INTRODUCTION

The faculty of the Physical Therapist Assistant Program would like to thank you for your interest in the Physical Therapist Assistant program.

LaGuardia Community College offers an AAS Degree (Associates in Applied Science) for students who successfully complete the Physical Therapist Assistant Program.

The Physical Therapist Assistant Program is fully accredited by the Commission on Accreditation for Physical Therapy Education. Students who graduate from the Physical Therapist Assistant Program are eligible for New York State Certification and must take the National Certification Exam, to practice in New York State. Passing a National PT Exam is required in order to practice in most states including New York State. Federal law limits the issuance of professional licenses, registrations and limited permits to United States citizens or qualified aliens. Students with criminal records are examined on a case by case basis in regards to New York State licensure.

The Physical Therapist Assistant Program has two phases, the pre-clinical and clinical phase. Students must file for and be accepted into PTA candidacy in order to progress to the clinical phase. You are responsible to familiarize yourself with the information in this Handbook and obtain further information by attending a PTA Orientation Session. The clinical phase is a full time day program. Student must complete all required Pre-clinical courses prior to starting the clinical phase.

Orientation sessions are scheduled in the Fall I and Spring I Semesters.

The Physical Therapist Assistant Program offers admission to the program in January and June of each academic year. Class size is limited. Students entering the PTA Program are required to follow a specific program sequence. Students who do not follow the program sequence will be assigned classes only on a seat availability basis.

Other sources of information provided for students are the LaGuardia Community College Catalogue, the Student Handbook and the PTA Program Website @ www.lagcc.cuny.edu/pta

Information about the field of physical therapy is available at www.apta.org and www.nypta.org.

Updated accreditation status of the PTA program and institution, acceptance rates, graduation rates, employment rates and pass rates on the NPTE can be found at www.APTA.org under CAPTE accredited PTA programs and on the program website: www.lagcc.cuny.edu/pta under accreditation status.

Move Forward
Physical Therapy Brings Motion to Life
American Physical Therapy Association
PHYSICAL THERAPY FACULTY:

The Physical Therapist Assistant Program has three full-time faculty members as well as an experienced group of adjunct faculty. All instructional staff are New York State Licensed Physical Therapists. The College Lab Technician is a New York State Certified Physical Therapist Assistant. The College Lab Technician assists instructional staff in the laboratory courses and is available during scheduled hours from Monday to Friday. The faculty are all members of their professional organization, The American Physical Therapy Association.

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   Academic Coordinator of Clinical Education,  
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   Office: E-300 East  
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   E-mail: vsierra@lagcc.cuny.edu
PHYSICAL THERAPIST ASSISTANT PROGRAM
MISSION STATEMENT

The PTA Program is responsive to the health care needs in New York as well as the United States and is responsive to reflect the mission of LaGuardia Community College. Health care today addresses both preventative health care as well as post injury health care. PTAs entering the field of Physical Therapy are trained to provide therapeutic intervention throughout the rehabilitation process. The PTA Program trains students to work with patients in various settings, including but not exclusive to hospitals, nursing homes, private practices, and the patient’s home. Students are trained to provide quality technical skills towards functional outcomes of the rehabilitation process. Students will be able to apply therapeutic concepts of exercise, manual techniques, and mobility training, along with the use of therapeutic modalities under the direct supervision of a licensed Physical Therapist.

The PTA program reflects the mission and goals of the college and the field of Physical Therapy including:

* Assisting the student to become a **Lifelong Learner** who has found ways to develop and grow as a result of formal schooling and has a range of commitments and interests of which you can become passionate.

* Assisting the student to become **Socially Responsible** and give back to your community.

* To ensure students possess an **Intercultural Understanding** and understand how to interact with people of various cultures and backgrounds.

* Assisting the student to become an educated person who has fully explored his/her interests, strengths, and skills and has exhibited a **Career Readiness as a Promoter of Health and Wellness**.

* Preparing the student for a **Leadership** role within the community.

* To promote **Compassion and Caring**

* To educate the student in legal and ethical professional practice.

* To develop technological research and information literacy.
OUTLINE OF THE PHYSICAL THERAPIST ASSISTANT PROGRAM

These courses must be taken in the pre-clinical phase of the program.

**COUNSELING**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSF090 Health Science New Student Seminar</td>
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**ENGLISH**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG101 (ENA 101 or ENC 101) - Composition I*</td>
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<tr>
<td>ENG102 - Writing Through Literature</td>
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**SCIENCES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>SCB203 - Human Anatomy and Physiology I*</td>
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<tr>
<td>SCB204 - Human Anatomy and Physiology II</td>
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</tr>
<tr>
<td>SSY101 - General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>SCN195 - Community Health</td>
<td>2</td>
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<tr>
<td>SSY240 - Developmental Psychology</td>
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**MATHEMATICAL AND QUANTITATIVE REASONING (select one)**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MAT120 (MAT119) – Elementary Statistics*</td>
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</tr>
<tr>
<td>MAT115 (MAT117) – Algebra &amp; Trigonometry*</td>
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**LIBERAL ARTS ELECTIVE COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HUP 102 – Critical Thinking</td>
<td>3</td>
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</table>

**Volunteer Work**

50 hours of volunteer work in a Physical Therapy Department
(to be completed prior to starting the clinical phase)

These courses should be taken by PTA majors ONLY if they are accepted into the Clinical Phase.

