



PTCAS WALKTHROUGH

2020-2021

PTCAS Contact and Help

- PTCAS Customer Service:
617-612-2040
- PTCAS Help Center:
https://help.liaisonedu.com/PTCAS_Applicant_Help_Center
- PTCAS Email:
ptcasinfo@ptcas.org

This is a general walkthrough of how to use the PTCAS application platform. It is not exhaustive so make sure you do your own research. If you get stuck there are lots of great resources to help you get through the application. Start with the Help Center website which offers step by step guides. You can also email or call PTCAS customer service to receive help.

Checklist and Dates

- PTCAS Opens June 17, 2020
- <http://www.ptcas.org/Checklist/>



PTCAS will open for the 2020-2021 cycle on June 17th and begin submitting information to programs as early as July 1. Open checklist link and briefly provide overview of PTCAS checklist.

As updates regarding the DPT admissions process at PT education programs become available, they will be shared here.

May 8, 2020: PTCAS Early Decision Notice:

For the upcoming 2020-21 application cycle, the decision has been made to eliminate the early decision process for applicants and participating DPT education programs in PTCAS. Several factors were considered in making this decision, including ongoing U.S. Department of Justice investigations into admissions practices and commonality of similar programs in comparable health professions application services, among others. To help address this change, PTCAS has added earlier deadline dates for the 2020-21 application cycle, beginning August 17. With this policy change, applicants will be able to complete and submit an application as early as July 1 for as many PTCAS programs as they would like – PTCAS will no longer require that applicants wait for an acceptance decision from their top-choice program to apply to additional programs. Questions regarding the elimination of the PTCAS Early Decision process should be sent to CAS@apta.org.

**EARLY
DECISION
UPDATE**

PTCAS Fees

The PTCAS application fees are automatically calculated for you on the program selection screen. The fees are \$155 to apply to the first program and \$60 for each additional program.

# of PTCAS Designations	2018-2019 PTCAS Application Fees
1	\$155
2	\$215
3	\$275
4	\$335
5	\$395
6	\$455
7	\$515
8	\$575
9	\$635
10	\$695
11+	Add \$60 for each additional PT program

FEES

\$155 for initial program

\$60 for every additional program

The first program fee is \$155 and then you will be charged \$60 for each additional program that you select. There is a Fee Assistance Program for those that qualify.

Fee Assistance Program

-  To be eligible for a PTCAS fee waiver you must be a United States citizen or Permanent Resident or have refugee/asylum status.
-  Do not submit your application until PTCAS approves or denies your fee waiver request.
-  If you submit your application prior to notification, PTCAS will automatically deny your fee waiver request.

The [PTCAS FAP](#) is a fee assistance program designed to assist students who demonstrate extreme financial need while applying to PTCAS.

A limited number of PTCAS application fee waivers are available to financially disadvantaged applicants and are granted on a first-come, first-served basis.

PTCAS will decide if you qualify for a fee waiver based on your income, or your parent's income if you are claimed as a dependent, as reported on the most recent federal income tax return. No other documentation is accepted.

If you receive a fee waiver, you may apply to **1 program in PTCAS for free** (\$155 value)

If you choose to apply to more than 1 program, you will pay a fee of \$60 for each additional designation.

The PTCAS waiver applies to the PTCAS application fee **only**. *You could still be responsible for supplemental application fees, regardless of your PTCAS waiver status.*

How to apply for Fee Assistance Program



ON APPLICATION DASHBOARD, CLICK YOUR NAME AND SELECT "FEE ASSISTANCE PROGRAM"



COMPLETE THE REQUIRED FIELDS



UPLOAD TAX INFORMATION (RECENT FEDERAL TAX RETURN 1040, 1040EZ, ETC.)

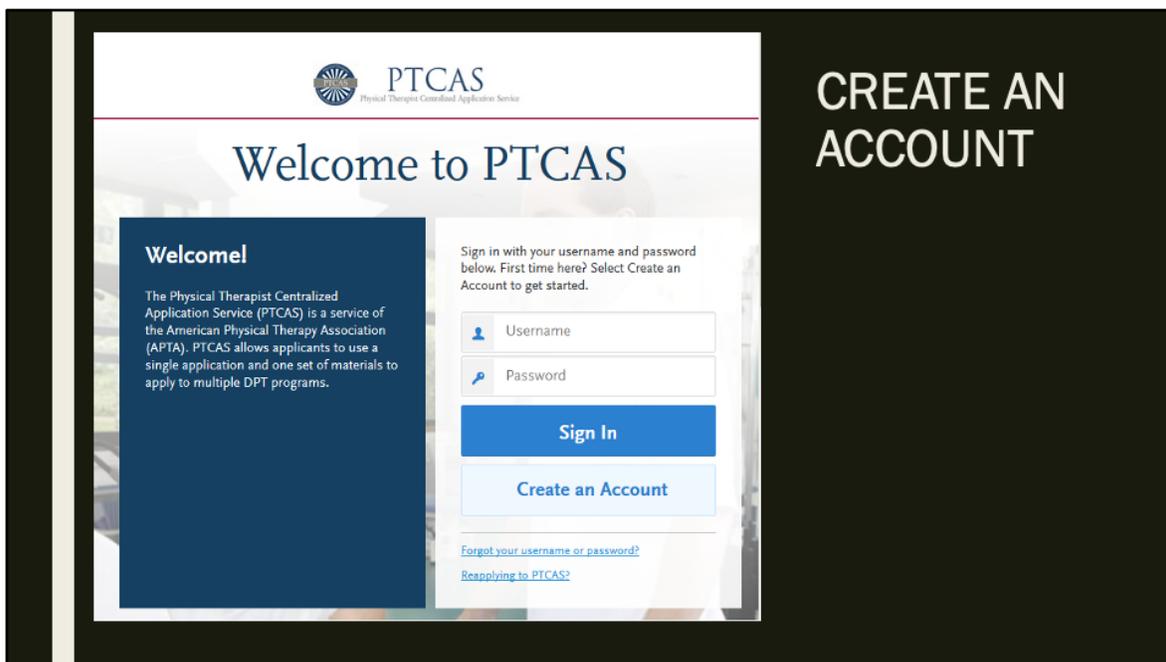


SUBMIT

On the application dashboard, click your name and select "Fee Assistance Program" from the list.

Complete the required fields in the "Financial Income Fee Waiver Request" section. Upload an electronic copy of your most recent federal income tax return (1040, 1040A, 1040EZ) to PTCAS. If you are claimed as a dependent on someone else's tax return, such as a parent or parents, submit that tax return instead.

Click the Submit button.



To begin, click the “Create an Account” button on the [PTCAS application homepage](#). Enter a username, password, security question, and valid contact information. Click on the “Create My Account” button to activate a new account and unique PTCAS identification number.

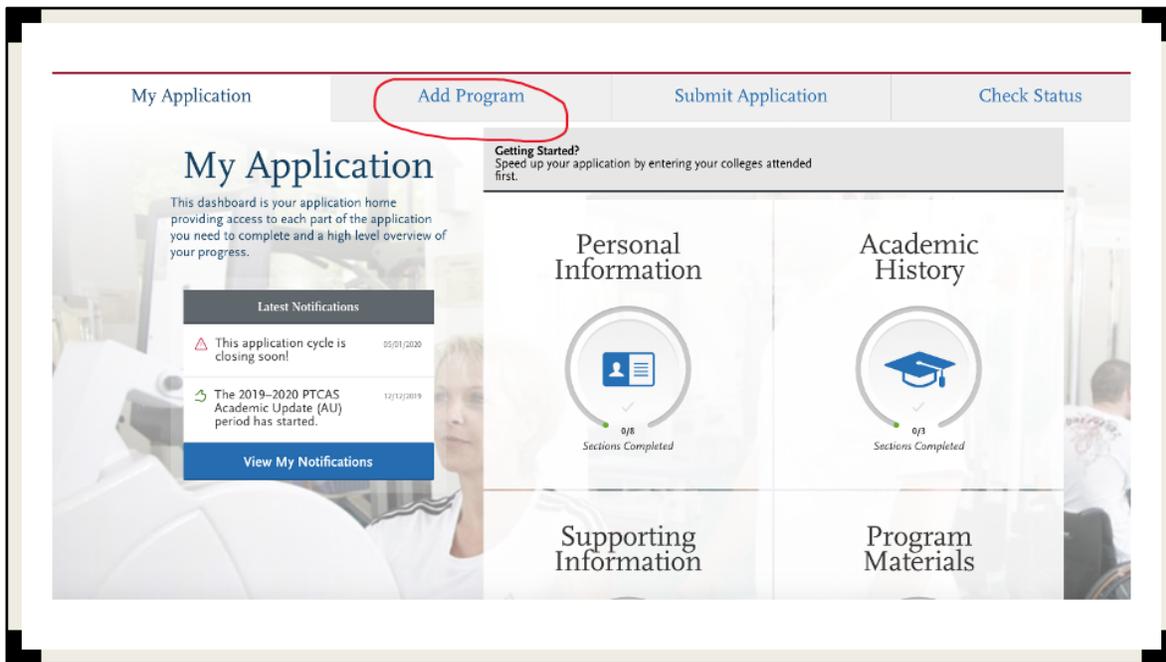
You are not permitted to create more than 1 PTCAS account per application cycle! Duplicate accounts will result in significant processing delays and problems with application materials! PTCAS will delete duplicate accounts, including associated documents!

Reapplying to PTCAS

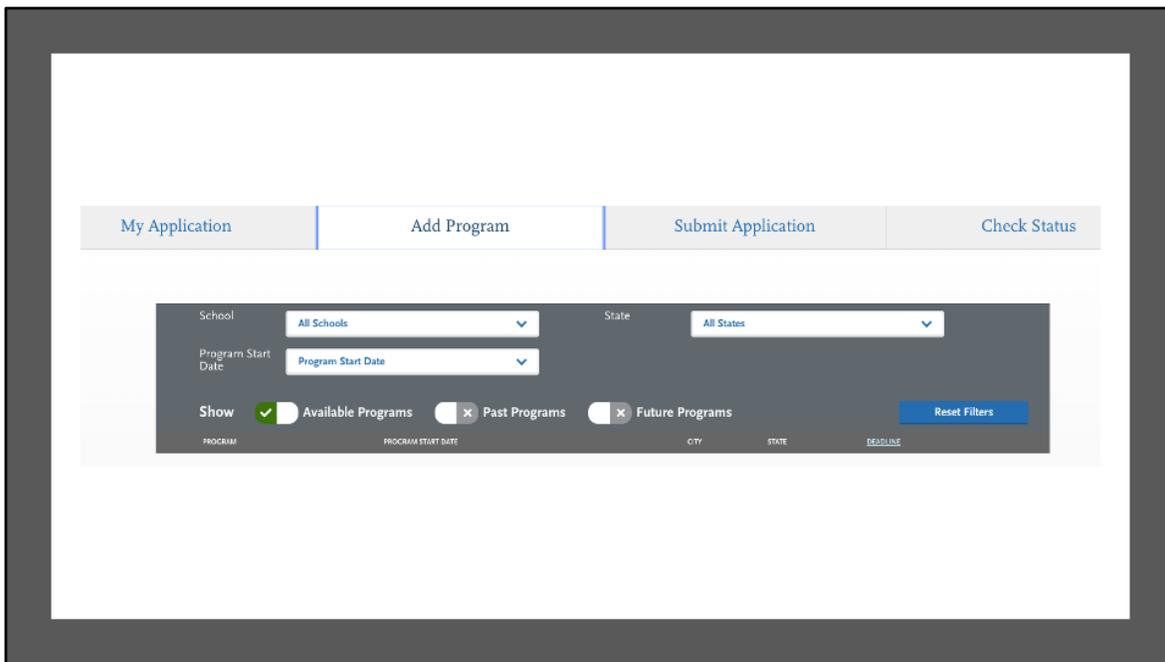
- How to reapply to PTCAS:

https://help.liaisonedu.com/PTCAS_Applicant_Help_Center/Starting_Your_PTCAS_Application/Creating_and_Managing_Your_PTCA_Account/02_Use_an_Existing_Account_to_Re-Apply

You have two options for reapplying. You can choose to start a fresh application, or you can choose to copy data from an existing account. Make sure you update all of your information including courses and experiences. Use the link provided for a guide on reapplying.



Once you log into your dashboard, this will be what you see. The first thing you need to do is add your programs that you wish to apply to. To do this, select “add program” at the top next to “my application.”



