcripts to a PT program to fulfill this institutional requirement.

United States Military Transcripts

Do **not** list any military courses completed or credits received. Forward the transcripts that contain military credits or are official military transcripts to your designated PT programs, if requested. PT program policies vary. Please contact the institutions directly if you have questions.

No Transcript Available

PTCAS does not waive transcript requirements due to an applicant's financial obligations to a college or university. Applicants who are unable to obtain an official transcript from an institution due to extenuating circumstances must submit a signed letter of explanation on official letterhead from the appropriate institution or state department of education. PTCAS will evaluate transcript waiver requests on a case-by-case basis.

Study Abroad

If you participated in a “study (education) abroad” program under the auspices of a United States institution and the international course work appears on the United States transcript as regular itemized credit, only list the institution on your PTCAS application. Do **not** list the international (foreign) institution. Arrange only for the United States transcript to be sent to PTCAS. PTCAS will process study-abroad course work in the same manner as other United States coursework. If your study abroad coursework appears as transfer credit from a foreign institution on your United States institution’s transcript, follow the foreign transcript requirements.

Overseas United States Institutions

PTCAS recognizes "overseas United States institutions" that:

- are located outside United States borders,
- are regionally accredited, and
- use English as the primary language of instruction and documentation.

If you attended an overseas United States institution, report it to PTCAS in the same manner as your United States institutions by sending an official transcript to PTCAS and listing all coursework on your PTCAS application. United States institutions with campuses overseas (eg, the University of Maryland at Munich) are also considered United States colleges for which transcripts are required and all course work must be listed. Please note that the list of overseas institutions is not all-inclusive. Contact PTCAS if you have questions.

Transcript Investigations

The service will investigate and report applicants suspected of submitting false or fraudulent information. If any misrepresentation in data is suspected by or reported to PTCAS, the applicant will be notified and relevant information will be requested. If a misrepresentation in data is confirmed, PTCAS will notify the PT programs to which the applicant has applied. In addition, on a case-by-case basis, PTCAS reserves the right to notify all PT programs participating in the service.

FALL 2016 TRANSCRIPTS – ACADEMIC UPDATE

If you e-submit your PTCAS application before your summer or fall 2016 grades are available, you must enter your updated courses online during the Academic Update and arrange for your updated transcript to be sent to PTCAS as soon as it is available. PTCAS will contact you by email when you can begin to enter your updated 2016 grades and any new planned/in-progress 2017 courses. E-submit your updated courses as soon as you have an unofficial grade report from the institution, and do **not** wait for the registrar to release your official transcript. You can only update your coursework **once** during the Academic Update.

PT programs may or may not consider new courses entered or GPAs calculated during the Academic Update.

Important Academic Update Dates

- **December 12, 2016 –** The Academic Update opens. You cannot make edits to your Coursework section until the Academic Update window is open to you.
- **January 16, 2017 – Priority deadline to submit your updated courses and transcripts to PTCAS.** PTCAS will continue to accept updated transcripts after the priority deadline date has passed, and through February 15.
- **February 15, 2017**
    - The Academic Update closes. You cannot edit your courses after this date.
    - PTCAS will no longer accept Academic Update transcripts. If your Academic Update transcripts will not be available from your institution's registrar until after February 15, email the PT program to determine if you may mail or fax an unofficial grade report directly to the program. (Do **not** send unofficial transcripts or grade reports to PTCAS).

How to Complete the Academic Update

Follow the below steps. Once completed, PTCAS will verify your updated course history against your revised transcript, and transmit your revised GPAs to your designated PT programs.

- Arrange for your updated transcript to be sent to PTCAS, as soon as it is available.

- Enter all of your updated courses online in the Coursework section, once you receive the Academic Update email from PTCAS.
- Change any planned/in-progress terms that now have grades to a completed session by clicking on the "switch to completed session" button. Then enter the grade for each course.
- Enter any new planned sessions for the winter, spring, or summer 2016 terms.
- Add newly completed and planned courses to the Coursework section.
- **Click the e-submit button** at the bottom of the main PTCAS application.

FOREIGN TRANSCRIPTS

Enter all international (non-United States/foreign) institutions you have attended on your PTCAS application.

Canadian Institution

Review the program-specific admission requirements to determine if original transcripts or foreign transcript evaluations for Canadian coursework should be submitted directly to the program or PTCAS.

- **PTCAS will accept original Canadian transcripts (if in English).**
- **Send a foreign transcript evaluation for Canadian transcripts not in English.**
- PTCAS will **not** hold your file in processing for missing Canadian transcripts.
- Enter all of your Canadian courses on your PTCAS application.
- PTCAS will **not** verify your Canadian courses or include them in any of your PTCAS GPAs.
- PT programs can view your unverified Canadian courses and transcripts.

Study Abroad

- **Send United States transcript with study abroad credits to PTCAS.**
- Enter all study-abroad courses that appear on a United States transcript with separate grades and credits under the United States institution.
- If the United States transcript does not display the grades or credits for study-abroad courses, follow the below policies for international (foreign) transcripts and coursework.

Overseas United States Institution

PTCAS recognizes overseas United States institutions that are located outside the United States borders, are regionally accredited, and use English as the primary language of instruction and documentation. If you attended an overseas United States institution, send an official transcript to PTCAS and enter all courses on your PTCAS application. United States institutions with campuses overseas (eg, the University of Maryland at Munich) are also considered United States colleges for which transcripts are required, and all coursework must be listed.

International (Foreign) Institution

Do <u>not</u> enter any foreign courses completed outside of the United States or Canada (unless it is a study abroad through a United States institution). Visit the PTCAS Directory to determine the foreign transcript requirements for each PT program, as described below:

- **Send a foreign transcript evaluation report to PTCAS.** If required by a PT program, send foreign transcripts to the agency below for course-by-course report. If received, PTCAS will release the report to your selected PT programs.
- **Send original foreign transcript directly to program**. Do not send to PTCAS.

Foreign Transcript Evaluation Service

PTCAS will only accept foreign transcript evaluations from the World Education Services (WES) and will no longer accept evaluations from other agencies. Arrange for WES to send a course-by-course report to PTCAS. Applicants are advised to allow 4–6 weeks for WES to process and send the evaluation to PTCAS, once a report is requested.

World Education Services, Inc, PO Box 5087, New York, NY 10274-5087
212/966-6311, info@wes.org, http://www.wes.org

COURSEWORK

You must first complete the institutions attended section before entering your course history.

Report all United States and Canadian coursework attempted exactly as it appears on your official transcripts. **You must include all attempted, failed, repeated, and withdrawn college courses**.

PTCAS will compare your courses against your official transcripts and report any discrepancies to your designated PT programs. **Allow 4 to 5 weeks for PTCAS to verify your courses and calculate your GPAs, once your file is complete**. PTCAS will not enter your courses for you. You must make corrections to this section, if PTCAS identifies a significant number of errors. If you do not enter your courses properly, your application will be delayed in processing and you may jeopardize your chances for admission. PTCAS is not responsible for missed deadlines due to failure to correctly enter coursework, or to resubmit the corrected application in a timely manner.

See also Fall 2016 Courses

How to Enter Your Courses

- Enter all courses, even if they do not fulfill a prerequisite, or if you later repeated them.
- **Do not enter courses from memory.** Refer to a personal copy of your transcripts.
- List all courses from a single transcript before you enter courses from the next transcript.

Add New Session

- **Enter each transcript session** (semester, quarter, trimester, unit) **only once**.
- Click "**add course"** to enter your classes for each session.
- Enter all courses in the order in which they appear on your transcript (oldest to most recent).
- Enter each course once from the transcript where it was originally taken, even if the credits transferred to another institution.
- **Do not list all of your courses under a single session. Enter each course under the term during which it was taken.**
    - Example: If you took classes at college X from 2005 to 2009, do not list all of your courses under the fall 2005 session.
- **Do not create a new session for each course.**
    - Example: If you were enrolled in 3 courses during the fall 2009 at college X, create a fall 2009 session only once, and use the "add course" button to enter the 3 courses.

Name of College or University

Select the college or university from those you entered in the "Institutions Attended" section.

Academic Status

Select your student registration status during this term, regardless of the level of the course. Categorize undergraduate courses attempted after you earned a bachelor's degree as "post-BS undergraduate." Categorize any postgraduate-level work as "graduate."

Term Type

Select the term type for the time you were enrolled. At most institutions, summer and winter courses have the same term type as fall and spring courses.

Year

Enter the year the course began. For instance, a spring course completed during the 1999–2000 academic year should be entered as spring 2000.

Course Prefix and Number

Enter the course prefix and number (eg, CHEM 101) **exactly** as it appears on your transcript. If the course prefix is numeric on the transcript, enter it on the application in the same format. Do **not** include section numbers.

