PROGRAM HANDBOOK

FOR

STUDENTS ACCEPTED TO TECHNICAL STUDY IN ACADEMIC YEAR 2015-16

ANTICIPATED GRADUATION IN 2017

WITH AN

ASSOCIATE OF APPLIED SCIENCE

IN

PHYSICAL THERAPIST ASSISTANT TECHNOLOGY (PTST)

OR

PHYSICAL THERAPIST ASSISTANT TECHNOLOGY – ATHLETIC TRAINERS TRANSITION (PTST-ATT)

Physical Therapist Assistant Technology (PTST) at Kent State University Ashtabula Campus, the expansion program on the East Liverpool Campus, and the Athletic Trainers Transition (PTST-ATT) concentration are each accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 111 North Fairfax Street, Alexandria, Virginia 22314, telephone: 703-706-3245; email: accreditation@APTA.org; website: http://www.capteonline.org.
# TABLE OF CONTENTS

Ashtabula Campus Information .................................................................................. 4
East Liverpool Campus Information .......................................................................... 5
Introduction ............................................................................................................. 6
  Program History & Accreditation ......................................................................... 7
  Common Terminology and Acronyms ................................................................ 7
Technical Study Foundations .................................................................................... 9
  Mission Statement .............................................................................................. 9
  PTA Program Goals ............................................................................................ 9
  Philosophical Statement ...................................................................................... 9
  Expected Student Outcomes ............................................................................... 11
Employability as a PTA ........................................................................................... 12
  Essential Functions of a PTA ............................................................................ 12
  Requirements for Licensure or Certification .................................................... 13
Policies and Procedures .......................................................................................... 14
  Introduction ....................................................................................................... 14
  Acceptance to Technical Study ......................................................................... 14
  Technical Study Progression ............................................................................ 16
  Academic Standards for Progression ................................................................ 17
  Failure to Progress ............................................................................................. 17
  Program Re-entry .............................................................................................. 17
  Competency Testing ............................................................................................ 18
  Academic Dismissal from PTST Technical Study ............................................... 18
  Procedure for Dismissal .................................................................................... 19
Management of Instructional Activities .................................................................... 20
  Syllabi ............................................................................................................... 20
  Grading Scale .................................................................................................... 20
  Minimum PTST Course Requirements .............................................................. 21
  Testing Policy .................................................................................................... 22
  Clinical Education ............................................................................................. 22
  Learning Contract .............................................................................................. 24
Behavioral Expectations ........................................................................................... 25
  Behavioral Remediation .................................................................................... 25
  Warning Notice .................................................................................................. 25
  Commitment to Learning .................................................................................... 26
  Academic Honesty ............................................................................................ 26
  Communication with Faculty and Staff ............................................................. 26
  Attendance ......................................................................................................... 27
  Confidentiality .................................................................................................... 28
  Informed Consent .............................................................................................. 28
  Disclosure of Confidential Personal Information ............................................. 29
  Challenging PTA Faculty Decisions ................................................................. 31
Appendix C: Curriculum Plan
Appendix D: Academic and Program Calendars
Appendix E: Graduation Requirements
Ashtabula Campus Information

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Ashtabula, OH 44004  FAX: 440-964-4355
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Affirmative Action / Equal Opportunity Office  440-964-4309
Complaint Advisor  440-964-4577
Bookstore  440-964-4225
Cafeteria  Main  440-964-4226
Student Services  Main  440-964-4217
IT Center Help Desk  Main C234  Helpdesk-Ashtabula@kent.edu  440-964-4357
IT 24 hour Support  support.kent.edu  330-672-HELP
Library  440-964-4239
East Liverpool Campus Information

| Campus      | 400 East Fourth Street          | Phone: 330-385-3805 |
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**PTA Department**

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**Complaint Advisor**  
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**Bookstore**  
Location: Purinton Hall  
Phone: 330-382-7422

**Financial Aid**  
Location: Purinton Hall  
Phone: 330-382-7557

**IT Support**  
Email: mgordon@kent.edu  
Phone: 330-382-7477

**IT 24 hour Support**  
Email: support.kent.edu  
Phone: 330-672-HELP

**Library**  
Phone: 330-382-7401
Introduction

The Associate of Applied Science (AAS) in Physical Therapist Assistant Technology (PTST) provides students with the knowledge, skills and behaviors necessary to become licensed or certified as a physical therapist assistant (PTA). Licensure or certification in most states requires graduation from an accredited PTA program, background clearances, and passing the National Physical Therapy Examination.

The PTST major is available on the Ashtabula and East Liverpool campuses, and is housed in the Regional College, Division of Health Occupations at Kent State University. The PTST major is a two year integrated course of study that earns the Associate of Applied Science degree. The Ashtabula Campus also offers the Physical Therapist Assistant Technology – Athletic Trainers Transition (PTST-ATT) concentration, in an integrated hybrid format, with advanced placement for students who are already certified athletic trainers.

The AAS-PTST degree program maintains the educational standards established by the Commission on Accreditation in Physical Therapy Education (CAPTE), and integrates the practice guidelines established by the American Physical Therapy Association (APTA) and the expectation of the clinical community. The integrated curriculum includes lecture, lecture/lab, seminar and practicum courses. Critical PTST courses are cumulative and taught in four sequential semesters in a two year cycle. Admission to the PTST major is open to anyone with a high school diploma or its equivalent. Students who wish to register for critical PTST courses must apply and be accepted technical study. Acceptance to PTST technical study is a selective process.

Upon acceptance to PTST technical study, and throughout the four semesters of critical courses, students study the normal development and function of the human body, the causes and consequences of various pathological conditions that human beings experience throughout the lifespan, and learn the data collection and treatment skills necessary to facilitate recovery of movement and function within the plan of care established by a physical therapist. Students develop an appreciation and understanding of the diverse conditions treated by physical therapist assistants, including musculoskeletal injuries and diseases, neurological injuries and diseases, cardiopulmonary diseases, burns, wounds, and amputations. The treatment skills mastered include the use of ones hands and body as well as the utilization of sophisticated equipment to decrease pain, accelerate healing, increase strength and motion, and promote independent functioning.

There are inherent health and safety risks to all health care providers; therefore students receive in-depth instruction of safe and effective practices that are designed to decrease risks to both the practitioner and the patient. Additionally, students develop the communication and interpersonal skills necessary to work with patients, their families, and other health care providers; an understanding of fiscal and human resource management; and the value-based behaviors that are expected of a physical therapist assistant.

Our goal is to provide each student with a comprehensive educational experience of the highest quality possible, so that our graduates are an asset to the profession of physical therapy, and knowledgeable citizens of their community. Upon graduation, students have the skills of an entry-level physical therapist assistant who is prepared to pass the licensure exam and practice in a variety of health care settings.

This Program Handbook for students admitted to PTST technical study outlines the expectations, policies and procedures for associated students, faculty and administrators. The information within supports and clarifies the policies of Kent State University which are available at www.kent.edu/catalog/. Questions about this Program Handbook should be addressed to the Program Director.
Program History & Accreditation

Kent State University East Liverpool Campus (KSU-EL) was first accredited in 1989 by the Commission on Accreditation of Physical Therapy Education (CAPTE) as a Physical Therapist Assistant program. The program was expanded in 1996 to the Ashtabula Campus (KSU-A). The PTA programs on each campus sought and received independent accreditation from 2005 to 2013. In 2009, KSU-A was also accredited to offer the Athletic Trainers Transitions concentration, which provides advanced placement to certified athletic trainers.

In April, 2013, KSU received CAPTE approval to re-structure the administration of the Physical Therapist Assistant Technology (PTST) degree programs under one director and with one accreditation for all degree options offered at Kent State University (KSU). Independently, the three degree options have consistently received the longest accreditation periods possible. The program completed a self-study and onsite visit in early 2015 and anticipates re-accreditation of the AAS-PTST degree at KSU in November 2015.

Physical Therapist Assistant Technology (PTST) at Kent State University Ashtabula Campus, the expansion program on the East Liverpool Campus, and the Athletic Trainers Transition (PTST-ATT) concentration are each accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 111 North Fairfax Street, Alexandria, Virginia 22314, telephone: 703-706-3245; email: accreditation@APTA.org; website: http://www.capteonline.org.

Common Terminology and Acronyms

Academic Coordinator of Clinical Education (ACCE) – The faculty member responsible for developing & coordinating the clinical education portion of the curriculum.

Center Coordinator of Clinical Education (CCCE) – Clinic site employee who administers, manages, and coordinates clinical instructor assignments and learning activities for students during their clinical education experiences. This person also determines the readiness of a therapist to serve as a clinical instructor and oversees all aspects of clinical education at the clinic site. The CCCE has primary responsibility for communicating with the ACCE regarding clinic site availability, student placements, and student performance.

Clinical Practicum – One of three graded clinical education courses. Students are supervised by a licensed Physical Therapist or Physical Therapist Assistant and required to travel to the clinic site.

Clinical Education - The portion of the curriculum where students develops clinical skills by applying didactic information in a clinical setting. Clinical education is an essential component of PTST technical study.

Clinical Instructor (CI) - The licensed physical therapist or physical therapist assistant who is responsible for direct supervision and instruction of the student during the practicum in clinical education.

Clinic Site - The physical therapy practice environment in which clinical education occurs; the location where a contractual relationship exists with KSU to provide for the education and supervision of one or more students in a practicum course.

Competency - The minimum level of knowledge, skills and behaviors necessary to progress in technical study and participate in a clinical education.

Instructor - The faculty member, presenter, or clinical instructor directly responsible for instruction, supervision and assessment of content and student outcomes.

Lab Assistant – A licensed PT or PTA who assists the course instructor during lab classes.
Lab Practical - A type of examination that requires the student apply previously learned skills and knowledge in a simulated clinical situation.

Physical Therapist - The legal title of a person who is educated and licensed to practice physical therapy.

Physical Therapist Assistant (PTA) – The legal title of a person who is educated and licensed or certified to work under the direction and supervision of the Physical Therapist.

Physical Therapist Assistant Technology (PTST) – The name of the Kent State University major that prepares students to graduate with the Associate of Applied Science degree. Any student with a High School diploma may declare the PTST major.

Physical Therapist Assistant Technology - Athletic Trainer Transition (PTST-ATT) – A concentration of the PTST major that allows competency testing and advanced placement for certified athletic trainers.

Program Director - The person who is responsible for oversight and administration of the program policies, procedures and personnel related to the PTST major.

Proficiencies - Psychomotor skills that are taught and assessed for competency.

Class - Any scheduled curricular activity, including: lectures, labs, clinical practicums, or field trip.

PTA Faculty - The persons employed by Kent State University to teach PTST courses.

PTA Program – A generic term that refers to the faculty, students, curriculum and policies related to the PTST major at Kent State University.

Technical Study – The critical PTST courses that are limited to students who apply and are accepted to PTST technical study. Students accepted to technical study begin the four semester critical course sequence.

Value-Based Behaviors – The eight (8) behavioral expectations that are commonly expected traits of a PTA: Altruism, Caring and Compassion, Continuing Competence, Duty, Integrity, PT/PTA Collaboration, Responsibility, and Social Responsibility.
Technical Study Foundations

Mission Statement
The Physical Therapist Assistant Program at Kent State University prepares graduates to be employed as physical therapist assistants who work under the direction and supervision of a physical therapist. Graduates will have the critical thinking skills, excellent knowledge base, competent technical skills, and behaviors consistent with expectations of the physical therapy profession and the communities it serves.

PTA Program Goals

1. Graduate students who:
   a. Earn an Associate of Applied Science in Physical Therapist Assistant Technology
   b. Pass the National Physical Therapist Assistant Examination
   c. Are employed as a licensed physical therapist assistant
   d. Provide physical therapy services in a legal, ethical and culturally competent manner

2. Provide a curriculum (Appendix A) that:
   a. Is current, relevant and effective
   b. Includes a variety of appropriate learning experiences in both the academic and clinical settings
   c. Is sequential and cumulative to facilitate student achievement of the curriculum objectives

3. Retain faculty who:
   a. Are qualified to teach in their content areas
   b. Model and mentor the behavioral expectations of physical therapy practitioners
   c. Foster an environment of mutual respect and collaborative learning

Philosophical Statement
The Physical Therapist Assistant Program faculty supports the mission of Kent State University, the Regional College, the Ashtabula and East Liverpool Campuses, and the PTA Program. These mission statements form the foundation for our most basic beliefs, concepts, and attitudes regarding the education of future physical therapist assistants to meet the expectations of the physical therapy profession and society in general.

Society expects post-secondary education to graduate students who have a set of functional knowledge and skills that allows them to be contributing members of society. Graduates of the PTA Program at KSU must not only have the foundational knowledge, basic skills, and essential behaviors to be employed today, they also should be prepared to discover, create, apply and share knowledge to meet the changing needs of society with ethical and humanitarian values throughout their lives.

Society expects the Health Care system to provide the highest quality care using the most affordable delivery methods possible in an ever changing system. Our graduates must be able to work within the ever changing healthcare environment to meet the needs of multiple communities of interest while providing high-quality, efficient and cost effective services to their patients.

The role of physical therapy is expanding from the traditional treatment for injuries, functional limitations and disability to include wellness and preventative care, including screening and education. Physical therapy services are provided in many settings, including hospitals, private practices, outpatient clinics, home health...
agencies, schools, sports and fitness facilities, work settings, and extended care settings. The Physical Therapist and the Physical Therapist Assistant provide these services to improve physical function and minimize injury potential for patients and clients throughout the lifespan.

**Physical therapists** are increasingly Doctors of Physical Therapy who provide an entry point into the health care system and often act as advocates for patients and clients within that system. They are health care professionals who examine, diagnose, and then prevent or treat conditions that limit the ability to move and function in daily life. Our graduates must be able to work with and for doctors of physical therapy.

**The physical therapist assistant (PTA)** is educated and licensed to work under the direction and supervision of a physical therapist (PT). PTAs work with physical therapists to provide components of care for patients of all ages who have medical problems or other conditions that limit their abilities to move and perform functional activities in their daily lives. Our graduates must adhere to the highest legal and ethical standards; be able to motivate and communicate with patients; provide effective, efficient, logical, and evidence-based interventions to progress treatments within the PT established plan of care; maintain open communications and respectful relationships with their supervising PT; and demonstrate confidence in their role and abilities, sound clinical judgment, independent thinking, and a desire to learn and adapt.

**The learning process** requires the active participation of both students and faculty in a sequential plan of study with clear expectations and defined benchmarks and outcomes. Learners of all ages come into the PTA Program from a wide variety of social, economic, cultural and academic backgrounds, bringing a wide variety of life experience to the learning environment. Selective admission into the PTA Program establishes a minimum standard of academic and behavioral abilities that forms a common foundation for all admitted students. The selective admission establishes equity between students who are able to work together to achieve their educational goals.

**The learning environment** should provide a comfortable setting with current materials, modern equipment and technology that enhances learning. It needs to be dynamic and guided but not dictated, challenging but not overwhelming, visually and mentally stimulating, and address the needs of visual, verbal and physical learners. The PTA Program uses three distinct settings to create unique and relevant learning experiences. The classroom, whether on-campus or online, is where foundational knowledge and concepts are taught and assessed. The laboratory provides a simulated environment to apply knowledge, learn and practice skills, and demonstrate essential competencies. The clinical education setting provides real world experience with patients under the guidance of a licensed PT or PTA.

**An effective curriculum plan** is a series of progressive learning experiences that build on previously learned skills, knowledge and behaviors to use higher orders of thinking, develop more complex skills, and refine the value-based behaviors needed by a PTA. The classroom, laboratory and clinical settings each provide unique and essential learning experiences that combine to achieve the curriculum objectives and prepare graduates to work as an entry-level physical therapist assistant in a variety of settings. The Physical Therapist Assistant Technology (PTST) curriculum must include core content in anatomy, physiology and therapeutic interventions for common neuromuscular, musculoskeletal, cardiovascular and integumentary disorders throughout the lifespan. Throughout the course of study emphasis is placed on best practice guidelines; provision of safe, ethical and legal care; assessment of treatment effectiveness; the use of research to guide patient care; and effective documentation and communication. Graduates are prepared to take the National Physical Therapist Assistant Examination, with the ultimate expectation of being employed as a licensed physical therapist assistant.

**Faculty** guide, direct and facilitate the learning process by providing current resources, designed learning activities, and regular feedback so that all students have every possible opportunity to achieve the desired outcomes and earn a degree. The faculty are not only educators, but licensed physical therapists and physical therapist assistants, with a duty to assure that all graduates meet or exceed the physical therapy community’s minimum expectations of a PTA. Faculty use their professional judgment to assess the student’s ability to
critically think, retain and apply knowledge, perform technical skills, and demonstrate the behaviors necessary to progress in the PTA Program.

