



2011-12

PTCAS Application Instructions

Physical Therapist Centralized Application Service

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

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PTCAS CONTACT INFORMATION

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

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

For answers to common questions, review the [Frequently Asked Questions \(FAQ\)](#) section. Once you e-submit your completed PTCAS application, login frequently to check on the status of your materials. It is your responsibility to frequently login and check the status of your file and materials.

PTCAS will automatically email you for the following reasons:

- You create a new PTCAS application account.
- You submit your PTCAS application.
- PTCAS receives an official U.S. transcript for you.
- PTCAS receives a reference on your behalf.
- Your file has been processed and your GPAs are available for review.
- You are eligible to enter your updated coursework during the Academic Update.
- There are problems with your “Coursework” and/or “Colleges and Universities” sections.

OVERVIEW

In an effort to simplify the application process for prospective physical therapist (PT) students and to facilitate the admissions process for professional PT educational programs, 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, a personal essay, and supplemental question responses. It is the applicant's responsibility to read and follow all PTCAS and program-specific instructions.

2011-12 Application Cycle

The 2011-12 admissions cycle begins on July 5, 2011. Applicants may start and submit the PTCAS application as soon as it is available. The 2011-12 PTCAS application cycle will officially close on June 1, 2012, 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, official GRE scores sent via the Educational Testing Service, 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 admission requirements.

Verification

Once an application is deemed complete by PTCAS, the Service will compare original transcripts to the self-reported course information on the application to verify accuracy, calculate more than 20 PTCAS GPAs, and submit the verified application file to the applicant's designated PT programs. **PTCAS processing may take up to 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 1, 2011. PTCAS will ship newly completed and revised application files to programs on 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

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

Supplemental Materials

PT programs 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 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 education 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 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 applicant's personal PTCAS identification number

CHECKLIST

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

Follow These Steps FIRST

- Review the instructions and program requirements.
- Create a new PTCAS application account.
- Complete the “**Colleges and Universities**” section first by listing EVERY institution you attended.
- Print the **Transcript Request Form** for each U.S. institution attended.
- Arrange for your official **transcripts** to be sent to PTCAS with the request form enclosed.
- Enter ALL of your **U.S. college courses** using personal copies of your transcripts.

If Required By Your Designated Programs, You Should Next...

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

Helpful Tips

- Do NOT enter your **courses** from memory - Use your transcripts!
- Do NOT wait for PTCAS to receive all of your materials before you **submit** your application.
- Login to check the real-time **status** of your transcripts, references, and PT hour signature forms.
- Arrange for all materials to arrive by the **deadline**.
- Check your **email** DAILY for important messages from PTCAS and programs.
- Review your application for **accuracy** before you e-submit.
- Print** a hard copy of your application for your personal records.
- Do **NOT** apply to a program unless you meet its admission requirements.

International Applicants and Documentation

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

GENERAL INSTRUCTIONS

Equal Opportunity Statement

The Physical Therapist Centralized Application Service (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.

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: www.ssa.gov/SSA_Home.htm

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. PTCAS may use a bulk e-mail process to contact you. Some email providers use filters to prevent users from receiving "spam" (unsolicited, junk email). Email filters may interpret a message from PTCAS as "spam" and automatically delete it. To avoid

missing important PTCAS 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.

Security Question*

Select one of the security questions to be asked when using the "Forgot Password" feature.

Security Answer*

Enter the answer to your previously selected Security Question.

Optional Release of Contact Information

Check this box if you give PTCAS permission to release your name, PTCAS ID number, and email address to your designated PTCAS programs **BEFORE** you e-submit your final application to PTCAS. Programs will not have access to the rest of your data until you e-submit your final application. Programs may use 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 you finalize your PTCAS application.**

Username*

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

Password*

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

Confirm Password*

Re-enter your password.

CONTACT INFORMATION

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

Preferred Address*

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

Current Mailing Address Until

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

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

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

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 | • J-1 Student |
| • Other | • J-1 Teacher, Researcher, or Trainee |
| • B-1 Visitor | • Refugee Visa Waiver WB |
| • F-1 Student | • Visa Waiver WT |
| • H1-B Employee | |

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 and match your official GRE scores to your application, if sent to PTCAS. PT programs may also require date of birth information to generate student identification numbers.

