The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, http://www.maricopa.edu/non-discrimination.

For the latest information on programs, graduation rates and other important consumer information, please visit our website at gatewaycc.edu
Dear Prospective Student:

Thank you for your interest in the Physical Therapist Assisting Program at GateWay Community College.

Please review the enclosed Information and Application Packet. If you decide to apply for admission into the program, complete all the required steps noted on the INFORMATION SHEET and APPLICATION PROCESS pages of the packet.

Please note the application periods for the hybrid weekend program and the day program. Applications to the programs will only be accepted during the designated application periods.

Please access one of the following resources or the program website if you have additional questions about the program:

College Website:  http://www.gatewaycc.edu

PTA Program Website:  https://www.gatewaycc.edu/physical-therapist-assisting

College Advising:  602-286-8600; advisor@gatewaycc.edu  
Caroline Delgado; 602-286-8183; delgado@gatewaycc.edu  
Luciella Granillo; 602-286-8185; luciella.granillo@gatewaycc.edu

Peter Zawicki, PT, MS – Program Director / 602.286.8476 / E-mail: zawicki@gatewaycc.edu

Please note that the curriculum and prerequisites for the program will be revised periodically. It is the applicant’s responsibility to remain aware of any changes in admission requirements.

I wish you success in your educational and career pursuits.

Sincerely,

Peter Zawicki, PT, MS  
Director - Physical Therapist Assistant Program
## Table of Contents

- Application Process ................................................................. 5
- Frequently Asked Questions About Careers in Physical Therapy ................................................................. 5
- Frequently Asked Questions About the Program ................................................................................................. 7
- Immunizations, Testing, and Background Requirements ......................................................................................... 10
- Estimated Program Costs ................................................................................................................................. 11
- Prerequisites for Physical Therapist Assisting ....................................................................................................... 12
- Associated of Applied Science Degree ................................................................................................................ 12
- Associate in Applied Science Degree - Day Program .................................................................................................. 13
- Associate in Applied Science Degree – Hybrid Weekend Program ............................................................................. 14
- Legal Procedures ....................................................................................................................................................... 15
- Confidentiality Statement ........................................................................................................................................... 15
- Accreditation(s) ......................................................................................................................................................... 15
- Policies, Rules, Requirements, and Regulations Compliance .................................................................................. 16
- College Communication ............................................................................................................................................ 17
- Student Services ......................................................................................................................................................... 17
- Essential Functions ....................................................................................................................................................... 18
- Work / Observation Hours ........................................................................................................................................ 19
- Work / Observation Hours Verification & Assessment Form ......................................................................................... 19
- Work / Observation Hours - Verification & Assessment Form ..................................................................................... 21
- Work / Observation Hours - Verification & Assessment Form (cont’d) ........................................................................ 22
- Program Application – Physical Therapist Assistant ............................................................................................... 24
- Physical Therapist Assisting – Admission Application Checklist/Advisor Review ................................................ 25
- MCCCD Summary of Criminal Background Check Requirements ........................................................................... 27
- MCCCD Acknowledgement of Criminal Background Check Requirements .............................................................. 28
APPLICATION PROCESS

STEP 1 – See a College Advisor or visit the college website (www.gatewaycc.edu) or the program website (https://www.gatewaycc.edu/physical-therapist-assisting)
   a. Receive a program information and application packet

STEP 2 – Read the entire packet carefully
   a. Contact a college advisor to discuss questions

STEP 3 – Complete the Student Information Form to the College
   a. Obtain form at the Admissions and Records office or at:
      https://www.gatewaycc.edu/enrollment
   b. Submit form to Admissions and Records or enroll online.

STEP 4 – Transcripts – Request official transcripts from colleges/universities to be sent to the Admissions and Records Office, GWCC, 108 N. 40th St., Phoenix, AZ 85034.
   a. Official transcripts must be sent from institution to institution. Allow 2-4 weeks for receipt.
      Please request the institution to include the current name and student ID number used at GateWay Community College.

STEP 5 – Complete pre-requisites (see page 12). See page 18 regarding the required work/observation experience. Pages 19-21 should be submitted to the Admissions and Records by the clinical site where the work/observation experience occurred upon completion of the experience.

STEP 6 – Submit the COMPLETED application (page 23) to the Admissions and Records Department. See the Selective Annual Admissions Process on page 9 for the application periods for the hybrid weekend program and the day program.

A completed application packet consists of:
1. Official college/university transcripts received by GWCC Admissions and Records.
2. Completed Student Information Form submitted to Admissions and Records
3. Documentation of completion of ENG101 or ENG102 and BIO160 or BIO201 with a 3.0 GPA and a minimum grade of B in each course.
4. Completed verification of work experience/observation of 40 hrs. (SEE PAGES 19-21)
5. Completed application to program (SEE PAGE 23)

FREQUENTLY ASKED QUESTIONS ABOUT CAREERS IN PHYSICAL THERAPY

What is Physical Therapy?
Physical therapy (PT) is the art and science of providing care to patients suffering from injury or disease which has resulted in a loss of motion in the joints of the body, a loss of strength in muscles, increased pain, an inability to walk normally, as well any of several other examples of losses of physical function. Through physical therapy, patients work to regain the ability to function at their highest possible level. Patients may include infants, children, adults, and the elderly.

Who provides Physical Therapy?
Physical therapists (PTs) assess patients, determine what treatment is necessary, and perform skilled treatments. Physical therapist assistants (PTAs) help the physical therapist by performing selected treatment interventions with patients. PTAs are always supervised by PTs.

I really want to become a physical therapist – do I need to become a physical therapist assistant first?
Individuals interested in becoming physical therapists do not need to complete education as a PTA to become a PT.
**What Education is Necessary?**
Individuals interested in becoming physical therapists complete a bachelor’s degree prior to making application to enter an educational program. Programs for the education of physical therapists are at the doctoral level and generally take three years to complete.
Physical therapist assistants attend community or technical colleges that offer an associate’s degree. Programs can be completed in 3-5 semesters.

**Where do PTs and PTAs work?**
PTs and PTAs are employed in hospitals, skilled nursing facilities, schools, home health and outpatient practice settings.

**How much money do PTs and PTAs make?**
Information about wages and salaries for physical therapists can be found at https://www.bls.gov/ooh/healthcare/physical-therapists.htm
Information about wages and salaries for physical therapist assistants can be found at https://www.bls.gov/ooh/healthcare/physical-therapist-assistants-and-aides.htm

**What is the current job market for PTAs?**
The United States Department of Labor/Bureau of Labor Statistics states, “Employment of physical therapist assistants and aides is projected to grow 40 percent from 2014 to 2024, much faster than the average for all occupations. Demand for physical therapy services is expected to increase in response to the healthcare needs of an older population and individuals with chronic conditions, such as diabetes and obesity.” Graduates of the PTA Program at GateWay Community College are currently in high demand.