**PHYSICAL THERAPIST ASSISTANT**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SCO230 - Functional Pathology</td>
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<tr>
<td>SCT101 - Introduction to Physical Therapy</td>
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<tr>
<td>SCT102 – Ethical Concepts for PTA’s</td>
<td>2</td>
</tr>
<tr>
<td>SCT203 - Clinical Kinesiology</td>
<td>4</td>
</tr>
<tr>
<td>SCT211 - Therapeutic Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>SCT212 - Therapeutic Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>SCT220 - Mobility Skills in Physical Therapy</td>
<td>3</td>
</tr>
<tr>
<td>SCT221 – Functional Gait Training Skills</td>
<td>3</td>
</tr>
<tr>
<td>SCT230 – Orthopedic Therapeutic Exercises</td>
<td>4</td>
</tr>
<tr>
<td>SCT231 – Neuromuscular Rehabilitation</td>
<td>4</td>
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<tr>
<td>Basic Life Support</td>
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**CLINICAL AFFILIATIONS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SCT290 – Physical Therapist Assistant Affiliation Level I</td>
<td>2</td>
</tr>
<tr>
<td>SCT291 - Physical Therapist Assistant Affiliation Level II</td>
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</tr>
<tr>
<td>SCT292 - Physical Therapist Assistant Affiliation Level III</td>
<td>3</td>
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</tbody>
</table>

**TOTAL CREDITS**

68

**NOTES:**

(1) Key Courses (Effective Fall 2017, MAT 120 will replace SCN 195 as one of the key courses)
(2) Affiliations are available during the day only, and are accompanied by an evening seminar class.
# Physical Therapist Assistant Program

## Recommended Course Progression

*(Starting Fall 2017)*

### Pre-Clinical Phase

**FALL I (12 WEEKS)**

- HSF 090  First Year Seminar for Health Sciences 0
- ENG 101  COMPOSITION I 3
- SSY 101  GENERAL PSYCHOLOGY 3
- SCB 203  HUMAN ANATOMY & PHYSIOLOGY I 4
- MAT 120  ELEMENTARY STATISTICS I (OR MAT 115 ALGEBRA & TRIGONOMETRY) 3
- PTA 000  APPLY FOR CANDIDACY 0
- (TEAS)  Health Sciences Program Entrance Exam 0

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>CREDITS</strong></td>
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</table>

**FALL II (6 WEEKS)**

- HUP102  CRITICAL THINKING 3
- SCB 204  HUMAN ANATOMY & PHYSIOLOGY II 4

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td><strong>CREDITS</strong></td>
<td>7</td>
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</tbody>
</table>

**SPRING I (12 WEEKS)**

- SSY 240  DEVELOPMENTAL PSYCHOLOGY 3
- SCN 195  COMMUNITY HEALTH 2
- ENG 102  WRITING THROUGH LITERATURE 3

<table>
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<tr>
<td><strong>CREDITS</strong></td>
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</tbody>
</table>

### Clinical Phase

(Must be taken in the following sequence)

**SPRING II (6 WEEKS)**

- SCT 101  INTRODUCTION TO PHYSICAL THERAPY 2
- SCT 102  ETHICAL CONCEPTS FOR PTA’s 2
- SCO 230  FUNCTIONAL PATHOLOGY 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>CREDITS</strong></td>
<td>7</td>
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</tbody>
</table>

**FALL I (12 WEEKS)**

- SCT 203  KINESIOLOGY 4
- SCT 211  THERAPEUTIC PROCEDURE I 4
- SCT 220  MOBILITY SKILLS IN PHYSICAL THERAPY 3
- CPR CERTIFICATION 0

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td><strong>CREDITS</strong></td>
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</table>

**FALL II (6 WEEKS)**

- SCT 221  FUNCTIONAL GAIT TRAINING SKILLS 3
- SCT 212  THERAPEUTIC PROCEDURES II 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CREDITS</strong></td>
<td>6</td>
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</tbody>
</table>

**SPRING I (12 WEEKS)**

- SCT 290  AFFILIATION AND SEMINAR I 2
- SCT 230  ORTHOPEDIC THERAPEUTIC EXERCISE 4
- SCT 231  NEUROMUSCULAR REHABILITATION 4

<table>
<thead>
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</thead>
<tbody>
<tr>
<td><strong>CREDITS</strong></td>
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**SPRING II (6 WEEKS)**

- SCT 291  CLINICAL AFFILIATION AND SEMINAR II (FULL TIME, 280 HOURS) 3

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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**FALL I (12 WEEKS)**