State of Birth*

Select state of birth. If country of birth is not "United States" or "Canada" select "No State".

City of Birth*

Enter the name of your city of birth

Country of Birth*

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

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

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.

Have you previously applied through PTCAS?*

Select Yes if you e-submitted a PTCAS application during the 2010-11 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.

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.

BACKGROUND INFORMATION

Does Your Academic Record Accurately Reflect Your Capabilities?*

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

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

If you answered "Yes" to the previous question, you must enter an explanation in the box. Include 1) a brief description of the incident, 2) specific charge made, 3) consequence, and 4) a reflection on the incident and how the incident has impacted your life. If you answer Yes, you will not automatically be disqualified from admission to a PT program. Full disclosure will enable PT programs to more effectively evaluate this information within the context of your credentials. If you fail to provide accurate information when answering this question, you may jeopardize your application.

Have You Ever Been Convicted of a Felony?*

PTCAS requires you to report any felony convictions. 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 be required to complete a criminal background check prior to or after enrollment into a PT program. See the also the PTCAS [Criminal Background Check](#) instructions.

If you answered "Yes", 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.

If you are convicted of a felony after you e-submit your PTCAS application, you must inform your designated PT programs that an action has occurred. You may also be required to report 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

Have you ever had a professional license suspended, revoked, or otherwise acted against, including denial of licensure by the licensing authority of any state, territory, or country?

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

COLLEGES AND UNIVERSITIES

List EVERY college and university you have attended or plan to attend through summer 2012. This includes all community colleges, non-degree programs (e.g., summer school), and foreign institutions you attended. If you have attended more than one institution, select the "add a new entry" button for each.

Enter all colleges and universities you attended EVEN IF THE COURSES ARE NOT REQUIRED FOR ADMISSION OR TRANSFERRED TO ANOTHER INSTITUTION. 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.

See also [U.S. Transcripts](#) and [Foreign Transcripts](#)

Name of College or University*

- If not listed, contact PTCAS. Do not use code 000000, unless instructed by PTCAS.
- If Canadian institution is not listed, select "Not Listed Canadian Institution" college code (333333).
- If you attended a foreign institution, select the "Non-US/Canadian (Foreign) Institution" code (444444).
- If you participated in a Study Abroad program through a US institution, select the U.S. institution only. Do **not** enter the foreign institution.

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

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

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

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

Dates of Attendance*

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

Primary Institution

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

1st Degree*

If you earned or plan to earn a degree from the institution, select the appropriate degree from the list. If no degree planned or earned, select "No Degree".

Select the Major for the 1st Degree*

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

If OTHER, Enter the Major Area of Study*

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

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

Date 1st Degree Earned or Anticipated*

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

Second Major or Minor for 1st Degree

Enter 2nd official major or minor, if any (e.g., double major).

2nd Degree

If you earned or plan to earn a second degree from the same institution, select the second degree from the list provided (e.g., bachelor's degree and master's degree earned from ABC University). If you earned a second degree from a DIFFERENT institution, list the degree under the other college or university.

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 an official transcript from EVERY U.S. and Canadian 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.

See also [Foreign Transcripts](#), [Fall 2011 Transcripts](#), and [Coursework](#) sections

How to Obtain the Transcript Request Form

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

1. Complete the “Colleges and Universities” section **first** by listing EVERY institution you attended.
2. Print the Transcript Request Form (PDF) for each U.S. and Canadian institution you attended.
3. **Each PTCAS Transcript Request Form is unique to you and each institution.**
4. Complete each form, including any former or alternate names (e.g., maiden)
5. Arrange for your official transcripts to be sent from the registrar to PTCAS with the form enclosed.
6. If grades for multiple branches or campuses of an institution appear on one transcript, enter all of these institutions in the “Colleges and Universities” section. It is not necessary to send a transcript matching form for each campus.

Transcript Processing

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

Fall 2011 Transcripts

Read [instructions](#) on how to submit your updated fall grades and transcripts to PTCAS during the Academic Update.

