Physical Therapy (PTCAS) Application Walkthrough 2020-2021

Application opens June 17, 2020
Submission of application begins July 1, 2020
Introduction

• This presentation is meant to be a resource for you as you go through the PTCAS application process
• It does not cover all aspects of the application
• Not all programs require application through PTCAS
• Do your own research on individual program requirements, deadlines, supplemental application documents and fees
• Review the PTCAS application website for more information
Important Resources

- The [PTCAS program directory](#) provides a list of all PT programs in the country
- [PTCAS Fee Waiver](#) program. This is limited on a first-come, first-serve basis, and only provides a waiver for application to one program.
- [Applicant help center](#)
- List of participating [program deadlines](#)
PTCAS Fee Waiver

• Based on income level
• Submit as soon as you are ready to apply
• Must submit **before** you submit PTCAS application
• Only valid for 14 days (you must submit your application within 14 days of receiving the waiver)
• Must provide tax return documents (yours or parents)
Before you apply

Make sure that you...

• Have completed all prerequisite courses, or have a plan to complete them
• Have taken the GRE, or plan to take the GRE
• Have completed shadowing hours
• Contacted evaluators to request letters of recommendation
• Written a draft of your personal statement, met with Writing Center to review
•Compiled your resume
• Have copies of unofficial transcripts from all schools you attended (including community college)
PTCAS application status

• Application status
  • Received: PTCAS has received your application and is waiting for transcripts to arrive
  • Complete: Your transcripts have been received by PTCAS and is in queue to be verified
  • Verified: Your transcripts have been verified by PTCAS. Your application, together with transcripts is now available for programs to view. Programs may choose to process and review your application at this time

• Your status can be viewed from the PTCAS applicant dashboard
Create an account on PTCAS

- Go to the [PTCAS login page](#): 
- Click “Create an Account”
- If you applied in an earlier cycle, you can sign in with your previous username and password
Re-applying/Restarting application

• If you are a re-applicant, or created an account in a previous cycle, you will be asked if you want to restart your application
  • You should keep your existing application as far as possible to prevent processing delays

• Decide if you want to keep existing data
  • You can keep coursework, demographic information, test scores, transcripts
  • Letters of evaluation, essays, program specific requirements will not be copied
  • Allow up to 24 hours for the information to be copied over
Add Programs

- You must select at least one PT program to apply to.
  - You have the option of skipping this section for now, but we recommend that you do this at this point
  - Add all programs you plan to apply to at this point
  - You can add more, or remove programs before submitting application
  - After submitting application, you can only add new programs

1. Search program name

2. Click the “+” to add program to your list
Review Selections

• Once you have added all the programs you need, review the list of programs to make sure it is complete

• Click “Continue to My Application” to proceed
Application fee

• First program: $155
  • Additional program: $60 each

• We recommend applying to 5 or 6 schools
  • Total application fee: $375-$430

• Note: some schools require a supplemental application fee and is **not included** in the PTCAS application fee

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<thead>
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<th>Number of PA programs</th>
<th>2020-2021 PTCAS application fee</th>
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<tr>
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<td>$705+</td>
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Applicant dashboard

• After selecting your programs, you will be taken to the applicant dashboard with 4 quadrants

• Complete each of the 4 quadrants accordingly
Personal information

• You will provide background and demographic information

• Proofread your application and ensure that all information is entered correctly
  • Alternate names: List all names used, such as maiden name, or different forms of your last name
  • Date of birth: Make sure this is accurate

• Accurate information will help in processing of GRE scores, transcripts and documents required by individual programs (if any)
Contact Information

• Email address: provide the email that you check regularly so you do not miss communication from programs

• Current and Permanent address: If accepted, some programs will mail you an acceptance packet. While there are no guidelines for entering addresses, please ensure that you have access to mail at these addresses for the duration of the admission cycle
Other information

• Answer these questions truthfully
• Academic infraction
  • You will be given an opportunity to explain any disciplinary action or academic probation
PTCAS release statement

• You must review and respond to the following to proceed with your application:
  • PTCAS applicant user agreement and release
  • Advisor release
    • Yes: Allows PTCAS to release certain information to Pre-Health advisors
  • We strongly encourage you to do so, so we can help you and future applicants
Academic history

• Start with the colleges attended section first
  • Enter all colleges you attended, including community college for dual-credit, even if you have transferred credits into UH or another institution

• Omission of any institution will result in a delay in the processing of your application
Transcripts