Course Level

Select the appropriate level of the course, regardless of your student (academic) registration status at the time. Refer to your transcript or course catalog to determine the correct level. General guidance is below.

- **Lower-division (Fr/So**) - Advanced Placement (AP), Exempt, International Baccalaureate (IB), or CLEP credit awarded when you first entered college; courses completed at a junior or community college; and 100 and 200 level courses in which no college course prerequisites are required.
- **Upper-division (Jr/Sr)** - 300 and 400+ level courses that require the completion of 1 or more related lower division (college) course prerequisites.

Course Subject

Select the subject that best describes the content of the course. PTCAS will use course subjects in the calculation of your GPAs.

- **ANATOMY AND PHYSIOLOGY IN BIOLOGY:** Only anatomy and physiology (A&P) courses completed in a biology, neuroscience, anatomy, or integrated physiology department.
- **ANATOMY AND PHYSIOLOGY - OTHER:** All A&P courses completed in an allied health, physical education, exercise science, or other department.
- **BIOLOGY:** animal science, bacteriology, biology, botany, cellular and molecular biology, cellular physiology, earth science, ecology, evolution, genetics, hematology, histology, immunology, microbiology, natural science, oceanography, pathology, physical science, zoology
- **CHEMISTRY:** biochemistry, bioorganic chemistry, chemistry, inorganic chemistry, medical chemistry, organic chemistry, pharmaceutical chemistry, physical chemistry, physiological chemistry, structures and bonds
- **ENGLISH COMPOSITION:** composition, English, technical writing, writing (not literature courses)
- **Math:** algebra, behavioral statistics, biostatistics, calculus, chemical math, math, statistics
- **MOVEMENT SCIENCE:** (eg, allied health), athletic training, biomechanics, ergonomics, exercise physiology, exercise science, human movement, kinesiology, locomotion studies, motor control, movement science, sensorimotor development, sports medicine, therapeutic exercise

- **OTHER COURSE:** acting, archeology, art, art history, banking, bible literature, business, communications, dance, debate, economics, education, ESL, ethics, first aid, foreign language, geography, government, history, humanities, journalism, law, literature, logic, management, marketing, medical terminology, military science, music, philosophy, physical education, poetry, political science, public speaking, reading skills, religion, theater, theology
- **OTHER SCIENCE:** agriculture, astronomy, bioethics, biological anthropology, computer science, electronics, emergency medical technician, engineering, forestry, geology, meteorology, nutrition, pharmacy, physical geography, physical anthropology, public health, teaching science
- **PHYSICS:** electricity and light, magnetism, mechanical heat, physics, thermodynamics
- **PSYCHOLOGY:** any psychology course, including abnormal psychology, adolescent psychology, child psychology, death and dying, developmental psychology, general psychology, human behavior, growth and development, life span development, rehabilitation psychology, social psychology, sports psychology
- **SOCIAL / BEHAVIORAL SCIENCE:** anthropology, community health, criminal justice, cultural geography, ethnic studies, human sexuality, marriage/family, personal health, social science, social work, sociology, women's studies. Subject does not include psychology courses.

Course Type

For science courses only, select course type. Refer to your course catalog to determine the type. PTCAS will not verify that you have selected the correct course type from the list.

- Lab only
- Lecture only
- Lab and lecture combined
- Other (ie, practicum, seminar, internship, and directed study)

Grade

- Select the letter or number grade as it appears on your transcript.
- Include "+" and "–" signs, if posted on your transcript.
- Include any transcript code that appears in the grade column including "P" for pass, "I" for incomplete, "W" for withdrew, etc.
- If the grade is blank on the transcript, select "no grade (NG)" on the application.

Grade Using the PTCAS Conversion Table

A/A+	(4.0)
A-	(3.7)
AB	(3.5)
B+	(3.3)
B	(3.0)
B-	(2.7)
BC	(2.5)
C+	(2.3)
C	(2.0)
C-	(1.7)
CD	(1.5)
D+	(1.3)
D	(1.0)
D-	(0.7)
DE	(0.5)
F	(0.0)

- Convert your transcript grade to the appropriate PTCAS letter grade.
- If transcript shows a number grade (ie, 93 or 3.3), refer to the grade key or legend on the transcript to determine the correct letter grade value.
- For nongraded courses (eg, pass/fail), select "none."

Number of Credit Hours

- Enter the number of credit hours earned, as posted on your transcript. Do **not** convert quarter hours to semester hours. This will be done automatically when your GPA is calculated.
- If you failed a course, enter the credits **attempted**, regardless of whether the credits on your transcript are blank, zero, or if you later repeated the course for a higher grade.
- If you withdrew, received an incomplete, or did not earn credit for the course for any reason, enter the **attempted** credits.

Special Classifications

- If you repeated a course, mark the first attempt and each additional attempt as "repeated." Do not mark withdrawn attempts as a repeated course.
- You must enter all college courses, including those excluded from your transcript GPAs. If your transcript categorizes any coursework as freshmen forgiveness or academic bankruptcy, you may describe the circumstances in the Background section of the application by responding "no" to the question, "*Does your academic record accurately reflect your capabilities?"*

  - Not applicable
  - Advanced Placement
  - CLEP
  - Online course
  - Honors
  - Incomplete
  - Institution/department exam
  - International Baccalaureate
  - Regent's Exam
  - Repeated
  - Study abroad

AP, IB, and CLEP Credit

Enter college credit earned for Advanced Placement (AP), International Baccalaureate (IB), and CLEP tests, including the grade and credit hours posted on your transcript.

Indicate If This Course Fulfills a Core PT Prerequisite

- Match 1 course to each core PT course prerequisite (unless quarter term or repeated course).
- **If you repeated a course, match all attempts to the appropriate prerequisite.**
- If no match, select "none" from list.
- If you have taken advanced courses in the same subject, only match the introductory or general course to the appropriate prerequisite. For instance, do not match advanced biology courses to "Biology I."
- You may match your course to a prerequisite, even if there was no lab included.
- The "I" refers to the first semester and "II" refers to the second semester.

Conversion of Semester Hours to Quarter Hours:

- For quarter-based courses, you may need to select more than 1 course per prerequisite.
- 2 semesters sequence = 3 quarters sequence.
- Lab course = 4 semester hours or 6 quarter hours.
- Lecture only course = 3 semester hours or 4.5 quarter hours.

Anatomy / A&P 1 with lab Physiology / A&P 2 with lab	PT programs may only accept a course if it is completed in a biology, neuroscience, anatomy, or integrated physiology department. Some PT programs will not accept a combined anatomy and physiology course.
Biology 1 (not botany or zoology) Biology 2 (not botany or zoology) General Chemistry 1 with lab General Chemistry 2 with lab General Physics 1 with lab General Physics 2 with lab Psychology Statistics	Do not match prerequisites to upper (300-400) division courses.

Coursework In-Progress or Planned

Enter college terms in progress or planned through the completion of summer 2017. Enter all of your in-progress or planned courses on the application, even if you have not registered for them yet. Use the college catalog to properly enter the course information as thoroughly as possible. When creating the term, choose "planned/in progress" to enter the course information without grades.

COURSEWORK ENTRY SERVICE

If you do not wish to enter all of your coursework, you may now arrange for PTCAS to professionally enter your coursework for an additional fee. PTCAS coursework entry staff is available to enter United States undergraduate, graduate, postbaccalaureate, and doctorate coursework. Professional, non-United States/foreign, and planned/in-progress coursework are not eligible for coursework entry and must be entered by the applicant. If you would like to take advantage of the PTCAS coursework entry service, follow the steps below:

Coursework Entry Fees

The cost for the PTCAS coursework entry service is $55 for 1-2 transcripts and $105 for 3 transcripts or more. These fees are for coursework entry only, and are in addition to the PTCAS regular application fees.

Coursework Entry Service Process

To apply for the PTCAS coursework entry service, you must first do the following:

- Create a PTCAS application to obtain your unique PTCAS ID number.
- List all institutions attended.

  Report all institutions where you have earned college credit, including postbaccalaureate, graduate, and professional institutions, regardless of whether the courses are required for admission or were later accepted as transfer credit by another institution. Include nondegree programs (eg, summer school), foreign institutions, and any colleges that granted you credit for a course you completed as a high school student, even if it was taken at your high school. For detailed instructions, please see the "Institutions Attended" section of our instructions.

Enter Any Coursework PTCAS Cannot Enter

- PTCAS cannot enter professional, planned/in-progress or foreign coursework, so you must enter these courses before PTCAS can begin the coursework entry process.
- Select the Coursework Entry option.
- On the "Coursework" section of your application, click the "Coursework Entry Service" button, and select the schools you would like PTCAS to enter coursework for on your behalf.

