

GTC PTA

**Guilford Technical Community College
Physical Therapist Assistant Program**

Student Handbook

2024 – 2025

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Physical Therapist Assistant Program Mission Statement

The mission of the Physical Therapist Assistant Program at Guilford Technical Community College is to prepare entry-level physical therapist assistants who will provide quality physical therapy services under the direction and supervision of physical therapists in order to positively impact their patients, profession, and community. This two-year comprehensive program offers students the opportunity to earn the Associate in Applied Science Degree with immediate entry into a career as a physical therapist assistant upon successful completion of the National Physical Therapy Exam for Physical Therapist Assistants.

Physical Therapist Assistant Program Philosophy

The Physical Therapist Assistant Program is a program of the Health Sciences Division of Guilford Technical Community College, which provides comprehensive quality educational programs and services to the community and Piedmont Triad Region. The PTA Program is designed to prepare persons for careers as physical therapist assistants, thus contributing to the health care of the community.

The College and the program serve a diverse population. The PTA faculty endorses the open-door admission policy of the College, while recognizing the need to restrict the number of PTA program students to a level commensurate with available resources. The PTA faculty also acknowledges the need to establish specific selection criteria indicative of applicants' potential to successfully complete the program and function as competent practitioners upon graduation.

The following statements represent the program philosophy of the PTA faculty and Advisory Committee:

1. The physical therapist assistant is an integral part of the health care team and provides direct patient care under the direction and supervision of a licensed physical therapist. The physical therapist assistant may be employed in a variety of settings in which their role is to actively assist the physical therapist in the treatment of patients with various impairments and functional limitations. The physical therapist assistant is involved in promoting awareness of the profession and an interdisciplinary approach to health through education of the patient, family and community.
2. A physical therapist assistant adheres to the *Standards of Ethical Conduct of the Physical Therapist Assistant*, *Guide for Conduct of the Physical Therapist Assistant*, and *Direction and Supervision of the Physical Therapist Assistant* set forth by the American Physical Therapy Association and abides by the laws governing practice set forth by the North Carolina Board of Physical Therapy Examiners. The program is committed to instilling in its students a sense of professionalism and clinical excellence.
3. Learning is a life-long process, resulting in changes in knowledge, behavior, values, and attitudes. Learning takes place most readily when concepts are covered in a logical sequence and progress in difficulty from simple to complex. The ability to learn is influenced by individual life experiences and one's potential.
4. Education provides opportunities for the acquisition of theoretical knowledge, the development of psychomotor skills, and the refinement of values and attitudes in support of GTCC's workforce productivity effort. The student and the instructor are partners in the learning process. The instructor facilitates learning by constructing experiences to promote the achievement of course and program outcomes. The student acquires significant learning through responsible and active participation. Learning should result in the ability to problem solve and think critically. Student educational achievement is evaluated by measurement of the attainment of course and program outcomes.

5. Learning is more likely to occur in an atmosphere in which students feel respected and accepted. Positive feedback and success build confidence in the learner and encourage further learning.
6. Physical therapist assistant education responds to the changes in healthcare and incorporates those changes into its curriculum, allowing the graduate to meet the needs of the healthcare consumer. In response to changing healthcare patterns, physical therapist assistant education and community agencies collaborate to form partnerships for the education of the entry-level practitioner.
7. Physical therapist assistant education at the community college level should provide a curriculum, which is broad based, both enriching life and serving as a basis for further study. A scientifically based curriculum coupled with a strong clinical component and emphasizing the humanistic aspects of physical therapy is necessary to give the students the foundation they require to provide quality health care and thereby fulfill the needs of the community. Individuals who meet the educational requirements of the program will be eligible to take the National Physical Therapy Examination (NPTE) for Physical Therapist Assistants upon graduation and will be prepared to competently practice physical therapy at the entry level.
8. The Physical Therapist Assistant Program is dedicated to utilizing community resources and values active input from the community it serves. The clinical component of the program will provide a variety of clinical experiences that will broaden vocational options and enhance the students' personal, social, cultural, and intellectual growth.

Physical Therapist Assistant Program Goals and Outcomes

Goal #1: The PTA Program admissions process will select students who are qualified to achieve success in the PTA Program and in the physical therapy profession.

Outcome A: The success rate for first-semester PTA courses will be equal to or greater than the average for the North Carolina Community College System.

Outcome B: The PTA Program will achieve a graduation rate of 85% averaged over two years.

Goal #2: PTA Program faculty will demonstrate professionalism for students as they consistently deliver high quality instruction related to contemporary physical therapy practice.

Outcome A: All full-time and adjunct PTA faculty will meet continuing competency requirements for licensure renewal in North Carolina.

Outcome B: All full-time PTA faculty will complete at least one professional development activity in the subject they are teaching every two years.

Outcome C: Program faculty will achieve "Meets Expectations" rating during annual Employee Performance Appraisal.

Outcome D: On the Student Evaluations of Instruction, PTA faculty will receive 90% ratings of "Agree" or "Strongly Agree" for item #4: "I would recommend this instructor to other students" and item #13h: "I am satisfied with how this course was taught."

Goal #3: PTA Program clinical education will be delivered by well-qualified clinical instructors in the context of excellent healthcare facilities.

Outcome A: All ratings on Clinical Education Midterm Surveys will be "Agree" or "Strongly Agree" on item #10: "The clinical instructor(s) is demonstrating effective teaching" and item #12: "The clinical site is meeting the expectations of the PTA program."

Outcome B: All ratings on Clinical Education Exit Surveys will be "Agree" or "Strongly Agree" on item #16a: "Overall, I would recommend my clinical instructor to other PTA students" and item #16b: "Overall, I would recommend this clinical education site to other PTA students."

Goal #4: PTA Program students will participate in classroom and clinical experiences that enable them to develop the cognitive, psychomotor, and affective skills relevant to the physical therapist assistant.

Outcome A: Students will demonstrate practical competency by achieving scores of at least 80% on all items of the grading rubric for their final practical exam.

Outcome B: Students will demonstrate clinical competency by achieving a rating of entry-level on all criteria on the Clinical Performance Instrument at the end of their final clinical education course.

Goal #5: PTA Program graduates will find employment as licensed physical therapist assistants who are highly valued by healthcare employers.

Outcome A: Program graduates will demonstrate a first-time pass rate on the National Physical Therapy Exam for PTAs of 100% over two years.

Outcome B: Program graduates will demonstrate an employment rate of 100% within one year of graduation averaged over two years.

Outcome C: All surveyed employers will give ratings of “Agree” or “Strongly Agree” for item #10 on Employer Surveys: “The graduate was prepared by the GTCC PTA program for entry-level practice as a physical therapist assistant.”