**Why should I consider a career in physical therapy?**
A career in physical therapy is very rewarding. Each day physical therapists and physical therapist assistants work closely with their patients to help them recover from injuries or illnesses that have temporarily or permanently changed their lives. PTs and PTAs are important members of the rehabilitation team. Helping people to progress back towards optimal health is a wonderful experience.
PTs and PTAs work in hospitals, rehabilitation centers, home health, schools, skilled nursing facilities, outpatient clinics and sports medicine centers. Work hours are generally during the daytime, Monday through Friday. Weekend work is generally available or required at hospitals and skilled nursing facilities. PTs and PTAs are men and women who enjoy challenging work, communicating with people, and working in a team to assist patients to achieve their fullest rehabilitation potential.

**Do I need to pass an examination to be a PT or PTA?**
To hold the title of physical therapist or physical therapist assistant in Arizona an individual must pass the National Physical Therapy Examination (NPTE) for the respective level of education and training. The examination is administered by the Federation of State Boards of Physical Therapy (FSBPT). Costs associated with the applying for licensure/certification and taking the examination are approximately $650.

**If I have a criminal record, will that prohibit me from being successful in this career?**
Clinical agreements with healthcare facilities require that students possess a Fingerprint Clearance Card issued by the Arizona Department of Public Safety. Additionally, a student must not be listed on the Federal Government’s Office of the Inspector General’s Exclusion List. Students that are unable to obtain either of these clearances will be prohibited from attending all healthcare education programs at GateWay Community College.
FREQUENTLY ASKED QUESTIONS ABOUT THE PROGRAM

How many students are admitted to the program?
A new class of 24 students is admitted each August to the traditional day program. The weekend/hybrid education program admits a new class of 20 students in May of each year. The number of students admitted may change depending on employment market conditions and the availability of clinical training sites.

What do I need to do to apply to the program?
It is recommended that interested students contact a college advisor to discuss the program (602-286-8600 or advisor@gatewaycc.edu). PTA faculty are also frequently available for consultation. Following these initial meetings, students should then work to complete the following:

a) BIO160 (or BIO201) – minimum grade of B required
b) ENG101 or ENG102 – minimum grade of B required
c) 40 hours of work/observation experience in physical therapy with a minimum of 20 hours in an inpatient (hospital, skilled nursing care, etc.) facility. Interested applicants are encouraged to allow adequate time to complete this requirement. It may take some time to locate a site, establish a schedule, and complete the required hours.

The above requirements MUST be completed prior to submitting an application to the program. A grade point average of 3.0 for BIO160/201 and ENG101/ENG102 must be achieved to be admitted into the program with a minimum grade of B in each course.

What happens to my application if I am not accepted into the program?
The prospective applicant will need to reapply for admission into the program during the next application cycle.

How long does it take to complete the program?
The day program can be completed in five semesters. Students admitted to the day program in August 2020 will graduate in May 2022, if all lecture, laboratory, and clinical courses are completed satisfactorily. Students admitted to the weekend/hybrid education program in May 2020 will graduate in September 2021, if all lecture, laboratory, and clinical courses are completed satisfactorily. Many students take a year prior to actually beginning program courses to complete program prerequisites and general education courses that are required for the Associate in Applied Science (AAS) degree.

Are the PTA Program courses transferable to colleges or universities if I decide to pursue a bachelor’s degree?
Certain bachelor’s degree programs will accept up to 90 credits from the program. Contact college advising (602-286-8600) for further information. Also, see www.nau.edu/extended for information about the Bachelor of Science in Health Sciences – Physical Therapist Assisting.

When are the classes scheduled?
For the day program, lecture and lab classes may be scheduled Monday through Friday. Classes may begin as early as 7:00 a.m. and end as late as 5:30 p.m. Depending on the semester, students may be in class for 3-6 hours per day, 3-4 days per week. For the weekend/hybrid education program lecture courses will be online with periodic on campus testing. Lab classes will be scheduled Friday (1:00-7:00 PM, mornings may be used for testing, review, etc.) and Saturday and Sunday, 7:30 a.m. to 5:00 p.m., on alternating weekends. All of the lab classes are held on site at GateWay Community College. There are approximately 20 weekends of required on campus attendance for lab classes in the hybrid program.

Clinical practicum classes (PTA206, 280, and 290) for both the traditional day program and the hybrid weekend programs are Monday through Friday for eight (8) hours each day for six consecutive weeks. Extended hours and weekends are occasionally necessary during clinical experiences. These classes require attendance at clinical facilities that include hospitals, extended care facilities, and outpatient practices.
What facilities do I contact to complete my volunteer/work experience?
Applicants are encouraged to contact local hospitals, nursing homes, and private physical therapy offices to arrange for observation experience. The program requires that 40 hours of observation or work experience must be completed prior to entering the program. A minimum of 20 hours must completed at an inpatient (hospital, skilled nursing care, etc.) facility. For volunteer experiences, this requirement will often involve observing physical therapy practice without any direct patient interaction. Receiving physical therapy for a personal injury or medical condition will not be considered as part of the observation experience requirement.

Can I work and go to school?
For the day and hybrid/weekend education programs, applicants are cautioned that the PTA Program is a rigorous course of study. The program faculty recommends that work hours be kept to a minimum. Each student must make an individual decision about the number of work hours that he/she can accept while continuing to make acceptable academic progress in the program.

Is financial aid available?
Financial assistance is available to eligible students in the form of grants, scholarships, employment, or loans. Students may receive aid from one funding source or aid may be offered in a package from multiple sources. Contact the Financial Aid office at 602.286.8300/finaid@gatewaycc.edu for additional information or visit their web site at http://www.gatewaycc.edu/financial-aid

Does the weekend/hybrid education program have special requirements?
Students in the weekend/hybrid education program will need regular access to a computer with internet capabilities (high speed service is preferred). Students must be computer literate and must be able to access documents that are presented in Microsoft Word and PowerPoint. Windows Media Player, or similar software, is also required. Students will be traveling to GateWay on alternating weekends and thus reliable motor vehicle transportation is essential. Students in this education program who travel from a distance will need to make their own lodging arrangements for the weekend lab classes. Every effort will be made to place students in their local communities for clinical education rotations. In the event that this is not possible students may be required to drive many miles to the nearest available clinical site. Please note that only students who are considered residents of Arizona are eligible to take online classes in the weekend/hybrid program. Contact the Admissions and Records office regarding residency requirements.

Once I start the program, can I transfer from the hybrid program to the day program or from the day program to the hybrid program?
Requests to transfer from one program to the other will be considered on a case-by-case basis. Transfer may not be possible due to a variety of reasons.

