

# Application Instructions

## Applications to the Physical Therapist Assistant (PTA) Program

**Will be accepted: March 1 – June 1, 2025, for consideration of Fall semester entry.**

### Minimal Requirements:

1. Apply to Wallace State Community College and be unconditionally admitted to the college in good standing. There is no fee to apply. You will receive a student number starting with "A" that you should use on all correspondence, and when you apply to a health science division program.
2. Official college transcripts from each college previously attended must be submitted to WSCC Admissions prior to applying to a health science program. You should also download & save unofficial copies for your health science program application.

**NOTE:** It is the responsibility of each applicant to ensure that all information is on file with the WSCC Admissions Office prior to application deadline.

3. **Physical Therapist Assistant (PTA) Program Requirements:**
  - A. Applicants must possess a minimum of 3.0 or greater grade point average on a 4.0 scale with a grade of "C" or better in all general required courses. GPA points calculated for program selection will be on the general education requirements only. Students who have successfully completed all of the general education requirements will be considered for admission first. Students who have not completed all general education requirements are welcome to apply, but will be considered only if space is available and provided that submitted documentation reflects that the general education requirements will be successfully completed prior to the program start date.
  - B. Minimum of **20** ACT composite score or superscore (National or Residual) is required for admission consideration. Proof of score must be uploaded to online application. ACT scores are available on Degree Works reports, transcripts including High School, and through ACT.org. While an official score report is not required, if ordering your score report from ACT.org, please use Code 0083 and allow 4-6 weeks for processing. WSCC will receive your score from ACT and add it on your myWallaceState account. To use scores available on ACT.org you will need to save to PDF. We do not accept screenshots. We will accept ACT Superscores from ACT, but not manually calculated ACT Superscores (please note that Superscoring does not combine National with Residual scores). Scan the document to PDF format, save the file, and then upload the document to your online application.
  - C. Documentation of a minimum of 24 hours of observation at not less than 2 different facilities; this paper work must be signed by the Licensed Physical Therapist or Licensed Physical Therapist Assistant under who this observation was completed. Additional hours up to a maximum of 100 hours will receive more points in the application process. This documentation must be uploaded to the online application.
  - D. Submit the online PTA Program application with all required attachments by the deadline. Applications received after the deadline will be considered on a space available basis.

Student must meet the essential functions and technical standards required for the program as documented on the required [WSCC physical form](#). Form to be completed **upon** program acceptance; view **now** for reference only.

Each health program has an online program application process which requires documents to be uploaded and submitted complete by **June 1st** for evaluation. All information must be uploaded to each online application to be complete. Information will NOT be accepted in person, by mail/email, or via fax. Any missing documentation may result in your application being declined.

The application must be prepared by the applicant. Mailing address, email, and phone number must be current to receive correspondence. Please check your WSCC student email for application notifications. Applicants will be notified by email of your application outcome by **July 1st**. No information regarding individual admission status will be given via telephone; **do not call** Admissions or the program directly to obtain status. Log in to your Dynamic Forms account to review the application.

4. **The following are required documents that should be prepared before beginning the program application:**

- a. **General Education Worksheet** – Completed copy of the 2025 PTA Program General Education Worksheet must be filled out and calculate totals. Save the file.
- b. **ACT Composite Score** – Copy of your ACT Scores (National, Residual, or Superscore) showing both your name & your ACT scores. Scores printed from Degree Works, official score reports, or on transcripts are acceptable. Save the file.
- c. **Observation Hours Form** – documentation of minimum 24 hours of observation at not less than 2 different facilities (signed by Licensed Physical Therapist or Physical Therapist Assistant). The completed PTA Clinical Experience Documentation Form must be submitted. Please scan all forms as a single file. Forms from other schools will be accepted provided that hours can be verified. Individuals who have worked as a physical therapy aide can submit a letter from their supervising PT or PTA verifying total hours worked. Save the file.
- d. **Transcript** – Obtain the most current unofficial transcript from each college previously attended and highlight the highest grade received for courses listed on General Education Worksheet. Make sure your name and the college name are clearly visible on each transcript. The unofficial transcript must include all pages (even blank ones). *WSCC Admissions office CANNOT print transcripts from other colleges. The WSCC transcript can be obtained from your MyWallaceState account.* Save the file.
- e. **Acknowledgement Form** – must be printed & signed using a black ink pen. Save the file.

**\*\*All of the documents above must be uploaded into the PTA Program application\*\***

**How to Scan to PDF**

All documents must be uploaded to the online program application. Document format must be PDF with 16 MB limit. All documents must be legible to be valid. All pages of the documents (even blank pages, full set of page numbers) must be uploaded to be complete. \*\* Only one image per page. If document contains multiple pages, these pages MUST be batched together into a single PDF document.

