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The printing and publication of this handbook supersedes all other Healthcare Handbooks that were given out prior to the effective date of January 31, 2018.

NOTE: The Health and Public Safety Technologies Division reserves the right to amend or change handbook or syllabi polices as necessary.
Greetings:

Welcome to the Atlanta Technical College Physical Therapist Assistant Program. We hope you will find this program to be both a challenging and rewarding process in your path to becoming a licensed physical therapist assistant. Our goal is to always provide physical therapy care for patients in the best possible way with the best interventions we have to offer.

This handbook has been developed to introduce you to the PTA program and to inform you of the program’s policies. Please familiarize yourself with the handbook as much as possible as it will guide you through the program's expectations of you as a student and future member of the healthcare team.

The information in this handbook is subject to change - policies can be revised and/or removed. You will be notified of such changes through direct communication from the office of the PTA Program Director, Dean of Health & Public Safety, or other senior leadership of Atlanta Technical College.

While every circumstance cannot be foreseen, this handbook has been completed to be comprehensive of the pertinent information you will need during your tenure in the program - areas not covered in this handbook will be addressed on an individual basis.

Tamey T. Howard-Feltner, PT, DPT
Program Director, Physical Therapist Assistant Program
Atlanta Technical College
APTA Vision Statement for Physical Therapy 2020

Physical therapy, by 2020, will be provided by physical therapists who are doctors of physical therapy and who may be board-certified specialists. Consumers will have direct access to physical therapists in all environments for patient/client management, prevention, and wellness services. Physical therapists will be practitioners of choice in patients'/clients' health networks and will hold all privileges of autonomous practice. Physical therapists may be assisted by physical therapist assistants who are educated and licensed to provide physical therapist directed and supervised components of interventions.

ATC Mission & Philosophy
Atlanta Technical College, a unit of the Technical College System of Georgia, provides lifelong educational opportunities and experiences through academic and innovative career preparation, service learning, and multiple program delivery modalities that lead to technical certificates, diplomas, and associate degrees and make student development and success possible in a competitive global economy.

The mission of Atlanta Technical College is composed within the philosophical framework of the Technical College System of Georgia.

It is reviewed and approved annually by the faculty, staff, administration and the Board of Directors.

Atlanta Technical College Strategic Goals (2018 - 2022)
The strategic plan provides a blueprint for the college’s future and provides a framework for building on our strengths to continue to create a space for student success. It outlines a focused direction for the college as we move into our next 50 years of educating the global workforce. The identified central themes were culled into the following goals:

**Strategic Goal 1:** Align programs, initiatives, and services to ensure student success and to meet community and industry needs.

**Strategic Goal 2:** Improve institutional infrastructure for leadership and accountability across all functions of the college

**Strategic Goal 3:** Strengthen internal engagement

**Strategic Goal 4:** Build a sustainable business model for resources and industry partnerships
The Role of the Physical Therapist Assistant:
A physical therapist assistant (PTA) is a health care professional that provides services under the direction & supervision of a licensed Physical Therapist (PT). Those services include – exercises, neuromuscular stimulation, physical modalities for pain relief, patient education, balance, gait & mobility training. PTA’s implement the plan of care established by the PT, make adjustments in selected interventions either to progress the patient’s treatment (as directed by the PT) or to ensure patient comfort and safety. All services rendered by the PTA are authorized by the PT – as such, it is the responsibility of the PT to ensure that all interventions are within the scope of the PTA’s practice and are safe and effective towards meeting the therapeutic & patient-based goals.

Physical therapist assistants also uphold ethical and moral standards as prescribed by the American Physical Therapy Association and state board governances’ Code of Ethics. These standards are relevant to the contributions made by PTA’s to the society in which they reside and practice.

Physical Therapist Assistant Program Philosophy:
In compliance with the expectations and regulations of the Technical College System of Georgia and Atlanta Technical College, we believe the following:

The education of a physical therapist assistant
- is to develop each student's potential as a culturally-competent contributing member of the Physical Therapy profession.
- includes elements of general education for the purpose of developing independent and critical thinking, values clarification, communication skills, and an understanding of basic fundamental theories.
- presents the most currently relevant course material and educational techniques which allows the student to work in any type of structured Physical Therapy setting and is enhanced by periodic evaluation from students, academic, and clinical instructors.
- involves academic and clinical instructors [CI’s] in curriculum development, implementation, evaluation, and revision of the PTA Program.

