The Physical Therapist Assistant Program at Ivy Tech Community College in Sellersburg has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.
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**The information contained in this Student Handbook is subject to change without notice. Every attempt will be made to keep this guide current and accurate.**
**PHYSICAL THERAPIST ASSISTANT DEFINITION**

**Phys-i-cal** (fiz‘I k‘l) adj. Defined as “Of the body as opposed to the mind.” Physical therapy is a hands-on profession that deals with natural forces - water, heat, cold and others. The “physical” in physical therapy is not restricted to treatment methods, however, it is often physically demanding work.

**Ther-a-pist** (ther-‘a pist) noun. Defined as “A specialist in a certain form of therapy.” Physical therapy is a health profession whose primary purpose is the promotion of optimal human health and function through the use of the application of scientific principles to prevent, identify, assess, correct, or alleviate acute or prolonged movement dysfunction.

**As-sis-tant** (a-sis’-tant) noun. Defined as, “To make stand, to help.” By definition and by law, physical therapist assistants work under the supervision of a physical therapist. Their duties include assisting the therapist in implementing treatment programs according to the treatment specified, training patients in exercises and activities of daily living, conducting treatments, administering modalities and other treatment procedures and reporting the patient’s responses to the physical therapist.

Licensure or certification is required in most states, including Indiana.
PHYSICAL THERAPIST ASSISTANT PROGRAM OVERVIEW

The Physical Therapist Assistant (PTA) Program prepares students for assistant roles within the profession of physical therapy. It has been designed to give the student a well rounded education, in addition to the technical skills required for a career as a physical therapist assistant.

CURRICULUM:
The PTA program requires five (5) semesters to complete. The curriculum consists of sixty-nine and one half (69.5) required credit hours, including twenty-five (25) general education credits and forty-four and one half (44.5) technical core credits. These 44.5 credits include 30 credits from lecture/demonstration/ laboratory classes and 14.5 credits from clinical classes. PTAS 101, PTAS 102, PTAS 103, PTAS 106, PTAS 107, PTAS 207, PTAS 217, and PTAS 224 include lecture with or without lab. PTAS 115, PTAS 205, and PTAS 215 make up the 14.5 clinical credits, comprising 680 contact hours over 17 weeks. Students must be enrolled in or have successfully completed Anatomy and Physiology I, English Composition, and Introduction to the Physical Therapist Assistant prior to making application to the PTA Program. Additionally, students must complete all of their general education requirements prior to the Fall Semester they will enter the technical curriculum.

The curriculum is designed with classroom, laboratory, and clinical experiences for students to gain the knowledge and skills necessary to provide physical therapy services in the role of a licensed/certified physical therapist assistant following graduation and passing the National Physical Therapist Assistant Examination.

Please Note:
• The PTA Program credits and/or graduation do not guarantee entry into a Physical Therapist program
• The PTA Program is a full-time program and is currently available at the Sellersburg campus, with most prerequisites (with the exception of PTAS 101) available at other Ivy Tech campuses
• Day classes are available to students throughout the three technical curriculum semesters. The three-week clinical at the beginning of second technical semester, and the final or third technical semester of clinicals are full-time commitments, as these clinical internships require regular eight-hour days, five days per week. Exact hours will correspond to the clinical instructor’s work schedule
• Students must take and pass a national licensure examination prior to practicing as a PTA

Students are encouraged to contact Kaye Burres, PTA program advisor (812-246-3301, ext. 4191), attend the monthly PTA Program general advising/information sessions, or contact the PTA Program office directly for advising purposes to ensure they are placed in all required courses prior to application. Students are encouraged to register VERY early for PTAS 101, ENGL 111, and APHY 101 as these classes have limited seating and fill quickly.

DEGREE/ACCREDITATION/LICENSURE:
The Associate of Science (AS) degree is awarded upon successful completion of the required 25 general education credits and 44.5 technical course credits. Ivy Tech Community College, Sellersburg, has been accredited by the North Central Association of College and Schools.