• All transcripts must be sent to PTCAS
  • Do not send any transcripts to the programs you are applying. They will not be processed by the program and will not be forwarded to PTCAS
• One copy for each institution you attended
• Click order
  • If submitting electronic transcripts: select vendor before proceeding
  • If submitting by mail: Transcript ID form must be submitted with each transcript
• UH transcripts
  • We strongly recommend using the electronic transcripts option
  • Select Credentials Solutions as vendor
Ordering UH transcripts

- Select “Credential Solutions”
- Click “Visit Credential Solutions Now”
- Search for University of Houston
- Select “Order PDF Transcripts”
Transcripts

• It is your responsibility to verify that all transcripts have been received by PTCAS
  • Allow 7-10 business days for transcript requests to be processed
  • Contact UH or other institutions if it has been 10 days and your transcripts have not been received

• PTCAS will not let you know if transcripts are pending

• You can review status of your transcripts on the Applicant Dashboard
Transcript FAQ

• Can I submit my application before I submit transcripts?
  • Yes. However, PTCAS will not process your application until all transcripts have been received.

• If transfer credit is listed on the transcript of my primary institution, do I need to submit transcripts from each school?
  • Yes. Failure to provide transcripts from every school will lead to a delay in PTCAS processing your application.

• How do I submit transcripts for planned or in-progress coursework?
  • Courses that are in-progress will be listed accordingly on your official transcript.
  • If you signed up for summer and fall courses before requesting transcript, they will show up on your transcript.

• Can programs view my transcript?
  • Yes. Programs can view your transcript if they choose to. However, you are still required to send a copy of your official transcript to a program, or provide follow up information if requested.
Transcript FAQ

• What if I attended an overseas institution?
  • Do not send these transcripts to PTCAS
  • Use a credential evaluation service like WES and request for a course-by-course evaluation
  • Evaluation is sent directly to PTCAS
  • See PTCAS help page for more information

• What about Study Abroad credits?
  • If your study abroad credits were transferred to UH, you will provide the transcript from UH and enter courses accordingly
  • If they do not transfer to UH or do not reflect grades or specific coursework, follow instructions for submitting international transcripts
Transcript Entry

- You will be given the option of Professional Transcript Entry (PTE) or entering it yourself
- Select the applicable option
- See next slide for more information on PTE

* Would you like to use Professional Transcript Entry?

- [ ] Yes, I'd like to have my transcripts entered
- [ ] No thanks, I'll handle it myself

Continue
Professional Transcript Entry (PTE)

- PTCAS provides this service to applicants who do not want to enter courses themselves
  - 1-3 transcripts: $69
  - 4-6 transcripts: $95
  - 7 or more transcripts: $145
- This services does not cover
  - Planned and in-progress coursework
  - Coursework taken outside the US
- Takes up to 10 business days to complete in addition to 2 to 4 week verification period
  - Plan ahead if using this service
- You will be given opportunity to review entry and make changes
- Any manual changes to coursework (including planned and in-progress coursework) can only be done after verification process
Transcript Entry

• If you decide to enter your own grades..
  • Refer to your unofficial transcript for this section
  • **Do not** attempt to do this from memory
  • You must enter each course exactly as it is shown on your transcript, including those you failed, repeated, and withdrew from.
  • All coursework must be entered
  • AP, IB, CLEP credit must be entered under the first semester you attended the institution.
  • Enter “CR” as the grade
  • Use N/A if there is no course number or prefix
Transcript Entry

- First complete the required sections on top of the page
- Click “Save” to proceed
- Click “Add a Course” to begin adding courses
Transcript Entry

- Enter the course code, title, credits and grade accordingly.
- CAS grade will populate accordingly after entering the grade.
- Lab and lecture should be added separately.
Review and finalize transcripts

- Once you have entered **all** your coursework from **all** colleges you attended, click “Review and Finalize My Transcripts”
- You will be given an opportunity to confirm AP credit, repeated coursework, honors coursework and study abroad credits
Repeated coursework

- You will be asked if you repeated any classes
- Courses that you withdrew from and then retook is not considered a repeat
- Mark all attempts as repeat
AP/IB/CLEP credits

- If you obtained AP credits, you will list the grade as CR
- Confirm AP credits under the Transcript Review section
AP/IB/CLEP credits

- Click the “+” next to any courses you received AP/IB/CLEP credit for.
Study abroad coursework

- Enter study abroad coursework accordingly during transcript entry
- You will confirm them in the transcript review section
- Click the “+” next to any study abroad courses you have taken
Honors coursework