- SCT 292  CLINICAL AFFILIATION AND SEMINAR III (FULL TIME, 280 HOURS) 3
- GRD 000  INTENT TO GRADUATE 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
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### Total Program Credits

**68**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>TOTAL PROGRAM CREDITS</strong></td>
<td><strong>68</strong></td>
</tr>
</tbody>
</table>
GENERAL ADMISSION INFORMATION

Students interested in applying to LaGuardia Community College should contact the Admissions Office located in Room C-102, 31-10 Thomson Avenue, Long Island City, New York 11101. Applications are available for both freshman and transfer students. Transfer students with questions about the evaluation of credits earned at previous attended institutions should contact the Transfer Credit Office located in Room C-102. All inquiries regarding admissions and transfer credit can be made by calling (718) 482-5106.

All new students who are PTA majors are admitted directly into the pre-clinical phase of the Physical Therapist Assistant Program. Progression to the clinical phase of the program is competitive and is by acceptance into candidacy. Students must apply for candidacy and be accepted to enter the clinical phase.

Please note that the Physical Therapist Assistant Program faculty does not directly admit new students into the clinical phase of the program nor does the PTA Program faculty evaluate transfer credits.

Individuals who are interested in entering the program may obtain an application from LaGuardia’s Admissions Office or online. The telephone number for LaGuardia’s Admissions Office is (718) 482-5106. Those who previously attended college must have a GPA of at least 2.50 and may receive up to a maximum of 30 transfer credits for courses in the pre-clinical phase of the program. Any students who transfer science credit for sequential courses must transfer both parts to receive the science credit. This applies to the following science courses:

SCB201/SCB202 – FUNDAMENTALS OF BIOLOGY I & II  
SCB203/SCB204 – HUMAN ANATOMY & PHYSIOLOGY I & II  
SCC201/SCC202 – FUNDAMENTALS OF CHEMISTRY I & II  
SCC251/SCC252 – ORGANIC CHEMISTRY I & II  
SCP201/SCP202 – FUNDAMENTALS OF PHYSICS I & II  
SCP231/SCP232 – GENERAL PHYSICS I & II

No transfer credits will be granted for courses in the clinical phase of the program. All applications are processed by CUNY’s central admissions processing center and the only requirement is a high school or GED diploma and completion of admission testing requirements. Please do not contact the PTA program itself concerning the status of your application, as we do not participate in the admissions process.
The Physical Therapist Assistant Program at LaGuardia Community College offers a course of study leading to the Associate in Applied Science (A.A.S) degree. The Physical Therapist Assistant Program is a New York State Accredited Program by the American Physical Therapy Association. Upon successful completion of this program and after passing the National Physical Therapy Exam (NPTE), students are eligible to become certified to practice as Physical Therapist Assistants in New York State. Students must file the appropriate certification papers with the New York State Department of Education.

The PTA Program is divided into two distinct phases:

A. Pre clinical – consisting of all required general education and elective courses.
B. Clinical – consisting of all Physical Therapy courses and clinical affiliations.

The total credits required for completion of the program is 68.

All students are admitted to the pre-clinical phase and must file for PTA candidacy in order to progress to the clinical phase. Candidates must first complete or be in the process of completing the four key courses with a minimum GPA of 2.50 in the semester they are applying for candidacy.

In addition to the GPA requirement, A pre-program Health Sciences entrance exam called the TEAS (Test of Academic Skills) administered by Assessment Technologies Inc. (ATI) [https://www.atitesting.com/Solutions/PreNursingSchool/TEAS.aspx](https://www.atitesting.com/Solutions/PreNursingSchool/TEAS.aspx) is required in the determination of a student’s acceptance into the clinical phase of the Physical Therapist Assistant Program. A basic level score (determined by PTA faculty) on the TEAS (Nursing or Allied Health) is required for eligibility for candidacy. The score will be valid for PTA candidacy for 18 months. Students should register for the exam in the Health Sciences Department (E300) if intended to take it at the LaGuardia Testing Center (C445). The cost of the TEAS is available on the above website. It will be paid via credit/debit/pre-paid card, on-line prior to taking the test. The TEAS score will not be factored into the determination of ranking but the result must be submitted prior to the end of the semester applying for candidacy in order to determine eligibility.

Eligible candidates are ranked by the Registrar’s Office on a scoring system based on grades in the key courses and other pre-clinical required courses. Since the number of students permitted to progress each semester is limited, the minimum GPA and the TEAS score does not guarantee that a student will be selected for progression into the clinical phase of the program. Students are limited to a maximum of two attempts at candidacy.

For those students selected as PTA candidates, a minimum of 50 hours of volunteer work in a Physical Therapy Department is required prior to starting the clinical phase. However, a student may participate with such volunteer experience prior to accepted into the candidacy. A supervisor’s letter of recommendation (on official letterhead) and a reflective essay on the experience must be submitted to the PTA Program Director prior to taking SCT101-Introduction to PT and SCT 102-Ethics for PTAs.
There is a 9 months lapse from the time of candidacy application to the beginning of the clinical phase to allow time for students to complete all the pre-clinical required courses. (For example: Candidacy in Fall I, 2014, Result release in Fall II, 2014, Mandatory Orientation in Spring I, 2015, and Start of the Clinical phase in Spring II, 2015.) All students must follow this program schedule even if all clinical courses were completed.