**Students in the PTA Program must take responsibility for their own learning.** They must be committed to investing the time and effort to acquire the knowledge, skills, and behaviors required of a PTA. Fully participating, taking the initiative to learn, practicing and studying regularly, asking timely questions, having a positive attitude, and staying organized are all keys to student success and maximizing their potential. Graduates will be confident in their ability to learn new things, eager to use their specialized knowledge and skills to benefit others, and capable of problem solving and deductive reasoning to adapt to new and changing situations.

**Expected Student Outcomes**

The Kent State University graduate with an AAS-PTST degree demonstrates the ability to provide physical therapy services in a legal, ethical and culturally competent manner.

1. Provides appropriate and effective physical therapy interventions within the plan of care established by a physical therapist.
2. Effectively communicates with others, teaching or instructing when appropriate.
3. Produces legal and ethical documentation to meet professional expectations and the needs of third party payers.
4. Ethically manages fiscal and human resources to provide high-quality, efficient and cost-effective physical therapy services.
5. Consistently demonstrates the value-based behaviors of a physical therapist assistant.
Employability as a PTA

Essential Functions of a PTA

The Department of Labor has identified the tasks, technology & tools, knowledge, skills, abilities, work activities, work context, interests, work styles, and work values associated with a physical therapist assistant. The essential functions as provided by O-Net Online at www.onetonline.org are necessary for successful completion of the AAS-PTST degree and throughout one’s career as a physical therapist assistant. All persons pursuing a career as a physical therapist assistant should be confident in their ability to perform the essential functions of a PTA.

An impairment or limitation of an essential function can affect the student’s ability to pass PTST courses and may limit career opportunities. The Core Tasks (listed below) is a partial list of the work activities of a PTA. It is imperative that all students entering PTST technical study are confident that, with reasonable accommodations, they are able to learn and develop the ability to perform these tasks, and all essential functions as described by the Department of Labor.

A student with concerns about their ability to perform the essential functions should discuss this with academic services, a career counselor, or the program director. Student Accessibility Services (SAS) and specific accommodations for physical and/or cognitive impairments or disabilities are available in the Office of Academic and Accessibility Services on either campus.

Core Tasks of a PTA

- Instruct, motivate, safeguard, and assist patients as they practice exercises or functional activities.
- Observe patients during treatments to compile and evaluate data on their responses and progress and provide results to the physical therapist in person or through progress notes.
- Confer with physical therapy staff or others to discuss and evaluate patient information for planning, modifying, or coordinating treatment.
- Administer active or passive manual therapeutic exercises, therapeutic massage, aquatic physical therapy, or heat, light, sound, or electrical modality treatments, such as ultrasound.
- Measure patients' range-of-joint motion, body parts, or vital signs to determine effects of treatments or for patient evaluations.
- Communicate with or instruct caregivers or family members on patient therapeutic activities or treatment plans.
- Transport patients to and from treatment areas, lifting and transferring them according to positioning requirements.
- Secure patients into or onto therapy equipment.
- Train patients in the use of orthopedic braces, prostheses, or supportive devices.
- Assist patients to dress, undress, or put on and remove supportive devices, such as braces, splints, or slings.
Requirements for Licensure or Certification

Licensure or certification is required to practice as a physical therapist assistant in all jurisdictions in the United States of America (USA), except Puerto Rico and the Virgin Islands. Licensing Authority Contact Information with links to the laws and regulations governing the provision of physical therapy services for all jurisdictions is available from the Federation of State Boards of Physical Therapy (FSBPT) website at www.fsbpt.org.

Background Clearance

The practice of physical therapy is regulated by state and federal law. Many jurisdictions require FBI and local background clearances before a license is granted. Students with a previous conviction may not be approved to be licensed or sit for the National Physical Therapy Examination (NPTE). All students in PTST technical study are required to complete a civilian background check during the second semester. A negative report may prevent the student from being a) accepted as a student at a specific clinical site, b) approved by a jurisdiction for license, or c) being hired as a PTA. Students should consult with an attorney, the program director, and their licensing authority if there is any possibility that this situation may apply.

Certificate of Education

Earning the Associate of Applied Science Degree in Physical Therapist Assistant Technology at Kent State University meets the educational standard necessary to be licensed or certified as a physical therapist assistant in all member jurisdictions in the FSBPT. Licensing authorities that regulate physical therapy require documentation that the graduation requirements of an accredited physical therapist assistant program are complete. Upon written request to the program director, Kent State University provides the required certificate of education to any licensing authority.

National Physical Therapy Examination (NPTE)

Upon completion of the Associate of Applied Science degree in Physical Therapist Assistant Technology (AAS-PTST) degree, and with approval by the licensing authority regulating physical therapy, licensure candidates must sit for and pass the National Physical Therapy Examination (NPTE).
Policies and Procedures

Introduction

Policies and procedures for students accepted to PTST technical study are based on the following resources:

1) Guidelines of Kent State University (www.kent.edu)
   a. Undergraduate Catalog
   b. Policy Register

2) The Commission on Accreditation in Physical Therapy Education (CAPTE) (www.capteonline.org)
   a. Evaluative Criteria for Physical Therapist Assistant Education (Effective until December 31, 2015)
   b. Standards and Required Elements for Accreditation of PTA Education Programs (Effective January 1, 2016)
   c. Rules of Practice and Procedures

3) Guidelines of the American Physical Therapy Association (APTA) and the (www.apta.org)
   a. Standards of the Normative Model of Physical Therapist Assistant Education
   b. Standards of the Guide to Physical Therapist Practice
   c. The Standards of Practice for Physical Therapy
   d. The Standards of Ethical Conduct For The Physical Therapist Assistant (Appendix B)

4) The Ohio Physical Therapy Board Laws and Rules (www.otptat.ohio.gov)
   a. Laws and Rules Regulating the Practice of Physical Therapy (Chapter 4755 of the Ohio Revised Code)

5) Decisions by the following stakeholder groups
   a. PTA program faculty and staff
   b. PTA program advisory boards
   c. KSU authorities
   d. Ohio Board of Regents and the Higher Learning Commission

Acceptance to Technical Study

Admission to the Physical Therapist Assistant Technology (PTST) major is open to anyone with a high school diploma or its equivalent. Acceptance to technical study is a selective process that is limited to active KSU students in the PTST major who meet these minimum requirements

1. Submit an application to the PTA department.
2. Complete observation hours in a Physical Therapy clinic
3. A minimum 2.7 cumulative GPA from the most recent academic experience of 12 credit hours or more.
4. Essential academic preparation
   a. Demonstrated with a letter grade of C or better in: High school or college level physics; High school or college level biology; Qualifying test score or completion of MATH 00023, ENG 01001 and US 00006; OR
   b. Previous Bachelor’s or Master’s degree and current board certification as an athletic trainer.

The East Liverpool campus (EC) accepts up to 28 students annually to begin critical courses in August; the Ashtabula campus (AC) accepts up to 28 students annually to begin critical courses in January; and the Athletic Trainers Transition (ATT) concentration accepts up to 56 students annually to begin critical courses.
in May. Occasionally circumstances arise that justify a temporary change in the number of accepted students, however, any permanent change must be approved by Kent State University and The Commission for Accreditation of Physical Therapy Education (CAPTE).

Selection of students accepted to technical study is determined with a point system from the qualified applicant pool. Application points are awarded for cumulative GPA; grades earned in non-critical courses; passing selected rigorous courses; graded essay; recommendation from licensed PT or PTAs; and demonstrated value-based behaviors consistent with the expectations of a PTA.

**Guest and Transfer Student Policies**

*Completing PTST requirements at another institution*
Kent State University students must receive prior approval to take courses at another academic institution. Please contact your advisor for information about this process. Without prior approval, courses taken as a guest at another school may not be applied to the PTST degree audit. Upon completion of the pre-approved course, an official transcript must be sent to the Kent State University campus at which you are applying.

*Transfer course credit*
The Kent State University (KSU) Transfer Center evaluates the transcripts provided during the KSU admissions process. All previous coursework is recorded and recognized as “Earned Credit”. Any course listed in the KSU [Transfer Credit Guide](#), or at [www.transferology.com](http://www.transferology.com), with an equivalent KSU course is guaranteed to transfer to KSU as the course listed. Any student with a previously earned Bachelor’s degree automatically receive credit for all Kent Core general studies requirements.

Students may petition a department to re-evaluate any transfer course that does not have an equivalent KSU course. [Indicated by KSU course numbers with an “X” (Example: PSYC 1X135)]. Petitions may only be submitted after the student is accepted to KSU and the Transfer Center has completed the process of evaluating the transcript. Please consult your advisor regarding the process to petition for transfer credit.

Students must monitor the Graduation Planning System (GPS) Audit to confirm that transfer courses are recognized as meeting the graduation requirements of the AAS-PTST degree. Petitions to recognize transfer course credit should be completed during the first semester at KSU.

*Transfer from another PT or PTA Program*
Students who transfer from another physical therapist or physical therapist assistant degree program must apply and be accepted to PTST technical study. **Courses previously completed at another institution do not transfer as equivalent to PTST courses at KSU.**

Credit by Exam (CBE) is available by department approval for certain PTST courses. Students accepted to PTST technical study may request department approval for CBE and provide documentation of the following from their previous academic experience.

a. Institution – Good academic standing and cumulative GPA of 2.7 or better.

b. PT or PTA coursework – Minimum grade of C in comparable coursework as demonstrated with official transcripts and a course syllabus; or a credentials evaluation for foreign educated physical therapist (FEPT).

Students approved for CBE have one (1) attempt to pass the written and final exams with 72% or better. Any student who is unsuccessful in CBE must take and pass the course.
Upon faculty approval for CBE,
   a. The faculty provides the student with a course syllabus, including textbook, required reading and course objectives. Upon request the student is also provided with lecture objectives.
   b. The student submits the CBE form and pays the required fees to the KSU Registrar’s Office.
   c. The student independently studies for and completes the proctored exam(s).

**Transfer between campuses at Kent State University**
Students apply and are accepted to PTST technical study at either the Ashtabula campus or the East Liverpool campus. Once admitted to technical study, a student is encouraged to complete the degree at that campus. Students who are in good academic standing have one opportunity to request a transfer to the other campus. **Note:** Transferring between campuses is a Failure to Progress, as defined in this Handbook, which will result in delayed graduation and may require competency testing to re-enter technical study.

Approval of a campus transfer request is dependent upon the availability of a seat in the class. Students who transfer to the other campus in the 1st, 2nd, or 3rd semester of technical study must complete all remaining degree requirements and graduate from that campus.

**Transfer between health care programs at Kent State University**
Students who have been dismissed for academic reasons from a health care program at Kent State University are eligible to apply for acceptance to technical study in another health care program at KSU as long as they meet the admission requirements of the program to which they are transferring to and there is available space in the program.

Students who have been dismissed from a health care program at any campus of Kent State University for other specified reasons may not enroll in another health care program or transfer to another campus within the same health care program. Specified reasons include, but are not limited to: failure to pass a background check screening, falsification of information or documentation, plagiarism, unprofessional behavior, use of drugs or alcohol, breach of confidentiality, threatening or manipulative behavior, failure to maintain professional boundaries with clients, and other behavioral or ethical issues identified at the discretion of the Dean. This does not include dismissals for academic reasons.

The health care programs referred to herein include nursing, occupational therapy assisting technology, physical therapist assistant technology, radiologic technology and respiratory therapy technology, and any other health-related programs identified by the Dean.

**Technical Study Progression**
Students accepted to technical study follow a two year sequential Roadmap (Appendix E) and integrated Curriculum Plan (Appendix A) that requires course completion in the prescribed semester. Students in the Athletic Trainer Transitions (ATT) concentration receive advanced placement that makes it possible to complete the course sequence in 15 months. Most courses are prescriptive in that students learn foundational knowledge and skills that is needed for success in subsequent semesters. Students may complete non-critical classes prior to acceptance to technical study; however this does not shorten the course of study and only serves to lighten the academic load during each subsequent semester. PTST technical study cannot be completed more quickly than the four (4) semester critical course sequence as outlined in the PTST & PTST-ATT Roadmaps (Appendix E).

In the first semester of technical study, the program director uses the Graduation Planning System (GPS) to establish a plan for completing all degree requirements. Each student must approve their GPS Plan and consult with an advisor before making changes. The GPS system audits courses completed or planned against the requirements of the AAS-PTST degree, therefore students should monitor their GPS Audit at least once every semester to ensure they are on track to meet all graduation requirements in a timely manner.
Any concerns regarding the GPS Audit, the degree requirements, or the graduation plan should be immediately brought to the advisor’s attention.

**Academic Standards for Progression**

Progression in PTST technical study from one semester to the next is dependent upon achieving all of the following academic standards. An inability to meet any one of the minimum academic standards for progression results in a Failure to Progress.

1) *Minimum cumulative GPA of 2.0* while enrolled in PTST technical study.
2) *Minimum grade of “C”/(2.0)* in all required Lecture (LEC), Lecture-Lab (LLB) and seminar (SEM) courses on the PTST Roadmap (Appendix E). NOTE: C- or below is insufficient.
4) *Complete AAS-PTST “Major Program Requirements”* in the prescribed semester of the Roadmap.
5) *Complete AAS-PTST “Additional Program Requirements”* prior to progressing to the next semester on the Roadmap (Appendix E).
6) *Consistently demonstrate behaviors that meet the academic and professional standards of safe, responsible, respectful, legal and ethical conduct as described in these documents.*
   a. The Program Handbook for students in PTST and PTST-ATT Technical Study
   b. Kent State University Digest of Rules and Regulations,
   c. The laws and regulations of any jurisdiction in which a KSU student is participating in a clinical education practicum. In Ohio, physical therapy is governed by the PT Board at [www.otptat.ohio.gov](http://www.otptat.ohio.gov)
   d. A.P.T.A. Standards of Ethical Conduct for the Physical Therapist Assistant (Appendix B) Available at [www.apta.org/PTA/PatientCare](http://www.apta.org/PTA/PatientCare)
   e. A.P.T.A. Value Based Behaviors for the PTA. Available at [www.apta.org/ValuesBasedBehaviors](http://www.apta.org/ValuesBasedBehaviors)

**Failure to Progress**

The PTST and PTST-ATT Roadmaps (Appendix E) include both sequenced “critical” PTST courses and non-critical courses. A Failure to Progress occurs anytime a student does not meet the academic standards for progression, withdraws from courses, or does not participate in PTST classroom, laboratory or clinical education experiences for more than 12 weeks.

A Failure to Progress delays the student’s academic progress until the requirements for Program Re-entry are met. The Program Director meets with students who have a Failure to Progress and provides in writing an outline defining the requirements and timelines necessary for re-entry into technical study.

Students are allowed one (1) Failure to Progress and Program Re-entry within three years of admission to technical study. **A second Failure to Progress results in dismissal from PTST technical study**.

* More than one (1) Failure to Progress may be approved by the Campus Dean with a documented medical condition or military service that prevents participation in the technical study requirements.

**Program Re-entry**

A Re-entry Plan is outlined by the Program Director at the time of a Failure to Progress, including all options for the campus and semester of re-entry. The Program Director must be notified in writing three months prior
to re-entry of the campus and semester in which the student intends to re-enter. Once this notice is received, faculty advisors and a schedule for competency testing is established. Any student who is unable to demonstrate competency to re-enter technical study in the specified semester will receive a second Failure to Progress and is dismissed from PTST technical study.

Re-Entry Plan – The Program Director, in consultation with faculty, establishes the criteria for re-entry and determines when a student is eligible for re-entry. Any of the following conditions may be required:

1. Competency testing
2. Demonstration of behavioral modifications
3. Resolution of medical or background issues
4. Adherence to deadlines or timelines.

Competency Testing
Evidence of competency in previously learned theoretical knowledge, lab skills and safe clinical practices, is required anytime a student is unable to progress sequentially through critical PTST courses, or has a break of more than twelve (12) weeks without participating in PTST courses.

Competency is demonstrated by passing (72% or better) cumulative written examinations and the required skills exams in all PTST LEC or LLB courses that were previously passed with a C or better. Competency testing is completed in the 12 week window prior to the student requested re-entry point.

The options competency testing is provided in writing to the student at the time of the 1st failure to progress. An inability to demonstrate competency results in a 2nd Failure to Progress and dismissal from PTST technical study.

Academic Dismissal from PTST Technical Study
Students must maintain the expected level of academic and clinical performance as well as adhere to the legal, ethical and behavioral standards of physical therapy practice. Students who fail to meet these standards are dismissed from PTST technical study. Dismissed students are not eligible for re-entry or readmission.

