



PTCAS Instructions: 2009-10

Physical Therapist Centralized Application Service

The American Physical Therapy Association ([APTA](#)) is pleased to welcome you to the Physical Therapist Centralized Application Service (PTCAS), pronounced "P-T-Kas". PTCAS will allow you to use a single Web-based application and one set of materials to apply to multiple physical therapist (PT) education programs.

PTCAS
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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, 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 one set of materials to apply to multiple PT programs. PTCAS is a service of the American Physical Therapy Association (APTA) and is administered by Liaison International (LI), an education information technology company located in Watertown, Massachusetts.

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

2009-10 APPLICATION CYCLE

The 2009-10 PTCAS admissions cycle begins on July 15, 2009. Applicants may start and submit the PTCAS application as soon as it is available. The first regular application deadline date is October 1, 2009 and the last regular application deadline is May 14, 2010. PTCAS will not accept application materials from applicants after May 30, 2010. The 2009-10 PTCAS application cycle will officially close on June 1, 2010, unless otherwise announced.

PROGRAM ELIGIBILITY

All professional physical therapist (PT) education programs recognized by the Commission on Accreditation in Physical Therapy Education (CAPTE) with full or candidate status are invited to participate in the Physical Therapist Centralized Application Service (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 will not determine whether an applicant has met the PT program requirements or is eligible for admission.

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 U.S. college and university attended
- Correct PTCAS application fee

PTCAS will also accept up to four (4) letters of reference, signed PT observation hours forms, TOEFL scores, and foreign transcript evaluation reports, as required by participating programs. PTCAS does not

hold applications for these missing documents, but individual programs will not consider applicants who are incomplete based on the local admissions standards.

VERIFICATION

Once an application is deemed complete by PTCAS, the Service will verify the accuracy of the application materials, compare original transcripts to the self-reported course information on the application, calculate 22 PTCAS GPAs, and submit the verified application file to the applicant's designated PT institutions. PTCAS processing may take up to five weeks once all required materials are received.

FILES SHIPMENTS TO PT PROGRAMS

PTCAS will begin to forward verified applications to PT programs during the week of August 18, 2009. PTCAS will ship newly completed and revised application files to programs on at least a weekly basis during the cycle. PT programs may contact applicants directly about their application within a few weeks after receiving the verified application from PTCAS or only after the PT program deadline has passed, depending on program policy.

ROLE OF PT PROGRAMS

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

SUPPLEMENTAL MATERIALS

PT programs may also 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 PTCAS and supplemental 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.



Professional Behavior

PT applicants are expected to act professionally in all of their dealings with PTCAS and the physical therapist programs. Applicants are expected to properly follow instructions and meet deadlines. Responsibility, respect, good judgment, and cooperation are qualities valued by the PT 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
- 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 every regionally accredited U.S. college and university attended using the PTCAS Transcript Request 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 web 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 staff 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 the PTCAS identification number

GENERAL INSTRUCTIONS

Review all PTCAS instructions and program-specific admission requirements before you begin your application. Click on Instructions on the left-hand menu for more details.

Important Information

- The PTCAS program deadline indicates the date you must submit your web application, official transcripts, payment and other materials required by the program to PTCAS. This is NOT the deadline by which your verified application must arrive at your designated programs.
- 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.
- Allow up to 4-5 weeks for PTCAS to process and verify your application once your application, U.S. transcripts, and fee are received.
- Your designated PT programs may require supplemental materials before your application is considered.
- PT programs may not take all PTCAS application fields into consideration in the admission decision process.
- Carefully review the instructions and checklist on this web site to prepare for the PTCAS application process.



Equal Opportunity Statement

The Physical Therapist Centralized Application Service (PTCAS) and the American Physical Therapy Association (APTA) value diversity and comply with all applicable local, state, and federal laws related to equal opportunity and non-discrimination. 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 and/or essential skills document may describe the physical, behavioral, and/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.

PTCAS CONTACT INFORMATION

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

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

For overnight documents only (e.g., FedEx), use the street address below.

PTCAS
c/o Liaison International
311 Arsenal Street, Suite 15
Watertown, MA 02472

PLEASE NOTE: PTCAS will not receive your package if it arrives on a weekend or Federal holiday. Express delivery does not guarantee delivery or expedite the processing of your application file.

ACCOUNT INFORMATION*

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

(i.e., 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 U.S. 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 U.S. citizen, contact your local Social Security Administration office directly or the national office to apply for a number. If you are not a U.S. citizen, leave the box blank.

Social Security Administration
Phone: 1-800-772-1213
Website: http://www.ssa.gov/SSA_Home.html

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 on-line. After June 1, contact the PT programs directly to change your email address... Email filters may interpret a message from PTCAS as “spam” and automatically delete it. To avoid missing important PTCAS emails, turn the email filters off during the admissions cycle and periodically check your spam/junk email file for PTCAS messages. See also “Alternate Email Address”.

Confirm Email Address*:

Re-enter your email address.

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.

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 your 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 receive emails from your designated programs before your finalize your PTCAS application.**

CONTACT INFORMATION*

If your contact information changes, login to your PTCAS account and edit your current and/or permanent mailing address(s) on-line. After June 1, contact your designated PT programs regarding any changes to your contact information.

Preferred Address*

Select “Current” or “Permanent” to indicate the address where you can most reliably receive materials and correspondence mailed from PTCAS and your designated PT programs.

Current Mailing Address Until

If you expect to move from your current residence during the application cycle, enter the date in which your current address is likely to change. Use the MM DD YYYY format.

Current Mailing Address*

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

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 and/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 and/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/or 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

Use this item to provide a second email address where you can receive messages reliably in the event your primary email address is not working. Check both email accounts frequently. If you do not have an alternate email address, leave the item blank.

PERSONAL INFORMATION***Permanent / Legal State of Residency***

U.S. residents and citizens can select only one 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 U.S., Puerto Rico, or U.S. territories, select "No State" from the menu list. Not all PT programs consider out-of-state or foreign residents. 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 One (1) Year, Previous State of Residency*

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

City of Birth *

Enter the name of your city of birth

Country of Birth *

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

Current Citizenship *

Select citizenship status at the time of application. Do not designate "permanent resident" unless you currently possess a valid Alien Registration Receipt Card (Green Card). If you are in the process of applying for an Alien Registration Receipt 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 and/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.

- U.S. Citizen
- U.S. Permanent Resident
- Foreign Citizen
- Other Eligible Non-citizen

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). US citizens should check Not Applicable.

If Yes, Type of Visa*

If you are a non-immigrant, select the visa you hold at the time you apply. Non-immigrant 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

U.S. Visa Number*

If you have a visa, enter the visa number.

City of Visa Issue*

If you have a 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. PT programs may require date of birth information to generate student identification numbers.

Sex*

Select male, female, or decline to state.

What Is Your Ethnic Identity

Select (1) Hispanic or Latino or (2) "Not Hispanic or Latino". Leave the item blank if you do not wish to report this information.

Racial / Ethnic Identity

Indicate your racial or other ethnic identity by selecting **one or more** of the categories below, as provided. Leave the item blank if you do not wish to report this information. International (non-U.S.) applicants should leave item blank:

- Black or African American
- American Indian or Alaskan Native
- Asian
- Native Hawaiian or Other Pacific Islander
- White
- Other (self describe)

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 (CAPTE) of the American Physical Therapy Association (APTA), visit the APTA web site at www.apta.org.

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 you attended an international PT institution, select "Non-US (foreign) physical therapist program" from the drop-down menu. If you attended a **pre**-physical 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 U.S. Military?*

If you currently serve in a branch of the U.S. Armed Services, select Yes.

If Yes, What Is Your Anticipated Discharge Date?*

Enter date in MM/YYYY format.

Have you previously through PTCAS? Select Yes if you e-submitted a PTCAS application during the 2008-09 cycle. Repeat applicants must begin a new application and resend official transcripts and other materials. PTCAS cannot carry forward any of your application data or materials from the previous year.

BACKGROUND INFORMATION***Does Your Academic Record Accurately Reflect Your Capabilities?***

Select Yes or No. 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?

(e.g. dismissal, disqualification, suspension, probation etc.)

Select Yes or No. If you answered "Yes" to the previous question, you must enter an explanation in the box below. 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?*

Select Yes or No. PTCAS requires you to report any felony convictions. PT programs may require criminal background checks and/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 also be required to report one 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

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. If you answered "Yes" to the previous question, you must enter an explanation in the box below. Include 1) a brief description of the incident and/or arrest, 2) specific charge made, 3) related dates, 4) consequence, and 5) a 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.