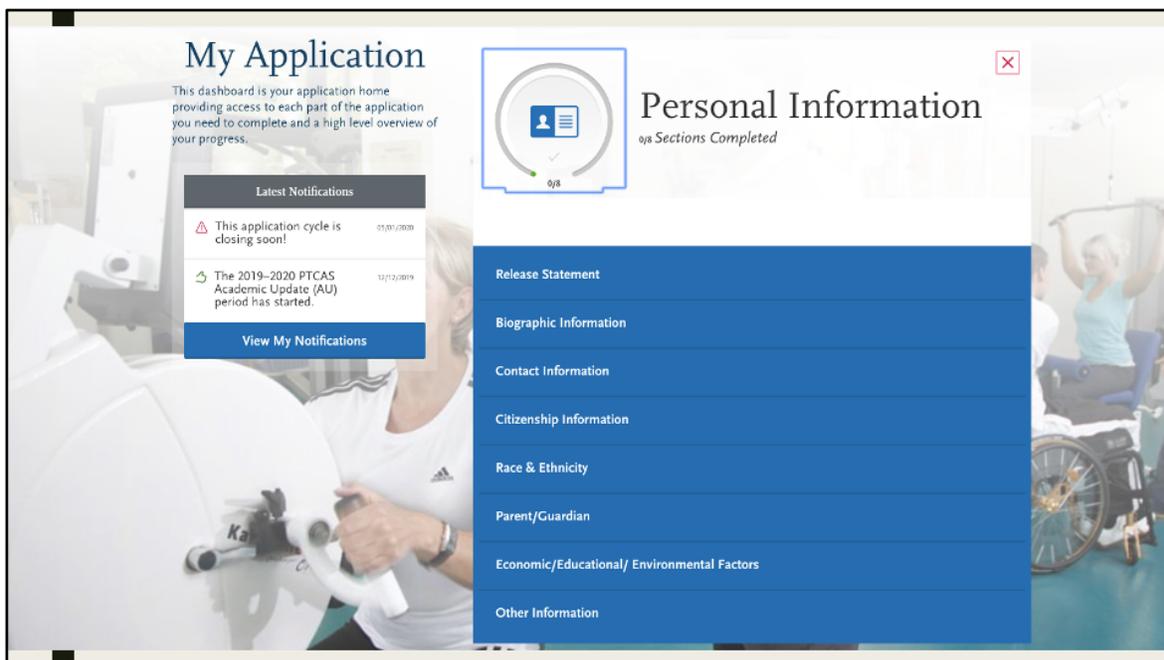
Once you have created an account, you must select at least one PT school or college to which you will be applying. **It is best to add all programs you are applying to at this point.** You can always add more programs later on or remove a program **prior to submission** of the application if you opt not to apply to this program.

After you submit, you can only add new programs---you can NOT delete or substitute program selections. Once you have added one or more programs to which you are applying, you will need to review the list of designations schools and colleges, and then advance to the application. The average applicant applies to 6 programs.

The screenshot shows a web dashboard titled "My Application". At the top, there are four navigation tabs: "My Application", "Add Program", "Submit Application", and "Check Status". Below the tabs, the main content area is divided into several sections:

- My Application:** A large heading followed by a sub-heading "This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress."
- Latest Notifications:** A box containing two notification items:
 - A warning icon with the text "This application cycle is closing soon!" and a date of "05/01/2020".
 - A refresh icon with the text "The 2019–2020 PTCAS Academic Update (AU) period has started." and a date of "12/12/2019".
 A blue button labeled "View My Notifications" is at the bottom of this box.
- Getting Started?:** A grey box with the text "Speed up your application by entering your colleges attended first."
- Personal Information:** A card with a circular progress indicator showing "0/8 Sections Completed".
- Academic History:** A card with a circular progress indicator showing "0/3 Sections Completed".
- Supporting Information:** A card with a circular progress indicator.
- Program Materials:** A card with a circular progress indicator.

Click on your name at any time to access the FAQ and instructions! We will start with personal information, but you can speed up your application by entering your colleges that you have attended first.



When you select personal information you will see these options to complete. Make sure you are continuously proofreading your application for accuracy. Most of this is pretty straight forward. I will go over the Release Statement section in the next slide, but the biographic information is your name and birth information. Please enter any alternate names that you have in this section. Contact information is your address, email, and phone information. Make sure you use an email that you check frequently. Students have even created emails specifically for their applications. Next, under Citizenship Information you will disclose your citizenship and residency information as well as include any necessary visas information. Indicate your race and ethnicity under this tab and then you can choose to enter parent/guardian information or not under the Parent/Guardian tab. The Economic/Educational/Environmental Factors section is going to ask you a series of questions regarding your family's socioeconomic information, your childhood residency, and collect your high school information. I will go over the "other information" in a following slide.

PTCAS Release Statement



Presubmission
Release



Advisor Release



Certification and
Authorization

There are 3 main parts to the Release Statement section. You must review and respond to the following release statements in order to submit your application:

Presubmission Release of Information

By answering “yes,” you authorize PTCAS to release your name and contact information to your selected programs *before* you submit your final application. You are encouraged to select “yes” so that your selected programs can send you important information about their specific admissions processes before you complete your application.

Advisor Release

Selecting YES allows PTCAS to release certain information to Pre-Health advisors 😊

We encourage you to authorize release, as it is useful to our office in assisting you and future applicants!

Certification and Authorization statement

Serves as your legal signature, and is binding

“Other” section of Personal Information

- Language proficiency
- Military status
- Felony and misdemeanor convictions
- Academic and license infractions
- Does your academic record reflect your capabilities?
 - *Why not?*

Enter in this section, your:

Language proficiency

Military status

Any felony and misdemeanor convictions

Applicants who have felony or misdemeanor convictions or academic or license infractions will be asked to provide an explanation including a brief description of the incident, specific charges made, related dates and a reflection on the incident.

Applicants should carefully review their responses to these questions.

This section cannot be edited post submission; however, if you are convicted of a felony after you submit your application, you must inform your designated programs that an action has occurred

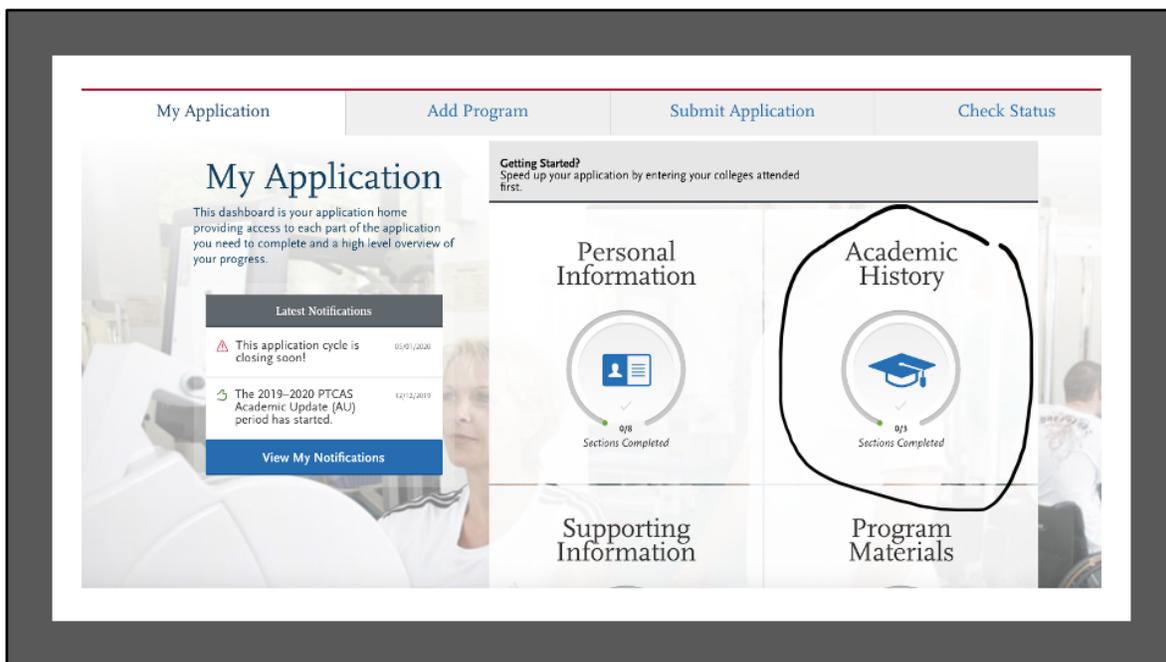
Any academic and license infractions

Background information

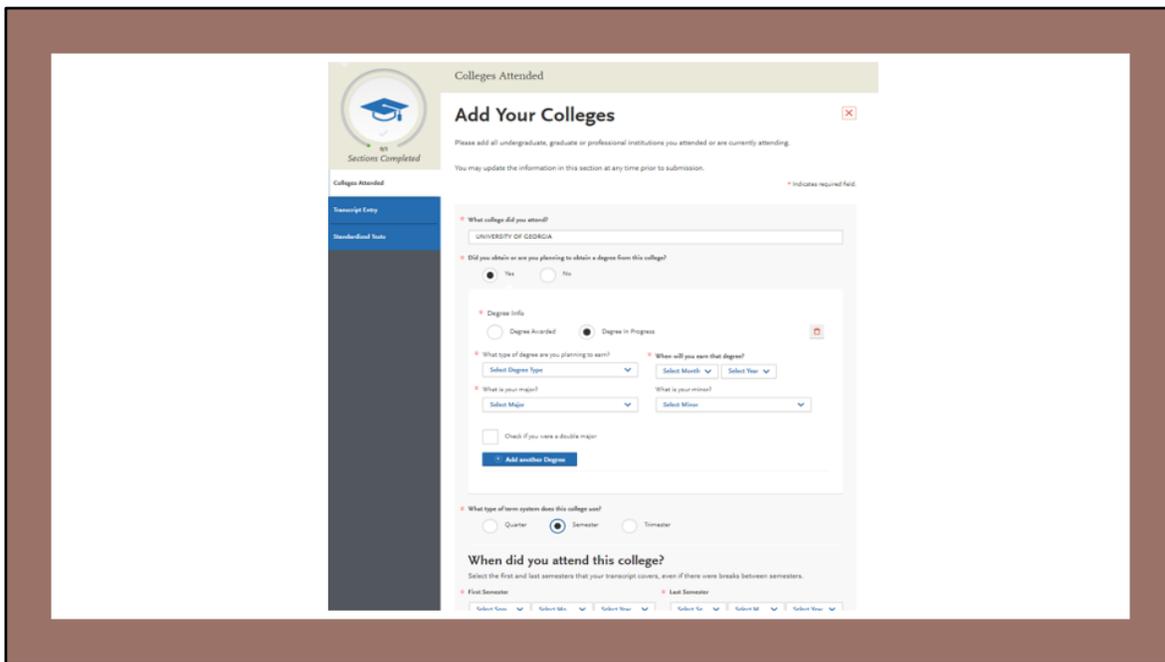
Academic record: does your academic record accurately reflect your capabilities? This is an opportunity to explain any inconsistencies or red flags on your transcript.

If no, describe why it does not. Present any information that may assist the admissions committee in interpreting and evaluating your

academic history or credentials. (1000 words)



Are there any questions regarding the Personal Information section of the application at this time? Now we will move on to the Academic History section of the application. This will be the most tedious section so make sure you have adequate time to sit down and complete this section in its entirety.



There are 3 sections to your Academic History, Colleges Attended, Transcripts Entry, and Standardized Tests. You should start with Colleges Attended.

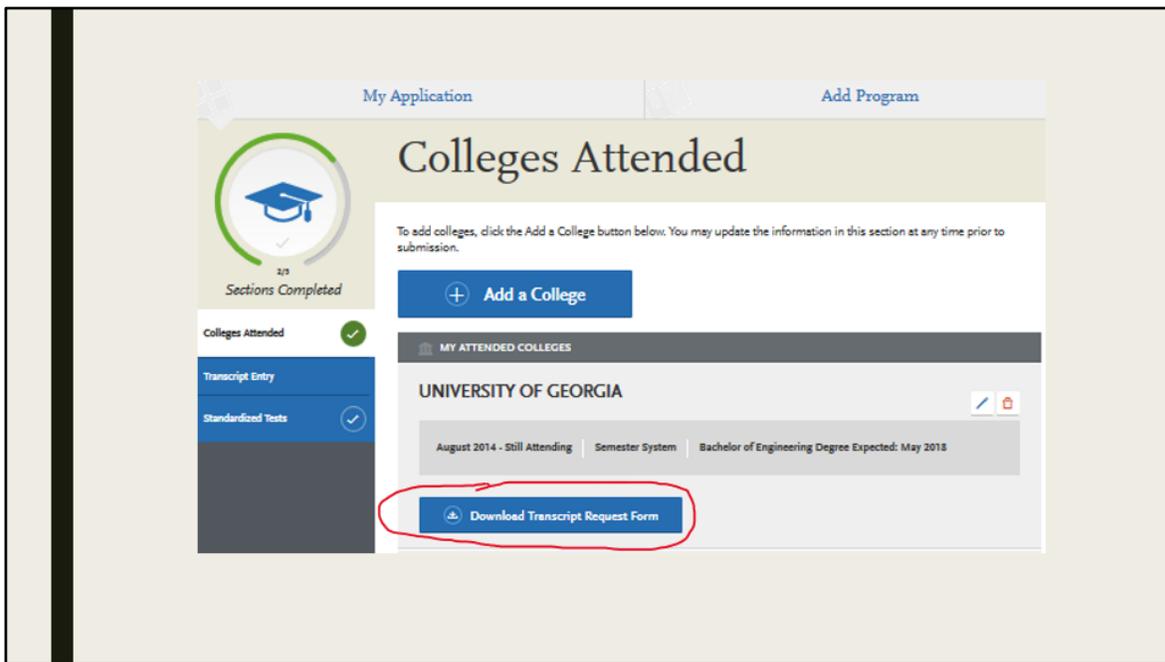
Choose **Add A College** and enter your information for UGA.

If you attended other institutions, even if through dual enrollment or transient summer coursework, click Add a College again and follow the instructions

You must enter ALL colleges and

universities attended, regardless of whether the courses are required for admission or transferred to another institution

Only enter each institution once, regardless of gaps in attendance or number of degrees!



Once you have added a college, a transcript request form will be generated for that institution




Transcript Matching Form
Physical Therapist Centralized Application Service (PTCAS)

CAS ID: 2722541036

Applicant's Name: Williams Anna
Last Name First Name

Alternate Name, if any: _____
Last Name First Name

Academic Institution Name: UNIVERSITY OF GEORGIA

Instructions to the Registrar
 Please attach this form directly to the official transcript for the above applicant and forward the official transcript (see requirements below) in a sealed envelope directly to:

PTCAS Transcript Processing Center
 P.O. Box 9112
 Watertown, MA 02471

The transcript must meet the requirements below to be considered "official" by PTCAS

- A Registrar's seal and/or legible signature included on the transcript.
- Must be mailed **directly** to PTCAS from the Registrar's Office.
- **Cannot** be marked "Issued to Student" or "Student Copy."
- Must reflect all relevant, correct information for the student identified above.