In order for graduates to be able to sit for any state certification or licensure examinations, the Program must be accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) by the time of graduation. The PTA Program is currently in the Candidacy stage of accreditation with CAPTE and will complete the final accreditation visit in January of 2013. A final decision regarding program accreditation will be made at the CAPTE Spring meeting.
PHYSICAL THERAPIST ASSISTANT PROGRAM OUTCOMES

- Demonstrate critical and creative thinking.
- Recognize and understand cultural and individual differences, in terms of both contemporary and historical perspectives.
- Recognize and understand social, political, civic, and environmental responsibilities relative to our society.
- Apply basic scientific concepts in a variety of settings.
- Communicate effectively in written, oral and symbolic forms.
- Exhibit quantitative literacy.
- Apply ethical reasoning.
- Demonstrate the acquisition and use of information.
- Practice confidentiality, perform within ethical and legal boundaries, practice within the scope of education, and exercise efficient time management in patient care.
- Integrate knowledge of clinical theory by utilizing infection control, assisting the physical therapist, and performing delegated procedures.
- Apply a comprehensive treatment plan developed by a physical therapist.
- Integrate and participate in timely communication, systematic healthcare delivery, and application of knowledge and skills through patient care and education.
- Practice appropriate assessment and measurement techniques to assist the supervising physical therapist in monitoring and modifying the plan of care within the knowledge and limits of practice.
- Demonstrate interaction with patients and families in a manner which provides the desired psychosocial support including the recognition of cultural and socioeconomic differences.
- Demonstrate application of physical therapy skills for other health care providers, patients, and families.
- Design appropriate documentation for relevant aspects of patient treatment.
- Apply the principles of the physical therapy profession to personal and professional growth.
PHYSICAL THERAPIST ASSISTANT PROGRAM

MISSION
The Physical Therapist Assistant Program at Ivy Tech Community College, Sellersburg, is an affordable program to prepare students (regardless of race, gender, religion, national origin, sexual orientation, marital status, age, physical or mental disability, or veteran status), who have the necessary talent and inclination, in an Associate degree curriculum leading to a successful career as a Physical Therapist Assistant. The program seeks to develop dedicated, honest individuals who value excellence, diversity, compassion, human interaction, love of learning and stewardship, and who will serve the larger community of South Central Indiana through provision of rehab services.

VISION
Graduates of the Ivy Tech Physical Therapist Assistant Program will provide the highest level of therapy services to the community and be the employees of choice for healthcare providers.

PHILOSOPHY
The program philosophy of curriculum development includes a commitment to coordinated, sequential learning; delineation of the roles and responsibilities of the physical therapist, physical therapist assistant, and the physical therapy aide; an understanding of the changing nature of the profession and health care in general; and an opportunity for exploration of areas of student interest. Additionally, the program philosophy incorporates a commitment to academic and clinical faculty development, with the purpose of enhancing effectiveness of instruction, refining leadership, teaching effectiveness, and interpersonal skills so that the students are prepared to take their place as para-professionals in the field of physical therapy.

PTA PROGRAM GOALS
The program goal, an extension of the College mission, is to provide students with a quality education, which enables them to be competent physical therapist assistants throughout their careers. The goals are as follows:

1. Graduate competent students into the community who have adopted professional behaviors representative of a physical therapist assistant.
2. Assist students in employment placement before and following graduation.
3. Maintain licensure exam results of graduates equal to or exceeding the national standards.
4. Provide academic and clinical settings, which stimulate student learning.
5. Update, review, or modify curriculum as identified by students, faculty, College administrators, community, and PT/PTA professionals.
6. Maintain state of the art equipment and laboratory facilities.
7. Exemplify and demonstrate the importance of professional membership in the APTA.
8. Ensure that equal educational opportunities are available for all students regardless of race, color, creed, national origin, sexual orientation, age, disability, or marital status.
9. Organize and maintain an advisory committee, which consists of persons who are actively engaged in or support the practice of physical therapy.
10. Maintain equal or greater than the APTA required three-year average 80% passage rate on the National PTA Examination.
CAREER OPPORTUNITIES AND JOB PLACEMENT

According to [www.careerinfonet.org](http://www.careerinfonet.org), the Physical Therapist Assistant has a “Bright Outlook” as of 2010. The projected growth from 2008 to 2018 is “much faster than average.” The reported national median wage in 2010 was $23.89/hour; $49,690 annually, with 30,500 projected job opening expected between the years of 2008 to 2018.