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?

Select Yes or No. 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" to the previous question, you must enter an explanation in this box. Describe the charge and circumstances related to the licensure issue.

COLLEGES AND UNIVERSITIES*

List ALL regionally accredited U.S. undergraduate, graduate, and professional institutions as well as all foreign institutions you have attended or plan to attend through the completion of the summer 2010 term. Enter all colleges and universities you attended EVEN IF THE COURSES ARE NOT REQUIRED FOR ADMISSION OR TRANSFERRED TO ANOTHER INSTITUTION. You must include non-degree programs (e.g., summer school) and foreign institutions attended. 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 one institution, select the "add a new entry" button for each.

Name of College or University*

- Select "Find a College".
- Select the state and click on the name of the institution. If your college or university is not found, search under alternate names or contact PTCAS. Do not use college code 000000, unless instructed by PTCAS staff.
- If you attended a Canadian institution, select "Canada" and click on the name of the institution. If not listed, select the Canadian-Unknown college code (333333).
- If you attended a non-Canadian foreign institution, select code 444444-Non-US (Foreign) Institution. Read the PTCAS program pages for instructions related to the submission of foreign transcripts.

Enter Name of Foreign (non-U.S.) Institution, if applicable*

After you select the foreign college code 444444 or the Canadian college code (TBA) in the question above, you must enter the name of the non-U.S. (international) institution in the space provided.

Country of Foreign (non-U.S.) Institution*

If you attended a non-U.S. (international) institution, select the country where the institution you attended is located.

Dates of Attendance*

Enter the beginning and end dates of attendance, or anticipated end date, regardless of gaps in attendance. Please format MM/DD/YYYY.

Primary Institution

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

Primary 1st Degree*

If you earned or plan to earn a degree from the institution, select the appropriate degree from the list. If you did not earn a degree from the institution, select No Degree.

Select the Major for the 1st Degree*

Select the major from the list that most closely matches your area of study. Select "No Major" if none. If none of the categories are appropriate, select "Other".

If OTHER, Enter the Major Area of Study*

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

1st Degree Status*

Select the status of your first degree for this institution at the time you submit your application to PTCAS. Select No Degree, Planned Degree, or Degree Awarded.

Is This the Highest Degree You Have Earned (or will earn prior to enrolling into a PT Program, if accepted)?*

Select Yes, if this is the highest degree you have earned. (Degrees sorted from lowest to highest: Associate's, Bachelor's, Master's, Specialist/Professional, Doctoral, and Post-Doctoral). Select No, if you have not earned a degree or no degree is planned.

Date 1st Degree Earned or Anticipated*

Enter the date in which you earned or expect to earn the first degree. If you will not earn a degree from this institution, leave the field blank. Use format MM/YYYY.

Second Major or Minor for 1st Degree

Enter second official major or minor course of study at the institution, if applicable. For instance, you completed a double major as an undergraduate student. Select "No Major" if none.

2nd Degree

If you earned or plan to earn a second degree from the same institution, select the second degree from the list provided. For example, you earned an associate's degree from ABC University and, subsequently, a bachelor's degree from ABC University. If you earned a second degree from a DIFFERENT institution, list the degree under the appropriate college code.

Select the Major for the 2nd Degree*

Enter major or course of study for the second degree, if earned from the same institution. For example, you earned an AA degree in liberal arts from ABC University and, subsequently, a BS degree in Chemistry from ABC University.

If OTHER, Enter the Major Area of Study*

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

2nd Degree Status*

Select the status of your second degree for this institution at the time you submit your application to PTCAS. Select No Degree, Planned Degree, or Degree Awarded.

Is This the Highest Degree You Have Earned (or will earn prior to enrolling into a PT Program, if accepted)?*

Select Yes, if highest degree. (Degrees sorted from lowest to highest: Associate's, Bachelor's, Master's, Specialist/Professional, Doctoral, and Post-Doctoral). Select No, if you have not earned a degree or no degree is planned.

Date 2nd Degree Earned or Anticipated

Enter the date in which you earned or expect to earn the second degree from the same institution. If you will not earn a second degree from this institution, leave the field blank. Use format MM/YYYY.

U.S. TRANSCRIPTS


Arrange for PTCAS to receive one official transcript from every regionally accredited U.S. college and university you attended. PTCAS will not verify or forward your application until all official U.S. transcripts, application, and correct fee are received.

Transcript Request Form

Submit the PTCAS Transcript Request Form to every regionally accredited U.S. postsecondary institution you have attended. This form will help PTCAS properly match your official transcripts to your PTCAS application. If your current name differs from the name listed on your transcript, include both your current and former name on the form. If grades for multiple branches or campuses of an institution appear on one transcript, you must enter all of these institutions in the Colleges and Universities section, then print and send all associated Transcript Request forms to that institution to be included with the transcript.

How to Obtain the Transcript Request Form

- Login to your PTCAS application and select the Colleges and Universities folder.

- Click the print button () to download and print a customized Transcript Request form (pdf) for every U.S. college and university you attended. You will need the Adobe Acrobat [Reader](#) to view and print the file.
- Mail the completed form(s) to the appropriate college or university. EACH PTCAS TRANSCRIPT REQUEST FORM IS UNIQUE. Your name, PTCAS ID number, and the name of the college/university attended will automatically appear on the bar-coded form. Be sure to send the right form(s) to your college or university.
- Advise the Registrar's Office to enclose the PTCAS Transcript Request Form(s) with your official sealed transcript and mail it directly to PTCAS. If the form(s) is not included with your transcript, PTCAS may have difficulty matching your transcript to your application and your application may be delayed in processing.

Transcript Rules

- PTCAS will not accept student-issued transcripts or transcripts sent by an applicant.
- Transfer credit(s) appearing on a transcript can NOT be accepted in lieu of an original transcript from the institution where the course work was taken. Send transcripts for all postsecondary institutions you have attended, regardless of whether course credit transferred to another college or university and appears on that transcript.
- Arrange for your official transcripts to arrive at PTCAS by the earliest deadline date set by your designated PT programs. A PT program may not consider your application for admission if your transcripts are late. PTCAS does NOT enforce transcript deadlines and will forward your verified application to your designated PT programs even if your transcripts are delayed. Programs may not consider applicants who submit late transcripts.
- Use a student issued transcript to properly complete the Coursework section of your PTCAS application. 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.
- It is your responsibility to verify that PTCAS received all of your official U.S. transcripts. To check the status of your transcripts, log into your PTCAS application, click on the Transcripts status link on the right.

U.S. Accreditation

The PTCAS GPAs only include courses completed at U.S. institutions recognized by one or more of the following accreditation agencies:

- 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)

If you attended an institution that is not recognized by one 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 non-accredited institutions to be sent directly to the PT program.

Fall 2009 Transcripts Due January 15

If you e-submit your PTCAS application before your fall 2009 grades are available, arrange for your updated fall transcripts to be sent to PTCAS **as soon as they are available** and by no later than the January 15 priority deadline. PTCAS will continue to accept fall 2009 transcripts after January 15, but late fall transcripts may jeopardize your chances for admission. Tip - Submit your transcript request to the registrar before the winter break. Read the [Academic Update](#) instructions to learn how to enter your updated courses online.

Spring and Summer 2010 Transcripts

Arrange for your winter, spring, and summer term 2010 transcripts to be sent directly to your designated PT institutions, as required. Do not send to PTCAS.

U.S. Military Transcripts

Do NOT list any military courses completed or credits received. Forward 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 any 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 a college or university 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.

Notice to Applicants Offered PT Acceptance

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 college/university you have attended directly to the PT program prior to matriculation. PTCAS cannot forward transcripts to a PT program to fulfill this institutional requirement.

Study Abroad

If you participated in a "Study (Education) Abroad" program under the auspices of a US institution and the international course work appears on the U.S. transcript as regular itemized credit, only list the US institution on your PTCAS application. Do NOT list the international (foreign) institution. Arrange for only the US transcript to be sent to PTCAS. PTCAS will process study-abroad course work in the same manner as other US coursework.