Where can I get more information?
College Website: http://www.gatewaycc.edu
Program Website: https://www.gatewaycc.edu/physical-therapist-assisting
College Advising: 602-286-8600; advisor@gatewaycc.edu
Caroline Delgado; 602-286-8183; delgado@gatewaycc.edu
Luciella Granillo; 602-286-8185; luciella.granillo@gatewaycc.edu

Peter Zawicki, PT, MS – Program Director; 602-286-8476; zawicki@gatewaycc.edu
Applicants for the Physical Therapist Assistant Program at GateWay Community College will be ranked on a point-based system. The criteria listed below will be used in the ranking process. Applicants for the program will be selected based on the points earned.

Applications for the hybrid weekend program will be accepted from July 1 through September 30. Applicants will be notified of their status by November 15. Late applications may be considered for admission if additional spaces remain in the program after the initial acceptance process has been completed. The hybrid weekend program starts in mid-May.

Applications for the day program will be accepted from December 1 through February 28. Applicants will be notified of their status by May 1. Late applications may be considered for admission if additional spaces remain in the program after the initial acceptance process is completed. The traditional day program starts in mid-August.

Any applicant that is not accepted but remains interested in the program will be required to reapply for admission during the next application period.

1. Grade in BIO160 or BIO201 – must earn 2 points in this category and credit must have been earned within the past 10 years
   a. A = 4 points
   b. B = 2 points
   c. C, D or F = application will not be considered

2. Grade in ENG101 or ENG102 – must earn 1 point in this category
   a. A = 2 points
   b. B = 1 points
   c. C, D or F = application will not be considered

3. Work or observation experience in physical therapy – submit required verification form(s) – must earn 1 point from this category.
   a. Work experience as a physical therapy aide/technician - 2080+ hours with a minimum of 20 hours of work/observation experience in an inpatient (hospital, skilled nursing facility, and or rehabilitation hospital) facility required = 3 points
   b. Work experience as a physical therapy aide/technician – 1040 to 2079 hours with a minimum of 20 hours of work/observation experience in an inpatient facility required = 2 points
   c. 40 or more hours of observation experience in a physical therapy practice OR 40-1039 hours of work experience as a physical therapy aide/technician = 1 point; minimum of 20 hours in an inpatient facility required

4. Completion of general education requirements (ENG102, MAT, COM, HCC130, HCC146, PSY101, Humanities, CRE) with a minimum grade of C in each course.
   a. 8 courses completed = 3 points
   b. 4-7 courses completed = 2 points
   c. 1-3 courses completed = 1 point

5. Work/volunteer recommendation rating
   a. Cumulative average of 9.5 to 10 = 3 points
   b. Cumulative average of 8.5 to 9.49 = 2 points
   c. Cumulative average of 7.5 to 8.49 = 1 point
   d. Cumulative average of 0 to 7.49 = 0 points

6. AA degree or higher – 1 point

7. Medical credential with AA degree or higher in the field of study – 1 point

8. Essay Question – 0-3 points based on a grading rubric.
   a. A maximum of 48 students will be invited to campus to complete an essay on March 21, 2020 as part of the admission process to the traditional day program to begin in August 2020. A maximum of 40 students will be invited to campus to complete an essay on October 26, 2019 as part of the admission process to the hybrid weekend program to begin in May 2020. Applicants with the highest cumulative point total from number 1 through 7 above will be invited to complete the essay.

9. PTA Program admissions test required after admission (optional).
IMMUNIZATIONS, TESTING, AND BACKGROUND REQUIREMENTS

IMMUNIZATION AND TB TESTING REQUIREMENTS
All health and safety documentation is submitted digitally. The health and safety requirements are subject to change based on the requirements of our clinical partners. Once a student has been accepted into a program for the start of an upcoming semester, clinical requirements will be sent out.

MCCCD BACKGROUND CHECK POLICY REQUIREMENTS
Students seeking admission to an MCCCD Allied Health or Nursing Program (Program) will be required to obtain a valid Level-One Arizona Department of Public Safety Fingerprint Clearance Card (FCC Card) AND a passing score on an MCCCD background check. This policy precludes MCCCD faculty or staff from assigning students to a clinical experience who cannot meet the new requirements.

Upon admission to the program, students are required to present a copy of the DPS card and apply for the MCCCD Background Check. Students bear the financial costs for both the MCCCD Background Check and the AZ Fingerprint Clearance Card. Students will receive information regarding the MCCCD Background Check after admission, but prior to the beginning of the program.

_Students are encouraged to apply for the card early in the application process. Please allow a minimum of eight weeks processing time for the DPS Level-One Fingerprint Clearance card._ The card is valid for six years from the date of issue.

DRUG SCREENING
Each student must go through a preclinical drug screen prior to beginning the first clinical rotation. Drug screening for all Physical Therapist Assisting students is mandatory. The cost for tests will be the responsibility of the student. The urine drug screen will test for alcoholic beverages; illegal drugs, or drugs that may impair judgment while in the clinical agency. If the drug test is positive for the illegal drugs or undocumented prescription drugs, the student will not be able to continue in the program. Readmission is at the discretion of the college and the program. Some clinical sites also require screening for nicotine. Students who test positive for nicotine are allowed to continue in the program, but may be limited to clinical agencies that do not test for nicotine.
## ESTIMATED PROGRAM COSTS

The estimated cost for the program is outlined in the chart below. The student is responsible for providing transportation, housing, and uniforms.

### AAS Degree Program

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition* (53 credit hrs @ $85 a credit hr)¹</td>
<td>$4,505</td>
</tr>
<tr>
<td>Program Prerequisite Tuition (9-17 credit hrs @ $85 a credit hr)¹</td>
<td>765 – 1,445</td>
</tr>
<tr>
<td>General Education Tuition (11-17 credit hrs @ $85 a credit hr)¹</td>
<td>935 – 1,445</td>
</tr>
<tr>
<td>Registration fees ($15 per semester)</td>
<td>75</td>
</tr>
<tr>
<td>Course / Lab Fees</td>
<td>510 – 580</td>
</tr>
<tr>
<td>Equipment / Supplies</td>
<td>83</td>
</tr>
<tr>
<td>Books ³</td>
<td>1,900 – 2,757</td>
</tr>
<tr>
<td>Other Program Costs: Health/Safety Requirements, etc.²</td>
<td>817 – 1,482</td>
</tr>
</tbody>
</table>

**Total Estimated Costs** $9,590 – 12,372

### Out-of-County residents pay $383* / Out-of-State residents pay $327** per credit hour¹

* Rates are set according to Arizona Revised Statute. Applies only to counties with no community colleges.

** According to Arizona Revised Statute, 15-1802 F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out of state surcharges do not apply to such students.

