

Physical Therapist Assistant (PTA) Program

2018-2019 Information Packet



“Physical therapist assistants (PTAs) provide physical therapy services under the direction and supervision of a licensed physical therapist. PTAs help people of all ages who have medical problems, or other health-related conditions that limit their ability to move and perform functional activities in their daily lives. PTAs work in a variety of settings including hospitals, private practices, outpatient clinics, home health, nursing homes, schools, sports facilities, and more. PTAs may also measure changes in the patient's performance as a result of the physical therapy provided.

Care provided by a PTA may include teaching patients/clients exercise for mobility, strength and coordination, training for activities such as walking with crutches, canes, or walkers, massage, and the use of physical agents and electrotherapy such as ultrasound and electrical stimulation.”

- American Physical Therapy Association

**Mercer County Community College
Physical Therapist Assistant Program**

**Information Packet
Table of Contents**

1	Welcome
2	PTA Program Description
3	Resources for Pre-professional PTA Students
4	PTA Program Accreditation
4	Application and Program Requirements At-A-Glance
5	Degree Requirements
6	Application for students applying in 2019
8	Change in the minimum grade requirement for math
8	How will the PTA program curriculum changes affect me?
9	A Step-By-Step Guide for Pre-professional PTA Students
11	Tuition and Fee Estimates 2018-2019
12	Health Records Information for Pre-professional PTA Students
14	PTA 105 (Kinesiology) Registration Information
14	Taking Pre-requisites at Another College
15	Additional Information Pertaining to Criminal Background Checks
16	Psychomotor Assessments
16	PTA Club
16	Essential Functions of a PTA Student
21	Leave of Absence from the College
21	Computer Skill Expectations for PTA Students
22	Non-Required Course Suggestions
23	Suspension/Expulsion Policy
23	Support Services for Differing Abilities
23	Financial Aid Application / Scholarships
14	PTA program Contact Information

INFORMATION IN THIS PACKET SUPERCEDES ALL PREVIOUSLY PUBLISHED INFORMATION. Changes in the curriculum and admission requirements for the PTA program may occur between the time the applicant applies to the College and the time of acceptance into the PTA program. Students should check periodically to see if materials have been updated. Applicants must meet the requirements in place for the PTA program at the time that acceptance into the program is offered.

Mercer County Community College Physical Therapist Assistant Program

Dear Prospective Student,

Thank you for your interest in the Physical Therapist Assistant (PTA) program at Mercer County Community College. Physical therapy is an exciting career with many opportunities both professionally and personally. The primary goal of physical therapy is to help patients return to function. Mercer's PTA curriculum will prepare you for this career path.

Mercer's PTA program includes general education courses (25 credits) and physical therapy specific courses (42 credits). Graduates from the PTA program earn an Associate in Applied Science Degree (AAS). Prior to applying for acceptance into the professional phase of the PTA program, students must complete all pre-requisite courses and attend a mandatory PTA program Information Session. Admission to the professional phase of the PTA program is by Application and each incoming class is limited to 28 students. Applications for the professional phase are accepted between January 2nd and February 28th each year and applicants will be notified of acceptance status after the college's spring break that year. Accepted students will commence the professional phase of the curriculum during the first summer session each year. The professional phase includes four semesters (first summer, fall, spring, and final summer semesters).

While the professional phase of the PTA program was designed as a full-time day program, course times do vary depending on the instructor. Therefore, students accepted into the professional phase should expect to enroll in one evening course during each of the first three semesters of the professional phase (first summer, fall and spring) in addition to other day-time courses.

While in the professional phase of the program, students are required to complete three clinical education courses. Clinical affiliations are provided in various settings that provide physical therapy services throughout New Jersey and Pennsylvania.

Upon graduation, students are prepared to take the National Physical Therapy Examination for Physical Therapist Assistants, which is administered by the Federation of State Boards of Physical Therapy. Although many courses may be transferred for college credit, the Physical Therapist Assistant program is not intended to prepare students to enter a masters-level or doctorate-level physical therapy program.

PTA program outcome data is located on the program website:

<http://www.mccc.edu/~behrensb/PhysicalTherapistAssistantProgram.htm>

If you have additional questions, please don't hesitate to contact me.

Holly Kaiser, PT, DPT

NJ License # 40QA01114200

Physical Therapist Assistant Program Coordinator &

Academic Coordinator of Clinical Education

Mercer County Community College

Room: MS 157

Phone: (609) 570-3478 Fax: (609) 570-3831

KaiserH@mccc.edu

PTA Program Description

Students can complete the pre-professional courses at their own pace. Once accepted into the professional phase of the program, students move through the curriculum as a cohort and complete professional phase courses in the exact sequence in which they are outlined on the Degree Requirements form.

Teaching methods throughout the professional phase of the PTA program vary and may include, but are not limited to the following: PowerPoint lectures, large class discussions, small group discussions, case studies, guest speakers, active learning activities, non-graded classroom assessment techniques, worksheets, videos, inter-professional collaborative learning experiences, student presentations, on-campus “field trips”, off campus learning experiences, debates, online discussion posts, written assignments and lab activities.

All PTA Courses have course objectives that fall into one of three domains of learning:

1. **Cognitive:** Course objectives in the cognitive domain pertain to *knowledge* that the student will gain during the course. Cognitive objectives answer the question: “What will the student know at the end of the course that he/she did not know when the course started?” Objectives listed in the cognitive domain are assessed via written exams, quizzes and assignments.
2. **Psychomotor:** Course objectives in the psychomotor domain pertain to *skills* that the student will gain during the course. Psychomotor objectives answer the question: “What will the student be able to demonstrate at the end of the course that he/she was not able to when the course started?” Objectives listed in the psychomotor domain are assessed via competency tests and practical examinations. Please review the “Psychomotor Assessment” section of this Information Packet for more information about competency tests and practical examinations.
3. **Affective:** Course objectives in the affective domain pertain to professional behavior and communication skills that the student will gain during the course. Objectives listed in the affective domain are assessed via written assignments.

In addition to the lectures and labs that take place on campus, students are also required to complete clinical education courses within the PTA program. Clinical education courses are incorporated into the curriculum and begin during the fall semester of the professional phase. Students are involved in a total of three separate clinical education experiences that are assigned based upon a variety of factors. Clinical education courses occur throughout the two year program starting with 4 weeks in the fall semester, 5 weeks in the spring semester and the final clinical experience is 6 weeks during the summer semester. Physical therapist assistant students provide physical therapy interventions in clinical settings under the direction and supervision of physical therapists. Students must arrange their personal schedule and have the ability to complete 40-45 hours/week for each of these clinical courses. Students are assigned a Clinical Instructor (CI), who is either a PTA or a physical therapist and the students are required to maintain the same work schedule as the assigned CI throughout the clinical affiliation.

