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PTCAS OVERVIEW

In an effort to simplify the application process for prospective physical therapist (PT) students and to facilitate the admissions process for professional PT educational programs, APTA first launched the Physical Therapist Centralized Application Service (PTCAS) on August 1, 2008. PTCAS allows PT applicants to use a single Web-based application and one set of materials to apply to multiple PT education programs. PTCAS is a service of the American Physical Therapy Association (APTA) and is administered by Liaison International (LI), an education information technology company located in Watertown, Massachusetts.

Applicants who apply through PTCAS submit a completed web-based application comprised of biographical data, colleges and universities attended, academic course history, physical therapy observation hours, list of reference providers, work experiences, extracurricular activities, honors, professional licenses, and a personal essay. It is the applicant’s responsibility to read and follow all PTCAS and program-specific instructions.

2010-11 APPLICATION CYCLE

The 2010-11 PTCAS admissions cycle began on July 1, 2010. Applicants may start and submit the PTCAS application as soon as it is available. The first regular application deadline date is October 1, 2010 and the last regular application deadline is May 16, 2011. PTCAS will not accept application materials from applicants after May 30, 2011. The 2010-11 PTCAS application cycle will officially close on June 1, 2011, unless otherwise announced.

PROGRAM ELIGIBILITY

All professional physical therapist (PT) education programs recognized by the Commission on Accreditation in Physical Therapy Education (CAPTE) with full or candidate status are invited to participate in the Physical Therapist Centralized Application Service (PTCAS). Institutions that participate in PTCAS must require all applicants to the professional (entry-level) PT program to apply through the Service, including individuals who are given preference in the admissions process.

ROLE OF PTCAS

The purpose of PTCAS is to facilitate the PT admissions process for applicants and programs, promote the physical therapist profession and educational programs to a broad spectrum of applicants, and provide rich applicant data for institutional, regional, and national analysis. PTCAS does not determine whether an applicant has met the PT program requirements or is eligible for admission.

PTCAS PROCESSING OVERVIEW

PTCAS considers an application complete and ready for transcript verification once the following items are received:

- Complete PTCAS application
- Official transcripts from every regionally accredited U.S. college and university attended
- Correct PTCAS application fee

PTCAS also accepts up to four (4) letters of reference, signed PT observation hours forms, TOEFL scores, and foreign transcript evaluation reports, as required by participating programs. PTCAS does not hold applications for these missing
documents, but individual programs may not consider applicants who are incomplete based on the local admissions standards.

**VERIFICATION**

Once an application is deemed complete by PTCAS, the Service verifies the accuracy of the application materials, compare original transcripts to the self-reported course information on the application, calculate 23 PTCAS GPAs, and submit the verified application file to the applicant’s designated PT institutions. PTCAS processing may take up to five weeks once all required materials are received.

**FILES SHIPMENTS TO PROGRAMS**

PTCAS begins to forward verified applications to PT education programs during the week of August 3, 2010. PTCAS ships newly completed and revised application files to programs on at least a weekly basis during the cycle. PT education programs may contact applicants directly about their application within a few weeks after receiving the verified application from PTCAS or only after the PT program deadline has passed, depending on program policy.

**ROLE OF PT EDUCATION PROGRAMS**

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

**SUPPLEMENTAL MATERIALS**

PT education programs may also require applicants to send additional materials directly to the institution, known as supplemental materials. PT education programs may not consider an applicant’s file or offer acceptance until all required materials are received. Supplemental materials may include a graduate school application, official GRE scores, original foreign transcripts, or other items. Failure to submit all required PTCAS and supplemental materials by the program’s deadline may jeopardize an applicant’s eligibility for admission consideration. In addition or in lieu of items sent directly to the institution, program-specific custom items may be included on the PTCAS application.

**PTCAS CONTACT INFORMATION**

PTCAS customer support is available Monday through Friday from 9:00 a.m. to 5:00 p.m. Eastern Time. In addition to the customer support staff, PTCAS programs may access real-time applicant information via the online Admissions Portal.

**For Applicants**

<table>
<thead>
<tr>
<th>PTCAS</th>
<th>For Express/Overnight shipments only*</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 9112</td>
<td>PTCAS</td>
</tr>
<tr>
<td>WATERTOWN, MA 02471</td>
<td>C/o Liaison International</td>
</tr>
<tr>
<td>617-612-2040</td>
<td>311 Arsenal Street, Suite 15</td>
</tr>
<tr>
<td>TTY Phone: 617-612-2060</td>
<td>Watertown MA 02472</td>
</tr>
<tr>
<td><a href="mailto:ptcasinfo@ptcas.org">ptcasinfo@ptcas.org</a></td>
<td>617-612-2040</td>
</tr>
<tr>
<td><a href="http://www.ptcas.org">www.ptcas.org</a></td>
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</tbody>
</table>
Applicants must include "Suite 15" in the address if shipping express/overnight packages. PTCAS will not receive the package if the suite number is missing or if the package arrives on a weekend or Federal holiday. Express delivery does not guarantee delivery or expedite the processing of an application file. All other materials sent via regular mail must be shipped to the PTCAS P.O. Box address.

**For PT Education Programs**

Faculty and staff are welcome to contact APTA and PTCAS staff with any questions regarding this service. **Do NOT share the contact information below with students or applicants.**

**QUESTIONS ABOUT PARTICULAR APPLICANTS OR MAILINGS**

Ryan Bannister  
Manager of PTCAS Liaison International, Inc.  
617-612-2054  
rbannister@liaison-intl.com

Kate Owen  
Coordinator for PTCAS Liaison International, Inc.  
617-612-2086  
kowen@liaison-intl.com

**FOR PTCAS POLICY AND ENHANCEMENT ISSUES**

Libby Ross, M.A.  
Director, Academic Program Services  
American Physical Therapy Association  
703-706-3326 or 800-999-2782, extension 3326  
libbyross@apta.org

**FOR PTAdMIT QUESTIONS**

AdMIT Support Specialists  
Academic Management Systems  
716-204-0464  
admitsupport@academicmanagement.com  

**PTCAS ADVISORY GROUP**

The PTCAS Advisory Committee counsels the APTA and Liaison International on the development and promotion of the PTCAS. The Group assists with the following objectives:

- Creation of a centralized application service designed to meet the needs of professional physical therapist education programs and prospective physical therapist students;
- Development of a service that is operationally and fiscally sound;
- Promotion of PTCAS to physical therapist education programs recognized by CAPTE, prospective applicants, health professions advisors, and other related organizations; and
- Evaluation of system performance and recommendations for enhancements.
2010-11 PTCAS Program Manual
v.1.0

2010-11 PTCAS Advisory Group

- Jenna Cooper, Student (Wayne State University)
- Ellen Costello, PT, PhD (The George Washington University)
- Ann DeChiaro-Pfisterer, BA (Stony Brook University) *new*
- Jesus Dominguez, PT, PhD (University of Southern California) *new*
- Charles Gulas, PT, PhD, GCS (Maryville University)
- Kathleen Hummel-Berry, PT, PhD (University of Puget Sound)
- Z. Annette Iglarsh, PT, PhD (Simmons College) *new*
- David Lake, PT, PhD (Armstrong Atlantic State University)
- Kathleen Mairella, DPT, MA, BS (University of Medicine & Dentistry of New Jersey)
- Mark Wiegand, PT, PhD (Bellarmine University)

BENEFITS OF PTCAS PARTICIPATION

The Physical Therapist Centralized Application Service (PTCAS) is a service designed for professional physical therapist education programs. This comprehensive service:

- Facilitates the admissions process for applicants and physical therapist degree programs.
- Promotes the physical therapist profession and education programs to a broad spectrum of applicants.
- Offers a rich database of applicant information.

Benefits to Physical Therapist Applicants

- Offers a simple, efficient process to apply to multiple physical therapist education programs using a single Web-based application.
- Provides a standardized application form that reduces or eliminates duplicate data entry.
- Reduces or eliminates the need for duplicate letters of reference and transcripts for those applying to more than one physical therapist program.
- Provides program-specific admission requirements in an easy-to-find and standardized format.
- Offers consistent terminology for PT program and admission types (e.g., early decision).
- Provides direct access to the PT application that is separate from other degrees or disciplines offered by the institution.
- Provides a real-time status tool so that applicants may check the status of their PTCAS application, transcripts, and letters of reference online at any time.
- Offers applicants an online checklist, admission requirement summaries, and frequently asked questions (FAQs) to help them more easily navigate the complexities of the PT admissions process. Decreases the number of applicant errors and omissions through the use of validation rules in the Web application and the transcript verification process.
- Displays an applicant’s PTCAS-calculated GPAs once the application is verified. By reviewing the GPAs, applicants assist PTCAS in the quality control process.
• Allows applicants to access the application from ANY computer with Internet access and a standard browser. Applicants can close and re-open the application as often as desired prior to submission.
• Facilitates applications to a broader array of physical therapist institutions which may increase the likelihood that qualified applicants enroll in a physical therapist program.
• Provides the applicant one point of contact for all PTCAS customer support needs.
• Provides an online message center that displays PTCAS emails sent to the applicant. This tool protects against lost emails due to spam filters.
• Facilitates the application fee payment process by allowing applicants to make online credit card payments over a secure Web site using a real-time payment system (VeriSign). Money orders are also accepted.
• Offers a fee waiver those applicants who are financially disadvantaged.

**Benefits to Participating Physical Therapist Programs**

The participating PT education programs can use PTCAS to...

• Significantly decrease the administrative burden on admissions committees and staff by reducing data entry and filing responsibilities.
• Promote program to a broader spectrum of prospective applicants in order to recruit a qualified applicant pool that is diverse in terms of race, ethnicity, background, and geographic location.
• More effectively compete with other doctoral health profession programs that utilize a centralized application service including allopathic medicine, osteopathic medicine, dentistry, veterinary medicine, pharmacy, physician assistants, and podiatry.
• More effectively promote physical therapist careers to pre-health profession advisors. Advisors are accustomed to centralized services and find it helpful in advising applicants who wish to apply to multiple programs.
• Reduce the expense of developing and maintaining a paper or web-based application process at the program level.
• More easily contact prospective applicants before their applications are verified in order to send recruitment and/or supplemental application information and increase the program’s acceptance yield.
• Capture more comprehensive applicant data in which to make admission decisions.
• Analyze local application trends against peer and national data in order to develop more effective recruitment strategies.
• Contribute to and access a rich database of applicant data that could eventually eliminate the need for surveys on student data.
• Use PTCAS generated GPAs to eliminate the time-consuming grade conversion and GPA process at the local level.
• Be confident in the applicant’s state of residency. Applicants cannot improperly claim dual or multiple residency status on their PTCAS application.
• Check the real-time status of an applicant’s application, transcripts, signed PT observation hours forms, and references online at any point in the cycle.
• Export PTCAS data from client software into a local computer database (e.g., PeopleSoft). Exporting to separate database requires local programming to create a "bridge" from PTCAS data to the local database.
• Share and receive information regarding suspected cases of falsified data and transcripts.
• Use the dedicated and free PTCAS customer support for general and file-specific questions.

PTAdMIT is local admissions management software that PTCAS programs may use for FREE to analyze, manage, and correspond with PTCAS applicants using workflow processes specifically customized for the institution.

**Benefits to the APTA and Profession**

PTCAS enables the American Physical Therapy Association to

• Determine the number of physical therapist applicants versus applications to better track national application trends.
• Better analyze the under-represented minority applicant pool. Better data on the size of this pool, clearer and standardized identification of ethnic categories, and comparative data on grade point averages, test scores, and acceptances may be used to improve diversity in PT education programs.
• Compare physical therapist applicant trends to other health profession institutions that utilize a centralized process.
• Generate national data regarding the entire and accepted pool of PT applicants in regards to applicant to application ratio, state of residency, gender, age, race, academic criteria, and many other selected fields to focus national student recruitment efforts.
• Better promote careers in physical therapy and information about the PT admissions process to a more accessible audience via the PTCAS Web site.
• Use applicant data to support arguments for increased federal funding in such areas as HRSA Titles IV and VIII of the Public Health Service Act, Health Career Opportunity Programs (HCOP), Centers of Excellence (COE), Financial Aid loans and grants, and research grants.
• Better track applicants through the educational program and throughout their professional careers.
• Data may contribute to manpower research and discussion.
• Eventually incorporate applicant data into a national database to help the physical therapist profession measure student attitudes at graduation, level of educational indebtedness, and the placement of physical therapist graduates. The database may also be used in PT manpower research.

**Benefits to Pre-Health Profession Advisors**

Pre-health profession advisors and guidance counselors can use the Service to...

• Write one letter of reference per applicant, regardless of the number of PT education programs designated by the applicant.
• More easily guide students through the physical therapist admissions process.
• Access to a Web-based query system to check on the status of their students or alumni who have authorized PTCAS to release this information to advisors.
• To more easily track the acceptance rates of their students into PT education programs.
• Learn more about physical therapist education and careers which assists them in counseling qualified students.
APPLICANT RESPONSIBILITIES

PT applicants are expected to act professionally in all of their dealings with PTCAS and the PT education programs. Applicants are expected to properly follow instructions and meet deadlines. Responsibility, respect, good judgment, and cooperation are qualities valued by the PT profession; applicants are expected to demonstrate these qualities beginning with the application process.

Applicants using PTCAS agree to:

- Act with honesty and integrity throughout the admissions process
- Be responsible and accountable for actions
- Research the admission procedures and prerequisites for each designated PT program, including supplemental requirements
- Abide by all deadlines
- Enter accurate and comprehensive data into the PTCAS application
- Compose a personal essay without assistance from others
- Arrange for PTCAS to receive official transcripts from every U.S. college and university attended
- Complete and submit the PTCAS Transcript Request Form for every U.S. college and university attended
- Pay the correct PTCAS application fee
- Arrange for application materials to be sent to PTCAS or directly to the program, as required
- Print a copy of the completed application before e-submitting it to PTCAS
- Check application status by logging onto the PTCAS web application
- Frequently check email and login to the application for important messages from PTCAS
- Personally respond immediately to all notices and questions from PTCAS and programs
- Promptly notify PTCAS of any changes in contact information before May 14
- Promptly notify designated PT education programs of any changes in contact information after May 14
- Contact designated PT education programs directly about admission decisions, admission requirements, curriculum, housing, financial aid, etc
- Contact PTCAS customer support staff about any PTCAS issues or questions
- Log off the PTCAS web application after each session to protect against unauthorized access of application data
- Maintain record of your PTCAS identification number

PTCAS INSTITUTIONAL PARTICIPATION POLICY

All professional physical therapist (PT) education programs recognized by the Commission on Accreditation in Physical Therapy Education (CAPTE) are invited to participate in the Physical Therapist Centralized Application Service (PTCAS). As per a decision of the APTA PTCAS Advisory Group, institutions that participate in PTCAS must require all applicants to the professional (entry-level) PT program to apply through the Service, including individuals who are given preference in the admissions process. There are no special provisions or exceptions in
PTCAS for pre-PT students currently enrolled within the same university, undergraduate transfer students from selected feeder institutions, or other applicants/students who are given preference the PT admissions process.

**EXCEPTION FOR NEW PARTICIPATING PROGRAMS:** New PTCAS programs for the 2010-11 (third) cycle that have already received applications for the 2011 entering class do not need to require those particular applicants to re-apply via PTCAS during the first year of participation. Once the PTCAS Web application launches, ALL future applicants to the professional (entry-level) PT program are required to apply through the Service. New participating programs are encouraged NOT to accept applications until the PTCAS application launches.

**PTCAS Participation Form**

To join PTCAS, a program must submit a signed PTCAS Institutional Participation Form to APTA. The agreement to participate in PTCAS is non-binding. The institution reserves the right to withdraw participation or join PTCAS at any point. PT education programs are encouraged to submit a signed PTCAS Institutional Participation Form to APTA.

**Information for Guaranteed Freshman Admission Programs**

Programs that offer a guaranteed freshman admission pathway may choose full or partial participation status during the 2010-11 cycle. To qualify for partial participation status, a guaranteed freshman admission program must have the following characteristics: (1) provide a mechanism for high school applicants to apply directly to the PT program in addition, or in lieu of, an undergraduate university application, (2) offer a separate application pathway for high school applicants who wish to earn a professional PT degree, and (3) send a student-specific message to each accepted high school student before they matriculate as freshman indicating that they are guaranteed entry into the professional PT program pending the completion of any stated contingencies (e.g., minimum undergraduate GPA).

- **FULL Participation:** All high school applicants apply directly to the institution. In the year before they begin the professional phase of the PT program, guaranteed freshman admission students complete a PTCAS application. The PTCAS application serves as a data collection tool and does not jeopardize the applicant’s guaranteed status. Students pay the base PTCAS fee to apply to one program. If desired, Programs may opt to reimburse the students for the PTCAS fee or submit a lump sum payment directly to PTCAS to cover the application fees for these students. All college students and graduates to the professional (entry-level) PT program must also apply through PTCAS, regardless of any preference given in the PT admissions process. Freshman admission programs are encouraged to choose full participation status in order to obtain consistent data for all students in the entering class and to be able to compare the demographics and academic background of the local student population to the standardized PTCAS pool.

- **PARTIAL Participation for Freshman Admission Programs Only:** All high school applicants apply directly to the institution. High school applicants accepted into a guaranteed freshman admission program are not required to complete a PTCAS application at any point. All other college students and graduates to the professional (entry-level) PT program must apply through PTCAS, regardless of any preference given in the PT admissions process. PTCAS cannot provide applicant data to CAPTE on behalf of partial participating institutions. This option is only intended for freshman admission programs that also accept college transfer students and graduates into the professional program.
PTCAS Institutions for the 2010-11 Admissions Cycle

There are 127 professional (entry-level) physical therapist education programs participating in PTCAS during the 2010-11 admissions cycle (as of 7/12/10).

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IMPORTANT DATES

The 2010-11 PTCAS application cycle began on July 1, 2010. Applicants may start and e-submit the PTCAS application as soon as it is available each year.

PTCAS processing begins once all required materials are received (application, fee, and transcripts). Once an application is complete, PTCAS verifies the accuracy of the application materials, compares the original transcripts to the self-reported course information on the application, calculates PTCAS GPAs, and submits the verified application to each designated physical therapist program. PTCAS attempts to verify completed applications within 2-weeks after the file is complete; however, processing may take up to 4-5 weeks during peak periods from November through January.
PTCAS begins to forward verified applications to participating institutions during the week of August 3, 2010. The Service does not determine if an applicant has met the minimum course requirements or is eligible for admission to a particular institution. The PTCAS Web application for the 2011 entering class will close on May 16, 2011 unless otherwise announced. PTCAS will no longer accept materials for the 2010-11 cycle after May 30, 2011 and the cycle will officially close on June 1, 2011. Cycle close dates are subject to change.