Students must also plan on the expense of driving to clinical locations across the metropolitan Phoenix and outlying areas. Several clinical affiliates are not on bus routes so one’s own private transportation vehicle is necessary.

¹ Tuition and course fees are set by the Maricopa County Community College District Governing Board and are subject to change without notice. All other fees are also subject to change. All tuition and fees are the responsibility of the student. The calculated tuition is based on the maximum number of credits required for the AA degree.

² Other program costs may be less or more than listed based on a student’s individual health record in respect to being in compliance with the immunization and safety requirements for the clinical experience.

³ Book costs may change without notice.

---

**IMPORTANT** – Tuition is charged per academic credit hour, according to your residency classification or status. Fees may vary, and will be assessed at the time of registration. For more information please [https://www.maricopa.edu/become-a-student/tuition-paying/tuition-cost-chart](https://www.maricopa.edu/become-a-student/tuition-paying/tuition-cost-chart)
**Prerequisites for Physical Therapist Assisting**

Please read all pertinent information about the Physical Therapist Assisting Program contained in this information and application packet. If you have any questions, please contact a College Advisor or the Program Director.

1. Submission of a completed Student Information Form. See a college advisor or the Admissions and Records Department or access the web at: [http://enroll.gatewaycc.edu/Enrollment/HowToEnroll/default.htm](http://enroll.gatewaycc.edu/Enrollment/HowToEnroll/default.htm)

2. 40 or more hours of work/observation experience in a physical therapy practice setting with a minimum of 20 hours from an inpatient facility. See page 18 for additional information.

3. Successful completion of the following college courses:

```
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101 First Year Composition OR ENG102</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG102 First Year Composition</td>
<td></td>
</tr>
<tr>
<td>BIO160 Introduction to Human Anatomy and Physiology OR BIO201 Human Anatomy &amp; Physiology I</td>
<td>4.0</td>
</tr>
</tbody>
</table>
```

**Total** 7.0

**Note:** A minimum 3.0 cumulative G.P.A. in prerequisite courses is required to enter the program and a grade of “B” or higher is required in each course.

**Associated of Applied Science Degree**

A student must fulfill the requirements for an AAS degree (refer to the college catalog) to become a Physical Therapist Assistant. It is strongly recommended that as many General Education courses as possible be completed prior to beginning the program and during the first semester.

```
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101 OR ENG102</td>
<td>3.0</td>
</tr>
<tr>
<td>Psychology101</td>
<td>3.0</td>
</tr>
<tr>
<td>Mathematics Elective</td>
<td>3.0 – 5.0</td>
</tr>
<tr>
<td>Communication Elective</td>
<td>3.0</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>2.0 – 3.0</td>
</tr>
<tr>
<td>CRE101/111 Critical Reading</td>
<td>0 – 3.0</td>
</tr>
</tbody>
</table>
```

Total credits 14.0 – 20.0 credits

The above classes may be taken at any regionally accredited community college or university. For classes taken outside the Maricopa County Community College District, please contact a college advisor prior to taking the course to ensure transferability. Please see the GateWay Community College Catalog for a list of courses that satisfy requirements for the AAS degree.

**Total Credits for an AAS in Physical Therapist Assisting**

```
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program pre-requisites</td>
<td>7.0</td>
</tr>
<tr>
<td>Required program credits</td>
<td>53.0</td>
</tr>
<tr>
<td>General Studies</td>
<td>14.0 – 20.0</td>
</tr>
</tbody>
</table>
```

Total credits 74.0 – 80.0

**Additional Requirements**

Prior to the first clinical practicum (PTA206), a student must show proof of:

- Current American Heart Association Health Care Provider CPR Certification card
- Completed Immunization and Health Declaration Form
- Current negative drug testing
- Fingerprint clearance card/criminal background check

American Heart Association Health Care Provider CPR Certification may be completed at GateWay (RES109/HCC109). **All costs** for CPR certification, TB testing, immunizations, fingerprint clearance and drug testing are the responsibility of the student.

**Total Credits of A.A.S. in Physical Therapist Assisting Program 71.0 – 77.0 credits**
ASSOCIATE IN APPLIED SCIENCE DEGREE - DAY PROGRAM

PTA Program Pre-requisites: 7 credits
- 40 hours work/observation experience
- BIO160 Intro to Human Anatomy and Physiology I (4) OR
- BIO201 Human Anatomy and Physiology I – 4 credits
- ENG101 OR ENG102 First Year Composition – 3 credits

PTA Courses First Fall (Aug-Dec) 12.5 credits
- PTA101 Survey of Physical Therapy - 1.5 credits
- PTA103 Kinesiology – 3 credits
- PTA104 Musculoskeletal Assessment Techniques - 1.5 credits
- PTA205 Communication in Physical Therapy - 1.5 credits
- HCC130 Fundamentals of Health Care Delivery (3 credits) OR equivalent course education
- HCC145/146 Common Medical Terminology for Health Care Workers – 2-3 credits

PTA Courses First Spring (Jan-May) 12.0 credits
- PTA200 Patient Mobility Techniques (lecture and lab) – 4 credits
- PTA202 Therapeutic Modalities (lecture and lab) – 5 credits
- PTA203 Clinical Pathology – 3 credits

PTA Course First Summer (May-June) 4.0 credits
- PTA206 Clinical Practicum I – 3 credits
- PTA207 Clinical Practicum I Seminar – 1 credit

PTA Courses Second Fall (Aug-Dec) 14.5 credits
- PTA 208 Rehab of Special Populations (lecture and lab) – 5 credits
- PTA 210 Orthopedic Physical Therapy (lecture and lab) – 4 credits
- PTA 214 Electromodalities (lecture and lab) – 2.5 credits
- PTA 215 Wound Care Management* - 1 credit
- PTA 217 Clinical Neurology – 2 credits

PTA Courses Second Spring (Jan-May) 12.0 credits
- PTA230 Physical Therapy Seminar – 2 credits
- PTA280 Clinical Practicum II – 3 credits
- PTA281 Clinical Practicum Seminar II – 1 credit
- PTA290 Clinical Practicum III – 3 credits
- PTA292 Clinical Practicum Seminar III – 1 credit
- PTA295 PTA Exam Review – 2 credits

General Education Courses** 14.0 – 20.0 credits
- ENG101 or ENG102 First Year Comp. 3.0 credits
- PSY101 3.0 credits (Social & Behavioral Sciences elective)
- Math Elective (MAT103AA/103AB; 112; 120) 3.0 – 5.0 credits
- Communication Elective (COM100/110) 3.0 credits
- Humanities Elective 2.0 – 3.0 credits
- Critical Reading (CRE101/111) 0 – 3.0 credits (May exempt through examination)