Overseas U.S. Institutions

PTCAS recognizes “overseas US institutions” that:

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

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

FALL 2009 TRANSCRIPTS – ACADEMIC UPDATE

If you e-submit your PTCAS application before your fall 2009 grades are available, you must enter your updated courses online during the Academic Update (AU), even if you have received one or more offers of admission. Arrange for your updated fall 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 fall grades and any new planned/in-progress 2010 courses on the PTCAS application. E-submit your updated courses as soon as you have an unofficial grade report from the college or university and do NOT wait for the registrar to release your official transcript. **You can only update your coursework ONCE during the Academic Update.**

Important AU Dates

- The Academic Update window will open on **December 15, 2009**. You cannot make edits to your coursework section until the AU window is open to you.
- Submit your updated courses and transcripts to PTCAS immediately and by no later than **January 15, 2010**. PTCAS will accept transcripts after January 15, but your designated PT programs may not consider late materials.
- The AU will close on **February 1, 2010**. You cannot edit your courses after this date.

How to Complete the Academic Update

Follow the steps below. Once these steps are complete, 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, once you receive the AU email from PTCAS.
- Delete any in-progress courses that are now complete and add them to the Coursework section, as appropriate.
- **Click the e-Submit button** at the bottom of the main PTCAS application page.

FOREIGN TRANSCRIPTS

You MUST enter all international (non-U.S./foreign) institutions you have attended on your PTCAS application. Each PT program has selected one of the following policies for submission of non-US coursework. Visit the PTCAS Directory to determine program-specific requirements.

- **Send a foreign transcript evaluation report to PTCAS.** If required by your designated PT program, send your non-US transcripts to one of the transcript services listed below for a course-by-course report. Arrange for the report to be sent from the service to PTCAS. If received, PTCAS will forward the report to your selected PT programs. Your selected PT programs may specify which foreign transcript evaluations service you must use. PTCAS will not verify that you have used the correct service for a particular PT program.
- **Send an original foreign transcript directly to the PT program.** Do not send to PTCAS.
- **Do not send any foreign transcript documentation.** PT program only considers U.S. credentials. If you have completed your course prerequisites at a foreign institution, you may be ineligible for admission to these particular PT programs.

See also "[Instructions for Non-U.S. Courses](#)".

Canadian Transcripts

Do NOT send original Canadian transcripts to PTCAS. Each PT program has selected one of the following policies for submission of Canadian transcripts. The requirements for Canadian transcripts may differ from the program's requirements for other foreign transcripts. Visit the PTCAS Directory for program-specific requirements.

- **Send a foreign transcript evaluation report to PTCAS.**
- **Send original CANADIAN transcript directly to the PT program.**
- **Do not send any Canadian transcript documentation.** PT program only considers U.S. credentials. If you have completed your course prerequisites at a Canadian institution, you may be ineligible for admission to these particular PT programs.

See also "[Instructions for Non-U.S. Courses](#)".

Foreign Transcript Evaluation Services

World Education Services, Inc

P.O. Box 5087
New York, NY 10274-5087
(212) 966-6311
info@wes.org
<http://www.wes.org>

Josef Silny & Associates, Inc

International Educational Consultants
7101 SW 102 Avenue
Miami, FL 33173
(305) 273-1616

<http://www.jsilny.com/>

Educational Credential Evaluators, Inc

P.O. Box 514070
Milwaukee, WI 53203-3470
(414) 289-3400
eval@ece.org
<http://www.ece.org>

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

Foreign Education Credential Services
One Dupont Circle, NW, Suite 520
Washington, D.C. 20036
(202) 296-3359
oies@aacrao.org
<http://www.aacrao.org/international/foreignEdCred.cfm>

COURSEWORK *

Report ALL U.S and Canadian coursework attempted exactly as it appears on your transcript. **You must include ALL attempted courses, including failed, repeated, and withdrawn college courses.**

Click the ADD NEW SESSION button to enter each semester, quarter, or trimester term (e.g., fall 2000). Enter each transcript session (term) only once. Use the ADD COURSE button to enter your classes for each session. Do NOT list all of your courses under a single session. Also, do NOT list courses from the same term under separate sessions. *(Example: All fall 2000 courses from college X should be grouped together under one session in PTCAS).*

Use a personal copy of your transcripts to properly enter ALL of your college coursework attempted and earned. Enter courses chronologically, beginning with the oldest transcript to most recent. List all courses from a single transcript before you enter courses from the next transcript. Within each term, enter the courses in the order in which they appear on your transcript. Enter each course once from the transcript where it was originally taken, even if the credits transferred to another institution. Report all of your college courses even if they do not fulfill a PT program prerequisite or you repeated them.

Verification

PTCAS will verify your self-reported courses against your official transcripts and will report any discrepancies to your designated PT programs. PTCAS will not enter your courses for you. PTCAS will return your application to you for corrections or explanation if it identifies a significant number of course discrepancies or omissions. If you fail to properly enter all of your courses when you first submit your application or do not make corrections as requested, your application will be delayed in processing and you may jeopardize your chances for admission.

Instructions for Non-U.S. Courses

- **Study Abroad:** Enter all Study Abroad courses that appear on a U.S. transcript with itemized grades and credit hours in the Coursework section. For each Study Abroad course, select the name of the U.S institution in which the Study Abroad credit and grades appear. If the U.S.

transcript does not itemize the grades and/or credits for study abroad, follow the policies for international (foreign) coursework below.

- **Canadian Institution:** Enter any Canadian courses in the Coursework section. Review program-specific requirements for submission of Canadian transcripts. PTCAS will **NOT** verify your Canadian courses or include them in any of your PTCAS GPAs.
- **International (Foreign) Institution:** Do NOT list any international (non-US/Canadian) courses completed outside of the U.S. or Canada in the Coursework section. Consult PTCAS instructions on how to submit international transcripts.
- **Overseas U.S. Institution:** If you attended a PTCAS-recognized overseas U.S. institution, list all courses attempted and credits earned in this section. PTCAS will consider course work from an overseas U.S. institution in the same manner as U.S. course work. For a list of overseas U.S. institutions, review the transcript instructions under "General Instructions".

Name of College or University*

Select the college or university from the list of institutions entered in the "Colleges and Universities Attended" section.

Academic Status*

Select your student registration status during this term, regardless of the level of the courses taken. Categorize any undergraduate-level course work attempted after earning a Bachelor's degree as "Post-BS undergraduate". Categorize any postgraduate-level work attempted after the completion of your graduate degree as "Graduate".

Term*

Select Winter, Interim, Spring, Summer, Summer 1, Summer 2, or Fall.

Term Type*

Select the term type for the time you were enrolled: Semester, Quarter, Trimester, or Unit. At most institutions, Summer and Winter courses are generally in the same term type as Fall and Spring courses.

Year*

Enter the year the course began (YYYY format). For instance, a spring course completed during the 1999-2000 academic year should be listed as Spring 2000 on the PTCAS application.

Course Title*

Enter the name of the course EXACTLY as it appears on the transcript.

Course Prefix and Number*

Enter the course prefix and number (e.g., 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 from the list, regardless of your student (academic) registration status at the time. Assign Lower-division (Fr/So) status to AP, Exempt, IB, or CLEP credit awarded when you first entered college. Assign Lower-division (Fr/So) status to courses completed at a junior or community college.

Course Subject*

It is your responsibility to select the subject that best describes the content of the course curriculum. See the PTCAS Course Subject list for guidance. PTCAS reserves the right to change your Course Subjects if the assigned category clearly does not apply. PTCAS is not responsible for any processing delays or incorrect GPA calculations due to incorrect Course Subjects. In addition, PTCAS will not make corrections to your course category based on information that becomes available after you e-submit your application. Your selected PT programs will use the course subject information to help determine if you have met their institutional course prerequisites. Prerequisites vary by institution. Review the PTCAS Directory for program-specific requirements. PTCAS will not determine if you have met the prerequisites for a particular PT program or are eligible for admission.