Spring and Summer 2012 Transcripts

Arrange for your winter, spring, and summer term 2012 transcripts to be sent directly to your designated PT institutions, as required. Do NOT send to PTCAS.

U.S. Accreditation

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

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

Notice to Applicants Offered PT Acceptance

If you accept an offer of admission to a PT degree program, you may be required to submit a second set of official transcripts from every 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.

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.

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.

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.

FALL 2011 TRANSCRIPTS – ACADEMIC UPDATE (AU)

If you e-submit your PTCAS application before your fall 2011 grades are available, you must enter your updated courses online during the Academic Update (AU) and 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 2012 courses. E-submit your updated courses as soon as you have an unofficial grade report from the institution and do NOT wait for the registrar to release your official transcript. You can only update your coursework ONCE during the Academic Update.

Important AU Dates

- **December 12, 2011** – The Academic Update opens. You cannot make edits to your Coursework section until the AU window is open to you.
- **January 16, 2012** – **Priority deadline to submit your updated courses and transcripts to PTCAS.** PTCAS will continue to accept updated transcripts after the priority deadline date has passed and through February 15.
- **February 15, 2012**
 - The Academic Update closes. You cannot edit your courses after this date.
 - PTCAS will no longer accept AU transcripts. If your AU transcripts will not be available from your college/university's registrar until after February 15, email the PT program to determine if you may mail or fax an unofficial grade report directly to the program. (Do NOT send unofficial transcripts or grade reports to PTCAS).

How to Complete the Academic Update

Follow the steps below. Once 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.
- Add newly completed and planned courses to the Coursework section.
- **Click the e-Submit button** at the bottom of the main PTCAS application.

FOREIGN TRANSCRIPTS

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

Canadian Institution

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

- **Send your original Canadian transcripts to PTCAS (if in English).** (NEW for 2011-12)
- **Send a foreign transcript evaluation for Canadian transcripts not in English.**
- PTCAS will NOT hold your file in processing for missing Canadian transcripts.
- Enter all of your Canadian courses on your PTCAS application.
- PTCAS will NOT verify your Canadian courses or include them in any of your PTCAS GPAs.
- PT programs can view your UN-verified Canadian courses and transcripts.

Study Abroad

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

Overseas U.S. Institution

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, send an official transcript to PTCAS and enter all courses 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.

International (Foreign) Institution

Do NOT enter any foreign courses completed outside the U.S. or Canada (unless "study abroad" through a U.S. institution). Visit the PTCAS Directory to determine the foreign transcript requirements for each PT program, as described below:

- **Send a Foreign Transcript Evaluation Report to PTCAS.** If required by PT program, send foreign transcripts to one of the agencies below for "course-by-course" report. If received, PTCAS will forward the report to your selected PT programs.
- **Send Original Foreign Transcript Directly to Program.** Do not send to PTCAS.

Foreign Transcript Evaluation Services

PT program may specify which agency you must use. PTCAS does not verify that you have used the correct agency for a particular PT program. Arrange for the course-by-course report to be sent from the agency to PTCAS.

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>

International Education Research Foundation (IERF)
Post Office Box 3665
Culver City, CA 90231
(310) 258-9451
info@ierf.org
<http://www.ierf.org>

COURSEWORK

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

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

See also [Fall 2011 Courses](#)

How to Enter Your Courses

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

Add New Session

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

Name of College or University

Select the institution from those you entered in the "Colleges and Universities Attended" section.

Academic Status

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

Term Type

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

Year

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

Course Prefix and Number

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

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

Course Subject

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

- **ANATOMY AND PHYSIOLOGY IN BIOLOGY:** ONLY Anatomy and Physiology (A&P) courses completed in a biology, neuroscience, anatomy, or integrated physiology department.
- **ANATOMY AND PHYSIOLOGY - OTHER:** All A&P courses completed in an allied health, physical education, exercise science, or other department.
- **BIOLOGY:** Animal Science, Bacteriology, Biology, Botany, Cellular & 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:** (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"
- **PSYCHOLOGY:** Any psychology course, including Abnormal Psychology, Adolescent Psychology, Child Psychology, Death & Dying, Developmental Psychology, General Psychology, Human Behavior, Growth & Development, Life Span Development, Rehabilitation Psychology, Social Psychology, and Sports Psychology
- **SOCIAL / BEHAVIORAL SCIENCE:** Anthropology, Community Health, Criminal Justice, Cultural Geography, Ethnic Studies, Human Sexuality, Marriage/Family, Personal Health, Social Science, Social Work, Sociology, Women's Studies. Subject does NOT include psychology courses.