The teaching & learning process within the PTA program
- should implement evidence-based practice.
- is an interdependent continuous process between instructor and student and is based on the learner's needs, interests, goals and program objectives.
- should be organized in its approach from simple to diverse.
- fosters attitudes and abilities which encourage students to have a commitment to continuing personal and professional growth.
- integrates the cognitive, affective and psychomotor approaches to learning.

Physical Therapist Assistant Program Mission:
In keeping with the mission and values of Atlanta Technical College and its commitment to workforce development, the PTA Program will produce skilled entry-level physical therapist assistants, who will master the process of self-awareness, knowledge building, and skill development that results in cultural competency in their provision of physical therapy under the direction and supervision of a physical therapist. By integrating academics and applied career preparation, PTA program graduates will engage in health encounters that are positive and affirming to patients, families, friends, and colleagues, and enhance the diverse society in which they will practice.
Physical Therapist Assistant Program Goals:

1. Program graduates will be culturally and technically competent entry-level physical therapist assistants who will provide physical therapy interventions under the supervision of a physical therapist.
2. Program graduates will demonstrate professional, legal and ethical values, standards and guidelines for commiserate with the physical therapy profession.
3. The program will provide consideration for admission to qualified applicants without regard for race, color, creed, national or ethnic origin, gender, religion, age, political affiliation or belief, veteran status, or citizenship status.
4. The program will provide the necessary resources for the advancement of students’ learning experiences including lab space & equipment for practical skills acquisition, instructional materials, and digital learning resources, which will enable the program to teach the skills required for competency upon graduation and licensing of the PTA student.
5. The program’s curriculum will integrate the competencies of didactic and clinical teaching with the cognitive, psychomotor and affective skills required to successfully prepare graduates of the program.
6. The program faculty will provide learning opportunities and resources that encourage personal and professional student growth and model appropriate and effective communication skills in all interactions.
7. The program’s mission and philosophy will remain congruent with Atlanta Technical College’s Mission, the American Physical Therapy Association’s professional values, standards and guidelines for the preparation of physical therapist assistants.
8. The policies and procedures of both the program and Atlanta Technical College’s (ATC) will remain congruent such that the standards set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the Commission of the Council on Occupational Education (COE), and the Commission for the Accreditation of Physical Therapy Education (CAPTE), will be fulfilled.

Objectives for Goal 1:
- Graduates of the PTA Program will demonstrate competence in providing identified components of a physical therapy plan of care as directed and supervised by a physical therapist.
- Graduates of the PTA program will be eligible candidates for licensure upon passing the NPTE as assessed by NPTE pass rates of 85% or greater.
- Graduates of the PTA program will communicate verbally and non-verbally with the patient, the physical therapist, health care delivery practitioners, and others in an effective, appropriate, culturally competent and capable manner.
- Employer Satisfaction Rate of graduates one-year post-employment ≥ meets expectations as evidenced by feedback from employer satisfaction surveys.

Objectives for Goal 2:
- Graduates of the PTA program will promote professional attitudes and behavior of physical therapist assistants, who are committed to meeting the health needs of patients/clients and society through ethical behavior, continued competence, collegial relationships with other health care practitioners, and advocacy for the profession.
Objectives for Goal 3:
- The program will provide information to the public regarding the program that will facilitate recruitment and enrollment of students to fill the target number of spaces.
- The program’s admission criteria will identify the top candidates for success, without prejudice.
- The program’s student advisement process will coordinate with the college’s admission process, ensuring that 100% of the students admitted for the PTA program will receive advisement from the PTA core faculty.
- The program will establish regular communications with industry and employers that would provide indications for physical therapist assistant employment opportunities that would trigger the program to adjust its enrollment targets accordingly.