Grounds for Dismissal:
1) Violating any of The Laws & Rules Governing the Practice of Physical Therapy (Ohio PT Practice Act) in the State of Ohio, or of any state jurisdiction in which a KSU student is providing physical therapy services.
2) Repeated or intentional violation of:
   a. A.P.T.A. (www.apta.org) Standards of Ethical Conduct for the PTA (Appendix C)
   b. Kent State University Policy Register
   d. Policies & procedures of an affiliated clinic site.
   e. Standard safety precautions during classroom, lab or clinical education.
   f. Confidentiality of patients, clinic sites, or classmates.
3) Any of the following situations:
   a. A second Failure to Progress.
   b. A third Warning Notice.
   c. Rejection by three (3) clinical sites.
   d. A Major Infraction of Behavioral Expectations.

Determining when Dismissal is Warranted:
Human behavior is rarely right or wrong, therefore the professional judgment of the PTA faculty and administrators collectively determine when a specific incident warrants immediate dismissal of a student.
from PTST technical study. The full faculty reviews the situation when a Warning Notice is issued, including all applicable policies and procedures. The student is encouraged to submit a written statement for consideration by the faculty. Dismissal occurs when four or more PTA faculty and/or administrators agree that dismissal is the proper course of action.

**Sample behaviors of Major Infractions that may warrant an immediate dismissal**
- Violation of state PT laws, APTA Standards of Ethical Conduct for the PTA, or the Kent State University Policy Register
- Disregard for the proper chain of communication
- Blatant misuse of lab or clinic equipment
- Use of drugs/alcohol prior to or during a PTA class, lab, or clinical
- Refusal of a request for drug testing
- Harassment of faculty, staff, students, patients or clinical personnel
- Failure to maintain confidentiality of others
- Stealing
- Cheating

**Procedure for Dismissal**
1. Four or more PTA faculty determines that dismissal is the proper course of action.
2. The Program Director notifies the student of his or her dismissal and provides appropriate documentation either in person or by certified mail.
3. The Program Director de-register’s the student from all PTST courses.
4. The Program Director submits all required documentation to the University.

**Dismissal Appeals Process**
The chain of communication to review or complain about a dismissal decision is with the campus Assistant Dean. Should satisfactory resolution not be achieved at the Assistant Dean level, The KSU Administrative Policy & Procedure for Student Complaints (8-01.4) provides the framework for resolving a student complaint. Advice about the complaint and appeals process may be obtained from the Campus Complaint Advisor.
Management of Instructional Activities

Syllabi
Student expectations, course management, and expected outcomes are clearly described in the PTST course syllabi. The syllabus is a contract of course expectations between the instructor and student. The Standard Syllabus includes the program specific expectations that are common to all sections of a course. The Syllabus Addendum provides students with the section specific expectations of the instructor teaching the course. The Standard Syllabus and the Syllabus Addendum are provided (electronic or print) to students on the first day of class. Students are required to understand and adhere to the expectations as outlined in both documents.

PTST Course Types

Lecture (LEC) is formalized instruction, conducted on or off campus, in which the instructor presents an educational experience to students, applying any combination of instructional methods. One (1) 50-minute lecture hour per week of a 15-week semester is awarded one (1) credit hour.

Combined Lecture and Laboratory (LLB) integrates the lecture (described above) with laboratory educational activities where students perfect skills and practice procedures. The LLB course integrates both activities into one course with one grade. One (1) 50-minute lecture hour per week of a 15-week semester is awarded one (1) credit hour. Three laboratory hours are awarded one (1) credit hour. Four (4) credit hour LLB PTST courses normally have three (3) hours each of lecture and laboratory sessions during a 15-week semester.

Seminar (SEM) is a less formal educational experience in which students engage in discussions directed by a faculty member and integrate new knowledge through activities and assignments. One (1) 50-minute lecture hour per week of a 15-week semester is awarded one (1) credit hour.

Practicum (PRA) is a credit-bearing work experience that is integrated with academic instruction and relates to an individual’s occupational goal. One (1) credit hour is awarded for three (3) to nine (9) clock hours per week of a 15-week semester.

Grading Scale
The PTST lecture, lecture/lab, and seminar courses utilize the following grading scale. Grade percentages are determined by the points earned divided by the total points possible in each course. PTST course grades are assigned without rounding.

<table>
<thead>
<tr>
<th>Grade</th>
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<tbody>
<tr>
<td>A</td>
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<tr>
<td>A–</td>
<td>90.00 – 91.99 %</td>
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<td>88.00 – 89.99 %</td>
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<tr>
<td>D</td>
<td>70.00 – 71.99 %</td>
</tr>
<tr>
<td>F</td>
<td>50.00 – 59.99 %</td>
</tr>
</tbody>
</table>

*72.00 % is the MINIMUM passing score for ALL PTST courses

Practicum in Clinical Education courses are graded Pass/Satisfactory (S) or Fail/Unsatisfactory (U) according to the established criteria in the course syllabus and syllabus addendum.
Minimum PTST Course Requirements

PTST course requirements are designed to guide the learning process and ensure students meet the course specific learning outcomes. Course requirements may include any combination of exams, quizzes, projects, written assignments, lab skills, practical examinations, clinical performance evaluations, and/or behavioral expectations. The course syllabus and syllabus addendum identify the specific course requirements.

Passing a PTST lecture (LEC) course with an earned grade of “C”/2.0 or better requires each of the following conditions be met. An inability to meet any one of the minimum course requirements results in a maximum course grade of “C-“, regardless of the total points earned in the course.

1. Cumulative course points average = minimum 72.0%
2. Average grade of all exams = minimum 72.0%
3. Average grade of all quizzes and assignments = 72.0% *

* Quizzes and assignments are formative assessments of student comprehension. Any student at or below a 75% average must remediate with the instructor.

Passing a lecture/lab (LLB) course with an earned grade of “C”/2.0 or better requires each of the following conditions be met in addition to those listed for lecture courses above. An inability to meet any one of the minimum course requirements results in a maximum course grade of “C-“, regardless of the total points earned in the course.

1. Midterm practical exam = Minimum 72%
2. Final practical exam = Minimum 72%

Passing a practicum (PRA) course with an earned grade of satisfactory (S) requires both of the following criteria be met. An Unsatisfactory (U) grade in a practicum course results in a Failure to Progress and requires the course be re-taken.

1. Pass the associated Clinical Education Experience
   a) The ACCE, in consultation with the CCCE, CI, student, and PTA faculty, determines if the student has achieved the expected outcomes and meets the minimum academic standards to pass the clinical education experience.
   b) ACCE considerations in determining a pass or fail grade of a clinical education experience:
      i. Clinical setting & complexity of the environment
      ii. Experience with patients in that setting
      iii. Course objectives
      iv. Level of didactic & clinical experience completed within the curriculum
      v. Expectations of the clinic site & academic program
      vi. Relative weighting or importance of each performance criteria
      vii. Progression of performance from mid to final evaluation
      viii. Indication of “significant concerns” or “with distinction” on the CPI
      ix. Congruence between the CIs written mid and final evaluation, comments, the five performance dimensions and the ratings provided.

2. Satisfactory completion of all course requirements, as outlined in the syllabus addendum.
Testing Policy

Written Examinations
Most exams require students to recall the knowledge and skills mastered in previously completed PTST courses and apply it to the newly learned content and skills. Written exams and quizzes include but are not limited to: multiple choice, true/false, matching, short answer and essay questions.

Exams missed due to a “legitimate reason for an ‘excused’ absence” (KSU Policy 3-01.2) are scheduled at the discretion of the instructor. If a significant percentage of the class is absent on the scheduled exam day, the instructor may choose to reschedule the exam for the entire class. Exam policies are detailed in the Standard and Addendum Syllabi.

Lab Practical Examinations
Lab practical examinations are graded by faculty who are licensed PTs or PTAs. Students must pass both the midterm and final practical exams in every LLB course. Students may re-take a failed practical exam one (1) time per exam. No more than three (3) practical exam re-take opportunities are allowed throughout the duration of PTST technical study. Prior to any practical re-take, the student must meet with the course instructor to establish a remediation plan and the re-take date.

Practical retake exams are completed prior to the grade submission deadline for the semester. Practical re-takes are graded by two (2) PTA faculty members. There is an automatic 10 point deduction on all practical exam re-takes with a maximum grade of 90% and a minimum grade of 72% (after the 10 point deduction) to pass. A failed practical retake results in a maximum grade of C- in the course, regardless of the total points earned in the course.

Exam Confidentiality
Students are not allowed to discuss any aspect of a test, quiz, or a practical examination until the instructor certifies that all students have taken the exam. Any discussion of the exam content, questions, or answers is considered cheating (See Expected Behaviors).

Examination Results
Once the instructor certifies that all students have taken an examination, each student is provided the opportunity to review their exam. Students may make notes about general topic areas to review, but may not copy specific questions and/or answers from the exam. Any duplication of exam questions is considered cheating (See Expected Behaviors). All exams must remain visible to the instructor while being reviewed.

Clinical Education

Requirements
Each student is required to complete three (3) Practicum in Clinical Education courses: PTST 11092, 22092 and 23092, with a minimum of 640 total contact hours to graduate with an AAS-PTST degree. Students attend off-campus clinic sites that are under contract to provide students with the opportunity to participate in the provision of physical therapy services under the direction and supervision of a licensed physical therapist or physical therapist assistant. Any student that is unable to comply with the clinical education assignment process, or is unable to pass the Practicum in Clinical Education courses, will not meet the academic requirements for graduation.

Each affiliated clinic site determines the qualifications and clearances needed by students accepted at that facility. Denial of a clinic site can result from an unacceptable background check, a negative medical history, or a reputation of unacceptable conduct. Students in technical study who are denied access to a third clinical site, for any reason, are dismissed from PTST technical study.
Students are provided with a well-rounded clinical experience to prepare them to provide physical therapy services with various patient populations and in a variety of settings. The total clinical experience must include both inpatient and outpatient settings with patients in different life stages, clinical conditions, stages of healing and levels of disabilities. The program maintains contracts with hundreds of clinic sites all over the country, many of which are within a 120-mile radius of the student’s campus. Every attempt is made to place students in clinical settings within a 60 mile radius of their residence.

**Assignment of Clinic Sites**

In order to provide students with a variety of learning experiences, each of the three clinical education experiences is with a different instructor and in a different setting. Requests for academic, personal, and financial reasons are considered when assigning clinical sites; however, academic considerations are always given first priority in all clinic site placements. Clinical assignments are made by the ACCE who considers each student’s request as well as the academic standards of PTST technical study, the needs and expectations of the clinic sites, and the academic requirements of all students. **Students are not allowed to make contact with any clinic site without explicit prior approval from the ACCE.**

Student clinical assignments can only be made once it is determined that the facility

a) Is accepting students,

b) Meets the clinical education criteria and is able to provide the expected learning experiences.

c) Establishes a clinical contract with Kent State University in a timely manner.

Students who wish to do one or more clinical practicums outside of northeast Ohio should be in contact with the ACCE 6-12 months prior to the scheduled clinical.

Students are not placed in a full time clinical education experience where they are currently or were previously employed; a family member has any involvement with the PT Department; or they have any contractual obligations or other conflict of interest. **Students may be required to drive up to an hour for any of the required clinical education experiences.**

Students in the ATT concentration may choose to complete the part-time clinical education experience at a place of employment. The required contact hours must be unpaid, supervised instructional time that is outside of the expectations and requirements of your employment.

**Supervision in the Clinical Setting**

Direct supervision, guidance and direction in the clinical setting is provided by a licensed PT or PTA who is an employee of the clinic site. The ACCE regularly communicates with both the student and the CI throughout each clinical practicum. This contact may be by email, phone, site visit, Skype video chat, Blackboard, or CPI Web. Open and honest communication between all three parties is essential to the success of the clinical education experience.

Students are responsible for researching, understanding and adhering to the laws and regulations governing student participation in providing physical therapy services during the clinical education experience. In the state of Ohio a student physical therapist assistant may only be supervised by a licensed physical therapist or physical therapist assistant who is onsite and immediately available whenever the student is performing patient interventions. The ACCE can provide information and resources to assist in the research process for state law, Medicare regulations, and APTA guidelines.

**Student Responsibilities**

1. Maintain current personal records in Certified Portfolio (See expected behaviors)

2. Upon request, disclose personal information to an assigned clinic site.

3. Comply with the laws and rules of the state where the clinic site is located.
4. Follow all policies and procedures of the clinic site, the PTA program, and Kent State University.
5. Pay any meal, travel or parking expenses associated with attending the clinical education experience.
6. Pay any expenses associated with illness or injury during the clinical practicum.
   a. Hospital setting: Illness or injury is managed in the Emergency Department of that facility.
   b. All other clinical settings the facility and/or company policies are followed.
7. Have computer and internet access to submit assignments and complete the assessment process. Students more than 120 miles from campus also video conferencing capability.

**Learning Contract**

There are times when a student requests accommodations beyond the program’s normal progression, or when a faculty member identifies deficiencies in a student’s knowledge, skill or behavior that would benefit from an intentional course of action. The Learning Contract is a participant-centered problem solving process to guide student success with specific, measurable, attainable, realistic and timely (SMART) goals.

The Learning Contract is normally used in the clinical setting to assist both the student and Clinical Instructor to achieve a positive outcome for the clinical education experience. Each Learning Contract is custom designed for the situation and agreed to by the student, the Program Director, and any other third parties involved in the plan, including PTA faculty, the ACCE, and clinical instructors. The need for a Learning Contract may be initiated by the student, clinical or academic instructors, or the ACCE.
Behavioral Expectations

Success in a physical therapy career requires a student develop the expected value-based behaviors of a licensed PTA, in addition to acquiring the necessary clinical knowledge and skills. It is the intent of the PTA faculty and administrators to provide students with the opportunity to develop the skills necessary for lifelong success as a Physical Therapist Assistant, including the expected behaviors. These behaviors are the foundation for an effective learning environment and are an expected student outcome as described in Curriculum Objective 4.0 (Appendix A). Each student in PTST technical study is expected to demonstrate appropriate conduct and value based behaviors in every interaction within the University and clinical settings.

Developing the expected behaviors is a process that requires instruction, guidance, and the opportunity to practice in a supportive environment. The faculty will guide each student toward an understanding of what is acceptable conduct and how that conduct affects others around them. Any time an instructor, ACCE, or Program Director observes behaviors that may threaten the student's ability to be successful in their chosen career path; they have an obligation to both the student and the profession to provide the student with feedback.

Behavioral Remediation

When a student’s behavior falls below expectations, the instructor will remediate with the student to guide and encourage appropriate behaviors, and maintain standards for conduct. Remediation is often a “heart to heart” discussion of the observed behaviors, their associated consequences and impact on success, alternative behavioral responses to the situation, and the expectations for behavioral change. Instructors should also be aware of any mitigating circumstances which may be a factor in the student’s actions as provided for by the university (KSU Policy 3-01.11). When remediation is warranted, faculty submit a Remediation Report to the Program Director for inclusion in the student’s program file.

Sample of Behaviors that may require remediation:
- Incidents of tardiness or absences
- Failure to complete assigned work in a timely manner
- Cell phone interruptions/texting/non-class related computer use
- Inappropriate attire for class, lab or practical exam, or clinicals
- Lack of participation or preparation for class
- Failure to participate and/or complete group assignments
- Inappropriate language
- Disrespectful tone or attitude when communicating with others

Warning Notice

The Warning Notice documents when a student demonstrates behaviors that are inconsistent with the expectations of students in PTST technical study, the physical therapy profession, or a clinical site. The Warning Notice is issued to any student who disregards program policies and procedures, or is unresponsive to behavioral remediation.

Procedures for issuing a warning notice
1. The Program Director receives verbal information and/or written documentation of a situation that warrants a Warning Notice.
2. The Warning Notice includes: Student name & ID number, date of incident, date of notice preparation, description of incident and/or inappropriate behaviors, documentation of applicable KSU or program policies, and description of possible outcomes.
3. The PTA administrator issues the Warning Notice via kent.edu email or in person.
Indicators of Expected Behaviors

Commitment to Learning

As student’s progress in their schooling and gain experience in physical therapy, they discover that in many situations there is more than one correct way to achieve a desired physical therapy outcome. Students are responsible for learning as much as possible from each professional they have contact with during their education. This requires students to be involved learners by asking appropriate questions to seek clarification and understanding, actively learning new or alternate techniques for interventions and data collection, and seeking opportunities to grow and expand their understanding of physical therapy services.