Course Type

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

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

Grade

- Select the letter or number grade as it appears on your transcript.
- Include "+" and "-" signs, if posted on your transcript.

- Include any transcript code that appears in the grade column including “Pass,” “I” for incomplete, “W” for withdrew, etc.
- If the grade is blank on the transcript, select “No Grade (NG)” on the application.

Grade Using the PTCAS Conversion Table

A/A+ (4.0)	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)

- Convert your transcript grade to the appropriate PTCAS letter grade.
- If transcript shows a number grade (i.e., 93 or 3.3), refer to the grade key or legend on the transcript to determine the correct letter grade value.
- For non-graded courses (e.g., Pass/Fail), select “None”.

Number of Credit Hours

- Enter the number of credit hours earned, as posted on your transcript. Do NOT convert quarter hours to semester hours. This will be done automatically when your GPA is calculated.
- If you failed a course, enter the credits ATTEMPTED, regardless of whether the credits on your transcript are blank, zero (“0”), or if you later repeated the course for a higher grade.
- If you withdrew, received an incomplete, or did not earn credit for the course for any reason, enter the ATTEMPTED credits.

Special Classifications

- If you repeated a course, mark the first attempt and each additional attempt as “Repeated”. Do not mark withdrawn attempts as a repeated course.
- You must enter all college courses, including those removed from your transcript and GPAs as a result of freshmen forgiveness, academic bankruptcy, or other similar policies.

Not Applicable	Incomplete
Academic Bankruptcy	Institutional/Departmental Exam
Advanced Placement	International Baccalaureate
CLEP	Regent's Exam
Online Course	Repeated
Freshman Forgiveness	Study Abroad
Honors	

AP, IB, and CLEP Credit

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

Indicate If This Course Fulfills a Core PT Prerequisite

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

Conversion of Semester Hours to Quarter Hours:

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

Anatomy / A&P I with Lab Physiology/ A&P II with Lab	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.
Behavioral Sciences I Behavioral Sciences II	Examples include introduction to 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 introductory level courses you have taken in that subject. Do not match prerequisites to upper (300-400) division courses.

Coursework In-Progress or Planned

Enter college terms in progress or planned through the completion of summer 2012. Enter all of your in-progress or planned courses on the application, even if you have not registered for them yet. Use the college catalog to properly enter the course information as thoroughly as possible.

GRADUATE RECORD EXAMINATION (GRE)**Take GRE before July 31**

Due to changes in the GRE in 2011, programs may require or prefer that you to take the exam early and before the "GRE® revised General Test" is introduced on August 1, 2011. Early Decision candidates in PTCAS must take the GRE and request scores to be sent by no later than July 31. A PT program may deny your application if your GRE scores are late or missing.

- **GRE General Test** = Testing on or **before July 31, 2011**
- **GRE REVISED General Test** = Testing on or **after August 1, 2011**

Request Official GRE Scores

Arrange for the Educational Testing Service (ETS) to send your official GRE scores your designated PT programs, if GRE is required by the program. **Some PT programs have new GRE college codes in the 2011-12 admissions cycle. Visit the PTCAS site for a [list of GRE codes](#).**

It is very important that you send your official GRE scores to the correct code for EVERY PT program you will apply to. If you don't use the right GRE code, a program may not consider your file complete even if your official GRE scores are forwarded to it through PTCAS.

Enter GRE Scores on PTCAS Application

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

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

Request Official TOEFL Scores

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

Enter TOEFL Information on PTCAS Application

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

PHYSICAL THERAPIST (PT) OBSERVATION HOURS

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

Program Requirements

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

Verification Required

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

ELECTRONIC PT SIGNATURES (strongly preferred)

- Select the "ELECTRONIC" verification type.
- Enter the e-mail address for PT.
- After entering the experience, click the "SEND FOR VERIFICATION" button for that entry from your list of experiences.
- Alert the PT to watch for an automated email with the subject "PTCAS Observation Hour Verification Request".
- If PTCAS email is not received, instruct the PT to check spam/junk email folders as some e-mail servers filter out messages from PTCAS.