Physical Therapist Assistant Program Student Learning Outcomes

Upon successful completion of the Physical Therapist Assistant curriculum, graduates will be able to:

1. Perform physical therapy data collection and interventions in a safe, effective, and efficient manner.
2. Communicate verbally, nonverbally, and in writing to support the delivery of physical therapy services.
3. Demonstrate clinical problem-solving that is legal, ethical, and professional in all situations.
4. Pass the National Physical Therapy Examination for Physical Therapist Assistants.

Accreditation Status

The Physical Therapist Assistant Program at Guilford Technical Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <https://www.capteonline.org>. If needing to contact the program/institution directly, please call 336-334-4822 Ext. 50280 or email jnjeffers@gtcc.edu.

CAPTE has a mechanism to consider formal complaints about physical therapy education programs (PT or PTA) that allege a program is not in compliance with one or more of CAPTE's Standards and Required Elements or has violated any of CAPTE's expectations related to academic integrity.

To obtain the materials necessary for submitting a complaint, contact the APTA Accreditation Department at 703-706-3245 or accreditation@apta.org.

Stats on the Physical Therapist Assistant Program

	2021	2022	2023
Matriculation Rate	32%	52%	44%
Graduation Rate	89%	92%	94%
First-Time Passing Rate on the Licensure Exam	100%	100%	81%
Ultimate Passing Rate on the Licensure Exam	100%	100%	94%
Graduate Employment Rate	100%	100%	100%

Curriculum Master Plan

Students entering the PTA Program must pass all general education courses with at least a C as part of the program admission requirements.

Courses in the PTA curriculum are sequential. In each succeeding semester, the student is responsible for material presented in previous curriculum courses. Students must have completed the curriculum courses for each semester as identified in the curriculum master plan before proceeding to the next semester. This curriculum is subject to change.

Required General Education Prerequisite Courses

Prefix	Number	Course Title	Lecture Hours	Lab Hours	Clinic (Weeks)	Credits
Spring Semester Prior to the PTA Courses						
BIO	168	Anatomy and Physiology I	3	3	0	4
PHY	110 or 151	Conceptual Physics or College Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab (not required if taking PHY 151)	0	2	0	1
PSY	150	General Psychology	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
HUM		Humanities/Fine Arts Elective	3	0	0	3
Total Prerequisite Credits:						17

Physical Therapist Assistant Courses

Prefix	Number	Course Title	Lecture Hours	Lab Hours	Clinic (Weeks)	Credits
Fall Semester I						
BIO	169	Anatomy and Physiology II	3	3	0	4
PTA	110	Introduction to Physical Therapy	2	3	0	3
PTA	125	Gross and Functional Anatomy	3	6	0	5
PTA	135	Pathology	4	0	0	4
Total:						16
Spring Semester						
ENG	112 or 114	Writing/Research in the Disciplines or Professional Research and Reporting	3	0	0	3
OR COM	110 or 231	Introduction to Communication or Public Speaking				
PTA	145	Therapeutic Procedures	2	6	0	4
PTA	215	Therapeutic Exercise	2	3	0	3
PTA	222	Professional Interactions	2	0	0	2
PTA	245	PTA Clinical III	0	0	5	4
Total:						16
Summer Semester						
PTA	225	Introduction to Rehabilitation	3	3	0	4
PTA	255	PTA Clinical IV	0	0	5	4
Total:						8
Fall Semester II						
PTA	212	Health Care/Resources	2	0	0	2
PTA	235	Neurological Rehabilitation	3	6	0	5
PTA	155	PTA Clinical I	0	0	3	2
PTA	185	PTA Clinical II	0	0	4	3
Total:						12
Total Physical Therapist Assistant Program Credits:						52
Total credit hours required for Associate of Applied Science Degree:						69

Grading Scales

1. For academic courses, the PTA grading scale is the same as the GTCC grading scale. However, PTA students must make at least a **75** to pass written exams and an **80** to pass skills tests and practical exams in all PTA courses. PTA students must also have an ending class average of at least **70** to pass all PTA courses.

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59
2. For all clinical education courses, PTA students will be issued a grade of “satisfactory” or “unsatisfactory.” The students will be evaluated by clinical instructors and the Clinical Education Coordinator using the Clinical Performance Instrument.

Physical, Emotional, and Behavioral Health Standards

1. All PTA students must set up an account on the **CastleBranch** website by **October 15, 2024**. The CastleBranch fee pays for:
 - a. A **criminal background check** on the student that will automatically begin in January 2025.
 - b. A **drug screening** that students must complete *after January 1, 2025* and upload on the CastleBranch website by **January 15, 2025**.
 - c. If desired, students can upload their medical records to the CastleBranch website (students have life-time access to the CastleBranch website).
2. Students must complete the **Student Medical Form** and have **records of their immunizations** by **October 15, 2024**. These documents must be given to the Clinical Education Coordinator (CEC). The CastleBranch website lists the required immunizations.
3. The **QuantiFERON®–TB test** needs to be completed **after January 1, 2025** and the documented results must be given to the CEC by **January 15, 2025**.
4. The student must give a copy of a current **Cardiopulmonary Resuscitation (CPR)** certification card to the CEC by **January 15, 2025**. The students must have an **American Heart Association (AHA) Basic Life Support (BLS)** certification.
5. The CEC will review the Student Medical Form and may request additional physician statements for pre-existing physical and/or mental conditions. Official record of immunizations is required.
6. A physician statement may be needed when health concerns arise that place the student or others at risk. The Physical Therapist Assistant Program Director may request that the student seek appropriate treatment and provide documentation of that treatment. Physical and emotional concerns not responding to treatment within a reasonable period of time and resulting in the student’s inability to perform satisfactorily may result in dismissal.
7. Students demonstrating behaviors which present a risk to themselves or others are subject to departmental and College disciplinary action. Disciplinary action may include suspension from the program and/or the College.
8. Students with a known or suspected communicable disease must report this to the Program Director. The College Infectious or Communicable Disease Policy and Procedures will be followed.

9. Concerns about student's physical, emotional and/or behavioral problems and resulting actions will be documented in student's departmental file.
10. The college does not maintain a medical staff on campus to treat visitors, students, staff, or faculty. Since all personnel and students reside off-campus, medical and dental care and the expense of such care are individual responsibilities. The college does not provide emergency treatment.
11. All PTA students must buy accident insurance. This insurance covers you when you're on campus for classes and while you're participating in official school sponsored activities, including clinical education. If you need more information, stop by the Finance Office in the Medlin Campus Center.
12. First aid kits are located in the PTA department in room 111A. A first aid station is located in the Campus Police Headquarters in the Service Careers Building. In case of an accident, students should report the accident to PTA instructor or other personnel and request that an appropriate person be contacted. Students may also notify the GTCC Campus Police for assistance at 336-819-2046 or press line 2 on a GTCC campus telephone.
13. When students are participating in clinical education courses, the health care facility will provide emergency care to the students in case of illness or accidental injury at the student's own expense and in accordance with the college's Accident Insurance Plan.