Make Your Payment

Submit the service agreement and your coursework entry payment. Payments must be made online via credit card ONLY. Payments may not be sent via mail.

Request Transcripts Be Sent To PTCAS

PTCAS must receive all of your official United States transcripts before it can begin coursework entry. Please review the "United States Transcripts" section of our instructions for details on how to properly submit your transcripts to PTCAS. Login to your application to check the status of every transcript and the dates they were received. It takes an average of 7 to 10 business days for your transcript to be matched to your PTCAS application from the date it is mailed by the institution.

Submit Your Completed Application

PTCAS will begin the coursework entry process for you once it receives the following:

- Completed application.
- Official transcripts from every United States institution attended.
- Correct fee payment for the application.
- Correct fee payment for the coursework entry.

Coursework Entry Begins

Once the above steps are completed, coursework entry will begin within 10 business days.

Review Your Coursework Entry and Submit Your Approval

Once your coursework entry is complete, you will receive an email notification from PTCAS. It is your responsibility to review the coursework entry for accuracy, select your Core PT Prerequisite courses, and approve the entry. Once you have approved the coursework entry, you must complete and resubmit your application. Your application will then continue through the normal transcript verification process. **All applicants must log into their application and approve coursework entry in order to continue through the verification process. Your application will not move forward without this approval.**

GRADUATE RECORD EXAMINATION

Due to changes in the Graduate Record Examination (GRE) in 2011, programs may require or prefer that you submit official scores for the "GRE® revised General Test" taken on or after August 1, 2011.

Request Official GRE Scores

There is no GRE code for PTCAS. Instead, you must arrange for the Educational Testing Service (ETS) to **send your official GRE scores to the correct college code for each designated PT program.** The GRE college code for a PT program often differs from the main university code. PTCAS will forward your official GRE scores to a designated program, if you arrange for ETS to send scores to that particular program's PTCAS GRE code.

PTCAS Will Not Report Your Official GRE Scores to a Particular PT Program, If:

- You use the GRE code for a different program.
- You do not apply to the program during the 2016-2017 cycle.
- The PT program only has a "university" GRE code.

Failure to send official GRE scores correctly may jeopardize your chances of admission to a PT program. Visit the PTCAS site for a list of GRE codes.

GRE Status at PTCAS

Login to your application to check the status of your GRE scores sent to PT programs with PTCAS GRE codes. If received, PTCAS will share your scores with only those programs that you have requested scores be sent to by ETS, and have a PTCAS GRE code. If you do not send your GRE scores to the correct college codes, a program may consider your file incomplete, even if PTCAS received your official scores from ETS.

Reapplicants

Reapplicants must request new GRE scores for new designated PT programs and new exams taken.

Early Decision

Early decision candidates in PTCAS must take the GRE, and request score reports no later than July 31.

Enter GRE Scores on PTCAS Application

Enter your GRE scores in the spaces provided. If you have taken the GRE multiple times, enter your scores for each date separately. Also, enter any planned GRE test dates. Do not mix and match scores from different dates. A PT program may deny your application if you do not enter all of your unofficial GRE scores on the PTCAS application.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

Request Official TOEFL Scores

If English is not your first (primary) language, your designated PT programs may require you to submit official TOEFL scores to code **5312** by the application deadline. Visit the PTCAS directory for program requirements.

Enter TOEFL Information on PTCAS Application

Enter your TOEFL scores in the spaces provided. If you have taken the TOEFL multiple times, enter your scores for each date separately. Also, enter any planned TOEFL test dates. Do not mix and match scores from different dates.

PHYSICAL THERAPIST OBSERVATION HOURS

Enter all of your paid or volunteer physical therapy observation hours on the application. If you have observed a physical therapist in more than 1 setting, select "add new entry" for each additional experience. If you are a physical therapist assistant, enter your paid experience in this section. Paid experience may or may not be accepted by your designated programs. Your designated programs can view your PT experiences as part of your application, regardless of whether the hours are verified by a physical therapist.

Program Requirements

Not all programs require PT hours or a signed form as part of the admissions process. Review the Directory for program-specific requirements. PTCAS will not determine if you met a program's hour requirements.

Verification Required

If PT hour verification is required by 1 or more of your designated programs, follow the instructions below.

ELECTRONIC PT SIGNATURES (strongly preferred)

- Select the "electronic signature" as the PT request type.
- Enter the email address for the physical therapist.

- After entering the experiences, click the "send for **verification**" button for that entry.
- Alert the physical therapist to watch for an automated email with the subject, "PTCAS Observation Hour Verification Request."
- If PTCAS email is not received, instruct the PT to check their spam and junk email folders, as some email servers filter out messages from PTCAS.

PAPER PT SIGNATURES

- Use this option if the physical therapist does not have Internet access, or has previously verified your physical therapist hours on a different form (eg, university form).
- Select the "Upload Signed Form" as the PT request type.
- Scan the signed, paper PT Observation Hour form in an acceptable file format.
- Upload the signed PT Observation Hour form to your application.
- Upload only 1 signed form per experience, regardless of the number of programs you designate.
- Do not mail paper PT Observation Hour forms to PTCAS.

File Format for Uploaded Forms

This section allows you to upload your signed PT Observation Hour form. Your signed PT Observation Hour form can be uploaded at any time during the application cycle; however, they cannot be edited or deleted once the application is submitted. Only 1 upload can be uploaded per experience. The file cannot be larger than 2 mb. The accepted file formats are:

- MS Word (.doc)
- MS Word (.docx)
- Rich Text Format (.rtf), if created in Microsoft Word
- Portable Document Format (.pdf) - Please note, PDF "form" (fillable) files are not an accepted file format.
- ASCII Text file (.txt)
- Image files (JPG, JPEG, and PNG)

Do not password protect your files. If you are having problems uploading your document, please make sure that you are using Internet Explorer 9 (or higher), or the latest versions of Firefox or Chrome.

Verification Not Required

If PT hour verification is **not** required by any of your designated programs, follow the below instructions:

- Enter your PT experiences on the application.
- Select the "I will not have my PT hours verified" as the PT request type for each experience.

Name of Physical Therapist

Enter the name of a licensed physical therapist who supervised you during the experience and can verify your PT hours.

Are You Requesting a Reference from a PT or Other Individual Associated With This Facility?

Select "yes" if you plan to ask the above PT to also submit a reference on your behalf. If you select yes, you must also enter the individual's information in the reference section.

PT License Number

If unknown, leave item blank.

State of PT License

If unknown, leave item blank.

PT Email Address

An email address is required for electronic PT signatures. You cannot change the email address after the experience is saved in your application.

Type of Experience

If you work or have worked as a PTA, PT aide, athletic trainer, or other type of employee at this facility, select "paid." If you were a paid employee at the facility and also accumulated unpaid PT observation experiences, select "both." All others should select "volunteer."

End Date

If experience is planned or in-progress, enter the anticipated end date or leave item blank.

Select the PT Setting

If you experienced multiple settings with the same PT, add a new entry for each experience separately in this section. An inpatient facility generally admits patients overnight. An outpatient facility has no overnight patients. Enter the number of hours completed, and the number of hours planned or in-progress for each setting.

- **Acute Care Hospital** – Physical therapy is provided to individuals who are admitted to a hospital for short-term patient care for reasons, such as illness, surgery, accident, or recovery from a trauma. The goal in this setting is to discharge the person as soon as they are medically stable, and have a safe place to go.
- **Rehabilitation/Subacute Rehabilitation** – Use this category for both types of settings described below:
    - Rehabilitation Hospital: Physical therapy is provided to individuals who are admitted to a facility or rehabilitation unit, with the goal of providing intense therapy to improve the person's ability to care for themselves (typically 3 hours or more per day).
    - Subacute Rehabilitation: Physical therapy is provided to individuals who are admitted to a special hospital that provides medical and rehabilitation care. The rehabilitation is less intense (typically less than 3 hours per day).
- **Extended Care Facility/Nursing Home/Skilled Nursing Facility** – Physical therapy is provided to individuals who are admitted to a facility that typically cares for elderly patients, and provides long-term nursing care, rehabilitation, and other services.
- **Free-standing PT or Hospital Outpatient Clinic** (also known as private practice) – In this common physical therapy setting, individuals visit a physical therapist in a clinic, office, or other health care facility primarily to address musculoskeletal (orthopedic) and neuromuscular injuries or impairments.
- **School/Preschool** – Physical therapy services are provided within an educational environment, including preschool, elementary, or secondary education (high school and vocational) facilities.