Physical Therapist Assistants are utilized in many different settings of physical therapy including acute (inpatient/hospital), sub-acute (in-patient/rehab), and long-term care (nursing homes), as well as, outpatient in orthopedic, neurological, vestibular/balance, educational, and pediatric services. Home health care is also an option for more experienced physical therapist assistants.

Graduation and employer surveys will be conducted and reported once that data becomes available for students who actively pursue employment within six months of graduation. PTA Program students will be assisted with their employment search by the Career Center group page of Campus Connect, as well as, postings on the PTA Program bulletin board. Additionally in PTAS 224, students review various job search activities, such as resume preparation, to assist in their access of employment.

STUDENT EXPECTATIONS

COMMITMENT/PERSONAL RESPONSIBILITIES

Students accepted to the PTA Program must be aware of the extensive time, energy, and commitment necessary to be successful in the program. All technical courses are provided on campus. Most courses are provided during the day; however, students have additional expectations that may require extended periods of attendance, such as open lab requirements and practical examinations.

For clinical courses, students are expected to be available Monday through Friday 7:00am to 8:00pm and occasionally on Saturdays in order to attend clinical full time (40 hours/week). Students are expected to align their schedules with assigned clinical instructors. Students are expected to have the necessary transportation for a clinical that may be one to one and one half hours of one-way travel time and potentially in an alternate time zone.

Students are expected demonstrate a commitment to learning, good interpersonal and communication skills, effective use of time, resources and constructive feedback, problem-solving, professionalism, responsibility, critical thinking, and stress management, and to put forth the necessary effort outside of scheduled class time to study and complete assignments. Students must consider these additional needs when preparing for acceptance to the program

WORK STATEMENT

Students must be aware of the need for excellent time management if working while in school. Students are expected to attend classes as scheduled with other commitments adjusted as needed. Course requirements are not altered for the working student. Students are advised to limit work and other activities. These activities competing with student attention to the program can cause students to fall behind and to be unsuccessful, which may require dismissal from the program.

STUDY TIME

Considerable study time outside of class is expected throughout the program. Students are expected to organize their time to include study time to prepare for class, review, and master program information. Students are expected to participate in small and large group study activities and open labs outside the scheduled class periods. Students are provided opportunities through the on-line communication for each course.
BOARD PASSAGE RATE

After graduating from an accredited education program, the physical therapist assistant candidate must pass a state administered national examination. This examination can be taken through application to any of the states requiring licensure, including the state of Indiana. Board scores are tabulated by the Federation of State Boards of Physical Therapy and percentile rate standings of the program are provided to the college. Students are encouraged to release scores to the college for accreditation and program purposes. The ratings are available for public viewing through the Federation’s website. Once information regarding board passage rate is available for our program it will be included here.

TEST-OUT PROCEDURES

Policies regarding testing out of courses vary from program to program. A student who wishes to test out of a course should contact the Office of Student Services. A fee is charged for the tests. Points for CLEP or DANTES test out credit are assigned as noted in the PTA Admissions Selection Processes. No PTA courses will be eligible for test-out procedures (See Transfer Students).

DIVERSITY STATEMENT

Ivy Tech Community College is committed to a diverse and inclusive educational environment that extends beyond tolerance to respect and affirms human difference. Therefore, diversity, as defined by Ivy Tech, includes, but is not limited to, differences in race, ethnicity, religious beliefs, regional and national origin, color, gender, sexual orientation, socioeconomic status, age, disability, and political affiliation. By encouraging free and open discourse, providing educational opportunities within and outside its classrooms, and intentionally recruiting and retaining a diverse assembly of students, faculty and staff, the college endeavors to graduate culturally literate individuals who will make positive contributions to a local, national, and global society.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, gender, sexual orientation, physical or mental disability, age or veteran status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or Dean of Student Affairs. Ivy Tech Community College is an accredited, equal opportunity/affirmative action institution.