Academic Honesty

PTAs must be honest and have integrity. Students are responsible for and expected to maintain academic integrity. Students are NOT to engage in any form of academic dishonesty (KSU Policy 3-01.8). This includes, but is not limited to:

1. Plagiarism and cheating as defined by KSU including but not limited to:
   a. use of someone else to complete any type of homework, test, or quiz
   b. misrepresenting others work or falsifying materials;
   c. inappropriate use of online resources to complete written work;
   d. failure to document the use of online resources;
   e. retaining or copying examination questions;
2. Giving or receiving information about any written exam, practical exam, or quiz before all students have completed it.
3. Failure to report knowledge of any incident of cheating or plagiarism. Any student who is aware of, or witnesses, academic dishonesty has a responsibility to report it.

If academic integrity is compromised, the Program Director in consultation with the campus Assistant Dean, will follow the procedure as stated in the Kent State University Policy Register. Dismissal from PTST technical study and/or University is a possible consequence of academic dishonesty.

Communication with Faculty and Staff

Student communication with all faculty, administrative and staff members must reflect a high level of professionalism and respect. Students should be aware of each professional’s expectation for communication, including when and how to contact the instructor, staff member or clinical instructor. Students who do not adhere to these guidelines may receive a warning notice.

These minimum expectations should be understood and adhered to:

1. Use of appropriate and professional language during ALL communication with PTA program faculty and staff.
2. Administrative and staff members should be contacted via office phone or e-mail, unless specifically instructed otherwise.
3. Instructors’ communication standards must be used as specified in the course syllabus. This includes when the instructor should and should not be contacted, and via what communication mode (e-mail, office phone, home phone, cell phone).
4. Clinical instructors should be contacted in the mode established with your clinical instructor. Phone calls and face to face conversations are more professional than text messages.
5. Allow a reasonable amount of time for responses to your communications.
**Attendance**

The schedule for PTST and PTST-ATT students (Appendix D) provides the dates of all classes, clinicals and breaks throughout the two-year curriculum plan (Appendix A). Students in PTST technical study should expect to be on campus or in the clinic 4-5 days per week. Students must arrange their personal and work schedules to participate in all required learning experiences.

Attendance is expected and demonstrates the student’s commitment to learning and the value based behaviors expected of a physical therapist assistant. Repeated tardiness or absence is an unacceptable behavior. Students should not schedule appointments during class, lab or clinic times. As a courtesy to your instructors, please notify them in advance of any absences. (KSU Policy 3-01.2).

Students attending off-campus clinical education experiences are expected to be in attendance during every scheduled day of the Practicum in Clinical Education courses and to comply with the clinics expectations for work hours, closings, and call-off procedures.

**NOTE:** Under certain circumstances, students in Practicum courses are required to attend clinicals on days outside of the academic calendar. These circumstances may occur on scheduled or unscheduled campus closures or on days when classes are cancelled, but the campus remains open. Examples include: certain holidays, spring recess, snow days, and/or prior to the start of semesters.

**Tardiness:** Students are expected to be on time for class and clinicals. Repeated tardiness is considered unprofessional behavior.

**Classroom Absence:** When class absence is unavoidable, it is the student’s responsibility to acquire missed class materials, and make arrangements to complete missed assignments or exams. Policies for late assignments and make-up exams are at the discretion of the individual instructor according to the Syllabus Addendum.

**Clinical Absence:** When clinical absence is unavoidable, both the CI and ACCE must be notified prior to the scheduled start time. Any absence must be excused by the ACCE, or made-up before the end of the grading period. Any alteration of the clinical education schedule must be mutually agreed upon between the Program Director, ACCE, CI, and student.

**Inclement Weather:** The weather can vary significantly from city to city. The first concern is always student safety, therefore whether classes are officially cancelled or not, the student is the only person who can decide if it is safe to travel to class or clinicals. Students must accept the responsibility for their own safety and balancing it with their commitment to learning and professional duty.

Information regarding Campus and/or Class cancellations is available through the following sources.

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<tr>
<th>Source</th>
<th>Ashtabula Campus</th>
<th>East Liverpool Campus</th>
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<td>Phone Hotline</td>
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<td>Website</td>
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</table>
Confidentiality

PTA students are obligated to protect the right to privacy and confidentiality of others, including but not limited to patients, subjects, students and clinic sites:

- Understand the regulations and implications of the Health Information Protection and Portability Act (HIPPA).
- Abide by all facility policies and procedures regarding confidentiality and access to computer information.
- Protect all personally identifiable medical information from being observed or overheard by unauthorized personnel.
- Never remove original patient records or identifiable copies from the physical therapy department or other designated areas of the clinic facility.
- Refrain from discussing a patient’s medical, social, financial, emotional condition outside the context of providing appropriate physical therapy interventions.
- Refrain from disclosing confidential academic or personal information about other students in PTST technical study.
- Use good judgment and discretion to maintain patients and other human subjects right to privacy.
- Ensure that personal notes, journals, case studies, etc. do not contain personally identifiable information.

Informed Consent

Throughout PTST technical study, students are required to practice physical therapy demonstrations, skills, procedures, assessments, and interventions on others. Students are therefore considered to be either a “human subject” or “student practitioner”, depending on their role. Each participant has a responsibility when involved in activities with human subjects.

Instructor’s Responsibilities

Prior to participation as a human subject or student practitioner in a demonstration, intervention or assessment, the instructor will:

1. Explain the purpose, risks and benefits of the activity.
2. Provide the opportunity for questions regarding the activity.
3. Provide an appropriate level of licensed supervision throughout activities.
4. Respect the student and patient rights not to participate as a human subject without adverse effect to grades.

Human Subject Responsibilities

Students reserve the right to refuse to participate as a human subject at any time. It is the student’s responsibility to advise the instructor of this decision. When participating as the human subject in a demonstration, intervention or assessment, the student is responsible to:

1. Inform the instructor of any medical condition or change in medical condition that would prevent safe participation in the demonstration, skill, procedure, or assessment.
2. Immediately notify the instructor and/or lab partner of any discomfort or pain caused by the application of the demonstration, skill, procedure, or assessment.
3. Immediately request that the instructor assist in the application of a demonstration, skill, procedure, or assessment if there are any concerns about the skill or procedures used by the student practitioner.
4. Report any injury to the instructor immediately.
5. Reserve the right to refuse to participate as a human subject at any time by advising the instructor of this decision.

**Student Practitioner Responsibilities**

When performing demonstrations, interventions or assessments on a human subject, the student is responsible to:

1. Obtain verbal consent from the human subject.
2. Immediately terminate the activity upon any verbal or physical indication by the human subject.
3. Refrain from performing any activity that the student practitioner is not adequately prepared to perform safely.
4. Request assistance from the instructor when needed.
5. Inform the instructor of any factors that prevent safe performance of an activity.

^Refusing to participate as a human subject or student practitioner may preclude successful completion of the AAS-PTST degree.

**Disclosure of Confidential Personal Information**

**Classroom Instructional Activities:**

**Medical History**

Students whose medical history predisposes them to possible harm or could jeopardize patient or classmate safety, must take proper precautions and notify the program director and course instructor. Any information provided in writing is subject to HIPAA protection and kept separate from the student’s academic record.

**Changes in Health Status**

Any change in health status, including injury, illness or pregnancy should be reported to the Program Director and course instructors immediately. Identified changes in mental or physical health status may prohibit participation in clinical and/or lab classes until safe participation is assured by a physician. Accommodations for medical restrictions in class or lab must be requested in writing with documentation from a physician. Reasonable accommodations are determined by Academic Services. Note: A student’s inability to participate in PTST technical study activities may result in a failure to progress.

**Contraindications**

It is the student’s responsibility to understand the precautions and contraindications for all clinical skills and interventions. Each student must assume responsibility for informing the faculty, clinical instructors and lab partners of any medical condition that precludes safe participation in any aspect of PTST technical study.

**Clinical Education**

**Personal Records Disclosure**

Clinical education sites have specific requirements of students who participate in patient care at their facilities. These requirements normally include documentation of **medical and background clearances**. The clinic site may cancel the clinical education experience for any student who fails to provide the requested personal records.

Each student is responsible for documenting their medical records, and upon request, disclosing this confidential information to the ACCE and/or an assigned clinic site. Clinic sites often request documentation eight (8) weeks in advance of starting a clinical education experience; therefore each student must have complete medical documentation available no later than week 8 of the 2nd semester. The ACCE is available to any student who needs assistance in locating the appropriate community resources to fulfill these responsibilities.
Kent State University has no use for student medical or background information, other than to assist students to meet the requirements of contracted clinical education sites. Signed consent, by the student, allows the ACCE or Program Director to receive confidential personal records from the student and to disclose the information to a student’s assigned clinic site. The ACCE only serves as a conduit between the student and clinic sites and does NOT maintain any electronic or paper images of students’ personal records.

**Certified Background & Portfolio**
The Physical Therapist Assistant Technology, and the other nursing and allied health programs at KSU, contract with Certified Background (www.certifiedbackground.com) to provide students with access to Certified Profile (CP). CP is a web-based repository to maintain medical, background and other professional documentation requirements. In addition to providing a place to keep the required documents secure and accessible, Certified Background reviews and verifies the information as being complete and accurate, sends reminders of renewal and due dates, and provides a place to build a professional portfolio.

A. **Medical Clearance Requirements:** Medical clearances that are currently requested by clinic sites include:
   - Health History Form
   - Immunization Records:
     - Measles, Mumps, Rubella immunity titer or vaccine;
     - Chicken Pox
     - Influenza
     - Hepatitis B, or signed waiver.
     - Diphtheria-Tetanus Toxoid (TD) vaccine or Tdap booster
   - Tuberculosis: Mantoux Two Step or Chest X-ray.
   - Drug Test: Some clinic sites may require an initial or random drug test.

B. **Civilian Background Check (CBC):** A clear CBC is required to work with patients in most settings. Many clinic sites require students to demonstrate a clear background within six (6) to twelve (12) months of starting the clinical practicum. Students are responsible for initiating the background check process within their certified portfolio at www.certifiedbackground.com.

   **Note:** State and federal regulations may prevent persons with a criminal background from treating patients. Students with convictions on their record may not be able to:
   - Complete the clinical education requirement for the AAS-PTST degree
   - Become licensed to practice as a physical therapist assistant
   - Be employable as a physical therapist assistant

C. **Basic Life Support Certification for the Health Care Provider (CPR):** Certification must be current throughout each clinical practicum. The required provider is the American Heart Association.

D. **Insurance:**

   Liability - Kent State University carries liability insurance for all students and faculty (documentation is available from the ACCE). Students are also encouraged to carry a personal liability insurance policy.

   Health - Students are strongly encouraged to carry their own health insurance. Some clinic sites will not accept students who do not have health insurance. Information on student medical insurance policies is available Kent State University website: http://www.uhs.kent.edu/admin/insurinfo.htm.
Challenging PTA Faculty Decisions

The PTA faculty makes every effort to be fair and objective in every decision that affects students. However, occasionally mistakes and/or miscommunications do occur. In those instances when a student wishes to challenge a faculty decision, appropriate behavior is essential to resolving the concerns in a professional manner.

Chain of Communication

The step-wise progression through the Chain of Communication should be used to achieve an appropriate resolution to any concern. When resolution or understanding is achieved, the process ends without going to the next person in the chain of communication.

1) Self-assess and review your facts and perceptions
2) Speak privately and calmly with the individual to express your questions or concerns.
3) Make an appointment to discuss your concerns with the individual’s immediate supervisor.
   a. Instructors and ACCE → Program Director
   b. Clinical Instructors → CCCE and ACCE
   c. CCCE → ACCE
   d. Program Director → Campus Assistant Dean
4) Initiate a formal grievance as outlined in the KSU Policy register.

NOTE: Students must not deviate from this process without specific exigent circumstances.

Dress and Grooming

PTA students serve as representatives of Kent State University and the physical therapy profession. Therefore appropriate dress and grooming are expected on campus and during clinical practicums:

1. Attire should be clean and neat. Do not wear any clothing that can be construed as offensive and/or revealing.
2. Sandals and/or open toed shoes are acceptable ONLY for lecture classes. Closed toe, rubber-soled shoes must be worn for ALL lab sessions and during clinical education.
3. Hair must be clean and neat and should not hang across the face. Long hair should be tied back and secured. Male students should shave facial hair daily or keep moustaches and beards clean and trimmed.
4. Fingernails must be clean, filed smoothly, and should not extend past the fingertips.
5. Jewelry must be kept to a minimum. A wedding band, watch, and stud earrings are acceptable.
6. Personal cleanliness and hygiene is expected. Students must be free of body odor, bad breath, cigarette smoke, and perfume or cologne fragrances.

Lab Attire

Participation as the patient/subject in lab classes may require clothing that allows free movement through a full range of motion and access to palpate and visualize body structures. Students also need to practice as the therapist whose attire allows for safe and effective treatment in a professional manner. Therefore, specific lab attire is determined by the lab instructor and communicated to students.

Lab attire normally includes:
- Appropriate pants and shirt
- Rubber soled, closed toe shoes
- Wrist watch with a second hand

Specific lab sessions may require:
- Snug fitting shorts with legs that are at least 6” long
- Thin strap top (women only) with appropriate support and coverage
Students must wear appropriate lab attire **AT ALL TIMES**. Students who are not prepared with the appropriate attire may not be allowed to participate or may be required to wear a patient gown. Repeated incidents will result in a Warning Notice.

**Use of Alcohol or Drugs**

Students must never be under the influence of alcohol or drugs in the classroom, laboratory or clinic setting. The use of alcohol or drugs prior to these learning experiences is **strictly prohibited**. This is essential to maintain an effective learning environment, and safeguard all students, instructors, patients and staff.

Students suspected of being under the influence of drug or alcohol are not allowed to participate in instructional activities. If the student is at a clinical site, they must follow the clinic’s procedure for an employee suspected of drug or alcohol use. The expense of any required drug and alcohol testing is the sole responsibility of the student. Students found to be under the influence, or who refuse to submit to testing, are immediately dismissed from PTST technical study. (See Program Dismissal and KSU Policy 4-10 and 4-11).

**Use of Technology during Instructional Time**

The use of any personal telecommunications or portable electronic devise **requires prior approval** of the instructor during all clinic, class or lab times. The use of these devices without permission is disrespectful of the instructor, distracting to other students, and wastes valuable instructional time. Students must refrain from the use of any mobile phone, beeper, messaging or networking communications during all clinical education, classroom or laboratory learning activities. Emergency situations and research purposes that require the use of mobile telecommunications must be pre-approved.

Students monitoring potential emergency situations must obtain pre-approval. With pre-approval, phones must be kept in the silent/read only setting. Students should also provide family and friends with the primary campus phone number and the PTA program secretary’s phone number for “in case of emergency” contact information. Any emergency message received at either of these numbers is delivered to the student immediately.

Non-emergency communication should be monitored during class breaks and between classes. Students are rarely in class over one (1) hour without a break, which should not be an excessive amount of time to wait to receive messages and make phone calls.

**Social Networking**

Students who choose to be active on social networking sites must carefully consider the ramifications of any postings. Clinic site, patient and other confidential information must be protected at all times. Do not post anything that you would not want your future employers or clinical instructors to see.

**PTA Club**

All students in the PTST major are encouraged to join the PTA Club on their campus. The purpose of the club is to explore the PT profession, become active in our communities, to socialize with others who are interested in a PT career, and to raise funds to support club activities. Although the primary focus of the club changes from year to year, the PTA club has four primary areas of interest: Professional Development, Community Service, Social Activities, and Fundraising.
Leadership Opportunities in the PTA club include:

1. **Club Officers** - The PTA Club elects officers in the fall of every year. Traditionally the Vice-President and Secretary are 1st year students, and the President and Treasurer are 2nd year students. The Vice-President typically becomes the President in the second year.
2. Chair club sponsored activities
3. Attend PTA Program Advisory Board meetings

**APTA Student Membership**

The American Physical Therapy Association (APTA) is the national professional organization for Physical Therapists and Physical Therapist Assistants. Student membership provides access to career information and current topics that affect the practice of physical therapy.

Students are encouraged to join their professional organization as soon as possible. Once enrolled in PTST technical study, students are eligible for a reduced rate to join the APTA as a student affiliate member. Members may participate in APTA, OPTA (Ohio Physical Therapy Association) and NEOPTA (Northeast Ohio Physical Therapy Association) activities. Scholarships may also be available to student members of the OPTA. Membership information is available from the Program Director.
PTA Program Management

Communication

The official method of all communication with and between persons in PTST technical study is the username@kent.edu email. Students should refrain from using a personal email account when communicating with KSU faculty and administrators.