Students graduating from the PTA Program walk in the May commencement ceremony and officially graduate three months later, in August. Graduates are eligible to take the National Physical Therapy Examination (NPTE) for Physical Therapist Assistants, which is administered by the Federation of State Boards of Physical Therapy. Information about the NPTE can be found at www.fsbpt.org.

Successful completion of the NPTE allows graduates to apply for state licensure as a PTA.

Resources for Pre-Professional PTA Students

1. The PTA Program Website

The PTA program website is accessible from the college's website at www.mccc.edu under degree programs, Physical Therapist Assistant, PTA Program Website. The direct link for the PTA Program Website is <http://www.mccc.edu/~behrensb/PhysicalTherapistAssistantProgram.htm>

The PTA program website is comprehensive and provides answers to many student questions.

2. Your PTA Program Academic Advisor

PTA program faculty advisors are determined based upon the student's last name:

Students whose last name begins with A-L are advised by Professor Barbara Behrens.

Students whose last name begins with M-Z, are advised by Professor Holly Kaiser.

FACULTY ADVISORS SHOULD BE EVERY STUDENT'S PRIMARY METHOD OF RECEIVING ADVISEMENT AND INFORMATION ABOUT THE PTA PROGRAM.

Holly Kaiser, PT, DPT

Office: MS 157 (WWC)

Phone: (609) 570-3478 Fax: (609) 570-3831

KaiserH@mccc.edu

Barbara Behrens, PTA, MS

Office: MS 350 (WWC)

Phone: (609) 570-3385 Fax: (609) 570-3831

BehrensB@mccc.edu

3. The Health Professions Coordinator

Information/questions pertaining to the pre-professional phase of the PTA Program may be directed to the Health Professions Coordinator when students are unable to contact their faculty advisors:

Cindy Matyas, M.Ed.

Room: MS 146 (WWC)

(609) 570-3596

MatyasC@mccc.edu

4. The Health Professions Success Coach

The Health Professions Success Coach works with students one-on-one or during group workshops to develop skills in test taking, studying, stress management and organization.

Nichol Killian

Room: MS 117 (WWC)

(609) 570-3393

KillianN@mccc.edu

PTA Program Accreditation

The Physical Therapist Assistant Program (PTA) at Mercer County Community College (MCCC) 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>. If needing to contact the PTA Program at MCCC directly, please call Program Coordinator Holly Kaiser at 609-570-3478 or email her at KaiserH@mccc.edu.

Application & Program Requirements At-A-Glance

Application Requirements	Program Requirements
<ol style="list-style-type: none"> 1. Completed MCCC application 2. "Health Science PTA" indicated as major 3. Official High School transcript or GED transcript sent directly to the Registrar, <i>if applicable</i> 4. Official transcripts from all academic institutions for which transfer credit review is requested, <i>if applicable</i> 5. Completion of ENG 101 & ENG 102 with earned grades of C or higher 6. Completion of PSY 101 with an earned grade of C or higher, completed within 10 years of submission of the Application for the Professional Phase 7. Completion of a PTA program accepted MATH course with an earned grade of C or higher 8. Completion of BIO 103 and BIO 104, with earned grades of C+ or higher, completed at the same academic institution within 5 years of submission of the Application for the Professional Phase 9. Completion of PTA 105 with an earned grade of C+ or higher, completed within 5 years of submission of the Application for the Professional Phase 10. Minimum GPA of 2.5 (out of a 4.0 scale) 11. Attended a mandatory PTA program Information Session 12. Submission of a fully completed PTA program Application to MS 128 between January 2nd and February 28th 	<ol style="list-style-type: none"> 1. A maximum of 23 credits can be transferred into the PTA program from other academic institutions. (This is flexible if the MAT course that is being transferred was a 4-credit course and not a 3-credit course.) 2. No PTA-prefix courses will be accepted for transfer credit from another institution. (Exceptions are granted on a case-by-case basis as per PTA program policy.) 3. Attend the PTA Program mandatory Orientation meeting in May 4. Attend all Clinical Education mandatory preparation meetings 5. Submit all required health records requirements on the first day of the fall semester of the professional phase 6. Complete any and all additional requirements set forth by assigned clinical affiliations by the facility-provided deadlines 7. Comply with PTA program dress codes and professional behavior standards 8. Complete all professional phase PTA courses with earned grades of C+ or higher. PTA courses may only be attempted twice and there are no exceptions. 9. Complete all professional phase PTA courses in the sequence and semester in which they are offered 10. Adhere to all PTA program policies and procedures as outlined in the "PTA Learner Handbook" and "Clinical Education Handbook for Learners" 11. Adhere to the college's Student Code of Conduct and all college policies and procedures

Degree Requirements- Associate in Applied Science

The courses listed below constitute the requirements for the AAS degree for the Physical Therapist Assistant program. This information is provided for **course requirement**/advisory purposes only.

All students are strongly urged to consult the **Essential Functions of a Physical Therapist Assistant (PTA)**. Hard copies of this Degree Req. form are available outside of MS 157 & MS 350. Electronic copies are located on the PTA program website.

Pre-Professional Phase Courses

Continuation of the Professional Phase

Semester I Pre-Professional Phase (14 weeks)

Fall Professional Phase (14 weeks)

ENG 101	English Composition I	(3/0)	3
PSY 101	Intro to Psychology	(3/0)	3
MAT *	Mathematics Elective	(3/0)	3
BIO 103	Anatomy & Physiology I	(3/3)	4
CSW 100	College Success & Wellness**	(2/0)	2

PTA 112	Pathology for Health Prof	(3/0)	3
PTA 210	PTA Techniques [#]	(3/2)	4
PTA 211	Physical Agents [#]	(3/3)	4
PTA 224	Clin Ed I 40-45 hr/wk x 4 wks	160hrs	3
PTA 227	PTA Seminar I [#]	(3/0)	3

Semester II Pre-Professional Phase (14 weeks)

Spring Professional Phase (14 weeks)

ENG 102	English Composition II	(3/0)	3
BIO 104	Anatomy & Physiology II	(3/3)	4
XXX XXX	General Education Elective ^{&}	(3/0)	3
PTA 105	Kinesiology	(3/0)	3

PTA 216	Ortho for PTA	(1/2)	2
PTA 205	Motor Development	(1/0)	1
PTA 213	Therapy Clinic [#]	(3/3)	3
PTA 235	Clin Ed II 40-45 hr/wk x 5 wks	200hrs	4
PTA 237	PTA Prof Development	(3/0)	3

Start of the Professional Phase

Summer I Professional Phase (6-8 Weeks)

Summer II Professional Phase (6 weeks)

PTA 107	Therapeutic Measurement	(1/2)	2
PTA 201	Therapeutic Exercise	(1/2)	2

PTA 240	Clin Ed III 40-45 hr/wk x 6 wks	240hrs	5
---------	---------------------------------	--------	---

Completion of the Professional Phase

KEY:

- * MAT 115 Algebra & Trig I, MAT 125 Intro to Statistics, MAT 140 Applied College Algebra, MAT 200 Statistics for Social & Health Sciences I, **or** higher level math courses
- ** CSW 100 College Success & Wellness, HPE 110 Concepts of Health & Fitness **or** HPE 111 Living with Health
- # This course is interrupted for either 4 or 5 weeks for a Clinical Education course as indicated within the semester.
- & The General Education course must be categorized as Social Science, Humanities, Historical Perspective, **or** Diversity & Global Perspective

NOTES:

- The PTA program utilizes Mercer's Academic Testing Center on campus which enables written exams to be administered outside of regularly scheduled class times. Approximately 60% of the written exams for the Professional Phase of the PTA program may be administered in the Academic Testing Center.
- Lab courses involve Competency Testing which takes place outside of class time. This may be up to 6 hours per lab course.
- **Health Records Requirements:** Eligibility to participate in the three clinical education courses throughout the curriculum is dependent on fulfilling all of the eligibility requirements as outlined in the Clinical Education Handbook. One of those requirements is the submission of health records. Additional detailed information regarding the health records requirements can be found on the PTA Program website and will be provided during the mandatory Orientation to the Professional Phase of the PTA Program meeting in May. Other than the medical insurance coverage, students are strongly advised to wait until after that May Orientation meeting to begin fulfilling these health records requirements.
- All PTA program **and science courses** must be passed with a grade of C+ or higher to continue in the PTA program. PTA program courses may only be attempted twice. Please note that some courses have expiration dates, which are provided on the PTA program Application. Students completing the math pre-requisite after the Fall 2019 semester will be required to earn a minimum grade of C+ or higher.

Mercer County Community College (MCCC)
Application for the Professional Phase
Physical Therapist Assistant Program (PTAP)

PTAP 2019

Applications will be accepted from January 2 - February 28, 2019 for class entering in the summer of 2019. Applicants will be notified after Spring Break of their admission status.

Admission into the PTA program is not guaranteed for any individual.

INSTRUCTIONS: Legibly complete this form in full. Submit the completed form to the Health Professions Division Administrative Assistant in (MS 128), or place it in the lockbox outside of MS 128.

Name _____ Student ID # _____

Address _____

City _____ State _____ Zip Code _____

Preferred Telephone # _____ Date info session attended: _____

Mercer Email: _____ Personal Email: _____

All of the following information and courses must be completed to be considered eligible for Admission into the Professional Phase of the PTA Program.

Required Courses	Exp. ^{&}	Min. Grade Requirement	Year Completed	College/University ⁺ where course was complete
English (ENG 101)	N/A	C		
English (ENG 102)	N/A	C		
Psychology (PSY 101)	10yr	C		
Mathematics Elective (MAT115, 140, 125 or 200)	N/A	C		
Anatomy & Physiology I (BIO 103)	5yr	C+		
Anatomy & Physiology II (BIO 104)	5yr	C+		
Kinesiology (PTA 105)	5yr	C+		

Key:

- [&] Courses that have expired do not fulfill the admission requirements for the PTA program. Psychology must be completed within 10 years of the Application submission. Anatomy & Physiology courses and Kinesiology must be completed within 5 years of the Application submission.
- ⁺ Official transcripts for courses taken at another college or university must be submitted to the Enrollment Services Office for review and potential transfer of credit. ***It is the sole responsibility of the applicant to follow up on the receipt of transcripts by checking his or her MyMercer online portal via Mercer's website at www.mccc.edu.*** Only grades of C or higher will be considered for potential transfer credit for math, general education and CSW/HPE courses. All other minimum grade requirements are listed in the table above.

Acceptance of 28 individuals into the professional phase is based upon the following criteria. Those with the highest ranking based upon these criteria will be offered one of the 28 seats before those with a lower ranking.

Criteria:

- GPA for all required prerequisite courses listed on this application (*Higher GPAs receive more points*)
- Semester of first matriculation as a Health Science AAS: PTA Major at Mercer: (*Earlier dates receive more points*)

All candidates must have:

1. Successfully completed PTA 105 Kinesiology through Mercer with a grade of C+ or higher within 5 years of the application date
2. Successfully completed Anatomy & Physiology I and II at the same academic institution with grades of C+ or higher within 5 years of the application date
3. Successfully completed all the other courses listed as required courses with a grade of C or higher and if those courses were completed at another institution, making sure that official copies of the transcripts are on file in the Enrollment Services Office at Mercer and that courses have not expired.
4. **Attended one of the PTA program information sessions**

Please initial each of the following and then sign and date below:

I affirm that I have successfully completed all the listed courses and have attended a mandatory PTA program Information Session and request consideration for acceptance into the professional phase of the Physical Therapist Assistant Program, which will start in the Summer 2019 semester *during the first summer session "A Session"*.

1. _____ I understand that the application process is unique for each year and does not "carry over" to another year.
2. _____ I understand that if I am not accepted into the PTA program this summer and I wish to apply in the future, I will need to submit a new application.
3. _____ I understand that I must have **a GPA at Mercer of at least 2.5** to be eligible for the PTA program.
4. _____ I understand the Admissions Process as described on this form and that admission to the program is **not guaranteed for any individual**.

Signature _____ Date _____

Are you a veteran? Yes No *Please circle one*

Additional Information:

- Mercer County Community College respects and honors military service. If you are a Veteran, please contact Mercer's Veteran's Services Office by emailing vets@mccc.edu. This will impact your date of first matriculation which is one of the first things that the Admissions Office considers when accepting a new class each year.
- All who apply for the professional phase of the PTA program will receive an email notification indicating receipt of the application and a preliminary status. If after submission, no email has been received, please email pta@mccc.edu for clarification.
- All who apply for the professional phase of the PTA program will be notified by regular mail **after** Spring Break regarding their status.
- A temporary wait list will be maintained for use only if someone is unable to accept a seat this year. Those on that list will be notified that they are on that short list. This temporary wait list will **not** be used as part of next year's application process.

Hard copies of this form are available outside of MS 157 and MS 350.
Electronic copies of this form are located on the PTA program website.

CHANGE IN MINIMUM REQUIRED GRADE FOR MATH

The college's Curriculum Committee approved of a change to the Degree Requirements for the Physical Therapist Assistant (PTA) program at their September 20, 2018 meeting. It is important that everyone who is planning on applying for the PTA program be aware of these changes moving forward. (If you are not planning to apply for acceptance into the professional phase of the PTA Program in the future, please disregard this email.)

Starting in the Spring of 2020, the minimum grade requirement for the math pre-requisite course will be a "C+."

This change will go into effect for the Spring 2020 PTA application process. Therefore, any student who took a pre-requisite math course *prior to* the Spring of 2020 will be "grandfathered" and a minimum grade of "C" will be accepted for those students only. All students who take the math pre-requisite in the Spring of 2020 or thereafter, will be required to earn a minimum grade of "C+" for acceptance.