- **JUL 01**: 2010-11 PTCAS application opens.
- **JUL 15**: 2010-11 PTCAS Program Manual released.
- **JUL 15**: 2010-11 PTCAS Admissions Portal launches.
- **JUL 19**: (week of) PTCAS offers Admission Portal Webinars to programs.
- **AUG 03**: (week of) PTCAS generates first PTCAS weekly mailing of the cycle.
- **OCT 15**: Final data reports for the 2009-10 cycle available to programs.
- **DEC 01**: Programs can begin to submit admission decision codes to PTCAS (tentative date).
- **DEC 10**: Academic Update for fall 2010 coursework opens.
- **JAN 14, 2011**: Priority deadline for submission of fall 2010 transcripts to PTCAS.
- **FEB 01, 2011**: Academic Update closes on application.
- **FEB 15, 2011**: Last date PTCAS accepts fall 2010 transcripts for Academic Update.
- **FEB 15, 2011**: Deadline for programs to submit supplemental (Custom) items for 2011-12 cycle
- **MAR 15, 2011**: At least one admission decision code submitted to PTCAS for every mailed applicant
- **APR 01, 2011**: Shared acceptance reports released (updates available bi-monthly)
- **MAY 16, 2011**: Last PTCAS application deadline.
- **MAY 30, 2011**: PTCAS no longer accepts application materials from applicants for 2010-11.
- **JUN 01, 2011**: 2010-11 PTCAS application cycle officially closes.
- **JUN 01, 2011**: Last PTCAS mailing for 2010-11 cycle
- **JUL 01, 2011**: 2011-12 PTCAS application cycle opens (tentative).
- **SEP 01, 2011**: Deadline for final 2010-11 admission decisions to be sent to PTCAS
- **OCT 15, 2011**: Final data reports for the 2010-11 cycle are available to programs.
PTCAS provides a dedicated Web site for the PTCAS Web-based application and instructions. Every participating PT education program works with staff to create a program (Web) page for the PTCAS Web site. The Web pages provide applicants with program-specific admission requirements in a standardized format. Programs are discouraged from changing their PTCAS page after they are posted online in order to minimize confusion among applicants. Staff uses the information captured in the program pages to populate a set of summary tables.
PTCAS APPLICATION

PTCAS applicants submit a complete Web-based application which is available on the PTCAS Web site every summer. Applicants login through a secure server to edit their personal application data as often as they wish until they submit their final application to PTCAS. Applicants can access their application from any computer with Internet access and appropriate browser.

Browser Requirements - Information for Applicants

For the optimal browsing of site, use at least Microsoft Internet Explorer 6.0 (preferred) or Mozilla Firefox 2.0.

- JavaScript must be enabled
- Cookies must be enabled
- Pop-up windows are used, so pop-up blockers must be disabled
- Minimum resolution of 1024 x 768
- It is recommended that the browser window be maximized to take up the entire screen
- If a disability prevents an applicant from accessing the web application, applicants contact PTCAS 617-612-2040 or email ptcasinfo@ptcas.org

Navigating the Application

Once logged into the PTCAS application, applicants must not use the "Back" or "Forward" buttons on the browser's toolbar to move between application screens or they may lose data. They must use the internal navigation bars and links. They should not refresh the page or they will be logged out of the application.

Privacy – Information for Applicants

APTA and PTCAS have developed policies to prevent the exposure of truly confidential personal data without the permission of the individual involved, to limit the distribution of sensitive data to those situations which require it, and to permit distribution of non-sensitive, directory information wherever a useful purpose can be served.

Except for communications with the PT program as a part of the application and record keeping process, information about individual applicants is not shared with anyone in a way which would permit individual identification. Data submitted by a user will be used for PTCAS application process and for statistical purposes. PTCAS will protect the information provided. PTCAS does not disclose, give, sell, or transfer personal information with third parties without the site visitor's express permission. If demographic information is given to third parties, only aggregate information will be provided.

Information about applicants and students is, of course, disclosed to the programs to which an applicant applies and/or matriculates. With the exception of monitoring reports related to multiple acceptances, information submitted to PTCAS by a PT program is available only to that institution.
PTCAS will make every attempt to protect any personal information submitted to it via email. However, email is not secure against interception. Any sensitive information emailed to PTCAS is provided at the risk of the sender. If you are concerned that the content of your communication is especially sensitive, you should consider contacting PTCAS by phone or sending the information by postal mail instead.

This privacy policy is subject to change and applies only to information on the PTCAS Web site, and not to other APTA Web sites or outside sites linked to by APTA’s Web sites. By using the PTCAS Web site, you signify your agreement to the terms of the privacy policy.

**SECURITY – Information for Applicants**

SEE ALSO INFORMATION UNDER [DATA SECURITY](#)

Security is a priority at PTCAS. We are committed to protecting the security and confidentiality of your information. We use a combination of state-of-the-art technology and methods to help ensure that your online sessions are secure.

Any personal information you send us is scrambled. This technology, called Secure Socket Layers (SSL), protects information you submit or receive through this site. In addition, any sensitive personal information that you send to our web site (such as social security number) is held in a secured environment, protected by tools such as firewalls and/or database field encryption. The technology is designed to make using your personal data and credit card information on the Internet as safe as possible. PTCAS protects the privacy of your credit card information, name, address, e-mail and all other information you provide us via the on-line payment process. No representation is made, however, regarding the unconditional security of such submissions.

Independent agencies report there are no recorded instances of someone "breaking" SSL encryption and using credit card information for fraudulent purposes. Statistically speaking, it is safer to submit your credit card information electronically via an SSL site than it is to give your card to a store clerk. SSL technology is so safe that VeriSign, the PTCAS certifying authority, warrants it against fraudulent use for up to $100,000.

The SSL technology depends on secure Uniform Resource Locators (URLs) that are certified by an authority such as VeriSign. Secure URLs always begin with "https://" (not "http://"). If you use a browser that recognizes SSL, you will be notified that you are on a secure page. Any information you enter on such a page is encrypted, sent over the Internet in encrypted form, and de-encrypted at our server. If your browser doesn’t support SSL technology, you will receive an error message when trying to access our SSL page. If this error occurs, logout of your application and download the most current version of the Internet Explorer browser.

Once we receive your credit card information, it is accessible only to designated PTCAS administrators.
APPLICATION DEADLINE DATES

Each PTCAS program must select at least one application deadline date for the list of options below. All deadline date options fall on a regular business day and expire at **11:59 p.m. EASTERN time (10:59 pm CENTRAL time, 9:59 pm MOUNTAIN time, 8:59 pm PACIFIC time)**. The deadline indicates the date the PTCAS application should be e-submitted to the PTCAS office (*and not the date the application arrives at the program*).

**PTCAS Institutional Deadline Date Options for 2010-11**

- Fri, October 01, 2010
- Fri, October 15, 2010
- Mon, November 01, 2010
- Mon, November 15, 2010
- Wed, December 01, 2010
- Wed, December 15, 2010
- Fri, January 14, 2011
- Tue, February 01, 2011
- Tue, February 15, 2011
- Tue, March 01, 2011
- Tue, March 15, 2011
- Fri, April 01, 2011
- Fri, April 15, 2011
- Mon, May 02, 2011
- Mon, May 16, 2011

**Deadline Type**

Each PTCAS program must select at least one application deadline date for the list of options. Each PTCAS program must decide whether to have a “firm” or “soft” deadline date as part of the PTCAS program page form. See “Deadlines for Other Materials” below.

**“FIRM” DEADLINE**

If the program selects a FIRM application deadline, then PTCAS applicants are NOT be permitted to apply to the program after the deadline has passed. (PTCAS accepts late transcripts, references, and fees)

**“SOFT” DEADLINE**

If the program selects a SOFT application deadline, then PTCAS applicants are able apply to the program after the deadline has passed.
Deadlines for Other Materials

The PTCAS application instructions strongly encourage applicants to e-submit all of their application materials to PTCAS by the program’s application deadline. However, PTCAS does NOT enforce deadlines for transcripts, references, test scores, other materials; and forwards all verified applications to the applicant’s designated programs, even if these materials arrive late. Programs can determine the date in which materials were received by PTCAS by logging into the PTCAS application.

PTCAS does not issue refunds for withdrawn applications or missed deadlines. PTCAS is not responsible for any materials lost in the mail or for delays caused by the registrar's office. Express or certified mail does not guarantee expedient processing, or does sending transcripts express or certified guarantee receipt by PTCAS.

FREQUENTLY ASKED QUESTION – Firm Deadline

Q. My program has a firm deadline. Why do we continue to receive applications after our deadline has passed?

A. PTCAS does not penalize applicants who submit late materials (e.g., transcripts), as long as the applicant e-submitted the PTCAS application by a program’s firm deadline date. The Service processes these files normally. As these applications become "complete" in the PTCAS system, they are added to the verification queue and then shipped in the next scheduled mailing. As a result, new applications may continue to trickle into your office through the end of the cycle in June 2011. Login to your PTCAS Admissions Portal to find and sort your applicants by either the date the application was e-submitted or the date the application was moved to "complete" status. The "complete" date indicates when the applicant's last required item was received and the date the application
automatically entered the transcript verification queue at PTCAS. You are not obligated to consider applicants who submit late materials. Notify your applicants directly regarding all admission decisions. (PTCAS collects admission decisions for research purposes only and does NOT share your admission decisions with applicants).

**PTCAS “Complete” Date**

The PTCAS “COMPLETE DATE” indicates the date in which the PTCAS office received an applicant’s

- completed application,
- all official U.S. college and university transcripts, and
- the correct PTCAS fee payment.

The complete date also indicates the day the applicant’s file entered the transcript verification queue. Please allow up to 5 business days for paper materials received (i.e., transcripts, references, and money orders) to appear as received on the Admissions Portal.

Each program continues to define what it considers “complete” for its local review process.

**Rolling Admissions**

Programs that operate on a rolling admissions basis notify applicants about this policy via a program page on the PTCAS Web site. Programs with a rolling admissions process may want to consider one of two options when setting a deadline:

- Choose a SOFT PTCAS deadline so that applicants may apply after the deadline has passed. The soft deadline may serve as a preferred deadline date.
- Choose a FIRM deadline that is late in the cycle. Program can begin to review and accept applications as they are submitted via PTCAS.

**Program Deadlines**

Visit the online PTCAS Directory for the most up-to-date deadline information for participating programs:

- Deadlines Grouped by Program – [www.ptcas.org/DeadlinesByProgram.html](http://www.ptcas.org/DeadlinesByProgram.html)
- Deadlines Grouped by Date – [www.ptcas.org/DeadlinesByDate.html](http://www.ptcas.org/DeadlinesByDate.html)

**Information about December 15 and January 15 Deadlines**

Programs that select a December 15 or January 15 deadline may want to consider the following information. The December 15 deadline is close to the end of the fall 2010 term; therefore, some registrars may wait to send the applicants’ transcripts to PTCAS until after the fall 2010 grades are available. As a result, some transcripts may not arrive in the PTCAS office until late-December or early January. A PTCAS application enters the verification queue once all required materials are received. If an applicant applies on December 15 and the transcripts arrive on December 30, then the applicant’s file may arrive in the program’s office in mid to late January.
Other registrars send transcripts to PTCAS as soon as applicants request them and do not wait for fall grades. In these cases, PTCAS verifies an applicant’s courses through the end of the summer 2010 term. Once the applications are verified, the applicants have an opportunity to enter their fall grades on the PTCAS application during the "Academic Update" window.

For example, a PTCAS application e-submitted and completed on December 15 should arrive in a program’s office by early to mid-January. Once the file is verified and mailed, PTCAS invites the applicant via email to enter any updated fall 2010 grades and to send an updated fall transcript to PTCAS. Once received, PTCAS verifies the fall grades and sends the program an updated course history and set of GPAs by early to mid-February, depending on how quickly they applicant e-submits their fall grades. (Applicants can e-submit fall grades no later than February 1, 2011). Programs can view an applicant’s unverified courses via the PTCAS Admissions Portal as soon as they are e-submitted, regardless of whether the courses are verified. See also Fall Grades Missing from Updated Transcript and Initial Application – No Fall Grades on Transcripts.

Deadline Extensions

Participating programs that have FIRM deadline may request a deadline extension for the entire applicant pool or individual applicants. PTCAS does not accept deadline extension requests from applicants. PTCAS programs may not extend their deadline past May 16, 2011.

- **Extensions for Individuals**: Programs that request a deadline extension for an individual applicant must provide the name of the applicant, PTCAS ID Number, and revised deadline date (not past the cycle close date). Programs can only grant deadline extensions to individual applicants who have already created a PTCAS account. Once PTCAS notifies the applicant about the extension, the applicant has 2 business days to e-submit the application. If the applicant fails to e-submit within 2 business days, the applicant must ask the PT program to grant a second extension.

- **Extensions for Full Pool**: Programs that wish to extend their application deadline for ALL applicants are encouraged to contact the PTCAS Manager before the deadline has passed. Admission officers may also need to extend the supplemental deadline date, if required by the institution.

REQUIRED APPLICATION MATERIALS

PTCAS considers an application complete and ready to enter the verification queue once the following materials are received:

- Complete PTCAS application,
- Official transcripts from every regionally accredited U.S. postsecondary institution attended,
- Correct PTCAS application fee.

PTCAS does not “hold” an application for missing references, GRE scores, signed PT observation hours forms, foreign transcript evaluation reports, or other materials because not all programs require these items in the admissions process.
PTCAS also collects the following materials, if required by the applicant’s designated programs. PTCAS does not “hold” the application for the following materials, if missing. Also, PTCAS does not verify that the applicant has submitted the correct document for a particular program requirement.

- Letters of Reference (up to 4)
- Signed PT Observation Hour Verification Forms (Applicant-reported hours are entered on PTCAS application)
- Foreign Transcript Evaluation Reports
- TOEFL scores

The following application materials may be required and collected directly by the PT education programs:

- Official GRE scores from ETS (Applicant-reported scores entered on PTCAS application)
- Supplemental, Graduate, and/or University Application
- Supplemental / University Fees
- Other Official Test Scores (e.g., SAT, ACT, MCAT, AP, IB)
- ORIGINAL Foreign Transcripts
- Writing Samples
- Resumes
- Immunization Records
- Criminal Background Check Report

Applicants are instructed to submit only required documents to PTCAS. Any other documents received are considered extraneous materials. PTCAS does NOT, generally, return extraneous materials to the applicant, nor forward the documents to the PT education programs. Examples of extraneous documents include original or copies of foreign transcripts (only foreign transcript evaluation reports are accepted by PTCAS), resumes, photographs, writing samples, certificates, and other miscellaneous documents. PTCAS holds all extraneous materials received for applicants until the close of the cycle, at which point the materials are discarded.

Returning Selected Extraneous Documents

Only important original documents such as birth certificates, naturalization papers, and foreign documents (which are generally harder to obtain) are returned to the applicant. PTCAS makes a photocopy of the document to be returned and holds the copy until the close of the application cycle.
Supplemental Applications Received at PTCAS

PTCAS does NOT accept supplemental applications. If PTCAS receives a supplemental application for a participating institution, it forwards the supplemental and fee back to the applicant with instructions to mail it directly to the program.

Extraneous Letters of Reference

PTCAS accepts up to four letters of reference per applicant. Any additional references are held until the close of the application cycle.

Foreign Transcripts

Although not accepted, applicants may erroneously send original or photocopies of foreign transcripts to PTCAS. Original international (non-U.S.) transcripts are NOT accepted by PTCAS. PTCAS only accepts foreign transcript evaluation reports. If original foreign transcripts are received, PTCAS attempts to notify the applicant of the error and return these items, if possible.

U.S. TRANSCRIPTS

Applicants must arrange for PTCAS to receive a sealed official transcript directly from every regionally accredited U.S. institution they have attended. PTCAS does not accept student-issued transcripts or faxed copies. PTCAS considers all application files “incomplete” and does not begin transcript verification until the correct fee and all expected U.S. transcripts are received. Staff verifies the authenticity of transcripts received. Applicants must use a personal copy of their transcripts to complete the “Coursework” section of their application.

Transcript Request Form

Applicants are strongly encouraged to submit the PTCAS transcript request form for every regionally accredited U.S. postsecondary institution attended. This bar-coded form helps PTCAS to properly match the applicant’s official transcripts to the appropriate PTCAS application. PTCAS accepts transcripts that arrive without the form. If the applicant’s current name differs from the name listed on the transcript, the applicant is instructed to include both names on the transcript request form.

HOW APPLICANTS OBTAIN THE FORM

- Login to the PTCAS application and select the Colleges and Universities folder.
- Enter all postsecondary institutions attended on the web application.
- Click the print button (️) to download and print a customized PDF Transcript Request form for every college and university attended. Applicants need the Adobe Acrobat Reader to view and print the form.
- Applicants must complete each Transcript Request form and mail to the institutions attended. EACH PTCAS TRANSCRIPT REQUEST FORM IS UNIQUE. The applicant’s name, PTCAS ID number, and the name of the college/university attended automatically appear on the bar-coded form. Applicants should verify they are sending the right form to the appropriate college or university.
Applicants should advise the Registrar’s Office to enclose the PTCAS Transcript Request Form with the official sealed transcript and mail it directly to PTCAS. If the form is not included with transcript, PTCAS still accepts the transcript. However, PTCAS may have more difficulty matching the transcript to the correct file.

Transcript Deadlines

PTCAS instructs applicants to arrange for PTCAS to RECEIVE all official transcripts by the earliest application deadline date set by their designated programs. **PTCAS does NOT enforce transcript deadlines.** The Service accepts transcripts received after the institutional deadline has passed.

The program’s online PTCAS Admissions Portal indicates the date in which each of the applicant’s transcripts was received in the PTCAS office. Programs can use the transcript-received date to determine whether an applicant has met the program-specific deadline and is eligible for admission. Allow up to 5-business days for the received date to appear online. Mail may not be scanned into the system on the same day it arrives.

If the applicant has failed to meet a program deadline, the program must decide whether to still consider the applicant for admission. To stop receiving PTCAS updates on a particular applicant after denial, login to the Admissions Portal and select the “DENIED” admission code.

Fall 2010 Transcripts and Grades - Academic Update

If an applicant’s fall term grades will not be available until after s/he initially applies via PTCAS, the applicant must arrange for official fall 2010 transcripts to be sent directly to PTCAS as soon as they are available. Applicants must update courses on-line during the PTCAS "Academic Update" window. The Academic Update window will open on December 10, 2010, following the completion of the fall 2010 term, and will close on February 1, 2011. Applicants who have had their application processed and mailed by January 25, 2011 are eligible to complete the AU process. Applicants are encouraged to report their fall grades to PTCAS in mid-December even if their fall transcripts will not arrive until a later date. Applicants are only invited to complete an AU after their original application is verified and mailed. As with all college course work submitted via PTCAS, programs can login to the PTCAS Admissions Portal to view unverified fall 2010 coursework as entered by the applicant before it is verified by PTCAS staff. Once the fall term grades are verified, PTCAS will update all PTCAS GPAs and submit an updated electronic file to the program.

Winter, Spring, and Summer 2011 Transcripts

Applicants must arrange for new winter, spring, and summer 2011 term transcripts to be sent directly to their designated PT education programs, as required. Programs may only need to receive spring transcripts for those applicants who received an offer of admission or still under consideration.

Missing Transcript Identified by Program after File is Verified and E-Shipped

PTCAS reviews transcripts for any transfer credit and verifies that applicants have submitted transcripts from every regionally accredited U.S. institution attended. A college transcript may not show all of the institutions a student has attended, therefore, PTCAS cannot always determine if an applicant failed to submit a particular transcript. PT education programs may later learn a transcript was omitted because the applicant mentioned the missing institution during an interview; the applicant previously applied directly to the institution and submitted the
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transcript then; the applicant is or was enrolled in the same university as the PT program and a copy of the missing transcript is in the applicant’s institutional records; or other reasons. If a PT program discovers that an applicant failed to report one or more transcripts to PTCAS after the file is verified and e-shipped, PTCAS follows the procedures below.