Students should access their email in FlashLine (username.kent.edu) at least once per week, and daily is preferred. Failure to do so may result in missing critical information from the University, Program Director, ACCE or faculty. Students are accountable for all information delivered to their kent.edu email.

The information transmitted to username@kent.edu is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. The KSU password is confidential and must not be shared with others. Students must use caution when forwarding or sharing email communications that may include confidential information.

Graduation Planning

Graduation planning begins during orientation and is assisted with the AAS-PTST Degree Roadmaps (Appendix E) and the Graduation Planning System (GPS), in the student’s FlashLine Account. An approved graduation plan ensures the student understands and anticipates all the requirements necessary to graduate with an Associate Degree of Applied Science in Physical Therapist Assistant Technology (AAS-PTST).

No later than midterm of the first semester, the student’s advisor will prepare their 2-year graduation plan. Once the initial plan is approved by the student, any changes must be approved by the advisor. Students are expected to review their unofficial academic transcripts and GPS Audit at least once per semester to monitor progress toward graduation. Questions or concerns about graduation requirements should be communicated to the advisor or Program Director as soon as possible.

Each student is responsible for making sure that all requirements for graduation are complete. When the recommended course progression (Appendix E) is followed, students accepted to PTST technical study will graduate in two years. Students accepted to PTST-ATT technical study graduate in 15 months.

Transient/Guest Course Work

Students who wish to take a course at another institution while enrolled at KSU must receive approval before taking the course by submitting the Transient Work Request Form (available from your advisor). Approval requires that a course be listed in the KSU Transfer Credit Guide or at www.transferology.com, or that the student submit a course outline or syllabus for evaluation of the transient/guest course.

The Transient Work Request should be submitted at least 4 weeks prior to starting the course. Without prior approval, there is no guarantee the transient course(s) will be accepted. Any student taking transient coursework without approval accepts the risk that the coursework taken at another university may not meet the graduation requirements for the AAS-PTST degree.

Upon completion of transient course work, the student is responsible for requesting an official transcript be sent to KSU. Students are not permitted to take transient credits during their final semester in PTST technical study.
Advising

Students in the PTST major receive advice about scheduling classes and program progression planning from their academic advisor. Each semester, the advisor provides students with information about registration and the necessary classes for progression in PTST technical study.

Advising occurs in person, via kent.edu email, or by phone. Please note that no information regarding grades, GPA or academic progress is given without identity verification. Identity verification may include photo ID, FlashLine User Name, or 9-digit Kent ID number.

Each student is responsible for following their approved GPS Plan to register for classes, ensuring timely completion of the courses required to complete PTST technical study in two years, and seeking advice as necessary. To facilitate individual student success, students should seek guidance at least once per semester through email communications and/or phone or office appointment.

Students schedule their own classes each semester as permitted by the registration schedule (KSU gives priority to students with the most earned hours). Students should check with their advisor to be certain they are registered for the correct classes. Students having difficulty registering online can receive prompt assistance when the following information is emailed to their advisor: Full name and 9-digit Kent ID number (810_____); course number, name and CRN; the exact text of any error message.

Graduation

Students who have successfully completed the academic requirements are awarded the Associate of Applied Science in Physical Therapist Assistant Technology (AAS-PTST). Students must apply for graduation according to the published Graduation Application Deadlines. Applications for an Associate degree must be submitted in the window 3 to 6 months prior to completing all graduation requirements. The Graduation Application is available in FlashLine.

Students on the East Liverpool campus normally graduate with the AAS-PTST in May, those on the Ashtabula campus in December; and AAS-PTST-ATT students in August. Commencement ceremonies are held on both campuses in May, and on the Ashtabula campus in December.

Kent State University certifies and posts the degree to the academic transcript five (5) weeks after completing all academic requirements. Diplomas are mailed six (6) weeks after commencements.

Licensure

Each state controls licensure or certification of a Physical Therapist Assistant who wants to work in that state jurisdiction. Program faculty can assist students in navigating the procedures for licensure; however, each student must take responsibility for knowing the specific processes, timelines, and fee schedules to become licensed or certified in their jurisdiction. Licensing Authority Contact Information is available from the Federation of State Board in Physical Therapy (FSBPT).

Most states require applicants to:
- Submit a notarized application
- Submit photo ID
- Provide fingerprints for background clearances
- Document completion of PTA Education from a CAPTE accredited school.
  - a. Transcript requests are made to the University Registrar
  - b. Signed forms or letter requests are made in writing to the Program Director.
- Register for and pass the National Physical Therapy Examination (NPTE). The exam is administered by the FSBPT and scheduled at learning centers around the country on four (4) fixed dates each year.
• Pass a jurisprudence exam on the laws and rules governing the practice of physical therapy in that state.

**Certificate of Education**

Certification of Education is required by most licensing authorities to ensure the licensure applicant is a graduate of an accredited PTA program. Licensing authority requirements vary, therefore graduates seeking licensure outside of Ohio must provide the program director with the requirements, instructions and any required forms. Most licensing authorities require one of the following forms of documentation:

a. State provided form signed and notarized by the program director (Ohio)

b. State provided form signed and sealed by the KSU Registrar

c. Letter on school letterhead with specific information included from the program director

d. Letter on school letterhead with specific information, signed and sealed by the Registrar.

e. Official Academic Transcript with degree posted

NOTE: Depending upon the jurisdiction required language, the Certificate of Education may not be mailed until after degrees are posted to the academic record, approximately 5 weeks after commencement ceremonies.

**Pre-Certification of Education (Assured Graduation)**

It is the policy of the PTA faculty and administration that students must complete all course requirements for the AAS-PTST degree prior to siting for the National Physical Therapy Examination (NPTE). The Program Director will only pre-certify a student’s education when the NPTE registration date is prior to degree completions and the scheduled test date is after degree completion.

**Tuition and Other Expenses**

Students are responsible for all tuition, fees and associated costs (Appendix C) of their academic program, including clinical education, licensure preparation, and licensure. Anticipated costs are based on the current academic year and are subject to change. PTST-ATT students should also budget for the additional cost of travel, lodging and meals to be on campus six (6) weekends during the year. Questions about tuition and fees should be addressed to the Bursar’s Office.

**Student Awards**

At the end of the final semester in the program, the faculty selects recipients for several awards for students on each campus. Consideration for these awards includes academics, community service, professional involvement, value-based behaviors, and clinical excellence.

**PTA Job Opportunities**

Job opportunities received from employers are made available to graduates during the previous year. The program provides information through group kent.edu email. Normally both campuses sponsor an annual Health Professions Job Expo immediately before graduation.

**Change of Name or Address**

Any student changing his/her name, address, phone number or e-mail during the course of the two year program, must notify both the Program Director, and the University.

1) **The University**, by completing an official Change of Name and Address; processes available on FlashLine: My Account.

2) **Directory Information**, by regularly checking and updating personal information in FlashLine.

3) **The Program Director**, by submitting the changes in writing to the program secretary.

**Students who fail to notify both the program director and the University of changes assume responsibility for any missed communications.**
Off-Campus Educational Experiences (Non-Clinical)

It is the policy of the Program to provide safe learning experiences for our students. During off-campus experiences, the PTA faculty provides students with safety guidelines, but students are ultimately responsible for their own health and safety. In a non-clinical, off-campus experience, either the faculty member conducting the off-campus experience and/or the person representing the off-campus facility will advise the students (at or prior to the start of the experience) of possible safety hazards, actions to be taken to minimize these risks, and actions to be taken if a hazardous situation occurs.

In the event that class is held at an off-campus location, students are responsible for their own transportation. Anytime a student is traveling in a non-KSU vehicle, the student is responsible for his or her own safety and insurance during transportation. KSU is responsible for the safety and insurance coverage of students traveling in University provided transportation. A student involved in an injury or illness during the off-campus educational experience will be sent to the emergency department via ambulance if the situation warrants (at the student’s expense), or sent home with or without assistance depending on the severity of the situation.

Safety & Emergency Procedures

Classroom/Lab Safety Regulations

The following safety regulations are posted in the program skills lab. They are designed to assure compliance with OSHA Safety Requirements, should be regularly reviewed by program faculty and students, and should be followed explicitly, with no exceptions.

1. Inspection of Therapeutic Equipment:
   All therapeutic equipment in the lab will be inspected for safety, and calibrated (where appropriate) annually. Supplies required for use of the equipment will also be inspected when appropriate. Inspection records are filed in the Program Director’s office.

2. Failure of Inspection Standards:
   Any piece of equipment or electrical outlet that fails to meet inspection standards is immediately removed from service. The Program Director will be responsible for initiating and monitoring repair. No faculty member or student is permitted to use equipment or outlets that have been removed from service.

3. Malfunction of Equipment:
   Any faculty member or student who discovers a malfunction is responsible for immediately reporting that malfunction to the Program Director, who assumes responsibility for removing the equipment from service and initiating repair procedures.

4. Chemicals in the Program Laboratory:
   a. All chemicals used in the program lab will be held in marked containers labeled with use and safety instructions as necessary. All such instructions are to be followed explicitly, with no exceptions.
   b. No chemical should ever be placed in a container bearing a label of another chemical.
   c. All chemicals will be stored or disposed of under conditions as recommended by the manufacturer.
   d. Material Safety Data Sheets (MSDS) will be obtained and retained on all chemicals; they are held in a notebook labeled for that purpose and located in the program lab. They should be referred to as necessary.
   e. Kent State University will be responsible for providing to faculty and students all supplies necessary for personal protection from hazardous chemicals.
   f. All students should explicitly follow faculty instructions regarding chemical use in the program lab.

5. First-Aid Kit:
   A first-aid kit is located in the program skills lab and is stocked with necessary supplies.
6. **Cleaning of Treatment Tables and Mats:**
   All treatment tables and mats will be cleaned with a disinfectant solution after use.

7. **Universal Body Substance Precautions:**
   a. Hands should be washed between sessions of working with different classmates or faculty members.
   b. Gloves must be worn if a student or instructor has unhealed skin lesions on his/her hands. All used gloves must be disposed of in a container for regulated waste.
   c. In the event that any surface in the lab becomes contaminated with body fluids, program faculty will contact the cleaning service to clean up the spill.

8. **Review and Revision of Safety Regulations:**
   All policies and regulations designed to implement OSHA Safety Requirements are subject to ongoing review and revision as mandated by changed in the regulations.

**On-Campus Emergencies**
The KSU Emergency Guides are available on the website of both campuses. These guides contain information about building and campus evacuations, public emergencies, natural disasters, and non-emergency procedures.

   Ashtabula Campus Safety Information
   East Liverpool Campus Safety Information

**FlashAlerts**
Flash ALERTS is Kent State's official emergency text notification system to notify subscribers of critical information no matter what time it is or where they are in the world. Flash ALERTS expands the university's ability to send critical news and information to the university community during campus emergencies. Sign up in your FlashLine account > My Account tab > Other Services window > FlashALERTS.

**Incident Documentation**
In the event of accident or injury while associated with a Kent State University related class or activity, the student is to notify the appropriate instructor/supervisor if possible and seek appropriate medical or emergency services at the nearest community facility. After achieving medical stability, the student is to report the incident to the Program Director and complete the Non-Employee Incident Report.

**Program Evaluation**
In order to continually improve upon the quality and outcomes of the AAS-PTST degree, and to make timely and effective decisions, ongoing evaluations are conducted throughout the duration of the program. Feedback regarding curriculum content (Appendix A), instructor effectiveness and achievement of program outcomes is sought from current students, graduates, employers, clinical instructors, PTA Advisory Board and other parties of interest.

Anonymity of respondents is maintained whenever result summaries are shared with the parties of interest, including the Program Advisory Board, students, PTA faculty, clinical instructors, KSU administration, the Commission on Accreditation of Physical Therapy Education, or the public.
Student Resources

Information and Documents
An extensive repository of forms, documents and information is available through the Kent State University websites at www.col.kent.edu or www.ashtabula.kent.edu, and in FlashLine. The following is a partial list of commonly used resources:

Public Website
- Class Cancellations
- Academic Calendar
- University Policies, Rules & Regulations
- Campus Events
- Phone & email directories for departments, faculty, administrators and students
- PTA Program Application and Information
- Bookstore
- Library
- Bursar
- Undergraduate Catalog

Secure FlashLine
- Email
- Google Docs
- Student Tools & Courses
- Blackboard course materials
- Graduation Planning System (GPS) Planning & Audit
- FlashFAST course registration and schedules
- Request Official Transcripts
- Financial Aid
- Student Account

PTA Lab and Prep Room Resources
Many valuable resources are available to students in PTST technical study, including access to a collection of physical therapy books, magazines, journals, and videos, as well as a significant amount of lab equipment. All resources are to remain in the PTA Lab and Prep Room unless a specific request to borrow the materials is approved by a faculty member.

Open Lab Time
Students are highly encouraged to utilize the PTA Lab to study and practice techniques learned in class. Instructors often schedule “open lab time” when they are available for supervised practice sessions. As long as another class is not in the lab, students may also use the lab facilities to study in groups.

Lab Equipment
Study materials and models are readily available and do not require direct supervision for use by students at any time.

Non-Electric Lab equipment use and skills practice in the lab does not required direct supervision, however a licensed PT or PTA must be in the building and readily available to provide guidance.

Electrical therapeutic machines are stored in a locked area and only available for student use with direct in the room supervision of an instructor or lab assistant.
Media Equipment, including scanners, LCD projectors, DVD’s, VCR’s, laptop computers, digital cameras are available for your use free of charge at the IT center in C234 (Computer Helpdesk) in Main Hall (Ashtabula Campus) or the Blair Library (East Liverpool Campus). Contact the Helpdesk to reserve the equipment.

Library
The Library has a large collection of physical therapy, allied health and medical books and journals, as well as a collection of bones, models and computers available for student use. Thousands of books and journals are also available through the Kent Library and OhioLink. Just ask the librarian and any book or journal can be made available to you.

Off-Campus Access to Library Resources
Resources licensed by the Libraries require that users authenticate themselves as valid University users. There are presently two authentication methods available (proxy access is now obsolete).

1. The KSU Cisco VPN is a service that allows you to connect to the campus network from a remote location as if you were on campus. First you must perform a simple, one-time installation of the VPN client program on your computer. (Detailed instructions and links available on the KSU Library webpage.)

   After that, whenever you need access to a restricted resource, run the VPN program (there will be an icon on your computer’s desktop). Enter your Flashline ID and password you will be connected to the campus network and can access any restricted resource (such as a research database or an online journal) just as you would from on-campus.

2. OhioLINK Authentication Service allows access only to OhioLINK resources. This includes most research databases and electronic journals. No special setup is required. Authentication requires use of your name and Kent State ID Number (Banner ID)*. A session times out after two hours.

Technology
On Campus
Kent State University provides students and guests with wireless internet services in every building and classroom. Please make an appointment with the helpdesk for assistance in accessing the network. Computer labs are available for student use in each building on campus. There are also computers located in some of the common areas. Printing is available in all computer labs with per page charges applied to the student’s FlashCard.

Off Campus
It is essential that all students have regular access to a computer with internet access. All University and program communications are sent to the student’s kent.edu email address. The PTA faculty use the Blackboard Learning Management System to provide course materials, class schedules, additional resources and announcements. Many assignments are expected to be submitted online through Blackboard. Students who do not have internet services at home must plan their schedules to include several hours a week in the computer labs on campus.

Faculty and Staff Assistance
One of your greatest assets is the KSU PTA faculty and staff. The administrative staff has an open door policies, and all faculty are required to have posted office hours for walk in conversations. Appointments are
recommended for discussions that may require more than 5-10 minutes. Most lab classes also schedule open lab times, when faculty is available to answer questions and guide skill practice. Our goal is the success of all PTA students, so please ask for any assistance you may need.

**Peer Assistance and Study Groups**

It is highly recommended that you find another classmate to study with or form small study groups. This method of studying has untold advantages. It allows you to learn by sharing the information, gives you someone to practice techniques with, and provides someone to explain concepts from the same perspective that you have. These study partners and groups will most likely become some of your closest colleagues and friends of the future.

**Academic Support Services**

**Writing Center:** As a Kent State University student you have access to the Writing Center for assistance with all stages of the writing process. Trained tutors can assist you with a variety of writing assignments across the disciplines. The Writing Center has drop in hours and regular posted hours.

**Math Success Lab:** Studies have shown that students learn math best when they complete problems and homework immediately after class. Consider using the Math Success Lab to assist with this. Many of the tutors also specialize in working with those students who frequently experience math anxiety.