Once you have entered a college attended, click the **Download Transcript Request Form** button. Each PDF form is unique to you and that particular college or university and is utilized for matching purposes

You will need Adobe Acrobat Reader to view/print the file.

Do this for each college and provide it to the college registrar who will, in turn, attach to the official transcript.

UGA uses Parchment. You will be able to order your transcript online through ATHENA and upload this PDF request form as an attachment

Other institutions may or may not participate in an online system accepted by PTCAS such as [Parchment](#) or [Credentials Solutions](#). If so, a physical letter from the Registrar's Office of that institution will be needed.

Transcripts

PTCAS TRANSCRIPT DEPARTMENT
PO BOX 9112
WATERTOWN, MA 02471

OFFICIAL TRANSCRIPTS ARE REQUIRED FOR EVERY UNITED STATES AND CANADIAN COLLEGE ATTENDED, EVEN IF THE COURSES LATER TRANSFERRED TO ANOTHER INSTITUTION.

TRANSCRIPT VERIFICATION CAN TAKE UP TO SIX WEEKS

REMEMBER DO NOT SEND YOUR TRANSCRIPTS BEFORE THE APPLICATION OPENS.

You must arrange for PTCAS to receive an official transcript from every college and university you attended in the United States and Canada (if in English).

Your file will not be verified until all official transcripts are received.

Arrange for only 1 transcript to be sent for each institution attended, regardless of the number of programs you select in PTCAS.

Official transcripts are required for every United States and Canadian college attended, even if the courses later transferred to another institution.

Student-issued transcripts are not accepted, even if they are sealed.

Faxed and photocopied transcripts are not accepted.

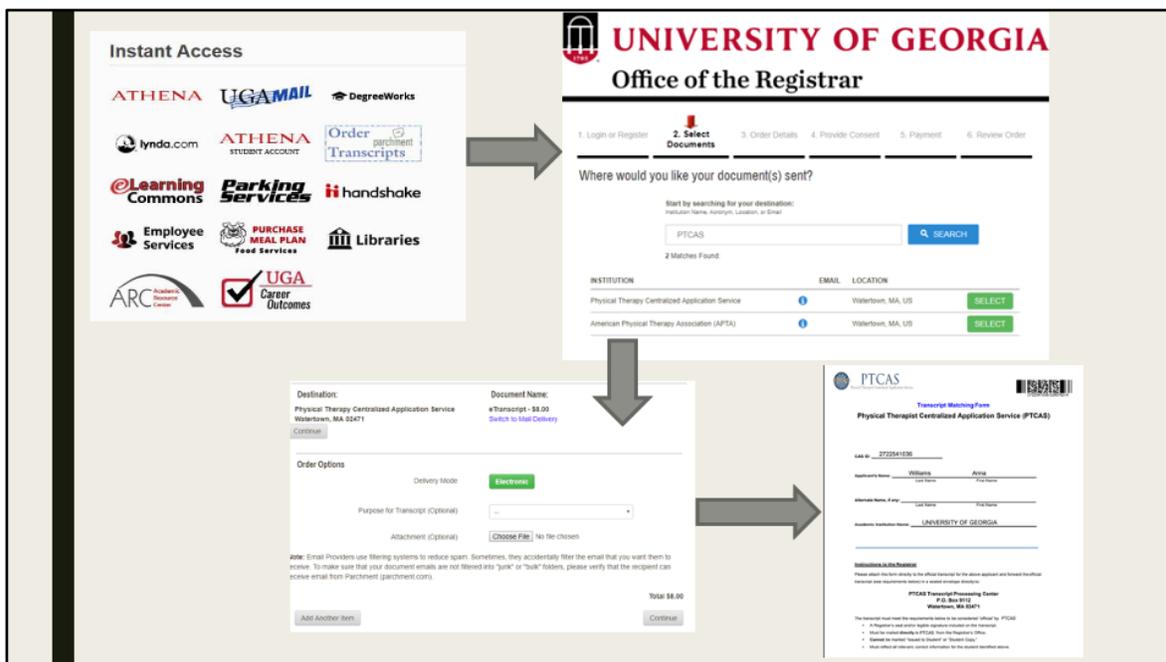
Do not send transcripts to APTA (American Physical Therapy Association)

Arrange for your official transcripts to be sent to:

PTCAS Transcript Department

PO Box 9112

Watertown, MA 02471



In order to submit your UGA transcript:

1. Log into the **My UGA Portal**
2. Choose the Parchment Icon (“Order Transcripts”)
3. Once here, select **Transcript**
4. When asked where you would like your document(s) sent, type in **PTCAS** under institution and select **search**.
If you type in **PTCAS** and it does not show up in the search bar, click on the blue link below that says “**click to enter your own**” Here you will enter the PTCAS mailing address.
5. You will need to include your Transcript

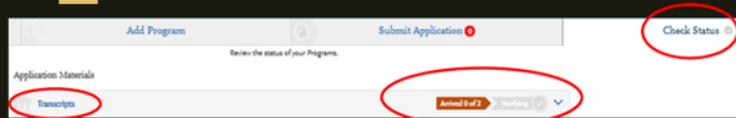
Matching Form which you will download under “**Colleges Attended.**” You will attach that form in Parchment before you complete your transcript order through UGA.

IT IS YOUR RESPONSIBILITY TO MONITOR YOUR APPLICATION FOR TRANSCRIPT RECEIPT.

PTCAS WILL NOT NOTIFY APPLICANTS CONCERNING MISSING TRANSCRIPTS.

IF IT HAS BEEN LONGER THAN 10 BUSINESS DAYS SINCE THE TRANSCRIPT WAS MAILED AND IT HAS NOT BEEN POSTED—RESUBMIT.

THE STATUS OF ALL TRANSCRIPTS CAN BE VIEWED IN THE CHECK STATUS TAB.



Transcript FAQ

- **Can I submit my application before my transcripts are received by PTCAS?**
 - *Yes. Once you have successfully filled out your application, you can submit to PTCAS at any time. However, your application will not be processed until PTCAS has received all of your original transcripts and your payment.*
- **If I have attended multiple colleges and transfer credit is listed on the transcript of my primary institution, do I still need to send a transcript from each school?**
 - *Yes. You are required to send ONE transcript from each college you have attended regardless of the number of courses you have taken.*
- **Do I need to send transcripts for planned or in-progress coursework?**
 - *Not initially. You are only required to send transcripts covering all of your completed coursework. PTCAS does not require transcripts labeled as "Planned/in-progress" at time of initial application. Please note that when you do complete these courses, though, updated transcripts can be submitted directly to the schools to which you are applying, or you can use the "Academic Update" period (typically Dec-Feb) to update this information in your PTCAS application.*
- **Can my designated programs view the transcripts I send to PTCAS?**
 - *Yes. The transcripts that you are required to send to PTCAS are visible electronically to your designated program(s). Please note that upon a program's request, you may still be asked to send an official transcript directly to the school.*

Transcript FAQ cont'd

- **How long will it take to upload my transcript to PTCAS? Who do I contact if it hasn't been received?**
 - *Allow 7-10 business days following your request for the electronic transcript to post to your application.*
 - *For UGA: If the transcript is not posted within 10 business days, contact Parchment directly to confirm that the order was completed.*

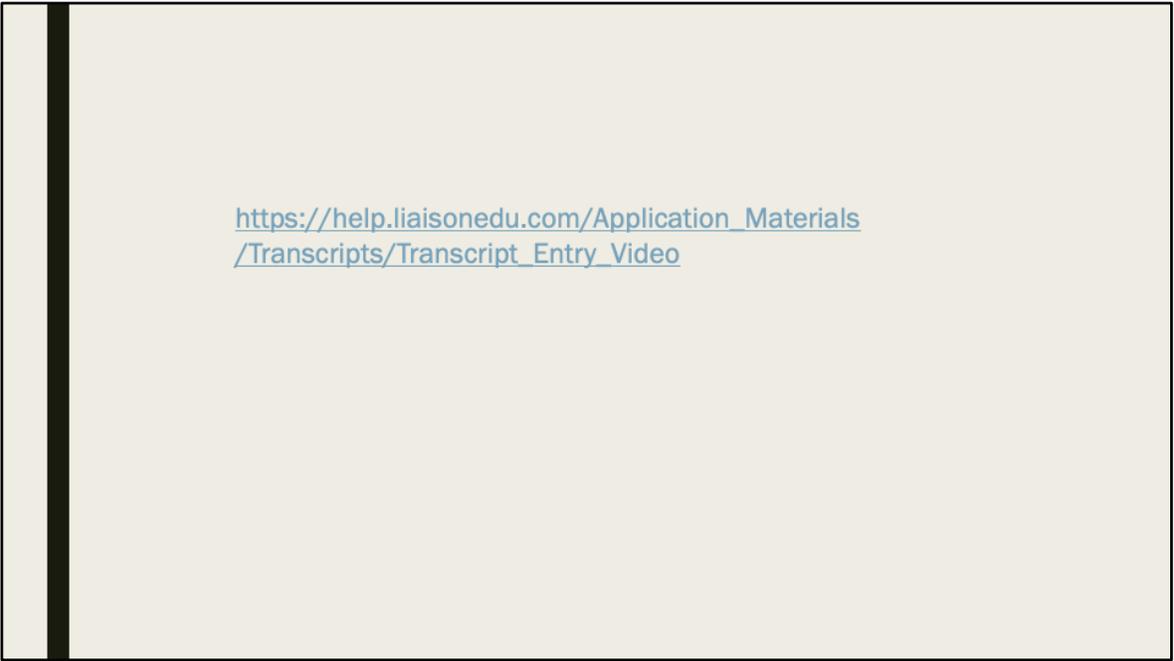
- **What if I took courses from multiple college campuses of the same institution?**
 - *If grades for multiple branches or campuses of an institution appear on 1 transcript, enter all in the "Institutions Attended" section. It is not necessary to send a Transcript Matching Form for each campus.*

Transcript FAQ Cont'd

- **What about transcripts from Study Abroad experiences?**

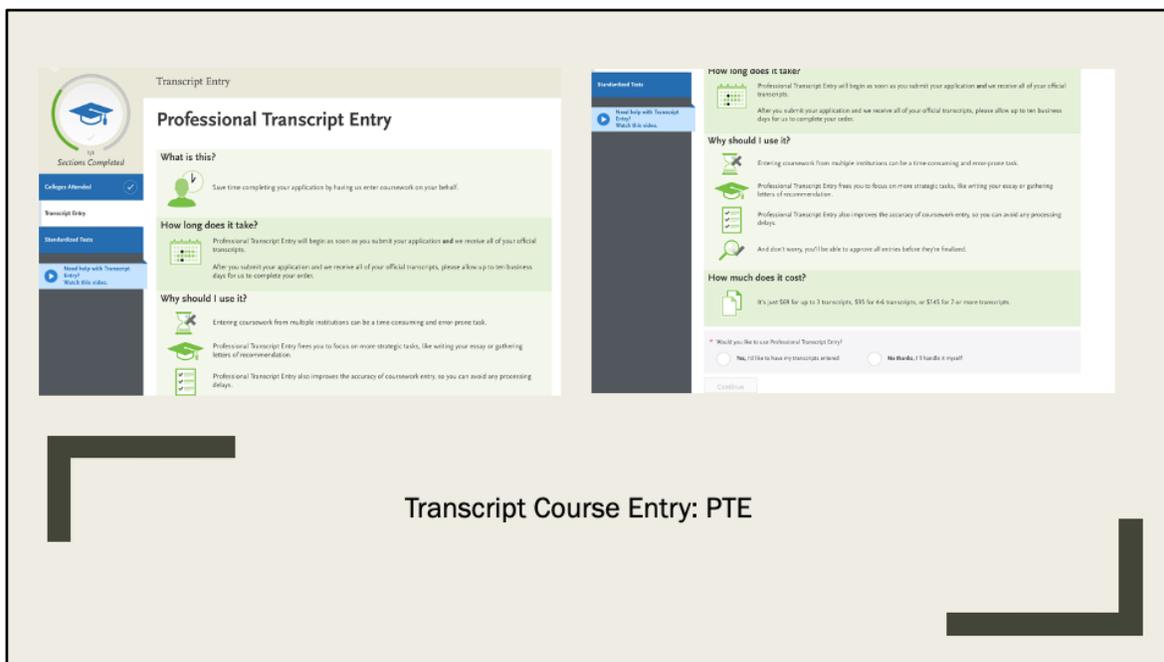
- *If you participated in a study-abroad program under the auspices of a United States institution, and the course work appears on the United States transcript as regular itemized credit, follow the steps below.*

- Send the United States transcript with study-abroad credits to PTCAS.
 - Enter all study-abroad courses that appear on a United States transcript with separate grades and credits in the Transcript Entry section.
 - If the United States transcript does not display the grades or credits for study-abroad courses, follow the policies for international transcripts and coursework.



https://help.liaisonedu.com/Application_Materials/Transcripts/Transcript_Entry_Video

We are now going to watch a brief video on transcript entry.



Transcript Course Entry: PTE

If you do not wish to enter all of your coursework yourself, PTCAS offers all applicants the option to have coursework professionally entered on their behalf by their specialists, for an additional fee.

This is an optional service and costs \$69 for up to 3 transcripts, \$95 for 4-6 transcripts and \$145 for 7 more transcripts.