** General Education courses may be taken at any Maricopa County Community College or regionally accredited college or university. If taken outside of the MCCC system, consult an advisor to ensure transferability. General education courses must be completed in order to graduate. See the college catalog for a list of courses that meet general education requirements. HCC courses may be taken prior to the start of the program.
### ASSOCIATE IN APPLIED SCIENCE DEGREE – HYBRID WEEKEND PROGRAM

*All course dates subject to change

#### PTA Program Prerequisites

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO160/201</td>
<td>Human Anatomy and Physiology</td>
<td>4.0</td>
</tr>
<tr>
<td>ENG101/102</td>
<td>Freshman Composition</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>40 hours work/observation experience</td>
<td></td>
</tr>
</tbody>
</table>

**Block I (May – August 2020*)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA101</td>
<td>Survey of Physical Therapy</td>
<td>1.5</td>
</tr>
<tr>
<td>PTA103</td>
<td>Kinesiology</td>
<td>3.0</td>
</tr>
<tr>
<td>PTA104</td>
<td>Musculoskeletal Assessment Techniques</td>
<td>1.5</td>
</tr>
<tr>
<td>PTA203</td>
<td>Clinical Pathology</td>
<td>3.0</td>
</tr>
<tr>
<td>HCC130</td>
<td>Fundamentals in Healthcare Delivery OR equivalent course education</td>
<td>0-3.0</td>
</tr>
<tr>
<td>HCC146</td>
<td>Common Medical Terminology for Health Care Workers</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Block II (August – October 2020*)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA200</td>
<td>Patient Mobility Techniques</td>
<td>4.0</td>
</tr>
<tr>
<td>PTA205</td>
<td>Communication in Physical Therapy</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**Block III (October – December 2020*)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA202</td>
<td>Therapeutic Modalities</td>
<td>5.0</td>
</tr>
<tr>
<td>PTA217</td>
<td>Clinical Neurology</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Block IV (January – February 2021*)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA206</td>
<td>Clinical Practicum I</td>
<td>3.0</td>
</tr>
<tr>
<td>PTA207</td>
<td>Clinical Practicum Seminar I</td>
<td>1.0</td>
</tr>
<tr>
<td>PTA208</td>
<td>Rehabilitation of Special Populations</td>
<td>5.0</td>
</tr>
</tbody>
</table>

**Block VI (March 2021*)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA210</td>
<td>Orthopedics</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Block VII (April – May 2021*)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA214</td>
<td>Electromodalities</td>
<td>2.5</td>
</tr>
<tr>
<td>PTA215</td>
<td>Wound Care for the Physical Therapist Assistant</td>
<td>1.0</td>
</tr>
<tr>
<td>PTA295</td>
<td>PTA Examination Review</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Block VIII (May – June 2021*)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA280</td>
<td>Clinical Practicum II</td>
<td>3.0</td>
</tr>
<tr>
<td>PTA281</td>
<td>Clinical Practicum Seminar II</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Block IX (July – August 2021*)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA290</td>
<td>Clinical Practicum III</td>
<td>3.0</td>
</tr>
<tr>
<td>PTA292</td>
<td>Clinical Practicum Seminar III</td>
<td>1.0</td>
</tr>
<tr>
<td>PTA230</td>
<td>PT Seminar</td>
<td>2.0</td>
</tr>
</tbody>
</table>
Additional required courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101/102</td>
<td>First Year Composition</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY101</td>
<td>Social and Behavioral Sciences</td>
<td>3.0</td>
</tr>
<tr>
<td>MAT+</td>
<td>See college catalog for a list of courses that meet this requirement.</td>
<td>3.0</td>
</tr>
<tr>
<td>+COM++</td>
<td>See college catalog for a list of courses that meet this requirement.</td>
<td>3.0</td>
</tr>
<tr>
<td>HUM</td>
<td>See college catalog for a list of courses that meet this requirement.</td>
<td>2.0 – 3.0</td>
</tr>
<tr>
<td>CRE101+ CRE111+</td>
<td>See college catalog for a list of courses that meet this requirement. Requirement can also be met through assessment.</td>
<td>0 – 3.0</td>
</tr>
</tbody>
</table>

**LEGAL PROCEDURES**

Fingerprinting: The program requires fingerprinting and background checks prior to admission to the program. Students are responsible for any costs associated with fingerprinting. To obtain a DPS Level I Finger Print Clearance Card call 602.223.2279 and request a fingerprint clearance card packet or you can visit them in person at 2102 W. Encanto Blvd. in Phoenix and pick up the packet. [http://www.azdps.gov/reports/fingerprint/faq/default.asp](http://www.azdps.gov/reports/fingerprint/faq/default.asp)

Felonies: Commission of a felony must be disclosed to the Arizona Board of Physical Therapy upon application for Physical Therapist Assistant Certification. It is the decision of the Board whether or not to grant certification after commission of a felony. For further information contact: Arizona State Board of Physical Therapy at 602.274.0236 or visit their web site at [www.ptboard.state.az.us](http://www.ptboard.state.az.us)

**CONFIDENTIALITY STATEMENT**

Students enrolled in the program will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies the students will be required to sign an agreement to adhere to the requirements of those clinical sites and applicable laws, including the Health Information Portability and Accountability Act of 1996 (HIPAA).

**ACCREDITATION(S)**

GateWay Community College is a Maricopa Community College, accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), a regional accreditation agency recognized by the U.S. Department of Education. For the latest information on programs, graduation rates and consumer information, visit [gatewaycc.edu](http://gatewaycc.edu).

If needing to contact the program/institution directly please call 602-286-8476 or send an email to zawicki@gatewaycc.edu. The Physical Therapist Assistant Program at GateWay Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: [http://www.capteonline.org](http://www.capteonline.org).
POLICIES, RULES, REQUIREMENTS, AND REGULATIONS COMPLIANCE

- Policies, courses, programs, fees, and requirements may be suspended, deleted, restricted, supplemented, or changed through action of the Governing Board of the Maricopa Community Colleges.

- The Maricopa Community Colleges reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations.

- Admission or graduation from any Allied Health program at GateWay Community College does not guarantee the student’s professional certification, licensure, or employability. The student must comply with legal requirements of the profession. This may include provisions from Arizona Revised Statutes 41-1758.03 (sections B and C) regarding the denial of a fingerprint clearance card or being listed on the US government’s Office of Inspector General’s Exclusion List.

- Students with related health care experiences not listed in the Program (Health Core Curriculum courses) Prerequisites/Co-requisite options, may request an evaluation for course competency equivalence by contacting GateWay's Health Core Curriculum Coordinator Jeanne Dial by calling 602-286-8512 or emailing her at dial@gatewaycc.edu

- The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

- The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit http://www.maricopa.edu/non-discrimination.