If you have any questions about the changes that have taken place, please feel free to contact the PTA Program Coordinator: KaiserH@mccc.edu

How will the PTA program curriculum changes affect me?

1. While PTA 101 will remain in the college course catalog, it IS NOT REQUIRED for acceptance into the professional phase of the PTA program. If you have already taken PTA 101, it will help you successfully complete PTA 227.
2. PTA 105 (Kinesiology) is now a pre-professional required course that must be completed prior to submitting an Application for the professional phase of the PTA program.
3. PTA 112 (Pathology) has been moved *into* the professional phase of the PTA program. Students who have already completed PTA 112 prior to acceptance into the professional phase of the PTA program will NOT be required to re-take the course (provided that a minimum grade of "C+" was earned and the course has not expired). The course expiration for PTA 112 is five years after completion of the course.
4. Students completing the math pre-requisite after the Fall 2019 semester will be required to earn a minimum grade of C+ or higher.

A Step-by-step Guide for Pre-Professional PTA Students

1. Apply for General Admission to Mercer County Community College

Applying to become a student at Mercer County Community College is the first step. Mercer County Community College is an open enrollment institution. All applicants are accepted into the college and there is no application fee.

Application for admission to Mercer County Community College can be found on the college's website:

http://www.mccc.edu/admissions_application.shtml

2. Establish the Correct Major

It is imperative that students pursuing the PTA Program choose "Health Science: PTA" as his/her major.

3. Send Official Transcripts to Mercer

Official transcripts from all other academic institutions in which the student has completed college courses must be sent to the Student Records Office at the address below. Students are responsible for tracking receipt of official transcripts sent to Mercer by logging into their MyMercer online portal at www.mccc.edu.

Student Records Office
Mercer County Community College
P.O. Box 17202
Trenton, NJ 08690

Transcript Review Process

1. The Student Records Office:
 - a. Receives the official transcript
 - b. Verifies the official transcript
 - c. Sends the transcript to the PTA Program Coordinator with a "credit evaluation form"
2. The PTA Program Coordinator:
 - a. Reviews the transcript in accordance with PTA program degree requirements only. (This means that a change of major *after* review of the transcript by the PTA Program Coordinator will require that the transcript(s) be re-evaluated by the coordinator of the *new* major.)
 - b. Completes the "credit evaluation form"
 - c. Places a "note" in the student's Student Planner OR sends the student an email, indicating which courses have been accepted for transfer
 - d. Returns the "credit evaluation form" to the Student Records Office
3. The Student Records Office:
 - a. Enters the transfer credits into the student record

*This process can take a varying amount of time depending on the time of year. All questions pertaining to transcripts should be directed to Holly Kaiser, PTA Program Coordinator at KaiserH@mccc.edu.

4. Complete Pre-Requisite Courses

Students must complete the following courses prior to submitting an Application for the Professional phase of the PTA program:

ENG 101	English Composition I	BIO 103	Anatomy & Physiology I
ENG 102	English Composition II	BIO 104	Anatomy & Physiology II
PSY 101	Intro to Psychology	PTA 105	Kinesiology
MATH	(MAT 115 Algebra & Tri I, MAT 125 Elementary Statistics I, MAT 140 Applied College Algebra, MAT 200 Statistics for Social & Health Sciences I, or higher level math)		

Important Notes:

- A. Date of Matriculation (which is defined as the first semester in which a student takes a course at Mercer *with* "Health Science PTA" listed as his/her major) is part of the admissions criteria. Students with earlier "dates of matriculation" receive more points during the admissions process. Therefore, once a student has decided to pursue a PTA degree, it is in his/her best interest to complete a course at Mercer as soon as he or she is able.
- B. The courses listed above have various expiration dates and minimum grade requirements. This information is located on the Application for the Professional Phase of the PTA Program.
- C. It is wise to communicate with your PTA Faculty Advisor at least once per semester while taking pre-requisite courses. PTA Faculty Advisors can answer questions, assist with course planning and ensure that all requirements are met.
- D. The first course that you take at Mercer must be registered for in person. The Registrar's office is located on the second floor of the Student Center on the West Windsor Campus. All subsequent pre-professional courses may be registered for online, with the exception of PTA 105.
- E. While the CSW/HPE and General Education (GenEd) courses are not required for acceptance into the professional phase of the PTA program, they are required to graduate with an A.A.S. degree in the PTA program. Therefore, while not required, it is highly recommended that students complete the CSW/HPE and General Education courses prior to the start of the professional phase. Due to the high demands of the professional phase, students find it extremely difficult to complete CSW/HPE and GenEd *during* the professional phase. Waiting to take these courses until after the professional phase is complete may delay graduation.
- F. Please review the "Taking Pre-Requisites at Another College" section of this Information Packet if you plan to take pre-requisite courses at colleges other than Mercer County Community College.
- G. College Level Examination Program (CLEP): For completed courses that have expired, students have the option to take a test to demonstrate that his/her knowledge is current. It is the student's responsibility to ensure that CLEP results are transferred to the college, as per the protocols for transfer credit.
- H. Any student who will not be taking courses at Mercer for 2 consecutive years will need to complete a "Leave of Absence" form, located at the Registrar's office (second floor of the Student Center, West Windsor Campus). Failure to do so may result in a loss of the student's "date of matriculation".

5. Attend a Mandatory PTA Program Information Session

To be eligible to apply for acceptance into the professional phase of the PTA program, all students must attend a mandatory PTA program information session. Information and registration for these sessions are located on the PTA program website: <http://www.mccc.edu/~behrensb/index.htm>

In addition to registering for one of the Information Sessions, you will need to sign in on the sign-in sheet provided during the Information Session. Attendance at only one Information Session is required, regardless of the number of Applications submitted by the student. It is the students' responsibility to periodically check for updates to the PTA Program.

6. Submit an Application for the Professional Phase of the PTA Program

- A. Ensure that you meet all of the application requirements.
- B. Ensure that you have the correct Application form. The year is located in the top right corner of the Application.
- C. Read the entire Application twice before filling it out.
- D. Legibly complete the Application form in full.
- E. Submit the Application to the Health Professions Division Administrative Assistant in MS 128 or place it in the lock box outside of MS 128 between January 2nd and February 28th of the year in which you are applying for acceptance.
- F. Check your email for an email notification that your Application has been received. This email notification will contain a preliminary status for your Application. If you have not received an email notification within 7 business days of submitting your Application, email pta@mccc.edu for the status.
- G. Students receive letters of acceptance/regret/temporary wait list via US Postal Services after the college's Spring Break.
- H. Acceptance into the Professional Phase of the PTA program is NOT guaranteed to any individual.