- **Anatomy and Physiology:** ONLY Anatomy and Physiology (A&P) courses completed in a biology, neuroscience, anatomy, or integrated physiology department. Classify other A&P courses completed in an allied health, physical education, exercise science, or other department as “Movement Science”
- **Biology:** Animal Science, Bacteriology, Biology, Botany, Cellular & 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 & Bonds
- **English Composition:** Composition, English, Technical Writing, Writing (NOT literature courses)
- **Math:** Algebra, Behavioral Statistics, Biostatistics, Calculus, Chemical Math, Math, Statistics
- **Movement Science:** Anatomy and Physiology completed in a non-science department (e.g., 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, Communication, 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, Engineering, Forestry, Geology, Meteorology, Physical Geography, Physical Anthropology, Teaching Science
- **Physics:** Electricity & Light, Magnetism, Mechanical Heat, Physics, Thermodynamics
- **Professional Course:** Use this category for any courses taken in a professional program where a certificate or degree is planned or was earned, such as Audiology, Chiropractic Medicine, Dentistry, Emergency Med-Tech, Epidemiology, Nursing, Nutrition, Occupational Therapy, Pharmacy, Physical Therapy Assistant,

Physician Assistant, Podiatry, Public Health, Radiology, and Respiratory Therapy If no certificate or degree is planned or was received, please list these courses as “Other Science”

- **Social / Behavioral Science:** Abnormal Psychology, Anthropology, Community Health, Criminal Justice, Cultural Geography, Developmental Psychology, Ethnic Studies, Human Sexuality, Marriage/Family, Personal Health, Physiological Ethics, Psychology, Social Science, Social Work, Sociology

Course Type

For each science-based course, select one of three course type options below. Refer to your college or university catalog to determine the correct course type. PTCAS will not verify that you have selected the correct Course Type from the list. The Course Type information will let your designated PT programs determine if you have or will meet the PT program’s course prerequisites for admission. Failure to properly enter your course type information may jeopardize your chances for admission.

- Lab Only
- Lecture Only
- Lab and Lecture Combined
- Other (i.e., practicum, seminar, internship, and directed study)

Grade*

Select the course grade as it appears on your transcript. Include "+" and "-" signs, if included on your transcript. Include any transcript code that appears in the grade column exactly as it appears on your transcript. Examples include, but are not limited to, "Pass", "I" for incomplete, "W" for withdrew, etc. If the grade is blank on the transcript, enter No Grade (NG) on the application. Non-graded coursework (with the exception of failed courses), are excluded from the PTCAS GPA calculations. PTCAS will report any discrepancies to your selected PT institutions. If a grade changes on your transcript due to a correction at the registrar’s office, see “Reporting Grade Changes” under the “After You E-Submit” header.

Grade Using the PTCAS Conversion Table*

CONVERT your transcript grade to the appropriate PTCAS letter grade. For a non-graded course (e.g., Pass/Fail), select the "None" in the PTCAS grade column. PTCAS will review your official transcript to determine if you properly converted your transcript grade to the PTCAS grade. PTCAS will use the verified PTCAS grade to calculate GPAs. PTCAS calculates standardized GPAs to help PTCAS programs evaluate applicants using uniform and consistent criteria, regardless of different institutional transcript policies. Applicants who do not properly convert their transcript grades to the correct PTCAS letter grade will be "un-delivered" and required to make corrections before PTCAS will begin to process their application. If you fail to properly convert your grades, your file may be delayed in processing.

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

Number of Credit Hours*

Enter the number of credit hours earned as they appear on your transcript. Exception: If you failed a course, enter the credits ATTEMPTED in the credits field, regardless of whether the course credits on your transcript are shown as blank, zero "0", or if you later repeated the course for a higher grade. If you withdrew from the course, received an incomplete, or did not earn credit for the course for any reason OTHER than failing, enter "0" in the credit field. (The application will not allow you to leave the credits field blank).

Special Classifications*

Select the special course classification, if applicable to the particular course.

- Not Applicable
- Academic Bankruptcy*
- Advanced Placement
- CLEP
- Distance Learning
- Freshman Forgiveness*
- Honors
- Incomplete
- Institutional/Departmental Exam
- International Baccalaureate
- Regent's Exam
- Repeated*
- Study Abroad

*You must enter all college courses on your PTCAS application, including those removed from your transcript and GPAs as a result of freshmen forgiveness, academic bankruptcy, or other similar policies.

AP, IB, and CLEP Credit

If you earned college credit for Advanced Placement (AP), International baccalaureate (IB), or CLEP test scores, enter the information onto the application. Enter the grade and credit hours earned as shown on your college/university transcript. AP, IB, and CLEP courses are excluded from PTCAS GPAs. Send your official AP, IB, and CLEP test scores directly to your designated PT programs, if required by the institution.

Indicate If This Course Fulfills a Core PT Prerequisite*

Generally, you should match one course to each core PT course prerequisite. If you repeated a prerequisite course, you must match ALL attempts to the appropriate prerequisite. If no match, select 'None' from the list.

PTCAS will use your selected prerequisite courses to calculate a core prerequisite GPA. PTCAS will NOT verify that you have properly matched your courses to correct prerequisites or determine if you fulfilled all of the prerequisites for your designated PT programs. PT course prerequisites vary significantly and differ from the PTCAS core PT prerequisite list.

- The "I" refers to the first semester and "II" refers to the second semester. **Conversion of Semester Hours to Quarter Hours:** Two-semester course sequences are typically equivalent to a 3-quarter course sequence. For quarter-based courses, you may need to select more than one course per PT prerequisite. For instance, match the first two quarters of a biology course to the "Biology I with Lab" prerequisite and the last quarter to "Biology II with Lab" prerequisite. Lab Course = 4 sem. hours, 6 qtr. hours; Lecture Only Course = 3 sem. hours, 4.5 qtr. hours.

- Contact your designated PT programs directly regarding course exceptions and substitutions.
- **Not all PT programs require a lab for each prerequisite.** You may match your course to a prerequisite even if the lab is not included. Prerequisites vary by program.
- If you have taken additional courses in the same subject area, only match the general course to the appropriate core PT prerequisite. For instance, do not match advanced biology courses to the “Biology I with Lab” or “Biology II with Lab” items.

Anatomy and Physiology with Lab I Anatomy and Physiology with Lab II	PT programs may only accept 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. * PT programs generally require one course (4 semester hours) in anatomy plus another course (4 semester hours) in physiology for a total of one year of study; OR 8 semester hours (one year sequence) of combined anatomy and physiology (A&P). An individual PT program will NOT require you to complete 16 semester hours (2 years) of A&P. Visit the PT program pages determine what type of anatomy and physiology courses are required for admission.
Human Anatomy with Lab	PT programs may only accept course if it is completed in a biology, neuroscience, anatomy, or integrated physiology department. Comparative anatomy MAY be accepted as a substitute.
Human Physiology with Lab	PT programs may only accept course if it is completed in a biology, neuroscience, anatomy, or integrated physiology department. Vertebrate physiology MAY be accepted as a substitute. Exercise physiology is NOT generally accepted as a substitute.
Behavioral Sciences I Behavioral Sciences II	Examples include general psychology, sociology, and anthropology. Some programs require specific behavioral science courses.
Biology I with Lab Biology II with Lab Chemistry I with Lab Chemistry II with Lab Physics I with Lab Physics II with Lab Statistics	Only match prerequisites to general courses you have taken in that subject. You are advised not to match prerequisites to upper (300-400) division courses.

COURSEWORK IN-PROGRESS OR PLANNED

Enter college courses in progress or planned through the completion of the summer 2010 term. Enter all of your 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. You must leave the grade column blank.

UPDATING FALL 2009 COURSES - ACADEMIC UPDATE

If you e-submit your PTCAS application before your fall 2009 grades are available, you must enter your updated courses online during the Academic Update (AU), even if you have received one or more offers of admission. Arrange for your updated fall 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 fall grades and any new planned/in-progress 2010 courses on the PTCAS application. E-submit your updated courses as soon as you have an unofficial grade report from the college or university and do NOT wait for the registrar to release your official transcript. **You can only update your coursework ONCE during the Academic Update.**

Important AU Dates

- The Academic Update window will open on **December 15, 2009**. You cannot make edits to your coursework section until the AU window is open to you.
- Submit your updated courses and transcripts to PTCAS immediately and by no later than January 15, 2010. PTCAS will accept transcripts after January 15, but your designated PT programs may not consider late materials.
- The AU will close on February 1, 2010. You cannot edit your courses after this date.

How to Complete the Academic Update

Follow the steps below. Once these steps are complete, 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, once you receive AU email from PTCAS.
- Delete any in-progress courses that are now complete and add them to the Coursework section, as appropriate.
- **Click the e-Submit button** at the bottom of the main PTCAS application page.

TESTS

You must enter your GRE and TOEFL test dates and scores on the PTCAS application, if required by any of your designated PT programs. If you have taken a test more than once, enter each one separately. Enter the month, day, and year for every GRE and TOEFL test you have taken or plan to take during the 2009-10 admissions cycle.

Graduate Record Examination (GRE)

If your GRE scores are available at the time you apply, you must enter your scores in the spaces provided. Arrange for the Educational Testing Service (ETS) to **send your official GRE scores directly to each of your designated PT programs by the application deadline**, if required by the program. You are encouraged to take the GRE at least 6-weeks before the application deadline to ensure your designated PT programs receive your scores on time. A PT program may deny your application if your GRE scores arrive late and/or if you do not enter your unofficial GRE scores on the PTCAS application.