Technical Standards

This document introduces the nonacademic standards, skills, and performance requirements expected of every student in the Physical Therapist Assistant program. It is essential for all students entering the program to understand that these requirements are necessary for the satisfactory completion of all aspects of the curriculum and development of professional attributes for graduation. Reading these standards carefully along with a realistic assessment of your own personality, interests, abilities, strengths, and weaknesses will ensure that you end up in a program and career path that is a good fit for you.

Physical therapist assistants work directly in the rehabilitation of people throughout the lifespan who have lost their ability to move and participate in functional activities due to an illness or injury. The Physical Therapist Assistant Program at Guilford Technical Community College prepares graduates to work in direct patient care settings under the direction and supervision of physical therapists. Graduates receive an Associate of Applied Science degree and are eligible to take the National Physical Therapy Licensure Exam for Physical Therapist Assistants administered by the North Carolina Board of Physical Therapy Examiners.

Skills fundamental to the Physical Therapist Assistant program include the following (with or without reasonable accommodation):

Communication

Students will be expected to:

1. Interpret information from physical and electronic manuals, protocols, and medical records
2. Document information on patients'/clients' medical records
3. Communicate with patients/clients, caregivers, and health care providers in face-to-face and automated situations
4. Practice patient/client confidentiality in speaking, writing, and use of technology

Motor Coordination

Students will be expected to:

1. Practice safe and effective patient/client handling
2. Train patients/clients in the performance of functional activities
3. Practice safe and effective use of medical equipment

Mobility

Students will be expected to:

1. Independently move throughout a clinical setting for the duration of a typical work day
2. Demonstrate functional activities to patients/clients and their caregivers
3. Assist patients/clients in the performance of functional activities
4. Move equipment throughout a health care facility

Sensory

Students will be expected to:

1. Accurately perceive verbal and nonverbal communication from patients, caregivers, and health care workers
2. Accurately perceive displays from medical equipment
3. Accurately perceive results from palpation of patients/clients

Intellectual

Students will be expected to:

1. Use short and long-term memory to solve problems
2. Apply critical thinking to solve problems
3. Analyze patient/client data to determine appropriate physical therapy interventions

Social

Students will be expected to:

1. Work in groups and collaborate with other health care workers
2. Demonstrate appropriate behavior and interactions with diverse patients/clients, caregivers, and health care workers
3. Function effectively in high-stress environments and situations
4. Function effectively in the face of uncertainty

Professional Behavior

Students will be expected to:

1. Demonstrate academic honesty
2. Demonstrate promptness in attendance and submission of assignments
3. Practice professional behavior while using social media
4. Adhere to the American Physical Therapy Association Code of Ethics
5. Adhere to the GTCC Physical Therapist Assistant Handbook
6. Adhere to the Professional Skills in PTA Program syllabi

ADA Statement

If you have a disability that may affect your academic performance and are seeking accommodations, it is your responsibility to inform DisAbility Access Services, Medlin Campus Center, room 3800, ext. 50038 or das@gtcc.edu as soon as possible. It is important to request accommodations early enough to give the Disabilities staff adequate time to consider your request and recommend reasonable accommodations. Instructors will provide necessary accommodations based on the recommendations of the Disabilities staff. *However, PTA students must understand that clinical facilities are not required to make accommodations during clinical education courses.* See more information on the college website at [DisAbility Access Services](#).

Student Academic Responsibilities

1. The philosophy of the Guilford Technical Community College Physical Therapist Assistant Program states that, "...the student acquires significant learning through responsible and active participation." The student is expected to complete reading assignments; attend class, laboratory, and clinic; submit assigned written work; and be prepared to participate in class discussions, laboratory exercises, and clinical activities, in order to meet this responsibility.
2. GTCC is an academic community with its fundamental purpose being the pursuit of learning and student development. Consistent with this purpose and in order to uphold and support standards of personal honesty and integrity for all members of the college community, it is the policy of GTCC to enforce standards for academic integrity of our programs and courses. Conduct that violates standards of academic honesty and integrity is subject to academic disciplinary action. This conduct may include, but is not limited to, cheating, fabrication and falsification, plagiarism, abuse of academic materials and complicity in academic dishonesty. Any student who violates these standards is subject to academic disciplinary action. Please visit the [Student Academic Integrity](#) policy on the GTCC website for more information.
3. During all PTA academic courses, the student will be expected to perform in a safe manner that minimizes risk to patients, self, and others. Specific Critical Safety Elements are listed for each skills test and practical exam. Failure to meet any Critical Safety Element will result in failure of that particular skills test or practical exam. All Critical Safety Elements continue to apply for all subsequent skills tests and practical exams throughout the course and throughout the PTA program.
4. In order to graduate from the PTA Program, students must have successfully completed all curriculum course requirements, paid all financial responsibilities to the College, and applied for GTCC graduation.

Student Clinical Responsibilities

1. Students will be expected to attend clinical rotations during the assigned hours. It is sometimes necessary to attend clinical education courses on weekends, during the evening shift, and on holidays.
2. Clinical sites are primarily located in the Piedmont Triad Region. Depending on the student's residence, driving long distances to clinical sites may be necessary. Students will therefore be required to have access to a dependable vehicle while in the PTA program.
3. Students must be current on their CPR certification prior to attending any clinical course.
4. Students may need to use their own computer devices to complete documentation on their clinicals.