Objectives for Goal 4:
- The program will make several budgetary proposals to the institution for the advancement of students’ academic success including library resources and clinical competencies through the APTA’s Clinical Performance Instrument.
- The program, congruent to the institution’s strategic plan, will develop and implement policies that support qualified faculty.
- The program will employ a sufficient number of qualified physical therapy faculty to provide instructions for all courses of the program effectively.
- The program will experience no more than 50% turnover in core faculty over a five-year period.
- 100% of PTA technical courses will be taught by a PT or PTA licensed to practice in the state of Georgia.

Objectives for Goal 5:
- The program will provide learning opportunities that engage students in activities that promote cultural competency.
- The program faculty will promote cultural competency in all didactic and clinical courses.

Objectives for Goal 6:
- The program, congruent to the institution’s strategic plan, will evaluate annual performance of faculty as it supports and reflects the institution’s mission.
- The policies and procedures of the program will not breach the rights of the students, faculty, patients and communities of interest.
- The program faculty will engage in scholarly activities that attract physical therapy clinicians and educators to the program.

Objectives for Goals 7 & 8:
- The policies and procedures of the program will not breach the rights of the students, faculty, patients and communities of interest.
- Mechanisms will be in place whereby the program gets timely notification of institutional policies and procedural changes.
- Mechanisms will be in place whereby continuous engagement with program stakeholders (e.g., employers, advisory board members) is ensured to guide program revisions and/or improvements that meet industry standards.
- Any substantive change in the institution’s policies and procedures will be assessed immediately for the impact on the PTA program.
- The program will engage in scholarly activities that attract physical therapy clinicians and educators to the program.
- Core values related to professionalism will be exemplified in students’ scores on Work Ethics threads.
Student Learning Outcomes:
The student learning objectives (SLOs) for the PTA program state the expected knowledge, skills, attitudes, competencies, and habits of mind that students are expected to acquire while in the program. The following outcomes are measured throughout all technical coursework in the program:

SLO1: At the completion of the Physical Therapist Assistant Program, students will communicate verbally and non-verbally with the patient, the physical therapist, health care delivery practitioners, and others in an effective, appropriate, culturally competent and capable manner.

SLO2: At the completion of the Physical Therapist Program, students will demonstrate competence in implementing selected components of interventions identified in the plan of care established by the physical therapist.

SLO3: At the completion of the Physical Therapist Assistant Program, students will be able to demonstrate competency in performing components of data collection skills essential for carrying out the plan of care.

SLO4: At the completion of the Physical Therapist Assistant Program, students will be able to recognize when intervention should not be provided due to changes in the patient’s status and report this to the supervising physical therapist.

SLO5: At the completion of the Physical Therapist Assistant Program, students will be able to recognize when the direction to perform an intervention is beyond that which is appropriate for a physical therapist assistant and initiate clarification with the physical therapist.

Program Outcomes:

<table>
<thead>
<tr>
<th>Program Outcome</th>
<th>Program Outcome Measures of Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates of the PTA Program would have demonstrated competence in providing identified components of a physical therapy plan of care as directed and supervised by a physical therapist.</td>
<td>Program Graduation Rate ≥80%</td>
</tr>
<tr>
<td>Graduates of the PTA program will be prepared to write their respective State Board of Physical Therapy as eligible candidates for licensure upon passing the NPTE</td>
<td>NPTE Rate ≥85%</td>
</tr>
<tr>
<td>Graduates of the PTA program will communicate verbally and non-verbally with the patient, the physical therapist, health care delivery practitioners, and others in an effective, appropriate, culturally competent and capable manner.</td>
<td>Entry-level ratings for all criteria of the CPI = 100%</td>
</tr>
<tr>
<td>Employer Satisfaction Rate of graduates one-year post-employment ≥ meets expectations</td>
<td>Employment Rate post-graduation ≥90%</td>
</tr>
<tr>
<td>Graduates of the PTA program will promote professional attitudes and behavior of physical therapist assistants, who are committed to meeting the health needs of patients/clients and society through ethical behavior, continued competence, collegial relationships with other health care practitioners, and advocacy for the profession</td>
<td>APTA Membership/Service post-graduation ≥ 60%</td>
</tr>
<tr>
<td></td>
<td>Graduates become Clinical Instructors within 5 years of licensure ≥60%</td>
</tr>
</tbody>
</table>
WARRANTY OF DEGREE, DIPLOMA AND TECHNICAL CERTIFICATE OF CREDIT GRADUATES

As a demonstration of our confidence in the quality of our programs and in accordance with the policies and procedures of the Technical College System of Georgia (TCSG), Atlanta Technical College warrants every graduate of our technical college programs offering a technical certificate of credit, diploma, or associate degree. The warranty guarantees that graduates of state technical colleges or participating local technical colleges have demonstrated competence in those competencies as defined by the Industry Technical Committee and included in the approved state curriculum standards.