PAPER PT SIGNATURES

- Use this option if the physical therapist does not have Internet access or previously verified your PT hours on a different form (e.g., university form).
- Select the "PAPER" verification type
- Print the PTCAS observation hours verification form (PDF) for that particular experience.
- **Each bar-coded form is unique to both you and the physical therapist.**
- Deliver the form to the 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 experience, regardless of the number of programs you designate.

Verification NOT Required

If PT hour verification is NOT required by any of your designated programs, follow instructions below.

- Enter your PT experiences on the application.
- Select the 'PAPER' verification type for each.
- Do NOT print or submit the PT observation hours verification form.
- You cannot update PT hours with "paper" verification type after you e-submit your application.

Name of Physical Therapist

Enter the name of a LICENSED physical therapist that supervised you during the experience and/or can verify your PT hours.

Are you requesting a reference from a PT or other individual associated with this facility?

Select YES, if you plan to ask the 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

If unknown, leave item blank.

State of PT License

If unknown, leave item blank.

PT Email Address

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

Type of Experience

An inpatient facility generally admits patients overnight.

Select the PT Setting

If you experienced multiple settings with the same PT, add a new entry for each experience separately in this section.

Acute Care – 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: – 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: – 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– 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– Physical therapy services are provided within an educational environment, including pre-school, elementary, or secondary education (high school and vocational) facilities.

Wellness/Prevention/Fitness – Physical therapy services are provided to individuals with a focus on wellness. This approach to healthcare emphasizes preventing illness and injury and promoting healthy lifestyle, as opposed to emphasizing treatment of diseases.

Industrial/Occupational Health – Physical therapy services are provided to individuals primarily to help them return to work or for the purpose of enhancing employee health, improving safety, and increasing productivity in the workplace.

Indicate Physical Therapy Specialty Area(s) Observed

Enter the number of COMPLETED hours observed in each specialty area to date. Do not enter planned hours.

End Date

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

Updating PT Hours 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.

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 if verified electronically,
- request a physical therapist to verify an 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).

Verification Request Denied

Electronic Verification Denied

- PTCAS email will describe why the experience was not verified by the PT.
- Login to your PTCAS application.
- Click “Update” button to make necessary edits to PT experience.
- Save changes.
- Click the “Send for Verification” button.
- Once re-submitted 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 Denied

- Paper verification request is denied due to inaccuracies
- Enter a new observation experience on your application with the correct information.
- 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.
- **Contact PTCAS to have your incorrect PT experience removed from your application.**

Verification Request Rejected

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

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 each activity 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.
- PTCAS will automatically sort your experiences from oldest to most recent.

HONORS AND SCHOLARSHIPS

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

WORK EXPERIENCE

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

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

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

Electronic References (strongly recommended)

- Select the "ELECTRONIC" reference type.
- Enter the e-mail address for evaluator.
- PTCAS will automatically email the evaluator once the reference request is saved.
- Alert evaluator to watch for an email with the subject "PTCAS Reference Request".
- If email is not received, instruct the evaluator to check spam/junk folders or provide an alternate email address as some e-mail servers filter out messages from PTCAS.

Paper References

Paper references are discouraged because they take longer to process. Arrange for only one reference to be sent to PTCAS per evaluator. PTCAS will not accept references mailed by applicants.

- Select "PAPER" reference type.
- Print the PTCAS Reference Form (PDF)
- Each bar-coded form is unique to you and the evaluator.
- Deliver the printed reference form to the evaluator.
- The evaluator must complete the paper form and attach it to a signed letter of reference on official business or institutional letterhead.
- Evaluator must mail the letter of reference and PTCAS form to PTCAS in a single envelope.