Tuition and Fee Estimates 2018-2019*

	Per-credit	Tuition	Lab Supplies	Textbooks	Other	TOTAL
In county	\$175.25	\$11,741.75	\$100	\$1,500	\$1,250	\$14,591.75
Out of county	\$224.75	\$15,058.25	\$100	\$1,500	\$1,250	\$17,908.25
Out of state	\$318.25	\$21,322.75	\$100	\$1,500	\$1,250	\$24,172.75

***these figures represent estimates that are subject to change and should be used only for planning purposes**

Notes:

- Tuition is based upon 67 credits. The per-credit cost listed above *includes* a college fee (\$19 per credit) and technology fee (\$19 per credit). Tuition estimates are a product of the per-credit cost multiplied by the total number of credits for the PTA program.
- Lab supplies include a lab coat, patch, name-tag, and 2 goniometers.
- Textbooks: represents an estimate based upon the cost of new required books for the courses, which are subject to change and should be used for planning purposes only.
- Other: lab courses PTA 107, 201, 210, 211, 213 & 216 include a fee that covers liability insurance and Clinical Education Courses PTA 224, 235 and 240 have a fee for clinical liability insurance, which deals with the clinical environment and patient care.

Fees are subject to change. This is an estimate. Mercer County Community College is not responsible for changes that might occur in any of the amounts that have been stated which have been provided for advisory purposes only.

Health Records Information for Pre-professional PTA Students

To successfully complete the PTA Program, all students must participate in and earn passing grades for three clinical education courses throughout the curriculum.

- Fall: PTA 224, 4- week clinical education course
- Spring: PTA 235, 5- week clinical education course
- Summer: PTA 240, 6- week clinical education course

A clinical education course consists of each student being assigned to a facility that provides physical therapy services. The students work with real patients under the supervision and guidance of a practicing physical therapist or physical therapist assistant who is working under the direction and supervision of a physical therapist.

Eligibility to participate in the three clinical education courses throughout the curriculum is dependent on the student fulfilling all the eligibility requirements as outlined in the Clinical Education Handbook. One of those requirements is the submission of health records. Students are required to submit hard copies of all health records requirements directly to the Academic Coordinator of Clinical Education (ACCE) as requested, **by the first day of the fall semester**, to ensure that all clinical sites receive their required confirmations of compliance.

Health records requirements include:

- 1) proof of medical insurance coverage
- 2) CPR certification for the healthcare provider (must include AED)*
- 3) First Aid certification*
- 4) a physical examination form completed and signed by a doctor[^]
 - a) If you are non-immune to Rubella & Rubeola, then you must provide proof that you received an MMR vaccination.
 - b) Mantoux Requirements, one of the following items must be provided:
 - i) Lab results showing a negative IGRA blood test (such as QuantiFERON-TB[®])
 - ii) A negative chest X-ray (required if you have received a BCG in another country)
 - iii) a negative 2-step PPD
- 5) lab results
- 6) declination of Hepatitis B if applicable[^]
- 7) medical malpractice insurance*
- 8) criminal background check application and proof of payment[^]
- 9) submit hard copies of any *additional* facility-specific requirements to both the facility and the ACCE prior to the first day of the clinical course (e.g. drug test, flu shot, extra criminal background check, etc.)

* Please note that these health records must be current for all three clinical courses. They must not expire prior to August of the student's graduation year.

[^] Please note that these forms will be provided during the mandatory Orientation to the Professional Phase of the PTA Program meeting in May. These forms must be completed between July 15th and August 15th of the student's acceptance year to ensure that they do not expire prior to the last day of the third and final summer clinical education course. Please review the "Additional Information pertaining to Criminal Background Checks" section of this Information Packet for more information.

Additional detailed information regarding the health records requirements will be provided during the mandatory Orientation to the Professional Phase of the PTA Program meeting in May. Other than the medical insurance coverage, students are strongly advised to wait until after that May Orientation meeting to begin fulfilling these health records requirements.

Deadlines are in place to ensure that clinical sites receive the confirmation documents in time to secure clinical education placements for each student. Documentation for all health records requirements must be submitted to the Academic Coordinator of Clinical Education (ACCE) for the PTA program on the first day of the Professional Phase of the fall semester to guarantee a clinical education placement.

Any students who have not provided all health records requirements by the Monday following Labor Day will not be able to participate in the clinical education portion of the PTA program.

Any student who is unable to participate in the clinical education portion of the PTA program must then:

- 1) Decelerate his or her progression within the PTA program by following the steps outlined in the PTA Program Learner Handbook.
 - a) Deceleration means that:
 - i) The student will need to withdraw from all PTA program courses and re-petition for an open seat during the next cycle when applications are being accepted into the Professional Phase of the PTA program.
 - (1) Acceptance is not guaranteed for any individual
 - (2) All academic and college timelines for course expiration dates are active and should be considered by the student as they may adversely affect the re-petitioning process
 - (3) All costs involved in re-petitioning are at the expense of the student
 - (4) Dependent on the point in the program in which a student decelerates, a Re-Entry Practical Exam may be required for re-entry.
 - ii) Graduation from the PTA program will be delayed until all the required documents have been provided and all the coursework has been completed
- 2) Meet with the ACCE to discuss exactly what steps must be taken to ensure that the proper paperwork is completed.
- 3) Meet with the PTA program coordinator to discuss the implications of deceleration from the Professional Phase of the PTA program

PTAP 10/2016

PTA 105 (Kinesiology) Registration Information

PTA 105 (Kinesiology) is available in both the fall and spring semesters and BIO 103 Anatomy & Physiology I is a pre-requisite. It is not offered during summer semesters. Kinesiology may be available in a traditional format in the classroom or as a fully online course. There are a limited number of seats available in PTA 105 each semester.

Registration for PTA 105 is open to all students and is not restricted.

To register for PTA 105, students should complete the following steps:

1. Ensure that credit for A&P I (the pre-requisite for PTA 105) is listed on your Mercer transcript (by logging into your MyMercer online portal) and that a minimum grade of C+ was earned within the past 5 years.
2. Register for PTA 105 as you would for all other courses at Mercer.

Taking Pre-Requisites at another College

1. Students who plan to take pre-requisite courses at another college should plan to take at least one course at Mercer as soon as possible to establish a **Date of Matriculation**. Please refer to the previous section titled "A step-by-step guide for pre-professional PTA students" to learn more about the importance of establishing a date of matriculation.
2. Refer to the course equivalency list on the PTA Program website, to ensure that you are taking the appropriate course: <http://www.mccc.edu/~behrensb/CourseEquivalencies.htm>
3. It is highly recommended that you have official transcripts sent to Mercer at the end of each semester (as opposed to waiting until completing all courses at another college).
4. Please note that PTA 105 must be taken at Mercer. If you are enrolled in a pre-requisite course during the spring semester, you will be ineligible to apply for acceptance into the professional phase for that year.
5. If after taking your first course at Mercer (to establish a **Date of Matriculation**), you plan on taking all subsequent courses elsewhere, you will need to fill out a Leave of Absence (LOA) form, located at the Registrar's office in the Student Center. The LOA form is required when any student will not be taking classes for two consecutive years at MCCC. *Failure to do so would result in loss of his or her date of first matriculation.*
6. A maximum of 23 credits can be transferred into the PTA program from other academic institutions. (This is flexible if the MAT course that is being transferred was a 4-credit course and not a 3-credit course.) Although greater than 23 credits may have been transferred from other academic institutions, only 23 can be used toward your PTA degree at Mercer. It is the student's responsibility to track the number of transfer credits s/he plans to use toward the PTA degree. If greater than 23 have been transferred, the student may need to re-take a course (or more) at Mercer. Therefore, students should not plan to ONLY take PTA 105 at Mercer and all other pre-requisites elsewhere, because they will exceed the maximum transfer credit limit.