- **Wellness/Prevention/Fitness** – Physical therapy services are provided to individuals with a focus on wellness. This approach to health care emphasizes preventing illness and injury, and promoting healthy lifestyle, as opposed to emphasizing treatment of diseases.
- **Industrial/Occupational Health** – Physical therapy services are provided to individuals primarily to help them return to work, or for the purpose of enhancing employee health, improving safety, and increasing productivity in the workplace.
- **Home Health –** Physical therapy services are provided in a home setting rather than in a medical facility.

Indicate Physical Therapy Patient Diagnoses/Populations Observed

Check off all that apply to the experience at the facility. Do **not** check off boxes that the facility provides, but were not observed during the experience.

Updating PT Hours after You E-Submit

You can edit the PT observation hours section after you e-submit your completed application to PTCAS, if the experience is listed as "in-progress" and is being verified electronically. Any changes will move your PT experience to "unverified" status. Your designated PT programs may not consider updated or unverified PT experiences in the admissions process.

After You E-Submit Your PTCAS Application:

- You can add new PT experiences to the application.
- You can make edits to in-progress and planned PT experiences, if verified electronically.
- You can request a physical therapist to verify an updated or new PT experience.
- **You cannot** make edits to PT experiences previously marked as "complete."
- **You cannot** make edits to PT experiences that have a status of "verification requested."
- **You cannot make edits to PT experiences, if a scanned image of the paper verification form was previously uploaded.**

Verification Request Denied

Electronic Verification Denied

- PTCAS email will describe why the experience was not verified by the PT.
- Login to your PTCAS application.
- Click the "update" button to make necessary edits to PT experience.
- Save changes.
- Click the "send for verification" button.
- Once resubmitted for electronic verification, PTCAS will automatically email the PT again with instructions on how to verify your revised PT hours, or make further recommendations for edits.

Verification Request Rejected

- You will receive an email from PTCAS letting you know the request has been rejected.
- Check to be sure that you have sent the request to the correct PT, facility, and email address.
- Update any incorrect contact information, and resubmit it to the correct PT for verification.

PT Hours Verified on Old or Non-PTCAS Form

Applicants are encouraged to have their PT observation hours verified electronically through PTCAS at the time they apply, rather than use a paper form. However, applicants with PT hours previously verified on an old PTCAS (or other) paper form, are not required to have those hours reverified using the new 2016-2017 form. Once ready to apply, follow the steps for "Paper PT Signatures."

EXTRACURRICULAR

- Enter your extracurricular, leadership, volunteer, and community activities (eg, pre-PT club).
- Do not enter work experience, PT clinical observations, or high school activities in this section.
- List each activity only once.
- If you have more than 1 activity, select the "add a new entry" button for each.
- If the activity is ongoing, estimate the future end date or leave the dates blank.
- PTCAS will automatically sort your experiences from the oldest to the most recent.

HONORS AND SCHOLARSHIPS

- Enter any special academic, service, or activity awards you have received.
- Do not enter high school honors.
- List each award only once.
- For instance, if you were on the "Dean's List" for multiple terms, list the distinction once.
- If you have more than 1 honor, select the "add a new entry" button for each.
- PTCAS will automatically sort your experiences from the oldest to the most recent.

WORK EXPERIENCE

- Enter any non-PT paid work experience.
- List each activity only once.
- Do not enter work experiences from high school, or repeat activities listed in the other sections.
- If you have more than 1 experience, select the "add a new entry" button for each.
- If still employed, estimate the future end date or leave blank.
- PTCAS will automatically sort your experiences from the oldest to the most recent.

PROFESSIONAL LICENSES AND CERTIFICATES

Complete items in this section for all professional licenses and certificates earned, including a physical therapist assistant license. If you have more than 1 license or certificate, select the "add a new entry" button for each.

REFERENCES

Enter up to 4 evaluator names on your PTCAS application. **Review the PTCAS Directory to determine the number and types of evaluators required by each institution.**

Electronic References

- Enter the email address for the evaluator.
- PTCAS will automatically email the evaluator once the reference request is saved.
- Alert the evaluator to watch for an email from noreply@ptcas.org with the subject heading, "PTCAS reference request."
- If the email is not received, instruct the evaluator to check their spam and junk folders, or provide an alternate email address as some servers filter out messages from PTCAS.

Paper References

Paper references are no longer accepted by PTCAS. If an evaluator previously completed a paper reference on your behalf, you are encouraged to ask the evaluator to complete an electronic reference for you through PTCAS. Follow the above instructions.

Check Status of References

PTCAS will automatically email you after each reference is received. After you submit your application, login to check the real-time status of your references.

Reference Deadlines

Arrange for PTCAS to receive all of your references by the application deadline date selected by the program. Programs may not consider applicants who submit late materials. PTCAS does **not** enforce reference deadlines, and will forward the references to your designated PT programs, even if they arrive late.

PTCAS Processing of References

- PTCAS will begin to release the references to your PT programs, once your application is received.
- PTCAS will not determine if you have met the reference requirements for a particular PT program.
- PTCAS will not hold your application for missing references.
- If your reference arrives after your application is processed, PTCAS will still release it to your PT program.
- References cannot be changed or edited in any way once received by PTCAS.

Waiver

The Family Education Rights and Privacy Act of 1974 (FERPA) gives applicants the right to access letters of reference written, unless they choose to waive their right of inspection and review. Prior to requesting a reference from an evaluator, you are required to indicate whether you wish to waive your rights. PTCAS will release your decision to waive or not to waive access to your evaluator and your designated PT programs. PT programs may interpret references as more honest and candid if you waive your right to see the letters. If you retain access, you must contact the evaluator or the admissions office directly to view the reference, and you may be asked to explain your reasons for your choice during the interview(s).

Your waiver decision on the PTCAS web application serves the same purpose as a legal signature, and it is binding. If you decide to change your waiver decision, you must login to your PTCAS application to edit your selection online. Once your reference is received, you cannot make changes to your waiver decision.

Committee and Composite Letters

Your designated PT programs will decide whether a committee letter or composite letters may count as more than 1 reference. “Composite” letters typically represent a compilation of letters collected from various individuals. “Committee” letters generally represent a single letter with the collective thoughts of a group of designated individuals, and usually written by the chair or a designee. PTCAS will accept the name of a college prehealth profession advisor in lieu of the evaluator(s). PTCAS will only accept composite or committee letters if they can be submitted using the PTCAS electronic reference form.

Letter Services

PTCAS no longer accepts paper references, including those sent by college and university letter services. If you wish to use references from a paper letter packet, contact the affected evaluators, and ask them to complete a new electronic reference for you through PTCAS. If the evaluator is unable to submit an electronic reference for any reason, you can either ask your designated PT programs if they will accept paper references submitted directly to the program (and not PTCAS), or request an e-reference from new evaluators.

Additional References

Do not submit more than 4 references to PTCAS. Send any additional references directly to your designated PT programs. PT programs may not consider extra references.

Investigations

PTCAS will not verify an evaluator's identity. If a PT program suspects an evaluation is falsified, the PT program will contact the applicant or evaluator to investigate. PTCAS will share any suspected cases of falsified evaluations reported by a PT program with the applicant and the applicant's other designated PT programs, without comment regarding appropriate action. PTCAS will not attempt to verify the accuracy of the PT program’s investigation results.

Editing Your List of References

If 1 or more of your evaluators is unresponsive or declines your invitation to submit a reference on your behalf, you may edit your evaluator contact information on your PTCAS application before or after you e-submit your application to PTCAS. You cannot make edits to your evaluator’s information once the reference is received.

Authorization

In order for PTCAS to process your letters of reference, you must certify the following statements:

- I hereby give PTCAS permission to contact the evaluator below via email to request the completion of the PTCAS reference form and letter of reference. If my evaluator does not submit a paper or online evaluation form to PTCAS in response to the request, it is my sole responsibility to contact the evaluator directly to ensure all references required by my designated PT programs are received by the deadline.
- I understand that the PT programs to which I am applying may contact the evaluator, either to verify the information provided or for further clarification of the information provided, and I hereby give permission for the PT programs to do so.

List of PTCAS Questions for Evaluators

Do **not** use this page as a reference form. The list of PTCAS reference form questions is provided only for informational purposes. It is intended to help you select the evaluators who can best respond to these reference questions on your behalf. To submit the official PTCAS reference forms, you must login to your PTCAS web application, and go to the Reference section.