Check Status of References

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

Reference Deadlines

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

PTCAS Processing of References

- PTCAS will begin to forward your references to your programs once your application is complete.
- PTCAS will NOT determine if you have met the reference requirements for a particular program.
- PTCAS will NOT hold your application for missing references.
- If your reference arrives after your application is mailed, PTCAS will forward it to your PT program(s).

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.

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.

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.

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.

1. **Is the reference a committee letter, composite letter, or a letter packet?**
 - If yes, enter the names of the evaluators included in the reference.
2. **How long have you known the applicant?**
3. **How well do you know the applicant?**
4. **With what organization or institution were you affiliated when you interacted with the applicant?**
5. **Select the role that best describes your primary interaction with the applicant.**
6. **Approximately how many references do you submit on behalf of physical therapy applicants each year?**
7. **If you are a physical therapist, please answer the following questions:**
 - Physical therapist institution from which you graduated
 - Enter 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
8. **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).
9. **How would you rate the applicant for each of the following characteristics?*** Please select the rating that best describes the applicant in the category.
 - **Commitment to Learning** — the ability to self-assess, self-correct and self direct; identify needs and sources of learning; continually seek new knowledge and understanding
 - **Interpersonal Skills** — the ability to interact effectively with patients, families, colleagues, other 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
10. **Taking into consideration these characteristics how do you think this person would perform as a health care provider?**
11. **Comments Section** - Please comment on any of the ratings or provide any additional information that will help the admissions office in the application review process.

ESSAY

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, bold, underline or italics) 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.**

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.

DEADLINES

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

See also [Deadlines Sorted by Program](#), [Deadlines Sorted by Date](#), and [Early Decision](#)

Firm and Soft Deadlines

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

- **"FIRM" DEADLINE** - You can NOT apply to the program after the deadline has passed.
- **"SOFT" DEADLINE** - You can still apply to the program after the deadline has passed, but the program may give less or no consideration to your file if you apply after the deadline.

Application Close Time

All PTCAS deadlines expire at 11:59 p.m. EASTERN time. Review the time zone list below to determine when the PTCAS application will close in your area:

- 11:59 PM (EST)
- 10:59 PM (CST)
- 9:59 PM (MST)
- 8:59 PM (PST)
- 7:59 PM (AKST)
- 6:59 PM (HST)

Late Materials and Missed Deadlines

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

Other Program Deadlines

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

Deadline Extensions

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

Supplemental Deadlines

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

Changing Your PT Program Designations after You E-Submit

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

Supplemental Deadlines

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

EARLY DECISION

Early Decision Deadline: August 15, 2011

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

The Early Decision application deadline is August 15, 2011. In addition to completing the PTCAS application, you must arrange for PTCAS to receive all of your official U.S. transcripts and fee by August 15. **Early Decision candidates MUST take the GRE® and request scores by no later than July 31**, if GRE is required by the program. If your application, transcripts, or fee arrive after the early decision deadline, PTCAS will automatically change your file from early decision to regular status.

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

PTCAS institutions will make admission decisions on early decision applicants by September 27, 2011.

CUSTOM QUESTIONS ON PTCAS APPLICATION

Some PTCAS programs require applicants to respond to custom questions specific to their institution in addition to the standard PTCAS application questions. The PTCAS application will automatically prompt you to respond to any custom questions when you designate programs with this requirement. You will not be able to submit your PTCAS application until you have responded to all mandatory supplemental questions for all of your designated programs. Your designated programs will not receive your responses to custom questions for your other designated programs, if any. To view the custom questions for each program before you apply, visit the PTCAS Directory.

Programs may require applicants to submit a supplemental application or materials directly to the institution in addition or in lieu of supplemental questions included in the PTCAS application.

APPLICATION FEE

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

PTCAS Fees for 2011-12

Number of PTCAS Designations	2011-12 PTCAS Application Fee
1	\$125
2	\$160
3	\$195
4	\$230
5	\$265
6	\$300
7	\$335
8	\$370
9	\$405
10	\$440
11+	Add \$35 for each additional PT program

Credit Cards

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.

Money Orders

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

No Cash

PTCAS will not accept cash payments.

Fee Waivers

Fee waivers are available to financially disadvantaged applicants.

Refunds

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

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.

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.