- Up to date Program material can be found online at https://www.gatewaycc.edu/physical-therapist-assisting
**College Communication**

The following information is very important so you do not miss any notices:

Communication with students is strictly through Maricopa Colleges email, not a personal email account.

GateWay Community College uses a district-wide Google powered email system. This system is the way all official College communications concerning selective admissions, class enrollment, financial aid, tuition due dates and other important student information are sent.

All students need to check their new student e-mail regularly or forward the new student e-mail to a personal e-mail to ensure that all official college communication is received.

Students may access their new e-mail accounts directly from their Student Center once they log in at my.maricopa.edu. First section “Student Communication Center”.

The benefits to the student include:
- Quicker response
- Convenience. You can receive & read email even if out-of-town
- Saves trees!

Go to my.maricopa.edu and log in to your account. Click on ‘create an account’ in the paragraph above the picture of the students to set up your student account. You may edit your information, such as address, phone, etc., here also if you need to. This is a self-service for students, which includes registering for classes, adding/dropping classes, making payments, printing your class schedules, viewing financial aid & viewing your grades. If you have any technical issues, please call 1-888-994-4433.

**Student Services**

The following are some of the services available to students.

**Advising** – The Health Sciences Academic Advisors are available by phone, email, or in person in the CH Center for Health Careers Education Building, on the north side of campus during the following business hours:

- **Walk-in basis**
  - Tuesday: 8 a.m. to 6 p.m.
  - Wednesdays: 8 a.m. to 2 p.m.

- **For an appointment call 602.286.8181**
  - Monday, Thursday & Fridays by appointments.
  - Decrease your waiting time by scheduling an appointment at advisor@gatewaycc.edu or by calling 602.286.8200.

  *(During the Summer, college is closed on Fridays)*

**Bookstore** – Available are textbooks and supplies for classes, call 602.286.8400. You may visit their website at: [www.efollett.com](http://www.efollett.com) and selecting “College Textbooks”.

**Counseling** – Academic, personal, or career counseling available. Call 602.286.8900.

**Employment** – Upon completion of the Physical Therapist Assisting Program, contact the Career & Re-Entry Services, at 602.286.8500 for assistance.

**Financial Aid** – Available for qualified students. Contact the Financial Aid Office at 602.286.8300 or visit website: [http://www.gatewaycc.edu/financial-aid](http://www.gatewaycc.edu/financial-aid)

**Student Assessment Center** – Services include instructor makeup exams, the English, Math, and Reading COMPASS placement tests, and selected instruments required for acceptance into the Health Science or Nursing programs. Call 602.286.8160 for specific days and times tests are available.

**Tutoring Assistance** – Available though the Learning Center, 602.286.8800.

For a complete listing of student services, please refer to the college catalog, or visit GateWay’s website: [www.gatewaycc.edu](http://www.gatewaycc.edu) or call college information at 602.286.8000.
**ESSENTIAL FUNCTIONS**

The following is a list of physical/mental requirements that are expected of students in the Physical Therapist Assistant Program.

1. Demonstrate visual acuity and auditory ability to assess the condition of a patient and administer effective patient care.
2. Demonstrate manual dexterity, eye-hand coordination, fine and gross motor skills, and tactile abilities to perform functions as directed by the physical therapist and in accordance with skills outlined in section three of the Evaluative Criteria for the Accreditation of Physical Therapist Assistant Education Programs (see attachment).
3. Demonstrate critical thinking and problem solving skills for effective patient management and implementation of selected treatment interventions.
4. Maneuver equipment in a patient’s room or in the physical therapy department in a time efficient manner.
5. Work in stressful situations that require quick thinking and the simultaneous coordination of a variety of activities.
6. Demonstrate physical agility to respond to patient and family needs, including unexpected changes in the patient’s status.
7. Demonstrate the physical ability to assist patients in ambulating, positioning in bed, and transferring from the bed/mat, wheelchair or car in a time efficient manner.
8. Demonstrate proper body mechanics for lifting.
9. Lift objects in excess of 100 pounds with assistance with frequent lifting and/or carrying objects weighing 50 pounds or more.
10. Tolerate prolonged standing, stooping, squatting, bending, pushing, and pulling.
11. Demonstrate ability to read, write, understand and speak English.
12. Demonstrate effective verbal and non-verbal communication skills with internal and external customers.

Students who are unable to perform these functions, with or without reasonable accommodations, may be unsafe in the clinical environment and thus will likely be unsuccessful in the program.
**WORK / OBSERVATION HOURS**

Forty (40) hours of work/observation in physical therapy practice settings are a prerequisite to application for admission into the PTA Program. A minimum of 20 hours in an inpatient (hospital, skilled nursing facility, rehabilitation hospital) setting is required. The work/observation experience requirement has a two-fold purpose. First, it assures that the applicant has completed career exploration in the field. The applicant should be well aware of the job duties and responsibilities of the PTA through the work/observation and thus be able to make an intelligent decision about the appropriateness of pursuing this career goal. Second, the program wants to be reasonably certain that students entering the program are committed to this career goal. The work/observation requirement is used to assure that applicants have had first hand experience with the job duties that a PTA is required to perform. **The applicant should expect that the majority of facilities only allow volunteers to observe physical therapy practice. “Hands on” experience is not allowed in most facilities.**

Work/observation hours can be gained at a number of facilities which provide physical therapy services. These facilities include acute care hospitals, skilled nursing units/facilities, rehabilitation units/hospitals, private practices, business owned practices, schools, and private agencies.

It is the responsibility of the student to arrange for work/observation hours or to certify work experience gained in the field. Work/observation can be arranged by contacting the physical therapy departments of the types of facilities noted above. Phone numbers and locations of facilities may be found in the Yellow Pages under the headings “Hospitals,” “Physical Therapy,” and “Nursing Homes.” Facilities may have a waiting list for individuals wanting to complete observation hours and may have limited hours in which observation hours can be accommodated. Applicants often achieve the required observation hours through attendance at multiple facilities. It is common to contact a number of facilities before observation can be arranged. Some orientation may be required. Allow several weeks to find a facility or facilities to complete the 40 hours. Receiving physical therapy services for a personal injury or medical condition does not count toward the work/observation hour requirement.

The work/observation hours must be certified by a physical therapist or a physical therapist assistant. Please see the Work/Observation Hours Verification and Assessment Form included in this packet. One form is required from each facility at which work/observation experience was completed.

**WORK / OBSERVATION HOURS VERIFICATION & ASSESSMENT FORM**

**INSTRUCTIONS TO THE APPLICANT** - On the attached form PRINT your name in the indicated spaces. Give this form and a stamped, self-addressed envelope to each Physical Therapist/Physical Therapist Assistant who has observed your performance during your volunteer/work/observation in PHYSICAL THERAPY. Only DIRECT work/observation in PHYSICAL THERAPY will satisfy the prerequisite requirement. Work/observation must have occurred within the past two years. Make additional copies of this form if your work/observation have been performed in more than one facility. A separate form must be provided to each facility.