5. *All* students accepted into the PTA program will be *required* to participate in Drug Testing, Office of the Inspector General Reviews (OIG), and Criminal Background Checks (CBC) prior to the start of the first clinical education course. The drug testing, OIG, and CBC will be performed through a National Institute of Drug Abuse (NIDA) approved laboratory and will be done *at the student's expense*. If a clinical facility refuses to accept a student due to a failed drug test or criminal background investigation, the student may not be allowed to continue in the course or the PTA program. In order to avoid liability issues with the college, students should not inform PTA faculty of any criminal background in their history.
 - a. Once a drug screen form is submitted at the lab site, students must complete the drug screening process prior to leaving the lab site premises. Failure to complete the drug screening is considered an automatic failure and an automatic dismissal from the PTA Program. Admission into a new Health Science program requires a new drug screening.
 - b. Clinical facilities may require students to participate in an additional drug testing and criminal background check. This additional testing may or may not be at the students' expense.
 - c. While participating in a clinical education course, a PTA student who is believed to be impaired by alcohol, a controlled substance, or prescription medication (either from side effects or improper use) shall be subject to disciplinary action determined by the clinical facility. They shall also be subject to disciplinary action determined by the PTA faculty based on the circumstances and consistent with GTCC's Student Conduct procedure. Disciplinary actions may include, but are not limited to, a written reprimand, receiving a failing grade on a test or course, dismissal from the PTA program, dismissal from GTCC, referral for prosecution, or required successful completion of a drug or alcohol treatment program sponsored by an approved private or governmental institution as a precondition for continued enrollment at GTCC and/or the PTA program.
6. All patient information is to be kept confidential. Discussion of patient situations may occur during clinical conference, lab, class, or the clinical setting, but use of patients' names and other identifying information outside the clinical experience, including on social media, is strictly prohibited. Breach of patient confidentiality is a violation of student conduct policy.

Attendance Policy and Procedure

1. Students will get the most benefit from their classes if they attend class regularly and are on time for all classes. Students are responsible for all content covered in a class, whether in attendance or not.
2. Attendance will be taken daily. When absences are necessary, regardless of the reason, *it is the student's responsibility to notify the instructor*. Failure to do so will result in deductions in the student's "Professional Skills" grade.
3. Every time a student is late to a class or a scheduled field trip, they will lose points off of their "Professional Skills" grade.
4. Attendance at *all* field trips is *mandatory*. If a student is absent from a scheduled field trip, the instructor will require them to make up the field trip on their own or to write a paper on the topic related to the field trip (grading criteria will be given). If the student does not make up the field trip or finish the paper within the allotted time, they will not be able to pass the class and will not continue in the Physical Therapist Assistant Program.

- For clinical education courses, attendance is required unless the student is ill or excused by the Clinical Education Coordinator (CEC) and/or assigned clinical instructor (CI) and the Site Coordinator of Clinical Education (SCEC). Students are expected to attend clinic during the assigned hours and to arrive at the facility on time and stay the allotted number of hours. The student will follow facility procedure for notification of the clinical instructor of impending absence. Excessive absences in the clinical setting will impede meeting the course outcomes. Excessive absenteeism is defined as being tardy or absent two times in one clinical rotation for any reason without prior approval from the CEC or due to extenuating circumstances as determined by the CEC. Excessive absenteeism will result in a reduction of one letter grade and consultation with the CEC for that clinical. A second occurrence of excessive absenteeism will result in a reduction of one letter grade, consultation with the PTA program director and possible dismissal from the program. *All* hours missed in the clinical must be made up unless the CEC, SCEC, and CI excuse those hours.
- If a PTA student gets chosen for jury duty, the student may ask a District Court judge to defer their service to a date that is more convenient. The student must have a pressing reason why they cannot serve on the date on the summons. If the student's jury summons does not specify how to request a deferral, the student can call the Clerk of Court's Office in the appropriate county. If a student misses class due to jury duty, the above policies related to academic courses, field trips and clinical courses apply.

Exam Policy

PTA students will be evaluated by written exams, skills tests, and practical exams. PTA students are expected to notify the instructor prior to missing a test. The student is responsible for making arrangements to make up the test prior to the next scheduled test.

Failure of an individual skills test or an individual practical exam results in failure of the entire course and withdrawal from the PTA program. If a passing score of 80% is not achieved on the initial skills test or practical exam, the instructor will allow one re-take. The student will have no more than two days to re-take the skills test or practical exam after additional work with the instructor. The highest grade that can be achieved on a re-take is 80%. The final grade for the skills test or practical exam will be the average of the initial grade and the grade on the retake (80). Example:

Example:

Grade on the initial skills test or practical exam:	Automatic grade upon successfully passing a re-take:	Final grade:
74	80	77

Academic Early Alert

- PTA faculty will initiate an Academic Early Alert with students whose grade falls below 70 (D or F) in any academic course.
- Once issued, students will receive an email informing them their instructor is concerned about their class performance. The alert further informs the student that an Achievement Specialist will contact them to schedule a meeting.
- The Achievement Specialist will help the student determine a course of action to improve the behavior(s) that led to the alert. This could include working with faculty, advisors, and other student support staff at GTCC.

Academic Suspension and Appeal of Suspension Policy

1. PTA students making a grade less than 70 (D or F) or unsatisfactory in any PTA course will be suspended (i.e., dismissed) from the PTA Program. Dismissal or withdrawal from a PTA course for any reason will dismiss or withdraw the student from the PTA Program.
2. A student may appeal the grading practice of an instructor to the instructor's immediate supervisor, whose decision will be final.
3. Students who have been suspended (i.e., dismissed) have the right to appeal. To appeal the suspension, the student must see the PTA program director to get an Academic Suspension Appeal form. The student must complete it before the last day to add classes for the semester following the suspension.

Readmission Procedure

1. The student may be offered one opportunity for readmission (the student can retake a course with a PTA prefix only once). Extenuating circumstances may provide rationale for one additional readmission opportunity. The PTA Program Director will make the decision regarding extenuating circumstances.
2. The student must apply for readmission and re-enter within two (2) years of exiting the PTA program.
3. Students not completing the first semester must reapply as a new student and will be considered a new applicant.
4. Students who are dismissed or withdraw from the PTA program after the first semester must interview with the PTA Program Director. The PTA Program Director will make the decision for readmission based on date of readmission application, available class space, available clinical space, and other criteria.
5. If accepted, the program director may require the applicant to retake all previously passed PTA courses, either to audit or for credit.

Transfer Policy

1. In order for a student to transfer from another institution's PTA program into the GTCC PTA program, the following criteria must be met:
 - a. The student must provide the GTCC PTA program director with a letter stating why they are leaving the other institution's PTA program and want to transfer into the GTCC PTA program.
 - b. The letter from the other institution must state that the student was in good standing in their PTA program (e.g., no disciplinary deficiencies, no academic deficiencies, no clinical deficiencies, etc.).
 - c. The student must have met all the admissions criteria for the GTCC PTA program.
 - d. The curriculum of the other institution's PTA program must match the curriculum of GTCC's PTA program.
 - e. There must be an opening for another student in the GTCC PTA program.
2. If a student has met all of the above criteria, the PTA program director will decide at what point in the PTA program the student may enter and whether or not the student must audit or re-take any PTA courses.
3. If a student has not met all of the above criteria, they must apply to the PTA program as a new applicant.