This service is only available for *completed* coursework from accredited schools. Coursework from Not-Listed Schools, foreign coursework, and planned/in-progress courses are not eligible for PTE and must be entered by you. *Coursework entry will not begin until the application is in "complete" status, in which your submitted application, payment, and all required transcripts are received. PTCAS processing of all received transcripts can take up to 72 hours, which can delay the start of PTE. Once an application is complete, PTE can take up to 15 business days. Then, the applicant must approve this entry as soon as possible once complete so that the app file can move to verification que (which can take up to 4 more weeks!)*

UNIVERSITY OF GEORGIA Transcript

Fall August 2017 - Still Attending

* Indicates required field

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS
Fall	2018	Sophomore	Completed

* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE
biol	1101	Biology	3	00	92
e.g., BIO 101	e.g., Introduction to Biology		e.g., 3.00	e.g., 85 or B	A

TRANSCRIPT COURSE ENTRY

You must enter *all* United States and Canadian coursework attempted *exactly* as it appears on your official transcripts, including those that were attempted, failed, repeated, and withdrawn. For any undergraduate-level terms completed after you received a bachelor's degree, select "Post-Baccalaureate." For any courses that fall outside of the typical academic statuses, choose "Freshman."

To enter your courses:

Do *not* enter courses from memory. Refer to a personal copy of your transcripts. **Enter each course once from the transcript provided by the school where you originally took the course, even if the credits transferred to another institution.**

Enter *all* courses, even if they do not fulfill a prerequisite or you later repeated them.

Enter courses in order of oldest to most recent.

Enter college credit granted in high school, such as Advanced Placement (AP) or International Baccalaureate (IB).

Enter community college courses completed during summer terms.

Enter placement exams (eg, CLEP or a departmental exam) where college credit was earned.

Do *not* enter foreign coursework completed outside of the United States or Canada, unless it is a study-abroad program.

Transcript Course Entry

For non-graded courses, enter the appropriate letter abbreviation:

- CR** – Credit
Utilize this for AP credits and departmental exams
- I** – Incomplete
- S** – Satisfactory
- U** – Unsatisfactory
- W** – Withdrawn
- WF** – Withdrawn Failing
- WP** – Withdrawn Passing

Enter the grade exactly as it appears on your transcript. The official PTCAS reported grade will automatically populate. For non-graded courses, enter the appropriate letter abbreviation:

- CR** – Credit
Utilize this for AP credits and departmental exams
- I** – Incomplete
- S** – Satisfactory
- U** – Unsatisfactory
- W** – Withdrawn
- WF** – Withdrawn Failing
- WP** – Withdrawn Passing

Transcript Review

Review your entries

You will be prompted to identify Honors courses, Labs, AP, Study Abroad, etc.

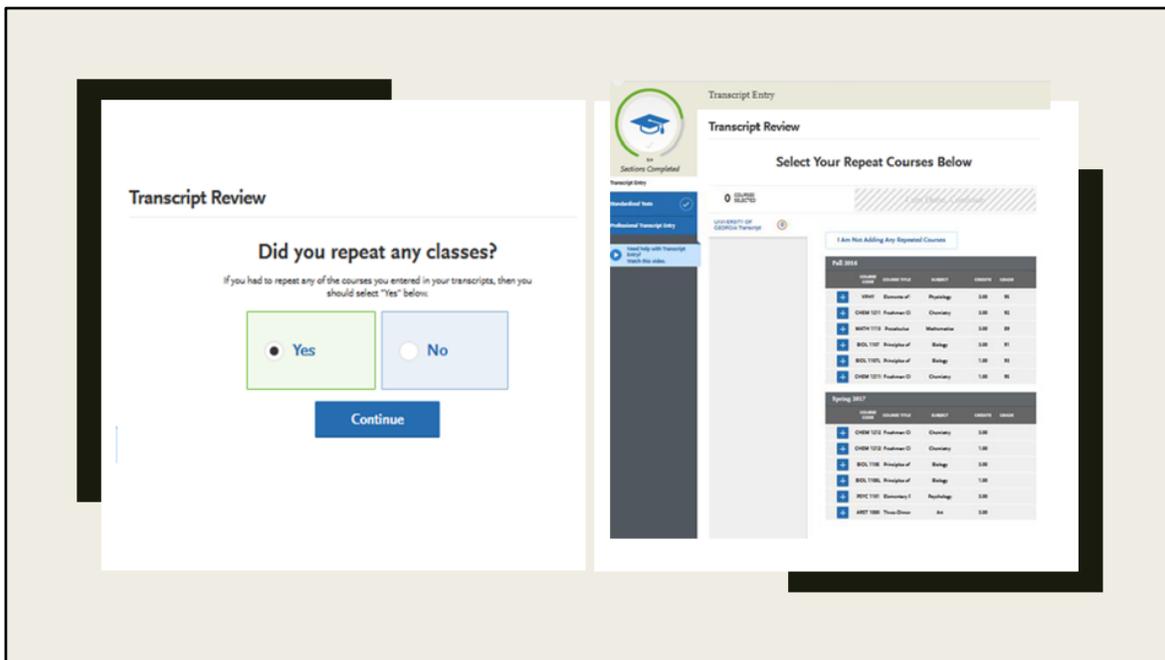
Once this section is completed, you can identify prerequisites that you have taken in the Program Materials section of the application.

The screenshot shows the PTCAS (Postsecondary Transcript Center) interface. At the top, there are navigation tabs for 'My Application', 'Add Program', and 'Submit Application'. The main heading is 'Transcript Entry'. Below this, there is a progress indicator showing 'Sections Completed' with a graduation cap icon. A sidebar on the left lists 'Colleges Attended' (checked), 'Transcript Entry' (active), and 'Standardized Tests'. The main content area contains instructions: 'Enter transcript information exactly as it appears on your transcript. Your transcript details will be reviewed by a quality assurance team. If there are inaccuracies, your application will be sent back to you, and this will result in delays in submitting your application. All courses must be included, even if you did poorly or later repeated the course. If you have transfer credits, enter these credits from the institution where you originally took the course.' Below this, it says 'After you enter transcript information for all colleges attended, you will complete Transcript Review. In Transcript Review you will be asked to identify additional attributes about your coursework including Primary College and courses that are Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad.' There is a section for 'List all the Colleges you have attended.' followed by a 'Transcript Review' section with instructions: '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.' A prominent blue button reads 'Review & Finalize My Transcripts'. Below this, there is a section for 'UNIVERSITY OF GEORGIA' with a green progress bar and a checkmark, and a 'Preview this Transcript' link. At the bottom, there is a banner that says 'Is entering your coursework taking too long? Save Time' with a 'Get the story' button.

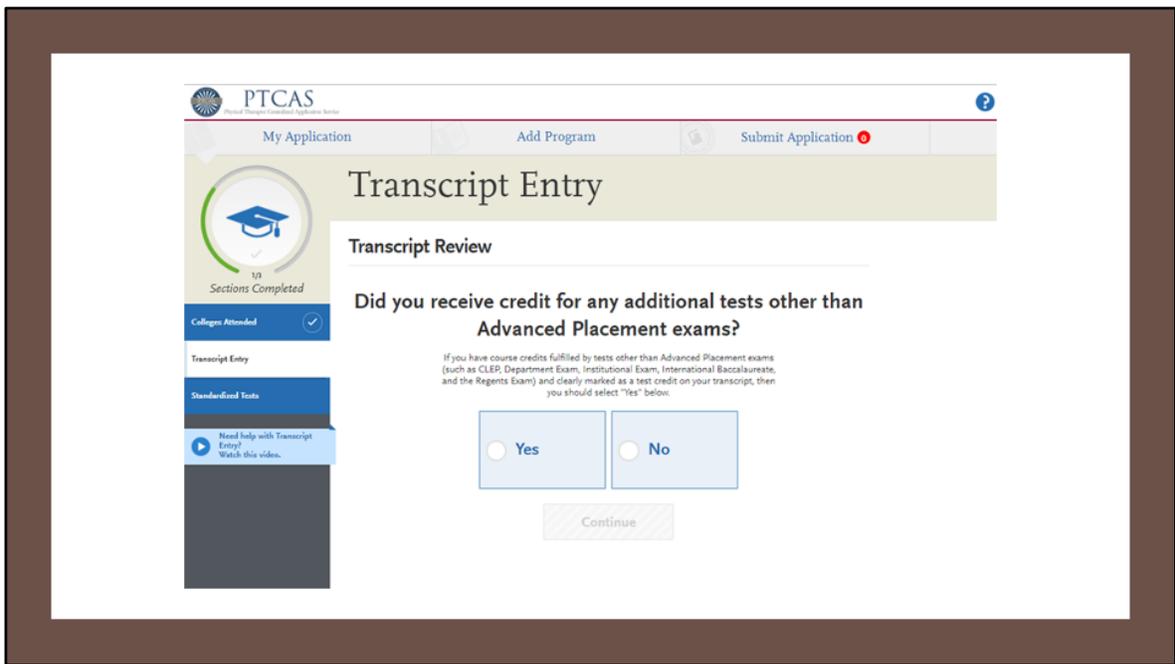
Once all courses have been entered, a blue button will appear on the Transcript Entry page which says **Review and Finalize My Transcripts**.

In Transcript Review, you will be asked to identify additional attributes about your coursework including **Primary College** and courses that are **Labs, Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad**.

PTCAS allows each PT school to request applicants to identify prerequisite coursework. Once the **Colleges Attended** and **Transcript Entry** sections are complete, go to **Program Materials** to identify prerequisite coursework for each PT program.



You must enter all attempts of every course taken, even if you later repeated a course or if your college removed the initial attempt from your GPA calculation. Mark the first, subsequent, and final course attempts as "Repeated." Enter the number of credit hours attempted, regardless of how many credits you earned. List all grades as stated on the transcript.



This is an example of what a prompt will look like.

Other Test Credit

Transcript Entry

Transcript Review

Did you receive credit for any additional tests other than Advanced Placement exams?

If you have course credits fulfilled by tests other than Advanced Placement exams (such as CLEP, Department Exam, Institutional Exam, International Baccalaureate, and the Regents Exam) and clearly marked as a test credit on your transcript, then you should select "Yes" below.

Yes
 No

Select Course Credits Fulfilled by Other Tests Below

Identify course credits fulfilled by tests other than Advanced Placement exams. Common test types include: CLEP, Department Exam, Institutional Exam, International Baccalaureate, and the Regents Exam. Please select courses only if they are identified on your transcript as a test credit.

1 COURSES SELECTED
I am Done, Continue

UNIVERSITY OF GEORGIA Transcript ①

Fall 2016

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
✓ YPHY	Elements of	Physiology	3.00	95 ✕
+ CHEM 1211	Freshman CI	Chemistry	3.00	92
+ MATH 1113	Precalculus	Mathematics	3.00	89
+ BIOL 1107	Principles of	Biology	3.00	91
+ BIOL 1107L	Principles of	Biology	1.00	93
+ CHEM 1211	Freshman CI	Chemistry	1.00	95

Spring 2017

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+ CHEM 1212	Freshman CI	Chemistry	3.00	
+ CHEM 1212D	Freshman CI	Chemistry	1.00	

You may have fulfilled other credits by taking departmental exams, IB credit, etc. If you have course credits fulfilled by tests other than AP exams (such as CLEP, Department Exam, Institutional Exam, IB, and the Regents Exam--(i.e. courses you "tested out of" at college) and clearly marked as a test credit on your transcript, then select yes. Then, click the plus sign next to the courses. Be sure to only select courses that are clearly identified as test credits on your transcript.

Honors Course Entry

Transcript Entry

Transcript Review

Did you take any Honors Courses?

If you had any honors courses you entered in your transcripts, then you should select "Yes" below.

Yes No

Transcript Entry

Transcript Review

Select Your Honors Courses Below

Identify honors courses from each college you attended.

To move between colleges, select the college name from the list on the left.