Additional Information Pertaining to Criminal Background Checks

Mercer's PTA program adheres to the legally binding contracts between the college and its clinical sites. These contracts require that students submit criminal background checks prior to placement in clinical facilities.

- Prior conviction may disqualify someone from participating in a clinical affiliation. Students may be unable to complete graduate requirements based on the results of his/her criminal background check.
- The Federation of State Boards of Physical Therapy (FSBPT), the entity that oversees the administration of the national board exam or "licensure examination", requires that applicants disclose prior criminal convictions as part of the application process for licensure.
- A criminal conviction may prohibit the applicant from eligibility for licensure. Licensure is granted or denied at the discretion of the state board of physical therapy where the potential licensee is applying for licensure.
- The college uses a specific company for this service and cannot accept other reports that an employer might have had done. All students are responsible for the costs associated with the criminal background check.
- The criminal background check includes a sex offender check.

Psychomotor Assessments

Mercer's PTA program adheres to the legally binding contracts between the college and its clinical sites. These contracts require that the college ensures students demonstrate a minimum level of safety and competence prior to placement in clinical facilities, where students have access to real patients. To ensure that students demonstrate a minimum level of safety and competence prior to participation in clinical education courses, competency tests and practical examinations are administered in all lab courses. These are scheduled **outside of regularly scheduled class times.**

Competency Tests:

Competency tests are primarily proctored by adjunct faculty, who are practicing physical therapists and physical therapist assistants. Therefore, competency tests are typically scheduled during weekday evenings and Saturdays. Each lab course averages four competency tests each semester. This number may vary from course to course and year to year. Competency tests require that students demonstrate hands-on skills in front of a proctor. Passing a competency test requires that the student demonstrate both safety and competence. Failure to successfully pass all competency tests precludes participation in the practical exam.

Practical Exams:

While there are numerous competency tests each semester, there is only one practical exam, which is scheduled on a weekday prior to the start of the clinical education course each semester. Failure to successfully pass a practical exam precludes participation in the clinical education courses, which results in an ineligibility to continue in the PTA program.

PTA Club

WHO: We welcome anyone who is taking (or has taken) PTA 101, PTA 105, PTA 112 or is in the professional phase of the PTA program.

WHAT: The purpose of the PTA Club is to further leadership opportunities, expand interest and knowledge outside of the classroom and contribute to the community. It is an opportunity to give back to the community and increase awareness of the physical therapy profession.

PTA Club flyers are located in the Student Government Office, outside of MS 157 and outside of MS 352. Flyers contain date and location information for each semester.

Essential Functions of a PTA Student

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do. Essential job functions are used to determine the rights of an employee with a disability under the Americans with Disabilities Act (ADA) and the essential functions of most job positions can be found on the internet.

To ensure that students are aware of the fundamental duties of a PTA student, the PTA program has established minimum essential requirements (*separate from academic standards for admission*), which every student must meet, with or without reasonable accommodations, in order to fully participate in all aspects of the training and educational program.

Those individuals applying to the Physical Therapist Assistant Program (PTAP) should consider the following skills, which have been identified as essential for all PTAs to be able to perform.

- Physical therapist assistants are technically trained individuals in physical therapy and provide certain physical therapy interventions after the physical therapist has examined and evaluated a patient and established a plan of care.
- The PTA follows the plan of care established by the physical therapist regarding the treatment interventions and patient care to be provided.
- The following standards indicate reasonable expectations of the PTA student for the performance of common physical therapy functions and include:
 - Physical
 - Cognitive
 - Behavioral
 - Psychomotor
 - Environmental factors
 - Affective and communication functions
- The expectations for each of these functions will vary depending upon the clinical environment and specialty area of physical therapy practice. (*This list is not intended to be specific for use by an employer of a PTAP graduate since that would be determined by the specific employer and setting.*)

The PTAP adopted these Essential Functions in recognition of the patient's right to safe and quality health care by our PTA students and PTA graduates. The PTA student must be able to apply the knowledge and skills required to function in a wide variety of clinical settings and situations, while providing the spectrum of physical therapy interventions. Each candidate in Mercer's Associate of Applied Science degree program must be able to perform, with or without reasonable accommodations, each of these essential functions in order to fully participate in the PTA program and successfully complete the requirements for the AAS degree in PTA.

Adoption of these Essential Functions by the Physical Therapist Assistant Program is integrated with the patient's right to safe and quality health care by students and graduates.

1. MOBILITY and PSYCHOMOTOR SKILLS: The applicant must be able to have sufficient motor capabilities to execute the movements and skills required for providing safe, reliable and effective physical therapy interventions for patients across the lifespan. These include but are not limited to:

Specific examples for mobility and motor essential functions	
a.	Ability to move or position patients and equipment which involves bending or stooping freely to floor level and reaching above the head.
b.	Ability to exert 25-50 pounds of force when lifting, carrying, pushing, or pulling.
c.	Ability to move or adjust patients and equipment which involves lifting, carrying, pulling, pushing, and guiding weights up to and including 50 lb.
d.	Ability to safely and efficiently transfer a 150 lb. patient from the bed to the wheelchair using maximal assistance.
e.	Ability to bend, twist, stoop, and balance safely.
f.	Coordination, speed and agility to assist and safely guard (protect) a patient who is walking, exercising or performing other rehabilitation activities.
g.	Ability to guide, resist and assist a patient or to provide emergency care, which may involve the activities of standing, kneeling, sitting, walking or crawling, for 90 minutes with no rest.
h.	Appropriate body mechanics for all skills related to physical therapy and react safely and appropriate to sudden and unexpected movements of patients/classmates.
i.	Ability to endure and successfully complete a 40-45 hour work week during clinical education courses, which includes standing, walking and stair climbing
j.	Ability to provide for the patient's safety in all physical therapy activities
k.	Manipulate and operate PTA equipment and demonstrate the ability and dexterity to manipulate the devices used in physical therapy which involves adjusting gauges, dials, small nuts/bolts, goniometers, equipment settings, tape measures, printouts, etc.
l.	Ability to administer/perform CPR and emergency first aid safely and reliably without assistance.
m.	Ability to observe and practice standard precautions.
n.	Ability to work in an environment that requires significant physical activity and mobility throughout the workday in a way that does not compromise patient, classmate or therapist safety.
o.	Ability to use arm muscles frequently and for extended periods of time
p.	Ability to use leg muscles frequently and for extended periods of time