DISABLED STUDENTS

A form describing essential functions performed by physical therapist assistants is included in this packet. Students are required to demonstrate proof of performance of these essential functions or demonstrate ability to perform with reasonable accommodations prior to making application to the PTA program. This will be addressed in the PTAS 101 course.

Support Services will aid disabled students with career planning, financial aid, personal counseling, and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist physically and psychologically impaired students through available local community resources. For more information please contact Sarah Richards, Assistant Director of Disability Services for the Sellersburg campus at 812-246-3301 ext. 4179, or srichards19@ivytech.edu.
DUE PROCESS / COMPLAINTS

Student grievances are subject to the College’s due process procedure. The PTA Program will follow PTA Program Policy and the Ivy Tech Student Grievance Policy. The Ivy Tech Community College Catalog outlines the College policy and is available through the Student Affairs Office. For complaints outside normal due process, the complaints will be handled according to the PTA Program Policy. This policy is outlined in the PTA Policy and Procedures Manual and the PTA Student Handbook.

TRANSFER STUDENTS

A transfer student is defined as a PTA student in good standing, (see program policy), desiring a transfer from an APTA recognized CAPTE accredited program. A student wishing to transfer who is not in good standing with their current educational institution, as defined by Ivy Tech PTA Program policy, will not be considered. Transfer eligibility will be determined on a case by case basis. Due to varying course sequencing and semester content between PTA programs, this may require the student repeat content. Additionally, the student will be required to demonstrate competency and safety of all content within transferable courses, commensurate with Ivy Tech PTA Program criteria prior to a final transfer decision.

FINANCIAL AID

Ivy Tech Community College offers various types of financial assistance to students who need assistance to continue their education. The Office of Financial Aid will help with information concerning student aid programs. Eligibility for most of the financial aid at Ivy Tech Community College is based upon demonstrated need of the student. In addition students must also: 1) be accepted for admission to the College in an eligible program, 2) be at least a half-time student, and 3) maintain satisfactory standards of progress. For further information on any financial aid or standards of progress, please refer to the Financial Aid Office or the Ivy Tech Community College website. Some agencies providing financial aid to students require periodic progress and attendance reports. Students are responsible for obtaining the appropriate form. Only the course instructor or the instructor’s designee will sign the form.

CRITERIA FOR ADMISSION

The components of the application are assigned a numerical score. Scoring is standardized and nondiscriminatory. Admission decisions will be based on the following criteria:

1. Test of Essential Academic Skills (TEAS). This is a standardized test that can be taken in the testing center on campus. It will be worth up to 15 points.
2. Grade in Introduction to the Physical Therapist Assistant. It will be worth up to 30 points.
3. Grade in Anatomy and Physiology I. It will be worth up to 15 points.
4. Grade in English Composition. It will be worth up to 10 points.
5. Students will earn credit for additional general education courses taken that are required by the PTA program for graduation using the following scale:

   A = .5 pt
   B = .2 pt
   C or below = 0 pt
METHOD OF EVALUATION/GRADING SCALE

Students will be evaluated through lecture and laboratory, examinations, assignments, projects, clinical performance, and professionalism. The grading scale for all courses in the PTA program is:

- 100 – 93%   A
- 92 – 87%    B
- 86 – 81%    C
- 80 – 78%    D
- 77% and below  F

Any problems or areas of weakness noted by faculty may require counseling and/or remedial work. Per PTA Program Policy regarding safety and competency, any student not demonstrating competency in a laboratory skill will not be permitted to continue with subsequent coursework until competency is demonstrated. If a student is unable to demonstrate competency following remediation the student will be withdrawn from the class. Students must achieve 78% in both lecture and laboratory portions of classes to successfully pass the course.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREEN

The Ivy Tech Community College School of Health Sciences requires Criminal Background Checks and Drug Screens for all School of Health Science students who will participate in clinical education.