Due to the candidacy process, the minimum time required to complete this program is **two years and three months**. This is based on full-time year-round attendance during the day with the approval to take all four key courses upon entering the session I semester. Students who must take developmental courses, attend part-time, or are not selected for progression on their first attempt at candidacy will require a longer time for completion. Physical Therapy courses are held during the day ONLY. The clinical affiliations are completed during the day and are accompanied by evening seminars.

Students are required to complete three physical therapy clinical affiliations prior to graduation. One integrated part time experience and two full time terminal experiences for a minimum of 640 hours are to be scheduled at different clinical facilities as assigned by the Clinical Coordinator. Annual physicals and medical clearance must be submitted prior to clinical placements. Test for substance abuse and background check may also be required. There are no waivers or exemptions from these requirements. It is usually not feasible for students to continue working while they are on their clinical affiliations, so it is advisable that they begin financial planning for this period as soon as they are selected for the clinical phase of the program.

Students applying for Physical Therapist Assistant candidacy should review the attached documentation on Essential Functions, for successful completion of the Physical Therapist Assistant Program.

**Proof of Residency Requirement**

Beginning the fall 2016 semester all students applying for candidacy in the LaGuardia Community College Physical Therapist Assistant Program must provide documentation in one of the following categories, in addition to meeting the program's candidacy requirements:

- U. S. Citizenship
- Permanent Residency
- International Student with F1 Status
- Deferred Action Status by the U. S. Government Granted Asylum, Refugee Status, Temporary Protected Status, Withholding of Removal

Students who are interested in pursuing a health career and are unable to provide documentation in one of the categories listed above are urged to contact the Office of International Student Services located in Room M166 or call (718) 482-5143 to schedule an appointment. In addition, the City University of New York provides free counseling and assistance to all CUNY students through the CUNY Citizenship and Immigration Project. Further information can be located at the following CUNY website: [http://web.cuny.edu/about/citizenship.html](http://web.cuny.edu/about/citizenship.html).
CHANGE OF MAJOR WITHIN LAGUARDIA.

Students who are already attending LaGuardia and wish to change their major must schedule an advisement meeting with the program director.* Students should attend a PTA Program Orientation Session to learn more about the program. Orientation sessions are usually held during Fall I and Spring I semesters. A schedule of specific dates, times and places can be obtained from the Health Science office in Room E-300.

The following requirements are necessary for Change of Major:

1. Completion of all Basic Skills Requirements.
2. GPA of 2.5 or higher
3. Attend LaGuardia, (actively taking classes) for at least one 12 week semester.
4. Complete two of the four Key Courses with a minimum grade of B or better.

KEY COURSES:

- ENG101 Composition I
- SCB203 Human Anatomy and Physiology I
- SSY101 General Psychology
- MAT 120 Elementary Statistics
  (OR)
- MAT 115 Algebra & Trigonometry
  (Starting Fall 2017 replacing SCN 195 as a key course)

*Only the PTA Program Core Faculty can authorize a change of major. Change of Major applications can be picked up at the registrars’ office in C-107 and must be accompanied with a copy of the students transcript.
TRANSFER FROM OTHER COLLEGES

LaGuardia accepts applicants who have previously attended or graduated from another accredited college or university provided they meet the same basic requirements for new freshman. Applicants must have minimum GPA of 2.50.

A. Applicants may, upon submission of official college transcripts receive transfer credit only for the following general education courses that are required in the LaGuardia PTA Program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG102</td>
<td>Writing Thru Literature</td>
<td>3 credits</td>
</tr>
<tr>
<td>SCB203</td>
<td>Human Anatomy and Physiology I</td>
<td>4 credits</td>
</tr>
<tr>
<td>SCB204</td>
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<td>4 credits</td>
</tr>
<tr>
<td>SCN195</td>
<td>Community Health</td>
<td>2 credits</td>
</tr>
<tr>
<td>SCO230</td>
<td>Functional Pathology</td>
<td>3 credits</td>
</tr>
<tr>
<td>SSY101</td>
<td>General Psychology</td>
<td>3 credits</td>
</tr>
<tr>
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<td>Critical Thinking</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Elementary Statistics</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 115</td>
<td>Algebra &amp; Trigonometry</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Credit for the above courses taken and passed elsewhere may be granted only if the courses are deemed comparable to those that meet the degree requirements of the LaGuardia PTA Program. Transfer credit will be determined by the Admissions Office through established college policies and procedures.

B. Credit must be transferred for all courses taken at other colleges, which match the general education requirements in LaGuardia’s pre-clinical/clinical sequence. Transfer applicants will not be allowed to select courses for transfer. Transfer credit is awarded for courses with grades of A, A−, B+, B, B−, C+, C, C−, D+, D and D from any accredited college or university.