2. SENSORY: The applicant must have the ability to observe and participate in demonstrations and in physical therapy treatment interventions applied to patients. This includes the ability to obtain information in classroom, laboratory or clinical settings through observation, auscultation, palpation, and other measures including but not limited to:

Specific examples of essential functions for sensory	
a.	Visual ability (corrected as necessary) to recognize and interpret facial expressions and body language, identify normal and abnormal patterns of movement, to read or set parameters on physical therapy equipment, to discriminate color changes, and to interpret and access the environment.
b.	Visual ability (corrected as necessary) to gather information from medical records and professional literature.
c.	Auditory ability (corrected as necessary) to recognize and respond to soft voices, auditory timers, call bells, equipment alarms, and to effectively use devices for measurement of blood pressure and breath sounds.
d.	Ability to effectively use a telephone.
e.	Ability to palpate a pulse and to detect changes or abnormalities of surface skin texture, skin temperature, body segment contour, muscle tone and joint movement.
f.	Adequate and functional positional, and movement, and balance sensations to assist and safely guard (protect) patients who are walking, exercising or performing other rehabilitation activities.

3. COMMUNICATION SKILLS: The applicant must be able to utilize effective and efficient communication with peers, faculty, various clinical medical practitioners, patients and their families. This includes but is not limited to the following:

Specific examples for essential functions of communication	
a.	Ability to communicate effectively using standard English (interpret and express) both verbally and in writing. Able to correctly follow and interpret verbal instructions.
b.	Ability to communicate effectively (interpret and express) information regarding the status, safety and rehabilitation of patients verbally and in writing
c.	Ability to effectively and efficiently communicate verbally and in documentation with patients, families, health care professionals, community, and with reimbursement payers. Correct spelling required.
d.	Ability to communicate and document effectively via computer or paper.
e.	Ability to recognize, interpret and respond appropriately to nonverbal communications from patients, self and others.
f.	Ability to modify communications (verbal and written) to meet the needs of different audiences such as patients, families, peers, physicians and other health care personnel.
g.	Ability to work effectively as part of an interdisciplinary team.
h.	Ability to prepare medical documentation using prescribed format and conforming to all the rules of English punctuation, grammar, diction and style.
i.	Ability to effectively use a computer and operate other software programs for billing, documentation or scheduling.

j.	Ability to apply and communicate principles of logical or scientific thinking to define problems, establish facts and draw valid conclusions.
k.	Ability to manage several abstract and concrete variables.
l.	Ability to engage in respectful, non-judgmental interactions with individuals from various lifestyles, cultures, beliefs, races, socioeconomic classes and abilities.
m.	Ability to develop and maintain effective, respectful working relationships with professional colleagues, peers, patients, families, and the general public.
n.	Ability to establish trustworthy professional, empathetic relationships with individuals from a variety of backgrounds, ages and needs.
o.	Ability to apply teaching and learning theories and methods in the healthcare and community environments.
p.	Ability to graciously admit mistakes and accept constructive criticism.

4. ENVIRONMENTAL ASPECTS: The applicant must be capable and able to adhere to infection control environmental aspects as related to exposure to blood-borne pathogens.

Specific examples for essential functions of the environment	
a.	Willingness to treat patients regardless of health condition or infectious state of patient.
b.	Ability to adhere to standard precautions.

5. BEHAVIOR and PSYCHOSOCIAL SKILLS: The applicant must demonstrate good judgment, and the ability to develop empathetic and therapeutic relationships with patients and others. The applicant must have a tolerance for close and direct physical contact with a diverse population. This includes individuals of all ages, races, socioeconomic, ethnic backgrounds and a variety of people with weight disorders, physical disfigurements and medical or mental health problems. This includes but is not limited to:

Specific examples for behavioral and psychosocial essential functions	
a.	Ability to recognize and respond appropriately to potentially dangerous situations.
b.	Ability to uphold the APTA Code of Ethics.
c.	Ability to maintain patient confidentiality.
d.	Ability to simultaneously work with multiple patients, families and colleagues.
e.	Ability to work with lab partners, patients, families and others during stressful conditions, including but not limited to medically or emotionally unstable individuals, and providing CPR or other emergency interventions.
f.	Ability to encourage cooperation and collegial relationships with classmates, instructors, other health care providers, patients and families.
g.	Ability to prioritize multiple tasks integrates information and makes appropriate decisions.
h.	Ability to cope with heavy workloads, patient demands and changes in schedules. Flexibility important.
i.	Ability to practice professional and respectful physical touch across genders.
j.	Ability to maintain professional demeanor in all clinical interactions.
k.	Ability to interact appropriately with individuals of all ages, genders, ethnicity, socio-economic, religious and cultural backgrounds.
l.	Ability to motivate and positively influence patients and others.

m.	Ability to work effectively with challenging and terminally ill patients.
n.	Ability to delegate appropriately to others.
o.	Ability to appropriately receive direction and collaborate with supervisors, academic and clinical instructors, physicians and other designated health professionals.
p.	Ability to consistently display professional behaviors.

6. CRITICAL THINKING/PROBLEM SOLVING:

The applicant must be able to critically think and problem-solve, calculate, reason and be able to comprehend and process information within the time frame of a session of physical therapy interventions. The applicant must be able to organize, prioritize and attend to tasks and responsibilities efficiently and effectively. This includes but is not limited to:

Specific examples for critical thinking and problem solving essential functions	
a.	Ability to collect, interpret and analyze written, verbal and observed data about patients. This requires basic math and algebra computation skills.
b.	Ability to prioritize multiple tasks, integrate information and make appropriate decisions. Able to do this with just verbal instructions/directions if necessary.
c.	Ability to act safely and ethically in the physical therapy classroom, lab and clinical settings.
d.	Ability to communicate the rationale or reasoning to justify decisions made.
e.	Ability to consult with others to clarify information and to problem solve.
f.	Ability to recognize potentially unsafe situations and react in an appropriate and timely manner.
g.	Ability to apply knowledge of principles, indications and contraindications for physical therapy interventions. This includes therapeutic interventions related to human pathology and disability, therapeutic modalities, therapeutic massage, pulmonary hygiene, physical and functional measures, and therapeutic exercises.
h.	Ability to educate PTA students, aides, volunteers, patients, families and caregivers.
i.	Comprehend, retain and retrieve complex information from the liberal arts, basic sciences, mathematics, psychological sciences and clinical sciences applying that information to professional course work.
j.	Participate in the process of scientific inquiry.
k.	Procure evidence-based information and apply it to the practice of physical therapy.
l.	Comprehend, synthesize and integrate information from written materials, demonstrations, lectures, class discussions, laboratory practice sessions, and real and simulated patients.
m.	Apply information obtained from classroom, laboratory and written materials to the examination, assessment and intervention of real and simulated patients.