GRE Test Scores - Self-report your GRE scores on the PTCAS application.

- GRE Verbal Score
- GRE Verbal Percentile
- GRE Quantitative Score
- GRE Quantitative Percentile
- GRE Analytical Writing Score
- GRE Analytical Writing Percentile

Test of English as a Foreign Language (TOEFL)

If English is not your first (primary) language, your designated PT programs may require you to submit official TOEFL scores DIRECTLY TO TOEFL CODE **5312** by the application deadline. Please visit the PTCAS Directory for specific requirements. If required, arrange for ETS to send your TOEFL scores directly to TOEFL code 5312 (code for the American Physical Therapy Association).

- Did you take (or do you plan to take) an Internet-based test (IBT), a computer-based test (CBT), or a paper-based test (PB) - Select type of TOEFL test
- Took Listening Test and Took Speaking Test - Select Yes, if you completed these optional TOEFL sections.

TOEFL Test Scores - Self-report your TOEFL scores on the PTCAS application.

- Internet-based (IBT) Listening Score
- Internet-based (IBT) Reading Score
- Internet-based (IBT) Speaking Score
- Internet-based (IBT) Writing Score
- Internet-based (IBT) Total Score
- Computer based Testing (CBT) Listening or Paper-based (P/B) Section I Score
- Computer based Testing (CBT) Structure/Writing or Paper-based (P/B) Section II Score
- Computer based Testing (CBT) Reading or Paper-based (P/B) Section III Score
- Computer based Testing (CBT) Essay Rating or Paper-based (P/B) TWE Essay Score
- Total CBT or P/B Score

Other Tests

If applying to a PT Program that requires Advanced Placement (AP), International Baccalaureate (IB), College-Level Examination Program (CLEP), SAT, ACT, or other test scores, arrange for the testing

agency to send those scores directly to the institution. **DO NOT SEND TO PTCAS.** If you received college credit on a transcript for an AP or IB test subject, report the test credit as a course in the Coursework section of the application.

PHYSICAL THERAPIST (PT) OBSERVATION HOURS

Enter all of your paid or volunteer physical therapy (PT) observation hours on the PTCAS application. If you have observed a physical therapist in more than one setting, select the Add New Entry button to enter each additional experience. Not all PT programs require PT observation hours or a signed form as part of the admissions process. Review the online [PTCAS Directory](#) pages for program-specific requirements. PTCAS will not determine if you met the minimum observation requirements for your designated PT programs.

Information for PTAs

If you are a physical therapy assistant (PTA), enter your paid PT experience in this section. Paid experience may or may not be accepted by your designated PT programs.

If Verification Is **NOT** Required By Your Designated Program(s)

Some PT programs require applicants to have experience in a physical therapy setting, but do NOT require a physical therapist to verify those hours. If a signed PT observation hours verification form is not required by your designated programs, then simply enter your PT experiences on the PTCAS application and select the 'Paper' verification type for each. Do NOT print or submit the PT observation hours verification form. You cannot update PT experiences with the "paper" verification type after you e-submit your PTCAS application.

If Verification **IS** Required By Your Designated Program(s)

If one or more of your designated PT programs requires a licensed physical therapist to verify your PT experiences, then follow the instructions below.

- **Electronic PT Signatures Preferred** -If verification is required by the PT program, STRONGLY ENCOURAGE THE PHYSICAL THERAPIST(S) TO CONFIRM YOUR HOURS ONLINE USING THE PTCAS PT PORTAL. Select the "electronic" verification type and enter the best e-mail address for contacting the PT. After listing the experience, you MUST click the "Send For Verification" button provided for the experience on the Physical Therapy Observation Hours page of the application. Alert the PT to watch for an automated email from PTCAS with the subject "PTCAS Observation Hour Verification Request". If the physical therapist does not receive an email from PTCAS, instruct the PT to check spam/junk email folders or provide you with an alternate email address.
- **Paper PT Signatures** - If the physical therapist does not have Internet access, login to your application, select the "paper" verification type, and print the PTCAS observation hours verification form (PDF) for that particular experience. Deliver the appropriate form to the physical therapist. Each bar-coded form is unique to both the applicant and physical therapist.

Arrange for the signed form to be mailed to PTCAS. If the physical therapist previously signed a different (non-PTCAS) form to verify your hours, attach it to the PTCAS verification form and send both forms to PTCAS in a single envelope. Send only one signed form per PT experience, regardless of the number of PT programs you designate.

If one or more of your designated PT programs requires a licensed physical therapist to verify your PT experiences, attempt to verify the accuracy of your PT experience with the physical therapist BEFORE you e-submit your PTCAS application. If your experiences are verified or re-verified after your designated PT program's deadline has passed, you may jeopardize your chances for admission. Your designated PT programs can view your PT experiences as part of your application file, regardless of whether they are verified by a physical therapist.

Updating Your PT Experiences After You E-Submit

You can edit the PT Observation Hours section after you e-submit your completed application to PTCAS. 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.

Rules for PT Updates: After you e-submit your PTCAS application, you can...

- add new PT experiences to the application,
- make edits to in-progress and planned PT experiences on the application,
- request a physical therapist to verify your updated or new PT experience,
- NOT make edits to PT experiences previously marked as "complete",
- NOT make edits to PT experiences which have a status of "Verification Requested", and
- **NOT make edits to PT experiences previously marked with the "paper" verification type** (regardless of whether PTCAS has received a signed PT hours verification form for the experience).

If a Physical Therapist Denies Your Verification Request

If a physical therapist receives a paper or electronic verification form and is unable to verify your PT experience as entered on your application for any reason, follow the steps below.

- **Electronic Verification** – If you submitted an electronic verification request to a physical therapist who is unable to verify your PT hours due to inaccuracies, you will receive an automated e-mail from PTCAS that describes why the experience was not verified by the PT. You must immediately login to your PTCAS application, make the necessary edits to the PT experience by clicking on the "Update" button and saving the changes, and then re-submit the experience for verification by clicking 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.
- **Paper Verification** – If you submitted a paper verification request to a physical therapist who is unable to verify your PT hours due to inaccuracies, you must enter a **new** observation experience on your application with the correct information and print the verification form (PDF) for the newly entered experience. Deliver the revised paper form to the physical therapist. Arrange for the signed paper verification form to be mailed to PTCAS. After you e-

submit, you cannot make additional edits to any PT experiences marked with the “paper” verification type.

If a Physical Therapist Rejects Your Electronic Verification Request

If a physical therapist receives an electronic verification form and is unwilling to verify your PT experience because they are unable to validate the information provided, they have the option of rejecting your request. If your request is rejected, you will receive an automated e-mail from PTCAS letting you know the request has been rejected. Please check to be sure you have sent the request to the correct physical therapist, at the correct facility, using the correct e-mail address. Update any incorrect contact information on the experience and resubmit it to the correct physical therapist for verification.

Items on the PTCAS Application

- **Type of Verification *** - Indicate if the physical therapist will submit an electronic (preferred) or paper signature to verify your PT hours for this experience. Select the ‘Paper’ option if verification is not required by your designated programs. After you e-submit, you cannot make additional edits to any PT experiences marked with the “paper” verification type.
- **Status of Experience *** - Indicate if the PT experience is completed, planned, or in-progress.
- **Name of Facility *** - Enter the formal name of the clinic, hospital, or PT facility in which you observed or worked with a physical therapist.
- **Name of Physical Therapist *** - Enter the name of a **licensed physical therapist** who supervised you during the observation experience and/or can verify your PT observations hours. If the physical therapist will also complete a letter of reference on your behalf, you must also enter the individual's information in the REFERENCE section.
- **Are you requesting a reference from a PT or other individual associated with this facility? *** Select YES, if you plan to ask the PT above 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** - Enter the state licensure number for the physical therapist entered above. If not available, leave item blank. If verification of hours is required, the PT must complete the license number field.
- **State of PT License** - Enter the state in which the physical therapist license was received. If not available, leave item blank. If verification of hours is required, ask the PT to complete the state of PT license field.
- **Street Address of Facility *** -Enter the business mailing address for the facility.
- **PT Email Address** - Enter the business email address for the physical therapist entered above. If not available, leave item blank. Email address is required for electronic PT signatures.
- **PT Phone Number *** - Enter a daytime phone number for the physical therapist or PT facility entered above.
- **Paid or Volunteer Experience** - Indicate if it was a paid or volunteer experience.
- **Type of Experience** - Select inpatient or outpatient experience. An inpatient facility generally admits patients overnight.

