

The Southwest Tech Health Division is implementing a petition process in order to:

- Ensure that students are fully prepared for the intensity and rigor of the PTA program.
- Improve students' opportunity for successful program completion and licensure as a PTA.

PETITION REQUIREMENTS

Step 1: Follow the Southwest Tech admissions process

- Submit an application and pay the application fee
- Provide high school and college transcripts
- Complete HESI Entrance Exam and meet required entrance scores*
- Complete an admissions meeting with an advisor
- Pay the enrollment deposit

All students will initially be placed on the PTA waitlist so that they can begin their coursework. These students are eligible to petition the Health Division at the end of the Spring semester in which all the petition requirements, listed below, will be completed.

Step 2A: Complete all the requisite course work required by the program with a final grade of "C" or higher. These courses include:

- General Anatomy & Physiology
- Written Communication
- Oral/Interpersonal Communications
- Developmental Psychology
- One elective: Medical Terminology is highly recommended

Step 2B: Complete and document a total of 40 hours of observation of physical therapy. Your sessions need to be 20 hours with one PT/PTA in one setting and 20 hours with a second PT/PTA in a second physical therapy settings such as:

- Outpatient Physical Therapy Clinic
- In-patient hospital physical therapy
- Nursing Home physical therapy
- Pediatric physical therapy in the school system
- Home Health physical therapy

Once the hours are fulfilled:

- Complete the Verification of Physical Therapy Clinical Observation Hours form
 - the front page of the observation form needs to be completed by you
 - the back page of the observation form needs to be completed by the Physical Therapist/Physical Therapist Assistant you observed

After the form is completed:

- The PT/PTA that you observed needs to mail the form to
Southwest Tech
Attn: Admissions,
1800 Bronson Boulevard
Fennimore, WI 53809

PETITION PROCESS

Step 3: Submit the following documents for evaluation by June 1st (or the Friday before if June 1st is on a weekend)

- Official Transcripts from other colleges showing successful completion of the coursework must be on file with Southwest Tech. This typically occurs during Admission. Contact your advisor or Admissions for assistance.
- Verify with your advisor, the Division Assistant at 608.822.2470, or Admissions@swtc.edu that the Verification of Physical Therapy Clinical Observation Hours form has been received.
- Cover letter requesting entry to PTA core classes, statement specifying courses completed, and a statement indicating completion of 40 observation hours with two different PT/PTA in two different settings.

From the pool of applicants who have successfully completed Steps 1-3, the top 18 applicants will progress to Step 4.

Step 4: The top 18 applicants will:

- Receive notification by June 10th
- Attend a mandatory PTA student class registration and orientation June 26

Any students who are not selected for Step 4 of the petition process have the opportunity to petition for the next academic year.

If you have any questions regarding the above process, please contact Student Services at 608.822.2354 to speak with a PTA program advisor.