Individuals with disabilities who are otherwise qualified will not be denied admission to the program, if they can perform these essential functions with reasonable accommodations. (*Individuals with Disabilities Policy*)

Applicants to the PTA Program who have questions or concerns about these requirements are encouraged to contact the PTA Program Coordinator, Professor Holly Kaiser via email: KaiserH@mccc.edu

Sources:

AASIG Technical Standards, Essential Functions Document. Section on Education, September, 1998.
Ingram, D. (1997). Opinions of Physical Therapy Program Directors on Essential Functions, *Physical Therapy*, 77(1).
Simmons College Essential Functions, Boston, MA. University of Rhode Island Essential Functions, Kingston, RI.
Northeastern University Essential Functions, Boston, MA. Illinois Central College, Peoria, I

Leave of Absence from the College

Students may apply for leaves of absence for periods not to exceed two years. An application may be obtained from Student Records. It must be reviewed and approved by the responsible academic division administrator and then returned to the Student Records office for final approval.

If a student simply drops out or takes an unapproved leave of absence, or if an approved leave of absence expires, he or she must apply for readmission to the college.

Computer Skill Expectations for PTA Students

As a member of the health care team and a member of a society that is placing a greater reliance on technology, students in the PTA program will be expected to be able to demonstrate competence with a limited number of competency skills. Although the faculty do not expect that students will be completely computer savvy, there are some basic skills that all PTA program students are expected to be able to do, or learn to do. These include:

- Basic use of a word processor and the ability to save a file either to a flash/thumb drive, hard drive or cloud drive (and the ability to retrieve that file).
- Accessing one's email from a location other than a home address
 - Opening an email from a remote location
 - Sending an email from a remote location
- Opening a file that has been attached to an email
- Saving a file to be attached to an email in one of the following formats:
 - .pdf file
 - .rtf file
 - Word document (.doc, .docx)
 - .html
- Performing an Internet search using key terms
 - Saving a site address from the Internet and pasting it into an email
 - Opening a web address within an email and exiting back to the email
 - Working with bookmarks

Skills that are considered "nice to have" that should be learned:

- PowerPoint or a similar form of presentation software

4/13 bjb

Non-Required Course Suggestions

The following list of courses would be helpful for anyone interested in the Health Professions and specifically physical therapy. These courses are NOT REQUIRED for the PTA degree program. Those with an asterisk will fulfill the General Education course requirement. Courses highlighted are the primary additional course suggestion.

Course Number	Credits	Course Title
<i>ASL 101*</i>	3	<i>American Sign Language I</i>
<i>ASL 102*</i>	3	<i>American Sign Language II</i>
CHE 107	4	General & Physiological Chemistry
IST 140	3	The Internet & Computer Technology
CMN 111	3	Speech: Human Communication
CMN 112	3	Public Speaking
<i>CMN 214*</i>	3	<i>Issues in Intercultural Communication in the US</i>
<i>CMN 215*</i>	3	<i>Gender and Communication</i>
HPE 101	3	Nutrition
HPE 113	3	Medical Terminology
HPE 175	1	Health Through Stress Management
MAT 200	3	Statistics for Social & Health Sciences
MUS 103	3	Intro to Music
MUS 105	3	Fundamentals of Music Theory
<i>PHI 204 *</i>	3	<i>Ethics</i>
<i>PHI 205 *</i>	3	<i>Moral Choices</i>
<i>PSY 206 *</i>	3	<i>Child Development</i>
PSY 217	3	The Psychology of Stress
<i>SPA 101/102*</i>	3	<i>Beginning Spanish I or II</i>

* indicates courses that would also satisfy the General Education course requirement

Suspension/Expulsion Policy

Purpose: To ensure that opportunities within each health profession program are afforded to those students who have not violated college or health profession program policies

Audience: Nursing, Medical Laboratory Technology, Radiography, & Physical Therapist Assistant Programs

1. Students who have been suspended or expelled from Mercer County Community College due to violations of either the Student Conduct Code OMB 501B or for Academic Integrity Violations, will no longer be eligible to participate in any of the Health Professions programs listed above, either as a re-admission or initial admission.
2. Students who have been dismissed from any of the Health Professions programs listed above will no longer be eligible to participate in any of the Health Professions programs listed above, either as a re-admission or initial admission.

Created 4/09, Revised 3/18

Support Services for Differing Abilities

Mercer County Community College is committed to ensuring the full participation of all students in its programs. If you have a documented differing ability, or think that you may have a differing ability that is protected under the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act, please contact Arlene Stinson in LB 216 at StinsonA@mccc.edu for information regarding support services. If you do not have a documented differing ability, other support services are available to all students on campus, including the Learning Center located in LB 214.

Financial Aid Application / Scholarships

Financial Aid

It is recommended that students complete an application for financial aid to determine eligibility for financial assistance. The application is FREE and available online at www.fafsa.gov. The federal school code for Mercer is 002641. To ensure that financial aid services arrive before tuition and fees are due, applications and supporting documents should be submitted before May 1 for the full academic year or the Fall semester, and before October 1 for the Spring semester only. The FAFSA must be RECEIVED by the federal processor (not postmarked) by the dates listed on the Mercer website to be considered for the Tuition Aid Grant (TAG), Governor's Urban Scholarship, NJ STARS and NJ STARS II programs.

Scholarships

Students who are interested in MCCC Foundation scholarships are expected to complete an application as well. Scholarships are payments to support a student's education that do not need to be repaid. Through the generosity of our donors and community organizations, Mercer County Community College and the MCCC Foundation award over \$300,000 in scholarship funds annually to current and graduating students. Individuals and businesses in the community establish these scholarships to support a special purpose, honor someone, recognize an achievement, or remember a loved one through a memorial fund. Please visit: http://www.mccc.edu/foundation_scholarships_available.shtml

PTA Program Contact Information

Holly Kaiser, PT, DPT

NJ License # 40QA01114200

Physical Therapist Assistant Program Coordinator &
Academic Coordinator of Clinical Education

Office: MS 157 (WWC)

Phone: (609) 570-3478 Fax: (609) 570-3831

KaiserH@mccc.edu

Barbara J. Behrens PT, MS

NJ Lic # 40 QB00015400

Office: MS 350 (WWC)

Phone: (609) 570-3385 Fax: (609) 570-3831

BehrensB@mccc.edu

Cindy Matyas, M.Ed.

Health Professions Coordinator

Room: MS 146 (WWC)

(609) 570-3596

MatyasC@mccc.edu

Elizabeth Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN

Interim Dean of Health Professions

Room: MS 125 (WWC)

(609) 570-3526

MizerekE@mccc.edu

PTA Program Website

www.mccc.edu/~behrensb/PhysicalTherapistAssistantProgram.htm

Mercer County Community College

West Windsor Campus

1200 Old Trenton Road

West Windsor, New Jersey 08550

609-586-4800

www.mccc.edu