- **Select the PT Setting** - Select one setting from list. If “Other”, describe setting. If you experienced multiple settings with the same PT, add a new entry for each experience separately in this section.
 - **Acute Care** – In this setting, the physical therapy is provided to individuals that 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.
 - **Rehab/Sub Acute Rehab** – Use this category for both types of settings described below:
 - **Rehabilitation Hospital:** In this setting, the physical therapy is provided to individuals that 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 three hours or more per day).
 - **Sub-Acute Rehabilitation:** In this setting, the physical therapy is provided to individuals that are admitted to a special hospital that provides medical and/or rehabilitation care. The rehabilitation is less intense (typically less than three hours per day)
 - **Extended Care Facility /Nursing Home/Skilled Nursing Facility** - In this setting, the physical therapy is provided to individuals that are admitted to a facility that typically cares for elderly patients and provides long-term nursing care, rehabilitation, and other services.
 - **Outpatient Clinic** (also known as a Private Practice) – In this common physical therapy setting, individuals visit a physical therapist in a clinic, office, or other healthcare facility primarily to address musculoskeletal (orthopedic) and neuromuscular injuries or impairments.
 - **School/Pre-school** - In this setting, physical therapy services are provided within an educational environment, including pre-school, elementary, or secondary education (high school and vocational) facilities.
 - **Wellness/Prevention/Fitness** - In this setting, physical therapy services are provided to individuals with a focus on wellness. This approach to healthcare emphasizes preventing illness and injury and promoting healthy lifestyle, as opposed to emphasizing treatment of diseases.
 - **Industrial/Occupational Health** - In this setting, 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.
- **Indicate Physical Therapy Specialty Area(s) Observed** (check all that apply). Enter the number of hours observed in each specialty area to date.
 - Cardiovascular & Pulmonary
 - Clinical Electrophysiology
 - Geriatrics
 - Neurology
 - Orthopaedics
 - Pediatrics

- Sports
- Women's Health
- Other
- **Total Number of Hours Over Span of Experience** (to date) - The PTCAS application will automatically tally your total number of hours at this facility based on the information provided in the previous question.
- **Start Date** - Enter the month and year of your start date.
- **End Date** - If experience is in-progress, enter the anticipated end date or leave item blank, as appropriate.

EXTRACURRICULAR

Enter your extracurricular, leadership, volunteer, and/or community activities (e.g., pre-PT club). Do NOT enter work experience, PT clinical observations, or high school activities in this section. List the activities in order of importance to you. List each activity only once. For instance, if you volunteered for a charity on multiple occasions, list that experience only once. If you have more than one 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.

HONORS AND SCHOLARSHIPS

Enter any special academic, service, or activity awards you have received in order of importance to you. 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 that distinction only once. If you have more than one honor, select the "add a new entry" button for each.

WORK EXPERIENCE

Enter any NON-PT paid work experience. List experiences in order of importance to you. List each activity only once. Do not enter work experiences from high school or repeat any activities listed in the previous section. If you have more than one experience, select the "add a new entry" button for each. If still employed, estimate the future end date or leave blank.

PROFESSIONAL LICENSES AND CERTIFICATES

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

REFERENCES

PT Program Reference Requirements

Enter up to four (4) evaluator names on your PTCAS application. Evaluators can submit electronic letters of reference (eLORs) or paper references to PTCAS. Review the PTCAS [Directory](#) to determine the number and types of evaluators required by each institution. PTCAS will NOT determine if you have met the reference requirements for a particular PT program.

eLORs Preferred

STRONGLY ENCOURAGE YOUR EVALUATORS TO SEND ELECTRONIC LETTERS OF REFERENCE (eLORs) to PTCAS. Alert your evaluator to watch for an automated email from PTCAS with the subject "PTCAS Reference Request". If your evaluator does not receive an email from PTCAS, ask your evaluator to check all spam and junk email file folders or provide an alternate email address.

Paper References

Paper references take longer to duplicate and send to your designated PT programs. If the evaluator does not have Internet access, login to your application and print the PTCAS Reference Form (PDF). Each PTCAS reference form is unique to the applicant and evaluator. The evaluator should complete the paper form and attach it to a signed letter. PT programs may not accept paper references unless a completed form and letter are attached. PTCAS does not verify your references are complete. Paper references must be mailed to PTCAS in a sealed envelope on the evaluator's signed official institutional or business stationery. The letter of reference and PTCAS reference form must arrive together in a single envelope. PTCAS will not accept paper references mailed by applicants. Arrange for only one paper reference to be sent to PTCAS per evaluator. PTCAS will provide a copy of your paper reference to each of your designated PT programs.

Committee and Composite Letters

Each of your designated PT programs will decide whether a committee or composite letters may count as more than one 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 usually written by the chair or a designee. PTCAS will accept the name of a college pre-health profession advisor in lieu of the evaluator(s).

Letter Services

College and university letter services may mail references directly to PTCAS. Encourage your letter service to complete the PTCAS Reference Form and attach it to your letter packet.

Reference Deadlines

Arrange for PTCAS to RECEIVE all of your references by the application deadline date set by your designated PT programs. PT 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 Mailing of References

PTCAS will begin to forward your references to your designated PT programs once your file is complete. PTCAS will NOT hold your application for missing references.

Check Reference Status

Login to your application to check on the status of references sent to PTCAS.

Additional References

Do NOT send more than four (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 one or more of your evaluators is unresponsive or declines your invitation to submit a letter of 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 evaluator's reference is received.

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 waive access to this reference 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 is binding. If you decide to change your waiver decision, you must login to your PTCAS application to edit your selection online. For paper references, you must reprint the paper form and give the revised copy to your evaluator. Once your reference is received by paper or electronically, you cannot make changes to your waiver decision.

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 email 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 and/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 for informational purposes only. 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.

- **Is the reference a committee letter, composite letter, or a letter packet?**
 - If yes, enter the names of the evaluators included in the reference.
- **How long have you known the applicant?**
- **How well do you know the applicant?**
- **With what organization or institution were you affiliated when you interacted with the applicant?**
- **Select the role that best describes your primary interaction with the applicant.**
- **Approximately how many references do you submit on behalf of physical therapy applicants each year?**
- **If you are a physical therapist, please answer the following questions:**
 - Physical therapist institution from which you graduated
 - Enter the state(s) in which you are licensed to practice physical therapy: [open text field, since PT may be licensed in more than one state
 - Enter your PT licensure number
- **If you are a professor, please answer the following question:**
 - List all courses in which you had the applicant as a student (e.g., Intro to Chemistry, CHEM 101). If you cannot remember courses names or numbers, please list the content area and the course level (undergraduate upper or lower division; or graduate level).
- **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 healthcare 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
- **Taking into consideration these characteristics how do you think this person would perform as a health care provider?**
- **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*

Standard Essay

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

What personal characteristics and motivating factors have led you to pursue the profession of physical therapy?

If you have applied to a physical therapy program in the past five years, what have you done to improve upon, or enhance, your application for this current admissions cycle?

Leave item blank, if you are applying to physical therapy programs for the first time. If you have previously applied to one or more PT programs, use this text box to respond to the question. PTCAS will share your response with all of your designated programs participating in the Service.

Technical Requirements

You are limited to approximately 1 page (4500 characters, including spaces). Some formatting characters used in programs like Word (angled quotes, accents, special characters) will not display properly. You can NOT 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,**

Customized Essays

Some PTCAS programs require applicants to respond to a custom essay question in addition to the standard PTCAS essay question above. The PTCAS application will automatically prompt you to respond to any custom essays for your designated programs. Review the PTCAS directory to view each custom essay question.

CERTIFICATION AND AUTHORIZATION STATEMENTS *

Advisor Release*

Select "Yes" if you give PTCAS permission to release selected information regarding your PTCAS application and admission status to the health professions advisor and the health professions advisory committee of the post-secondary 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 give permission to PTCAS to release any information related to my PTCAS application to my designated PT programs and authorize the use of such information for research and statistical reports.
- 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.

PT PROGRAM DESIGNATIONS*

Check the PT programs that you wish to attend. You must apply to at least one physical therapist institution before you can e-submit your final PTCAS application. **Apply early!**

DEADLINES

You must arrange for PTCAS to receive your application and all required materials by the earliest deadline date established by your designated PT programs. The PTCAS program deadline is NOT the date by which your verified application must arrive at your designated programs. **Many PT programs have multiple deadline dates** or operate on a rolling admissions basis. The PTCAS deadline on the application reflects the last deadline date offered by each PT program.