**Tutoring:** If you are experiencing difficulty in a course, do not wait until it’s too late to seek help! Tutoring Services are available to all students and times can be arranged to fit with your schedule. Tutoring can be arranged for any course and is provided by student peers who have excelled in a given area. For more information contact the Coordinator of Academic Services (Ashtabula), or the Blair Library (East Liverpool).

**Student Disability Services**

Students with a documented disability, mobility impairment, visual impairment, hearing impairment, psychological condition, etc., should make an appointment with the Coordinator of Academic Services (Ashtabula) or the Coordinator of Disability Services (East Liverpool) to discuss your situation and initiate the process to receive the disability services for which you are eligible.

**Documented Disabilities**

Kent State University and the PTA faculty recognize their responsibility for creating an institutional climate in which students with disabilities can succeed. Students with a documented disability may request accommodations to obtain equal access to this program and to promote learning in the classroom. When disability documentation is verified and eligibility for accommodations is determined, the student will receive a letter, which when presented to instructors, will explain the requested accommodations. To learn more about disability services at Kent State University, call the Coordinator of Academic Services. [See Directory on Page 2 for contact information].
University Policies & Procedures

Kent State University Policy Register at www.kent.edu/policyreg
The University Policy Register is a compilation of the official university, administrative and operational policies of Kent State University. The purpose of this online register is to serve the university community as a source of reliable information and as a foundation on which decisions can be made.

Information included here clarifies and supplements the KSU policy with details that are specific to students in PTST technical study. Should there be a policy conflict, KSU policy supersedes program policy.

Appeals / Complaint Process - KSU Policy 8-01.4

Students may appeal faculty decisions, as well as progression and dismissal decisions of the PTA Program. To file a complaint, or to receive advice regarding the complaint process, contact the Campus Assistant Dean or Complaint Advisor. The Student Ombudsman Office may also be of assistance at (330) 672-9494.

This KSU policy and the behavioral expectations of students in PTST technical study encourage all parties to resolve complaints on an informal basis. **First seek to resolve the problem with the person(s) involved.** If a student has a complaint regarding a faculty member, he/she is expected to address this with the faculty member involved. If the problem remains unresolved, the student is then expected to discuss the problem with the Program Director, who documents all complaints and retains a copy of them in the student’s file.

Each complaint, depending on the severity, is dealt with at the discretion of the Program Director, with guidance from the Student Handbook, Program Policies, the KSU Policy Register, Ohio laws and ethics rules (Appendix B), APTA and CAPTE guidelines. The Director may choose to confer with the faculty member, ACCE, the Dean, or others related to the complaint. All complaints and the actions taken are documented. Complaints regarding the Director should be brought to her first, and unresolved issues are to be addressed with the Assistant Dean of the campus.

If informal resolution is unsatisfactory, the student may make a formal complaint by submitting the complaint in writing to the complaint adviser. If the complaint involves the adviser, the complaint will be submitted to the Campus Dean, who will appoint an ad hoc advisor. During this process, there is a time limit set up for all parties to follow. If there is a need to adjust or modify the timeline, the Dean will make the necessary and appropriate adjustments following consultation with the complaint adviser. The written complaint is given to a Complaint Review Committee. This committee is formed by campus faculty, staff, and students. The committee must forward a written recommendation to the Campus Dean. The Dean will provide a written decision to the parties involved. The records and disposition of any complaint, including those appealed to the dean, shall be maintained for a minimum of seven years in the complaint adviser’s office.

It is recognized that because of organizational structure, the nature of a complaint, or the possibility of persons normally involved in the process being subject to a complaint themselves, exceptions to these procedures may be required. **The PTA program maintains academic and behavioral standards above those of the university.** Progression and dismissal policies are clearly outlined in the Program Handbook and are reviewed during new student orientation. Progression is dependent on successful completion of each academic requirements as outlined in the course syllabi and Program Handbook.

External Complaints
External complaints include, but are not limited to, complaints by prospective students who are not yet enrolled at KSU, clinical education staff (not employed by the university), and community members.
The Program Director maintains a log of any external complaints, which are not covered by the due process procedures for students, faculty and staff. Once a complaint is received, it is logged and the Program Director investigates the circumstances, consults supervisors and other parties of interest, and determines the best course of action. All materials gathered in this process are filed with the original complaint. Any actions or conclusion is logged with the complaint.

Complaints regarding clinical education are directed to the ACCE. The ACCE will consult the Program Director and attempt to resolve the Complaints regarding the ACCE, faculty, or program policies should be addressed to the Program Director. Complaints regarding the Program Director may be directed to the Assistant Dean of the Campus.

**Electronic Communications for Students** - KSU Policy 9-01.2

(1) University use of electronic mail. A university-assigned student email account shall be an official university means of communication with all students at Kent State University. Students are responsible for all information sent to them via their university assigned email account. If a student chooses to forward their university email account, he or she is responsible for all information, including attachments, sent to any other email account.

(2) Assignment of student email accounts. New students will be assigned an email account when they participate in the “PASS” program for new freshmen or register for classes. Once an email account is established, the address will be added to web for students at wfs.kent.edu and the student on-line directory at kent.edu/phonediaory.

(3) Expectations regarding student use of university electronic communications, which include, but are not limited to, email and information portals. To stay current with university information, students are expected to check their official university email account and other electronic communications on a frequent and consistent basis. Recognizing that some communications may be time-critical, the university recommends that electronic communications be checked minimally twice a week.

(4) Maintenance of student email accounts. Kent State University will maintain a student’s email account for the life of the student to facilitate communication as an alumnus, or until such time that a former student requests that the account be closed.

(5) Mass and targeted electronic communication. The distribution of mass communication to all students or targeted communication to a specific subset of students shall be restricted to Kent State University departments for university business. External requests will not be honored.

(6) Educational uses of email. Faculty may determine how email and other electronic communications will be used in their classes and it is recommended that faculty expectations of all electronic communication requirements be specified in their course syllabus. Faculty should expect that students are accessing official electronic communications and should use such communications for their courses accordingly.

**Equal Opportunity, Non-Discrimination and Harassment Policies** - KSU Policy 3-01.3

In academic and student programs, it is the policy of this University that there shall be no unlawful discrimination against any student or applicant for admission as a student because of race, color, religion, gender, sexual orientation, national origin, handicap, or identity as a disabled veteran or veteran of the Vietnam era. Such policy shall apply to, but not necessarily limited to, the following: recruiting, admission, access to programs, financial aid, and social, recreational, and health programs. This policy shall be applicable to all campuses and units of the University. This policy also shall apply with reference to discrimination on a basis of age insofar as required by law.

“The university shall make such modifications in its academic requirements as are necessary to ensure that such requirements do not discriminate on the basis of handicap against a qualified handicapped applicant or
student. However, requirements that the University can demonstrate are essential to the program of instruction of the student or any directly related licensing requirement, or to the physical safety of students, faculty, or staff will not be regarded as discriminatory.”

It is the policy of Kent State University to maintain an educational and employment environment that is free from harassment (3342-5-16 University policy regarding unlawful discrimination and harassment). The university encourages an atmosphere in which the diversity of its members is understood and appreciated, free of discrimination and harassment. Thus, all members of the university are expected to join in creating a positive atmosphere in which individuals can learn and work in an environment that is respectful and supportive of the dignity of all individuals. Discrimination and harassment are unacceptable and will not be tolerated. The policy prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, or identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran. Harassment directed toward an individual or a group, through any means, including electronic, and based on any of these categories is a form of unlawful discrimination and is also prohibited.

Kent State University prohibits retaliation against any individual who makes a complaint of unlawful harassment or discrimination. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be subject to retaliation. Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal should be immediately reported to the equal opportunity/affirmative action office. If you have any concerns regarding the above issues, contact the Equal Opportunity and Affirmative Action Office. [See Directory on Page 2 for contact information]

Kent State University is committed to establishing and maintaining an environment free from discrimination, gender/sexual harassment, sexual misconduct, stalking and intimate partner violence. This is a university-wide effort with the Office of Student Conduct providing information and resources to support this commitment.

**Collection, Retention and Dissemination of Information about Students** - KSU Policy 5-08.101

The Family Educational Rights and Privacy Act (FERPA) is a federal regulation that governs how educational institutions collect and disseminate student records. FERPA requires that:

- College students must be permitted to inspect their own education records.
- School officials may not disclose personally identifiable information about students nor permit inspection of their records without written permission.
- Directory Information is that part of the education record, which does not contain personally identifiable information, may be disclosed without the student’s permission.

All student information, except that specifically designated as “directory information” below, is considered confidential information. Confidential student information includes, but is not limited to: grades, examinations, evaluations, medical information, etc.

**Please note:**

- All personal information including but not limited to: grades, examinations, evaluations, etc., is considered confidential information. *Grades are only posted when anonymity is assured.*
- No information regarding grades, exams or evaluations is given over the telephone or personal e-mail.
- Explicit permission is required to share any personal information about a student, over the age of 18, and his/her academic record with anyone, including parents, spouses, or significant others. Explicit permission is given by the family member or friend attending an advising appointment with the student; or with written and signed permission to disclose confidential information to a specific individual.
**Directory Information**

At Kent State University, directory information “may be disclosed on an unlimited basis by University personnel in response to oral and written requests.” Directory information includes the following: name, local and permanent address, email address, telephone listing, date and place of birth, dates of attendance, major field of study, degrees/awards/honors, class standing, high school graduated from, educational institutions attended, participation in officially recognized activities/sports, and enrollment status.

Students who wish to limit access to directory information may do so by completion of the Request to Prevent Disclosure of Directory Information form found at the Student Services office or in FlashLine.

**Restricted External Records**

Students are required to demonstrate compliance with any clinical education requirements, including but not limited to, health history, immunization records, tuberculosis screening, CPR certification, Civilian Background clearance, coverage of medical insurance, and coverage of professional liability insurance. This information is maintained by the student in Certified Portfolio and must be readily available upon request.

The University classifies this type of information as Restricted External Records (RER). Should a student voluntarily submit copies of any restricted external records to KSU personnel, these records are kept separate from the student’s academic records. RER may be disclosed to other parties of interest, including the Center Coordinator of Clinical Education (CCCE), or Clinical Instructor (CI), only if the student has signed a written consent to release. **Student inability to disclose RER may result in the student’s inability to participate in the clinical education requirement in PTST technical study.** (see Failure to Progress).
Appendix A: Curriculum Plan

Learning Domains
Every PTST course contains individual learning objectives that contribute to the attainment of the Curriculum Objectives. The PTA faculty believe that students learn best in a systematic and progressive course of study with learning objectives in each of the three learning domains: Cognitive, Psychomotor and Affective. Student outcomes are assessed at a predetermined hierarchical level of mastery as detailed in course syllabi.

<table>
<thead>
<tr>
<th>Cognitive Domain (Bloom, 1956)</th>
<th>Level 1</th>
<th>Knowledge</th>
<th>Remembering by recognition or recall facts, ideas, material or phenomena.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Level 2</td>
<td>Comprehension</td>
<td>Understanding the literal message contained in a communication by translation, interpretation, or extrapolation</td>
</tr>
<tr>
<td></td>
<td>Level 3</td>
<td>Application</td>
<td>Selecting and using technical principles, ideas, or theories in a problem-solving situation.</td>
</tr>
<tr>
<td></td>
<td>Level 4</td>
<td>Analysis</td>
<td>Breaking down material into constituent parts and relating how the parts are organized.</td>
</tr>
<tr>
<td></td>
<td>Level 5</td>
<td>Synthesis</td>
<td>Putting together elements and parts to form a whole that constitutes a new structure or pattern.</td>
</tr>
<tr>
<td></td>
<td>Level 6</td>
<td>Evaluation</td>
<td>Making qualitative judgments in terms of meeting criteria.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Psychomotor Domain (Dave, 1975)</th>
<th>Level 1</th>
<th>Imitation</th>
<th>Imitation includes repeating an act that has been demonstrated or explained, and it includes trial and error until an appropriate response is achieved.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Level 2</td>
<td>Manipulation</td>
<td>The skill becomes habitual and can be performed with some confidence and proficiency.</td>
</tr>
<tr>
<td></td>
<td>Level 3</td>
<td>Precision</td>
<td>Skill is attained. Indicated by quick, smooth, accurate performance.</td>
</tr>
<tr>
<td></td>
<td>Level 4</td>
<td>Articulation</td>
<td>Skill is so well developed that the individual can modify movement patterns to fit specific requirements or to meet a problem situation</td>
</tr>
<tr>
<td></td>
<td>Level 5</td>
<td>Naturalization</td>
<td>Response is automatic. One acts without thinking.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Affective Domain (Krathwohl, Bloom, Masia, 1973)</th>
<th>Level 1</th>
<th>Receiving</th>
<th>Being aware of phenomena and stimuli and willing to control and direct attention.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Level 2</td>
<td>Responding</td>
<td>Active participation by the student. Complying with a suggestion, being willing to respond, and responding with satisfaction.</td>
</tr>
<tr>
<td></td>
<td>Level 3</td>
<td>Valuing</td>
<td>Is concerned with the worth or value a student attaches to a particular object, phenomenon or behavior. Accepting a value as a belief, preferring the value, and pursuing the value. Clues to the internal values are expressed in overt behaviors.</td>
</tr>
<tr>
<td></td>
<td>Level 4</td>
<td>Organization</td>
<td>The bringing together of different values, resolving conflicts between them, and beginning to build an internally consistent value system.</td>
</tr>
<tr>
<td></td>
<td>Level 4</td>
<td>Characterization by a value set</td>
<td>A value system that has controlled behavior for a sufficient time to develop a characteristic “lifestyle”</td>
</tr>
</tbody>
</table>

# Curriculum Objectives

## 1.0 Intervention: Provide appropriate and effective physical therapy interventions within the plan of care established by the Physical Therapist.

<table>
<thead>
<tr>
<th>1.1 Review the plan of care established by the physical therapist prior to initiating patient/client intervention.</th>
<th>The graduate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Reviews the physical therapy plan of care and current patient/client status with the physical therapist.</td>
<td></td>
</tr>
<tr>
<td>• Reviews pertinent indications, contraindications, precautions, and safety considerations for intervention(s) described in the plan of care.</td>
<td></td>
</tr>
<tr>
<td>• Applies knowledge from the literature to guide understanding of the plan of care.</td>
<td></td>
</tr>
<tr>
<td>• Relates the implementation of interventions to goals established in the plan of care.</td>
<td></td>
</tr>
<tr>
<td>• Describes desired responses to intervention techniques.</td>
<td></td>
</tr>
<tr>
<td>• Identifies when the intervention, or components of the intervention, is beyond the education, ability, experience, or scope of work of the physical therapist assistant.</td>
<td></td>
</tr>
<tr>
<td>• Identifies when the criticality or complexity of the patient/client condition is beyond the scope of work of the physical therapist assistant.</td>
<td></td>
</tr>
<tr>
<td>• Communicates with the physical therapist prior to providing an intervention when the intervention of patient condition is beyond the scope of work of the physical therapist assistant.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.2 Provide safe interventions as directed in the plan of care and supervised by the physical therapist.</th>
<th>The graduate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Performs interventions only under the direction and supervision of a physical therapist.</td>
<td></td>
</tr>
<tr>
<td>• Complies with appropriate jurisdictional law, practice guidelines, codes of ethics, and facility policies.</td>
<td></td>
</tr>
<tr>
<td>• Utilizes risk management strategies and safety procedures in the provision of interventions.</td>
<td></td>
</tr>
<tr>
<td>• Identifies issues related to healthy lifestyles, wellness, and injury prevention in implementation of interventions within the plan of care.</td>
<td></td>
</tr>
<tr>
<td>• Seeks assistance for safe implementation of interventions when needed.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.3 Provide effective instruction to the patient/client and others to achieve the goals and outcomes as described in the plan of care.</th>
<th>The graduate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Instructs the patient/client and others regarding specific interventions, functional skills, and expected outcomes.</td>
<td></td>
</tr>
<tr>
<td>• Instructs the patient/client and others in healthy lifestyles, wellness, and injury prevention.</td>
<td></td>
</tr>
<tr>
<td>• Adapts instruction to the needs of the learner.</td>
<td></td>
</tr>
<tr>
<td>• Determines patient achievement of learning (cognitive or psychomotor) and modifies teaching strategies appropriately.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.4 Collect data to quantify the patient’s/client’s response to interventions as directed and supervised by the physical therapist.</th>
<th>The graduate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Collects data and related information (e.g., chart review, patient/client and family information) that quantifies the patient’s progress within the plan of care.</td>
<td></td>
</tr>
<tr>
<td>• Modifies data collection techniques based on the patient/client response, individual considerations, and cultural issues.</td>
<td></td>
</tr>
<tr>
<td>• Documents and communicates the results of data collection to the physical therapist.</td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| 1.5 | **Progress the patient/client interventions through the plan of care.**  
The graduate:  
- Performs an organized and ongoing review of the patient record to identify pertinent information.  
- Observes and identifies change in patient status/performance.  
- Describes patient response/progress with expectations based on the plan of care.  
- Modifies the intervention(s) in a manner that fosters the patient’s/client’s progression within the plan of care and documents and reports those changes to the physical therapist. |
| 1.6 | **Complete documentation that follows professional guidelines, health care system, and physical therapy setting policies.**  
The graduate:  
- Documents relevant information about the intervention(s) and corresponding data collection.  
- Provides accurate, concise, legible documentation of all patient/client care.  
- Documents adjustment or withholding of the interventions(s) and communicates this to the physical therapist.  
- Documents according to jurisdictional law, practice guidelines, policies, codes of ethics, and facility policies. |
| 1.7 | **Respond effectively to patient/client and environmental emergencies in the work setting.**  
The graduate:  
- Complies with policies and procedures for emergencies in the work setting.  
- Identifies that an emergency exists and takes action consistent with the facility’s emergency policies and procedures.  
- Uses emergency management principles to protect and save patients/clients and others.  
- Provides emergency care including, but not limited to, cardiopulmonary resuscitation (CPR) and basic first aid.  
- Reports an emergency to the physical therapist in a timely manner. |
| 2.0 Communication: | **Effectively communicate with others, teaching or instructing when appropriate.**  
The graduate:  
- Communicates in a confidential and timely manner.  
- Listens to, clearly informs, and educates the patient/client using language that patient/client understands.  
- Demonstrates ongoing, active communication with the physical therapist, other health care practitioners and interdisciplinary team members.  
- Communicates with sensitivity by considering differences in race/ethnicity, religion, gender, age, national origin, sexual orientation, and disability or health status. Selects a method for communicating that is effective in a particular situation, including with family members, caregivers, and consumers.  
- Consults with the physical therapist to establish with whom and when to initiate interaction regarding health care services.  
- Uses information technology such as word processing and presentation software, e-mail, and electronic records to improve clarity and efficiency of communication.  
- Assesses the effectiveness of his/her communication (eg, observing patient/client performance, interpreting nonverbal and verbal response) and adapts communication accordingly.  
- Accurately communicates actions to others (physical therapist, patient/client, other health care providers, and payers). |
### 2.2 Effectively educate others using teaching methods commensurate with the needs of the learner.