2 COURSES SELECTED [I am Done, Continue](#)

UNIVERSITY OF GEORGIA Transcript

Fall 2016

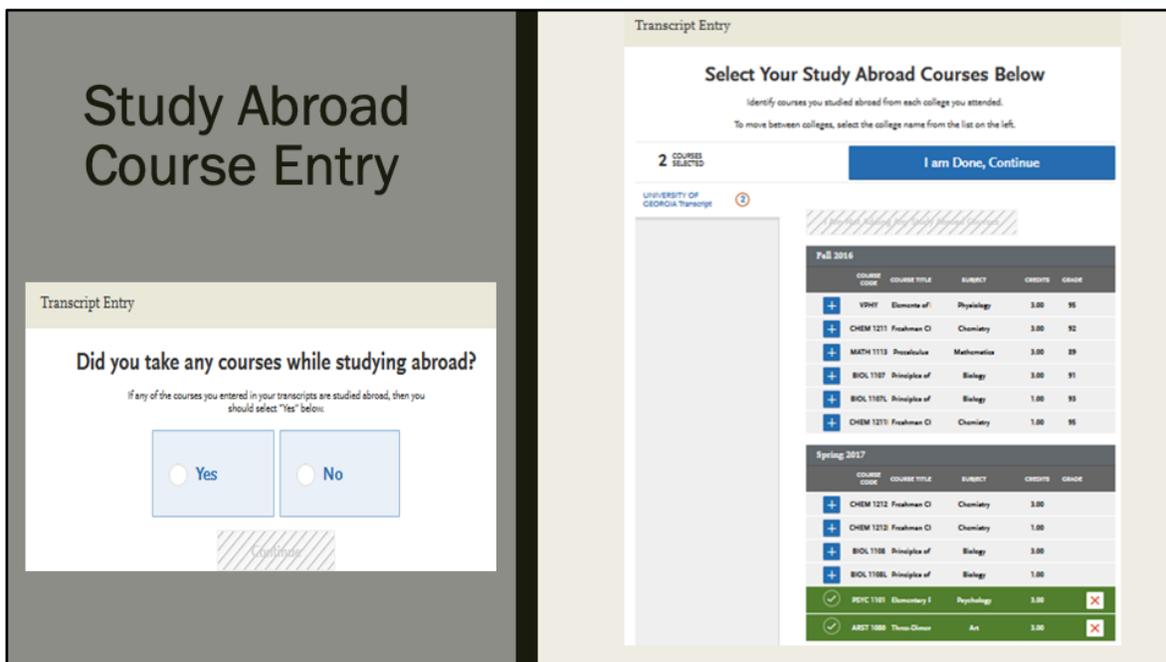
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
<input type="checkbox"/> +	YH4Y Elements of	Psychology	3.00	95
<input type="checkbox"/> +	CHEM 1211 Freshman CI	Chemistry	3.00	92
<input checked="" type="checkbox"/> +	MATH 1113 Pre calculus	Mathematics	3.00	89
<input type="checkbox"/> +	BIOL 1107 Principles of	Biology	3.00	91
<input checked="" type="checkbox"/> +	BIOL 1101L Principles of	Biology	1.00	93
<input type="checkbox"/> +	CHEM 1211 Freshman CI	Chemistry	3.00	95

Spring 2017

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
<input type="checkbox"/> +	CHEM 1212 Freshman CI	Chemistry	3.00	
<input type="checkbox"/> +	CHEM 1212 Freshman CI	Chemistry	1.00	
<input type="checkbox"/> +	BIOL 1108 Principles of	Biology	3.00	
<input type="checkbox"/> +	BIOL 1108L Principles of	Biology	1.00	
<input type="checkbox"/> +	PSYC 1101 Elementary I	Psychology	3.00	
<input type="checkbox"/> +	ARST 1080 Three Dimension	Art	3.00	

You will be asked to indicate honors courses you have taken. Indicate if you took any honors courses, which are generally college courses taken at an honors level. These are usually designated with an "H" in the course number on your transcript. Note that earning Latin honors upon graduation does not mean your courses are retroactively considered "Honors."

If you took honors courses, select Yes and click Continue. Then, click the plus sign next to the courses. Be sure to only select courses that are clearly identified as honors on your transcript.



If you studied abroad, indicate the courses you took as part of your institution's study abroad program. Refer to the [transcripts section of the PTCAS instructions page](#) for more information.

If you studied abroad, select Yes and click Continue. Then, click the plus sign to the courses.

Transcript Coursework Entry FAQ

- **Do I need to include all of my courses on my PTCAS application?**
 - *Yes. All previous coursework must be listed (including repeated, failed and withdrawn courses). You must include the course title, department prefix and course number exactly as it appears on your official transcript. PTCAS must receive an official transcript directly from the Registrar at each institution attended. Applications that do not include all courses listed on their transcripts will be put on hold until the discrepancy is resolved.*

- **How do I list a lab?**
 - *If the transcript lists labs separately, then they must be listed separately on the application as well. Record the lab as it appears on the transcript, with the title, prefix/number, amount of credits, and grade given. If the transcript combines the lab/lecture courses into one class on a transcript, it should be reported as one entry on the application.*

- **How do I report Advanced Placement (AP) credits?**
 - *Please enter your AP credits under the first semester attended at the post-secondary institution where the AP credit was awarded. You will enter the test name and subject in the course title and prefix fields and the grade will be CR for credit. Please be sure to add the correct number of credit hours for the AP exam. PTCAS does not require a copy of the AP test score report.*

Transcript Coursework Entry FAQ Cont'd

- **I have taken courses outside the U.S. as part of a study abroad program. How do I list it in my application?**
 - Study abroad coursework should be listed under the U.S. institution that sponsored the program. All courses must be designated as "study abroad" during the transcript review process. DO NOT list study abroad coursework under a "Not Listed US/Canadian (foreign) Institution" or under the name of the foreign institution where you took the courses. A foreign evaluation is not needed for study abroad coursework.

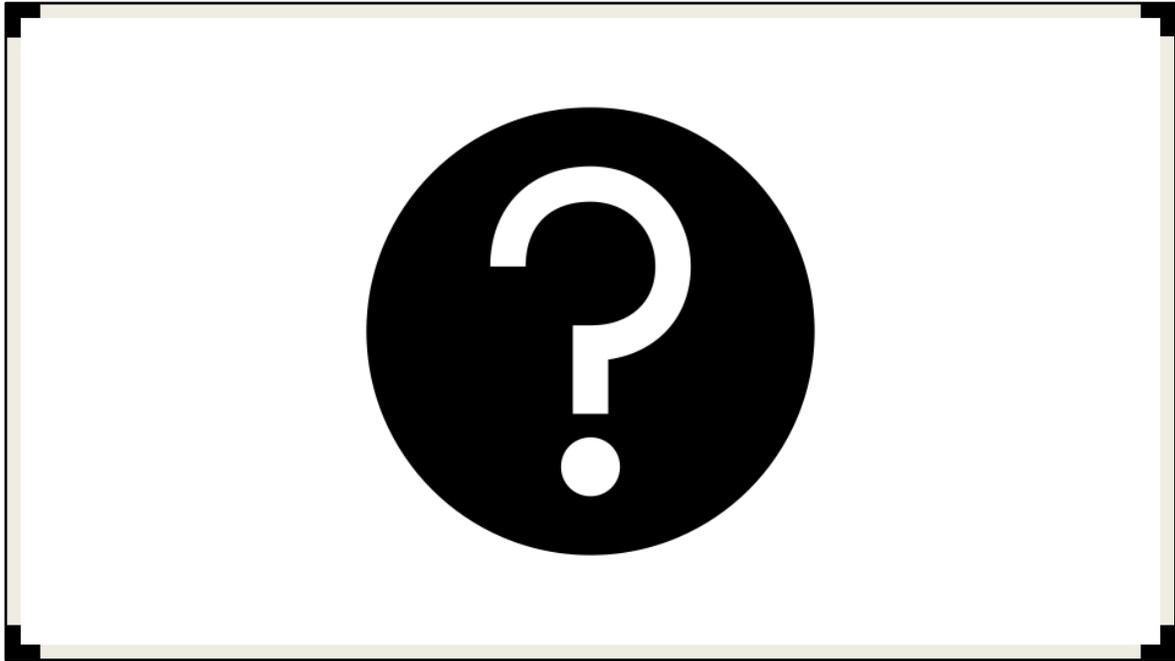
- **How do I enter planned or in-progress terms and courses?**
 - List the school "Colleges Attended" section of the application. Make sure that the attendance dates entered for this school include the time period for in-progress or planned courses. For example, if the applicant is entering a planned Fall 2018 term, end date should include Fall 2018.
 - In the course work section, add the planned or in-progress term and year. Select "In-Progress/Planned" from the drop-down menu rather than "Completed."
 - Enter the course information. The box for the grade will be grayed out so that nothing can be entered into it.
 - Add additional planned/in-progress terms if necessary.

- **Can I update my coursework after I e-submit my application?**
 - No. Once you have e-submitted your application to PTCAS, no changes to coursework can be made until your application has been verified. If you e-submit your PTCAS application before your Summer/Fall 2018 grades are available, there will be an Academic Update (AU) period in December-February, which will allow you to update your coursework. Arrange for your updated Summer/Fall transcript to be sent to PTCAS as soon as it is available. You can only update your coursework once during the Academic Update period. An email will be sent to applicants when the Academic Update period opens.

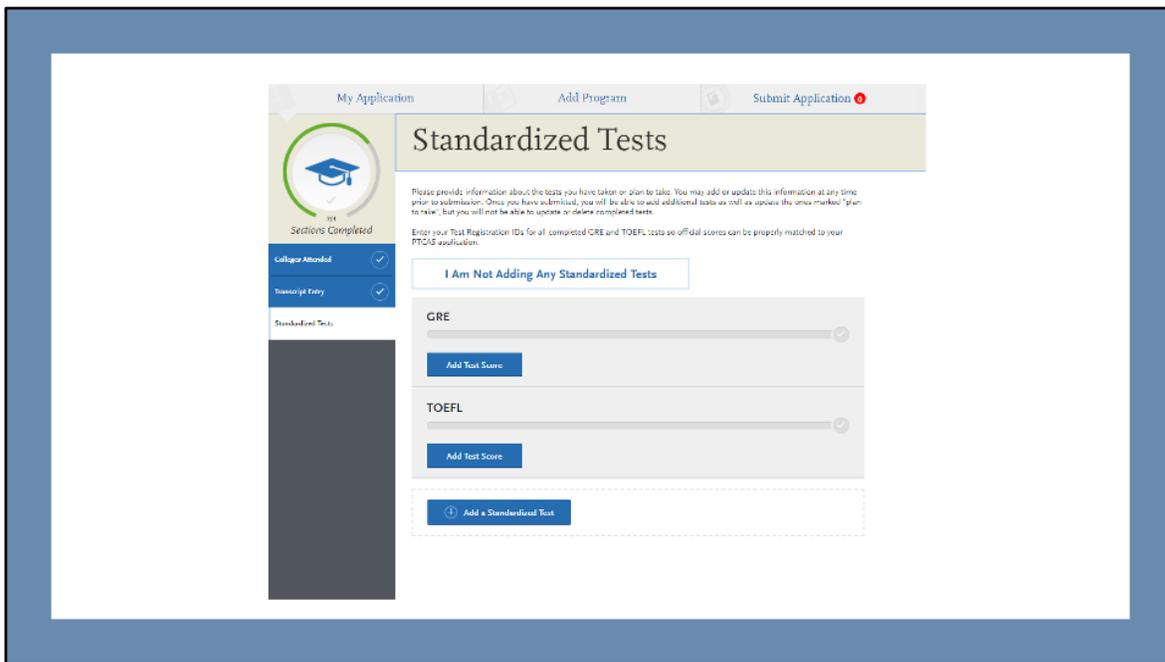
*Note: As mentioned below, PTCAS will only calculate grades **once** so any "in progress" courses listed will not be factored into GPA calculations viewed by programs*

The screenshot displays the PTCAS application interface. At the top, there are four navigation tabs: "My Application", "Add Program", "Submit Application", and "Check Status". Below these tabs is a header for the "COVID-19 Transcript Hardships" section. On the left side, there is a sidebar with a folder icon and a progress indicator showing "Sections Completed" with a checkmark and the number "9/9". The sidebar lists several sections: "References", "Observation Hours", "Experiences", "Achievements", "Licenses and Certifications", "Essay", and "COVID-19 Transcript Hardships". The main content area for "COVID-19 Transcript Hardships" includes a paragraph explaining that PTCAS understands that as a result of COVID-19 college closures, some applicants may not be able to obtain official transcripts from all of the colleges and universities they have attended. To assist applicants with this hardship, PTCAS is granting some applicants an exception and allowing them to upload unofficial transcripts for their application. Below this text, there is a question: "Are you able to have an official transcript sent to PTCAS from each of the colleges and universities you attended?". This question is marked as a required field with a red asterisk. There are two radio button options: "Yes" and "No". At the bottom of the form, there is a "Save and Continue" button.

If any of the institutions you are requesting transcripts from are unable to send theirs due to COVID-19, you should select the COVID-19 Transcript Hardships option.



Any questions regarding transcripts before we move on to standardized tests? We have almost completed the Academic History section of the application and then we will take a quick break.



Standardized Tests is the last section in the Academic History part of the application. Here, you will add exams that you have taken. All of you should be entering GRE information, so we will move forward with that test as an example.

Enter your unofficial GRE scores OR Enter your planned GRE date

Provide the date(s) of all taken or planned GRE administrations

PTCAS requires applicants to provide GRE scores in two ways:

1. **Manually Self-Report Scores**: Use the official score report from the Educational Testing Service.
2. **Sending Official U.S. GRE Scores**: When registering for the GRE, applicants can select any number of schools to receive the GRE score at no additional cost. It is strongly encouraged that an applicant selects ALL PT programs they plan on applying to. There is an additional fee if schools are added at a later time. The official score will be sent electronically to PTCAS 3-4 weeks after the test date and the score will be shared with all the schools the applicants applies to. Official GRE Scores are submitted electronically to PTCAS directly from ETS using a special PTCAS GRE code that is different for each program and different from the school's regular GRE code. Schools can only see scores that are sent with their code, so it is vital that program codes are entered correctly.

NOTE: Official GRE scores from ETS can be received by PTCAS at any point during the application cycle, even after your application is submitted or verified; however, some

programs may have a deadline by which they want your scores posted. Once your official GRE scores are attached to your application, they cannot be removed.

Standardized Tests Notes

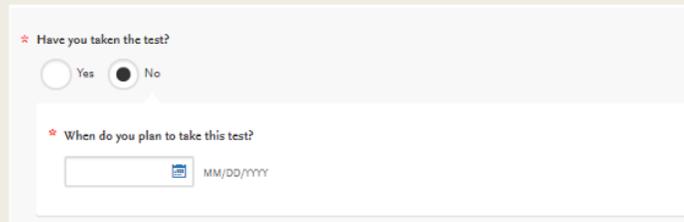
- **PTCAS Will Not Report Your Official GRE Scores to a Particular PT Program, If...**
 - *You use the GRE code for a different program*
 - *You do not apply to the program during the 2019-2020 cycle*
 - *The DPT program only has a “university” GRE code*

- **Failure to send official GRE scores correctly may jeopardize your chances of admission to a program. Visit the PTCAS site for a [list of GRE codes](#).**

- **Reapplicants**
 - *Reapplicants must request GRE scores for new designated PT programs and new exams taken.*

Haven't Taken GRE Yet?