- PTCAS notifies the applicant about the omission and instructs him/her to submit the missing transcript to PTCAS and that the applicant’s other designated programs, if any, are notified of the omission.
- During the Academic Update window (beginning on December 10), the applicant is invited to enter missing courses and any new fall courses onto the application. Once the missing and any new transcripts are received and the AU is submitted, PTCAS verifies the revised course data against the transcript(s).
- Each of the applicant’s designated programs will decide whether to still consider the applicant for admission or deny admission to applicants who do not follow instructions.

Transcript Requirements for Matriculated Students

Those applicants who are offered and accept an offer of admission to a physical therapist program may be required to submit a second set of official transcripts from every college/university they have attended directly to the PT program prior to matriculation. PTCAS programs are encouraged to require only those students who are expected to matriculate into its program to submit a second set of transcripts as a contingency for admission. If possible, do NOT require all applicants to send official transcripts to your program as part of the regular admissions process. PTCAS cannot forward transcripts to a PTCAS program to fulfill this requirement due to legal and logistical limitations.

Overseas U.S. Institutions

Applicants, who have attended an overseas U.S. institution listed below, are instructed to report the courses to PTCAS in the same manner as U.S. institutions by sending an official transcript to PTCAS and listing all coursework on the PTCAS application. U.S. institutions with campuses overseas (such as the University of Maryland at Munich) are also considered U.S. colleges for which transcripts are required and all coursework must be listed. Please note that this list of overseas institutions is not all-inclusive. PTCAS recognizes “overseas U.S. institutions” that are located outside U.S. borders, accredited by a regional institutional agency recognized by the U.S. Department of Education, and use English as the primary language of instruction and documentation.

- American College in Jerusalem
- American College in Switzerland
- American College of Thessaloniki
- American University in Beirut
- American University in Bulgaria
- American University in Cairo
- American University of Paris
- American University of Rome

International (Non-Canadian) Transcripts

Applicants are instructed to enter all U.S. and international (foreign) colleges attended in the Colleges and Universities section. To enter a foreign (non-U.S./non-Canadian) institution, the applicant must select foreign college code 444444 from the PTCAS code list, then manually key enter the name of the institution and country.
Applicants should NOT send original or copies of foreign transcripts to PTCAS. Each PT program selects one of the three options for international college documentation. Programs receive the same set of materials, regardless of the program’s preference.

**OPTION #1: FOREIGN TRANSCRIPT EVALUATION REPORT SENT TO PTCAS**
(Most common)
If one or more of the applicant’s designated programs requires a foreign transcript evaluation report, then the applicant arranges for a course-by-course report to be sent to PTCAS from the appropriate agency. A list of transcript evaluation report services appears on the PTCAS site at [http://www.ptcas.org/Foreign.html](http://www.ptcas.org/Foreign.html). Applicants arrange for one copy of the report(s) to be sent to PTCAS. PTCAS scans foreign evaluation reports and post them in PDF format on the PTCAS Admissions Portal. Programs may view, print, or save PDFs. Each program can designate a particular evaluation service (e.g., WES); however PTCAS does not verify that an applicant has submitted the correct foreign evaluation service report required by a particular program.

**OPTION #2 ORIGINAL FOREIGN TRANSCRIPT SENT TO PROGRAM**
If the PTCAS institution performs its own review of foreign transcripts, applicants must arrange for original foreign transcripts to be sent directly to the institution. If applying to multiple programs, applicants may also need to arrange for a foreign transcript evaluation report to be sent to PTCAS.

**OPTION #3 NONE**
Some institutions do not accept or review foreign coursework. In these cases, applicants are not required to document any foreign coursework completed. If applying to multiple programs, applicants may still need to arrange for an FTER to be sent to PTCAS.

**Canadian Transcripts**
Applicants enter Canadian colleges attended on the PTCAS application. The applicant selects the Canadian College from the PTCAS college code list. If the Canadian institution is not listed, the applicant selects the “Canadian-Unknown” college code 333333. PTCAS does NOT verify Canadian courses, collect Canadian transcripts, or include Canadian courses in any PTCAS calculations. Each PT program selects one of the three options for CANADIAN college experience.

- Same as instructions for foreign transcripts.
- Send official CANADIAN transcript directly to the PT program.
- Other (defined by program)

**Foreign Transcript Evaluation Services**
PTCAS lists the following foreign transcript evaluation services in the PTCAS instructions.

**World Education Services, Inc**
Bowling Green Station
P.O. Box 5087
New York, NY 10274-5087
(212) 966-6311
info@wes.org
[http://www.wes.org](http://www.wes.org)
If required by one or more of their designated PT education programs, applicants are instructed to enter their GRE test dates and scores in the spaces provided on the PTCAS application. If applicants have taken a test more than once, applicants select the “Add a New Entry” button for each test and enter the month, day, and year for every GRE test they have taken or plan to take during the 2010-11 admissions cycle. If applicants have taken the GRE multiple times, they are instructed to enter the scores for each date separately, and to not mix and match scores from different dates (PTCAS does not verify scores were properly entered). If their GRE scores are available at the time they apply, they must enter their scores in the spaces provided. Since not all programs require the GRE for admission, PTCAS does not hold a file for missing GRE scores on the application.

- GRE Verbal Score
- GRE Verbal Percentile
- GRE Quantitative Score
- GRE Quantitative Percentile
Applicants arrange for the Educational Testing Service (ETS) to send their official GRE scores directly to each of their designated PT education programs by the application deadline, if required by the program. Applicants are encouraged to take the GRE at least 6-weeks before the application deadline to ensure that their designated Programs receive their officials scores on time. A PT program may deny an application if an applicant’s GRE scores arrive late.

TOEFL

Applicants should request the Educational Testing Service to release their official TOEFL test scores to code **5312** for the American Physical Therapy Association (listed under “Virginia”). Applicants also self-report all TOEFL scores and test dates (planned and completed), on the PTCAS application.

- Internet-based (IBT) Listening Score
- Internet-based (IBT) Reading Score
- Internet-based (IBT) Speaking Score
- Internet-based (IBT) Writing Score
- Internet-based (IBT) Total Score
- Computer based Testing (CBT) Listening or Paper-based (P/B) Section I Score
- Computer based Testing (CBT) Structure/Writing or Paper-based (P/B) Section II Score
- Computer based Testing (CBT) Reading or Paper-based (P/B) Section III Score
- Computer based Testing (CBT) Essay Rating or Paper-based (P/B) TWE Essay Score
- Total CBT or P/B Score

PTCAS does not hold files for missing TOEFL scores. If an applicant sends TOEFL scores directly to the program, then the program must decide whether to accept these scores or to require the applicant to also arrange ETS to send official scores to PTCAS. PTCAS photocopy any TOEFL scores received and mail them to the applicants designated programs.

OTHER TESTS

If applying to a PT Program that requires Advanced Placement (AP), International Baccalaureate (IB), CLEP, SAT, ACT, or other test scores, applicants must arrange for the testing agency to send those scores directly to the institution. **DO NOT SEND TO PTCAS.** If the applicant received college credit on a transcript for an AP or IB test subject, the applicant reports the test credit as a course in the Coursework section of the application.
REFERENCES

Evaluators are able to submit electronic or paper references directly to PTCAS. PTCAS accepts up to four (4) references per applicant. Applicants are instructed to check with their evaluators in advance to determine if they prefer an electronic or paper process.

Program Reference Requirements

Applicants may enter up four (4) evaluator names on the PTCAS application. Applicants are instructed to send any additional references directly to their designated programs and are warned that programs may not consider extra references.

Evaluators can submit electronic letters of reference (eLORs) or paper references to PTCAS. Applicants are instructed to review the PTCAS Program Reference Table to learn the number and types of evaluators required and not accepted by each institution. PTCAS does NOT determine if an applicant has met the reference requirements for a particular PT program.

eLORs Preferred

Strongly encourage your applicants to send electronic letters of reference (eLORs) to PTCAS. Applicants should alert evaluators to watch for an automated email from PTCAS with the subject “PTCAS Reference Request”. Some email filters may interpret PTCAS emails as "spam" and automatically delete or route them to a “junk” or “spam” folder. If an evaluator does not receive an email from PTCAS, the applicant should ask the evaluator to check all spam and junk email file folders or provide an alternate email address.

Paper References

Paper references take longer to duplicate. If the evaluator does not have Internet access, applicants must login to their application and print the PTCAS Evaluation Form. The evaluator should complete the paper form and attach it to a reference letter. Applicants are instructed that PT education programs may not accept paper references unless a completed form and letter are attached. PTCAS does not verify that references are complete. Paper references must be mailed to PTCAS in a sealed envelope on the evaluator’s signed official institutional or business stationery. The letter of reference and PTCAS reference form must arrive together in a single envelope. PTCAS does not accept paper references mailed by applicants. Applicants must arrange for only one paper reference to be sent to PTCAS per evaluator. PTCAS makes a PDF version of the paper reference available to each of the applicant’s designated programs via the Admissions Portal. Evaluators must mail paper references to:

Reference Department
PTCAS
PO Box 9112
Watertown, MA 02471
**Committee and Composite Letters**

Each designated program must decide whether committee or composite letters may count as more than one reference. “Composite” letters typically represent a compilation of letters collected from various individuals. “Committee” letters generally represent a single letter with the collective thoughts of a group of designated individuals usually written by the chair or a designee. PTCAS accepts the name of a college pre-health profession advisor in lieu of the evaluator(s). A summary of requirements are posted on the PTCAS site.

**Letter Services**

College and university letter services may mail references directly to PTCAS. Applicants should encourage the letter service to complete and attach the PTCAS Evaluation Form to the reference packet. PTCAS does not accept reference packets mailed by applicants.

**Reference Deadlines**

Applicants are instructed to arrange for PTCAS to RECEIVE all references by the application deadline date set by the designated programs. PTCAS does NOT enforce reference deadlines and forwards references to designated programs even if they arrive late. Programs are not obligated to consider late items.

**Reference Status**

Once an applicant e-submits the PTCAS application, the applicant can begin checking on the status of references sent to PTCAS. PTCAS programs may login to the PTCAS Admissions Portal to view the status of all references for each applicant.

**References on Admissions Portal**

PTCAS posts a PDF version of a reference received on the program’s Admissions Portal once the application file is e-submitted. PTCAS does NOT hold an application in processing for missing references since not all programs require references in the admissions process. Images of both electronic and printed references are available to designated programs via the PTCAS Admissions Portal.

To view, select an applicant and click on the button or date in the “Documents” column.
The Portal provides the evaluator’s name, reference type (electronic or paper), applicant’s waiver decision, date PTCAS received reference, the PTCAS E-mailing number and e-mailing date, and link to PDF image of reference.

New References Received After File Originally Mailed

PTCAS does not hold files for missing references. If references are received after the initial file is verified, they are posted on the PTCAS Admissions Portal (as shown above) and noted in the next weekly mailing on the Mailings > Detail screen.
To view the Mailings > Detail screen, you must first login to the 2010-11 PTCAS Admissions Portal and click the History link under My Tools -> Mailings (see image below). In the Mailings > History screen, click the selected Mailing Number in the first column.

Mailings > Details Screen

Reference Investigations

PTCAS does not verify an evaluator’s identity. If a PT program suspects an evaluation is falsified, the PT program must contact the applicant or evaluator to investigate. PTCAS shares any suspected cases of falsified evaluations reported by a PT program with the applicant and the applicant’s other designated programs without comment regarding appropriate action. PTCAS does not attempt to verify the accuracy of the program investigation results.
**Editing List of References**

If one or more of the applicant’s evaluators is unresponsive or declines an invitation to submit a letter of reference, the applicant may edit the list of evaluators on the PTCAS application before or after it is e-submitted to PTCAS. Applicants cannot make edits to an evaluator’s information once the reference is received.

**Waivers**

The Family Education Rights and Privacy Act of 1974 (FERPA) gives applicants the right to access letters of reference written unless they choose to waive their right of inspection and review. Applicants are required to indicate on their PTCAS application whether they wish to waive their rights. PTCAS releases each applicant’s decision to waive or not waive access to a reference to the evaluator and designated programs.

Applicants that do not waive their right of access must contact the evaluator or the PT admissions office directly to view the reference. **PTCAS does not release references, regardless of the applicant’s decision to waive or not waive their right of access.** For paper references, applicants must contact the evaluator or their designated PT education programs directly to obtain a hard copy.

**Authorization Statements**

In order for PTCAS to process an applicant’s letters of reference, the individual must certify the following statements:

- I hereby give PTCAS permission to contact the evaluator below via email to request the completion of the PTCAS reference form and letter of reference. If my evaluator does not submit a paper or online evaluation form to PTCAS in response to the email request, it is my sole responsibility to contact the evaluator directly to ensure all references required by my designated PT programs are received by the deadline.

- I understand that the PT programs to which I am applying may contact the evaluator either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the PT programs to do so.

**General PTCAS Reference Rules**

- PTCAS does **NOT** hold applicant files in process for missing or late references. PTCAS adds an application file to the transcript verification queue once the complete PTCAS application, all official transcripts, and the correct PTCAS fee are received.

- PTCAS does **NOT** verify that one reference is received from a physical therapist or science professor, or determines if applicants have met other reference requirements for a particular PT education program.

- PTCAS does **NOT** verify an evaluator’s identity. If a PT program suspects a reference is falsified, it is the program’s responsibility to contact the applicant or evaluator to investigate.

- PTCAS only forwards references that appear on the applicant’s application. PTCAS contacts the applicant directly if the reference is not listed on his/her application. The applicant is responsible for making any
edits to the references listed on his/her application. This rule protects the applicant from unsolicited references.

**ELOR RULES**

In addition to the general reference rules, the following electronic letters of reference (eLOR) reference rule applies:

- The electronic PTCAS reference form (eLOR) requires evaluators to complete all of the required questions on the e-form, including the COMMENTS section.

**PAPER REFERENCE RULES**

PTCAS strongly encourages evaluators who submit paper letters to attach the paper PTCAS reference form. Evaluators, however, may mail paper references to PTCAS in different formats. In addition to the general reference rules, the following paper reference rules apply:

- PTCAS accepts signed paper letters that arrive without the paper PTCAS reference form attached.
- PTCAS accepts signed paper PTCAS reference forms that arrive without an attached letter.
- PTCAS does **NOT** check to see if the evaluator answered all of the questions on the paper reference form.
- PTCAS does **NOT** have the ability to match letters and reference forms that arrive in separate envelopes. A letter and corresponding reference form must be sent to the Service in the same envelope.
- PTCAS checks to determine whether a reference packet includes multiple evaluators listed on the application. If yes, PTCAS marks each separate reference as received. If only one evaluator is listed, PTCAS counts the reference packet as one.
- PTCAS accepts a signature from a pre-health professions advisor in lieu of an evaluator.

**“Extra” References Sent Directly to Program**

If an applicant needs to submit more than four references in order to fulfill a program’s reference type requirements, applicants can contact the PTCAS office to request an “extra” PTCAS reference form that can be sent directly to the PT institution. PTCAS does not promote this option because it might create confusion for applicants and inadvertently encourage applicants to submit extraneous references. If the special form is requested, applicants are instructed to contact the PT education program directly to determine if “extra” references are accepted or considered.

**References for Future Admission Cycles**

Those students who are not yet ready to apply to a PT program during the current application cycle and believe their evaluator is unable to submit a reference on their behalf in the future can follow the steps below in order to request a letter of reference in advance. **Students are DISCOURAGED from requesting references in advance** because (1) the PTCAS reference form may change in future cycles, (2) paper references take longer to process, and (3) PT education programs may not consider references completed years in advance.
1. Create a new PTCAS application account (even though they will not complete or submit the application during this admissions cycle).
2. Go to the REFERENCE section of the application
3. Enter the evaluator’s contact information
4. Select “PAPER” reference type
5. Click SAVE button
6. Print a PDF version of the populated PTCAS reference form
7. Give the paper PTCAS form to the evaluator (or email PDF version of form to evaluator)
8. Instruct the evaluator to complete form and submit any additional comments on business/institutional letterhead.
9. If right of access to the reference is waived, then the evaluator, pre-PT/college advisor, or university letter service must hold the original letter on file until the applicant is ready to apply via PTCAS.

Once the applicant is ready to apply via PTCAS, s/he must do the following:
10. Enter the evaluator’s contact information on the PTCAS web application for the current cycle
11. Select the “paper” verification type
12. Print the new (bar-coded) PTCAS reference form
13. Deliver the new PTCAS form to the individual or office that has the “old” signed reference form and letter on file. (The evaluator does not need to sign the new PTCAS form)
14. The evaluator, advisor, or office must send the new and old forms (plus letter) to PTCAS in a single envelope
15. If the old reference form arrives in the PTCAS office without the new form attached, PTCAS staff should still be able to match the reference to the correct file as long as step #10 was followed

Questions on PTCAS Reference Form

Do NOT print this page. The list of PTCAS reference form questions is provided for informational purposes only. To submit the official PTCAS reference forms, applicants MUST login to their PTCAS web application and go to the "Reference” section.

- Reference’s Name
- Position
- Mailing Address
- Phone Number
- Email Address
- Is the reference a committee letter, composite letter, or a letter packet?
  - If yes, enter the names of the evaluators included in the reference.
- How long have you known the applicant?
- How well do you know the applicant?
- With what organization or institution were you affiliated when you interacted with the applicant?
- Select the role that best describes your primary interaction with the applicant
- Are you a licensed physical therapist?
  - If yes, respond to the following questions:
    - Physical therapist institution from which you graduated
    - Enter the state(s) in which you are licensed to practice physical therapy
    - Enter your PT licensure number
- Approximately how many references do you submit on behalf of physical therapy applicants each year?
• **If you are a physical therapist, please answer the following questions:**
  - Physical therapist institution from which you graduated
  - Enter the state(s) in which you are licensed to practice physical therapy: [open text field, since PT may be licensed in more than one state]
  - Enter your PT licensure number

• **If you are a professor, please answer the following question:**
  - List all courses in which you had the applicant as a student (e.g., Intro to Chemistry, CHEM 101). If you cannot remember courses names or numbers, please list the content area and the course level (undergraduate upper or lower division; or graduate level).

• **How would you rate the applicant for each of the following characteristics?** Please select the rating that best describes the applicant in the category. Select "Not Observed" if you have not had an opportunity to evaluate the characteristic or have no basis for the assessment. 5=Excellent, 4=Good, 3=Average, 2=Below Average, 1=Poor, 0=Not Observed. The PTCAS categories below were based on the Generic Abilities developed by Warren May and Associates at the University of Wisconsin-Madison’s Physical Therapy Program.
  - **Commitment to Learning** — the ability to self-assess, self-correct and self direct; identify needs and sources of learning; continually seek new knowledge and understanding
  - **Interpersonal Skills** — the ability to interact effectively with patients, families, colleagues, other healthcare professionals and the community; deal effectively with cultural or ethnic diversity issues
  - **Communication Skills** — the ability to communicate effectively (speaking, body language, reading writing, listening) for varied audiences and purposes
  - **Effective Use of Time** — the ability to obtain the maximum benefit from a minimum investment of time and resources
  - **Use of Constructive Feedback** — the ability to identify sources of and seek out feedback; to effectively use and provide feedback for improving personal interaction.
  - **Ethical and Professional Behavior** — the ability to exhibit appropriate ethical and professional conduct and to represent the profession effectively
  - **Responsibility** — the ability to fulfill commitments, be accountable for actions and outcomes, and to persevere to achieve goals
  - **Critical Thinking** — the ability to question logically; identify, generate and evaluate elements of logical argument; recognize and differentiate facts, illusions, assumptions; distinguish the relevant from the irrelevant.
  - **Stress Management** — the ability to identify sources of stress, develop effective coping behaviors, and adapt well to change
  - **Problem Solving** — The ability to recognize and define problems, use imagination and creativity to solve problems, analyze data, develop and implement solutions, and evaluate outcomes.
  - **Leadership** — the ability to take initiative and motivate or guide others; generates ideas and plans or shares a vision for the future

• **Taking into consideration these characteristics how do you think this person would perform as a health care provider?**
  - I highly recommend this applicant as a health care provider.
  - I recommend this applicant as a health care provider.
  - I recommend this applicant as a health care provider, but with some reservations.
  - I am not able to recommend this applicant as a health care provider.
Comments Section - Please comment on any of the ratings or provide any additional information that will help the admissions office in the application review process.