**The graduate:**
- Demonstrates his or her role as an educator.
- Instructs aids, volunteers, peers, and coworkers using established techniques and instructional materials commensurate with the learning characteristics of the audience.
- Implements, assesses, and modifies instructional strategies based on learner needs.
- Identifies situations that require that instruction and training be deferred to the physical therapist.

### 2.3 Educate others about the role of the physical therapist assistant.

**The graduate:**
- Describes the role of the physical therapist assistant in the health care delivery system.
- Describes the relationship between the physical therapist and the physical therapist assistant.
- Describes the role of the physical therapist assistant in promotion of healthy lifestyles, wellness, and injury prevention.
- Demonstrates behavior consistent with the role of the physical therapist assistant.

### 3.0 Resource Management: Ethically manage fiscal and human resources to provide high-quality, efficient and cost-effective PT services.

#### 3.1 Utilize human and material institution-based resources and services to provide high-quality, efficient and cost-effective physical therapy services.

**The graduate:**
- Manages time efficiently and appropriately.
- Utilizes supportive personnel appropriately.
- Encourages the contributions of other interdisciplinary team members.
- Differentiates and explains the roles of the physical therapist, physical therapist assistant, and other members of the interdisciplinary team and accepts their contributions.
- Participates as a member of the interdisciplinary team.
- Describes organizational structures and chain of command within a given structure.
- Utilizes physical therapy equipment effectively and ensures equipment safety.

#### 3.2 Comply with facility procedures and payer regulations consistent with the health care delivery system and the practice setting.

**The graduate:**
- Describes different health care settings and impact on reimbursement.
- Demonstrates compliance with documentation, billing, and reimbursement requirements in the practice setting.
- Describes the relationship of documentation and billing coding to obtain reimbursement in the practice setting.
- Preserves the security, privacy, and confidentiality (eg, HIPAA) of individuals.

### 4.0 Value-based Behaviors: Consistently demonstrate the value-based behaviors associated with a Physical Therapist Assistant.

#### 4.1 Altruism
Demonstrate regard for the interests of the patient/client.

**The graduate:**
- Provides patient/client-centered interventions.
- Readily offers to assist the PT in providing patient/client interventions.
- Provides the necessary time and effort to meet patient/client needs.
- Places the patient/client’s needs ahead of one’s own.
- Contribute, as able, to the provision of PT services to underserved and underrepresented populations.
### 4.2 Caring and Compassion

Exhibit compassion, caring and empathy in providing services to patients/clients.

**The Graduate:**
- Actively listens to the patient/client and consider the patient/client’s needs and preferences.
- Demonstrates respect for others as unique and of value.
- Considers social, emotional, cultural, psychological, environmental, and economic influences on the patient/client.
- Recognizes and refrains from acting on one’s social, cultural, gender, and sexual biases.

### 4.3 Continuing Competence

Engage in ongoing self-assessment, development, and implementation of a personal learning plan.

**The Graduate:**
- Identifies strengths and limitations in knowledge, skills, and behaviors through self-assessment and feedback from PTs and others.
- Develops and implements strategies to address identified limitations.
- Seeks further education in the use and delivery of interventions based on new evidence as it becomes available.
- Develops a career advancement plan based on interests, and career aspirations.

### 4.4 Duty

Demonstrate a commitment to meeting one’s obligations.

**The Graduate:**
- Demonstrates behaviors, conduct, actions, attitudes and values consistent with the roles, responsibilities, and tasks of the PTA.
- Facilitates each patient/client’s achievement of goals for function, health, and wellness, as directed in the plan of care.
- Preserves the safety, security, and confidentiality of individuals in all patient/client contexts.
- Participates in quality assurance/quality improvement activities in PT care.
- Promotes the profession of physical therapy.
- Provides student instruction and mentoring for other PTA students.

### 4.5 Integrity

Adhere to high ethical principles, including truthfulness, fairness, and doing what you say you will do.

**The Graduate:**
- Adheres to applicable laws regarding scope of work, payment policies and guidelines, institutional policies and procedures, and practice guidelines to ensure optimal patient/client care and fiscal management.
- Adheres to the highest standard of the profession for the PTA, including the Standards of Ethical Conduct for the PTA, Guide for Conduct of the PTA, state practice acts, and payment requirements.
- Demonstrates the ideals of the values-based behaviors of the PTA.
- Demonstrates honesty and trustworthiness in all interactions and relationships.
- Chooses employment situations that are congruent with ethical principles and work standards.
- Identifies ethical and legal concerns and initiate appropriate actions to address the concern.

### 4.6 PT/PTA Collaboration

Works with mutual respect within the PT/PTA team.

**The Graduate:**
- Educates the PT as needed about the roles, responsibilities, and appropriate utilization of the PTA in the PT/PTA team.
- Promotes a positive working relationship within the PT/PTA team.
- Demonstrate respect for the roles and contributions of both the PT and PTA.
- Seeks out opportunities to collaborate with the PT to improve outcomes in patient/client care.
- Works with the PT in educating consumers and other health care providers about physical therapy.
### 4.7 Responsibility
Accepts the roles, obligations, and actions of the PTA.

**The graduate:**
- Identifies strengths and limitations in knowledge and skill, and works within limitations of personal ability.
- Completes patient/client care and other tasks in a timely and efficient manner.
- Identifies, acknowledges and accepts responsibility for actions and errors when they occur.
- Communicates in a timely manner with others.

### 4.8 Social Responsibility
Promotes a mutual trust between the PTA as a member of the profession, and the larger public.

**The graduate:**
- Advocates for patient/client needs in the clinical setting.
- Demonstrates behaviors that positively represent the profession to the public.
- Promotes a healthy lifestyle, wellness, and injury prevention strategies in the community.
- Serves the profession and the community, including activities occurring in conjunction with work or outside of work.
- Advocates for changes in laws, regulations, standards, and guidelines that positively affect physical therapy and patient/client services.
Appendix B: APTA Standards of Ethical Conduct of the PTA

Standards of Ethical Conduct for the Physical Therapist Assistant

HOD 06-09-20-18 (Amended HOD 06-00-13-24; HOD 06-91-06-07; Initial HOD 06-82-04-08) [Standard]

Preamble

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life.

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.

Standards

**Standard #1:** Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.

1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.

1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapy services.

**Standard #2:** Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients/clients.

2A. Physical therapist assistants shall act in the best interests of patients/clients over the interests of the physical therapist assistant.

2B. Physical therapist assistants shall provide physical therapy interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/clients.

2C. Physical therapist assistants shall provide patients/clients with information regarding the interventions they provide.

2D. Physical therapist assistants shall protect confidential patient/client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.

**Standard #3:** Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.

3A. Physical therapist assistants shall make objective decisions in the patient's/client's best interest in all practice settings.

3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapy interventions.

3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient/client values.

3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.

3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient/client status requires modifications to the established plan of care.

**Standard #4:** Physical therapist assistants shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, other healthcare providers, employers, payers, and the public.

4A. Physical therapist assistants shall provide truthful, accurate, and relevant information and shall not make misleading representations.

4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (e.g., patients/clients, students, supervisees, research participants, or employees).

4C. Physical therapist assistants shall discourage misconduct by health care professionals and report illegal or unethical acts to the relevant authority, when appropriate.

4D. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the supervising physical therapist and the appropriate authority, subject to law.
4E. Physical therapist assistants shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.
4F. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.

**Standard #5:** Physical therapist assistants shall fulfill their legal and ethical obligations.

5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.
5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient/client safety.
5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.
5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.
5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

**Standard #6:** Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

6A. Physical therapist assistants shall achieve and maintain clinical competence.
6B. Physical therapist assistants shall engage in lifelong learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.
6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

**Standard #7:** Physical therapist assistants shall support organizational behaviors and business practices that benefit patients/clients and society.

7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.
7B. Physical therapist assistants shall not accept gifts or other considerations that influence or give an appearance of influencing their decisions.
7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients/clients.
7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.
7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients/clients.

**Standard #8:** Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.

8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.
8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.
8C. Physical therapist assistants shall be responsible stewards of health care resources by collaborating with physical therapists in order to avoid overutilization or underutilization of physical therapy services.
8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy.
Appendix C: Anticipated costs to earn the AAS-PTST degree and become a licensed PTA

Based on the KSU Regional Campus Tuition and Fees for Academic Year 2014-15

Ohio Residents: $258 per credit hour or $2,832 for 11-18 credit hours.
Non-Ohio Residents: $620 per credit hour or $6,812 for 11-18 credit hours or more per semester.
Additional fee of $84 per credit hour for non-PTST online courses.
Distance Learning Fee of $10 per credit hour
PTST Course/Program Fees: $12 per credit hour in selected courses.

Total costs per semester will vary, depending on academic load, courses previously completed, and the delivery method. Please note that tuition and fees are subject to change from one academic year to the next.

Summary of Expected Costs per Course

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<th>Additional Fees for Online Courses</th>
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*Students in the following counties are eligible for a tuition surcharge reduction: Brooke, Hancock, and Ohio counties in West Virginia; Allegheny, Beaver, Butler, Crawford, Erie, Lawrence, and Mercer counties in Pennsylvania. Contact financial aid for details.
Approximate Costs to complete all required courses on the PTST or PTST-ATT Roadmaps

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* PTST students may complete all coursework without taking online courses.

PTST Course Fees provide the following:
- Disposable lab supplies, PTST 10001, 10002, 10004, 20004, 20006
- Gait Belt & Goniometer, PTST 10001
- Nametag, PTST 11005
- CPI Web, PTST 11092, 22092, 23092
- Theraband Sample Pack, PTST 20004
- Exercise Pro Live, PTST 20004 & 20006
- Online Advantage exam, PTST 22007
- NPTE Review Course

PTST-ATT Course Fees provide the following:
- Disposable lab supplies, PTST 10010, 10001, 20006
- Gait Belt & Goniometer, PTST 10001
- Nametag, PTST 11005
- CPI Web, PTST 11092, 22092, 23092
- Online Advantage exam, PTST 22007

Other Expenses often incurred by students in PTST technical study:
- Recommended textbooks (Approximately $300)
- Physical examination and current immunizations (Cost varies by provider)
- CPR certification (Approximately $35-50)
- Clinical education expenses: Travel, uniform, meals, drug test, additional background checks
- Licensure Fees (Approximately $650)
- PTST-ATT students also incur travel, lodging and meal expenses to attend the six (6) required on-campus 3-day lab weekends each year.
**Appendix D: Academic and Program Calendars**

**University Academic Calendar 2014–2018**

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<td>July 11</td>
<td>July 16</td>
<td>July 15</td>
<td>July 14</td>
<td>July 13</td>
</tr>
<tr>
<td>Summer III Classes Begin</td>
<td>July 13</td>
<td>July 18</td>
<td>July 17</td>
<td>July 16</td>
<td>July 15</td>
</tr>
<tr>
<td>Summer II Classes End</td>
<td>Aug 1</td>
<td>Aug 6</td>
<td>Aug 5</td>
<td>Aug 4</td>
<td>Aug 3</td>
</tr>
<tr>
<td>Geauga Campus Commencement</td>
<td>Aug 14</td>
<td>Aug 19</td>
<td>Aug 18</td>
<td>Aug 17</td>
<td>Aug 16</td>
</tr>
<tr>
<td>Summer III Classes End</td>
<td>Aug 15</td>
<td>Aug 20</td>
<td>Aug 19</td>
<td>Aug 18</td>
<td>Aug 17</td>
</tr>
<tr>
<td>Kent Campus Commencements</td>
<td>Aug 15</td>
<td>Aug 20</td>
<td>Aug 19</td>
<td>Aug 18</td>
<td>Aug 17</td>
</tr>
</tbody>
</table>

1. State- or federal-designated holiday.
2. Thanksgiving: classes recessed Wednesday noon through Sunday; offices are closed Thursday and Friday.
3. Columbus Day, the second Monday in October, is a movable holiday, observed the day after Thanksgiving.
4. Presidents Day, the third Monday in February, is a movable holiday, observed contiguous with Christmas Day.
5. Kent State may operate on a holiday schedule during the last part of December. When that occurs, information will be communicated to faculty and staff and will also be posted at [www.kent.edu/hr/records/holiday-schedule.cfm](http://www.kent.edu/hr/records/holiday-schedule.cfm).
6. Spring Recess: no classes, offices are open.
7. Remembrance Day (May 4, 1970): final exams, classes or parts of classes recess from noon through 2 p.m.