C. Applicants who have earned fewer than 24 college credits must submit a high school diploma or its equivalent (GED) as well as any official college transcripts.

D. If students are not accepted into the clinical phase of the PTA Program, or decide to change their majors, a maximum of 30 transfer credits may be granted toward any other degree. Student may request a re-evaluation of their transcripts to determine transfer credit for a different major.

E. If more than one course, which meets a requirement, has been passed, credit will be granted for the course with the highest grade. Courses accepted for the transfer credit may not be retaken.

F. All grades earned in the courses, which have been transferred to LaGuardia, will be included in the calculations to determine eligibility for movement from the pre-clinical to the clinical phase of the PTA Program. However, grades will not appear on the official LaGuardia transcript.

G. Transfer students must be registered for at least one 12-week semester in the pre-clinical phase of the PTA Program prior to entry into the clinical phase.
APPLYING FOR PTA CANDIDACY
PROGRESSION INTO THE CLINICAL PHASE

1. In order to apply for PTA candidacy (progression to the clinical phase of the PTA Program), you must be a PTA Major.

2. You must complete the Application for Candidacy form in person in C107 (PTA 000 - Intent to PTA) in the first three weeks of a 12-week term. (Session I) There are no credits, no meetings and no charges involved in registering for this “course”, it is merely an administrative designation.

3. You should only register for PTA 000 if you have already completed all four “key” courses or if you are going to complete all four by the end of the 12-week term in which you are applying for candidacy.

4. If you are enrolled in one of the four “key” courses and you withdraw from that course, you must also withdraw from Intent to PTA (PTA 000). Withdrawal from a course is according to the college calendar. Check the college calendar for semester withdrawal dates.

5. You must complete the TEAS exam and submit the score to the PTA program (E300) before the end of the candidacy semester. The test score must be dated within 18 months of the end date of the candidacy. Although not used for ranking, it’s important to determine a candidate’s eligibility.

6. Please note that if you received a C-, D, F or WU for any of the key courses and have repeated the course, all grades received for the key courses will be used in evaluating your candidacy. Also, if you received a grade of C- or below on any of your preclinical courses, the course can only be repeated with the permission of the Department Chair.

7. Results of candidacy will not be available until all grades for the 12-week term are submitted. The Registrar’s Office will then do all the calculations and notify you of the results. You will receive a letter from the PTA program telling you when and where to obtain the results.

8. If your candidacy is not successful, you may repeat the registration for PTA 000(PTA candidacy) only once, unless your GPA for the key courses is below 2.50, in which case you are no longer eligible to apply.

9. To be certain you are taking the correct courses, it is always best to come to advisement in Room E-300. Days and hours of advisement for PTA Majors are during PTA faculty office hours which are posted in Room E-300. Advisement is ongoing.
RE-ADMISSION POLICY FOR STUDENTS WHO DID NOT COMPLETE THE FIRST TWO (SCT) CLINICAL COURSES

Students who were accepted into the PTA candidacy program and did not successfully complete SCT101 and SCT102 because they either:
  1. Declined admission
  2. Took a medical leave
Must reapply for candidacy within one year of their beginning the first semester when they were enrolled in either of these two classes.
* Students who apply for readmission must meet the current eligibility requirements for candidacy and must be re-ranked according to the stated procedure for admission to the clinical phases of the PTA program during the time in which they are reapplying.

RE-ADMISSION POLICY FOR STUDENTS WHO HAVE COMPLETED ONE OR MORE SCT COURSE

A. Students who are accepted for candidacy and complete at least one SCT Course (PTA core curriculum course), and leave the program for more than one school calendar year, MAY be re-admitted if the following procedures have been met.
   1. Written request including the reason you left the program and what has changed to allow you to be able to return to the program. Supportive information is needed to verify documentation presented
   2. Meeting with PTA Program Director.
   3. Demonstrated proficiency and retention of didactic and practical knowledge and skill in all the SCT courses taken in the Clinical Phase. Compulsory comprehensive written and practical exams developed by program faculty need to be completed with a minimum passing grade of 70% in both the written and practical components.

Once these criteria have been met the PTA faculty will make their recommendation to the Chairperson of the Health Sciences Department and the student will be notified in writing the decision. If the recommendation is made to allow the student to reenter the program it must be understood that it will be on a seat availability basis.

B. Students who leave the PTA Program within one school calendar year and have completed at least one SCT Course, (PTA core course curriculum), will be re-admitted on a seat availability basis for the intended course sequence. The student must contact the Program Director to arrange a meeting to discuss program progression.

* Students who leave the program will not be assigned a seat in an SCT course until a meeting is held with The Program Director. Seat availability is determined by the course required, section availability and number of students enrolled in a section.

