

Murray State College / Physical Therapist Assistant Program
APPLICATION CHECKLIST **Technical Year 2024/2025**

Applicant Name: _____

Application Process Checklist: Please place a ☒ in the box as you complete each item. Complete this checklist as you work through the application process. Review the checklist and include a copy with your application materials.

- ☐ 1. I have completed (or will have completed) all program prerequisite classes by the end of the Spring 2024 semester. If not, which of the following best applies:
- ☐ I will not have all prerequisite courses completed by end of Spring 2024, so I have included my plan to complete the remaining courses prior to Fall 2024. I understand that if I have not completed all prerequisites by the beginning of Fall 2024, I would not continue in the program and will need to re-apply to the next available class.
 - ☐ I am currently taking courses this semester at another college and have attached my mid-term grade report (with the signature of each instructor) for all pre-requisite courses that I am currently taking this semester Fall 2023. *If you are an MSC student, you do not need to submit a mid-term grade report as we can access those mid-term grades.*
- ☐ 2. I have provided the following to MSC Registrar's Office with a request for a copy to be provided to the PTA Program Office: (If you submit these materials with this application, then the program will send them to the registrar's office.)
- ☐ ACT Score report with a reading score of at least 20. *If you haven't taken the ACT or if ACT Reading is below a 20, then the student must take the NexGen Accuplacer reading exam in the MSC Testing Center. There is a \$5 charge for this test.*
 - ☐ High school transcript or equivalent
 - ☐ College transcript(s) for all course work from colleges included on your application (if not previously a MSC student)
- ☐ 3. I have viewed the entire PTA Application Orientation Video that is linked to the Program Application section of the PTA Program website at www.mscah.org. Fill in the correct word or phrase given to you in the video for each of the blanks below:
- a. _____ b. _____ c. _____
- ☐ 4. I have taken the **ATI TEAS** admission exam in the MSC Testing Center on _____. (In order to take this test, you will need to get a "ticket to test" from the PTA Program office. There is a \$80 charge for the TEAS.)
- ☐ 5. I have reviewed the PTA Program **Points System** Worksheet Form and have completed a copy of the Point System form to the best of my ability and attached a copy with my application materials.
- ☐ I have enclosed a **list of locations** where I completed my clinical observations. *If you are re-applying and you desire to use observations from a prior application you still need to complete a list of all locations (including the clinician's name you observed) that you are using for this application.*
 - ☐ If applicable, I have enclosed a letter (or had my employer send the letter), that verifies my work or volunteer time that provided direct exposure to physical therapy. This letter must include the Length of employment, the Average number of hours per week, and a Brief Description of job duties that provided exposure to PT.
- ☐ 7. I have completed the **Written Interview** and have included a copy with this application. Any personally identifying information will be redacted prior to this being made available to the selection committee. *You can input your info in the available boxes and save to your device and then submit it with your packet.*
- ☐ 8. I have enclosed all application materials including a completed copy of this checklist and emailed all required forms to the program director grobenson@mscok.edu with your last name and PTA APPLICATION in the subject line (ex: Smith – PTA APPLICATION). I understand that the application and all materials must be submitted as instructed in order to be considered for the program. Failure to follow instructions in the application process can result in a reduction in points.

The program director will reply to your email confirming that your packet has been received within one week of your email. If you do not receive a confirmation reply, contact the program director at 580 387-7441.

Please rate the following statement about the PTA Application/Admission Process:

"The MSC PTA program admission and application process was communicated to me effectively and I understood the process." Check the box ☐ that applies to you.

☐ I Highly Agree ☐ I Agree ☐ I Disagree ☐ I Highly Disagree

Printed Name: _____ Signature: _____