Supplemental Application Fees

DO NOT SEND TO PTCAS. In addition to the PTCAS application fee, PT programs may require you to send a supplemental fee directly to the institution.

FEE WAIVER

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

Fee Waiver Overview

A limited number of PTCAS application fee waivers are available. Waivers are granted to financially disadvantaged applicants on a first-come, first-serve basis. PTCAS will decide if you qualify for a fee waiver based on your income, or your parent's income, if you are claimed as a dependent, as reported on the most recent Federal Income Tax Return. No other documentation is accepted. If you receive a fee waiver, you may apply to one PT program in PTCAS for free. If you choose to apply to more than one (1) program, you will pay a fee of \$35 for each additional designation. The PTCAS waiver applies to the PTCAS application fee only. 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 or your waiver will expire.

Low Income Levels

PTCAS fee waiver is tied to the U.S. Department of Health and Human Services' poverty level guidelines. The Low-Income levels below equals 200 percent of the DHHS poverty level.

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

PROCESSING YOUR FILE

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

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

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. PTCAS ships newly completed and revised application files to programs on a weekly basis during the cycle.

Other Materials Required By Programs

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

PTCAS Notifications

PTCAS will automatically email you for the following reasons:

- You create a new PTCAS application account.
- You submit your PTCAS application.
- PTCAS receives an official U.S. transcript for you.
- PTCAS receives a reference on your behalf.
- Your file has been processed and your GPAs are available for review.
- You are eligible to enter your updated coursework during the Academic Update.
- There are problems with your "Coursework" and/or "Colleges and Universities" sections.

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

Check Your File Status Online!

Check your application status 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. 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

PT programs will notify applicants directly regarding all admission decisions.

Beginning in spring 2012, any designated PTCAS program that offers you admission will know how many offers of admission you have received from and accepted at other PTCAS institutions. Programs will not know how many applications you have submitted or any other admission decisions made by other PT programs at that time. A PT program that has placed an applicant on a wait-list will not have access to that applicant's admission status at other PTCAS institutions. Wait-listed applicants should contact the appropriate program directly for specific information on that program's wait-list policy.

After the completion of the 2011-12 admissions cycle in fall 2012, programs will be able to view the other programs designated by their applicants and the final admission decision reported by each competing institution in PTCAS.

Accepting Offers of Admission

You are encouraged to make a final decision related to your matriculation as soon as possible. It is your responsibility to adhere to any deadlines for acceptances established by the institutions to which you have been offered admission. A non-refundable deposit may be required to formally accept an offer of admission. PT institutions establish their own policies for applicants who have accepted multiple offers of admission, and reserve the right to require that 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 program prior to matriculation. PTCAS cannot forward transcripts to a PT program to fulfill this institutional requirement.

Wait-List Policy

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

CRIMINAL BACKGROUND CHECKS

PTCAS will facilitate a centralized background check (CBC) process for accepted applicants in the 2011-12 admissions cycle. The purpose of the check process is, in part, to ascertain the ability of a student to meet the requirements of clinical education sites and to become licensed physical therapists.

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

PTCAS Programs May...

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

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

Description of PTCAS Background Check Process

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

Fees

The background check fee will be \$72.00 per applicant and will be paid to Certiphi by the applicant. The fee reflects a \$10.00 APTA fee subsidy and is inclusive of all record search fees charged by states and counties. If you are accepted by multiple PTCAS programs that require a background check through Certiphi, you will only undergo a single search and pay a single fee.

Results

Once you have provided consent, Certiphi Screening, Inc. will begin the background check process. Results are typically completed within one week. Once the report is complete, Certiphi Screening, Inc. will give you ten

(10) calendar days to verify the accuracy of your report before it is made available to the appropriate PTCAS program. If you do not review the report within the time allotted, Certiphi will release your report to the program.

Advance Reports Available to Applicants

Should you choose to do so, for a fee, you may request your own report from Certiphi Screening, Inc. before it is requested by a PTCAS program. Please note that you are NOT required to order an advance report. This optional report will **not** replace a separate background check report required by a PTCAS program upon acceptance to that program.