- If you are planning to take the test after the application opens, you can add your GRE scheduled test date.
- REMEMBER you can still apply without having your official GRE scores.



* Have you taken the test?

Yes No

* When do you plan to take this test?

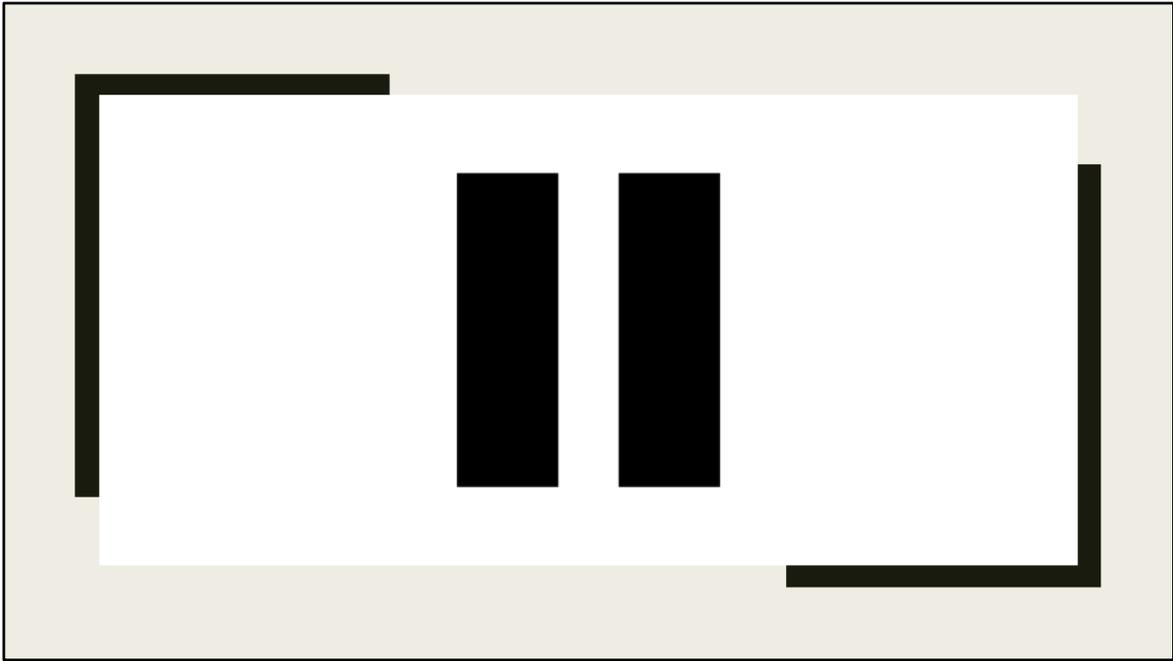
 MM/DD/YYYY

Standardized Tests FAQ

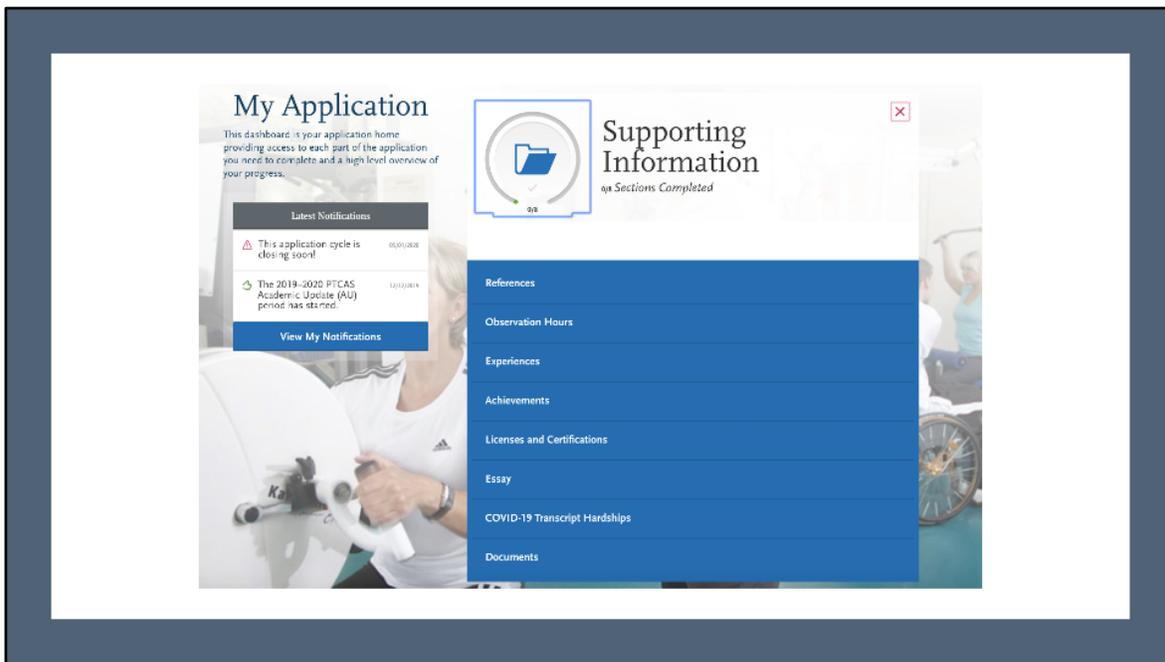
- **How do I check if my official GRE scores have been received?**
 - *Login to your account to check the status of your GRE scores at PTCAS for each selected program. If received, PTCAS will share your scores with only the programs that you selected to receive them from ETS and that have a PTCAS GRE code*

- **I took the test more than once. How do I report my scores?**
 - *Enter your scores for each date separately. Also enter any planned GRE test dates. Do not mix and match scores from different dates.*

- **I applied to PTCAS last year and sent in my GRE scores then. I haven't re-taken the test; do I need to resend my GRE scores?**
 - *Reapplicants must request GRE scores for new designated PT programs and new exams taken.*



Let's take a quick break and then we will wrap up when we return.



Under supporting information you will submit requests for references and enter your observation hours and experiences. This is also where you can find more information on COVID Hardships.

References

- When an applicant saves an evaluation request, the evaluator will receive an email request to complete the evaluation.
 - *The email will include a link to an online portal where the evaluator can upload a letter.*
- For each evaluation, the applicant must select whether to waive their access to the evaluation. ALWAYS waive your right to read this letter.

Remember:

- *Once a reference is completed on the PTCAS application, it cannot be removed or replaced.
- *It is NOT necessary to wait until your evaluators have uploaded a letter to submit your application.

What your references will be evaluating:

- Evaluators will respond to the following questions via the portal:
 - *How long have you known the applicant?*
 - *How well do you know the applicant?*
 - *Select the role that best describes your primary interaction with the applicant.*
 - *If you selected "Instructor/Professor" above, list all courses in which you have had the applicant.*
 - *Approximately how many references do you submit on behalf of physical therapy applicants each year?*
 - *Are you a licensed physical therapist?*
 - *If you are a physical therapist, please indicate the physical therapy institution from which you graduated.*
 - *If you are a physical therapist, please indicate the state in which you are licensed.*
 - *If you are a physical therapist, please enter your PT licensure number.*
- Evaluators will also rate the applicant (5=excellent, 1=poor) for the following traits:
 - *Commitment to Learning*
 - *Critical Thinking*
 - *Empathy*
 - *Ethics*
 - *Interpersonal Skills*
 - *Leadership*
 - *Oral Communication*
 - *Professional Demeanor*
 - *Response to Criticism*
 - *Responsibility*
 - *Stress Management*
 - *Team Skills*
 - *Time Management*
 - *Written Communication*
- Finally, the evaluator will give an Overall Recommendation for the applicant. Options for evaluators include:
 - *I highly recommend this applicant*
 - *I recommend this applicant*
 - *I recommend this applicant with some reservations*
 - *I am not able to recommend this applicant*

Make sure your references know you well enough to be able to answer these questions about you and give your high rating in the provided traits.

References will upload a letter of recommendation:

- Evaluators must upload a letter of recommendation on institutional or organizational letterhead via the PTCAS Reference Portal.
- Accepted formats for uploads are .pdf, .doc (Microsoft Word), .rtf (Rich Text Format) or .txt (ASCII Text File) files only. Uploaded letters must be less than 5MB in size.
- It is recommended that the letter include a signature

Evaluators must upload a letter of recommendation on institutional or organizational letterhead via the PTCAS Reference Portal.

Accepted formats for uploads are .pdf, .doc (Microsoft Word), .rtf (Rich Text Format) or .txt (ASCII Text File) files only. Uploaded letters must be less than 5MB in size.

It is recommended that the letter include a signature

Enter all of your paid or volunteer physical therapist observation hours on the application.

Not all programs require PT observation hours or a signed form as part of the admissions process.

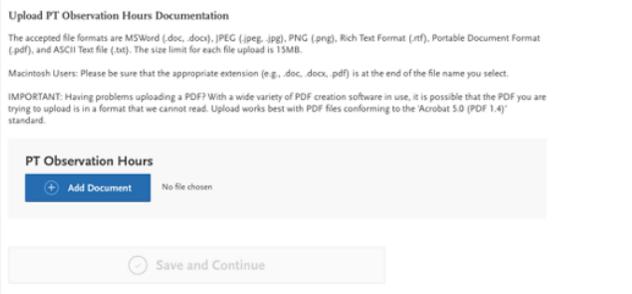
Review the [Directory](#) for program-specific requirements. PTCAS will not determine if you met the requirements for your selected programs.

If you have observed a PT in more than 1 setting, select “Add New Entry” for each additional experience.

Option #1: PTCAS Observation Portal
PTCAS will email the PT with instructions on how to verify your hours via the PTCAS Portal. Select **“Send my PT observation hours to my PT supervisor for verification”** and enter the email address for the PT. Alert the PT to watch for an automated email from PTCAS.

Option #2: Upload Signed Form
You will upload an image of a paper hours form signed by the PT. Select **“Upload a signed form verifying my PT observation hours.”** Select the **“Add Document”** button to upload the form.

Option #3: No Signed Form
Select **“I will not have my PT observation hours verified”** if none of your selected programs require PT hour verification or if you will not request verification for this particular experience.



It is generally recommended that you have your experiences verified via the **observation portal**

Your selected programs can view your experiences, regardless of whether the hours were verified by a physical therapist.

The image shows a two-page form. The left page is titled "Setting and Hours of Experience: Check and enter hours for all settings that apply to your experience in this facility." It contains two tables for recording hours. The first table is for "INPATIENT Settings Facility generally admits patients overnight" and the second is for "OUTPATIENT Settings Facility has no overnight patients". Each table has columns for "Hours Completed" and "Hours Planned / In Progress" and rows for various settings like "Acute Care Hospital", "Nursing Home/Skilled Nursing Facility/Extended Care Facility", "Other Inpatient Facility", "Rehabilitation/Sub-acute Rehabilitation", "Free-standing PT or Hospital Clinic", "Home Health", "Industrial/Occupational Health", "Other Outpatient Facility", "School/Pre-school", and "Wellness/Promotion/Fitness". A "TOTAL # OF HOURS COMPLETED FOR ALL SETTINGS" row is at the bottom. The right page is titled "Patient Diagnoses / Patient Observed (Check all that apply)" and lists various medical categories with checkboxes: "General Orthopedic (musculoskeletal)", "Neurological (neuromuscular)", "Cardiovascular / Pulmonary", "Integumentary (wound management)", "Geriatrics", "Pediatrics", "Sports", "Aquatics", "Women's Health", and "Other".

For each set of observation hours, you will be asked to include:

Facility name and address

Experience dates (can be planned or to current)

Experience details including:

Whether the experience was paid, volunteer, or both

The setting and hours of experience

Patients observed

After you e-submit your application:

You CAN:

- Add new PT observations to the application
- Request a PT to verify a new observation

***You may add new experiences at any time during the application cycle. If you have completed additional hours at a facility where you have already listed the experience, please create a new entry and list only the new hours completed.*

You CANNOT:

- Change PT observations that have an uploaded verification form
- Change PT observations that have already been electronically verified
- Change PT observations that were listed as "I will not have my experience verified"

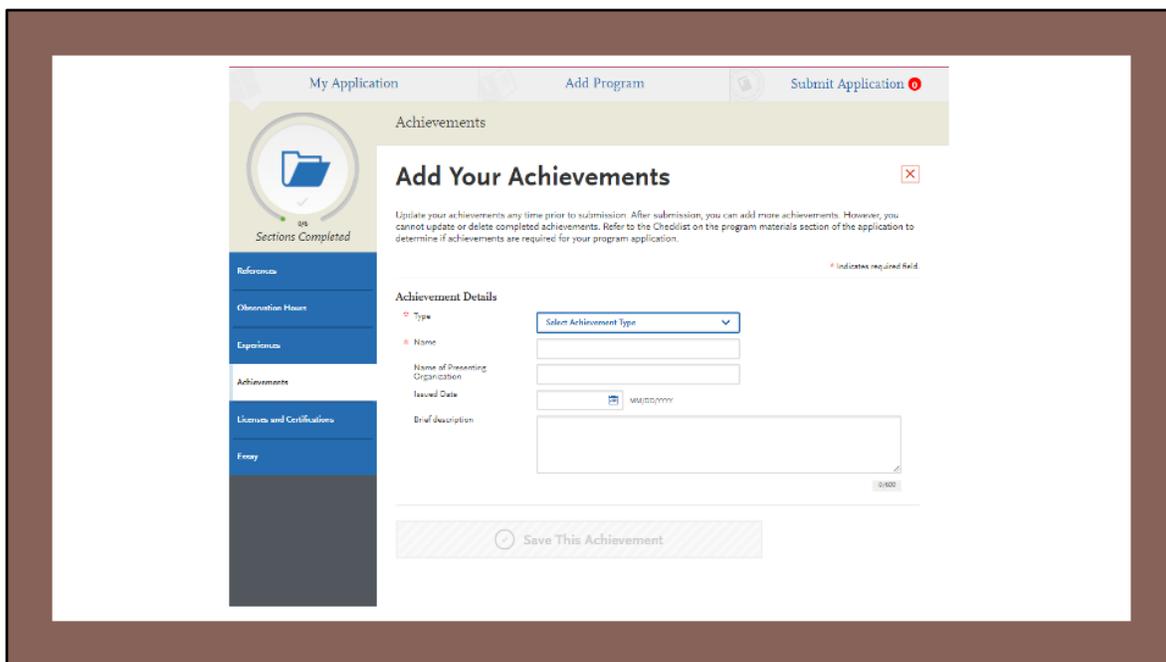
EXPERIENCES

Applicants use the Experiences section to provide detailed information about:

Employment: Paid work done outside of physical therapy. Include a brief description of your responsibilities

Extracurricular Activities: This includes research, club memberships, sports, etc.