CURRICULUM SEQUENCE

Students who are out of curriculum sequence are not guaranteed a seat in a course each semester. Seat availability is determined by the course required, section availability and number of students enrolled in a section.
GENERAL PTA PROGRAM INFORMATION AND POLICIES

Academic Advisement

1. Students admitted into the clinical phase of study must attend the mandatory PTA Candidate Orientation/ Advisement sessions to be held in session I prior to starting the clinical phase.

2. Advisement for all PTA Majors is ongoing by the PTA Faculty. It is strongly recommended that PTA Majors see a PTA faculty member for advisement during scheduled office hours. This will ensure your progression sequence into the PTA Program.

3. Counselors and others will not be able to admit students into the PTA Candidacy or progression into the SCT courses.

4. Due to demand and the large numbers of students, not all eligible students may be enrolled in SCT101 and SCT 102 and may be placed on a waiting list. Students are then computer ranked based on their key courses to determine eligibility for future placement.

Each entering LaGuardia Community College student should consult a college counselor to plan a program of study based on the curriculum as outlined in the college catalog. Students should register only for those courses required for the program. Registering for unneeded courses may deplete financial aid resources.

Students who do progress to the clinical phase are subject to special grading policies and progression standards. The minimum passing grade for all PTA courses is “C” (70%). Students must have an average of at least 70% in both the lecture and laboratory portions of each course. Students who earn less than a “C” grade may repeat the course. However, students may only repeat once during the entire clinical portion of the PTA program. Students who fail/withdraw from more than one physical therapy course will be dismissed from the program.

Students who are ready to enter SCT101 and SCT 102 should meet with a physical therapist assistant program faculty advisor to plan a course of study. This will help the student develop an efficient route for completing program requirements.

Students in the clinical phase of study will have a minimum of one mid-semester one-on-one individual advisement session, per semester, with the PTA faculty. Academic standing and professional development will be reviewed and recommendation and intervention may be offered as needed. An academic advisor or other faculty and staff may suggest that students with weak skills in oral or written communication take particular courses designed to cultivate these skills. This may be particularly important for a student for whom English is a second language.

All faculty advisors have posted office hours when they are available to meet with students. Times other than those posted may be arranged by mutual agreement. It is the student’s responsibility to make and keep the appointment. If unable to keep an appointment, the student is expected to call to cancel the appointment.
Attendance

Attendance policies for class and campus laboratory sessions are those stated in the LaGuardia College Catalog. Students are expected to meet the attendance requirements of the fieldwork site. Students who are too ill to report for clinical assignments must notify the clinical supervisor and the college fieldwork coordinator as well. Students may subsequently be required to submit a doctor’s note in order to return to the clinical setting. All time missed from fieldwork must be made up.

Attendance policy for each SCT course is listed in the PTA student handbook and should be followed as indicated.

Bulletin Boards

The bulletin boards outside E-300-R contain posted information about the program itself, job openings, and local and regional physical therapy events.

Career Involvement

Students in the clinical phase are required to participate in the PTA club. There is no separate charge for membership as student activity fees paid at the time of registration cover all costs.

Student membership in the American Physical Therapy Association entitles the PTA student to receive the newsletter of the association and to attend all meetings as well as other benefits. Membership information is available from the PTA Program Faculty.

Costs

The following information will help students entering the physical therapist assistant program to calculate the cost of attending and completing the program.

Generally, a student budget consists of the direct educational costs of tuition, fees, books, transportation, meals and supplies including a lab coat and a goniometer. Students should also budget for membership dues in the American Physical Therapy Association, the practice board exam (PEAT), and NPTE Review course. In addition, the PTA student will encounter added costs of transportation to and from clinical centers. Note that the PTA student is required to complete three unpaid clinical experiences. In addition, all students are required to complete a comprehensive physical exam, medical and personal record keeping, and purchase professional liability insurance prior to the clinical internship. At the completion of the program additional costs will include certification fees and costs of taking the National Physical Therapy Exam.

Students are expected to keep their required PTA therapy textbooks rather than reselling them. The texts have been carefully selected by the faculty as the foundation of a personal library for the practice of physical therapy. In addition, they are essential for preparation for the National Certification Examination. In addition, students should keep all handouts and other study materials.
**Employment and Finances**

Many students hold part-time jobs while attending the PTA program. The program must be taken during the day. Students who are working while going to school should notify their faculty advisors of this at the time of academic advisement, so that a course load that is reasonable and achievable for the student can be scheduled. Various forms of financial assistance (loans and scholarships) are available through the Financial Aid Office at the college. Additional information may be researched through the Career and Transfer Center.

**ePortfolios**

The PTA program is dedicated to support you in continuing with your ePortfolio work started at the new student seminar during the pre-clinical phase. All students are expected to develop a PTA Student Professional ePortfolio that is a require component for the completion of this program. Please save all of your written work on a thumb drive for easy upload of your assignments. Students will be provided with technical support throughout the curriculum in depositing work to the ePortfolio including the assessment section.