Deadline Enforcement

Each PTCAS program has selected a firm or soft deadline date.

- **"FIRM" DEADLINE** - If the PT program selects a firm application deadline, you can NOT apply to the program after the deadline has passed. Arrange for all materials to arrive by the deadline.
- **"SOFT" DEADLINE** - If the PT program selects a soft application deadline, then you can still apply to the program after the deadline has passed. The program may give less or no consideration to applicants who apply after a soft deadline. Programs may move from a soft to a firm deadline at any point during the cycle. Visit the PTCAS Directory to determine whether a program operates on a rolling admissions basis.

Late Materials

A PT program may deny your application if your materials arrive late. PTCAS does NOT enforce deadlines and will forward your verified application to your designated PT programs even if your materials (transcript, references, PT hours signature form, or fee) 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.

Deadline Extensions

PTCAS does not accept deadline extension requests from applicants. Contact your designated PT program directly to request a deadline extension. If the PT program has a "firm" deadline, the PT program must notify PTCAS directly if it agrees to grant you a deadline extension. You have 48-hours to complete and submit your PTCAS application once the deadline extension is granted. PT programs are not obligated to grant deadline extensions or give consideration to applicants who submit application materials after the deadline.

Changing Your PT Program Designations after You E-Submit

- **Withdrawing Your Application** - If you wish to withdraw your application from consideration from one or more PT programs, contact the institution directly.

- **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.

List of Program Deadlines

To view program-specific deadlines, go to <http://www.ptcas.org/DeadlinesByProgram.html>

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 application.

PTCAS APPLICATION FEE

Once you e-submit your PTCAS application, you will be given a set of payment options. The fee for using PTCAS application is based on a graduated scale that varies according to the number of institutions you designate to receive your PTCAS application. Your application will not be processed until your payment is received. PTCAS application fees are **non-refundable**. PTCAS does not issue refunds for withdrawn applications or missed deadlines.

You are encouraged to pay the PTCAS application fee on-line by credit card to expedite the processing of your application. PTCAS accepts VISA, MASTERCARD, and DISCOVER credit cards ONLY.

If mailing a money order, you MUST download the PTCAS Payment Form (PDF) and instructions from the web application. Attach the completed PTCAS payment form and make your money order payable to PTCAS. Write your PTCAS ID Number on the memo line. The PTCAS payment must be drawn from a U.S. bank in U.S. dollars.

PTCAS will not accept cash payments. Important! Once you have selected money order as your preferred payment type on your application, you cannot switch to a credit card payment. Send your PTCAS Payment Form and money order to: PTCAS - Payment, PO Box 9112, Watertown, MA 02471-4403

PTCAS Fee Schedule for the 2009-10 Cycle

Number of PTCAS Designations	PTCAS Fee Due
1	120
2	155
3	190

4	225
5	260
6	295
7	330
8	365
9	400
10	435
11+	Add \$35 for each additional PT program

Refunds

PTCAS application fees are non-refundable. PTCAS does not issue refunds for withdrawn applications or missed deadlines.

Disputes/Charge Backs

PTCAS will assess a service charge of \$20.00 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.

Repeat Applicant

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

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. Supplemental fees may be requested by the PT program, graduate admissions office, and/or the university. The supplemental application fee deadline may be the same as the PTCAS deadline, or at a later date. Review the PTCAS Directory or contact the institution directly to obtain supplemental application fee instructions.

Fee Waiver

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.

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

If you receive a fee waiver, you may apply to one PT program in PTCAS for free. If you receive a waiver and choose to apply to more than one (1) PT program, you will be responsible for an incremental fee of \$35 for each additional designation. The PTCAS waiver applies to the PTCAS application fee only. PTCAS will notify your designated PT programs if you qualify for a waiver. 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 U.S. citizen, U.S. 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 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 and
 - **e-submit your completed PTCAS application within 45 business days from the time the fee waiver approval letter is sent.** If you do not e-submit your application within that timeframe, your waiver will expire, and you will be ineligible to receive a second fee waiver.

2009 Low Income Levels

PTCAS fee waiver decisions are tied to the U.S. Department of Health and Human Services' poverty level guidelines. The Low-Income Level is based on 200 percent of the U.S. Department of Health and Human Services poverty guidelines and used to determine what constitutes a low-income family.

Persons in Family or Household	48 Contiguous States and D.C.	Alaska	Hawaii
1	\$21,660	\$27,060	\$24,920
2	\$29,140	\$36,420	\$33,520
3	\$36,620	\$45,780	\$42,120
4	\$44,100	\$55,140	\$50,720
5	\$51,580	\$64,500	\$59,320
6	\$59,060	\$73,860	\$67,920
7	\$66,540	\$83,220	\$76,520
8	\$74,020	\$92,580	\$85,120
For each additional person add	\$7,480	\$9,360	\$8,600

WHAT HAPPENS NEXT**Processing Your File**

Review the PTCAS Checklist to ensure you have fulfilled all requirements. PTCAS will consider your application complete and begin to process it once the following materials are received:

- Complete PTCAS application
- Sealed official transcripts mailed directly from every accredited U.S. postsecondary institution attended *, AND

- Correct PTCAS application fee

Also send letters of reference, TOEFL scores, signed PT observation hours forms, and foreign transcript evaluation reports to PTCAS by the application deadline, if required by your designated PT programs. Your designated PT programs may also require you to send supplemental fees and/or application materials directly to the institution, such as supplemental applications, official GRE scores, and signed PT observation forms. Failure to submit all required materials as instructed may jeopardize your eligibility for admission consideration.

Application Verification

PTCAS will process your application once you submit your completed application, required fee, and all official transcript(s) to the Service. PTCAS processing may take up to 4-5 weeks once all required materials are received.

Once 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. You will receive an automatic email once your file has been verified and your GPAs are available to you online. It is your responsibility to review the GPAs for accuracy.

File Shipments to PT Programs

PTCAS will begin to forward complete applications to PT programs in mid-August 2009. PTCAS ships newly completed and revised application files to programs on at least a weekly basis during the cycle. PTCAS will not determine if you have met the minimum course requirements or are eligible for admission to a particular PT program. Your designated PT programs may contact you about your application within a few weeks after receiving your application or only after the PT program deadline has passed, depending on PT program policy. PT programs will notify applicants directly regarding all admission decisions.

2009-10 Application Cycle

The 2009-10 PTCAS admissions cycle begins on July 15, 2009. Applicants may start and submit the PTCAS application as soon as it is available. The first regular application deadline date is October 1, 2009 and the last regular application deadline is May 14, 2010. PTCAS will not accept application materials from applicants after May 30, 2010. The 2009-10 PTCAS application cycle will officially close on June 1, 2010, unless otherwise announced.

Check Your File Status Online!

Check your application status on-line! 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.

Do not call or email PTCAS until you have read the instructions, checked your status on-line, reviewed your email account for any PTCAS messages, and read the FAQ section. 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 will only discuss a file with an applicant and the applicant's designated PT programs. Staff will not discuss an application file

with a parent, spouse, relative, friend, or employer. Hours: Monday-Friday (9:00 a.m. to 5:00 p.m. Eastern Time).

PTCAS will make every attempt to process your application in a timely manner. At the same time, you are responsible for submitting your application and ALL other related materials to PTCAS so they are received before the earliest deadline date established by your designated PT programs. PTCAS processing may take up to 4-5 weeks after your application, transcripts, and fee are received. 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.

Post-Submission 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:** One-time changes during the Academic Update only
- **New Fall Courses Completed:** One-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 add new PT experiences or updated planned/ 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

Beginning in summer 2010, PTCAS institutions will receive reports regarding the number of offers of admission made to their applicants and number of offers of admission accepted by their applicants. At that time, your designated PTCAS institutions will know how many offers of admission you have received and how many offers of admission you have accepted at other PTCAS institutions. PTCAS institutions will not know how many applications you have submitted. They will also not know whether you were denied admission to another PT program or be informed of any other admission actions made by other PTCAS institutions, except the number offers of admission made or accepted. In fall 2010, after the completion of the 2009-10 admissions cycle, programs in PTCAS will be able to view the other programs in PTCAS to which their respective applicants applied and the final admission decision reported by each competing institution.