Applicants must submit the Work/Observation Verification and Assessment form(s) with their application to the program.
The above named applicant is applying for admission into the Physical Therapist Assistant Program at GateWay Community College. A provision of the Family Educational Rights and Privacy Act of 1974 allows students to review the Volunteer/Work/Observation Verification and Assessment form unless the student waives the right in writing.

I waive the right to review this Volunteer/Work/Observation Verification and Assessment Form.

__________________________________________  __________________________
Applicant’s Signature  Date

INSTRUCTIONS FOR PHYSICAL THERAPY WORK/OBSERVATION SUPERVISOR

Please complete the form below. Forty hours (40) of work/observation hours are required for admission into the Physical Therapist Assistant Program at GateWay Community College. The rating and comments sections of this form are used for student advisement purposes.

After completing the form please mail, the form to the address provided below. To assure confidentiality, please sign your name across the back flap of the envelope.

GateWay Community College
Admissions and Records
108 N 40th Street
Phoenix, AZ  85034-1704

I, ____________________________________________, do hereby verify that

__________________________________________
(SUPERVISOR’S NAME - PLEASE PRINT)

__________________________________________
(APPLICANT’S NAME PLEASE PRINT)

has completed ____________________

hours of work/volunteer experience in physical therapy at

__________________________________________
(FACILITY NAME)

__________________________________________  __________________________
Supervisor’s Signature  Date

__________________________________________
Address

__________________________________________  __________________________
City  State  Zip Code

__________________________________________  __________________________________
Work Phone Number  PT/PTA License or Certificate #  State
Please rate the above named applicant on their performance during the work / observation experience in the following areas. Rating scale = 0 - 10 with 10 being the highest score possible. The ratings on this form will be used as part of the application process to the program.

Maturity  Personal Appearance
Initiative  Attendance
Problem-solving Skills  Interpersonal Communication
Interest in Physical Therapy  Adaptability
Professional Manner  Dependability

Please comment below about the applicant's performance during the work/observation experience at your facility. Please comment on the applicant's readiness to enter a Physical Therapist Assistant education program. Comments will be used for student advisement purposes only. Use additional paper, if necessary.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature  Date
The physical therapy work/observation certified on this form can best be described as occurring in the following setting:

*NOTE:* If several types of experiences were provided at one facility, please specify the number of hours spent in each type of experience.

**HOURS**

- [ ] Acute Care Hospital
- [ ] Rehabilitation Unit - Hospital based
- [ ] Rehabilitation Unit - Free standing
- [ ] Outpatient Services - Hospital based
- [ ] Private Practice
- [ ] Sports Medicine
- [ ] Extended Care Facility
- [ ] Industrial injury rehabilitation clinic
- [ ] Home care
- [ ] Pediatric care
- [ ] School based physical therapy
- [ ] Cardiac Rehabilitation
- [ ] Other (please specify)

**Submit to:**

GateWay Community College
Admissions & Records
108 N 40th Street
Phoenix, AZ 85034-1704
PROGRAM APPLICATION – PHYSICAL THERAPIST ASSISTANT

☐ 2020 Day Program – Applications accepted from December 1, 2019 to February 28, 2020
☐ 2020 Hybrid Weekend Program – Applications accepted from July 1 to September 30, 2019

NOTE: It is the applicant’s responsibility to assure that the information on this application remains current. The applicant must inform GateWay Community College of any changes in the information provided below. Failure to provide current information may result in the applicant forfeiting their program space.

Please print clearly:

LEGAL NAME – LAST FIRST MIDDLE

FORMER NAME(S) which may appear on transcript(s)

ADDRESS STREET

CITY STATE ZIP

PHONE NUMBER HOME PHONE NUMBER WORK PHONE NUMBER CELL

STUDENT ID NUMBER EMAIL ADDRESS

ADMISSION APPLICATION DISCLAIMER:
Admission to the Physical Therapist Assistant Program at Gateway Community College does not guarantee that a student will receive an Associate in Applied Science Degree from the college. Additionally, completion of the Physical Therapist Assistant Program is not the sole criterion for obtaining a license/certificate to work as a physical therapist assistant. Licensing/certification requirements, if required, are the exclusive responsibility of the individual State Board of Physical Therapy or similar agency, and an individual must satisfy specific requirements of those agencies independent of graduation from the an accredited PTA education program.

CERTIFICATION:
I certify that the above answers are true, correct and complete. I understand that any falsification or intentional misrepresentation of information on this application may be cause for dismissal from the Physical Therapist Assistant Program and from the college.

Applicant’s Name (PRINT)

Signature Date

Submit to:
GateWay Community College
Admissions and Records Office
108 N 40th Street
Phoenix, AZ 85034-1704
The following prerequisites must be completed prior to submitting your application. In order for a course to satisfy the prerequisite requirements, applicants must successfully complete the following courses with a minimum grade of B in both courses. Applicants are strongly encouraged to meet with a program adviser to review and complete this application checklist prior to submitting the application to the PTA Program.

_____ Forty (40) hours of work/observation experience in a physical therapy setting supervised by a physical therapist or physical therapist assistant with a minimum of 20 hours completed in an inpatient setting.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits Required</th>
<th>College</th>
<th>Semester Completed or Enrolled</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO160</td>
<td>Introduction to Human Anatomy and Physiology – Lec/Lab OR Human Anatomy &amp; Physiology I</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO201</td>
<td>First Year Composition OR</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following HCC courses may be taken as program prerequisites or concurrent with required courses, but these courses must be completed prior to clinical if taken concurrent with required courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits Required</th>
<th>College</th>
<th>Semester Completed or Enrolled</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC130</td>
<td>Fundamentals in Health Care Delivery (3) OR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCC130AA</td>
<td>Health Care Today (0.5) AND</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCC130AB</td>
<td>Workplace Behaviors in Health Care (0.5) AND</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCC130AC</td>
<td>Personal Wellness AND Safety (0.5) AND</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCC130AD</td>
<td>Communication &amp; Team Work in Health Care Organizations (0.5) AND</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCC130AE</td>
<td>Legal Issues in Health Care (0.5) AND</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCC130AF</td>
<td>Decision Making in Health Care Setting (0.5) AND</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCC146</td>
<td>Common Medical Terminology for Health Care Workers (2) OR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCC145</td>
<td>Medical Terminology for Health Care Workers (3)</td>
<td>2 – 3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following items are required to be submitted following admission to the program and no later than 14 days prior to the first day of class.