All students accepted into the PTA program will be required to complete a Criminal Background Check and Drug Screen, provided by an outside vendor, at the student's expense, within 30 days of receipt of the letter of acceptance into the PTA program. Completion of the screen is a condition of acceptance into the program. Screens must also be completed every year thereafter as a condition of continuing in the program. Failure to do so, by the assigned deadline each year will result in forfeiture of the student’s spot in the program.

A clinical facility may request a copy of the background check records. The facility may also require a student to complete an additional background check. The Criminal Background Check and Drug Screen will be conducted once per calendar year, at a minimum. The college, PTA program, and clinical agencies reserve the right to request more frequent testing, in accordance with college policy.

Before you seek employment as a physical therapist assistant in Indiana, you must take and pass the certification exam administered under the direction of the Indiana Health Professions Bureau. The possibility exists that a person who has been convicted of a crime may not be certified as a health practitioner in the State of Indiana. The Indiana Health Professions Bureau may choose to deny a person convicted of a crime the opportunity to sit for the certification examination even if they have satisfactorily completed the Ivy Tech Community College Associate of Science degree.

PROGRAM FACULTY INFORMATION

Kim Kruer, MPT
PTA Program Chair
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Diana Kruer, PTA
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CURRICULUM
PHYSICAL THERAPIST ASSISTANT
ASSOCIATE OF SCIENCE

PREREQUISITES - 9 CREDITS

*PTAS 101 Introduction to the Physical Therapist Assistant 3
**APHY 101 Anatomy and Physiology I 3
**ENGL 111 English Composition 3

Introduction to the Physical Therapist Assistant (PTAS 101), Anatomy and Physiology I (APHY 101), and English Composition (ENGL 111) are prerequisites necessary to apply for the PTA Program. The remaining general education core classes are required for graduation, but not for application to the program. However, they must be successfully completed prior to the Fall semester when the student will enter the technical portion of the program.

**GENERAL EDUCATION CORE - 25 CREDITS (INCLUDES APHY 101 AND ENGL 111)

APHY 101 Anatomy and Physiology I -
APHY 102 Anatomy and Physiology II 3
COMM 102 Intro to Interpersonal Communications OR 3
COMM 101 Fundamentals of Public Speaking -
ENGL 111 English Composition -
MATH 118 Concepts in Mathematics 3
PSYC 101 Introduction to Psychology 3
SCIN 111 Physical Science 3
SOCI 111 Introduction to Sociology 3
IVYT 101 First Year Seminar 1

TECHNICAL CORE – 44.5 CREDITS (INCLUDES PTAS 101)

PTAS 101 Introduction to the Physical Therapist Assistant -
PTAS 102 Disease, Trauma and Terminology 3
PTAS 103 Administrative Aspects of the PTA 3
PTAS 106 Treatment Modalities I 5
PTAS 107 Kinesiology 5
PTAS 115 Clinical I 2.5
PTAS 205 Clinical II 6
PTAS 207 Treatment Modalities II 5
PTAS 215 Clinical III 6
PTAS 217 Treatment Modalities III 5
PTAS 224 Current Issues and Review 1

+TOTAL DEGREE = 69.5 CREDITS (GENERAL EDUCATION CORE + TECHNICAL CORE)

+The College and PTA Program reserve the right to revise these requirements at any time.
PTA PROGRAM
TECHNICAL CORE CURRICULUM SCHEMA

PREREQUISITES – 9 CREDITS (PRIOR TO APPLICATION)

**APHY 101 Anatomy and Physiology I 3
**ENGL 111 English Composition 3
PTAS 101 Introduction to the Physical Therapist Assistant 3

FALL SEMESTER (TECHNICAL SEMESTER I)

PTAS 107 Kinesiology 5 (weeks 1-10)
PTAS 106 Treatment Modalities I 5 (weeks 1-10)
PTAS 102 Disease, Trauma & Terminology 3 (weeks 11-16)
PTAS 103 Administrative Aspects of the PTA 3 (weeks 11-16)

SPRING SEMESTER (TECHNICAL SEMESTER II)