Quality of Instruction

GTCC faculty members are committed to providing quality instruction. If there is a concern about the instruction provided, treatment of an individual or a group of students, or professional conduct of instructors, first see the instructor, then the department chair, and then the dean. The description of Students' Rights and Responsibilities can be found in the current [Student Handbook](#). GTCC courses reflect essential employment skills and general education core competencies.

Student Complaints

Guilford Technical Community College (GTCC) is dedicated to resolving student complaints in a timely, fair, and amicable manner. Students attending GTCC who would like to resolve a Grade Related or Non-Grade Related Complaint should follow the Institutional [Student Complaint Policy](#).

After students have read the Institutional Student Complaint Policy, they will complete the Grade-Related Complaint Form or Non Grade Related Complaint Form located on the right side of the policy document.

Online students should follow the above process. At-a-distance online students, known as eDegree students should follow the [At a Distance Complaint Process](#).

Title IX

Title IX is a civil rights law that prohibits discrimination on the basis of sex in educational programs, activities, admission and employment. Complaints of sex-based discrimination, sexual violence, domestic violence, dating violence, and sexual or gender-based harassment are governed by the college's Title IX Policy. For information about Title IX or to make a report, please visit the [Title IX](#) page or contact the college Title IX Coordinator for Students, Kirby Moore @ 336-334-4822 x 50565, khmoore1@gtcc.edu.

Title IX specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. GTCC will work with students who, as a result of pregnancy or childbirth, require accommodations. Accommodations will be offered for as long as the student's doctor deems the absences medically necessary. For information about requesting pregnancy related accommodations, please visit the [Title IX](#) page or contact the college Title IX Coordinator for Students, Kirby Moore @ 336-334-4822 x 50565, khmoore1@gtcc.edu. Clinical sites may or may not provide accommodations related to pregnancy.

Student Services

GTCC's **Center for Academic Engagement** (CAE) provides one-on-one tutoring in-person and online, college success classes, and a computer lab with study areas, printers/scanners, and Windows- and Mac-based computers. The CAE also provides services for English Language Learners. The CAE is walking distance from the PTA Program in the Applied Technology Building room 140. It is open Monday through Thursday from 7:30 am to 6:00 pm and on Friday from 7:30 am to 5:00 pm. Students can also access services from the [CAE Canvas site](#).

GTCC's **Counseling Center** provides free, confidential counseling services to all current and prospective students. All counselors are master's level and/or licensed staff who work with students individually and in groups to facilitate healthy emotional, psychological, and academic development.

The Counseling Center provides both face-to-face and telehealth services. Face-to-face services are provided in the Counseling Center in the nearby Medlin Campus Center, Room 3800. Students can access the Counseling Center through the [GTCC website](#).

Titan Link provides resources and information that assists with non-academic challenges such as housing, transportation (e.g., bus passes and gas cards), food insecurity, child care, and emergency loan/grant/scholarship application access for GTCC. Student can access Titan Link through the [GTCC website](#).

GTCC does not mandate health insurance as a requirement for enrollment, however, all GTCC students pay an **Accident Insurance** fee. This insurance covers students in the event of an accident while on campus for classes and while taking part in official college sponsored activities. All accidents must be reported to the Campus Police Department as soon as possible. GTCC does not provide emergency medical care, but First Aid supplies are available upon requests at Campus Police Offices.

If students, faculty, or staff need to call 911 from a GTCC office or landline, they do not have to dial 9 before dialing 911. When dialing 911 from a GTCC office or landline, GTCC **Campus Police** are also automatically notified. Per their protocol, Campus Police will also attempt to contact the caller directly by telephone and will dispatch a Police Officer to their location. When dialing 911 through a cell phone, Campus Police are not automatically notified. The 911 center will contact Campus Police and dispatch first responders depending on the type of call for service. GTCC Campus Police would be the law enforcement first responder. They request any additional first responder resources as needed.

GTCC's **DisAbility Access Services (DAS)** facilitates equal access and provides comprehensive, quality services to students with documented disabilities. This is achieved through the joint effort of GTCC faculty, staff, and the disabled student population. The role of the DAS Office in this process is to review documentation, validate disability status, and determine eligibility for accommodations/services. DAS also facilitates the delivery of those accommodations/services and provides counseling and academic advising-related support for disabled students throughout their stay at GTCC. Students can access DAS through the [college's website](#) or in person in the Medlin Campus Center, Room 3800.

Members of GTCC's **Financial Aid** staff help guide students and their families through completing the Free Application for Federal Student Aid (FAFSA) to determine if students are eligible for federal and/or state aid. The college also uses one online application for all scholarships that are available to GTCC students. Although undocumented students are not eligible for federal student aid, the Financial Aid staff help determine if they are eligible for other types of financial assistance for educational purposes. Financial Aid staff also help determine if students are eligible for Federal Work-Study (FWS) positions. Students can access Financial Aid through the [college's website](#) or in person at the nearby Medlin Campus Center, Room 3301.

Professional Skills

The following basic professional skills are considered essential for career success and are emphasized in the GTCC curriculum.

1. **Teamwork**—Work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task.
2. **Responsibility**—Exhibit individual behaviors that support the official goals and objectives of the organization and its members.
3. **Communication**—Effectively exchange ideas and information with others in oral, written, or visual form.
4. **Problem-solving**—Identify problems and potential causes while developing and implementing action plans for solutions.
5. **Information processing**—Acquire, evaluate, organize, manage, and interpret information.
6. **Adaptability**—Exhibit flexibility and receptivity to changing technologies, methods, processes, work environments, organizational structures and management practices.

Student Conduct Policy

Students may not display conduct on Guilford Technical Community College premises or at GTCC sponsored events that adversely affects the college's educational objectives, is illegal, or is contrary to the rules and regulations of the college. Students who display such conduct shall be subject to disciplinary action under the college's disciplinary policy.

In addition to expectations for student behavior for this course provided above, a list of prohibited behaviors is documented in the College's [Student Code of Conduct](#). Included in the Code of Conduct is reference to the authority granted to instructors to remove students from the classroom when the student's behavior becomes a significant disruption to the learning and/or teaching environment.

PTA Student Dress Policy

1. Academic Courses

- a. In order to practice physical therapy interventions, both male and female students will often be required to wear lab clothes that expose their upper extremities, lower extremities, and trunk.
- b. Male students need to have shorts and short-sleeve shirts.
- c. Female students also need to have shorts and short-sleeve shirts. In addition, they will need sports bras.

2. Clinical Courses

An individual's appearance communicates an aspect of professionalism. The student will be expected to adhere to the following dress code in the clinical setting.