1. **Is the reference a committee letter, composite letter, or a letter packet**? If yes, enter the names of the evaluators included in the reference.
2. **How long have you known the applicant**?
3. **How well do you know the applicant**?
4. **With what organization or institution were you affiliated when you interacted with the applicant**?
5. **Select the role that best describes your primary interaction with the applicant**.
6. **Approximately how many references do you submit on behalf of physical therapy applicants each year**?
7. **If you are a physical therapist, please answer the following questions:**
   - Physical therapist institution from which you graduated.
   - Enter state(s) in which you are licensed to practice physical therapy.
   - Enter your PT licensure number.
8. **If you are a professor, please answer the following question**:
   - List all courses in which you had the applicant as a student (eg, Intro to Chemistry, CHEM 101). If you cannot remember course names or numbers, please list the content area and the course level (undergraduate upper or lower division; or graduate level).
9. **How would you rate the applicant for each of the following characteristics?*** Please select the rating that best describes the applicant in the category.
   - Commitment to Learning – the ability to self-assess, self-correct, and self-direct; identify needs and sources of learning; continually seek new knowledge and understanding
   - Interpersonal Skills – the ability to interact effectively with patients, families, colleagues, other health care professionals and the community; deal effectively with cultural or ethnic diversity issues
   - Communication Skills – the ability to communicate effectively (speaking, body language, reading, writing, listening) for varied audiences and purposes
   - Effective Use of Time – the ability to obtain the maximum benefit from a minimum investment of time and resources
   - Use of Constructive Feedback – the ability to identify sources of and seek out feedback; to effectively use and provide feedback for improving personal interaction
   - Ethical and Professional Behavior – the ability to exhibit appropriate ethical and professional conduct, and to represent the profession effectively
   - Responsibility – the ability to fulfill commitments, be accountable for actions and outcomes, and to persevere to achieve goals
   - Critical Thinking – the ability to question logically; identify, generate, and evaluate elements of logical argument; recognize and differentiate facts, illusions, assumptions; distinguish the relevant from the irrelevant
   - Stress Management – the ability to identify sources of stress, develop effective coping behaviors, and adapt well to change
   - Problem Solving – The ability to recognize and define problems, use imagination and creativity to solve problems, analyze data, develop and implement solutions, and evaluate outcomes
   - Leadership – the ability to take initiative and motivate or guide others; generates ideas and plans or shares a vision for the future

10. **Taking into consideration these characteristics how do you think this person would perform as a health care provider**?
11. **Comments Section** – Please comment on any of the ratings, or provide any additional information that will help the admissions office in the application review process.

ESSAY

Use your own words to create a personal essay that responds to the question below.

What is professionalism in the context of being a student in a doctor of physical therapist degree program?

Your essay response will be sent to all PTCAS programs to which you apply and should not be personalized to any specific program. You cannot make any edits to your personal statement after you have e-submitted your completed application to PTCAS. PTCAS does not review your essay response for grammar or content.

Technical Requirements

You are limited to approximately 1 page (4500 characters, including spaces). Some formatting characters used in programs, such as Word (angled quotes, accents, special characters, bold, underline or italics), will not display properly. You cannot make any edits to your personal statement after you have e-submitted your completed application to PTCAS. **PTCAS does not review your essay response for grammar or content.**

CERTIFICATION AND AUTHORIZATION STATEMENTS

Advisor Release

Select "yes" if you give PTCAS permission to release selected information regarding your PTCAS application and admissions status to the health professions' advisor and the health professions' advisory committee of the postsecondary institution(s) that you have attended. By releasing your information, your advisor is better able to assist you in the admissions process, as well as better guide other students in the future. You cannot make changes to this item after you submit your application to PTCAS.

Certification and Authorization Statement

Your certification of this statement serves the same purpose as a legal signature and is binding.

- I certify, as required in the application, that I have read and understand all application instructions, including the provisions which note that I am responsible for monitoring and ensuring the progress of my application.
- I certify that I have read and will abide by all program-specific instructions for my designated physical therapist programs.
- I certify that all the information and statements I have provided in this application are current, correct, and complete to the best of my knowledge.
- I certify that my personal essay and the information on my application represent my own work.
- I understand that withholding information requested on the PTCAS application, or giving false information may be grounds for denial of admission to a PT program participating in PTCAS, or may be grounds for expulsion from the institution after I have been admitted.
- I agree, understand, and consent to PTCAS and the American Physical Therapy Association (APTA) releasing my de-identified application data that does not contain personally identifiable information, as

set forth in the PTCAS privacy statement, and admissions decisions submitted to PTCAS by my designated PT programs to third-party health and education organizations for educational research purposes (including surveys). Such educational research is conducted for the purpose of improving PT education and admissions.

- I acknowledge and agree that my sole remedy in the event of any proven errors or omissions related to the handling or processing of my application by PTCAS is to obtain a refund of my PTCAS application fee.
- I agree not to submit more than 1 completed PTCAS application during the admission cycle, and acknowledge that any duplicate applications I create or submit may be deleted by PTCAS.

DEADLINES

Apply Early! PTCAS processing may take up to 4 to 5 weeks, once all required materials are received. Submit your PTCAS application and arrange for materials to arrive at PTCAS by the program's deadline. The deadline indicates when materials must arrive at PTCAS (and not the program).

See also Deadlines Sorted by Program, Deadlines Sorted by Date, and Early Decision

Firm and Soft Deadlines

Each PTCAS program has selected a firm or soft deadline. Programs may move from a soft to a firm deadline at any point during the cycle.

- **Firm deadline** – You cannot apply to the program after the deadline has passed.
- **Soft deadline** – You can still apply to the program after the deadline has passed, but the program may give less or no consideration to your file, if you apply after the deadline.

Application Close Time

All PTCAS deadlines expire at 11:59 pm, Eastern Time. Review the time zone list below to determine when the PTCAS application will close in your area:

- 11:59 pm (ET)
- 10:59 pm (CT)
- 9:59 pm (MT)
- 8:59 pm (PT)
- 7:59 pm (AKT)
- 6:59 pm (HT)

Late Materials and Missed Deadlines

A PT program may deny your application if your materials arrive late. If you e-submit by the program's deadline, PTCAS will forward your application to your designated programs, even if your materials arrive after the deadline. PTCAS does not issue refunds for withdrawn applications or missed deadlines. PTCAS is not responsible for any materials lost in the mail or for delays caused by the registrar's office. Express or certified mail does not guarantee expedient processing, nor does sending transcripts express or certified guarantee receipt by PTCAS.

Other Program Deadlines

Many PT programs have multiple deadline dates or operate on a rolling admissions basis. Review the PT program admission requirements in the Directory before you apply.

Deadline Extensions

Contact your designated PT program directly to request a deadline extension. PT programs are not obligated to grant deadline extensions, or give consideration to applicants who submit application materials after the deadline.

Supplemental Deadlines

In addition to the PTCAS application, PT programs may require you to send a supplemental application, fee, and materials directly to the institution. The supplemental application deadline may be the same as the PTCAS deadline or different. Review the PTCAS Directory for supplemental instructions.

Changing Your PT Program Designations After You E-Submit

- **Withdrawing Your Application** – If you wish to withdraw your application from consideration from 1 or more PT programs, contact the institution directly. If you wish to withdraw your application from consideration for all designated programs, mail a signed letter indicating this desire to PTCAS directly. PTCAS will then place your application on permanent hold for the remainder of the application cycle.
- **Substituting or Deleting PT Program Choices** – PTCAS will not accept requests to substitute or delete PT program choices or refund application fees. If, after delivering your PTCAS application, you wish to rescind your application to a particular physical therapist program, contact the institution directly to remove your application from consideration.
- **Adding a PT Program After Submission** – You may apply to additional physical therapist programs after you e-submit your PTCAS application. To apply to additional programs, log onto your PTCAS application, designate additional programs, and pay the appropriate fee. Do **not** create a new PTCAS application to add new designations.

Supplemental Deadlines

In addition to the PTCAS application, PT programs may require you to send a supplemental application, fee, and other materials directly to the institution. The supplemental application deadline may be the same as the PTCAS deadline or a later date. Review the PTCAS Directory, or contact the institution directly to obtain supplemental instructions or an application.

EARLY DECISION

Early Decision Deadline: August 15, 2016

Some programs offer early decision status through PTCAS. **The early decision program is a binding option** for applicants who have decided that a particular PT program is their first choice, and they will enroll if accepted. As an early decision applicant, you can apply to only 1 PTCAS program until a decision on your application has been made by your early decision program.

The early decision application deadline is August 15, 2016. In addition to completing the PTCAS application, you must arrange for PTCAS to receive all of your official United States transcripts and fee by August 15. **Early decision candidates <u>must</u> take the GRE® and request scores no later than July 31**, if GRE is required by the program. If your application, transcripts, or fee arrive after the early decision deadline, PTCAS will automatically change your file from early decision to regular status.

You may be offered early admission, denied admission, or deferred to regular applicant status**. If you are offered admission as an early decision applicant, you are obligated to accept the offer, and you will not be permitted to apply to additional PTCAS programs.** If, however, you are denied admission as an early decision applicant, you may apply to other PTCAS institutions for an additional fee.