PTAS 115 Clinical I (3 weeks) 2.5 (weeks 1-3)
PTAS 207 Treatment Modalities II 5 (weeks 4-16)
PTAS 217 Treatment Modalities III 5 (weeks 4-16)

FALL SEMESTER (TECHNICAL SEMESTER III)

PTAS 205 Clinical II (7 weeks) 6 (weeks 1-7)
PTAS 215 Clinical III (7 weeks) 6 (weeks 8-14)
PTAS 224 Current Issues and Review 1 (weeks 15-16)

The above courses are the Technical Core Courses required by the PTA Program in the sequence they must be taken. Successful completion as outlined in PTA Program Policy and syllabi for each course is required prior to progression within the Technical Curriculum.

** APHY 101 and ENGL 111 are General Education courses required prior to application to the PTA Program. Any General Education Courses required by the PTA Program are to be completed prior to entering the technical program in the Fall Semester.
VERIFICATION OF RECEIPT OF PTA PROGRAM GAAP AND PTA STUDENT HANDBOOK

NAME: _____________________________________________________________________
CURRENT ADDRESS: _____________________________________________________________________
CURRENT PHONE NUMBER: _____________________________________________________________________
CURRENT IVY TECH EMAIL ADDRESS: _____________________________________________________________________
SOCIAL SECURITY NUMBER: _________________________
DATE OF PROGRAM ENTRY: __________________________________________________

I have received a copy of the PTA Program Guide to Admissions and Academic Policies (GAAP) for the PTA Program at Ivy Tech, Sellersburg. I acknowledge I have had an opportunity to read this document and ask questions related to the content. I understand the rules and policies and I agree to abide by them while a student in the PTA Program. I understand that this information is subject to change and that future updates will be made available via the PTA courses through the Blackboard website.

____________________________________________ ________________________________
Signature                                   Date

I have received a copy of the PTA Program Handbook for the PTA Program at Ivy Tech, Sellersburg. I acknowledge I have had an opportunity to read this document and ask questions related to the content. I understand the rules and policies and I agree to abide by them while a student in the PTA Program. I understand that this information is subject to change and that future updates will be made available via the PTA courses through the Blackboard website.

____________________________________________ ________________________________
Signature                                   Date
Dear Potential PTA Student,

In order for you to make an informed and educated decision about joining the Ivy Tech Community College of Indiana PTA Program, there are some things you should consider:

1. **Each student is required to drive to clinical sites that are considered far sites during the time in the Program. A far site is defined as at least 1 hour away from Sellersburg. There are no exceptions to this rule.

2. **A criminal background check and drug screen must be completed before you can attend clinicals. If your financial aid does not cover the cost of this, you will be required to pay for this on your own.

3. **You must be aware of the licensure requirements in the state of Indiana and Kentucky (felony). A conviction of a felony does not affect your ability to be accepted into the program but some clinical sites, (hospitals) may not allow you to do a rotation there. If you cannot complete the required clinical portion of your education because of this, you will not graduate from the program. Also, the College and the Program cannot guarantee that either of these states will provide you a license to practice. You should contact the Indiana Professional Licensing Agency, 1-800-457-8283, or the Kentucky Licensing Agency, Lexington office at (859) 246 – 2747 with specific questions.

4. **You must have access to your health history in order to complete the required form before clinical begins. You may be required to have blood titers performed to prove immunity. These will be at your cost. Contact your physician for pricing.

5. **You will be required to take a health provider CPR class that will cost extra, outside of the per credit cost. This course will be provided through the program.

6. **You will be required to abide by HIPAA laws and regulations.

7. **You will be required to take and pass the (FSBPT) to practice as a PTA.

8. **You must have your own transportation to the clinical sites.

9. **You will be required to comply with the clinical dress code of your clinical facility and as outlined in the Clinical Education Manual.
10. **You will be required to do community service throughout the program.

11. **You will be expected to attend and participate in classroom discussions.

12. **You will be expected to use the lab time to practice and come in during open lab times, when provided. You are expected to follow all lab rules as posted in the lab and outlined in the PTA student handbook.

