

**Physical Therapist Assistant Program
Norwalk Community College
Admissions Point System**

All PTA program applicants are ranked according to the admissions point system. The point system is as follows:

Category	Requirement	Points
Professionalism	Applicant filled out application correctly (5 points)	
	Applicant submitted all required application documents on time (5 points)	
	Interview ³ section on professionalism (25 points maximum)	
	Interview ³ section on motivation/initiation (25 points maximum)	
Endorsement from the Community	Three letters of recommendation ¹ (maximum of 28 points for each letter/form)	
	Total points for letter #1 ¹	
	Total points for letter #2 ¹	
	Total points for letter #3 ¹	
Communication Skills	Faculty Advisement Session (5 points for completing)	
	Essay ² – on application <ul style="list-style-type: none"> • Thoughts are clear and organized (10 points) • Submitted in typewritten, black ink format (10 points) 	
	Essay ² – in house <ul style="list-style-type: none"> • Thoughts are clear and organized (10 points) • Hand writing is legible (10 points) 	
	Interview ³ section on communication (25 points maximum)	
	Interview ³ section on problem-solving (25 points maximum)	
Academic Ability	Overall GPA (quality points ⁶ multiplied by 10)	
	Essay ² – on application <ul style="list-style-type: none"> • No spelling errors (10 points) • No grammatical errors (10 points) 	
	Essay ² – in house <ul style="list-style-type: none"> • No spelling errors (10 points) • No grammatical errors (10 points) 	
Community Service	Community service activities (maximum of 30 points ⁴)	
Insight into Profession	Volunteer or paid experience in physical therapy environment <ul style="list-style-type: none"> • 0 points if less than 40 hours documented • 10 point for minimum of 40 hours • 15 points for exceeding 40 hours by more than 50% (>60 hours) • 20 points for exceeding 40 hours by more than 100% (>80 hours) 	
Other	Other ⁵ – applicant-provided (maximum of 10 points)	
	Total (maximum of 379 points)	

The students with the top 24 scores on the admissions point system will be offered enrollment into the PTA program. In the event of a tie, the PTA program advisory board will be given the candidates' information excluding their names and hold a vote to break the tie. The remaining candidates will be placed on a waiting list in ranked order. If accepted candidates decide not to enroll in the program, then candidates on the waiting list are notified of the opening starting with the highest ranked candidate.

Explanation of Points Categories

¹Letters of Recommendation

- This packet provides three copies of the Reference Letter form. At least one reference must be from a credible source in the physical therapy profession. The applicant is responsible for ensuring that letters of reference arrive by the application deadline. It is suggested that you provide the person providing the reference with a self-addressed stamped envelope for him or her to return the reference form to you. All three Reference Forms must be submitted with your application.
- Each of the seven areas the individual providing the reference will comment on are assigned points as per the table below. The seven areas are:
 - intellectual ability
 - communication/listening skills
 - critical thinking skills
 - initiative/motivation
 - moral/ethical behavior
 - professionalism
 - compassion/caring
- Keep in mind that you receive zero points if the individual providing the reference has “no basis” for judging you in a particular category. It is therefore highly recommended that you ask individuals for references only if they feel comfortable commenting on all of the areas listed on the form.

Rating	Points
No basis	0
Below average	1
Average	2
Above average	3
Superior	4

²Essays shall be read by members of the PTA program advisory board with the students' names removed. Grading of the application essay is as follows:

- Organization/clarity 10 points
- Spelling 10 points
- Grammar 10 points
- Typewritten/black ink 10 points
- One point will be removed for each spelling and grammatical error
- The PTA program advisory board members will base organization and clarity on the following rubric:

0 points	• Application and in-house essays do not appear to be written by the same person
2 points	• Essay lacks any discernible organization
4 points	• Essay is confusing or disjointed • Essay does not answer question being asked
6 points	• Essay is clear in most paragraphs, but does not flow well from one paragraph to the next
8 points	• Message of the essay is clear and the question is answered

	<ul style="list-style-type: none"> • A few minor instances of reduced clarity or organization
10 points	<ul style="list-style-type: none"> • Essay is complete, logical and flows well • Message is delivered clearly throughout

³The top 36 ranked students will be asked to participate in an interview. Details about the interview process are provided prior to the interview.

⁴Community Service is time volunteered that benefits your community. The PTA program is committed to enrolling and graduating individuals that meet PTA Program Goal #6, which states that our students and graduates will, “display compassion, caring, altruism and social responsibility, not only as a PTA, but as citizens of both Fairfield County and the larger community.” To that end, points are awarded for a history of community service during the application process. These hours are separate from the admissions requirement that involves volunteer (or paid) experience in a physical therapy environment. Community service activities include unpaid volunteering for organizations that benefit the community such as Meals on Wheels or Habitat for Humanity. Other community service activities may involve your place of worship, mentoring, school programs, youth organizations, police and/or fire department, and the elderly. If you have any questions about community service, please ask for clarification from a member of the PTA administration.

- length of history of community service (15 points)
 - one year history of community service prior to application = 5 points
 - two year history of community service prior to application = 10 points
 - >three year history of community service prior to application = 15 points
- frequency/consistency of community service (15 points)
 - 1-2 events/hours per year = 5 points
 - 3-5 events/hours per year = 5 points
 - >5 events/hours per year = 5 points

⁵Other (applicant-provided)

- If the advisory board determines that the candidate has exemplary prior experience (i.e., published work, research, presentation at national conference), which should be given extra consideration, the Advisory Board may assign additional points (maximum of 10) based on applicant-provided information on the application

⁶Quality Points

Grade	Points	⁶ Quality points
A	93+	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	<60	0.0