PTCAS institutions will make admission decisions on early decision applicants by **September 26, 2016**.

APPLICATION FEE

Once you submit your PTCAS application, you will be given a set of payment options. Your application will not be processed until your payment and all United States transcripts are received.

PTCAS Fees for 2016-2017

Number of PTCAS Designations	2016-2017 PTCAS Application Fee
1	$140
2	$185
3	$230
4	$275
5	$320
6	$365
7	$410
8	$455
9	$500
10	$545
11+	Add $45 for each additional PT program

Credit Cards

You are encouraged to pay the PTCAS application fee online by credit card to expedite the processing of your application. PTCAS accepts Visa and MasterCard credit cards.

- **Name on Card:** Enter the name of the cardholder exactly as it appears on the card.
- **Card Number**: Enter the entire credit card number. Do not enter any spaces or dashes between any of the numbers.
- **Expiration Month**: Select the month that the card expires.
- **Expiration Year:** Select the year that the card expires.
- **Street**: Enter the street billing address for the credit card.
- **City**: Enter the city billing address for the credit card.
- **State**: Enter the state billing address for the credit card.
- **Zip**: Enter the zip code billing address for the credit card.
- **Designations**: This field presents the total number of PT program designations to which you are applying.
- **Total Fee:** This is the total amount that will be charged to the credit card.

Money Orders

If mailing a money order, download the PTCAS payment form (PDF) from the application. Attach the completed form to your money order payable to PTCAS. Write your PTCAS ID number on the memo line. The payment must be drawn from a United States bank in United States dollars. Once you have selected money order as your payment type, you cannot switch to a credit card payment. Send to: PTCAS – Payment, PO Box 9112, Watertown, MA 02471-4403.

No Cash

PTCAS will not accept cash payments.

Fee Waivers

Fee waivers are available to financially disadvantaged applicants.

Refunds

PTCAS application fees are **nonrefundable**. PTCAS does not issue refunds for withdrawn applications or missed deadlines.

Reapplicant

Reapplicants with outstanding fee balances will be placed on hold until payment for the previous and current cycles are received in full.

Disputes/Charge Backs

PTCAS will assess a service charge of $25 for credit card chargebacks. You will be instructed to pay the application fee and service charge within 10 business days. If you do not comply, PTCAS will stop the processing of your application and notify your designated PT programs.

Supplemental Application Fees

Do not send to PTCAS. In addition to the PTCAS application fee, PT programs may require you to send a supplemental fee directly to the institution.

FEE WAIVER

Your fee waiver request must be received and processed before you e-submit your PTCAS application.

Fee Waiver Overview

A limited number of PTCAS application fee waivers are available. Waivers are granted to financially disadvantaged applicants on a first-come, first-serve basis. PTCAS will decide if you qualify for a fee waiver based on your income, or your parent's income if you are claimed as a dependent as reported on the most recent federal income tax return. No other documentation is accepted. If you receive a fee waiver, you may apply to 1 PT program in PTCAS for free. If you choose to apply to more than 1 program, you will pay a fee of $45 for each additional designation. The PTCAS waiver only applies to the PTCAS application fee. You may still be responsible for supplemental application fees, regardless of your PTCAS waiver status.

To Be Considered for a PTCAS Fee Waiver, You Must:

- Be a United States citizen, United States permanent resident, or have refugee/asylum status.
- Submit a PTCAS Fee Waiver Request form.
- Submit the completed form with a copy of your most recent federal income tax return to PTCAS. Submit a copy of your parent's tax return, if claimed as a dependent.
- **Do not e-submit your application until PTCAS approves or denies your fee waiver request.**
    - If you e-submit your application prior to notification, PTCAS will automatically deny your fee waiver request.
- **If you are approved for a PTCAS fee waiver, you must:**
    - Choose the money order option as your form of payment.
    - E-submit your completed PTCAS application within 45 business days from the time the fee waiver approval letter is sent, or your waiver will expire.

Low Income Levels

PTCAS fee waiver is tied to the United States Department of Health and Human Services' (DHHS) poverty level guidelines. The low-income levels in the table below equal 200% of the DHHS poverty level.

Persons in Family or Household	48 Contiguous States and DC	Alaska	Hawaii
1	$23,760	$29,680	$27,340
2	$32,040	$40,040	$36,860
3	$40,320	$50,400	$46,380
4	$48,600	$60,760	$55,900
5	$56,880	$71,120	$65,420
6	$65,160	$81,480	$74,940
7	$73,460	$91,840	$84,460
8	$81,780	$102,240	$94,020
For each additional person add	$8,320	$10,500	$9,560

PROCESSING YOUR FILE

PTCAS will begin to process your application once the following materials are received:

- Completed PTCAS **application**
- Sealed official **transcripts** from every regionally accredited US postsecondary institution attended*
- Correct PTCAS application **fee** payment

PTCAS processing may take up to 4 to 5 weeks once all required materials are received. After your application is complete, PTCAS will verify the accuracy of your application materials, compare your original transcripts to the self-reported course information on your application, calculate your PTCAS GPAs, and submit your application to each of your designated PT institutions.

Other Materials Required By Programs

Your designated programs may also require additional materials, including supplemental applications. You are responsible for submitting your application and all other related materials to PTCAS, so they are received by the program's deadline. Failure to submit all required materials required by your designated program may jeopardize your eligibility for admission consideration. PTCAS will not determine if you have met the minimum course requirements, or are eligible for admission to a particular PT program.

PTCAS Notifications

PTCAS will automatically email you for the following reasons:

- You created a new PTCAS application account.
- You submitted your PTCAS application.
- PTCAS received an official United States transcript for you.
- PTCAS received a reference on your behalf.
- Your file has been processed and your GPAs are available for review.
- You are eligible to enter your updated coursework during the Academic Update.
- There are problems with your Coursework or "Institutions Attended" sections.

It is your responsibility to frequently login and check the status of your file and materials.

Check Your File Status Online

Check your application status online! To view the real-time progress of your file, login to your PTCAS application and select the status options on the right-hand side of the screen. PTCAS is not responsible for any materials lost in the mail or for delays caused by the registrar's office. You are responsible for monitoring the status of your application as well as the receipt of your documents, and alerting PTCAS of any questions or concerns you have regarding your application status in a timely manner.

Postsubmission Changes to Your Application

After you e-submit your PTCAS application, you may only make changes to the following items:

- **Alternate name**
- **Mailing addresses**
- **Phone numbers**
- **Email addresses**
- **Password**: Not transmitted to your designated PT programs.
- **Designate additional PTCAS programs**: No substitutions or deletions.
- **Planned and in-progress courses**: 1-time changes during the Academic Update only.
- **New fall courses completed**: 1-time changes during the Academic Update only.
- **Reference contacts**: You may not delete an evaluator from your application once PTCAS receives the evaluator's reference.
- **PT observation hours**: You may add new PT experiences or updated planned and in-progress experiences at any time. Programs may not consider update hours in the admissions process.
- **GRE and TOEFL**: You may add new test dates and scores at any time. Programs may not consider updated scores in the admissions process.

Sharing of Admission Decisions

PT programs will notify applicants directly regarding all admission decisions.

Any designated PTCAS program that offers you admission will know how many offers of admissions you have received from and accepted at other PTCAS institutions. Programs will not know how many applications you have submitted or other admissions decisions that were made by other PT programs at that time. A PT program that has placed an applicant on a wait-list will not have access to that applicant's admission status at other PTCAS institutions. Wait-listed applicants should contact the appropriate program directly for specific information on that program's policy.

After the completion of the 2015-2016 admissions cycle in fall 2016, programs will be able to view the other programs designated by their applicants and the final admission decision reported by each competing institution in PTCAS.

Accepting Offers of Admission

You are encouraged to make a final decision related to your matriculation as soon as possible. It is your responsibility to adhere to any deadlines for acceptances established by the institutions to which you have been offered admission. A nonrefundable deposit may be required to formally accept an offer of admission. PT institutions establish their own policies for applicants who have accepted multiple offers of admission, and reserve the right to require that the applicant formally decline other admissions offers before finalizing their own offer. Contact your designated PT programs directly if you have questions.

Notice to Applicants Offered Admission

If you are offered and accept an offer of admission to a PT degree program, you may be required to submit a second set of official transcripts from every institution you have attended directly to the program, prior to matriculation. PTCAS cannot forward transcripts to a PT program to fulfill this institutional requirement.

Wait-List Policy

PTCAS programs may make offers of admission to wait-listed applicants. A program that has placed an applicant on a wait- (alternate) list will not have access to that applicant's admission status from other PTCAS institutions. Wait-listed applicants should contact the program directly for specific information on that program's wait-list policy.