13 ** It is mandatory to attend clinicals. Your education will not be adequate without them.

14. **You will be expected to behave in a professional and respectful manner at all times.

15. **You will be expected to act like the clinical rotations are jobs and perform as such.

16. **Clinical rotations to different sites are required and the final decision on rotations and times will be made by the program staff.

17. **As a student, it is highly recommended, although not required, that you become a student member of the American Physical Therapy Association.

I, _________________________________ have read and understand the above items and take full responsibility for this information. I agree to and will abide by these terms.

_____________________________  _________________
Signature                      Date
INTRODUCTION
To ensure demonstrated retained competency of the student, to maintain the safety of patients/clients of clinical affiliate organizations, and to promote student retention and completion, additional factors above those outlined in APPM 4.3 affect the determination of a student’s standards of progress and continued enrollment in programs with a two-step admission process.

PROCEDURE
1. A student not successfully completing a required programmatic course (dropping or receiving a final grade of “W”, “FW”, “F”, or “D” where required by program accreditation), must attempt to re-enroll in the non-completed course(s) the next academic term in which it is offered if there is an available opening, provided the student satisfies the standards of progress as outlined in APPM 4.3.

2. Students not successfully completing a required programmatic course may remain in the program with a two-step admission process, and may enroll in additional required programmatic courses in successive academic terms for which they have satisfactorily completed the prerequisite, provided they satisfy the standards of progress as outlined in APPM 4.3.

3. Should there be any term of non-enrollment in the required course due to course availability the student will be required to demonstrate retained competency in the course objectives of any required pre-requisite programmatic course(s) as described below before re-enrolling in the course.
   - Demonstrated retained competency is typically satisfied by obtaining a repeat passing score on final exams, comprehensive laboratory exams, and clinical check-offs. Students unable to demonstrate retained competency of any required pre-requisite courses will be required to satisfy the requirements of an individually developed remediation plan as a condition of re-enrollment in the non-completed course.

   - Prior to the term the student desires to re-enroll in the course, the student must contact the program chair/designee in writing requesting re-enrollment for the following term. Requests will be considered based on available cohort space.

   - Sufficient time must exist between the receipt of the request and the start of the following term for the student to complete required retained competency demonstration as described above.

STOP-OUTS
1. In any term the student is not enrolled in any required programmatic courses, the student is considered a “stop-out”, and should they wish to re-enroll in programmatic courses will be required to later request re-enrollment (within any maximum timeframe for completion guidelines as required by accrediting agencies) in the program with a two-step admission process as outlined above.
SUBJECT: CONDUCT

POLICY: Professionalism Points

DATE OF ORIGIN: 3/12

The reputation of the PTA Program and the College among the community depends, in large part, upon the behavior of its students. Students enrolled at the College are expected to conduct themselves in a mature, dignified and honorable manner. When participating in the classroom, laboratory, community, and clinical settings, students are expected to conduct themselves in a professionally appropriate manner. Students are entitled to a learning atmosphere free from discrimination, harassment, sexual harassment and intimidation. This applies to all conduct among faculty, staff and students.

To enforce the professional behavior expected of the PTA student, Professionalism Points have been implemented in all of the PTAS courses. Each student is awarded 20 professionalism points at the beginning of the course as reflected in the course syllabus. The student retains these points should no reason for them to be revoked occur. Guidelines for loss of points are listed below, however this is not an inclusive list, and loss of Professionalism Points is ultimately at the discretion of the course instructor and/or PTA Program Chair.

Guidelines for loss of points:

- 5 points will be lost for each unexcused absence, tardiness or early departure from class or lab
- 5 points will be lost for each time appropriate lab attire is not worn for lab days or professional dress is not worn for lab practical days
- 5 points will be lost for unprofessional communication within the classroom or laboratory setting

Total loss of points will occur with situations including, but not limited to:

- academic dishonesty or misconduct
- discriminatory, harassing, argumentative or intimidating behavior toward an instructor, peer, staff member, clinical personnel, or any other person
- disrespectful and/or defamatory behavior toward an instructor, peer, staff member, clinical personnel, or any other person
- inappropriate and/or unprofessional communication with an instructor, peer, staff member, clinical personnel, or any other person via verbal communication, nonverbal communication, text message, email, social media, etc.