- a. Pants must be full length.
- b. Shirts must be short, $\frac{3}{4}$, or full-length sleeves (no sleeveless shirts or shirts with capped sleeves).
- c. Shirts must be tucked in or of sufficient length to cover the low back with bending and moving.
- d. Shirts might need a collar.
- e. Shoes must be closed-toe and close-heeled with a heel no higher than $\frac{1}{2}$ inch.
- f. A name tag identifying one as a student should be worn at *all* times with the facility-required attire.
- g. Do not use perfume or aftershave.
- h. Nails must be cut to just cover fingertips.
- i. Wear only simple jewelry (e.g., a watch, small earrings, wedding band, etc.).
- j. Do not wear head or neck piercings that present safety concerns according to the program or to clinical facilities.
- k. Hair must be neat and clean. Hair must be completely off the face – it cannot fall forward when one leans over. Facial hair (beards, mustaches, etc.) must be neatly trimmed.
- l. Students must practice adequate personal hygiene (e.g., bathing, grooming, deodorant, mouthwash, etc.).
- m. No gum chewing, smoking, or vaping will be permitted when in the clinical setting except in designated areas.
- n. Visible tattoos may need to be covered by clothing or bandages. Tattoos must not be offensive.
- o. Nose studs (not rings) and small ear gauges may be allowed depending on the clinical facility.
- p. If required, scrubs must be in conformity to the requirements of the clinical facility (e.g., color).
- q. *The student must conform to the dress code of the facility in which they are participating in clinical education.*

Use of Human Subjects

1. Research or other activities conducted under the jurisdiction of Guilford Technical Community College shall not expose persons who participate as subjects or respondents to unreasonable risks to their health, general well-being, or privacy. All activities or projects involving human subjects are subject to review and approval by the Director of Institutional Research (IR) to insure the protection of the rights and welfare of the individuals who participate as subjects.
2. As a component of the educational experience of some instructional programs, students and faculty may be required to practice procedures and perform measurements on individuals within the program, the college, or the community as indicated by the curriculum. Students and faculty may be required to participate in activities and/or simulations to allow students opportunities to apply didactic knowledge and laboratory skills. All students, faculty members, and others participating in the activities and/or simulations must sign a written authorization for use as a human subject. To insure the safety of all persons involved, the authorization form will require disclosure of any personal limitations or conditions that might affect participation in such activities and/or simulations.
3. Procedures and techniques learned in instructional programs may only be used to treat patients in a clinical setting under the direction of a licensed/certified practitioner. Except for legally authorized practitioners, students and faculty members may not diagnose or treat medical/dental conditions of fellow students, faculty members, or others. Students learning procedures and techniques in the academic setting may practice these skills during assigned classroom/laboratory/clinical hours and during supervised open laboratory/clinical sessions.
4. Students or faculty members who fail to comply with this policy will be subject to disciplinary action that may include suspension from the program or dismissal from employment.

PTA Computer Lab

1. PTA students may use the computer labs in Hassell Health Technologies Center room 120 next to the PTA faculty offices. Files created on these computers cannot be saved to a flash drive. PTA students may also use the computers in the PTA classroom (HT #113) and the PTA labs (HT #109 and #111).
2. PTA students also have access to computers in the GTCC Library (Learning Resource Center). The PTA program does not have a printer for students. Students can use the printers in the GTCC Library (first, second, and third floors) and the Medlin Campus Center (1200).

Pinning Ceremony

A ceremony for the presentation of PTA pins may be held within the following guidelines:

1. The ceremony location and ceremony participants must be approved by the Program Director.
2. Families and friends may be invited if the chosen facility will accommodate the numbers.
3. All financial matters (including the purchase of the pins) and arrangements are the responsibility of the class.

Estimated Program Costs

Tuition: \$76.00/credit hour (in-state) \$268.00/credit hour (out-of-state)	\$1216.00/semester maximum \$4288.00/semester maximum
GTCC Fees: Campus access, parking, and security (CAPS) fee Student activity fee Instructional technology fee Student accident insurance Student success fee Malpractice insurance Drug testing and criminal background check	\$50.00/semester \$26.25/semester \$11.00/semester \$3.25/semester \$5.00/semester \$8.25/semester \$100.00
Textbooks (estimated)	\$1000.00
Supplies (uniform, name badge, parking at clinicals, etc.)	\$200.00
Student Medical Form (estimated copay)	\$50.00
American Physical Therapy Association membership (optional)	\$90.00
National physical therapist assistant licensure exam (taken after graduation from the PTA program)	\$755.00
<i>Estimated total for in-state student</i>	\$7800.00

Financial Aid

1. The GTCC Financial Aid Office is located in the Medlin Campus Center, Room 3301 and may be contacted at (336) 334-4822, option 3. Office hours are 8:00 am to 6:00 pm Monday through Thursday and 9:00 am to 5:00 pm on Fridays. For student questions, please email financial aid at finaid@gtcc.edu. Please include your student ID number for a faster response.
2. The American Physical Therapy Association – North Carolina (APTA NC) awards scholarships and loans to qualified physical therapist assistant students. Application procedures can be viewed on the APTA NC website (<http://www.apta-nc.org>). Select “Scholarship Committee” under the “Education” section and see the links for specific scholarships. An applicant must be a member of the American Physical Therapy Association to be eligible for these scholarships. Applications open on March 1, 2025.

Medical Terminology and Medical Abbreviations Exam

1. During the first week of the PTA program, PTA students will be given an exam on Medical Terminology and Medical Abbreviations. This exam will count as an exam in PTA 110 – Introduction to Physical Therapy. Students who score less than 75% on the exam will be required to do further work on medical terminology.
2. Students will need to get a copy of *Quick and Easy Medical Terminology* (tenth edition) by Peggy C. Leonard and work through it on their own during the summer. Students already possessing another medical terminology book may use it instead. About 60 questions on *Medical Terminology* will come from the entire text; however, most of the questions will come from chapters dealing with prefixes, suffixes, and combining forms to write medical terms, organization of the body, musculoskeletal system, cardiovascular system, respiratory system, integumentary system, and nervous system.
3. Approximately 10 questions on *Medical Abbreviations* will come from the handout on the Canvas site entitled “Orientation and Information for New PTA Students (2024-2025)”.
4. Students will find the rigorous requirements of the PTA curriculum somewhat more manageable if they already have a good grasp of medical terminology. This task could be overwhelming if students procrastinate in getting started. The PTA faculty recommend getting started immediately and then studying on a regular basis.