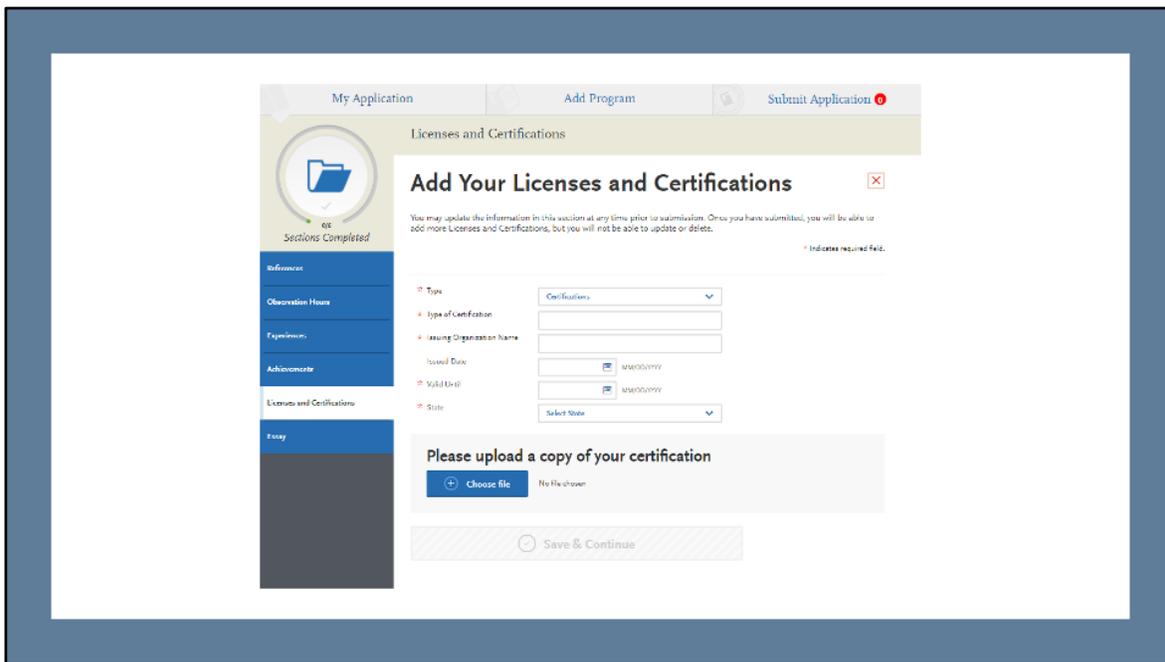
Volunteer: List all volunteer experiences with this experience type. Note 1-time experiences in the job description section.



List all relevant **awards, honors, and scholarships** that you have received or have been awarded

For each entry, provide a brief description, especially if the achievement is not clear based on its title. You can also note if any special circumstances surrounded it.

Although you can enter any achievements that you believe are relevant to your application, it is recommended that you focus on those achievements **within the last 10 years and at the collegiate level and above**



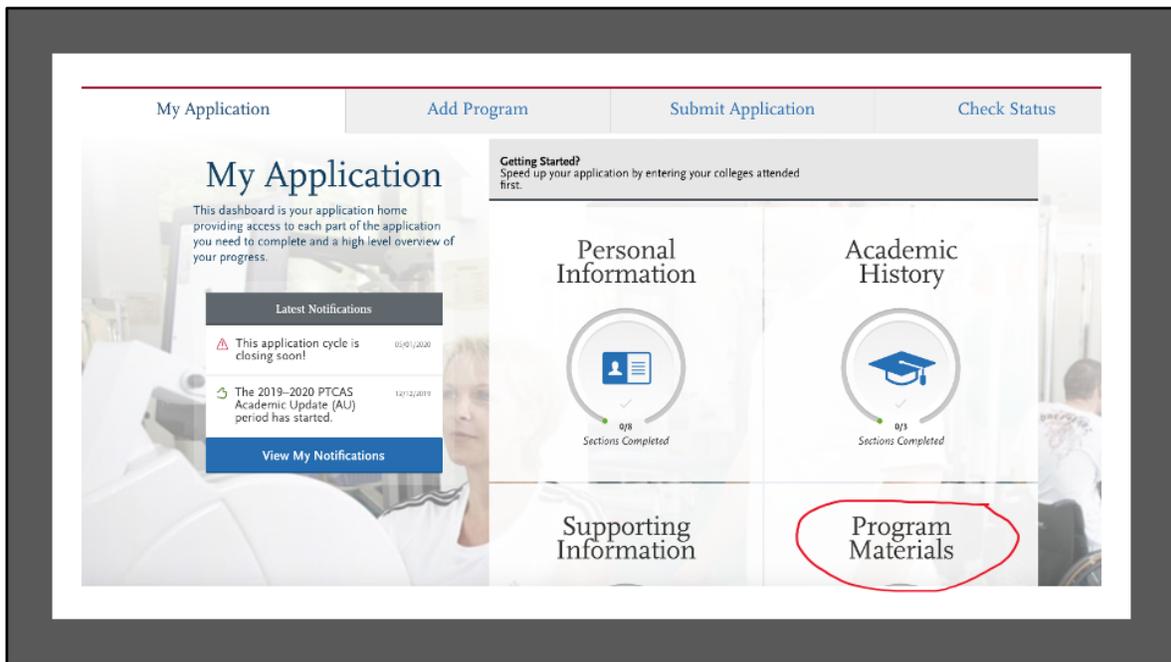
Complete items in this section for all professional licenses and certificates earned, including a physical therapist assistant and CPR license.

If you have more than 1 license or certificate, select the “Add a new entry” button for each. Upload an image of the license or certificate.

Be sure to list only valid certifications

The screenshot shows a web form titled "Essay" with a light green header. Below the title, there is a blue horizontal line. The main text area contains the following instructions: "Write a brief statement expressing why you would like to be considered for the programs you are applying to. [Click here](#) for more information." and "Once you submit your application, you cannot edit this section." A red asterisk indicates a required field. Below this, the word "Essay" is written in bold. A red asterisk followed by the instruction "Reflect on a meaningful experience in your life and share how that experience influenced your personal growth, such as your attitudes or perceptions." is present. A large, empty text input box is provided for the response. At the bottom right of the input box, a word count indicator shows "0 word" and "0/4500".

- ✓ You are limited to 4,500 characters, including spaces
- ✓ Some formatting characters used in programs such as Word (angled quotes, accents, special characters, bold, underline, or italics) will not display properly.
- ✓ PTCAS recommends that text be copied and pasted into the web form from a plain text editor such as Notepad, rather than Word.
- ✓ You cannot make edits to your personal statement after you have submitted your application to PTCAS.
- ✓ Your personal statement will be sent to *all* PTCAS programs to which you apply, and so you should *not* personalize it to any specific program.



The final section of the application is Program Materials. This is where program specific information will be housed.



0/8
Sections Completed

Documents

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more documents if there are optional document uploads available to you, but you will not be able to replace existing document uploads with new versions or delete uploaded documents.

? UPLOAD TIPS

 Review Uploaded Documents <small>The uploading process may have altered your formatting. Please review before submitting.</small>	 Accepted File Types <small>.doc, .docx, .pdf, .rtf, .txt, .jpg, .jpeg, .png. The size limit for each file upload is 15MB.</small>	 Do Not Password Protect Your Documents <small>Protected documents will not be sent with your application.</small>	 Conceal Your Social Security Number (SSN) <small>Only use correction fluid or a redacting marker to conceal your SSN before uploading.</small>
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Information for Applicants Impacted by COVID-19: PTCAS understands that as a result of COVID-19, some applicants may not be able to obtain official transcripts from all of the colleges and universities they attended. To assist applicants with this hardship, PTCAS is granting some applicants an exception and allowing them to upload unofficial transcripts for their application. If you believe you need this exception, please visit the [COVID-19 Transcript Hardships](#) page before uploading any unofficial documents here.

Be Aware: You must submit your application first before your unofficial transcripts are processed. Once your exception is processed, any uploaded unofficial transcripts will no longer appear on this page. Instead, you will see the transcript marked as **Arrived** in the **Check Status** section of the application.

Note that some schools may still require official transcripts before they will review your application.

Important: If you are able to obtain your official transcripts, you are not eligible for this exception and should not upload any documents.

Documents

The Documents tab will display any program-specific requirements for uploaded materials.

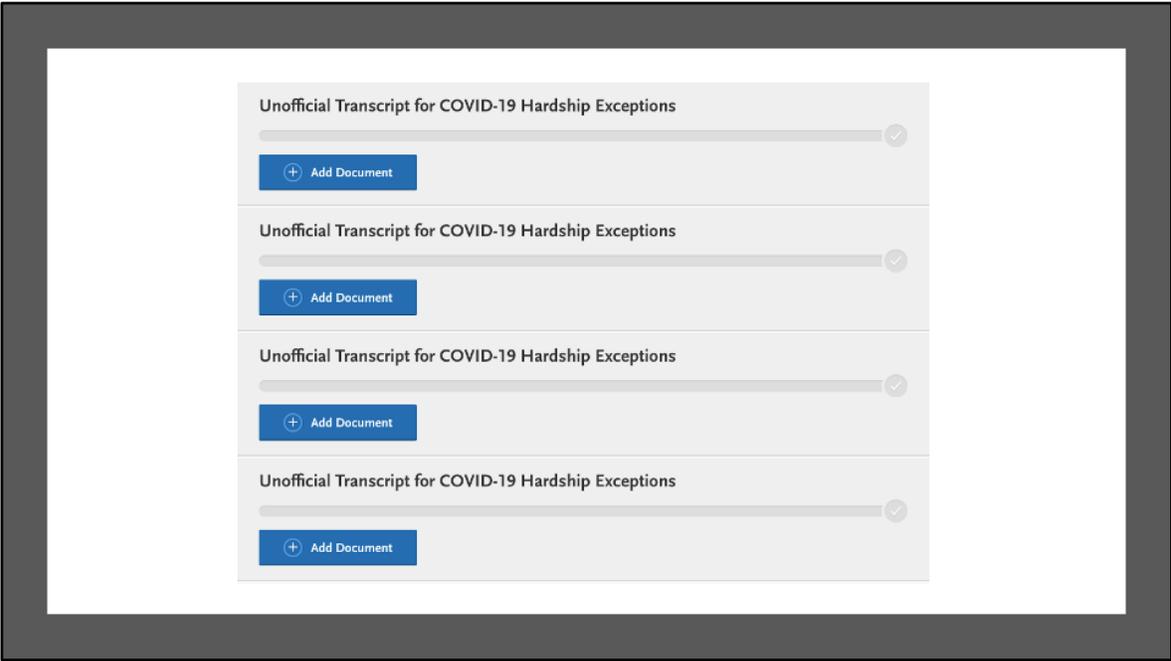
This tab may or may not be available, depending on the selections of each PTCAS program.

Types of documents that may be requested include the following:

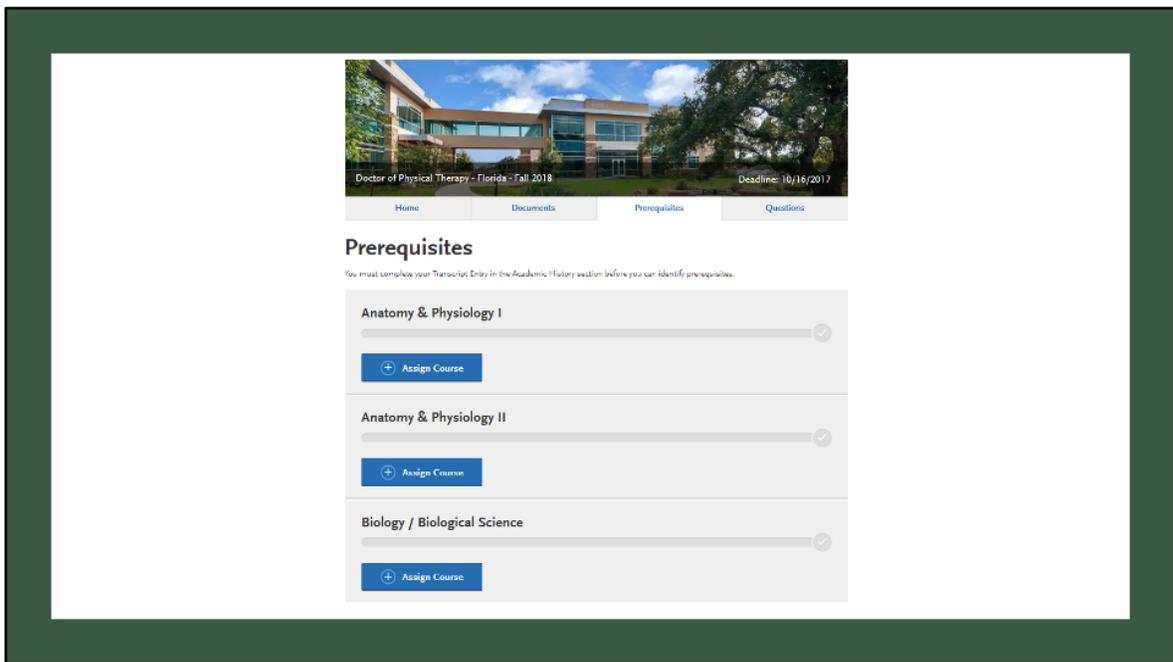
- Catalog course descriptions
- Cover letter

Writing sample

Other



This is also where you can upload documents for your COVID-19 Hardship Exception if applicable.