CRIMINAL BACKGROUND CHECKS

PTCAS facilitates a centralized background check process for accepted applicants. The purpose of the check process is, in part, to ascertain the ability of a student to meet the requirements of clinical education sites, and to become licensed physical therapists.

Each PT education program participating in PTCAS may choose whether to use the PTCAS background check vendor, Certiphi Screening, Inc. Not all PTCAS programs use the PTCAS background check process through Certiphi.

PTCAS Programs May:

- Require accepted applicants to complete a background check through the PTCAS service partner, Certiphi Screening, Inc.
- Require accepted applicants to complete a background check through a different provider.
- Require PT students to complete a background check after they enroll (in lieu of, or in addition to the PTCAS background check process).
- Require or help PT students to complete a background check if it is required by a clinical education site.
- Not require a background check at any point.

To determine if a background check is required by a particular PTCAS program, visit Certiphi Screening, Inc's website. If your responses to the PTCAS felony question or related criminal history questions on supplemental forms differ from the background check results, you may jeopardize your acceptance status.

Description of PTCAS Background Check Process

Certiphi Screening, Inc, will contact you via email from "Application Station" once the company is notified by the PTCAS office that you have accepted an offer of admission to a participating PTCAS program. The email will include a link to a secure, online form that will request additional information and your consent to initiate the background check process.

Fees

The background check fee will be $75 per applicant, and will be paid to Certiphi Screening, Inc, by the applicant. The fee is inclusive of all record search fees charged by states and counties. If you are accepted by multiple PTCAS programs that require a background check through Certiphi Screening, Inc, you will only undergo a single search, and pay a single fee.

Results

Once you have provided consent, Certiphi Screening, Inc, will begin the background check process. Results are typically completed within 1 week. Once the report is complete, Certiphi Screening, Inc, will give you 10 calendar days to verify the accuracy of your report before it is made available to the appropriate PTCAS

program. If you do not review the report within the time allotted, Certiphi Screening, Inc, will release your report to the program.

Sharing of Background Check Results

If you consent to the background check process through PTCAS, Certiphi Screening, Inc, will release the results to the PTCAS program(s) in which you accepted the offers of admission. Neither APTA nor PTCAS will receive or hold any personal information gathered by Certiphi Screening, Inc. APTA will receive deidentified aggregated data only for research and statistical purposes.

Types of Checks

Below is a description of checks conducted by PTCAS's service partner, Certiphi Screening, Inc. The results of the background search do not include juvenile records.

Social Security Number Search

Search of credit report header data to help confirm the applicant's identifying information, such as name, aliases, Social Security Number, and current and prior addresses.

County Criminal Records Searches

Search of county courthouse records for any felony or misdemeanor criminal history. All records are researched to help ensure positive identification.

Statewide Criminal Records Search

Search conducted through statewide criminal records repositories or court systems for any felony or misdemeanor criminal history.

Federal Criminal Records Search

Search of federal courthouse records for any felony or misdemeanor criminal history.

National Criminal Database Search

Instant, multijurisdictional search of a private database covering more than 194 million criminal records collected from across the country. All database "hits" are verified directly through the source of information to ensure that records reported are current and up-to-date.

National Sexual Offender Database Search

Search of a national private database that contains sex offender data collected from across the United States.

US Department of HHS Office of Inspector General List of Excluded Individuals / Entities Search

Search of the United States Department of Health and Human Services, Office of Inspector General's List of Excluded Individuals/Entities (LEIE), a database that provides information to the public, health care providers, patients, and others relating to parties excluded from participation in the Medicare, Medicaid, and all federal health care programs.

Search for Dishonorable Discharge from the Armed Forces

Military records are verified through either telephone interviews with the applicant's former commander, or by obtaining the applicant's DD-214 form. Verification generally includes applicant's name, service number, rank, dates of service, awards and decorations, and place of entrance and separation.

Sanctions Base Screening

Search covering sanctions, disciplinary and administrative actions taken by hundreds of federal and state health care regulatory authorities, including Food and Drug Administration, National Institutes of Health, General Services Administration, Office of Foreign Assets Control, terrorist watch lists, and more.

GRADE POINT AVERAGES

PTCAS calculates a standardized set of GPAs to help PT programs evaluate applicants using uniform criteria. PTCAS GPAs may differ from those calculated on your transcripts due to the grade standardization process. Programs may choose to use the PTCAS GPAs, or calculate their own.

PTCAS GPAs Include:

- Courses only from regionally accredited colleges and universities in the United States
- Repeated courses
- Study abroad courses, if reported on a United States transcript

PTCAS GPAs Do Not Include:

- Foreign courses (including Canadian)
- Courses from nonregionally accredited institutions
- Advanced Placement (AP)
- CLEP
- Audit
- Deferred
- Institutional/departmental exam
- International Baccalaureate (IB)
- Incomplete
- Pass/fail
- Withdrawn/withdrawn passing

Check Your PTCAS GPAs

Allow 4–5 weeks for PTCAS to calculate your GPAs once your file is complete. PTCAS will email you once your coursework is verified and GPAs are calculated. Login to your application to view your GPAs. If you have questions about your GPAs, contact PTCAS customer support.

PTCAS Grade Scale

4.0	3.7	3.5	3.3	3.0	2.7	2.5	2.3	2.0	1.7	1.5	1.3	1.0	0.7	0.5	0.0
A/A+	A-	AB	B+	B	B-	BC	C+	C	C-	CD	D+	D	D-	DE	E/F

GPA Calculation Rules

- **Repeated** courses are included in GPAs
  - All repeated courses are included, even if they are later repeated for a higher grade or excluded from the GPA on the transcript.
- **Failed** courses are included in GPAs
  - All failed courses are included, even if they are later repeated for a higher grade or excluded from the GPA on the transcript.
- If credits or grades are missing, courses are excluded from GPAs.
- PTCAS will not calculate GPAs by totaling grade values and dividing by the number of courses completed.

- **PTCAS includes grades and credits from transcripts where the course was originally taken, regardless of transfer credit earned at other institutions.**
    - The only exception to this rule is study abroad coursework that transferred to a United States institution with itemized credit and grades.
- GPAs are calculated on a 4.0 semester-based system.
- Quarter hours are automatically converted to semester hours.
- Quarter hours x .667 = semester hours.
- Unit credits are converted to semester hours.
- Grade value is multiplied by semester credits.
- Grade value (eg, "A"=4.0) x semester credits (eg, 3) = quality points (eg, 12).
- Total quality points divided by total credits attempted = PTCAS GPA.
- All credit hours are rounded to the tenths place.
- PTCAS GPAs are rounded at the hundredths place.

PTCAS GPA Descriptions

Overall Cumulative	GPA includes all undergraduate, postbaccalaureate, graduate, and professional courses.
Undergraduate Cumulative	GPA excludes post baccalaureate undergraduate courses.
Each Institution Attended	GPA may differ from the college or university transcript due to grade standardization process.
Upper-Division Course	GPA includes junior and senior courses identified in the "course level" field of the coursework section.
Science	GPA includes anatomy and physiology in biology, biology, chemistry and physics courses.
Combined Science and Math	GPA includes all courses in the science GPA, plus math.
Course Subject	Separate GPA for every PTCAS course subject: • Anatomy and physiology in biology • Anatomy and physiology – other • Biology • Chemistry • English composition • Math • Movement science • Other course • Other science • Physics • Psychology • Social / behavioral science

Core PT Prerequisite	GPA based on courses identified as core PT prerequisites by the applicant in the Coursework section. Core PT prerequisites differ from program-specific course requirements. **PTCAS does not verify that applicants have properly matched a course to the correct prerequisite.**

Numeric Grading Schemes

Some college transcripts report numeric grades, rather than alpha (letter) grades. Registrars often provide a transcript key to indicate the alpha (letter) value for each numeric grade. The letter value varies by college and university. For example, a "92" may be equal to an "A" at one institution, and "B" at another institution. PTCAS verifies that the applicant selected the correct alpha (letter) "PTCAS grade" based on the transcript key. **If the transcript does not indicate an alpha (letter) grade, PTCAS will default to the standardized grade scale below.**

For Transcripts with No Alpha Grade Key

Grade on Transcript	PTCAS Letter Grade	PTCAS Grade Value
100-90	A/A+	4.0
89-80	B	3.0
79-70	C	2.0
69-60	D	1.0
59-0	F	0.0

For Transcripts with No Alpha Grade Key

Grade on Transcript	PTCAS Letter Grade	PTCAS Grade Value
4.00-3.80	A+/A	4.0
3.79-3.60	A-	3.7
3.59-3.40	AB	3.5
3.39-3.10	B+	3.3
3.09-2.80	B	3.0
2.79-2.60	B-	2.7
2.59-2.40	BC	2.5
2.39-2.10	C+	2.3
2.09-1.80	C	2.0
1.79-1.60	C-	1.7
1.59-1.40	CD	1.5
1.39-1.10	D+	1.3
1.09-0.80	D	1.0
0.79-0.60	D-	0.7
0.59-0.40	DE	0.5
Less than or equal to 0.39	F	0.0