Health-Related Community Event

1. In order to contribute to the welfare of our community, the PTA students will participate in one health-related community event during their time in the PTA program. Students must participate in this event in order to graduate from the PTA program.
2. Students may decide which health-related events in which they will participate, such as:
 - a. APTA NC fall conference
 - b. Student Conclave of APTA NC
 - c. FUNfitness for the Special Olympics
 - d. Health-related races (5K's, 10K's, etc.)
 - e. Blood drives
3. In PTA 212 – Health Care/Resources, students will write and present a paper which reflects their thoughts about the health-related community event.

PTA Program Schedule

1. The first day of class will be **August 19, 2024**.
2. PTA students must register for their classes on Self-Service for every semester of the PTA program.
3. Students can pay their bills through Self-Service, on the [Cashier's Office website](#), or in person at the Cashiers office in the Medlin Campus Center, Room 3401. The Cashier's office hours are 8:00 am to 5:00 pm Monday through Friday.
4. All students are required to have a student ID at GTCC. You may obtain a student ID in the Student Life Office located in the Medlin Campus Center, Suite 1200. Office hours are Monday through Friday 8:00 am to 5:00 pm.
5. Students should monitor their GTCC email for messages from GTCC and from the PTA Program.

Fall Semester I (August 19, 2024 to December 16, 2024)

Monday	Tuesday	Wednesday	Thursday	Friday
PTA 125 – Gross and Functional Anatomy 9:00 am – 12:00 pm HT 111 Joey Jeffers	PTA 135 – Pathology 8:30 am – 10:30 am HT 113 Keith Jenkins	PTA 125 – Gross and Functional Anatomy 9:00 am – 12:00 pm HT 111 Joey Jeffers	PTA 135 – Pathology 8:30 am – 10:30 am HT 113 Keith Jenkins	PTA 125 – Gross and Functional Anatomy 9:00 am – 12:00 pm HT 111 Joey Jeffers
	PTA 110 – Introduction to Physical Therapy 11:00 am - 1:30 pm HT 109, 111, and 113 Joey Jeffers		PTA 110 – Introduction to Physical Therapy 11:00 am - 1:30 pm HT 109, 111, and 113 Joey Jeffers	

Spring Semester

First eleven weeks (January 13, 2025 to April 4, 2025):

Monday	Tuesday	Wednesday	Thursday	Friday
PTA 145 – Therapeutic Procedures 8:30 am-10:30 am HT 111 and 113 Keith Jenkins	PTA 145 – Therapeutic Procedures 8:30 am-10:30 am HT 111 and 113 Keith Jenkins	PTA 145 – Therapeutic Procedures 8:30 am-10:30 am HT 111 and 113 Keith Jenkins	PTA 145 – Therapeutic Procedures 8:30 am-10:30 am HT 111 and 113 Keith Jenkins	PTA 145 – Therapeutic Procedures 8:30 am-10:30 am HT 111 and 113 Keith Jenkins
PTA 215 – Therapeutic Exercise 10:30 am – 12:30 pm HT 109 and 113 Joey Jeffers	PTA 215 – Therapeutic Exercise 10:30 am – 12:30 pm HT 109 and 113 Joey Jeffers	PTA 215 – Therapeutic Exercise 10:30 am – 12:30 pm HT 109 and 113 Joey Jeffers	PTA 215 – Therapeutic Exercise 10:30 am – 12:30 pm HT 109 and 113 Joey Jeffers	PTA 215 – Therapeutic Exercise 10:30 am – 12:30 pm HT 109 and 113 Joey Jeffers
	PTA 222 – Professional Interactions 1:00 pm – 2:30 pm HT 113 Keith Jenkins		PTA 222 – Professional Interactions 1:00 pm – 2:30 pm HT 113 Keith Jenkins	

Last five weeks (April 7, 2025 to May 9, 2025):

Monday	Tuesday	Wednesday	Thursday	Friday
PTA 245 – Clinical III 8:00 am-4:30 pm On-site Keith Jenkins	PTA 245 – Clinical III 8:00 am-4:30 pm On-site Keith Jenkins	PTA 245 – Clinical III 8:00 am-4:30 pm On-site Keith Jenkins	PTA 245 – Clinical III 8:00 am-4:30 pm On-site Keith Jenkins	PTA 245 – Clinical III 8:00 am-4:30 pm On-site Keith Jenkins

Summer Semester

First five weeks (May 21, 2025 to June 24, 2025):

Monday	Tuesday	Wednesday	Thursday	Friday
PTA 225 – Introduction to Rehabilitation	PTA 225 – Introduction to Rehabilitation	PTA 225 – Introduction to Rehabilitation	PTA 225 – Introduction to Rehabilitation	PTA 225 – Introduction to Rehabilitation
8:30 am-12:30 pm	8:30 am-12:30 pm	8:30 am-12:30 pm	8:30 am-12:30 pm	8:30 am-12:30 pm
HT 109, 111, 113	HT 109, 111, 113	HT 109, 111, 113	HT 109, 111, 113	HT 109, 111, 113
Joey Jeffers	Joey Jeffers	Joey Jeffers	Joey Jeffers	Joey Jeffers

Last five weeks (June 25, 2025 to July 29, 2025):

Monday	Tuesday	Wednesday	Thursday	Friday
PTA 255 – Clinical IV	PTA 255 – Clinical IV	PTA 255 – Clinical IV	PTA 255 – Clinical IV	PTA 255 – Clinical IV
8:00 am-4:30 pm	8:00 am-4:30 pm	8:00 am-4:30 pm	8:00 am-4:30 pm	8:00 am-4:30 pm
On-site	On-site	On-site	On-site	On-site
Keith Jenkins	Keith Jenkins	Keith Jenkins	Keith Jenkins	Keith Jenkins

Fall Semester II

First nine weeks (August 18, 2025 to October 16, 2025):

Monday	Tuesday	Wednesday	Thursday	Friday
PTA 235 – Neurological Rehabilitation 8:30 am-12:00 pm HT 109, 111, 113 Keith Jenkins	PTA 212 – Health Care/Resources 9:00 am-11:00 pm HT 111 Joey Jeffers	PTA 235 – Neurological Rehabilitation 8:30 am-12:00 pm HT 109, 111, 113 Keith Jenkins	PTA 212 – Health Care/Resources 9:00 am-11:00 pm HT 111 Joey Jeffers	PTA 235 – Neurological Rehabilitation 8:30 am-12:00 pm HT 109, 111, 113 Keith Jenkins
	PTA 235 – Neurological Rehabilitation 11:00 am-2:45 pm HT 109, 111, 113 Keith Jenkins		PTA 235 – Neurological Rehabilitation 11:00 am-2:45 pm HT 109, 111, 113 Keith Jenkins	