PT Observation Hours

Applicants enter information about their paid or volunteer physical therapy (PT) observation hours in the optional section of the PTCAS application, including any physical therapy assistant (PTA) experience. If applicants have observed a physical therapist in more than one setting, they select the “Add A New Entry” button to enter each additional experience. PTCAS does not determine if an applicant met the minimum observation requirements for a particular program.

PT Hours Verification Forms Sent to PTCAS

PTCAS collects paper and electronic PT Observation Hours forms for those programs that require a licensed physical therapist to verify an applicant’s PT experiences. (These signed forms were sent directly to the programs during the first cycle). PTCAS encourages physical therapists to use the online PTCAS PT Hours Portal to review and affirm the applicant’s relevant PT experience. The online PT Hours Portal is similar to the online PTCAS Reference Portal. PTCAS scan any signed PT hour forms received. Both paper and electronic forms are available for programs to view via the Admissions Portal and included in paper mailings, if the program opts to receive paper. Programs that do not require a PT signature form can opt not to receive paper copies of these forms from PTCAS, if desired.

If a program requires the physical therapist to verify the applicant’s observation hours, the applicant must enter their observation hours on the PTCAS application then request an electronic or paper signature from the appropriate physical therapist.

Electronic PT Signatures Preferred

If verification is required by a PT program, applicants should strongly encourage the physical therapist(s) to confirm their hours online using the PTCAS PT Hours Portal. After listing the experience, the applicant MUST click the “Send for Verification” button provided for the experience on the Physical Therapy Observation Hours page of the application. Applicants should alert the PT to watch for an automated email from PTCAS with the subject "PTCAS Observation Hour Verification Request". If the physical therapist does not receive an email from PTCAS, applicants are instructed to have the PT check spam/junk email folders or provide you with an alternate email address.

Paper PT Signatures

If the physical therapist does not have Internet access, applicants must login to their application and print the PTCAS PT Hours Form (PDF) for that particular experience. They must then deliver the appropriate form to the physical therapist. Each PTCAS PT hours form is unique to both the applicant and physical therapist. Applicants must arrange for the signed form to be sent to PTCAS. If the physical therapist previously signed a different (non-PTCAS) form to verify the applicant’s hours, the form should be attached to the PTCAS form and sent to PTCAS in a single envelope. Applicants need to arrange for PTCAS to receive only one signed form per PT experience.
PT Signatures for Future PTCAS Cycles

If a student plans to apply to a PT education program in a future PTCAS admissions cycle, s/he can request a blank PT Observation Hours Verification form directly from PTCAS. Once the applicant is ready to apply via PTCAS, s/he MUST key enter all of the PT experiences on the PTCAS web application exactly as they appear on the signed form and select the “paper” verification type. The applicant is instructed to print and attach the new (bar-coded) PTCAS verification form to the “old” signed form. The PT does not need to sign the new PTCAS form, if there are no changes. The applicant sends both forms to PTCAS in a single envelope.

NOTE: If there are any changes to the applicants PT experience after the PTCAS or school PT hours form is signed, then PTCAS strongly advises applicants to obtain a new signature to verify these revised hours.

PT Hour Setting Descriptions

PTCAS provides applicants with a description of each PT setting listed in the PT Observation Hours section in order to help applicants more easily identify the correct item from the list.

- **Acute Care** – In this setting, the physical therapy is provided to individuals that are admitted to a hospital for short term patient care for reasons such as illness, surgery, accident, or recovery from a trauma. The goal in this setting is to discharge the person as soon as they are medically stable and have a safe place to go.
- **Rehab/Sub Acute Rehab** – Use this category for both types of settings described below:
  - Rehabilitation Hospital: In this setting, the physical therapy is provided to individuals that are admitted to a facility or rehabilitation unit with the goal of providing intense therapy to improve the person’s ability to care for themselves (typically three hours or more per day).
  - Sub-Acute Rehabilitation: In this setting, the physical therapy is provided to individuals that are admitted to a special hospital that provides medical and/or rehabilitation care. The rehabilitation is less intense (typically less than three hours per day)
- **Extended Care Facility /Nursing Home/Skilled Nursing Facility** - In this setting, the physical therapy is provided to individuals that are admitted to a facility that typically cares for elderly patients and provides long-term nursing care, rehabilitation, and other services.
- **Outpatient Clinic** (also known as a Private Practice) – In this common physical therapy setting, individuals visit a physical therapist in a clinic, office, or other healthcare facility primarily to address musculoskeletal (orthopedic) and neuromuscular injuries or impairments.
- **School/Pre-school** - In this setting, physical therapy services are provided within an educational environment, including pre-school, elementary, or secondary education (high school and vocational) facilities.
- **Wellness/Prevention/Fitness** - In this setting, physical therapy services are provided to individuals with a focus on wellness. This approach to healthcare emphasizes preventing illness and injury and promoting healthy lifestyle, as opposed to emphasizing treatment of diseases.
- **Industrial/Occupational Health** - In this setting, physical therapy services are provided to individuals primarily to help them return to work or for the purpose of enhancing employee health, improving safety, and increasing productivity in the workplace.
- **Other** – [No definition is provided. Applicant self-describes any “Other” setting.]
**Updating PT Observation Hours after Submission**

Applicants can edit the PT Observation Hours section after they e-submit their completed application to PTCAS. Any changes moves the PT experience to “unverified” status. PT education programs are not required to consider any updated or unverified PT experiences in the admissions process. After e-submission, applicants can...

- add new PT experiences to the application,
- make edits to in-progress and planned PT experiences on the application,
- request a physical therapist to verify your updated or new PT experience,
- NOT make edits to PT experiences previously marked as “complete”,
- NOT make edits to PT experiences which have a status of “Verification Requested”, and
- NOT make edits to PT experiences previously marked with the “paper” verification type (regardless of whether PTCAS has received a signed PT hours verification form for the experience).

**If a Physical Therapist Denies an Applicant’s Verification Request**

If a physical therapist receives a paper or electronic verification form and is unable to verify an applicant’s PT experience as entered on the PTCAS application for any reason, the applicant is instructed to follow the steps below.

- **Electronic Verification** – If you submitted an electronic verification request to a physical therapist who is unable to verify your PT hours due to inaccuracies, you will receive an automated e-mail from PTCAS that describes why the experience was not verified by the PT. You must immediately login to your PTCAS application, make the necessary edits to the PT experience by clicking on the “Update” button and saving the changes, and then re-submit the experience for verification by clicking the “Send For Verification” button. Once resubmitted for electronic verification, PTCAS will automatically email the PT again with instructions on how to verify your revised PT hours or make further recommendations for edits.

- **Paper Verification** – If you submitted a paper verification request to a physical therapist who is unable to verify your PT hours due to inaccuracies, you must enter a new observation experience on your application with the correct information and print the verification form (PDF) for the newly entered experience. Deliver the revised paper form to the physical therapist. Arrange for the signed paper verification form to be mailed to PTCAS. After you e-submit, you cannot make additional edits to any PT experiences marked with the “paper” verification type.

**PT Hours Verification Status on Admissions Portal**

All PT observation experiences entered on the PTCAS application by the applicant are accessible to the applicant’s designated programs via the online Admissions Portal. The PDF version of the form displays all real time changes made to the PT observation hours and corresponding verification status. Once the application file is “complete” (application, payment, and all U.S. transcripts received), PTCAS sends the applicant’s PT observation hours data, as of date, in the PRINT mailing for those programs that opt to receive paper. Any additional changes to the PT observation hours section or the verification status of the PT hours are only reflected in the online PDF application.
and in the weekly ELECTRONIC mailings. PTCAS does not generate a revised paper application due to changes to an applicant’s PT observation hours status.

### PT Observation Hours Verification Status

If your program does not require or consider a PT signature, disregard the status information below and rely solely on the applicant’s self-reported PT experiences. The applicant’s PT observation hours are visible to programs via the Admissions Portal as soon as the applicant e-submits the PTCAS application, regardless of whether the hours were verified by a physical therapist.

#### APPLICANT MARKED PT EXPERIENCE AS ‘IN-PROGRESS’

- **In-Progress/ Verification: REQUEST SENT**
  - Electronic Verification: PTCAS has contacted the physical therapist by email with login instructions for the online PT Hours Verification Portal.
  - Paper Verification: PTCAS cannot determine whether the applicant actually printed the paper form or delivered it to a physical therapist. If no verification is submitted, then the status does not change.

- **In-Progress/ Verification: IN-PROGRESS**
  - Electronic Verification: The physical therapist has logged into the PT Hours Verification Portal and has begun to review the applicant’s PT experiences, but has not yet completed the process.
  - Paper Verification: Not applicable.

- **In-Progress/ Verification: PT VERIFIED**
  - Electronic Verification: The physical therapist has verified the applicant’s hours to date via the online PT Hours Verification Portal.
  - Paper Verification: PTCAS has received and processed the signed paper form.
  - Changes to In-progress Experiences After Electronic Verification:
    - If the applicant makes subsequent edits to the in-progress experience and marks it as “complete” after it is initially verified via the online PT Hours Verification Portal, then the status moves to “Completed/Verification: PT Not Verified”.
    - If the applicant make subsequent edits to the experience and keeps it as “in-progress” after it is initially verified online, then the status moves to “In-Progress/Verification: Request Sent”

#### APPLICANT MARKED PT EXPERIENCE AS ‘COMPLETE’

- **Completed/ Verification: PT NOT VERIFIED** - The physical therapist has not yet verified the completed experience OR the physical therapist selected ‘I do not verify the PT Experience’. Applicants cannot make edits to a completed experience unless the verifier chooses not to verify the hours due to errors. If not verified by the PT, PTCAS notifies the applicant via email so s/he can edit the completed PT experience ONCE and resubmit it for verification to the same or different physical therapist, as appropriate.

- **Completed/ Verification: VERIFICATION COMPLETE** - The physical therapist selected ‘I Verify the PT Experience’ on the online or paper form, and verification is considered complete. The applicant cannot make any further edits to this particular experience.
ESSAYS

Standard PTCAS Essay

The standard PTCAS essay is as follows – “What personal characteristics and motivating factors have led you to pursue the profession of physical therapy?”

PTCAS includes a character count so applicants can easily determine when the 4500 character limit is met. The ESSAY is a required field. If an applicant applies to a single PT education program that does not require an essay, the applicant can skip the essay field by entering a few characters or pressing the space bar a few times in the text box. The system only requires that an applicant enter something in the text box. PTCAS does not review the standard or custom essay responses for content or grammatical errors.

Essay for Repeat Applicants

PTCAS includes an optional essay box for repeat applicants that is separate from the main essay. “If you have applied to a physical therapy program in the past five years, what have you done to improve upon, or enhance, your application for this current admissions cycle?” PTCAS does not verify an applicant’s repeat status.

FEES

The guiding principles for establishment of the PTCAS application fees is to cover the operational and administrative expenses associated with the CAS and to minimize the financial burden on applicants.

2010-11 PTCAS Fees

- Base fee for one application: $120
- For each additional PT program designation: $35

PTCAS Processing of Fee Payments

Applicants are encouraged to pay the application fee on-line by credit card as part of the PTCAS Web application. PTCAS accepts VISA, MASTERCARD, and DISCOVER credit cards. PTCAS accepts credit card payments via the on-line application only, and not by mail or fax. Some applicants may choose, however, to mail a money order payment. Applicants who pay by mail are instructed to use the “PTCAS Payment Form” to facilitate the matching of the payment to the correct PTCAS ID. PTCAS accepts payments if the PTCAS Payment form is attached. PTCAS does not begin to verify the application until the correct application fee amount is received.

Possible Problems with Payment Amount

OVERPAYMENT

If an applicant overpaid, the system does NOT hold the application in processing. Staff contacts the applicant to resolve the payment problem. If necessary, PTCAS issues a refund to the applicant for overage.
UNDERPAYMENT OR IMPROPER PAYMENT

If an applicant did not pay the required fee or submitted an improper payment (e.g., payment is not in U.S. dollars), PTCAS attempts to notify the applicant regarding payment problem. The system holds the application in processing until the payment issue is resolved.

DISPUTES AND CHARGE BACKS

PTCAS assesses a service charge of $20.00 for credit card charge backs not authorized by PTCAS. Applicants are then instructed to pay the application fee and service charge within 10-business days. If the applicant does not comply, PTCAS will stop the processing of the application and notify the applicant’s designated programs.

REPEAT APPLICANTS WITH BALANCE DUE

Repeat applicants in the 2010-11 (third) cycle with outstanding fee balances from the 2009-10 (second) cycle are placed on HOLD until payments for the previous and current cycles are received in full.

Refunds

PTCAS application fees are non-refundable. PTCAS does not issue refunds for withdrawn applications or missed deadlines. PTCAS only considers issuing a refund if the Service did not properly process the applicant’s file or materials based on current policies and procedures.

Fee Waiver

PTCAS offers a fee waiver to financially disadvantaged applicants applying during the 2010-11 admissions cycle. The APTA fee waiver fund of $50,000 supports 416 applicants applying to one PTCAS institution. PTCAS grants application fee waivers to financially disadvantaged applicants on a first-come, first-serve basis. Fee waiver decisions are based on the applicant's income, or parent's income if claimed as a dependent, as reported on the most recent tax return. PTCAS grants fee waivers to those applicants with earnings that are at or below the U.S. Department of Health and Human Services poverty guidelines (see below).

Applicants with approved waivers may apply to a maximum of one (1) PTCAS program for free. Applicants who receive a PTCAS fee waiver and choose to apply to more than one PTCAS program are responsible for an incremental fee of $35 for each additional designation. The PTCAS waiver applies to the PTCAS application fee only. Each PT education program must determine if it will waive supplemental application fees for those applicants who qualify for a PTCAS fee waiver.

To be considered for a PTCAS fee waiver, an applicant must:

- Be a U.S. citizen, U.S. Permanent Resident, or have refugee/asylum status.
- Submit a PTCAS Fee Waiver Form. Form is available in the FEE section of the PTCAS web site at http://www.ptcas.org/Fees.html
- Submit the completed form with a copy of the most recent Federal Income Tax Return to PTCAS. Submit parent’s Tax Return, if claimed as a dependent.
• NOT e-submit application until PTCAS approves or denies fee waiver request. If the applicant e-submits application prior to notification, PTCAS automatically denies the fee waiver request.

• Once the applicant is approved for a PTCAS fee waiver, the applicant selects the money order option as the form of payment.

LOW INCOME LEVELS

PTCAS fee waiver decisions are tied to the U.S. Department of Health and Human Services’ poverty level guidelines. The Low-Income Level is based on 200 percent of the U.S. Department of Health and Human Services poverty guidelines and used to determine what constitutes a low-income family.

<table>
<thead>
<tr>
<th>Persons in Family or Household</th>
<th>48 Contiguous States and D.C.</th>
<th>Alaska</th>
<th>Hawaii</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$21,660</td>
<td>$27,060</td>
<td>$24,920</td>
</tr>
<tr>
<td>2</td>
<td>$29,140</td>
<td>$36,420</td>
<td>$33,520</td>
</tr>
<tr>
<td>3</td>
<td>$36,620</td>
<td>$45,780</td>
<td>$42,120</td>
</tr>
<tr>
<td>4</td>
<td>$44,100</td>
<td>$55,140</td>
<td>$50,720</td>
</tr>
<tr>
<td>5</td>
<td>$51,580</td>
<td>$64,500</td>
<td>$59,320</td>
</tr>
<tr>
<td>6</td>
<td>$59,060</td>
<td>$73,860</td>
<td>$67,920</td>
</tr>
<tr>
<td>7</td>
<td>$66,540</td>
<td>$83,220</td>
<td>$76,520</td>
</tr>
<tr>
<td>8</td>
<td>$74,020</td>
<td>$92,580</td>
<td>$85,120</td>
</tr>
<tr>
<td>For each additional person add</td>
<td>$7,480</td>
<td>$9,360</td>
<td>$8,600</td>
</tr>
</tbody>
</table>

*Adjusted gross income for calendar year 2009. Changes in the applicant’s current year financial situations are not considered.
PTCAS TRANSCRIPT VERIFICATION PROCEDURES

PTCAS performs course-by-course verification once it receives all official U.S. transcripts, a completed application, and correct fee payment. Applicants are sorted based on the date the file becomes complete, as defined by PTCAS, rather than the date the application was e-submitted. Verification refers to the matching of courses on the official transcripts to the completed courses entered on the “Coursework” section of the PTCAS web application. The PTCAS verification staff ensures that applicant-reported coursework matches the course history on the corresponding U.S. transcript, including any possible course work that appears on the reverse side of the transcript. PTCAS does not verify foreign courses or transcripts.

Overview

Staff performs the following tasks to ensure accurate academic data is reported to the designated programs.

- Maintain a communications log for each applicant. ALL email correspondence and phone conversations between the verifier and the applicants are recorded within the database.
- Cross-reference transcripts in each applicant’s file with the colleges reported on the coursework section of the application. Verify that PTCAS has received an original transcript for all transfer courses reported on each transcript. If there is a transcript missing from an applicant’s file, send an email to inform the applicant that one or more transcripts were not received. A blast email is sent to all in-progress applicants letting them know that an application deadline is approaching and one or more documents are still missing. It is not the responsibility of PTCAS staff to notify an individual about a missing transcript. Applicants are responsible for ensuring all application materials, including transcripts, are sent to PTCAS in a proper and timely manner.
- Verify that all applicant-reported courses reported on the application are reported exactly as they appear on the transcript. Verify that all courses that appear on the transcript are properly reported on the application. (See field-by-field transcript verification description on next page).
- Once all of the applicant's coursework is verified, confirm that the PTCAS GPAs for each program attended matches or is close to the institutional GPAs reported on the transcript. The institutional GPA generated by PTCAS may differ from the transcript GPA due to the grade standardization process and policies regarding repeated or failed coursework.
- Record any notes in the “Comments” section that would be useful information for PTCAS staff when communicating with the applicant in the future. Enter your initials and the date for each comment recorded. These comments are for use by PTCAS staff only and are not visible to the designated programs.

No Transcript Available

PTCAS does not waive transcript requirements due to an applicant’s financial obligations to a college or university. Applicants who are unable to obtain an official transcript from a college or university due to extenuating circumstances must submit a signed letter of explanation on official letterhead from the appropriate institution or state department of education. PTCAS evaluate transcript waiver requests on a case-by-case basis.
PTCAS Recognized U.S. Accreditation Agencies

PTCAS only includes courses taken at regionally accredited institutions in the applicant course history and GPAs. The list of recognized accrediting bodies is below. These accrediting associations are recognized by the U.S. Department of Education and accredit entire institutions (as opposed to individual programs) in the U.S. and abroad:

- Middle States Association of Programs and Colleges (MSA)
- New England Association of Programs and Colleges (NEASC)
- North Central Association of Programs and Colleges (NCA)
- Northwest Association of Programs and Colleges (NWCCU)
- Southern Association of Programs and Colleges (SACS)
- Western Association of Programs and Colleges (WASC)
- Commission on Accreditation in Physical Therapy Education (CAPTE)
- Association of Theological Programs

Course by Course Transcript Verification

The verification staff ensures that the applicant properly entered all coursework that appears on every regionally accredited U.S. transcript. Below is a description of the verification rules and procedures by each course field:

**INSTITUTION CODE**: The institution code reflects where the course was originally completed. If the applicant identified the wrong institution, PTCAS makes the correction to the institution code. PTCAS edits to the institution code field are not apparent in any reports. PTCAS verifies the database and/or paper file to determine if the applicant submitted the original transcript from the institution where the course was completed.