WARRANTY OF DEGREE, DIPLOMA, AND TECHNICAL CERTIFICATE OF CREDIT GRADUATES:
The Technical College System of Georgia warrants that any program graduate who is determined to lack such competence; namely, not be able to perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a state required licensing examination, shall be retrained at no cost to the employer or the graduate for tuition or instructional fees. A warranty claim may be filed by either an employer in conjunction with a graduate or a graduate if the individual is unable to perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination or national licensing examination. This warranty is applicable only to graduates of a technical certificate of credit, diploma, or degree program who entered the program subsequent to the mandated standards implementation date. The warranty shall remain in effect for two years immediately following the date of graduation and shall be honored by any technical college that offers the program from which the individual graduated. Additional warranty information is available on the Atlanta Technical College website. The college contact person is the Equity/Special Needs Coordinator who may be reached at 404.225.4434.

ACCREDITATION:
Physical Therapist Assistant Program at Atlanta Technical College has been granted by the:

Commission on Accreditation of Physical Therapy Education (CAPTE)
American Physical Therapy Association
1111, North Fairfax Street
Alexandria, Virginia 22314
phone: (703) 706-3245
e-mail: accreditation@apta.org
The core curriculum [occupational courses] of the PTA Program is five semesters long; general education and health science courses are offered in conjunction with the core curriculum content. The program requires a full time commitment from students as 1) courses are offered sequentially and cannot be taken out of sequence, and 2) classes are scheduled daily from 8:00 am to 6:00 pm with some evening and/or weekend requirements.

General Education Core – Total of 27 Hours

Area I – Language Arts/Communications – 3 Hours
ENGL 1101 Composition & Rhetoric (3)

Area II – Social/Behavioral Sciences – 6 Hours
PSYC 1101 Introductory Psychology (3)
PSYC 2103 Human Development (3)

Area III – Mathematics – 3 Hours
MATH 1111 College Algebra (3)

Area III – Natural Sciences – 12 Hours
BIOL 2113(L) Human A&P I + Lab (4)
BIOL 2114(L) Human A&P II + Lab (4)
PHYS 1110(L) Conceptual Physics + Lab (4)

Area IV – Humanities/Fine Arts – Choose 3 Hours
ARTS 1101 Art Appreciation (3)
ENGL 2110 World Literature (3)
ENGL 2130 American Literature (3)
HUMN 1101 Introduction to Humanities (3)
MUSC 1101 Music Appreciation (3)