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. You should refer to the appropriate PT program page for instructions on deadlines, documents, and deposits that 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 accepted applicant formally decline other admission offers before finalizing their own offer. Contact your designated PT programs directly, if 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 college/university you have attended directly to the PT program prior to matriculation. PTCAS cannot forward transcripts to a PT program to fulfill this institutional requirement.

Wait-List Policy

PTCAS institutions may make offers of admission to wait-listed applicants. 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 wait-list policy.

TRANSCRIPT VERIFICATION AND GPAs

Verifying Your Course History

After PTCAS receives ALL of your official U.S. transcripts, application, and fee; staff conducts a course-by-course verification process. Verification refers to the matching of courses on your official transcripts with the courses you entered in the Coursework section of your PTCAS application. PTCAS will check the course information you reported on your application against your official transcripts, and will report any discrepancies to your selected PT institutions. **REPORT ALL OF YOUR COLLEGE COURSES, EVEN IF THEY ARE NOT A PT PROGRAM PREREQUISITE!**

PTCAS will return your application to you for corrections or explanation if it identifies a significant number of course discrepancies or omissions. If you fail to properly enter all of your courses when you first submit your application or do not make corrections as requested, you may jeopardize your chances for admission.

GPA Calculations

To calculate a grade-point-average (GPA), PTCAS determines your total number of quality points by multiplying semester hours attempted by the value of the verified PTCAS grade. Quarter hours and units are converted to semester hours (quarter hours are multiplied by .667). The quality points are divided by the total number of hours for completed courses. PTCAS will report your standardized GPA in semester-based 4.0 grading scale.

PTCAS Grades and Weights

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	F

For every complete application, PTCAS will calculate the following grade point averages (GPAs):
 Overall Cumulative GPA - Includes every U.S. undergraduate, graduate, and professional course completed with the exception of non-graded courses (see GPA calculation rules).

- **Overall Cumulative GPA** – All undergraduate, graduate, and professional courses.
- **Undergraduate Cumulative GPA** - Excludes post-BS undergraduate courses.
- **Graduate Cumulative GPA** - If no graduate coursework, GPA will be blank.
- **GPA for Each College / University Attended** (as calculated by PTCAS) - GPA may differ from the GPA on the transcript due to the grade standardization process.
- **GPA by Academic Status** - GPAs are based on the student’s registration status at the time the courses were taken: freshman, sophomore, junior, senior, graduate, and post-BS undergraduate.
- **Upper-Division Course GPA** - GPA for junior and senior courses is based on the “Course Level” field in the Coursework section.
- **Combined Science and Math GPA** - GPA includes course completed in Anatomy and Physiology, Biology, Chemistry, Physics, and Math.
- **Course Subject GPAs** - GPAs for every PTCAS course subject: Anatomy and Physiology, Biology, Chemistry, , English Composition, Math, Movement Science, Other Course, Other Science, Physics, Professional Course, and Social / Behavioral Science.
- **Core PT Prerequisite GPA** - 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 GPA Calculation Rules

PTCAS calculates a standardized GPA to help participating PT programs evaluate applicants using uniform and consistent criteria, regardless of different institutional transcript policies. PTCAS GPAs are likely to be different from those calculated by the colleges and universities you attended due to the PTCAS grade standardization process. (Institutions may choose to use the PTCAS GPAs or calculate new GPAs for their own institutional use.)

- GPAs include verified course data from regionally accredited U.S. postsecondary institutions only.
- **All courses with credit hours and a PTCAS Grade are calculated into the PTCAS GPAs**, regardless of whether the credit counts toward a degree or counted toward a college/university GPA.

- **If the course credit hours or grade are missing, the course is excluded from the PTCAS GPAs.** PTCAS will NOT calculate GPAs by totaling grade values and dividing by the number of courses completed.
- PTCAS counts grades and hours assigned by the college/university where the courses were originally taken, not by any institution that has granted transfer credit. *(The only exception to this rule is Study Abroad coursework that transferred to a U.S. institution with itemized credit and grades.)*
- PTCAS will include ALL initial AND **repeated** course work in its GPA calculations (including those repeated under freshman forgiveness, academic bankruptcy, and other related institutional policies).
- Grades and credit hours for all **FAILED** courses will be included in the PTCAS GPA, even if they are not included in the GPA calculations of the transcript-issuing institution. The PT programs to which you are applying may recalculate your GPA excluding repeated coursework.
- GPAs are calculated on a **4.0 semester**-based system.
- If “**Quarter**”, PTCAS system will automatically convert quarter hours to semester hours (Quarter Hour x .667).
- If “**Unit**”, PTCAS manually converts unit credits to semester hours for each course.
- Grade value of the course is multiplied by the semester hours for that course. The product of this multiplication equals the quality points. Cumulative quality points are divided by the cumulative attempted hours. (Total Quality Points / Total Credit Hours Attempted = GPA)
- All credit hours are rounded to the tenths place. PTCAS GPAs are round at the hundredths place.
- The following course types are NOT calculated in the PTCAS GPA calculations:
 - Advanced Placement
 - CLEP
 - Audit
 - Deferred
 - Institutional/Dept. Exam
 - International Baccalaureate
 - Incomplete
 - Pass/Fail
 - Withdrawn/Withdrawn Passing
 - Withdrawn Failing

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 a corresponding 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 (Non-Graded) Transcripts

Most U.S. colleges and universities evaluate students' work with a numeric (e.g., 4.0) or alpha grade (e.g., B+). Some colleges and universities evaluate students with a "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 U. 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/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 un-verified. PTCAS will include any unverified courses in your list of courses reported to your 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-GPAs by logging onto your account on the PTCAS web site. Your PTCAS GPAs 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 colleges and universities 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)

Degree Verification

PTCAS will verify that all degrees reported as earned in the Colleges and Universities section of the application also appear on the applicant's official transcripts. PTCAS reserves the right to make edits to the application degree fields in order to correct minor typographical errors; however, it is ultimately the applicant's responsibility to properly enter all degrees on the PTCAS application. Failure to properly enter your degrees may delay your application in processing or jeopardize your chances for admission.

During the Academic Update, PTCAS will verify any new degrees earned since the application was initially submitted and verified. PTCAS will not verify any new degrees earned in the 2010 spring or summer terms.

PT institutions are instructed not to automatically interpret a PTCAS-reported "NO" in the degree earned fields to mean that the applicant entered falsified information. PTCAS and designated PT programs recognize that registrars may not report a degree as earned on a transcript until several weeks after the degree is earned or until the end of the academic year. PT programs reserve the right to contact the applicant or registrar directly, if they have questions about the status of a degree.

SUPPLEMENTAL APPLICATIONS

The PTCAS web application may be only one 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, and/or the university.

Examples of supplemental materials include the following:

- graduate school application
- 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. You must complete all PTCAS and PT program requirements before your application will be processed and reviewed.

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 individual program pages on the PTCAS site or contact the institution directly to obtain supplemental instructions or application.

INVESTIGATIONS

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 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.

Reference 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.

TECHNICAL REQUIREMENTS

Browser Requirements

- For the optimal browsing of the web application, use Microsoft Internet Explorer 5.0+ or Mozilla Firefox 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.

E-mail

At times PTCAS will use a bulk e-mail process to contact applicants. In some case, 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 emails, 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/junk email file for PTCAS or PT program related messages.

If you do not currently have an email address or are unable to turn off the spam/junk filters 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



PTCAS Fee Waiver Request Form

** required*

* Full Name: _____

* PTCAS ID #: _____

* Current Address: _____

* City: _____ * State: ____ _

* Primary Phone: _____

* E-Mail Address: _____

I would like to request a fee waiver for my PTCAS application and understand the following terms:

- PTCAS must receive and process my fee waiver request BEFORE I e-submit my application.
- Fee waivers are awarded on a first-come, first-served basis.
- There are a limited number of fee waivers available.
- Fee waivers are only available to applicants who satisfy the financial requirements described in the PTCAS instructions.
- If I receive a fee waiver, I may apply to one (1) PTCAS school for free and must submit \$35 for each additional PTCAS designation.

* My household's annual income for the year 2008 was \$ _____.

* The number of members of my household is: _____.

* I have included a photocopy of my 2008 Federal Income Tax Return (1040) to confirm the amount indicated above. I understand that my request will not be considered without this document. (Please check box)

* Applicant's Signature: _____

* Date: _____

Mail PTCAS Fee Waiver Request Form to:

PTCAS
 Fee Waiver Division
 P.O. Box 9112
 Watertown, MA 02471