**PRIMARY INSTITUTION**: Applicants are instructed to identify one primary undergraduate institution. The primary institution is the college or university where the applicant will earn (or has earned) his/her first bachelor’s degree. If no degree is planned, the applicant is instructed to select the institution where s/he completed the majority of undergraduate courses. PTCAS only edits this field if an obvious error is made. It is the applicant’s responsibility to properly report this information to PTCAS.

**ACADEMIC STATUS**: PTCAS does NOT verify that an applicant reported the correct student registration status for each term (freshman, sophomore, junior, senior, graduate, or, post-BS undergraduate). For example, a junior student enrolled in a 4-year university completes a summer course at a community college prior to his senior year. The applicant would identify the summer term as either a “junior” or “senior” term in the Academic Status field, even though he was enrolled in a lower-level course. PTCAS only edits this field if an obvious error is made. It is the applicant's responsibility to properly report this information to PTCAS. (See also “Course Level”)

**TERM**: PTCAS verifies that the proper term was selected: winter, interim, spring, summer, summer 1, summer 2, or fall. PTCAS verifies that the correct term was selected. If the applicant selected the wrong term, PTCAS staff select the correct term from the list. PTCAS edits to the term field are not apparent in any reports.

**TERM TYPE**: PTCAS verifies that the proper term type was selected: quarter, semester, trimester, or unit. PTCAS verifiers refer to the transcript key located either on the front or back of the transcript for indication of the correct term type. PTCAS edits to the term type field are not apparent in any reports.
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YEAR: PTCAS verifies that the applicant properly entered the year the course began. If the applicant selected the wrong year, PTCAS selects the correct year from the list. PTCAS edits to the year are not apparent in any reports.

COURSE TITLE: Applicants are instructed to enter the title of each course exactly as it appears on the transcript. If the applicant abbreviates the course name or does not properly enter the course title, PTCAS attempts to enter the full course title in the field. Programs may use course title to help determine if course fulfills a particular prerequisite. PTCAS edits to the course title field are not apparent in any reports.

COURSE PREFIX AND NUMBER: [Course Prefix] (e.g., CHEM 101). PTCAS verifies the correct prefix and number were entered. PTCAS edits to this field are not apparent in any reports. In the event that a transcript does not provide PTCAS or the applicant with an official course code or number, the PTCAS verifier enters the words “NOT AVAILABLE” into the Prefix and Number field. This accomplishes the following tasks: (1) The field is completed so that the applicant can move on within the application and (2) programs are alerted that the institution does not provide course numbers/codes on their official transcripts.

COURSE LEVEL* [Lvl]: PTCAS does NOT verify that the applicant properly reported the level of each course taken: lower-division, upper-division, or graduate. It is the applicant's responsibility to check the college or university catalog to determine the level of the course taken. PTCAS only edits this field if an obvious error is made.

COURSE TYPE* [Crs Type]: PTCAS does NOT verify that the applicant properly reported the correct course type for a science course: lab only, lecture only, lab and lecture combined, or other. It is the applicant's responsibility to check the college or university catalog to determine the course type. PTCAS only edits this field if an obvious error is made based on information provided on the official transcript only. PTCAS does NOT review course descriptors to determine if a course type was properly selected. The course type is only provided for science courses, as identified by the “course subject” field as Anatomy and Physiology, Biology, Chemistry, Physics, Movement Science, and Other Science.

GRADE (applicant-reported) [Trn Grd]: Applicants are instructed to list each grade exactly as it appears on the transcript. PTCAS verifies that the applicant reported the correct grade or designation (e.g. withdrew) as compared to the transcript. PTCAS does not edit this field. If an applicant entered the wrong grade for the course, PTCAS makes the correction in the “PTCAS-Verified Grade” field. Therefore, programs can view an applicant's original grade entry and any corrections made by staff. Grades include numeric grades (e.g., 98), letter-grades (B+), scaled grades (3.5), or other. The “grade” field may include non-graded designations (e.g., withdrawn failing).

Key:
• W = Withdrawn
• WF = Withdrawn Failing
• P = Pass (in a P/F course)
• S = Satisfactory
• CR = Credit
• NP = No Pass (P/F course)
• NS = Non Satisfactory
• U = Unsatisfactory
• R = Repeated
• AU = Audit (in this column only)
• NG = No Grade

NOTE: If an applicant omitted a course and grade, the PTCAS verifier enters the missing course and all necessary fields (including grade and credit) into the PTCAS application. The program does not know that PTCAS added a particular course and grade on behalf of an applicant during verification. If there are numerous mistakes, PTCAS “undelivers” the application so that the applicant can make corrections.
PTCAS-VERIFIED GRADE [Ver Grd]: This field does not appear on the PTCAS application and is used for PTCAS verification purposes only. If the applicant-reported Grade is correct, the VGRD field is blank. If the applicant-reported Grade is wrong, PTCAS enters the correct transcript grade in the VGRD field. For instance, the transcript shows a “C” grade in English, but the applicant reported an “A” on the application. In this case, PTCAS would enter “C” in the PTCAS-verified grade field. The applicant’s original Grade entry and the PTCAS-Verified Grade (VGRD) fields are reported to the applicant’s designated programs in electronic and paper files.

PTCAS (Converted) GRADE [Cnv Grd]: Applicants are instructed to convert each grade on the transcript to the correct standardized letter grade. Using the transcript’s grading scheme (key) PTCAS determines if the applicant properly converted the transcript grade to the PTCAS (converted) letter grade. If it is a non-graded course (e.g., Pass/Fail), the converted grade is equal to "None". Each PTCAS converted grade has a numeric value (4.0 - 0.0) that is used in the PTCAS GPA calculation process. See section on GPA calculations. PTCAS edits to this field are not apparent in any reports to designated PT education programs.

CREDITS [Trn Crd]: PTCAS does not edit this field. If the applicant made an error to the number of credits, PTCAS makes the correction in the PTCAS Verified Credits (VCRD) field. See next field.

VERIFIED CREDITS [Ver Crd]: This field does NOT appear on the PTCAS application and is used for verification purposes only. If the applicant-reported Credits are correct, the VCRT field is blank. If the applicant-reported credits are wrong, PTCAS enters the correct transcript credits in this field. Both the original applicant Grade and PTCAS-Verified Grade (VGRD) fields are visible to the applicant’s designated programs. **NOTE:** If the applicant failed or repeated a course, PTCAS tries to verify that the applicant properly entered the number of credits ATTEMPTED, regardless of whether the course credits on the transcript or the application are shown as blank, zero “0”, or if were later repeated for a higher grade.

SPECIAL CLASSIFICATION [Special Class]: PTCAS attempts to verify that the applicant properly identified any special classification for each course. Special classifications options are repeated, incomplete, distance-learning, honors, study abroad, Advanced Placement (AP), CLEP, International Baccalaureate (IB), freshman forgiveness, academic bankruptcy, and institutional/department exam. These designations may or may not be apparent on the transcript.

**Freshman Forgiveness:** Some institutions allow students to repeat courses taken during the freshman year in which a grade of D or F (or incomplete) was earned. The institution only uses the second grade in the calculation of the cumulative grade point average. Generally, the grades/credits for both attempts appear on the transcript. Applicants must list all courses with Freshman Forgiveness status on the PTCAS application. PTCAS GPAs include ALL college courses completed by the applicant, including those with Freshman Forgiveness status.

**Academic Bankruptcy** is similar to Freshman Forgiveness. This policy usually applies to all coursework taken at the institution, including courses with A, B, and C grades and those taken after the freshman year. It "wipes" the student’s academic record clean as far as the institution is concerned. Generally, the bankrupted coursework remains on the transcript; but it is not counted in the transcript’s GPA calculation and does not count toward the student’s degree requirements. Applicants must list all courses with Academic Bankruptcy status on the PTCAS application. PTCAS GPAs include ALL college courses completed by the applicant, including those with Academic Bankruptcy status.
**TEST SCORE** [Sct]: If the applicant selects AP, IB, or CLEP, the web application prompts the individual to enter the original test score as reported by the testing agency. These scores are **NOT** verified by PTCAS.

**COURSE SUBJECT** [Subject]: The PTCAS verifiers must confirm that the applicant has categorized the course in question within the proper course subject area. Courses listed under the wrong subject can result in the miscalculation of the applicant’s PTCAS GPAs. Course subject categories are listed for guideline purposes only. If staff is uncertain whether a course subject is correct, verifiers default to the applicant’s selection. If, however, an applicant listed all science courses under the “Other Science”, verifiers attempt to make the correction.

- **Anatomy and Physiology [Anat Phys]**: ONLY Anatomy and Physiology (A&P) courses completed in a biology, neuroscience, anatomy, or integrated physiology department. Classify other A&P courses completed in an allied health, physical education, exercise science, or other department as “Movement Science”. PTCAS verifiers only refer to the transcript to determine if the correct course subject was selected.
- **Biology**: Animal Science, Bacteriology, Biology, Botany, Cellular & Molecular Biology, Cellular Physiology, Earth Science, Ecology, Evolution, Genetics, Hematology, Histology, Immunology, Microbiology, Natural Science, Oceanography, Pathology, Physical Science, Zoology
- **English Composition [Engl Comp]**: Composition, English, Technical Writing, Writing (NOT literature courses)
- **Math**: Algebra, Behavioral Statistics, Biostatistics, Calculus, Chemical Math, Math, Statistics
- **Movement Science [Mmnt Sci]**: Anatomy and Physiology completed in a non-science department (e.g., allied health), Athletic Training, Biomechanics, Ergonomics, Exercise Physiology, Exercise Science, Human Movement, Kinesiology, Locomotion Studies, Motor Control, Movement Science, Sensorimotor Development, Sports Medicine, Therapeutic Exercise
- **Other Science [Other Sci]**: Agriculture, Astronomy, Bioethics, Biological Anthropology, Computer Science, Electronics, Engineering, Forestry, Geology, Meteorology, Physical Geography, Physical Anthropology, Teaching Science
- **Physics [Phys]**: Electricity & Light, Magnetism, Mechanical Heat, Physics, Thermodynamics
- **Professional Course [Prof Crs]**: Use this category for any courses taken in a professional program where a certificate or degree is planned or was earned, such as Audiology, Chiropractic Medicine, Dentistry, Emergency Med-Tech, Epidemiology, Nursing, Nutrition, Occupational Therapy, Pharmacy, Physical Therapy Assistant, Physician Assistant, Podiatry, Public Health, Radiology, and Respiratory Therapy. If no certificate or degree is planned or was received, please list these courses as “Other Science”

**CORE PT PREREQUISITE**: Field is **NOT** verified by PTCAS. Applicants are instructed to match one course to each core PT course prerequisite. These PTCAS core prerequisites were identified by an APTA Education Section as the most commonly required courses across PT education programs. If a prerequisite course was repeated, then the applicant should match both courses to the appropriate prerequisite. If no match, applicants should select 'None' from the list. PTCAS uses the applicant’s selected prerequisite courses to calculate a core prerequisite GPA. PTCAS does **NOT** verify that applicants have properly matched their courses to correct prerequisites or determine if they fulfilled all of the prerequisites for their designated PT education programs. Program course prerequisites vary significantly and differ from the PTCAS list.
### Anatomy and Physiology with Lab I
*Anatomy and Physiology with Lab II*

PT education programs may only accept course if it is completed in a biology, neuroscience, anatomy, or integrated physiology department. Some programs does not accept a combined anatomy and physiology course. * Programs generally require one course (4 semester hours) in anatomy plus another course (4 semester hours) in physiology for a total of one year of study; OR 8 semester hours (one year sequence) of combined anatomy and physiology (A&P). An individual PT program does NOT require you to complete 16 semester hours (2 years) of A&P. Visit the PT program pages determine what type of anatomy and physiology courses are required for admission.

### Human Anatomy with Lab

PT education programs may only accept course if it is completed in a biology, neuroscience, anatomy, or integrated physiology department. Comparative anatomy MAY be accepted as a substitute.

### Human Physiology with Lab

PT education programs may only accept course if it is completed in a biology, neuroscience, anatomy, or integrated physiology department. Vertebrate physiology MAY be accepted as a substitute. Exercise physiology is NOT generally accepted as a substitute.

### Behavioral Sciences I
*Behavioral Sciences II*

Examples include general psychology, sociology, and anthropology. Some programs require specific behavioral science courses.

### Biology I with Lab
*Biological II with Lab*
*Chemistry I with Lab*
*Chemistry II with Lab*
*Physics I with Lab*
*Physics II with Lab*
*Statistics*

Only match prerequisites to general courses you have taken in that subject. You are advised not to match prerequisites to upper (300-400) division courses.

#### Academic Update [AU]:
During the AU, applicants that previously e-submitted the PTCAS application and verified by staff may enter any new summer or fall 2010 coursework. Once the applicant enters the new coursework, it is immediately visible to programs on the Admissions Portal. The updated (unverified) coursework it is marked with an “AU” in this column. PTCAS verifies fall courses against the updated transcript. Once complete, the PTCAS GPAs and credit totals reflect the newly added summer and fall 2010 courses.

#### Transcript Verification Stopped Due To Discrepancies

There are two major reasons why PTCAS may need to stop the transcript verification process for a particular applicant.

1. If PTCAS staff cannot match most or all course work from a transcript to the application, PTCAS may have received or matched the wrong transcript; or the applicant may have failed to properly enter coursework on the application. If the applicant failed to properly enter their coursework, PTCAS may request another transcript or allow the applicant to edit and resubmit their web application in order to correct the errors.
2. Transfer courses or institutions are listed on transcript, but the applicant did not provide transcript(s) from original institution(s). Applicant is placed “on-hold” until all required U.S. transcripts are received. PTCAS notifies applicant about the missing information and informs applicant of the possibility that staff may “undeliver” his/her application so that the applicant can make the necessary corrections.

APPLICATION IS “UNDELIVERED”

“Undelivered” applications were previously submitted to PTCAS, but were later electronically returned to the applicant for error correction. Undelivered applications may be edited. An application can be “undelivered” by PTCAS staff for many reasons including a high number of applicant errors or omissions in the course history section and unreported college(s) attended or courses. When a circumstance arises in which an application needs to be undelivered, PTCAS follows these procedures:

1. The PTCAS verifier opens the Automatic Message system to generate an email to the applicant. In the message, the applicant is told what the problems encountered were, is provided detailed instructions on how to correct the problems and is reminded to re-submit application corrections to PTCAS within 1 week (PTCAS encourages applicants to submit edits quickly to assist their designated programs; however, it does not enforce this deadline). The applicant’s file is then moved to “Undelivered” status until it has been resubmitted to PTCAS.

2. Stress that it is the responsibility of the applicant to re-submit the corrected application to PTCAS in a timely manner. PTCAS is not responsible for missed deadlines. PTCAS does NOT “undeliver” applications for mistakes in any section other than College Courses, or in response to applicant requests to update courses prior to launch of the Academic Update window, if the applicant has not already been processed.

**Numeric Grading Schemes**

PTCAS attempts to use the letter grade conversion chart (grading scheme) posted on the transcript by the feeder institution, if provided. For numeric-based grades, the conversion to a letter-grade varies by institution (e.g., an "A" may be 90-100 at one school and 93-100 at another). **If there is no letter grade conversion provided on the transcript or by the registrar,** PTCAS defaults to the grading scales as shown below.

<table>
<thead>
<tr>
<th>Grade on Transcript</th>
<th>PTCAS Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90</td>
<td>A</td>
</tr>
<tr>
<td>89-80</td>
<td>B</td>
</tr>
<tr>
<td>79-70</td>
<td>C</td>
</tr>
<tr>
<td>69-60</td>
<td>D</td>
</tr>
<tr>
<td>&gt;60</td>
<td>F</td>
</tr>
</tbody>
</table>

A few transcripts provide numeric 4.0-scaled grades, but do not provide a letter-grade equivalent (e.g., 3.7 = A-). As part of the standardization process, **any transcript grades without letter grade equivalents posted on the transcript are converted** to the standard PTCAS scale using the ranges below.

<table>
<thead>
<tr>
<th>PTCAS Letter Grade</th>
<th>Grade on Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00-3.80</td>
</tr>
<tr>
<td>A-</td>
<td>3.79-3.60</td>
</tr>
<tr>
<td>AB</td>
<td>3.59-3.40</td>
</tr>
</tbody>
</table>
Courses and Other Items NOT Verified by PTCAS

FAILED/REPEATED GRADES – CREDITS UNKNOWN

PTCAS includes all verified FAILED and REPEATED courses in its GPAs. In the event a failed or repeated course appears on a transcript without the credit-hours-attempted shown, PTCAS inserts the necessary credit hours based on the information for the course that was repeated at a later date. The Special Classification field in the College Courses section indicates whether a particular course is "repeated." If a repeated course grade is missing from the transcript, PTCAS cannot verify that an applicant failed the course, as opposed to earning a “C” or “D.” Therefore, the grade for the course in question is denoted with a grade of “NG” (No Grade) or “R” (Repeated) and a PTCAS Grade of “None.” As a result, these courses are excluded from the PTCAS GPAs.

PROGRAM PREREQUISITES

As part of the verification process, PTCAS can NOT verify that an applicant has completed the course or other prerequisites for a particular physical therapist program. Course prerequisites and admission policies for evaluating course content vary significantly by institution. PTCAS institutions, therefore, are responsible for analyzing all applications carefully to determine which applicants have met their minimum entry requirements.

NARRATIVE (NON-GRADED) TRANSCRIPTS

Most U.S. colleges and universities evaluate students’ work with a numeric (e.g., 4.0) or alpha grade (e.g., B+). Some programs evaluate students with a “narrative” – sentences or paragraphs discussing the student’s work. PTCAS cannot verify narrative transcripts. In the event that these transcripts are submitted to PTCAS for verification, the following steps are followed:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>B+</td>
<td>3.39-3.10</td>
</tr>
<tr>
<td>B</td>
<td>3.09-2.80</td>
</tr>
<tr>
<td>B-</td>
<td>2.79-2.60</td>
</tr>
<tr>
<td>BC</td>
<td>2.59-2.40</td>
</tr>
<tr>
<td>C+</td>
<td>2.39-2.10</td>
</tr>
<tr>
<td>C</td>
<td>2.09-1.80</td>
</tr>
<tr>
<td>C-</td>
<td>1.79-1.60</td>
</tr>
<tr>
<td>DC</td>
<td>1.59-1.40</td>
</tr>
<tr>
<td>D+</td>
<td>1.39-1.10</td>
</tr>
<tr>
<td>D</td>
<td>1.09-0.80</td>
</tr>
<tr>
<td>D-</td>
<td>0.79-0.60</td>
</tr>
<tr>
<td>DE</td>
<td>0.59-0.40</td>
</tr>
<tr>
<td>F</td>
<td>Less than or equal to 0.39</td>
</tr>
<tr>
<td>None</td>
<td>Non-graded designations (i.e., P, W, WF, NG, S, CR, NP, NS, U, R, AU, I)</td>
</tr>
</tbody>
</table>
• If the applicant has entered the course information into his/her application, all PTCAS Verified Grades are changed to NG (No Grade) by the PTCAS verifier so that these courses are not included in the applicant’s official PTCAS GPAs.