In addition to the loss of Professionalism Points at the PTA Program level, students are subject to college jurisdiction while enrolled at the College. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of the College representatives is not in the best interests of the students, other students, and/or College.
Students who are disciplined should expect to find their sanctions enforced at other Ivy Tech campuses. (The College Student Handbook provides additional details.)

All Ivy Tech students are expected to abide by the College rules of conduct listed in pages 3-8 of 9.1SAP – STUDENT RIGHTS AND RESPONSIBILITIES.

Anyone found in violation of College regulations shall be subject to disciplinary action by the College through due process procedures for student conduct violations. Cases of student misconduct and/or lack of academic integrity are to be referred to the Chief Academic Officer or Chief Student Affairs Officer. A student who violates the rules and regulations of the College may be subject to disciplinary actions, which may include, but not limited to the following:

A. Verbal reprimand;
B. Restitution for damages;
C. Restriction of privileges;
D. Failure of the assignment or course;
E. Withdrawal from a course, program or the College for the remainder of the semester or term;
F. Suspension from the College (one calendar year);
G. Dismissal from the College (five years; student may appeal for reinstatement).

In addition, the College representative will be responsible to review all initial disciplinary procedures and may suspend a student for a period of time until the Student Status Committee can meet.

Students are provided an opportunity to appeal any disciplinary decision and are required to sign a waiver if they choose to waive the right to appeal. The basic process in discipline cases is as follows: to notice of charges, notice of possible penalty, and opportunity to explain a defense to some authority.

The Student Status Committee hears all appeals relating to disciplinary actions. (9.1SAP – STUDENT RIGHTS AND RESPONSIBILITIES).
PTA LAB RULES:

- Standard Precautions, including handwashing, must be followed at all times.

- Student must obtain informed consent prior to performing any procedure or technique.

- Student must prepare all equipment to provide a safe and effective treatment.

- Appropriate safety equipment must be used at all times.

- Proper body mechanics must be used at all times.

- All practice will be conducted with respect and professionalism.

- Upon completion, all equipment must be disinfected and returned to the appropriate location.

- If no other faculty or students are present, lights must be turned off and doors secured upon leaving the room.
At Ivy Tech Community College, tuition and fees are updated yearly. These include an in-state and out-of-state fee differential, technology fees, and distance education fees. Up-to-date information can be found at the Ivy Tech Community college website: http://nwi.ivytech.edu/web/admissions/tuition.html.

Students are responsible for tuition, books, supplies, and fees for all courses. Additionally, students are expected to secure funds for their uniform, physical examination with immunizations, CPR training, national criminal check, and a physical/drug screening after acceptance into the program (contact information and forms will be provided after acceptance).

* This is an estimation of costs. The College reserves the right to revise fees at any time.

Tuition (69.5 hours at 111.15** per credit hour) $7,724.93

Approximate book cost***(Technical core) $900.00

Miscellaneous Clinical Education Costs varies

Total $8,624.93

** Out of state tuition fees are $239.40 per credit hour, making tuition total $16,638.30, and raising the projected expenses to $17,538.30.

***Book fees listed above are an estimate for the Technical Core only. General Education Courses require varied books and fees.

Additional Costs:

Charge per credit hour for internet based courses $20.00

College assessed Technology Fee for all students per semester $60.00

Consumable fees, PTAS 224 (Capstone) $35.00

TEAS testing $45.00

Drug Screen/Background Check $103.00

Physical Exam and Immunizations varies

CPR certification $30.00-$50.00

Uniform expenses $200.00

Scorebuilders Seminar/Online Testing $350.00

Student membership in APTA – national dues (suggested) $80.00

Ivy Tech Community College provides open admissions, counseling and placement services for all persons, regardless of race, color, creed, religion, sex, national origin, physical or mental handicap, age or veteran status.