**Enrichment Opportunities**

Students are encouraged to take advantage of the following free services:

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact # for Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wellness Center</td>
<td>482-5471</td>
</tr>
<tr>
<td>Communication Skills Lab E-114 D</td>
<td>482-5628</td>
</tr>
<tr>
<td>Writing Center B-200</td>
<td>482-5688</td>
</tr>
<tr>
<td>Anatomy/Physiology Study Hall E-312</td>
<td>482-5322</td>
</tr>
<tr>
<td>Math Lab E-115</td>
<td>482-5215</td>
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<tr>
<td>ePortfolio Studio B-121</td>
<td></td>
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<tr>
<td>ESL Office C-352</td>
<td></td>
</tr>
<tr>
<td>Transfer Credit Evaluation-Admissions Office C-102</td>
<td>482-5106</td>
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<tr>
<td>Financial Aid Office C-109</td>
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</tbody>
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[http://eportfolio.lagcc.cuny.edu/students/](http://eportfolio.lagcc.cuny.edu/students/)
Notice to Students regarding Criminal Background Checks

Current laws generally permit a state licensing board or agency to deny a license to practice physical therapy if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice physical therapy. Questions should be directed to the NYS Office of Professions at: http://www.op.nysed.gov

The Physical Therapist Assistant Program at LaGuardia Community College does not require a criminal background check, but the educational requirements include placement at one or more hospitals or other off campus clinical training sites, and these sites frequently require a student to undergo a criminal background check before the student can be placed for clinical learning experience. If, based upon the results of a criminal background check, the site determines that a student’s participation in its clinical training program would not be in the best interest of the site, the site may deny that student admission to the training program. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the student’s performance while in the training program.

Each clinical training site that requires a criminal background check sets its own standards and procedures, and you may be asked by the site to pay the cost of the background check. You may also have to complete more than one criminal background check during the course of the Physical Therapist Assistant Program at LaGuardia Community College, depending on the number of sites where you are placed and the requirements of each site.

Please note that if a clinical training site determines that you may not take part in its training program based on the results of a criminal background check, you may be unable to complete your course requirements and to continue in the Physical Therapist Assistant Program. It is important for you to consider this before you enroll in the Physical Therapist Assistant Program. LaGuardia Community College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice physical therapy.
Essential Functions

The field of Physical Therapy is both intellectually and physically challenging. A candidate for the profession of physical therapy must have abilities and skills in five different areas. The list below is illustrative and may not be inclusive of all of the essential abilities that the Physical Therapist Assistant must demonstrate.

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants have the ability to pursue admission to this program. However, in order to be qualified for the PTA program, an applicant must be able to perform certain essential functions as set forth below. Every student in PTA program will be held to the same standards, with or without reasonable accommodation.

Observation:
Students must be able to observe a patient from a distance and close by. Students must be able to recognize non-verbal responses including facial expressions and body language. Students must be able to observe changes in physical status including increased breathing, sweating, and changes in skin color. Students must be able to adjust exercise equipment, measure assistive devices, adjust equipment parameters and observe gait and mobility skills. Students must be able to document and to read documentation in a patient chart from other health care personnel. Students must be able to recognize voices/sounds, measure vital signs, hear equipment alarms and hear calls for assistance up to 10 feet away.

Communication:
Students must be able to communicate well in English not only in speech but also in writing. Students must be able to demonstrate appropriate communication skills when interacting with patients, peers, family members and other professionals.

Mobility:
Students must be able to stoop, bend, twist, and reach. Students must be able to walk and balance well to help patients walk and transfer safely with or without equipment. Students must be able to maintain patient safety on even and uneven surfaces (stairs, ramps and curbs). Students should have the motor function necessary to obtain information from patients by palpation, joint measurement, circumferential measurement and strength assessment. Students should be able to provide general care and emergency treatment of patients. Students should have enough fine motor dexterity to manipulate small equipment, manipulate dials, adjust resistance on equipment, and manage lines and tubes. Students should possess tactile ability sufficient for treating and assessing patients.

Behavior/Social:
Students must be able to manage all patients and exercise good judgment. They must attend to patients with compassion, integrity and a concern for others. Students must demonstrate socially appropriate behavior and remain calm and rational during emergency situations. Students should maintain cleanliness and personal grooming consistent with close personal contact. Students should be able to identify and manage stress in a mature and healthy manner.

