UNIVERSITY of HOUSTON

Physical Therapy (PTCAS) Application Walkthrough 2020-2021

Application opens June 17, 2020

Submission of application begins July 1, 2020

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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 <u>PTCAS application website</u> for more information

Important Resources

- The <u>PTCAS program directory</u> provides a list of all PT programs in the country
- <u>PTCAS Fee Waiver</u> program. This is limited on a first-come, first-serve basis, and only provides a waiver for application to **one program**.
- <u>Applicant help center</u>
- 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)



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)

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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 <u>PTCAS login page</u>:
- Click "Create an Account"
- If you applied in an earlier cycle, you can sign in with your previous username and password

Welcome to PTCAS

Welcome!

The Physical Therapist Centralized Application Service (PTCAS) is a service of the American Physical Therapy Association (APTA). PTCAS simplifies the DPT application process by allowing you to apply to multiple programs with only one application. Sign in with your username and password below. First time here? Select Create an Account to get started.

	1 Username]
	Password	5
Ł	Sign In	
	Create an Account	
STATE OF	Forgot your username or password? Reapplying to PTCAS?	

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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 Add Program	program name	
Add	Program Selected Prog	rams texas medļ		Q Y Filters	
Add	Program	Program Start Date	City	State	Deac
UNIV	ERSITY OF TEXAS MEDICAL BRANC	H AT GALVESTON, THE			
at +	Doctor of Physical Therapy	8/30/2021	Galveston	ТХ	11/0
UNIV	ERSITY OF TEXAS SOUTHWESTER	MEDICAL CENTER AT DALLAS			
+	Door of Physical Therapy	5/17/2021	Dallas	ТХ	11/0
			Shin for Nov		
	2. Click	the "+" to add	program to yo	our list	

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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



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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

Number of PA programs	2020-2021 PTCAS application fee
1	\$155
2	\$210
3	\$265
4	\$320
5	\$375
6	\$430
7	\$485
8	\$540
9	\$595
10	\$650
11+	\$705+

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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



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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)



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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

Contact Information

Enter your contact information in this section. Keep this information up-to-date throughout the application process. <u>Click here</u> for more information.

You can edit this section after you submit your application.

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	maneares	required	THORN ST	-

Current Address

* Country / Territory	Select a Country	~
* Street Address 1		۵
Street Address 2		
* City		
* State/Province	Select a State/Province	\sim
* County	Select a County	~
* Zip/Postal Code		
Approximate Date through which current address is valid	MM/DD/YYYY	
* Is this your permanent address?		
Yes O	No	

Other information

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

Academic Infraction	
* Have you ever been disciplined by any college, university, or professional school for: (1) unacceptable academic performance (academic probation, suspension, dismissal, etc.) or (2) conduct violations?	
Yes No	
* If you answered "Yes" to the previous question, you must provide an explanation. Include 1) a brief description of the incident and/or arrest, 2 specific charge made, 3) related dates, 4) consequence, and 5) a reflection on the incident and how the incident has impacted your life.)
0 word 0/50	0

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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



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Academic history

- Start with the colleges attended section first
 - Enter all colleges you attended, including community college for dualcredit, 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



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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

Colleges A	ttended
Report all institutions attended, regardles	ss of:
Their relevance to the programsWhether the coursework completion	you're applying to, and ted there was transferred to another institution.
Also, report each institution only once, re more information.	egardless of the number of degrees earned or gaps in the dates of attendance. <u>Click here</u> for
Once you submit your application, you ca universities.	annot edit y whered colleges and universities, but you can add new colleges and
Information for Applicants Impacted by C to obtain official transcripts from all of the PTCAS is granting some applicants an a believe you need this exception, please t	COVY CAS understands that as a result of COVID-19, some applicants may not be able and universities they have attended. To assist applicants with this this hardship, and allowing them to upload unofficial transcripts for their PTCAS application. If you <u>COVID-19 Transcript Hardships</u> page.