• PTCAS enters a brief note in the Comments field that is available to programs on the Admissions Portal

• PTCAS forwards a copy of the narrative evaluation on to the applicant’s designated PT education programs.

The following programs use narratives evaluations completely or partially, or have used them during some period of time. Please contact APTA regarding any additional postsecondary institutions that utilize narrative transcripts.

• Antioch C.
• Bennington C.
• Evergreen C.
• Goddard C.
• Goshen C.
• Hampshire C.
• Hartwick C.
• Lindenwood C.
• Nova Scotia C. of Art and Design
• New C. of the U. of South Florida
• Pacific Oaks C.
• Prescott C.
• Sarah Lawrence C.
• SUNY at Purchase
• U. of California – Santa Cruz
• U. of Massachusetts – Boston
• U. of Minnesota – Twin Cities
• World C. West

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**Military Transcripts and Other Unique Grading Schemes**

PTCAS makes a concerted effort to verify all courses reported. If PTCAS cannot convert or decipher a grading scheme for a particular feeder school after contacting the Registrar, the staff marks the credits in the PTCAS Verified Credit field as .00 so that these courses are not included in the applicant’s PTCAS official GPAs. PTCAS scans transcripts, as is done with narrative transcripts, and includes the scanned images on the Admissions Portal.

**Foreign Transcripts and Evaluation Reports**

PTCAS does not calculate foreign courses into the PTCAS GPAs. If a student enters foreign (except Canadian) course information in the application, one of the following steps is taken (which step is selected is at the discretion at the PTCAS verifier):

• The PTCAS verifier notifies the applicant that his/her application will be undelivered and the applicant is instructed to delete all courses listed under college code 444444 - Non-US (Foreign/non-Canadian) Institution; or
• The PTCAS verifier manually deletes the foreign courses from the applicant’s application.
• In the event that a student or college representative contacts PTCAS and requests that all foreign coursework is included in the applicant’s application, the request is denied. Absolutely no foreign course information is included in an applicant’s PTCAS GPA, even if it appears on another college/university transcript (unless “study abroad”).
OTHER APPLICATION FIELDS NOT VERIFIED

PTCAS can only verify information in the Colleges and University and Coursework sections. PTCAS staff does not verify other fields in the application, including extracurricular activities, work experience, essay, and professional licenses.

Frequently Asked Questions about Verification

1. How does PTCAS use the “VCred” and “Cred” columns in the GPA calculations and tally total credit hours?

   **Answer:** If the Verified Credits (VCred) column is populated, then staff has made a correction to the applicant’s self-report credit hours on the application. PTCAS automatically uses the credits in the VCred column to calculate the PTCAS GPAs and in the tally of total credit hours. If the “VCred” column is blank, then PTCAS has verified that the applicant-reported credits in the “Cred” column were correct and has used the applicant-report credits in its calculation of total credit hours and GPAs. See sample below from page 4 of PDF version of file.

2. Should the VCred and Cred columns always reflect semester hours, regardless of term type?

   **Answer:** No. If the course was completed in a “Quarter” based systems (aka “term type”), then PTCAS automatically converts the quarter credit hours to semester hours by multiplying the number of quarter hours times .667. Only the original quarter hours are reflected on the applicant’s PTCAS application file. The converted (semester) hours are calculated internally and not posted on the application file. PTCAS only uses the converted semester hours to calculate total credit hours and GPAs.

   If the course was completed in a “trimester” or “unit” based system (aka “term type”), then PTCAS staff manually converts these hours to a semester-based system, IF NEEDED, and per the conversion instructions on the official transcript. No conversion may be necessary. If credit conversion is needed, PTCAS staff enters the converted semester hours into the VCred field. If no conversion is needed, the system automatically defaults to the applicant’s original credit hours in the Cred column.
3. Why do the fall semester hours appear on revised application, but are not included in the credit totals or GPAs?

**Answer:** During the Academic Update (AU), applicants that previously e-submitted the PTCAS application may enter any new summer or fall 2010 coursework. Once the applicant enters the new coursework, it is immediately visible to their designated programs on the Admissions Portal. The updated (unverified) coursework it is marked with an “AU Started” or “AU Submitted” status indicating that the coursework is NOT YET VERIFIED by staff or included in any of the PTCAS GPAs. Once PTCAS receives the updated summer and/or fall transcripts and verifies the updated coursework, the status changes to “AU Complete”. This status indicates that the courses are included in the revised credit totals and revised GPAs. (See also the “**Academic Update**” section for more information).

**Degree Verification**

PTCAS verifies that all degrees reported as earned in the Colleges section of the application also appear on the applicant’s official transcripts. PTCAS reserves the right to make edits to the application degree fields in order to correct minor typographical errors; however, it is ultimately the applicant’s responsibility to properly enter all degrees on the PTCAS application. Failure to properly enter degrees may delay an application in processing.

During the Academic Update, PTCAS verifies any new degrees earned since the application was initially submitted and verified. PTCAS does not verify any new degrees earned in the 2010 spring or summer terms.

Physical therapist programs should not automatically interpret a PTCAS-reported "NO" in the degree field to mean that the applicant entered falsified information. Registrars may not report a degree as earned on a transcript until several weeks after the degree is earned or until the end of the academic year. Physical therapist programs must contact the applicant or registrar directly, if they have questions about the status of a degree. PTCAS does not conduct investigations on degree status.

**Quality Control in Verification**

PTCAS strives to maintain a high level of quality control throughout the verification cycle. Most verification staff members have previous college admissions experience and all undergo extensive training preparation at PTCAS. The staff meets periodically to discuss any unusual transcripts, problem cases, revised procedures, and common applicant questions.

If an applicant has questions about a specific file or grade, the staff member who originally verified the application handles the call. If an applicant questions the PTCAS GPAs, the manager re-evaluates the verified courses and, if needed, revises the application to reflect any course corrections. Revised application files are automatically transmitted to the applicant’s designated programs in the next e-mailing. Applicant inquiries help to ensure that the course information provided by the programs is accurate.

If PTCAS receives an inquiry from a PT education program, the PTCAS Manager works with the verifier who originally reviewed the file to ensure the matter is investigated properly and efficiently. The Manager addresses any possible systemic or individual staff verification concerns. If a verification problem is detected, the applicant’s file is revised to reflect the appropriate corrections. The PTCAS Manager may also contact the applicant’s designated programs to provide additional explanation, if deemed necessary.
During the Academic Update (AU), verifiers review all of the applicant’s newly completed summer and fall grades, as well as double check courses that were previously verified earlier during the same cycle. This quality control measure helps PTCAS to identify any possible verification problems missed during the first review before the application is resent to the applicant’s designated programs with updated fall courses and GPAs.

PTCAS GPA CALCULATIONS

PTCAS calculates a standardized GPA to help participating programs evaluate applicants using uniform and consistent criteria, regardless of different institutional transcript policies. The PTCAS GPAs are automatically generated by the system and are likely to be different from those calculated by the colleges and universities attended due to the PTCAS grade standardization process. Institutions may choose to use the PTCAS GPAs or calculate new GPAs for their own institutional use. To calculate a grade-point-average (GPA), PTCAS determines each applicant’s total number of quality points by multiplying semester hours attempted by the value of the verified PTCAS grades. Quarter hours and units are converted to semester hours (quarter hours are multiplied by .667). The quality points are divided by the total number of hours for completed courses. PTCAS reports standardized GPAs in a semester-based 4.0 scale.

PTCAS Grading Scale

PTCAS uses the standardized “PTCAS (converted) Grade” from the “Coursework” section of the application to calculate a set of GPAs. PTCAS verifies that the applicant properly entered each original grade from the transcript, as well as properly converted the grade to the standardized PTCAS letter grade. Each PTCAS letter grade has a corresponding numeric value.

| PTCAS Weight | 4.0 | 3.7 | 3.5 | 3.3 | 3.0 | 2.7 | 2.5 | 2.3 | 2.0 | 1.7 | 1.5 | 1.3 | 1.0 | 0.7 | 0.5 | 0 |
|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| PTCAS Grade | A/A+ | A-  | AB  | B+  | B   | B-  | BC  | C+  | C   | C-  | CD  | D+  | D   | D-  | DE  | F |

GPA System Rules

The PTCAS central database automatically performs the following steps when calculating PTCAS GPAs. Staff does not manually perform these steps, unless otherwise indicated.

- If “Quarter”, PTCAS system automatically converts quarter hours to semester hours (Quarter Hour x .667). If “Unit”, verifier must manually convert credits to semester hours for each course. For example, 1 unit equals 3 semester hours. Staff overwrites the applicants’ unit entry and changes the “Term Type” from “unit” to “semester”
- System attempts to use only verified course data from regionally accredited U.S. institutions to calculate PTCAS GPAs
- System includes courses added by transcript verification staff that was not reported by the applicant
- System determines which courses should be included in each sub-GPA above by referring to code in the “Course Subject” field
• Grade value of the course is multiplied by the semester hours for that course. The product of this multiplication equals the quality points

• The following special classification course types are excluded from all PTCAS GPAs, but appear in the applicant’s course history. Foreign Coursework, AP/CLEP/IB, Audit, Deferred, Inst/Dept Exam, Incomplete, Pass/Fail, Withdrawn

• Cumulative quality points are divided by the cumulative attempted hours

• All credit hours are rounded to the tenths place

• PTCAS GPAs are round at the hundredths place

• PTCAS reports the number of pass/fail hours and number of repeated hours

• PTCAS reports the total number of credit hours and quality points for every GPA it calculates

TRANSCRIPT EXAMPLE:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TRANSCRIPT GRADE</th>
<th>CREDITS ATTEMPTED</th>
<th>PTCAS (CONVERTED) GRADE</th>
<th>CALCULATION</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1100</td>
<td>4.0</td>
<td>3</td>
<td>A</td>
<td>= 4 X 3</td>
<td>12</td>
</tr>
<tr>
<td>ENGL 1310</td>
<td>3.0</td>
<td>3</td>
<td>B</td>
<td>= 3 X 3</td>
<td>9</td>
</tr>
<tr>
<td>GEOL 1610</td>
<td>2.0</td>
<td>4</td>
<td>C</td>
<td>= 2 X 4</td>
<td>8</td>
</tr>
<tr>
<td>PHED 1000</td>
<td>1.0</td>
<td>3</td>
<td>D</td>
<td>= 1 X 3</td>
<td>3</td>
</tr>
<tr>
<td>PSCI 1040</td>
<td>0.0</td>
<td>3</td>
<td>F</td>
<td>= 0 X 3</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>16</td>
<td></td>
<td></td>
<td>32</td>
</tr>
</tbody>
</table>

GPA Calculation -> 32 (Quality Points) ÷ by 16 (Credit Hours Attempted) = 2.00 (GPA)

PTCAS Grade Point Averages (GPAs)

PTCAS automatically calculates the following 23 GPAs for every complete application received. To be complete in the PTCAS system, the applicant must submit a completed PTCAS application, official transcripts from every postsecondary institution attended, and the correct PTCAS fee. See also GPA calculation rules.

• OVERALL CUMULATIVE GPA: Includes every undergraduate, graduate, and professional course completed

• UNDERGRADUATE CUMULATIVE GPA: All college courses taken during the freshman, sophomore, junior, and senior terms (as determined by the “academic status” field.) GPA excludes post-Baccalaureate undergraduate courses

• GRADUATE CUMULATIVE GPA: If no graduate coursework, GPA is blank
• **GPA FOR EACH COLLEGE/UNIVERSITY ATTENDED** (as calculated by PTCAS): GPA may differ from the GPA on the transcript due to the grade standardization process.

• **GPA BY ACADEMIC STATUS**: Separate GPA for freshman, sophomore, junior, senior, graduate, and post-BS undergraduate terms. GPAs are based on the student’s registration status at the time the courses were taken as noted in the “academic status” field.

• **UPPER-DIVISION COURSE GPA**: GPA for junior and senior courses is based on the “Course Level” field in the College Courses section.

• **COMBINED SCIENCE AND MATH GPA**: GPA includes course completed with a Course Subject field designated as Anatomy & Physiology, Biology, Chemistry, Physics, and Math. (Movement science, other science, and social/behavioral science courses are EXCLUDED from this GPA).

• **SCIENCE GPA**: GPA includes course completed with a Course Subject field designated as Anatomy & Physiology, Biology, Chemistry, and Physics. (Math, movement science, other science, and social/behavioral science courses are EXCLUDED from this GPA).

• **CORE PT PREREQUISITE GPA**: GPA is based on courses identified by the applicant as core PT prerequisites in the Coursework section. Core PT prerequisites likely differ from program-specific course requirements. **PTCAS does not verify that the applicant properly matched the correct prerequisite to the course, therefore, this particular GPA may be inaccurate.** Core PTCAS prerequisites are as follows:
  - Anatomy and Physiology with Lab I,
  - Anatomy and Physiology with Lab II,
  - Human Anatomy with Lab, Human Physiology with Lab,
  - Behavioral Sciences I,
  - Behavioral Sciences II,
  - Biology I with Lab,
  - Biology II with Lab,
  - Chemistry I with Lab,
  - Chemistry II with Lab,
  - Physics I with Lab,
  - Physics II with Lab,
  - Statistics

• **COURSE SUBJECT GPAs**: Separate GPA for every PTCAS course subject:
  - Anatomy & Physiology,
  - Biology, Chemistry,
  - English Composition,
  - Math,
  - Movement Science,
  - Other Course,
  - Other Science,
  - Physics,
  - Professional Course, and
  - Social / Behavioral Science.
ACADEMIC UPDATE - FALL 2010 GRADES

PTCAS will launch the Academic Update on December 10, 2010. The AU launch date allows applicants to report their fall grades to PTCAS in mid-December even if their fall transcripts do not arrive until a few weeks later. The AU window is open to all applicants who have had their original application processed and mailed by January 25, 2011. Applicants are only invited to complete an AU after their original application is verified and mailed. Applicants must enter and e-submit fall grades on the PTCAS application by February 1.

Applicants can only update their course history ONCE during the AU window. Courses that were originally reported as completed cannot be modified; but new ones may be added. Applicants cannot make modifications to their coursework section (whether completed or planned/in-progress) until the AU window is open. Before PTCAS verifies, UN-verified fall courses are available for programs to view via the PTCAS Admissions Portal. GPAs are NOT revised until the AU is verified. Once the updated transcripts are received and courses are verified, the applicant AU status changes to "AU-verified". PTCAS then sends the applicant's revised course history and updated GPAs to the designated programs as part of the next weekly e-mailing.

Academic Update Email Confirmation

PTCAS sends an automated email confirmation to applicants once they e-submit their Academic Update. The text reminds applicants to arrange for their updated summer and fall transcripts to be sent to PTCAS immediately, if they haven't already done so. The purpose of the reminder is to encourage a greater AU completion rate and to expedite the submission of the updated transcripts.

Soft Academic Update Deadline for Transcripts

PTCAS instruct applicants to submit their updated fall 2010 transcripts to PTCAS immediately and by no later than January 14, 2011. PTCAS will continue accept transcripts after January 14, but applicants will be warned that their designated PT education programs may not consider late materials. The Academic Update will close on February 1, 2011. Applicants cannot update their fall 2010 courses after this date.

Fall Grades Missing From Updated Transcript

Applicants may arrange for updated transcripts to be sent to PTCAS before the registrar's office posted fall grades. If PTCAS receives a second (updated) transcript during the Academic Update that is missing fall grades, the applicant must arrange another official transcript to be sent to PTCAS as soon as the fall grades are posted. PTCAS will not process the Academic Update for this applicant until the updated transcript is received. The applicants' unverified AU (fall) courses are available to you via the PTCAS Admissions Portal.

Initial Application - No Fall Grades on Transcript

If an applicant e-submits a new (initial) application with fall grades entered, but the fall grades are missing from the initial transcript, then PTCAS follows the steps below. The purpose of this process is to standardize and expedite the verification of the initial application file, as well as ensure that the PT program can determine if the applicant has the required fall/spring courses in the "planned/in-progress" coursework section.
1. PTCAS removes the coursework from the “Completed Coursework” section and places the courses under the “Planned/In-Progress Coursework” section, and notifies the applicant of the change.

2. PTCAS verifies the initial application and mails the file to designated programs.

3. Applicants are invited to complete the Academic Update once their updated fall transcripts are received, and after the initial applications are verified and mailed if the mailing occurs prior to the close of the AU process. During the AU process, applicants move the fall courses from the in-progress section and then re-enter them into the completed section. Unverified AU (fall) grades are visible to the PT program via the PTCAS Admissions Portal. If the original application is processed after the close of the AU process, the applicant is advised to send their updated transcript directly to the program(s) to which they have applied.

### Search Applicants by AU Status

Login to the PTCAS Admissions Portal and select the “Search” link in the left-hand menu. Use the Academic Update search field to group applicants by Academic Update (AU) status.

- **AU-Started**: Applicant has started entering updated courses online, but has not yet e-submitted them.

- **AU-Submitted**: Applicant has finished entering updated course online. Updated courses are visible to programs on the Admissions Portal, but are not reflected in the PTCAS GPAs or credit totals.

- **AU-Completed**: PTCAS has verified fall courses against the updated transcript. PTCAS GPAs and credit totals now reflect newly added summer and fall 2010 courses.
AU Courses on PDF File

Newly completed fall 2010 courses and any new planned spring / summer 2011 courses added by the applicant during the Academic Update are identified in the AU column of the PDF application file. The AU field is populated in the PDF file regardless of whether PTCAS has received the applicant’s updated fall transcript or verified the newly added courses. Check the applicant’s AU status in the Admissions Portal to determine whether PTCAS has verified the AU courses and the GPAs have been updated, as shown above.

AU (verified and unverified) courses appear on the PDF file, as shown below.