Academic Proficiency:
Students should maintain a minimum of a 2.0 GPA in the clinical phase of the program, including 70% in both the practical and written portions of all core courses. Students should be able to relate and integrate information from several sources. Students must apply critical thinking in both class work and in the clinic and be able to follow safety procedures.
DESCRIPTION OF PRE-CLINICAL PHASE COURSES

**HSF090 FIRST YEAR SEMINAR FOR HEALTH SCIENCES**
0 credit; 2 hour
This First Year Seminar is required for all new students majoring in a program within the Health Sciences Department. This course addresses issues related to contemporary college life and provides students with the skills to transition to campus culture, develop a clear understanding of the learning process, and acquire the skills and dispositions essential to the study and practice of the health sciences in a professional capacity.
Co-Requisites: ENG099 or ENA/ENC/ENG 101

**ENG101 COMPOSITION I: AN INTRODUCTION TO EXPOSITORY WRITING**
3 credits; 4 hours
In this course, students focus on writing as a process to create correct and effective expository essays in response to culturally diverse sources. Emphasis is placed on using various methods of organization appropriate to the writer’s specific writing context. Students use a variety of rhetorical strategies, research methods, and documentation procedures in their essays. Admission to this course is based on college placement test scores.
Prerequisite: CSE095/099 if required: ENA/ENG/ESA099/ENC101 if required: Exemption or Pass on the ACT Writing and Reading Tests

**ENG102 COMPOSITION II: WRITING THROUGH LITERATURE**
3 credits; 3 hours
This course extends and intensifies the work of Composition I, including research methods and documentation procedures. Students are introduced to close-reading techniques to develop critical thinking and writing skills through the study of culturally diverse works in poetry and at least two other literary genres. Writing assignments include a critical research paper applying tools of literary analysis. Admission to the course requires completion of Composition I.
Prerequisite: ENC101/ENG101

**SCB203 HUMAN ANATOMY AND PHYSIOLOGY I**
4 credits; 6 hours (3 lecture, 1 recitation, 2 lab)
This course is an introduction to the anatomy and physiology of the human body. The architecture and function of cells, tissues and organ systems will be studied. The laboratory includes physiology experiments and gross and microscopic anatomy experiments using the cat as a dissection subject. Topics will include the chemistry of life, the cell, skeletal, muscular, cardiovascular, immune and respiratory systems. Students should expect to pay for additional materials.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT096

**SCB204 HUMAN ANATOMY AND PHYSIOLOGY II**
4 credits; 6 hours (3 lecture, 1 recitation, 2 lab)
This course is an introduction to the anatomy and physiology of the human body. The architecture and function of cells, tissue and organ systems will be studied. The laboratory includes physiology experiments and gross and microscopic anatomy experiments, using the cat as dissection subject. Topics will include the digestive, nervous, endocrine, urinary, and reproductive systems. A student will need disposable gloves and a dissection kit.
Prerequisites: SCB203
SSY101 GENERAL PSYCHOLOGY
3 credits; 3 hours
This is an introduction to some of the major fields and theories in the science of psychology, covering a range of topics such as biological foundations, learning, cognition, emotion, perception, theories of personality, psychological disorders and their treatment, and the research methods of psychology.
Prerequisite: CSE099, ENA/ENG/ESA099/ENC101, MAT095

SSY240 DEVELOPMENTAL PSYCHOLOGY
3 credits; 3 hours
This course examines the physiological and psychological factors in individual development from birth through adolescence. It includes a study of emotional and behavioral disorders of children as well as principles of child guidance. Issues such as battering, drug usage, and discipline will be discussed. The course emphasizes cognitive, moral and personality development.
Prerequisite: SSY101

MAT120 ELEMENTARY STATISTICS I
3 credits; 4 hours
This course presents the fundamental concepts and computational techniques of elementary statistics. Topics studied include statistical graphs, measures of central tendency, standard deviation, percentiles, probability, binomial and normal distributions, confidence intervals, hypothesis testing, and linear correlation/regression. Students will use a statistical software package to obtain basic sample statistics and graphs for data analysis. A graphing calculator will be used for routine computations.
Prerequisite: CSE099, MAT096

MAT115 COLLEGE ALGEBRA AND TRIGONOMETRY
3 credits; 4 hours
This course will start with a review of basic algebra (factoring, solving linear equations, and equalities, etc.) and proceed to a study of polynomial, exponential, logarithmic and trigonometric functions. These functions will be used in applications involving simple mathematical modeling where students will engage in inquire activities aimed at improving critical thinking skills.
Prerequisite: MAT096 or Placement

SCN195 COMMUNITY HEALTH
2 credits; 2 hours
This course is a basic orientation to the organization of health care systems in New York City and the position of the health care worker within these systems. Topics will include health careers, the nature of health and disease, prevention of disease, public health measures, types of facilities, payment sources, medical care available, and future trends. Visits to local health facilities (i.e., hospitals nursing homes) are included.
Prerequisites: CSE098 or CSE099, ENA/ENE/ENG099, MAT095/MAB095 major in Allied Health or permission of instructor.

HUP102 CRITICAL THINKING
3 credits; 3 hours
This course explores the process of thinking critically and guides students in thinking more clearly, insightfully and effectively. Concrete examples from students’ experience and contemporary issues help students’ develop the abilities to solve problems, analyze issues, and make informed decisions in their academic, career and personal lives. Substantive readings, structured writing assignments and ongoing discussions help students develop language skills while fostering sophisticated thinking abilities.
Corequisite: CSE095 or CSE099, ENA/ENG/ESA099/ENC101, MAT095, this course is closed to students who have taken HUR100-Lib Arts