Narrative (Nongraded) Transcripts

Most United States institutions evaluate students' work with a numeric grade (eg, 4.0) or alpha grade (eg, B+). Some institutions evaluate students with narrative sentences or paragraphs discussing the student's work. PTCAS cannot verify narrative transcripts. If received, these transcripts will be photocopied and mailed to your designated PT programs. The following institutions use narrative evaluations completely or partially, or have used them during some period of time:

- Antioch College
- Bennington College
- Evergreen College
- Goddard College
- Goshen College
- Hampshire College
- Hartwick College
- Lindenwood College
- Nova Scotia College of Art and Design
- New College of the University of South Florida
- Pacific Oaks College
- Prescott College
- Sarah Lawrence College
- SUNY at Purchase
- University of California – Santa Cruz
- University of Massachusetts – Boston
- University of Minnesota – Twin Cities
- World College West

Military Transcripts and Other Unique Grading Schemes

If PTCAS cannot convert or decipher a grading scheme for a particular feeder institution after contacting the Registrar, the staff will mark the courses and credits on the application as unverified. PTCAS will include any unverified courses in your list of courses reported to the designated PT programs, but the grades will be excluded from the GPA calculations. Your selected PT programs may decide to incorporate unverified grades in its local GPAs.

Reviewing PTCAS GPA Calculations

You may review your PTCAS-GPA by logging into your account on the PTCAS website. Your PTCAS GPA will be calculated within 4–5 weeks after PTCAS receives your completed application, all transcripts, and the correct fee payment. You will receive an automated email once your PTCAS GPAs are online. PTCAS GPAs are likely to be different from those calculated by the institutions you attended due to the PTCAS grade standardization process. Please contact PTCAS by email if you have difficulty accessing your account.

Example:

Course	Grade on Transcript	Credits Attempted	PTCAS Grade	Calculation	Quality Points
MATH 1100	100	3	A (4.0)	4 x 3 =	12
ENGL 1310	90	3	B (3.0)	3 x 3 =	9
GEOL 1620	80	4	C (2.0)	2 x 4 =	8
PHED 1000	70	3	D (1.0)	1 x 3 =	3

PSCI 1040	60	3	F (0.0)	0 x 3	0
TOTAL	**-**	**16**	**-**	**-**	**32**

32 (quality points) divided by 16 (credit hours attempted) = 2.00 (GPA)

SUPPLEMENTAL MATERIALS

The PTCAS web application may be only 1 step in the physical therapy admissions process. In addition to the PTCAS application, PT programs may require you to send a supplemental application, fee, and other materials directly to that institution. Supplemental applications and materials may be requested by the PT program, graduate admissions office, or the university.

Examples of supplemental materials include, but are not limited to, the following:

- graduate school application
- course prerequisite worksheet
- supplemental fee
- official GRE scores
- results of a physical
- immunization records

Review the PTCAS Directory or contact the institution directly to obtain supplemental instructions or application.

Supplemental Deadlines

The deadline for supplemental applications and materials may be the same as the program's PTCAS deadline or a later date. Review the PTCAS Directory or contact the institution directly to obtain supplemental instructions or application.

SCHOOL-SPECIFIC QUESTIONS ON PTCAS APPLICATION

Some institutions require school-specific (custom) questions as part of the PTCAS application. PTCAS will automatically prompt you to respond to any custom questions when you apply to programs with this requirement. You will not be able to submit your PTCAS application until you answer the required questions for all of your designated programs. Your designated programs will not receive your responses to custom questions for other programs. Programs may also require you to submit supplemental applications or materials in addition to the PTCAS application. To view custom questions and supplemental requirements for programs, visit the PTCAS Directory.

TECHNICAL REQUIREMENTS

Browser Requirements

- For the optimal browsing of the application, use Microsoft Internet Explorer 9.0+ or Mozilla Foxfire 2.0+.
- JavaScript must be enabled.
- Cookies must be enabled.
- Pop-up windows are used, so pop-up blockers must be disabled.
- 800x600 is required, 1024x768 or larger is preferred.

- It is recommended that the browser window be maximized to take up the entire screen.

If a disability prevents you from accessing the web application, please contact PTCAS.

Navigating the Application

Once you enter the application form, use the internal navigation bars, hotlinks, and options on the horizontal menu bar at the top of the application screen. Do not use the navigation bars of the browser. Do not refresh pages, or you will be logged out of the application.

Email

At times, PTCAS will use a bulk email process to contact applicants. Some email providers use filters to prevent users from receiving “spam” (unsolicited, junk email). Email filters may interpret an email from PTCAS or a PT program as “spam” and automatically delete a message to you about the status of your PTCAS application. To avoid missing important PTCAS e-mails, turn the “spam,” or “junk” email filters off during the application cycle. If your email provider does not allow you to turn the filter off, you may have access to a "junk mail file" that archives all messages identified as sent to multiple addresses. Periodically check your spam or junk email files for PTCAS or PT program related messages.

If you do not currently have an email address or are unable to turn off the spam or junk filters as described, please establish a new email account. Below are a few free email services for you to consider. (This is not a comprehensive list, and does not reflect an endorsement or guaranty of reliable service).

- Google (Gmail) – www.google.com/mail
- Yahoo – mail.yahoo.com/
- Email – www.mail.com

PRIVACY

APTA and PTCAS have developed policies to prevent the exposure of personally identifiable information as set forth herein to limit the distribution of sensitive data to those situations that require it, and to permit distribution of nonsensitive, directory information wherever a useful purpose can be served. Data submitted by or on behalf of an applicant is used for the PTCAS application process in communication with the PT program, as part of the application, for record keeping, research, and statistical purposes. PTCAS protects the information provided. If information is provided to third parties for educational research purposes, it does not contain any of the following personally identifiable information about the applicants, parents, family, or household members of the applicant in the application file:

- name
- address
- a personal identifier, such as the person’s Social Security Number, student number, or biometric record
- other indirect identifiers, such as the person’s date of birth, place of birth, and mother’s maiden name
- other information that, alone or in combination, is linked or linkable to a specific person that would allow a reasonable person who does not have personal knowledge of the relevant circumstances, to identify the person with reasonable certainty

Researchers must agree not to publish any particular category or data set if the number of individuals in the category or data set is 25 or less.

Information about applicants and students is, of course, disclosed to the physical therapist programs to which an applicant applies or matriculates. With the exception of monitoring reports related to multiple acceptances, information submitted to PTCAS by a PT program is available only to that institution.

PTCAS will make every attempt to protect any personal information submitted to it via email. However, email is not secure against interception. Any sensitive information emailed to PTCAS is provided at the risk of the sender. If you are concerned that the content of your communication is especially sensitive, you should consider contacting PTCAS by phone or sending the information by postal mail instead.

This privacy policy is subject to change and applies only to information on the PTCAS website, and not to other APTA websites or outside sites linked by APTA's websites. By using the PTCAS website, you signify your agreement to the terms of the privacy policy.

SECURITY

Security is a priority at PTCAS. We are committed to protecting the security and confidentiality of your information. We use a combination of state-of-the-art technology and methods to help ensure that your online sessions are secure.

Internet Security Measures

Any personal information you send to us is scrambled. This technology, called Secure Socket Layers (SSL), protects information that you submit or receive through this site. In addition, any sensitive personal information that you send to our website (eg, Social Security Number) is held in a secured environment, protected by tools, such as firewalls or database field encryption. The technology is designed to make using your personal data and credit card information on the Internet as safe as possible. PTCAS protects the privacy of your credit card information, name, address, email, and all other information you provide to us via the online payment process. No representation is made, however, regarding the unconditional security of such submissions.

Other sources claim it is statistically safer to submit your credit card information electronically via an SSL site than it is to give your card to a store clerk. SSL technology is reported to be so safe that VeriSign, the PTCAS certifying authority, warrants it against fraudulent use for up to $100,000.

The SSL technology depends on secure Uniform Resource Locators (URLs) that are certified by an authority, such as VeriSign. Secure URLs always begin with "https://" (not "http://"). If you use a browser that recognizes SSL, you will be notified that you are on a secure page. Any information you enter on such a page is encrypted, sent over the Internet in encrypted form, and de-encrypted at our server. If your browser doesn't support SSL technology, you will receive an error message when trying to access our SSL page. If this error occurs, log out of your application, and download the most current browser.

Once we receive your credit card information, it is accessible only to designated PTCAS administrators.