Prerequisites

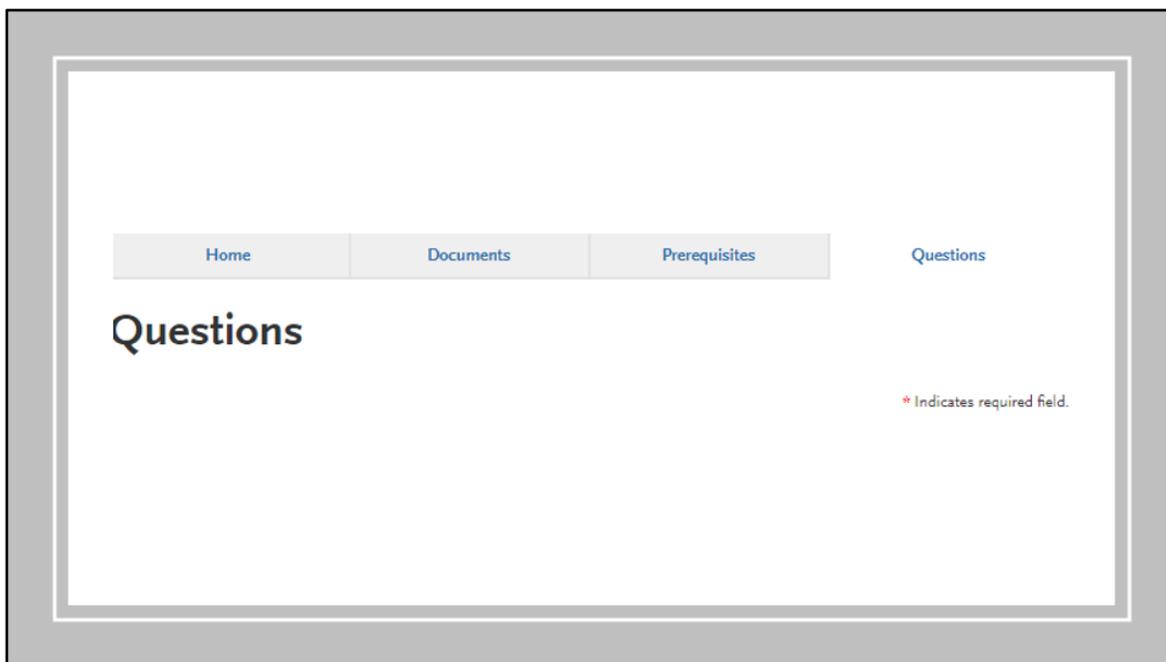
The Prerequisites tab will allow you to match your coursework to the course prerequisites for each selected program.

The Prerequisites tab may or may not be available, depending on the settings for each program.

If available, the program's list of prerequisite courses will be displayed on the screen. **You must complete the Transcript Entry section and the "Review & Finalize My Transcript" process before you can select courses for prerequisites.**

There is no guarantee that the courses you selected

will fulfill the program's course prerequisites. PTCAS will not verify that you have properly matched your courses or that you have fulfilled the program's course prerequisite



Program-Specific Questions

Some programs require applicants to respond to custom questions in addition to the standard PTCAS application questions. The PTCAS application will automatically prompt you to respond to any program-specific questions when you designate programs that require them

Supplemental Requirements

In addition to the PTCAS application, programs might require you to send a supplemental application, fee, and other materials directly to that institution. Examples of supplemental materials include, but are not limited to, the following:

- Graduate school application
- Supplemental fee
- Official GRE scores
- Results of a physical examination
- Immunization records
- Final transcripts

Supplemental Requirements

In addition to the PTCAS application, programs might require you to send a supplemental application, fee, and other materials directly to that institution. Examples of supplemental materials include, but are not limited to, the following:

- Graduate school application
- Supplemental fee
- Official GRE scores
- Results of a physical examination

Immunization records
Final transcripts

Deadlines

- Apply Early!
- Deadlines are set by individual programs
- Deadlines may vary among programs
- It can take 4-6 weeks for verification process to be completed after you submit your application

Since most physical therapy school acceptances are done on a rolling basis, applicants who submit early are more successful in being invited to interviews and considered for scholarships first. Please note that there are exceptions. Once your application becomes complete (application submitted and all official transcripts received) it can take an additional 4 – 6 business weeks for your

application to be verified.

Who determines deadlines?

Deadlines are determined by the individual programs, NOT BY PTCAS. It is the applicant's responsibility to research each program's deadline requirements before submitting their application.

Am I able to request a deadline extension?

Contact the program directly to request a deadline extension

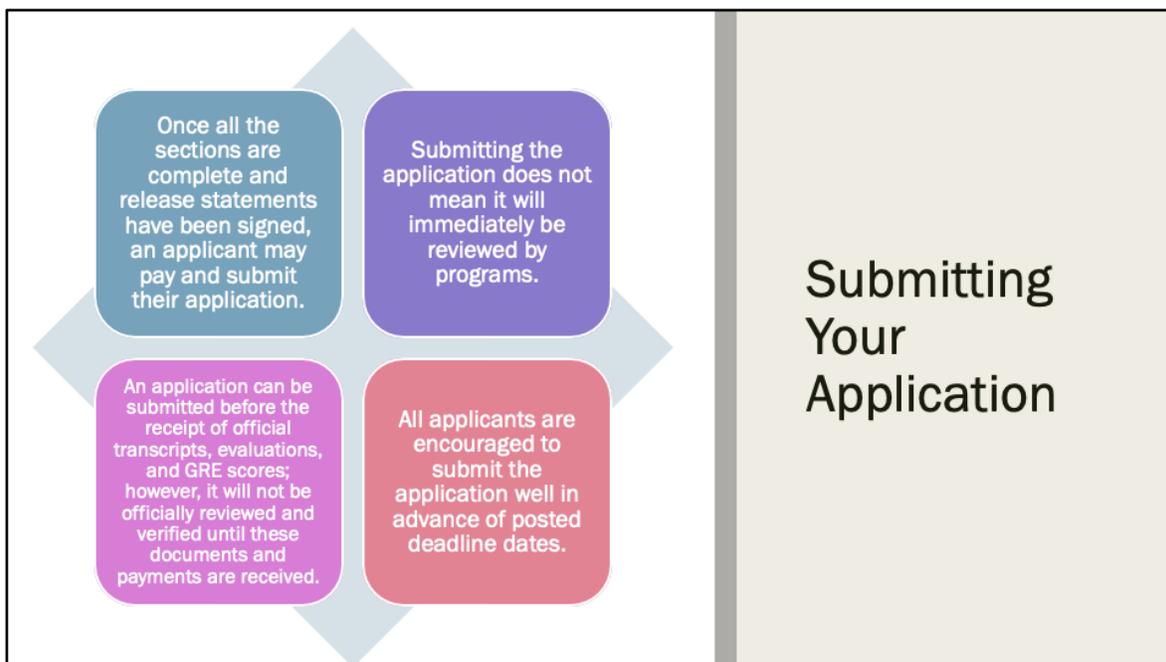
Will schools have the same deadline?

No, each school has its own deadlines. View the deadlines for 2019-2020 by PT program [here](#)

PTCAS COVID-19 Updates

- <http://www.ptcas.org/COVID-19/>
- <http://www.ptcas.org/uploadedFiles/PTCASorg/Homepage/Covid-Recommendations-for-Applicants.pdf>

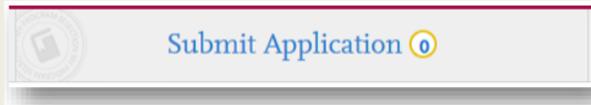
Here you can find updates regarding the impacts of COVID-19 on PTCAS.



Do not wait for PTCAS to receive all materials before submitting your application

Submitting Your Application

- Review your application for accuracy before submitting the application.
- Print a hard copy of your application for your personal records.
- Do not apply to a program unless you meet its admission requirements.



Application Verification

- PTCAS will consider an application complete and ready for transcript verification once the following items are received:
 - *Submitted PTCAS application*
 - *Official transcripts from every United States and Canadian institution attended*
 - *Correct PTCAS application fee*

- PTCAS will also accept up to 4 letters of reference, signed PT observation hours forms, official GRE scores sent via the Educational Testing Service (ETS) to PTCAS GRE codes, TOEFL scores, and foreign transcript evaluation reports from World Education Services (WES), as required by participating programs. PTCAS does not hold applications for these missing documents.

Application Verification

- During Verification, PTCAS uses the information you entered in the Transcript Entry section to calculate several GPAs, including GPAs for each institution you attended
- Verifications occur in chronological order and can take 4-5 weeks once all materials are received and the application is in “complete” status
 - **Contact customer service if it has been more than 5 weeks from the date your application’s status changed to complete and if has not yet been verified.**

Changes After Submission

- Review your application carefully before you submit. You generally cannot make corrections after your application is submitted.
- Only the following sections can be updated following submission:
 - **Alternate Name**
 - **Contact Information**
 - **Password and Security Questions**
 - **Add Programs:** No substitutions or deletions.
 - **Colleges Attended:** Add new institutions attended.
 - **Courses:** Add new coursework completed or planned at any time.
 - **Evaluations:** New references only. No deletions once reference is received.
 - **PT Observation Hours:** Add new PT experiences at any time. Programs might not consider newly listed hours.
 - **GRE and TOEFL:** Add new test dates and scores at any time. Programs might not consider updated scores in the admissions process.
 - **Experiences and Achievements:** New entries only. No deletions or revisions.

Managing Your Application

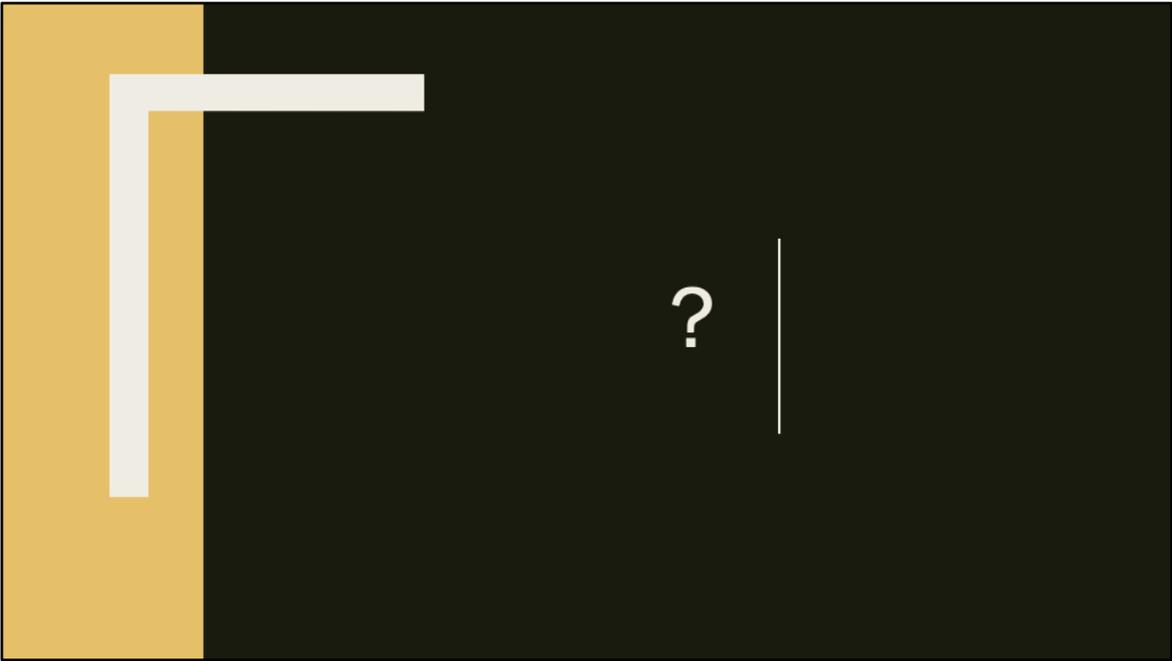
- Login to check status of your transcripts, references, GRE scores, and PT observation hour forms.
 - A description of statuses and screenshots of these varying application statuses can be viewed [here](#)

Check Status ●

- Check your email daily for important messages from PTCAS and programs.

■ Changing Program Selections After Submission

- **Withdrawing Your Application.** If you wish to withdraw your application from 1 or more programs, contact the institution directly.
- **Substituting or Deleting Program Selections.** PTCAS cannot substitute or delete program choices or refund application fees after you submit your application. If you wish to rescind your application to a particular program after you submit, contact the institution directly to remove your application from consideration.
- **Adding a New Program after Submission.** You may apply to additional programs after you submit your application, provided the application deadlines have not yet passed. To apply to additional programs, review the "Add Programs" instructions.



Questions? Good luck on your applications!