Occupational [Core] Courses – Total of 49 Hours

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>PHTA 1110 Intro to Physical Therapy (2)</td>
</tr>
<tr>
<td></td>
<td>PHTA 1120 Patient Care Skills (3)</td>
</tr>
<tr>
<td></td>
<td>PHTA 1140 Physical Therapy Procedures (4)</td>
</tr>
<tr>
<td>Second Semester</td>
<td>PHTA 1130 Functional Anatomy/Kinesiology (3)</td>
</tr>
<tr>
<td></td>
<td>PHTA 2120 Rehabilitation (3)</td>
</tr>
<tr>
<td></td>
<td>PHTA 2130 Physical Therapy Procedures II (4)</td>
</tr>
<tr>
<td>Third Semester</td>
<td>PHTA 2110 Pathology (4)</td>
</tr>
<tr>
<td></td>
<td>PHTA 2170 Kinesiology II (3)</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td>PHTA 2140 Clinical Education I (4)</td>
</tr>
<tr>
<td></td>
<td>PHTA 2150 Pathology II (4)</td>
</tr>
<tr>
<td></td>
<td>PHTA 2160 Rehabilitation II (3)</td>
</tr>
<tr>
<td>Fifth Semester</td>
<td>PHTA 2180 Clinical Education II (4)</td>
</tr>
<tr>
<td></td>
<td>PHTA 2190 Clinical Education III (7)</td>
</tr>
<tr>
<td></td>
<td>PHTA 2200 Physical Therapist Assistant Seminar (1)</td>
</tr>
</tbody>
</table>
An outline of the curriculum that integrates both general education with core courses is detailed as follows:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Contact Minutes</th>
<th>Credit Hours</th>
<th>[P] = Prerequisite</th>
<th>[C] = Co-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR 1: FIRST SEMESTER (Fall)</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1101</td>
<td>Composition &amp; Rhetoric</td>
<td>2250</td>
<td>3</td>
<td>[P] Program Admission</td>
<td></td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>2250</td>
<td>3</td>
<td>[P] Program Admission</td>
<td></td>
</tr>
<tr>
<td>BIOL 2113</td>
<td>Anatomy &amp; Physiology I (Includes BIOL 2113L)</td>
<td>3000</td>
<td>4</td>
<td>[P] Program Admission</td>
<td></td>
</tr>
<tr>
<td>PHTA 1110</td>
<td>Introduction to Physical Therapy</td>
<td>2250</td>
<td>2</td>
<td>[C]</td>
<td></td>
</tr>
<tr>
<td>PHTA 1120</td>
<td>Patient Care Skills</td>
<td>5250</td>
<td>3</td>
<td>[C]</td>
<td></td>
</tr>
<tr>
<td>PHTA 1140</td>
<td>Physical Therapy Procedures I</td>
<td>6000</td>
<td>4</td>
<td>[P] PHTA 1110 &amp; PHTA 1120</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CONTACT MINUTES: 21,000  TOTAL CREDIT HOURS: 19</strong></td>
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</tbody>
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| **YEAR 1: SECOND SEMESTER (Spring)**                                                                                  |
| BIOL 2114   | Anatomy & Physiology II (Includes BIOL 2114L)     | 3000            | 4            | [P] BIOL 2113      |                    |
| PHYS 1110   | Conceptual Physics Includes PHYS 1110L           | 3000            | 4            | [P] Program Admission |                 |
| PHTA 2120   | Rehabilitation I                                | 5250            | 3            | [P] PHTA 1130 & PHTA 1140 |          |
| PHTA 2130   | Physical Therapy Procedures II                   | 6000            | 4            | [P] PHTA 1130 & PHTA 1140 |          |
| PHTA 1130   | Functional Anatomy & Kinesiology I              | 4500            | 3            | [P] PHTA 1110 & PHTA 1120 |          |
| **TOTAL CONTACT MINUTES: 21,750  TOTAL CREDIT HOURS: 18**                                                            |

| **YEAR 1: THIRD SEMESTER (Summer)**                                                                                  |
| HUMN 1101   | Introduction to Humanities                       | 2250            | 3            | [P] Program Admission |                  |
| PSYC 1101   | Introduction to Psychology                       | 2250            | 3            | [P] Program Admission |                  |
| PHTA 2110   | Pathology I                                     | 4500            | 4            | [P] PHTA 1130 & PHTA 1140 |            |
| PHTA 2170   | Kinesiology II                                  | 4500            | 3            | [P] PHTA 1130 & PHTA 1140 |            |
| **TOTAL CONTACT MINUTES: 13,500  TOTAL CREDIT HOURS: 13**                                                             |

| **YEAR 2: FOURTH SEMESTER (Fall)**                                                                                  |
| PSYC 2103   | Human Development                               | 2250            | 3            | [P] PSYC 1101      |                  |
| PHTA 2140   | Clinical Education I                            | 9000            | 4            | [P] PHTA 2110, PHTA 2120, PHTA 2130 |          |
| PHTA 2150   | Pathology II                                    | 5250            | 4            | [P] PHTA 2110, PHTA 2120, PHTA 2130 |          |
| PHTA 2160   | Rehabilitation II                               | 5250            | 3            | [P] PHTA 2110, PHTA 2120, PHTA 2130 |          |
| **TOTAL CONTACT MINUTES: 21,750  TOTAL CREDIT HOURS: 14**                                                            |

