Physical Therapist Assisting Program Application Completion Checklist

An automated system monitors the academic record of students who have either declared Physical Therapist Assisting Technology (PTAT) as their major or expressed an interest in the Physical Therapist Assisting (PTA) program. These students will receive updates to their Tri-C email anytime their academic record changes while they are completing prerequisites. Complete all steps below to have your academic record reviewed by the program director for acceptance into the PTA program.

PART ONE: You must complete steps 1-8 and 9 or 10 below.	**YES**
1. Apply to Tri-C and be accepted.	☐
2. Login to your *my Tri-C space* and complete the form to acknowledge you will need to complete a criminal background check (BCI). DO NOT COMPLETE A BCI UNTIL SPECIFICALLY ADVISED TO DO SO.	☐
3. Submit official transcripts from all colleges and universities attended before Tri-C to determine your transfer credits and cumulative GPA.	☐
4. Submit an official high school or GED transcript to Tri-C.	☐
5. Complete all four core prerequisite courses with a minimum GPA of 3.0. (You cannot repeat or withdraw from a course more than once for a higher grade). PTAT-1000 Introduction to Patient Care must be taken at Tri-C.	☐
6. Maintain an overall college GPA of at least 2.7, which includes all current and previous college credits.	☐
7. Complete both anatomy and physiology courses (must have been taken within the last 10 years).	☐
8. Complete **MATH-1410** or attain eligibility to take/register for MATH-1410.	☐
9. Complete the required 40 volunteer/observation hours in at least two different types of physical therapy settings under the supervision of a licensed physical therapist or physical therapist assistant within the past two years. Verify the hours on the Experience Verification Form found on the PTA program website. You must submit copies of any printed media from the physical therapy departments/facilities with your application.	☐
PART TWO: After steps 1-8 are completed, you will receive an automated email with the required PTA program application. Upload the required documents for step 9 with the application. Your file will NOT be reviewed for acceptance into the PTA program until you complete steps 10-12 below.	
10. Complete and submit the application form found at the link in the email.	☐
11. Upload a scanned copy of your completed Experience Verification Form. All applicants must submit this form.	☐
12. Upload scanned copies of printed media from the physical therapy departments/facilities where you completed your volunteer/observation hours.	☐

Submitted applications are reviewed once a month throughout the academic year. Once your application is received and your academic record is reviewed, you will receive an email from the program director notifying you of your status. PTA program students must be at least 18 years old and are strongly encouraged to complete ALL non-PTAT courses prior to starting the program.

Revised: September 2025