- Enter Honors coursework accordingly during transcript entry
- You will confirm them in the transcript review section
- Click the “+” next to any Honors courses you have taken
## In progress coursework

- All planned coursework must be indicated on the transcript entry
- Select “In progress/planned” under completion status

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<tr>
<th>TERM</th>
<th>YEAR</th>
<th>ACADEMIC STATUS</th>
<th>COMPLETION STATUS</th>
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<tr>
<td>Fall</td>
<td>2020</td>
<td>Senior</td>
<td>In Progress/Planned</td>
</tr>
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</table>
Standardized tests

• Check with programs where to send scores
  • Some programs will require you send them scores directly
  • Others will receive through PTCAS
  • Make sure that you know the test-taking deadlines and score-reporting deadlines of programs

• If scores are sent directly to program, you can self-report test score through PTCAS

• Can add tests taken and tests planned
Standardized tests

• To add a test taken
  • Note: this counts as self-reporting your and is **not** considered an official test score
Standardized tests

• Enter the information requested
• All scoring information can be found on your GRE score report
• If you plan to re-take a test, or have not taken the GRE at the point of submitting your application, select “No” and enter the required information
Reporting GRE scores

• If the program accepts scores directly from PTCAS, review the codes on this page for each program.

• If the program requires you to send them scores directly, verify the code on the respective program website:
  • Log into your GRE account, click “Send additional score reports”
  • Key in the code under “Score Recipient Name and Code”
  • Click and verify that it is the correct program/PTCAS code
  • Click “Add to cart and checkout”
Supporting information: References

• Before you begin:
  • Ensure you have verified the reference requirements for each program
  • You have contacted your references to get their consent
  • Inform your references that an email with a link will come from PTCASinfo@PTCAS.org

• PTCAS will accept a maximum of 5 references
1. Click References to begin

2. Click to enter Evaluator’s information
Supporting information: Observation Hours

• This section is where you will include all of your Observation hours
  • Make sure that any planned observation hours are included in this section
  • Not all programs require verification, if you are applying to schools which require verification, choosing the appropriate option will verify your hours for all schools
Supporting information: Experiences

• This section is where you will include all of your experiences including:
  • Research
  • Work
  • Leadership
  • Co-curricular activities
  • Volunteer
  • Teaching
Achievements

• Use this page to include any academic achievements such as scholarships, Dean’s list, publications.
Personal statement

• Brief essay on why you are interested in becoming a PT
  • Do not exceed maximum length
  • Proofread: Make sure someone else has read it and you have corrected for any errors
  • Make an appointment with Writing Center for help
COVID-19 transcript hardships

• Some students may experience a delay in providing official transcripts to students
• University of Houston is not reporting any delays in providing official transcripts
• Make sure that you check with other institutions you have attended to be sure they are able to send transcripts in a timely manner
• If they are not able to do so, you will indicate the institution name under this section
• You are still required to upload unofficial transcripts under “Documents”
Program specific

• Some programs have more specific requirements such as an additional essay, or additional questions

• Be sure that you have completed every section for each program you are applying to

• Some programs will require:
  • Prerequisites: You will match the courses you have taken to the prerequisites required for the program
  • Resume
  • Other documents
Program specific

• The following is an example of one program. Other programs may have different requirements or pages.
Program specific - Home

• Make sure you review all the information listed here

Thank you for your interest in our Doctorate of Physical Therapy program at the University of Texas Medical Branch!

The Department of Physical Therapy in the School of Health Professions prides itself in preparing students for a successful career as a licensed physical therapist through sound academics and well rounded clinical education. We contribute to the mission of our University and strive to "improve health for the people of Texas and around the world."
Program specific - Questions

• Respond to all questions listed on this page
Program specific - prerequisites

• Most programs will include a page for you to match courses taken to prerequisite classes
• Make sure that your prerequisite classes are coded correctly under “Subjects” in the Transcript entry section
• Note: Transcript review must be finalized before this step can be completed
Program specific - prerequisites

1. Select the appropriate prerequisite category

Select Your Biology / Biological Science Course

2. Check the appropriate class and corresponding lab

Note: Include all repeated attempts
Submit application

• You have the option of submitting all applications at once or only submitting selected applications

• If submitting selected applications, you will click the “Submit” button for each program

• Clicking “Submit All” will submit applications for all programs

• Application fees are non-refundable
Checking application status

• Clicking the “Check Status” link will allow you see whether transcripts and test scores (if sent through PTCAS) have been received
• It will also let you know when your application has been verified