| **YEAR 2: FIFTH SEMESTER (Spring)**                                                                                  |
| PHTA 2180   | Clinical Education II                           | 9000            | 4            | [P] PHTA 2140, PHTA 2150, PHTA 2160, PHTA 2170 |          |
| PHTA 2190   | Clinical Education III                          | 15750           | 7            | [P] PHTA 2140, PHTA 2150, PHTA 2160, PHTA 2170 |          |
| PHTA 2200   | Physical Therapist Assistant Seminar           | 1500            | 1            | [P] PHTA 2140, PHTA 2150, PHTA 2160, PHTA 2170 |          |
| **TOTAL CONTACT MINUTES: 26,250  TOTAL CREDIT HOURS: 12**                                                            |

A minimum of 76 semester hour credits are required for graduation. Failure to complete the required prerequisites by the fifth semester will result in a delay of graduation verification and degree conferment.
PTA PROGRAM ADMISSION REQUIREMENTS

Physical Therapist Assistant Program admission is a competitive selection process. Meeting minimum program criteria does not guarantee an applicant's acceptance into the program. Program faculty and the admissions staff designed the process to ensure maximum opportunity for student success in the program and on the FSBPT’s National Licensure Examination. The program admits a new cohort of students are accepted annually each fall semester. Applicants must submit all required documentation by the requested due date to receive consideration in the selection process. Applicants must be in good academic standing at the time of selection to receive consideration as candidates for admission. Applicants who meet admission criteria but due to space allocation were unable to be admitted will be placed on a waiting list for one year provided that their records continue to meet admission criteria for the program. Applicants not selected for the program due to academic performance may reapply during subsequent admission intake periods. Applicants must complete the application process for each attempt at admission entry. No applications or support application documents will be accepted after the admissions deadline.

Applicants must meet the following criteria to be considered for admission to the PTA program:

1. Must be at least 18 years of age.
2. Must attend a PTA information session within the same year for which admission is sought to obtain a program application.
3. Complete application for admission to Atlanta Technical College and pay a nonrefundable fee to ATC’s admission office.
4. Complete an application for admission to the PTA Program and submit to Enrollment Services.
5. Submit all official transcripts from high school and/or all colleges previously attended to the Admissions Office.
6. Must attain >60% on the TEAS VI or HESI entrance exam within the last three (3) years (greater consideration is given to applicants who score ≥75%)
7. Must have at minimum 3.0 cumulative GPA
8. For students who have completed general education courses prior to admission, greater consideration is given to students who achieved a minimum grade of (B) or better in the following math and health sciences courses:
   a. College Algebra (or higher collegiate Math course)
   b. Anatomy & Physiology I (with lab)
   c. Anatomy & Physiology II (with lab)
   d. Conceptual Physics (with lab)

Please note: For applicants transferring credits from another approved institution – math and health science courses must be less than five years old.

Occupational core courses completed from a prior PTA program will not be considered for transfer credit.

9. A clear (free of violations as determined by clinical facilities) and satisfactory background check and/or drug screen is required from the College’s designated background check company. Criminal background checks will be required at various intervals throughout the program as designated by the program faculty. Current CPR with Basic Life Support (infant-adult) certification through the American Heart Association Current immunizations and medical clearance from a licensed physician/nurse practitioner
10. Must be cleared by a medical professional (physician, nurse practitioner) to participate in the PTA program. Must also
The selection process will be weighted towards students who have completed general education and science courses with grades of B or better by May 1st of the academic year for which they are seeking admission to the program. **If a course has been repeated, only the grades from the first two attempts will be considered in the competitive selection process.**

*If the above stated criteria are not met, an applicant’s file cannot be processed for selection into the Physical Therapist Assistant program.*

**Transcripts**
Late unofficial transcripts will be accepted by the program from students taking coursework in the spring and summer of their application submission, so long as the other required documents are submitted before the May 1st deadline and proof of enrollment is submitted with the application.