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Ordering UH transcripts

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

Order Your Official Transcript

University Of Houston University Park

Select how you want to order your official transcript.

Option 1: Order an Electronic Transcript

Option 2: Order a Mailed Paper Transcript

First, confirm with your school that they participate in one of the following e-transcript services. Then select their preferred service to order your transcript. If you cannot find your school in these services, please use Option 2 to order a paper transcript.



I Will Do This Later I Ordered My Transcript

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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.

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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 <u>PTCAS help page</u> for more information
- What about Study Abroad credits?
 - If your study aboard credits were transferred to UH, you will provide the transcript from UH and enter courses accordingly

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• If they do not transfer to UH or do not reflect grades or specific coursework, follow instructions for submitting international transcripts

- 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



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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

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- 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.

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- Enter "CR" as the grade
- Use N/A if there is no course number or prefix

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

Transcript Entry

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Fall August 2017 - Still Attending



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- 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

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Fall August 2017 - Still Attending



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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

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Transcript Review

Ready to finalize your transcripts? First, preview each transcript to ensure you have entered all of your coursework exactly as it appears on your transcripts.

Next, continue to Transcript Review to finalize this section of your application. You will be asked to identify additional attributes about your coursework, so keep your transcripts handy.

Review & Finalize My Transcripts

Repeated coursework

- You will be asked if you repeated any classes
- Courses that you withdrew from and then retook is not considered a repeat

2 COURSES SELECTED

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PARK Transcript

• Mark all attempts as repeat

	I am Done, Continue					
SITY 2						
	I Am Not Adding	Any Repeated	Courses			
	Fall 2017					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
	+ BIOL 1361	Introduction t	Biology	3.00	B+	
	+ СНЕМ 1331	Fundamentals	Chemistry	3.00	CR	
	BIOL 1362	Introduction t	Biology	3.00	D X	
	Summer 1 2018					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
	+ PHIL 1003	Introduction t	Philosophy	3.00	В	
	Spring 2020					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
	+ СНЕМ 3332	Honors Organ	Chemistry	3.00	В	
	BIOL 1362	Introduction t	Biology	3.00	в 🗙	

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AP/IB/CLEP credits

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

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Fall August 2017 - Still Attending

* Indicates required field



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AP/IB/CLEP credits

 Click the "+" next to any courses you received AP/IB/CLEP credit for

I Am Not Adding Any Advanced Placement Courses

Fall 201	.7					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
+	BIOL 1361	Introduction t	Biology	3.00	B+	
+	CHEM 1331	Fundamentals	Chemistry	3.00	CR	
+	BIOL 1362	Introduction t	Biology	3.00	D	
Summe	er 1 2018					

Summer	r 1 2018					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
+	PHIL 1003	Introduction t	Philosophy	3.00	В	

Spring 2	2020					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
+	CHEM 3332	Honors Orgar	Chemistry	3.00	В	
+	BIOL 1362	Introduction t	Biology	3.00	В	

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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

ummer 1 2	2018 Sophomore								
COURSE COD	E * COURSE TITLE		☆ SUBJECT				* CREDITS	* CREDITS * GRADE	* CREDITS * GRADE CAS GRADE
PHIL 1003	Introduction to Philosop	h	Philosophy				3.00	3.00 B	3.00 B B
			1						
I Am I	Not Adding Any Study Abroa	d Courses							
Fall 201	7								
	COURSE CODE COURSE TITLE	SUBJECT	CREDITS	GRADE	-				
+	BIOL 1361 Introduction t	Biology	3.00	B+					
+	CHEM 1331 Fundamentals	Chemistry	3.00	CR					
+	BIOL 1362 Introduction t	Biology	3.00	D					
Sum <u>m</u> e	r 1 2018								
	COURSE CODE COURSE TITLE	SUBJECT	CREDITS	GRADE		J			
+	PHIL 1003 Introduction t	Philosophy	3.00	В			K	k	k
Spring	2020	_	_						
	COURSE CODE COURSE TITLE	SUBJECT	CREDITS	GRADE					
+	CHEM 3332 Honors Organ	Chemistry	3.00	В					
+	BIOL 1362 Introduction t	Biology	3.00	в					