*Last updated 28-Apr-14 T.Tillett*
### Technical Study Schedule: East Liverpool Campus PTST

<table>
<thead>
<tr>
<th>Term</th>
<th>Academic</th>
<th>Dates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring</strong></td>
<td>Application Deadline</td>
<td>May 1, 2015</td>
<td></td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td><strong>June 8 – August 15, 2015</strong></td>
<td>Must complete BSCI 11010 and PSYC 11762</td>
<td></td>
</tr>
<tr>
<td><strong>Fall + Finals</strong></td>
<td><strong>August 31 to December 20, 2015</strong></td>
<td>Must complete BSCI 11020, PTST 10000 and PTST 10009 in addition to critical PTST courses</td>
<td></td>
</tr>
<tr>
<td><strong>Fall + Finals</strong></td>
<td><strong>August 31 to December 20, 2015</strong></td>
<td>Must complete BSCI 11020, PTST 10000 and PTST 10009 in addition to critical PTST courses</td>
<td></td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td><strong>January 19 to May 15, 2016</strong></td>
<td>Must complete NURS 20950 in addition to critical PTST courses</td>
<td></td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td><strong>May 23 to August 20, 2016</strong></td>
<td>Full-time, 4 weeks</td>
<td>Recommend completion of Kent Core requirements</td>
</tr>
<tr>
<td><strong>Fall + finals</strong></td>
<td><strong>August 29 to December 18, 2016</strong></td>
<td>9 week classes</td>
<td></td>
</tr>
<tr>
<td><strong>Fall + finals</strong></td>
<td><strong>October 31 to December 9, 2016</strong></td>
<td>Full-time 6 weeks</td>
<td>FlashLine application available October - January</td>
</tr>
<tr>
<td><strong>Spring + finals</strong></td>
<td><strong>January 17 to May 14, 2017</strong></td>
<td>8 week classes</td>
<td></td>
</tr>
<tr>
<td><strong>Spring + finals</strong></td>
<td><strong>March 20 to May 5, 2017</strong></td>
<td>Full-time, 7 weeks</td>
<td></td>
</tr>
<tr>
<td><strong>Graduation</strong></td>
<td><strong>May 12, 2017</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td>KSU posts Degrees</td>
<td>June 19-22, 2017</td>
<td></td>
</tr>
<tr>
<td><strong>National PTA Examination</strong></td>
<td></td>
<td>July 2017</td>
<td></td>
</tr>
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</table>

*NOTE: Under certain circumstances, PTST students in Practicum courses are required to attend clinicals on days outside of the academic calendar. These circumstances may occur on scheduled or unscheduled campus closures or on days when classes are cancelled, but the campus remains open. Examples include: certain holidays, spring recess, snow days, and/or prior to the start of semesters.*
## Technical Study Schedule: Ashtabula Campus PTST

<table>
<thead>
<tr>
<th>Term</th>
<th>Academic</th>
<th>Dates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>Application</td>
<td>September 15, 2015</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deadline</td>
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<td></td>
</tr>
<tr>
<td><strong>Spring + finals</strong></td>
<td>Semester 1</td>
<td>January 19 – May 15, 2016</td>
<td>Must complete BSCI 11010, PTST 10000 &amp; PSYC 11762 in addition to critical PTST courses.</td>
</tr>
<tr>
<td></td>
<td>Classes</td>
<td>January 19 – May 8</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td></td>
<td>June 13 – August 20</td>
<td>Must complete BSCI 11020 and PTST 10009 in addition to critical PTST courses.</td>
</tr>
<tr>
<td></td>
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<td></td>
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</tr>
<tr>
<td><strong>Fall + finals</strong></td>
<td>Semester 2</td>
<td>August 29 – December 18, 2016</td>
<td>Must complete NURS 20950 in addition to critical PTST courses.</td>
</tr>
<tr>
<td></td>
<td>Classes</td>
<td>August 29 – December 11</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring + finals</strong></td>
<td>Semester 3</td>
<td>January 17 – May 14, 2017</td>
<td>Full-time, 4 weeks</td>
</tr>
<tr>
<td></td>
<td>Practicum in CE I</td>
<td>*January 17 – February 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classes</td>
<td>February 13 – May 7</td>
<td>11 week PTST classes</td>
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<tr>
<td></td>
<td></td>
<td>March 27 – April 2</td>
<td>Spring Recess</td>
</tr>
<tr>
<td></td>
<td>Apply for</td>
<td></td>
<td>FlashLine application available March – August.</td>
</tr>
<tr>
<td></td>
<td>Graduation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td></td>
<td>May 22 – Aug 19, 2017</td>
<td>Recommend completion of Kent Core requirements</td>
</tr>
<tr>
<td></td>
<td>Practicum in CE II</td>
<td>*May 22 – June 30</td>
<td>Full-time 6 weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall + finals</strong></td>
<td>Semester 4</td>
<td>August 28 – December 17, 2017</td>
<td>9 week classes. NOTE: Classes begin 1 week prior to the official University semester start date</td>
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<tr>
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<td>Fall Classes</td>
<td>August 21 – October 22</td>
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<tr>
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<tr>
<td></td>
<td>Practicum in CE III</td>
<td>*October 23 – December 8</td>
<td>Full-time, 7 weeks</td>
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<td></td>
<td>Capstone Week</td>
<td>December 11 – 15</td>
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<td></td>
<td>Graduation</td>
<td>December 15, 2017</td>
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<tr>
<td><strong>Spring</strong></td>
<td>KSU Posts Degrees</td>
<td>January 22-26, 2018</td>
<td>Earliest date to be licensed</td>
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<tr>
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<tr>
<td></td>
<td>National PTA Exam</td>
<td>January or April 2018</td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: Under certain circumstances, PTST students in Practicum courses are required to attend clinicals on days outside of the academic calendar. These circumstances may occur on scheduled or unscheduled campus closures or on days when classes are cancelled, but the campus remains open. Examples include: certain holidays, spring recess, snow days, and/or prior to the start of semesters.*
**Technical Study Schedule: PTST-ATT**

<table>
<thead>
<tr>
<th>Term</th>
<th>Lab Section I</th>
<th>Lab Section II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Deadline</td>
<td>February 1, 2016</td>
<td>February 1, 2016</td>
</tr>
<tr>
<td>PTST 10010 Online</td>
<td>May 16 – July 17 (10 wks)</td>
<td>May 23 – July 24 (10 wks)</td>
</tr>
<tr>
<td>PTST 10010 Midterm Lab</td>
<td>June 10 - 12</td>
<td>June 17 - 19</td>
</tr>
<tr>
<td>PTST 10010 Final Lab</td>
<td>July 15 – 17</td>
<td>July 22 - 24</td>
</tr>
<tr>
<td>Recommend non-critical courses PTST 10000, PTST 10009</td>
<td>July 18 – August 20 (Summer III)</td>
<td>July 18 – August 20 (Summer III)</td>
</tr>
<tr>
<td><strong>Fall</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 2 + finals</td>
<td>August 29 – December 18, 2016</td>
<td>August 29 – December 18, 2016</td>
</tr>
<tr>
<td>PTST 10001 Online</td>
<td>August 29 – December 4 (14 wks)</td>
<td>September 6 – December 11 (14 wks)</td>
</tr>
<tr>
<td>PTST 10001 Midterm Lab</td>
<td>October 14-16</td>
<td>October 21-23</td>
</tr>
<tr>
<td>PTST 10001 Final Lab</td>
<td>December 2-3</td>
<td>December 9-10</td>
</tr>
<tr>
<td>Recommend non-critical courses NURS 20950</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 3 + finals</td>
<td>January 17 – May 14, 2017</td>
<td>January 17 – May 14, 2017</td>
</tr>
<tr>
<td>PTST 20006 Online</td>
<td>January 17 to May 1 (14 wks)</td>
<td>January 25 to May 8 (14 wks)</td>
</tr>
<tr>
<td>PTST 20006 Midterm Lab</td>
<td>March 2-5 (Thur-Sun)</td>
<td>March 9-12 (Thur-Sun)</td>
</tr>
<tr>
<td>PTST 20006 Final Lab</td>
<td>April 21-23 (Fri-Sun)</td>
<td>April 28-30 (Fri-Sun)</td>
</tr>
<tr>
<td>PTST 20008</td>
<td>January 17 – May 14 (16 wks)</td>
<td>January 17 – May 14 (16 wks)</td>
</tr>
<tr>
<td>PTST 11092, Part-time Practicum I</td>
<td>January 17 - May 7 (10 hrs/wk)</td>
<td>January 17 - May 7 (10 hrs/wk)</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 21-27</td>
<td>March 21-27</td>
</tr>
<tr>
<td>Apply for Graduation</td>
<td>Application for summer graduation with an Associate Degree is available in Flashline February to May.</td>
<td></td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 4</td>
<td>May 15 – August 19, 2017</td>
<td>May 15 – August 19, 2017</td>
</tr>
<tr>
<td>PTST 22005 &amp; 22092 Practicum in CE II</td>
<td>*May 15- June 23 (Full-time)</td>
<td>*May 15 – June 23 (Full-time)</td>
</tr>
<tr>
<td>PTST 22007 &amp; 23092 Practicum in CE III</td>
<td>* June 26 – August 4 (Full-time)</td>
<td>* June 26 – August 4 (Full-time)</td>
</tr>
<tr>
<td>Graduation Date</td>
<td>August 18, 2017</td>
<td>August 18, 2017</td>
</tr>
<tr>
<td>KSU Posts Degrees</td>
<td>Transcripts with degrees posted are sent between September 25 - 28</td>
<td></td>
</tr>
<tr>
<td>PTA Licensure Exam</td>
<td>The October 2017 test date is the first available to ATT students. Students in states that require transcripts may not be eligible to sit until January.</td>
<td></td>
</tr>
</tbody>
</table>

* NOTE: Under certain circumstances, PTST students in Practicum courses are required to attend clinicals on days outside of the academic calendar. These circumstances may occur on scheduled or unscheduled campus closures or on days when classes are cancelled, but the campus remains open. Examples include: certain holidays, spring recess, snow days, and/or prior to the start of semesters.
Appendix E: Graduation Requirements

The Roadmaps for the AAS-PTST and AAS-PTST-ATT majors detail the requirements and recommended sequence to earn the degree. The academic advisor uses the GPS Audit system to monitor progression toward your, however, each student is responsible for ensuring they meet all graduation requirements.

The notes below provide general information about course schedules and graduation roadmaps. All students in PTST technical study should regularly consult with their academic advisory.

General Information
1. Destination Kent State - First Year Experience (US 10097) should be taken in the first semester and no later than the second semester. If a student transfers more than 24 credit hours from another university, this course is not required.
2. General Psychology (PSYC 11762) is a pre-requisite and must be taken prior to Human Growth and Development (NURS 20950)
3. Non-critical courses may be taken prior to the scheduled semester.
4. Critical (!) PTST courses must be taken at Kent State University in the semester they are scheduled. These courses may not be taken out of sequence.
5. KENT CORE general education requirements
   a. Must be selected from the approved course list
   b. Must be completed prior to graduation
   c. Students with a previously earned undergraduate degree (Bachelor’s) receive credit for all Kent Core Requirements.

AAS-PTST Roadmap:
1. Semesters Two, Three and Four are a combination of lectures, labs and practicums that require students to be in class 4-5 days per week.
2. East Liverpool students take PTST 11092 Clinical Education Practicum I in the summer between Semester Two and Three.
3. Ashtabula students take PTST 22092 Clinical Education Practicum II in the summer between Semester Three and Four.

AAS-PTST-ATT Roadmap
1. PTST 10010 establishes competency in baseline knowledge that was acquired when completing a previous academic degree in Athletic Training. Students receive six (6) additional credit hours upon completion of this course with a C or better.
This roadmap is a recommended semester-by-semester plan of study for this major. However, courses and milestones designated as critical (I) must be completed in the semester listed to ensure timely graduation.

### Critical Course Subject and Title

<table>
<thead>
<tr>
<th>Critical</th>
<th>Course Subject and Title</th>
<th>Credit Hours</th>
<th>Min. Grade</th>
<th>Major GPA</th>
<th>Attribute</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>First Summer Term [13 Credits]</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>I</td>
<td>ATTR 2005 Human Anatomy and Physiology I 1,2</td>
<td>3</td>
<td>C</td>
<td>KGS</td>
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</tr>
<tr>
<td>I</td>
<td>ENSC 2005 Human Anatomy and Physiology II 1,2</td>
<td>3</td>
<td>C</td>
<td>KGS</td>
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<tr>
<td>I</td>
<td>PSYC 1172 General Psychology 1</td>
<td>3</td>
<td>C</td>
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<tr>
<td>I</td>
<td>US 10007 Destination Kent State: First Year Experience 2,3</td>
<td>1</td>
<td>C</td>
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<tr>
<td>I</td>
<td>Kent Core Requirement</td>
<td>3</td>
<td>C</td>
<td></td>
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<tr>
<td>I</td>
<td>Kent Core Requirement</td>
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<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester One [14-18 Credits]</td>
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</tr>
<tr>
<td>Note: Non-critical courses may be taken in varied order prior to acceptance into technical study. Students may only complete critical (I) courses after applying and being accepted into technical study.</td>
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<td>PTST 20001 Therapeutic Communications in Physical Therapy 4</td>
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<tr>
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<td>HLTH 14000 Medical Terminology 9</td>
<td>1-3</td>
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<td>PTST 10001 Principles of Patient Care in Physical Therapy 10</td>
<td>3</td>
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<tr>
<td>Semester Two [14 Credits]</td>
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<td>I</td>
<td>PTST 10004 Physical Therapy Procedures I 12</td>
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<td>I</td>
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<tr>
<td>I</td>
<td>NURS 20900 Human Growth and Development for Health Professionals</td>
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<td>Semester Three [13 Credits]</td>
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<td>PTST 22092 Clinical Education Practicum II 1</td>
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<tr>
<td>Semester Four [12 Credits]</td>
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<tr>
<td>I</td>
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<tr>
<td>I</td>
<td>PTST 20006 Clinical Conditions III 15</td>
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<td>I</td>
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<td>I</td>
<td>Kent Core Requirement</td>
<td>3</td>
<td>C</td>
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### Graduation Requirements Summary

<table>
<thead>
<tr>
<th>Minimum Total Hours</th>
<th>Minimum Major GPA</th>
<th>Minimum Overall GPA</th>
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<td>66</td>
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1. Students who have successfully completed ENSC 2000 Biological Structure and Function may use this course in place of ENSC 11020 Foundational Anatomy and Physiology I. They are still required to take ENSC 11010 Foundational Anatomy and Physiology I. Students who have successfully completed ATTR/ENSC 2005/2005 Biological Structure and Function may use these courses in place of ENSC 11010/11020 Foundational Anatomy and Physiology I.

2. Ashland students may take this course in Semester One.

3. ENSC 2005 is not required of transfer students with 25 credits (excluding College Credit Plus and dual-enrollment) or students age 21+ at time of admission.

4. Permission of the director required for registration.

5. Ashland students may take this course in the summer between Semester One and Semester Two.

6. East Liverpool students complete this requirement in the summer between Semester Two and Semester Three.

7. Ashland students complete this requirement in the summer between Semester Three and Semester Four.

Page 1 of 2 | Last Updated: 22-Apr-15#US
This roadmap is a recommended semester-by-semester plan of study for this major. However, courses and milestones designed as critical (□) must be completed in the semester listed to ensure a timely graduation.

**Critical Course Subject and Title** | **Credit Hours** | **Min. Grade** | **Major GPA** | **Attribute** | **Notes**
---|---|---|---|---|---
**Semester One [16-20 Credits]**
Kent Core Requirements | 21 | | | |  
IS 10092 Destination Kent State: First Year Experience 1 | 1 | | | |  
**Note:** Students must apply and be accepted to the Athletic Trainers Transition concentration. Admission is limited to previous undergraduate students who are current Board Certified Athletic Trainers.

| I | PTST 10010 Transitions in Physical Therapy 2, 3 | 6 | C | |  
| I | Upon successful completion of PTST 10010, certified athletic trainers receive transfer credit for PTST 28003 (2) and PTST 28004 (4) | 6 | | |  
| I | HED 14030 Medical Terminology or PTST 10009 Medical Terminology | 1-3 | C | |  
| I | PSYC 11750 General Psychology | 3 | C | D/DKBS |  
| I | PTST 10001 Principles of Patient Care in Physical Therapy 3 | 4 | C | |  
| I | PTST 10003 Clinical Conditions I | 2 | C | |  
| I | PTST 11005 Physical Therapy Practice | 1 | C | |  
| I | PTST 20001 Therapeutic Communications in Physical Therapy | 1 | C | |  
| I | PTSE 10001 Introduction to Physical Therapist Assistant | 2 | C | |  
| I | PTST 11092 Clinical Education I | 1 | S | ELR |  
| I | PTST 20006 Physical Rehabilitation Procedures 2 | 4 | C | |  
| I | PTST 20008 Clinical Conditions II | 2 | C | |  
| I | NURS 28550 Human Growth and Development for Health Professionals | 3 | C | |  
| I | PTST 20096 Physical Therapy Seminar | 1 | C | |  
| I | PTST 22007 Physical Therapy Capstone | 1 | C | |  
| I | PTST 22092 Clinical Education Practicum II | 2 | S | ELR |  
| I | PTST 22092 Clinical Education Practicum III | 2 | S | ELR |  

**Graduation Requirements Summary**

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1. US 10097 is not required of transfer students with 25 credits (excluding College Credit Plus and dual-enrollment) or students age 21+ at time of admission.
2. Course limited to Board Certified Athletic Trainers accepted to the Athletic Trainers Transition concentration.
3. Course requires two 3-day lab weekends on the Athens Campus.

All PTST courses require the minimum C (2.000) grade in theory and a "passing" designation in the clinical and laboratory components to progress to the next course in the program sequence.

**Attribute Legend:** DD Diversity-Domestic; DG Diversity-Global; ELR Experiential Learning; KAD Kent Core Additional; KBS Kent Core Basic Sciences; KCM Kent Core Composition; KFA Kent Core Fine Arts; KHI Kent Core Humanities; KMC Kent Core Mathematics and Critical Reasoning; KSS Kent Core Social Sciences; WIC Writing Intensive

Please read the sections in the University Catalog on **Kent Core, diversity, writing intensive and the experiential learning requirements**.