Sharing of Background Check Results

If you consent to the background check process through PTCAS, Certiphi Screening will release the results to the PTCAS program(s) that have offered you acceptance into the professional program and have requested this report. Neither APTA nor PTCAS will receive or hold any personal information gathered by Certiphi. APTA will receive de-identified aggregated data only for research and statistical purposes.

Types of Checks

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

Social Security Number Search

A search of credit report header data to help confirm the applicant's identifying information such as name, aliases, address(es), Social Security Number and to determine areas of prior residence.

County Criminal Records Searches

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

Statewide Criminal Records Search

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

Federal Criminal Records Search

A direct search of federal courthouse records for any felony or misdemeanor criminal history.

National Criminal Database Search

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

National Sexual Offender Database Search

A search of a national private database which contains sex offender data collected from across the United States.

US Department of Health and Human Services Office of Inspector General List of Excluded Individuals /Entities Search

A search of the U.S. Department of Health and Human Services Office of Inspector General List of Excluded Individuals/Entities (LEIE), a database which provides information to the public, health care providers, patients, and others relating to parties excluded from participation in the Medicare, Medicaid, and all Federal health care programs.

Search for Dishonorable Discharge from the Armed Forces

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

SanctionsBase Screening

A search covering sanctions, disciplinary and administrative actions taken by hundreds of federal and state healthcare regulatory authorities, including FDA, NIH, GSA, OFAC, terrorist watch lists and more.

GRADE POINT AVERAGES (GPAs)

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

PTCAS GPAS Include...

- Courses from regionally accredited U.S. colleges and universities only [link to U.S. transcripts]
- Repeated courses
- Study abroad courses, if on a U.S. transcript

PTCAS GPAs Do NOT Include...

- Foreign courses (including Canadian)
- Courses from NON-regionally accredited institutions
- Advanced Placement (AP)
- CLEP
- Audit
- Deferred
- Institutional/Departmental Exam
- International Baccalaureate (IB)
- Incomplete
- Pass/Fail
- Withdrawn/Withdrawn Passing
- Failing

Check Your PTCAS GPAs

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

PTCAS Grade Scale

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

GPA Calculation Rules

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

- **PTCAS includes grades/credits from transcript where course was originally taken, regardless of transfer credit earned at other institutions.**
 - The only exception to this rule is Study Abroad coursework that transferred to a U.S. institution with itemized credit and grades.
- GPAs are calculated on a 4.0 semester-based system.
- Quarter hours are automatically converted to semester hours.
- Quarter Hours x .667 = semester hours.
- Unit credits are converted to semester hours.
- Grade value is multiplied by semester credits.
- Grade value (e.g., "A"=4.0) x semester credits (e.g., 3) = Quality Points (e.g., 12)
- "Total Quality Points" divided by "Total Credits Attempted" = PTCAS GPA
- All credit hours are rounded to the tenths place.
- PTCAS GPAs are round at the hundredths place.

PTCAS GPA Descriptions

Overall Cumulative GPA	Includes all undergraduate, graduate, and professional courses.
Undergraduate Cumulative GPA	Excludes post-BS undergraduate courses.
Graduate Cumulative GPA	If no graduate coursework, GPA is blank.
GPA for Each College / University Attended	GPA may differ from transcript due to grade standardization process.
GPA by Academic Status	GPAs are based on 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 level courses is based on the "Course Level" field in the Coursework section.
Science GPA	GPA includes Anatomy and Physiology in Biology, Biology, Chemistry and Physics courses.
Combined Science and Math GPA	GPA includes all courses in the Science GPA, plus Math.
Course Subject GPAs	<p>Separate GPA for every PTCAS <u>course subject</u>:</p> <ul style="list-style-type: none"> • Anatomy and Physiology in Biology, • Anatomy and Physiology – Other, • Biology, • Chemistry, • English Composition, • Math, • Movement Science, • Other Course, • Other Science, • Physics, • Professional Course, • Psychology, 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 does NOT verify that applicants have properly matched a course to the correct prerequisite.

Numeric Grading Schemes

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

SUPPLEMENTAL MATERIALS

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, but are not limited to, the following:

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

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

Supplemental Deadlines

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

TECHNICAL REQUIREMENTS

Browser Requirements

- For the optimal browsing of the 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.