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Title</th>
<th>Lvl</th>
<th>Subject</th>
<th>Crs Type</th>
<th>Lab &amp; Lect</th>
<th>Tm Grd</th>
<th>Chv Grid</th>
<th>Ver Grid</th>
<th>Tm Cred</th>
<th>Ver Cred</th>
<th>Special Class</th>
<th>Sci</th>
<th>Prerequisite</th>
<th>AU</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 342</td>
<td>Exercise Physiology</td>
<td>Upper</td>
<td>Merit Sci</td>
<td>Lab &amp; Lect</td>
<td>B+</td>
<td>4.00</td>
<td>N/A</td>
<td>None</td>
<td>0.50</td>
<td>N/A</td>
<td>Biology I</td>
<td></td>
<td></td>
<td>AU</td>
</tr>
<tr>
<td>CC 214</td>
<td>gulf, informed</td>
<td>Lower</td>
<td>Other Crs</td>
<td>P</td>
<td>None</td>
<td>2.00</td>
<td>N/A</td>
<td>None</td>
<td>0.00</td>
<td>N/A</td>
<td>None</td>
<td></td>
<td></td>
<td>AU</td>
</tr>
<tr>
<td>HS 352</td>
<td>Health Care Information Systems</td>
<td>Upper</td>
<td>Other Crs</td>
<td>A</td>
<td>A</td>
<td>4.00</td>
<td>N/A</td>
<td>None</td>
<td>0.00</td>
<td>N/A</td>
<td>None</td>
<td></td>
<td></td>
<td>AU</td>
</tr>
<tr>
<td>EC 101</td>
<td>Introductory Microeconomic Analysis</td>
<td>Lower</td>
<td>Other Crs</td>
<td>A</td>
<td>A</td>
<td>4.00</td>
<td>N/A</td>
<td>None</td>
<td>0.00</td>
<td>N/A</td>
<td>None</td>
<td></td>
<td></td>
<td>AU</td>
</tr>
<tr>
<td>PH 251</td>
<td>Medical Ethics</td>
<td>Lower</td>
<td>Other Crs</td>
<td>A</td>
<td>A</td>
<td>4.00</td>
<td>N/A</td>
<td>None</td>
<td>0.00</td>
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<td>None</td>
<td></td>
<td></td>
<td>AU</td>
</tr>
<tr>
<td>SO 215</td>
<td>Sociology of Health Care</td>
<td>Lower</td>
<td>S/B Sci</td>
<td>A</td>
<td>A</td>
<td>4.00</td>
<td>N/A</td>
<td>None</td>
<td>0.00</td>
<td>N/A</td>
<td>None</td>
<td></td>
<td></td>
<td>AU</td>
</tr>
</tbody>
</table>

BOSTON UNIVERSITY: Planned

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Title</th>
<th>Lvl</th>
<th>Subject</th>
<th>Crs Type</th>
<th>Lab &amp; Lect</th>
<th>Tm Grd</th>
<th>Chv Grid</th>
<th>Ver Grid</th>
<th>Tm Cred</th>
<th>Ver Cred</th>
<th>Special Class</th>
<th>Sci</th>
<th>Prerequisite</th>
<th>AU</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 371</td>
<td>Abnormal Psychology</td>
<td>Upper</td>
<td>S/B Sci</td>
<td>A</td>
<td>Lab &amp; Lect</td>
<td>4.00</td>
<td>N/A</td>
<td>None</td>
<td>0.00</td>
<td>N/A</td>
<td>None</td>
<td></td>
<td></td>
<td>AU</td>
</tr>
<tr>
<td>HS 366</td>
<td>Gross Human Anatomy</td>
<td>Upper</td>
<td>Anat Phys</td>
<td>Lab &amp; Lect</td>
<td>4.00</td>
<td>N/A</td>
<td>None</td>
<td>0.00</td>
<td>N/A</td>
<td>None</td>
<td></td>
<td></td>
<td>AU</td>
<td></td>
</tr>
<tr>
<td>PH 511</td>
<td>Introduction to International Health</td>
<td>Upper</td>
<td>S/B Sci</td>
<td>A</td>
<td>Lab &amp; Lect</td>
<td>4.00</td>
<td>N/A</td>
<td>None</td>
<td>0.00</td>
<td>N/A</td>
<td>None</td>
<td></td>
<td></td>
<td>AU</td>
</tr>
</tbody>
</table>

INVESTIGATIONS

The Service investigates and reports applicants suspected of submitting false or fraudulent information. If any misrepresentation in data is suspected by or reported to PTCAS, the applicant and the applicant’s designated PTCAS programs are notified and relevant information is requested. If misrepresentation in data is confirmed, PTCAS notifies the programs to which the applicant has applied. In addition, on a case-by-case basis, PTCAS reserves the right to notify all programs participating in the Service. PTCAS is not authorized to share data with non-PTCAS institutions.

PTCAS does NOT verify an evaluator’s identity. If a PT program suspects an evaluation is falsified, it is the PT program’s responsibility to contact the applicant or evaluator to investigate. PTCAS shares any suspected cases of falsified evaluations reported by a PT program with the applicant and the applicant’s other designated PTCAS programs without comment regarding appropriate action. PTCAS does not attempt to verify the accuracy of the program investigation results.
CUSTOM QUESTIONS ON PTCAS APPLICATION

Programs can add custom (supplemental) questions to the PTCAS application form. Only applicants to the program can view and answer the program’s custom questions. A program cannot see the responses to other program-specific questions. Applicants must designate the program in the PTCAS application in order to view a program’s custom items. See below.

To take advantage of this opportunity, programs must submit the PTCAS supplemental request form to APTA for the 2011-12 (next) admissions cycle by no later than February 15, 2011. This deadline gives programmers adequate time to incorporate custom items for multiple programs into the standardized form.

IMPORTANT RULES

- **ONCE SUBMITTED, PROGRAMS CAN NOT ADD, DELETE, OR EDIT ANY CUSTOM QUESTIONS UNTIL THE NEXT CYCLE.**
- Custom items cannot duplicate fields on the PTCAS application (e.g., applicant name)
- Programs cannot request the applicant’s Social Security Number as a custom item
- Programs are limited to ten (10) custom questions on the PTCAS application
- Fields may be in text box, radio button, or drop-down list format
- Applicants can select or enter only one (1) response per question
- At least one question must be a REQUIRED field
- Each custom question text is limited to a maximum of 1400 characters.
• Drop-down lists and radio button fields are limited to 10 choices each.
• If radio button format is selected, item must be a required field.
• If a program wishes the applicant to describe "OTHER" as selected in a drop-down or radio button field (e.g., "If you selected 'other', please describe"), it must be added as a separate question that counts as one of the program’s 10 custom items on the PTCAS application.
• If text box is selected, programs must identify the maximum text box size based on guidelines below.
  • Short Answer field for simple single-line responses: 1-75 characters
  • Long Answer field for 1-2 paragraphs of text: 800-1200 characters
  • Essay field for a full page of text: up to 4500 characters (MAXIMUM)
• If a program has one or more custom fields on the PTCAS application, applicants cannot apply to the program via PTCAS until they respond to all custom items.
• PTCAS staff does NOT review applicant responses to custom questions.
• Programs can use a university, program, or graduate school form in lieu of or in addition to the custom items on the PTCAS application (not recommended).
• Programs should not add custom questions to the PTCAS application, unless necessary, since additional items increase the time it takes applicants to complete the application process.

**ADMISSIONS PORTAL**

The PTCAS Admissions Portal is a dynamic tool that provides real-time application data for a particular institution. Physical therapist programs may use the Admissions Portal to view, search, and print data on applications to the institution. The online program allows programs to drill down to detailed application and status information for those applicants who have applied to the program and have submitted a completed application to PTCAS. Do not release this link (URL) to anyone outside the physical therapist admissions office. The secure portal is accessible at URL:


**Login Information**

Each PTCAS institution automatically receives one Admissions Portal login username and password. A program may request additional login accounts as needed. Individuals on the PTCAS message board are NOT automatically assigned a PTCAS Admissions Portal account. A current PTCAS contact at each program must authorize the creation of additional accounts as needed.

**Applicant Status Categories**

The summary report on the PTCAS Admissions Portal gives users a real-time tally of the program’s applicant pool at PTCAS. All numbers shown in the summary reflect applicants who have already designated the program.
• **Applications IN-PROGRESS** - Applicants who have designated the program, but have not yet e-submitted the application. Click "in-progress" link at left to view EXCEL list for those applicants who released data.
  
  o Applicants are advised to check a box if they give PTCAS permission to release their name, PTCAS ID number, and email address to their designated PTCAS programs BEFORE they e-submit their final application to PTCAS. Programs do not have access to the rest of the application until it is e-submitted. Programs may use the email to send messages about program-specific deadlines, open houses, changes to the admission requirements, interview dates, or other items. Once applicants check this box, they are unable to uncheck it. Keep in mind that this group may contain dummy accounts created by advisors, students who are planning to apply in future cycles, staff, etc. Therefore, the number may not reflect a true number of applicants in the queue. PTCAS automatically emails all in-progress applicants a generic message about upcoming application deadlines.

• **Applications SUBMITTED** - Applicants who have e-submitted (delivered) the application, but are missing U.S. transcript(s) or fee.

• **Applications COMPLETED** - Applicants who have e-submitted the application, all U.S. transcripts, and correct fee. File is in queue for transcript verification. Other materials MAY still be missing (e.g., references).

• **Applications VERIFIED** - Applicants who have verified applications and are in the queue for the next weekly mailing. File reflects verified coursework and GPAs. Other materials MAY still be missing (e.g., references).

• **Applications MAILED** - Cumulative list of applicants who have complete/verified applications that have been mailed to the program to date. Other materials MAY still be missing (e.g., references).

• **Applications ON HOLD** - Applicants with files placed on-hold because they no longer wish to apply to any program in PTCAS.

• **Applications UNDELIVERED** - Applicants with undelivered applications due to significant errors or omissions in the coursework section. Applicants must make corrections and re-submit application.

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**Search Tool**

Admissions staff may search application data according to multiple criteria. The search results display applicant records in a multi-column list, one applicant per line. To order the list by ID, Applicant or Date e-Submitted, click the corresponding column. Programs can create an Excel version of all searches performed through the Admissions Portal that may be downloaded to a local computer. Each EXCEL file provides contact information for all applicants identified in the online search.
Main Admissions Portal screen is shown below.
Downloading the Weekly E-Mailings

To download the weekly data file, follow these steps:

- Login to the PTCAS Admissions Portal.
- Select MAILINGS, then HISTORY from the left menu bar
- Click on the printer icon button under the Download File column. Save the file to a local secure server or computer directory.

The Admissions Portal displays all of the e-shipments that were previously generated by PTCAS to date. An e-shipment where the number of applicants is zero indicates that no applicants have designated the PT program in that particular week. Programs may click on the mailing number to view the list of new and revised applicants in the selected e-shipment.

PTCAS Roster for Mailings Online Only

The list of applicants for each weekly mailing is posted on the PTCAS Admissions Portal only. Programs must login to the Admissions Portal to obtain each roster.
Document Status

The applicant screens provide information on the status of each PTCAS application. See column descriptions below:

- **Date E-Submitted:** The date applicant submitted completed PTCAS application.
- **Complete Date:** The date in which the application, all U.S. transcripts, and PTCAS fee payment were received by PTCAS. Date indicates when the file entered the queue for transcript verification.
- **Application Status:** Circle indicates the file status. See Legend on screen.
- **Documents:** If blue button is displayed, then applicant is missing one or more transcripts. A date posted in the Documents column indicates the date in which the last transcript arrived at PTCAS.

### Applications > Submitted

<table>
<thead>
<tr>
<th>ID</th>
<th>Applicants</th>
<th>Date E-Submitted</th>
<th>Complete Date</th>
<th>Application Status</th>
<th>Payment</th>
<th>Documents</th>
<th>Local Status</th>
<th>Decisions</th>
<th>Mailing Number</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>200912</td>
<td>Alison</td>
<td>08/07/2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200913</td>
<td>Edward</td>
<td>08/12/2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>08/16/2008</td>
<td></td>
</tr>
</tbody>
</table>

Click on date or button to see what transcripts and references are expected. In new window, click “View Reference” to view a PDF version of electronic or paper reference.
• **Local Status**: Programs may create and set customized local status items (e.g., “Current Student”). These local statuses are for the program’s use only and are not reported back to PTCAS.

• **Decisions**: Programs can report admission decisions for each applicant to PTCAS via the Admissions Portal, via PTAdMIT, or a standardized EXCEL file.

• **Mailing Number**: Once complete application is mailed, the corresponding mailing number is populated in the column.

• **Print**: Click on the print icon to view a PDF version of the applicant’s file. PDF looks very similar to the printed paper file provided in the PTCAS paper shipment. Date at the bottom of each page indicates when PDF was generated.
  - Before PTCAS verifies the file, the applicant’s GPAs on page 2 of the PDF are BLANK. Course history may change in the future due to the verification process by staff.
  - After PTCAS verifies the file, the applicant’s GPAs on page 2 of the PDF are populated.

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**No Social Security Numbers**

With recent changes to laws and regulations regarding the handling of sensitive data, APTA’s PTCAS partner, Liaison International (“Liaison”), has re-evaluated its security policy. In order to comply with a new Massachusetts law (201 CMR 17.00) and several other state laws, Liaison no longer collects Social Security Numbers (“SSN”) on the PTCAS application. Therefore, SSN data is not passed onto any programs in the weekly PTCAS mailings beginning with the 2010-11 admissions cycle.

Liaison made this change to protect participating institutions as well. State privacy laws may also apply to entities receiving SSNs from organizations in other states.

The regulation changes only affect the SSN since other types of data deemed sensitive, such as credit card information, are not stored in Liaison’s system. Liaison has always protected all applicants and clients of its Centralized Application Services; as such the SSN was always encrypted and its transmission secure.

Institutions that must gather SSNs for any reason must explore other ways to capture this information. For instance, if a program collects this data for financial aid purposes, it may want to obtain the SSN from the student’s Free Application for Federal Student Aid (FAFSA) form instead. Programs that require applicants to submit a supplemental or graduate school application directly to the institution, may want to request the SSN (and the PTCAS ID number) on the local form, as needed. If the SSN is needed for accepted or matriculated students only, consider requiring only these particular applicants to submit SSNs directly to the program prior to matriculation.

Staff strongly recommends that programs research state laws to determine whether the institution is allowed to manually enter and store social security numbers in local software, such as PTAdMIT and/or a student information system (e.g., Banner), and the security requirements for maintaining this sensitive data. State laws vary widely.
TECHNICAL INFORMATION

The following technical information is intended to help operational and information technology (IT) staff determine what data is available to PTCAS programs and how it is protected.

Admissions Portal

The PTCAS Admissions Portal is a dynamic tool that provides programs with real-time application data for a particular institution. PT education programs may use the Admissions Portal to view, sort, search, and print data on incomplete and complete applicants who designated the program and have e-submitted their PTCAS application. The online system allows programs to drill down to detailed application and status information, such as the list of transcripts expected and the date each was received. The tool also provides PDF versions of the complete application file so that programs can print a copy of the applicant’s record close to as it appears in the printed weekly mailing (see the next section). Before the applicant’s file is verified by staff, the GPAs are omitted from the PDF and the course history may contain errors.

Each PTCAS institution receives at least one Admissions Portal username and password. A program may request as many additional login accounts as needed. Each authorized Portal user receives a unique username and password via email. Multiple users within the same institution may be logged into Admissions Portal at the same time.

The PTCAS Admissions Portal is scheduled to launch the week of July 15, 2010.

Weekly Mailings

Beginning the week of August 3, 2010, PTCAS generates a new electronic and paper mailing of applicants deemed COMPLETE and verified. PTCAS staff mails the batch of files to the appropriate designated programs that opt to receive paper shipments.

The weekly mailing is also available in electronic form. Individuals with a PTCAS Admissions Portal account receive an automated email from PTCAS once a new weekly e-file is available for download. This email is sent each week that a mailing is generated by PTCAS, even if the program has no new or revised applicants in that week’s mailing. The program may wish to assign one individual to be responsible for downloading the weekly e-file to a secure local server. Each program decides whether to receive printed (paper) application files each week or to adopt a paperless admissions process. Both options are available to the institution at no charge.

The weekly PTCAS e-file mailing contains all of the fields captured in the PTCAS web application, EXCEPT the following (subject to change):

- **PT Program Designations:** During the cycle, the program does not know how many or what other PTCAS programs the applicant has designated. Information on shared applicants is shared with programs after the admissions cycle closes.
- **PT Program Fees:** The program does not have access to the applicant's PTCAS fee payment amount, method of payment, or payment received date. The program can determine whether the PTCAS fee was properly submitted by logging into the Admission Portal.
• **Applicant's Username and Password**: The applicant's application username and password are not reported to the program.

• **Advisor Release Statement**: The program cannot determine whether the applicant released their application information to their pre-health professions/pre-PT advisor.

• **Reference Text**: The e-file contains information about the applicant's evaluators, as entered on the PTCAS application. The e-file does not; however, include evaluator’s responses on the PTCAS reference form. To view an applicant's references, the program must login to the online Admissions Portal or review the references in the printed weekly shipments.

In addition to the PTCAS application fields described above, the weekly e-file mailing contains selected PTCAS-generated fields, including the following:

• All PTCAS GPAs

• PTCAS Edits to the College Courses Section

• TOEFL Scores: Official scores reported, if received from ETS. (GRE scores are self-reported on the application, but cannot be delivered to PTCAS due to an ETS policy).

• Degree Verification: A yes/no field indicates whether a degree reported as "earned" appears on the applicant's official transcript.

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**ACCESS and Text E-File Formats**

Once a weekly mailing is published, an export file is made available for that specific mailing, which can be downloaded directly from the Admissions Portal. This e-file is a relational database in MSAccess (.mdb) format. MSAccess 2000 or above is required. PTCAS does not guarantee compatibility with MSAccess '97 or below. A second format of **pipe-delimited ASCII** (.txt) is also provided for those institutions who prefer this alternative and to those who run on MAC environments. Both types are packaged in a single .ZIP file for easy downloading. Only authorized admissions officers with access to the secure Admissions portal can download these files. All weekly mailing files are numbered and remain available on the Admissions Portal for one year after the close of the cycle (June 2011).

---

**Unzip Password**

As an added security measure and to adhere to the new security laws of some states, PTCAS encrypts all electronic mailings. When a new participating program clicks on a Mailing download link on the PTCAS Admissions Portal, it may be presented with a pop-up alert that displays the institution's unique password. This password is required to open all PTCAS mailing .zip files. (When the ZIP file is double-clicked the user is prompted for this password.) On a PC use either WinZip 9.0 or higher or the free application 7-Zip. Mac users on OS X need to use the free application Stuffit Expander. Please keep your institution's password in a secure place and distribute the password to those individuals who are authorized to work with the electronic files. PTCAS only displays the password on your Admissions Portal for a few days. If you lose your password once the pop-up window is removed, please contact PTCAS staff for assistance.

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**Data Dictionary and Sample File**

A final PTCAS data dictionary is available on the APTA site and the PTCAS Admissions Portal. The data dictionary provides the layout of the PTCAS data tables and the descriptions of the individual fields. This includes field descriptions, the application questions that the fields pertains too, field sizes, lookup tables used, and other relevant...
PTCAS Version of AMCAS/TAMF File for Banner

PTCAS programmers have released a data dictionary for a FLAT file format. This file format is available to PTCAS programs in addition to the ACCESS (.mbd) and ASCII text file formats previously describe. The data dictionary mimics the American Medical College Application Service (AMCAS) "V2 TAMF" layout. This third file format may be useful to those programs that share a campus with an AMCAS medical school and/or utilize Banner.

To view the PTCAS version of the AMCAS/TAMF file, go to the APTA web site at www.apta.org and search for "PTCAS". Direct link:
http://www.apta.org/AM/Template.cfm?Section=PTCAS2&Template=/TaggedPage/TaggedPageDisplay.cfm&TPLID=349&ContentID=47167

The sample file is available upon request. If program IT staff is currently importing AMCAS data into the local system, then a sample file may not be necessary. Programs that already use the original AMCAS TAMF file should not need to do any additional field mapping for the PTCAS TAMF file.

Mapping PTCAS Data to Local Database

PT education programs can match the PTCAS fields to the fields required in the local admissions or enrollment management database, such as Banner, PeopleSoft, etc. Each program must determine whether to upload all applicants into the student information system (SIS) or only selected applicants (e.g., accepted). The program must also determine how frequently to upload data into the local database.

PTCAS cannot provide step-by-step instructions to any institution on HOW to map the data from the weekly e-files to a proprietary admissions or enrollment management system. PTCAS can only provide an explanation of WHAT the data is and that they should refer to the data dictionary for details on the data elements themselves. It is the responsibility of the institution’s IT staff to determine which fields are needed and to develop the field mapping process to import selected PTCAS data into their equivalent database tables.