Last seven weeks (October 23, 2025 to Dec 10, 2025):

Monday	Tuesday	Wednesday	Thursday	Friday
PTA 155 – Clinical I and PTA 185 – Clinical II 8:00 am-4:30 pm On-site Keith Jenkins	PTA 155 – Clinical I and PTA 185 – Clinical II 8:00 am-4:30 pm On-site Keith Jenkins	PTA 155 – Clinical I and PTA 185 – Clinical II 8:00 am-4:30 pm On-site Keith Jenkins	PTA 155 – Clinical I and PTA 185 – Clinical II 8:00 am-4:30 pm On-site Keith Jenkins	PTA 155 – Clinical I and PTA 185 – Clinical II 8:00 am-4:30 pm On-site Keith Jenkins

Textbooks and Class Notes

Fall Semester I

PTA 110 Introduction to Physical Therapy

Title	Edition	Copyright	ISBN #	Author	Publisher
PTA 110 Class Notes				Joey Jeffers	GTCC
Pierson and Fairchild's Principles and Techniques of Patient Care (optional)	7th	2023	9780323720885	Fairchild and O'Shea	Elsevier
Quick and Easy Medical Terminology (optional)	10th	2024	9780323883955	Peggy C. Leonard	Elsevier

PTA 125 Gross and Functional Anatomy

PTA 125 Class Notes				Joey Jeffers	GTCC
Measurement of Joint Motion- A Guide to Goniometry	5th	2017	9780803645660	Cynthia C. Norkin and D. Joyce White	F.A. Davis
Daniels and Worthingham's Muscle Testing: Techniques of Manual Examination and Performance Testing	11th	2024	9780323824200	Dale Avers, Donovan J. Lott, and Marybeth Brown	Elsevier
Atlas of Human Anatomy (optional, but recommended)	8th	2022	9780323680424	Frank H. Netter	Elsevier
Clinical Kinesiology and Anatomy (optional, but highly recommended)	7th	2023	9781719644525	Lynn Lippert	F.A. Davis

PTA 135 Pathology

PTA 135 Class Notes				Keith Jenkins	GTCC
The Merck Manual of Diagnosis and Therapy	20th	2018	9780911910421	Robert S. Porter	Merck Sharp and Dohme Corp.
Mosby's Pocket Dictionary of Medicine, Nursing, and Health Professions (but any medical dictionary will work)	11th	2021	9780323639149	Mosby	Elsevier

Spring Semester

PTA 145 Therapeutic Procedures

Title	Edition	Copyright	ISBN #	Author	Publisher
PTA Exam-The Complete Study Guide		2024	9781890989477	Scott Giles	Scorebuilders
Manual for Physical Agents (optional)	6th	2011	9780136072157	Karen W. Hayes Kathy D. Hall	Prentice Hall Health

PTA 215 Therapeutic Exercise

PTA 215 Class Notes				Joey Jeffers	GTCC Bookstore
The Merck Manual of Diagnosis and Therapy	20th	2018	9780911910421	Robert S. Porter	Merck Sharp and Dohme Corp.
Therapeutic Exercise Foundations and Techniques (optional)	8th	2023	9781719640473	Kisner, Colby and Borstad	F.A. Davis
Special Tests for Orthopedic Examination (optional)	4th	2016	9781617119828	Konin, Lebsack, Isear, and Valier	SLACK, Inc.

PTA 222 Professional Interactions

Clinical Education Manual				Jenkins and Jeffers	GTCC
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Summer Semester

PTA 225 Introduction to Rehabilitation					
Title	Edition	Copyright	ISBN #	Author	Publisher
PTA 225 Class Notes				Joey Jeffers	GTCC
O'Sullivan & Schmitz's Physical Rehabilitation (optional)	8th	2024	9781719646918	George Fulk Kevin Chui	F.A. Davis

Fall Semester II

PTA 212 Health Care/Resources					
Title	Edition	Copyright	ISBN #	Author	Publisher
PTA 212 Class Notes				Joey Jeffers	GTCC
PTA Exam-The Complete Study Guide		2024	9781890989477	Scott Giles	Scorebuilders

PTA 235 Neurological Rehabilitation					
O'Sullivan & Schmitz's Physical Rehabilitation	8th	2024	9781719646918	George Fulk Kevin Chui	F.A. Davis
Functional Neurorehabilitation	1st	2004	0803611072	Dolores Bertoti	F.A. Davis

Checklist of Student Responsibilities for the PTA Program

Student Responsibilities for the PTA Program	Check
Please notify Joey Jeffers immediately if you are withdrawing from the program (336-334-4822 x 50280 or jnjeffers@gtcc.edu).	
Signify your agreement with PTA policies in the “Acknowledgement and Agreement with PTA Policies” section of the “Orientation and Information for New PTA Students (2024-2025)” Canvas site by August 19, 2024 .	
Prepare for the Medical Terminology and Medical Abbreviations Exam.	
Register and pay for courses.	
Purchase texts and class notes.	
Get your name badge for the Physical Therapist Assistant Program from the GTCC Bookstore (\$12.00).	
Once you have paid your bill or you have financial aid pending, get your Student Identification Card at the Student Life Office in Medlin Campus Center, Suite 1200 (two forms of ID are required; one must be a photo ID).	
Join the second-year PTA students for lunch on August 19, 2024 at 12:00 pm .	
Contact Keith Jenkins if you have questions about the following responsibilities (336-334-4822 x 50282 or kpjenkins@gtcc.edu):	
Set up an account on the CastleBranch website by October 15, 2024 .	
Take the completed Student Medical Form (Physical Examination) and records of immunizations to the Clinical Education Coordinator by October 15, 2024 . <ul style="list-style-type: none"> • Hepatitis B vaccine (3 doses) • Tetanus, diphtheria and pertussis (TDAP) vaccine (within last 10 years) • Chickenpox (varicella) vaccine (2 doses) • Measles, mumps, and rubella (MMR) vaccine (2 doses) • Diphtheria-Tetanus-Pertussis (DTaP) vaccine (4 doses) 	
Complete your drug screening after January 1, 2025 and upload the results to the CastleBranch website by January 15, 2025 . Your criminal background check will automatically begin after January 1, 2025 .	
Complete your QuantiFERON®-TB test after January 1, 2025 and give the documented results to the Clinical Education Coordinator by January 15, 2025 .	
Complete your American Heart Association (AHA) Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) training and give a copy of the current certification card to the Clinical Education Coordinator by January 15, 2025 .	
You may need to get the influenza (flu) vaccine before your first clinical on April 7, 2025 .	