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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

I Am Not Adding Any Honors Courses

BIOL 1362 Introduction t

Fall 201	7				
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	BIOL 1361	Introduction t	Biology	3.00	B+
+	CHEM 1331	Fundamentals	Chemistry	3.00	CR
+	BIOL 1362	Introduction t	Biology	3.00	D
_				_	
Summe	r 1 2018				
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	PHIL 1003	Introduction t	Philosophy	3.00	В
_	_	_		_	
Spring 2	2020				
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	CHEM 3332	Honors Organ	Chemistry	3.00	В

Biology

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В

3.00

In progress coursework

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



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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 selfreporting your and is **not** considered an official test score

GRE	
Add Test Score	
TOEFL	
Add Test Score Click here to add test score	
+ Add a Standardized Test	

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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

Have you taken the test?			
* When did you take this test?	MM/DD/YYYY		
ETS Registration Code			
Quantitative		Quantitative Percentile	
Verbal		Verbal Percentile	
Analytical Writing		Analytical Writing Percentile	
(Sour This To t		

×

* Indicates required field

Reporting GRE scores

- If the program accepts scores directly from PTCAS, review the codes <u>on this page</u> for each program
- If the program requires you to send them scores directly, verify the code on the respective program website
 - Log into your <u>GRE account</u>, 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

References





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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

INPATIENT Settings: Facility generally admits patients overnight	Hours Completed	Hours Planned / In Progress
Acute Care Hospital	0	0
Nursing Home/Skilled Nursing Facility/Extended Care Facility	0	0
Other Inpatient Facility	0	0
Rehabilitation/Sub-acute Rehabilitation	0	0
OUTPATIENT Settings: Facility has no overnight patients	Hours Completed	Hours Planned / In Progress
Free-standing PT or Hospital Clinic	0	0
Home Health	0	0
Industrial/Occupational Health	0	0
Other Outpatient Facility	0	0
School/Pre-school	0	0
Wellness/Prevention/Fitness	0	0
TOTAL # OF HOURS COMPLETED FOR ALL SETTINGS	0	0

Setting and Hours of Experience: Check and enter hours for all settings that apply to your experience in this facility.

PT Observation Hours Submission Type

* How do you want to have your PT observation hours verified?



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Supporting information: Experiences

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

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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



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



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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."

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Program specific - Questions

• Respond to **all** questions listed on this page



Re-applicant Questions

* Have you previously applied to this PT education program?



If you are reapplying to this program, how have you strengthened your application? If you are not reapplying, write "Not Applicable"

0 word 0/4500

School Specific Question

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Program specific - prerequisites

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- 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

Fall 2018 Sopł	nomore					/ 🗅
* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE	
BIOL 1334	Anatomy and Physiology	Anatomy & Physiology	3.00	Α	A	
BIOL 3324	Human Physiology	Anatomy & Physiology	3.00	В	В	
+ Add A C	ourse + Add	A Semester				

Program specific - prerequisites



Select Your Biology / Biological Science Course

I Am Not Matching Any Courses to this Prerequisite

For science majors. 1 of 2 Biology/biological science courses required. Coursework older than 10 years not accepted.

Minimum Credits 4 | Minimum Grades 3

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2. Check the appropriate class and corresponding labNote: Include all repeated attempts



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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 nonrefundable

	\$155		Submit	All
rt By Deadline	×			
University of Texas Med Galveston, The	dical Branch at	Term: Fall 🔬 📋		
Doctor of Physical Therapy	Deadline Deadline	11/02/2020		
_				
	C 1 1			

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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



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