APTA asks PTCAS programs to identify their local database system as part of the program page form. APTA collects and shares the list of databases used by all PTCAS programs so that institutions with the same system can share resources and strategies for integrating the data. Programs that share a campus with another health profession discipline that utilizes a centralized application service (CAS) may also want to speak to their colleagues to determine how they integrate their CAS data into the university system.

DATA SECURITY

The PTCAS service provider, Liaison International, runs backups on a nightly basis on all servers, unless staff is otherwise working on them for scheduled maintenance. Below are the levels of security that are implemented for PTCAS. CONTACT STAFF TO RECEIVE A COPY OF LIAISON INTERNATIONAL’S SECURITY POLICIES.
Physical Security: The PTCAS Servers are located at AT&T Internet Data Center in the Boston area. This is one of largest Data Centers in the region with redundant power, Internet access and dynamic Bandwidth expansion. The PTCAS office conducts background checks of all office personnel and the facility is equipped with a secured entry system.

Applicant Portal: The PTCAS Applicant Portal use Secure Socket Layer (SSL) certificate by VeriSign. The Portal sits behind secure and redundant routers and firewalls at the IDC.

Admissions Portal: PTCAS Admissions Portal use Secure Socket Layer (SSL) certificate as well. The Admissions Portal URL address is not published. The Admissions Officers receive the Admissions URL and their user ID and Password after these users have been authenticated by PTCAS. The Admissions portal is web-based and it only requires a web browser from the school side.

File Download: The only way an Admission Officer can access or download the weekly mailing is through the "web interface" of the secure Admissions portal. The schools download the file in an SSL Secure encrypted (128 bit) environment. No FTP access involved.

Archive Policy

PTCAS retains hard (paper) copies of all application files for one year following the completion of the previous application cycle. Once the files are ready to be discarded, they are professionally shredded by a third-party vendor hired by Liaison International, APTA’s PTCAS partner.

All electronic PTCAS applicant data is stored indefinitely in Liaison International's office and is never be destroyed. Electronic PTCAS data includes all scanned images of documents, such as references and transcripts. Electronic data is archived by Liaison staff each fall following the completion of the cycle (e.g., fall 2010 for the 2010-11 cycle). APTA retains ownership of all PTCAS applicant data.

Admission Decisions

See the Admission Decisions section.

CENTRALIZED CRIMINAL BACKGROUND CHECK

APTA has partnered with Certiphi® Screening, Inc. to offer a new centralized background check (CBC) process for accepted PTCAS applicants. Each PT education program participating in PTCAS chooses whether to use the PTCAS background check vendor, Certiphi Screening, Inc. Not all PTCAS programs use the PTCAS background check process through PTCAS via Certiphi. PTCAS programs may

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

**Description of Background Check Process**

For those programs that opt to participate in the CBC process, PTCAS automatically send selected contact information for accepted applicants to Certiphi®. Programs view the CBC results online using 1 of 5 reporting filter options (e.g., felony convictions only). The flat fee for the 2010-11 cycle is $72.00 per applicant and is paid by the applicant to Certiphi. This amount reflects a $10.00 APTA fee subsidy and is inclusive of all AKAs, previous addresses, and record search fees charged by states and counties. Fees and the APTA subsidy amount are subject to change each year.

PTCAS collects admission decisions from all programs participating in the centralized application service. Receipt of an “OFFER MADE” or “OFFER ACCEPTED” decision code by a program that utilizes Certiphi's background check service prompts PTCAS to send selected applicant data to Certiphi. Certiphi subsequently generates an email to the applicant directing the individual to login to Certiphi's system and complete an online consent form. Programs are strongly encouraged to send acceptance letters to applicants BEFORE they report these acceptance codes to PTCAS, so that applicants first learn about their admission status from the program (rather than from Certiphi).

Certiphi conducts the following checks upon receipt of the consent form:

- **Social Security Number VALIDATION**: verifies valid SSN, place & issue data, death index search
- **Analyzed Social Security Number Search**: credit bureau data analyzed for names, SSN's & addresses
- **County Criminal Records Search**: searches conducted on a county-by-county basis
- **Statewide Criminal Records Repository**: not available in all states
- **Federal Criminal Records Search**: searches conducted on a district-by-district basis
- **National Criminal File Search**: national database search covering more than 194 million criminal, sex offender and violation records, includes verification of hits
- **National Sexual Offender Database Search**: database search covering sex offender records collected nationwide
- **OIG / GSA EPLS Search**: search covers the federally-mandated HHS Office of Inspector General's (OIG) List of Excluded Individuals/Entities (LEIE), and the General Service Administration (GSA) - Excluded Parties List (EPLS))
- **SanctionsBase®**: proprietary search covering sanctions, disciplinary and administrative actions taken by hundreds of federal and state healthcare regulatory authorities, including FDA, NIH, GSA, OFAC, terrorist watch lists and more

If the report contains one or more 'hits', Certiphi provides the applicant with a copy of the complete CBC report and instructions for contesting the report within a 10-day window. Once the report is finalized, Certiphi provides an electronic report to the PT program. Each PTCAS program that utilizes Certiphi’s service selects one of six Report Filtering Options. (*Filter options are not currently available to programs that use Certiphi’s service for students outside of PTCAS*).
• **Option 1:** All convictions and conviction-equivalent adjudications / felonies only

• **Option 2:** All convictions and conviction-equivalent adjudications / felonies and misdemeanors

• **Option 3:** All convictions and conviction-equivalent adjudications + all arrests without final adjudication / felonies only

• **Option 4:** All convictions and conviction-equivalent adjudications + all arrests without final adjudication / felonies and misdemeanors

• **Option 5:** All convictions and conviction-equivalent adjudications + all arrests regardless of final adjudication + all arrests without final adjudication / felonies only

• **Option 6:** All convictions and conviction-equivalent adjudications + all arrests regardless of adjudication + all arrests without final adjudication / felonies and misdemeanors

Neither APTA nor PTCAS receive or hold any personal information gathered by Certiphi. APTA receives de-identified aggregated data only for research and statistical purposes only.

### Certiphi Agreement

To enroll in this centralized criminal background check service, an institution must first sign a service agreement with Certiphi® Screening, Inc. Each program is responsible for reviewing this agreement with its institutional legal counsel prior to signing. Programs may sign an agreement for the 2010-11 admissions cycle until December 1, 2010, but it is important that Certiphi and PTCAS staff begin working with the program as soon as possible. If interested in receiving a service agreement or questions for Certiphi® Screening, Inc., please contact:

Suzi Arant, Business Developer  
Certiphi Screening, Inc. - A Vertical Screen Company  
888-260-1370, ext 2012  
sarant@certiphi.com
PTCAS offers optional admissions software, known as PTAdMIT, to assist admissions officers in the day-to-day management of new applications. PTAdMIT is a product of Academic Management Systems (AMS), a subsidiary company of Liaison International, APTA’s PTCAS service partner. PTAdMIT can streamline the tasks of processing new applicant information, importing data, managing applicant status and personal information, interview scheduling, and applicant pool analysis. The software also contains a correspondence manager where all letters can be edited, printed, and tracked. Additionally, the program provides mail merge assistance for the preparation of more complicated letters from word processors.

**PTAdMIT Is Free to PTCAS Programs**

As a benefit of PTCAS participation, the PTAdMIT admissions software is available to all programs in PTCAS for FREE. There are no set-up, maintenance, or customer support fees for PTAdMIT.

**Download Trial Version**


**PTAdMIT Is Optional**

PT education programs can enjoy all the benefits of PTCAS without using PTAdMIT. The PTAdMIT software is offered as an optional tool for those programs that do not currently have any admissions software in place. In lieu of PTAdMIT, programs can also choose to open and manipulate PTCAS data using Microsoft ACCESS or EXCEL, or upload the PTCAS data into another admissions/student information system.

**Customize Your PTAdMIT Settings Before New Version is Released**

Contact the AdMIT support team below to schedule an installation or training session at any time. Staff is available to work with faculty and staff to generate program-specific data and to provide general training. Once the PTCAS mailings begin in early August, it will only take users a few moments to pull the program’s customized settings forward from the "old" PTAdMIT into the latest version of the software. An early set-up and training process greatly facilitates a program's transition to the next PTCAS cycle.

716.204.0464
admitsupport@academicmanagement.com
SHARING OF ADMISSION DECISIONS

It is the responsibility of the Admissions Office staff to recruit, evaluate, and enable the acceptance of applicants who plan to matriculate into the professional physical therapist education programs. Admission offices must assess the likelihood that those holding an offer of acceptance will matriculate and determine how many offers should be tendered to fill the class. This can be a difficult and sometimes chaotic task, especially during the spring and summer months and just prior to the first day of classes. With the implementation of PTCAS, participating programs have the benefit of current, centralized data to better inform their admissions processes.

Policy

PTCAS INSTITUTIONS CAN BEGIN TO REPORT DECISION CODES TO PTCAS IN DECEMBER 2010 and are strongly encouraged to report at least one admission decision to PTCAS by March 15, 2011 for every complete/mailed PTCAS application it receives. If final admission decisions are pending, report all known admission actions or decisions to date. Programs may report admission decisions via PTAdMIT, the Admissions Portal, or a standardized data file.

Participating institutions are encouraged to submit admission decisions to PTCAS on a weekly basis, and not wait to send them all on the deadline date. After March 15, PTCAS programs must continue to electronically transmit updated codes to PTCAS as new admission decisions are made. PTCAS stops collecting decision codes for the 2010-11 admissions cycle in September 2011.

PTCAS Admission Decisions (2010-11)

1. RECEIVED/UNDER REVIEW: Not A Final Decision
2. WITHDREW: Applicant withdrew application before program decision was made.
3. WAIT LIST: Applicant was placed on an alternate list. If applicant is subsequently accepted, submit code “offer made”.
4. EARLY ADMISSION TO GENERAL: PTCAS applicant applied to program as an early decision candidate. Applicant was not accepted as an early decision candidate, but is still under consideration for the 2010 entering class as a general or regular applicant. Send final decision code.
5. OFFER MADE: Institution made an offer of admission to the applicant.
6. OFFER ACCEPTED: Applicant accepted offer of admission. If no additional codes are reported, then PTCAS assumes that the applicant matriculated into the program. If applicant does not matriculate, submit the appropriate decision code to PTCAS.
7. WITHDREW AFTER OFFER ACCEPTED: Applicant initially accepted offer of admission, but subsequently declined offer for any reason.
8. DECLINED OFFER: Applicant did NOT accept offer of admission.
9. DEFERRED: Applicant accepted offer of admission, but will not enroll until following academic year (e.g., 2012 rather than 2011)
10. **RESCINDED**: Institution revoked offer of admission because applicant falsified information during the application process or did not fulfill the terms of a conditional acceptance (e.g. did not successfully complete prerequisite course requirements prior to matriculation).

11. **DENIED: INCOMPLETE / APPLICATION NOT REVIEWED**: PTCAS complete/mailed applicant who failed to submit all documentation required by program and was not considered for admission. Examples of missing documents may include references, supplemental fee, supplemental application, graduate application, official GRE scores, signed PT hours form, etc.

12. **DENIED: LATE / APPLICATION NOT REVIEWED**: The applicant e-submitted the application by the program’s deadline, but the applicant’s file became complete (as defined by the program) after the program’s deadline had passed.

13. **DENIED: NOT QUALIFIED / NOT ACCEPTED**: Applicant did NOT meet the program’s minimum academic requirements and was not offered acceptance. Academic criteria may include GPAs, GRE scores, course prerequisites, PT observation hours, and other credentials.

14. **DENIED: QUALIFIED / NOT ACCEPTED**: Applicant met the program’s minimum academic and other admission requirements, but was formally denied admission to the program.

15. **UNDER REVIEW FOR NEXT CYCLE**: Code intended for programs that enroll new entering students in January or February only. All other applicants under consideration for a spring, summer or fall 2011 start date are not eligible for this code and must re-apply via PTCAS. Any applicants in this category must submit updated application information directly to the PT program.

16. **INTERVIEW**: Applicant was invited to participate in an interview. This is not a final admission decision.

Properly map the local admission codes in PT-AdMIT (or local software) to the set of PTCAS admission decision codes shown above. Failure to properly map the data fields will create data errors for the institution and other programs with shared applicants.

All PTCAS programs agree to share information with each other regarding actions OFFERS MADE and OFFERS ACCEPTED. Institutions have access to their applicants’ acceptance status at other institutions if the following conditions are met:

1. The institution has reported its own final admission decision for the applicant to PTCAS, and

2. The institution shares the applicant with another PTCAS institution in which an offer of admission was made or an offer of admission was accepted.

**Offers Made and Offers Accepted Reports**

Beginning in **April 2011**, PTCAS reports the number of “Offers Made” and “Offers Accepted”, but does not report the identity of the competing institutions. Participating programs do not know at that time how many applications an applicant has submitted, whether the applicant was denied admission to another PT program, or any other admission actions.

The admission decision reports are not available until the close of the application cycle after students enroll in the fall. Following the close of the application cycle, PTCAS provides reports with additional information regarding the PTCAS applicant pool.
Year-End Reports for 2009-10 (Previous) Cycle

PTCAS provides comprehensive admission decision data for all complete/mailed applicants in fall 2010. The year-end reports provide total PTCAS and program-specific applicant data, such as Gender, Race, Age, Citizenship, State of Residency, and GPAs. To view the year-end reports for the 2009-10 cycle, go to the “old” PTCAS Admissions Portal at https://portal.ptcas.org/admissions10/index.cgi in October 2010. Select REPORTS from the top menu bar. Choose to either open or SAVE each PTCAS report. Files are provided in Excel format. The 2010-11 year end reports will be available in October 2011.

PTCAS Admissions Decision File Specification

Programs that use PTAdMIT (recommended) or the Admissions Portal to submit admissions to PTCAS should skip this section. The file specifications are only intended for those programs that submit admission decisions to PTCAS via an email attachment.

Follow the file specifications below and email the file to ptcasexports@liaison-intl.com.

1. File Naming for your ASCII text file
   The file name is in the form PTCXXX_MMDDYYYY_ZZZZ.TXT where:
   - XXX is the 3 digit school code
   - MM is the 2 digit month code
• DD is the 2 digit day code
• YYYY is the 4 digit year code
• ZZZZ is the 4 digit year code which corresponds to the end year of the cycle
  (for example, use 2011 for decisions for applicants in the 2010-2011 cycle)

2. **Comma Delimited**
The data in the file is comma delimited.

3. **Data Spec**
The data fields are in the form SCHOOL_CODE,PTCAS_ID,SSN (blank)
   ,SCHOOL_DECISION_CODE,DATE_OF_SCHOOL_DECISION where:
   • SCHOOL_CODE – A 3 digit school code. Contact PTCAS for code. *(Required)*
   • PTCAS_ID – The 11 digit PTCAS ID starting with cycle year *(Required)*
   • SSN - LEAVE COLUMN BLANK! – Do NOT send SSNs to PTCAS. *(Blank column is required)*
   • SCHOOL_DECISION_CODE – Numerical decision code based on the look up table provided below.
     *(Required unless no decision yet at school level)*
   • DATE_OF_SCHOOL_DECISION – MM/DD/YYYY, slashes included *(Required)*

Note 1: If the school has reported a SSN for an applicant record in the decision file, the system compares that SSN with what is available in the PTCAS database for the given PTCAS ID. During the import process, the applicant status won’t be changed if there is a discrepancy. **UPDATE**

4. **Decision Status Lookup Table**

<table>
<thead>
<tr>
<th>Code</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RECEIVED/UNDER REVIEW</td>
</tr>
<tr>
<td>2</td>
<td>WITHDREW</td>
</tr>
<tr>
<td>3</td>
<td>WAIT LIST</td>
</tr>
<tr>
<td>4</td>
<td>EARLY ADMISSION TO GENERAL</td>
</tr>
<tr>
<td>5</td>
<td>OFFER MADE</td>
</tr>
<tr>
<td>6</td>
<td>OFFER ACCEPTED</td>
</tr>
<tr>
<td>7</td>
<td>WITHDREW AFTER OFFER ACCEPTED</td>
</tr>
<tr>
<td>8</td>
<td>DECLINED OFFER</td>
</tr>
<tr>
<td>9</td>
<td>DEFERRED</td>
</tr>
<tr>
<td>10</td>
<td>RESCINDED</td>
</tr>
<tr>
<td>11</td>
<td>DENIED: INCOMPLETE / APPLICATION NOT REVIEWED</td>
</tr>
<tr>
<td>12</td>
<td>DENIED: LATE / APPLICATION NOT REVIEWED</td>
</tr>
<tr>
<td>13</td>
<td>DENIED: NOT QUALIFIED / NOT ACCEPTED</td>
</tr>
<tr>
<td>14</td>
<td>DENIED: QUALIFIED / NOT ACCEPTED</td>
</tr>
<tr>
<td>15</td>
<td>UNDER REVIEW FOR NEXT CYCLE</td>
</tr>
<tr>
<td>16</td>
<td>RESCINDED</td>
</tr>
</tbody>
</table>

5. **Sample Data** - Filename PTC021_05202007_2011.TXT

021,20111234221, ,4,05/20/2011
021,2011124634, ,11,04/24/2011
021,2011126456, ,5,05/20/2011
021,2011125246, ,1,03/05/2011
**Benefits of Sharing Decision Data**

By sharing this information, programs can determine whether applicants who have accepted an offer of admission to their institution are also holding an acceptance elsewhere and whether PTCAS has properly recorded the admission decisions for their institution. The “Offers Made” and “Offers Accepted” reports for shared applicants may impact participating programs in additional ways:

Allow admissions offices to communicate with students who have received or accepted multiple offers of admission at other institutions, if they wish to do so. An admissions office could use the shared acceptances report to do the following:

- Provide additional program information regarding the supplemental process, recruitment materials, and financial aid;
- Offer assistance in pursuing housing opportunities, connection with current students or alumni to answer institution-specific questions;
- Encourage individual applicants to make a final decision;
- Facilitate the admission office’s assessment of the acceptee’s likelihood of matriculating;
- Provide needed data to justify additional offers of acceptance to ensure a full class;
- Allow programs to share information that has not been shared in the past; and
- Help programs improve student recruitment and retention strategies.

**Instructions to Applicants**

**SHARING OF ADMISSION DECISIONS**

Beginning in spring 2010, PTCAS institutions may receive reports regarding the number of offers of admission made to applicants and number of offers of admission accepted by applicants. At that time, your designated PTCAS institutions will know how many offers of admission you have received and how many offers of admission you have accepted at other PTCAS institutions. PTCAS institutions will not know how many applications you have submitted. They will also not know whether you were denied admission to another PT program or be informed of any other admission actions made by other PTCAS institutions, except the number offers of admission made or accepted.

**ACCEPTING OFFERS OF ADMISSION**

You are encouraged to make a final decision related to your matriculation as soon as possible. It is your responsibility to adhere to any deadlines for acceptances established by the institutions to which you have been offered admission. You should refer to the appropriate PT program page for instructions on deadlines, documents, and deposits that may be required to formally accept an offer of admission. PT institutions establish their own policies for applicants who have accepted multiple offers of admission, and reserve the right to require that accepted applicant formally decline other admission offers before finalizing their own offer. Contact your designated PT education programs directly, if questions.
NOTICE TO APPLICANTS OFFERED ADMISSION

If you are offered and accept an offer of admission to a PT degree program, you may be required to submit a second set of official transcripts from every college/university you have attended directly to the PT program prior to matriculation. PTCAS cannot forward transcripts to a PT program to fulfill this institutional requirement.

WAIT-LIST POLICY

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