1. Download the Free Cam Scanner App to your smart phone, <https://www.camscanner.com/>
2. Set up Free Basic Account. See free tutorial: <https://www.youtube.com/watch?v=iZRalwludu8>
3. From App, select files to send.
4. Add applicant email address. Tap Send.
5. Open email from computer, name document as your first name and last name. Then, upload to online application when prompted.

**Any missing documentation could result in your application being declined.**

5. **Apply to the Program using Dynamic Forms:**

- a) Choose the “Apply Now” button, or from the drop-down ‘PTA Program Application’ menu, choose “2025 PTA Program Application (click here)” option.
- b) From the Alabama Community College System (ACCS) sign on page, log into Dynamic Forms system using your “A” number and ACCS account password. This is the same login information that you use to access the myWallaceState system or your Wallace State (Office 365) email account.
- c) Once in Dynamic Forms system, first time users will be required to click on “Create New Account” upon entering the online application. To receive application notifications, use your WSCC student email address to “Create New Account”.

**You will use your WSCC student email information to create the account for Dynamic Forms.**

- Enter – your student number@alabama.edu (please see example below)  
Username: A00xxxxxx@alabama.edu  
Password: enter your password to your Wallace State email account

**For more information about your Wallace State Office 365 email account, please visit:**

<https://www.wallacestate.edu/mywallaceid.html>

The application will time out after 45 minutes. A "Save Progress" button is accessible for your convenience. The draft is saved in My Forms. **Application is not complete until all documents are uploaded and completed application has been submitted.** Application can be reviewed/tracked by signing into your Dynamic Forms account. A confirmation email will be sent when application has been processed.

## 6. Selection

Meeting Minimal Requirements Does Not Guarantee Acceptance.

Applicants are ranked on the basis of a formula that weighs the grades in the general education required courses, observation hours, ACT Score, and other application requirements – See General Education Worksheet for details/point values. All applicants who meet the minimum requirements are considered; however, the higher an applicant's GPA on the general education requirements, observation hours and ACT score, the better chances for admission. Additional points may also be added to the ranking for individuals who have completed PTA 120 at WSCC.

In the event of a tie for program admission, the applicant with the highest numerical average in PTA 120 (first attempt) will be accepted. If this does not fully resolve the tie, the program will then consider highest GPA points followed by highest ACT composite score followed by highest ACT reading subscore. Written notification of the outcome will be emailed to each applicant at the email provided on the application.

Program applications will be reviewed for completion of program admission requirements. Written notification of program acceptance status will be sent to each applicant via information supplied on the program application.

**Please check your WSCC student email and your alternate email (that you provided on your PTA program application) periodically for application notifications.**

Once application information is submitted, it becomes the property of Wallace State Community College and will not be released from this application. Application data is not kept on file from previous application submissions.

Accepted students are required to submit to drug screenings and background checks, as well as attend a mandatory health program orientation. [Drug Testing Policy](#) and [Background Check Policy](#) are available for viewing on the Health Division page. Please **DO NOT** complete either of these until instructed to do so by the Program Director.

*The Physical Therapist Assistant Program at Wallace State Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave. Suite 100, Alexandria, VA 22305-3085; Telephone: 703-706-3245; E-mail: [accreditation@apta.org](mailto:accreditation@apta.org); Website: <http://www.capteonline.org>. [If needing to contact the program/ institution directly, please call 256-352-8332 or email [alina.adams@wallacestate.edu](mailto:alina.adams@wallacestate.edu) ]*

*It is the policy of the Alabama Community College System Board of Trustees and Wallace State Community College, a postsecondary institution under its control, and the Physical Therapy Assistant Program, that no person shall, on the grounds of race, color, sex, religion, marital status, national origin, disability, sexual orientation, gender, age, or any other protected class as defined by federal and state law, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity, admission treatment or employment. Wallace State Community College complies with the Age Discrimination in Employment Act of 1967, as amended with the Vietnam Era Veterans' Readjustment Act of 1974, with the Immigration Reform and Control Act of 1986, with Section 504 of the Rehabilitation Act of 1973, and Americans and Disabilities Act and ADA Amendment Act of 2008. The commitment to equal opportunity applies to all aspects of recruitment, employment, and education of individuals at all levels throughout the College.*

*The policy of nondiscrimination on the basis of sex is required by Title IX of the Education Amendments of 1972 (20 USC paragraph 1681, et. Seq.) and Title 45, Part 86 of the Code of Federal Regulations.*

*The College will not retaliate against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing alleging discrimination on a basis specified above.*