<table>
<thead>
<tr>
<th>Level One Fingerprint Clearance Card (copy required)</th>
<th>Expiration Date</th>
<th>MCCCD Policy Background Check Acknowledgement (copy attached)</th>
</tr>
</thead>
</table>

A “Healthcare Provider” CPR card from the American Heart Association is required two months prior to the start of clinical experiences.

_________________________  ___________________________  ___________________________
Student Signature  Student Name (printed)  Date

_________________________  ___________________________  ___________________________
Adviser Signature  Adviser Name (printed)  Date

Physical Therapist Assisting  25  June 2019 - 1
Overview of the Requirements

In order for students to be admitted to or maintain enrollment in good standing in Maricopa County Community College District’s ("MCCCD") Allied Health and Nursing programs ("Programs"), students must provide with their application to a Program all of the following:

- A copy of an Arizona Department of Public Safety Level-One Fingerprint Clearance Card ("Card"). Students are required to pay the cost of applying for the Card. Cards that are NOT Level-One status will not be accepted.

- An original version of the "Criminal Background Check Disclosure Acknowledgement" form attached to this Summary signed by the student.

At all times during enrollment in a Program, students must obtain and maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on supplemental background check performed by MCCCD authorized vendor. Admission requirements related to background checks are subject to change as mandated by clinical experience partners

Implementation of the Requirements

1. Students that are denied issuance of a Card may be eligible for a good cause exception through the Arizona Department of Public Safety. It is the student’s responsibility to seek that exception directly with the department. Until the student obtains a Card and meets the other requirements for admission, he or she will not be admitted to a Program.

2. Students admitted to a Program whose Card is revoked or suspended must notify the Program Director immediately and the student will be removed from the Program in which they have been admitted or are enrolled. Any refund of funds would be made per MCCCD policy.

3. The Criminal Background Check Disclosure Acknowledgement directs students to disclose on the data collection form of the MCCCD authorized background check vendor all of the requested information as well as any information that the background check may discover. Honesty is important as it demonstrates character. Lack of honesty will be the basis for denial of admission or removal from a Program if the information that should have been disclosed but was not would have resulted in denial of admission. Failure to disclose other types of information constitutes a violation of the Student Code of Conduct and may be subject to sanctions under that Code. Students have a duty to update the information requested on the [background check vendor] data collection form promptly during enrollment in a Program. The [background check vendor] data collection form may ask for the following information but the form may change from time to time:

   - Legal Name
   - Maiden Name
   - Other names used
   - Social Security Number
   - Date of Birth
   - Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
   - Pending criminal charges that have been filed against you including dates and details.
   - Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized MCCCD background check vendor will be asked to pass or fail each student based on the standards of MCCCD’s clinical experience partners that have established the most stringent requirements. The sole recourse of any student who fails the background check and believes that failure may have been in error is with the background check vendor and not MCCCD.
All allied health and nursing students who seek to enroll in MCCCD healthcare programs must complete a Criminal Background Check. The outlined criteria have been created based on MCCCD's largest clinical experience hospital partners. These partners have stringent background check standards that preclude MCCCD from assigning students to their sites who cannot meet those standards. In order for MCCCD students to be able to continue to complete clinical experiences at local hospitals, students must meet these standards.

For persons wishing to enroll in a Program the person must meet the following standards:

- Possession of a valid Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students who currently possess a DPS Card that is another level will not be allowed entrance into a health care program. Students are required to pay the cost of obtaining this background check. If the Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or while enrolled in a MCCCD healthcare program a student must notify the Program Director immediately and he or she will be removed from the Program. Please see the "Frequently Asked Questions" sheet for details regarding the DPS Card.

- Each student must provide documentation that he or she has completed and “passed” a MCCCD-supplemental background check through the approved vendor CastleBranch. Students are required to pay the cost of obtaining this background check. Students whose background checks are more than six months old on the date of beginning a healthcare program must obtain an updated background check. Students who have been in a Program for more than 12 months may be requested to obtain an updated background check. Please see the attached "Frequently Asked Questions" sheet for more details regarding the MCCCD supplemental-background check.

- The MCCCD supplemental or the clinical agency background check may include but are not limited to the following:
  - Nationwide Federal Healthcare Fraud and Abuse Databases
  - Social Security Verification
  - Residency History
  - Arizona Statewide Criminal Records
  - Nationwide Criminal Database
  - Nationwide Sexual Offender Registry
  - Homeland Security Search

- By virtue of the MCCCD supplemental background check, students will be disqualified for admission to a program or continued enrollment in a program based on their criminal offenses, the inability to verify their Social Security number, or their being listed in an exclusionary database of a Federal Agency or on a sex offender registry. Offenses that will lead to a "fail" on the supplemental background check may include but are not limited to:
  - Social Security Search-Social Security number does not belong to applicant
  - Any inclusion on any registered sex offender database
  - Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
  - Any conviction of Felony no matter what the age of the conviction
  - Any warrant in any state
- Any misdemeanor conviction for the following-No matter age of crime
  - violent crimes
  - sex crime of any kind including non-consensual sexual crimes and sexual assault
  - murder, attempted murder
  - abduction
  - assault
  - robbery
  - arson
  - extortion
  - burglary
  - pandering
  - any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
  - any abuse or neglect
  - any fraud
  - illegal drugs
  - aggravated DUI
  - burglary
  - pandering
  - any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
  - any abuse or neglect
  - any fraud
  - illegal drugs
  - aggravated DUI
- Any misdemeanor controlled substance conviction last 7 years
- Any other misdemeanor convictions within last 3 years
- Exceptions: Any misdemeanor traffic (DUI is not considered Traffic)

- At all times students are in a program they must maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on the MCCCD supplemental background check performed by the MCCCD-authorized vendor.
- Admission requirements related to background checks are subject to change without notice.
- Some clinical agencies may require additional components of a criminal background check, other than those required by MCCCD, as well as a drug screening. Students are required to pay for any and all criminal background checks and drug screens required by a clinical agency to which they are assigned
- Even though a student possesses a valid DPS Level One Fingerprint Clearance Card and has passed the MCCCD supplemental background check, a clinical agency may decline to place a student due to information the clinical agency obtains in a background check it requires.
- If a clinical agency to which a student has been assigned does not accept the student based on his or her criminal background check, the student may not be able to complete the program.
- MCCCD may, within its discretion, disclose to a clinical agency that a student has been rejected by another clinical agency.
- MCCCD has no obligation to make attempts to place a student when the reasons for lack of placement are criminal background check issues. Since clinical agency assignments are critical requirements for completion of the program, inability to complete required clinical experience due to a student’s criminal background check will result in removal from the program.

__________________________  __________________________
Signature  Date

__________________________  __________________________
Printed Name  Student ID Number

Desired Health Care Program