**Transfer Credit**
Applicants transferring to Atlanta Technical College from other colleges must confirm the transferability of credit for coursework with the ATC’s Registrar’s office and records before the application deadline. No more than 50% of the total required hours in a certificate, diploma, certificate or degree program will be approved for transfer credit. For information pertaining to how to transfer credits, please visit the ATC website at: [http://www.atlantatech.edu/admissions/apply/other-admission-forms/](http://www.atlantatech.edu/admissions/apply/other-admission-forms/)

**Learning Support**
Applicants whose test scores indicate that additional educational preparation is needed will be required to satisfactorily complete appropriate learning support courses to prepare for their programs. The Student Success Center provides services such as, tutorial labs, and individualized tutorials also help prepare students for program success.

**Equal Opportunity Statement**
As set forth in its student catalog, Atlanta Technical College does not discriminate on the basis of age, race, color, creed, national or ethnic origin, sex, religion, marital status, veteran status, citizenship status (except in those special circumstances permitted or mandated by law), or disability in its educational programs, activities, or employment.

For further information regarding these laws (Title VI, IX and Section 504) or to request reasonable accommodations upon enrollment (Section 504/ADA), contact:

Mattie Goss, Career Planner/Special Needs
Student Affairs Division
Atlanta Technical College
Cleveland Dennard Building, Suite B166
1560 Metropolitan Parkway, SW, Atlanta, GA 30310
404-225-4434
Email: mgoss@atlantatech.edu

This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other college-administered programs. It also encompasses the employment of personnel and contracting for goods and services. Atlanta Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

**Student Grievances**
It is the policy of the Technical College System of Georgia to maintain a grievance process available to all
students that provides an open and meaningful forum for their grievances, the resolution of these grievances, and is subject to clear guidelines. This procedure does not address grievances related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

Definitions:

1. **Givable issues:** Issues arising from the application of a policy/procedure to the student’s specific case is always grievable. Specifically, grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.

2. **Non-grievable issues:** Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment etc.) are not grievable and a student must take advantage of the process in place.

3. **Business days:** Weekdays that the college administrative offices are open.

4. **Executive Vice President of Academic and Student Affairs:** The staff member in charge of the student services division at the college.

5. **Retaliation:** Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.

6. **Grievant:** the student who is making the complaint.

Procedure:

1. For all timelines established herein, if a student will need additional time, an extension may be granted at the Executive Vice President of Academic and Student Affairs’ discretion.

2. **Informal Grievance Procedure:** Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.
   1. A student has 10 business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
   2. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure below.

3. **Formal Grievance Procedure:** where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.
   1. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Executive Vice President of Academic and Student Affairs [EVPASA] or the technical college president’s designee with the following information:
      - Name
      - Date
      - Brief description of incident being grieved
      - Remedy requested
      - Informal remedy attempted by student and outcome
      - The formal grievance must be signed
   1. If the grievance is against the EVPASA, the student shall file the grievance with the technical college president.
   2. The EVPASA, or the technical college president’s designee, will investigate the matter and supply a written response to the student within 15 business days.
   3. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
   4. If the grieved incident is closely related to an incident being processed through the
harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Student’s procedure will take precedence, then the disciplinary procedure and then the student’s grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.

5. The EVPASA, or the technical college president’s designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

1. Appeal: The student may appeal the decision from the EVPASA or the technical college president’s designee to the technical college president. Only the student has the right to appeal.
   1. A student shall file a written appeal to the technical college president within 5 business days of receiving the response referenced above.
   2. The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he or she has provided all relevant documents with his or her appeal.
   3. At the sole discretion of the technical college president, grievance appeals at their institution may be held in one of the following two ways:
      • The technical college president may review the information provided by the student and administration and make the final decision; or
      • The technical college president may appoint a cross-functional committee to make the final decision.
      • The decision of the president or the cross-functional committee shall be made within 10 business days of receipt of the appeal.

1. The decision of the grievance appeal is final regardless the process is chosen by ATC’s president.
• Retaliation against a student for filing a grievance is strictly prohibited.

Atlanta Technical College also maintains and publishes a grievance procedure for addressing sexual harassment and discrimination concerns. These procedures, at a minimum, meet the federal requirements for compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act and Title I of the Workforce Investment Act of 1998.

Inquiries concerning the administration of this policy should be addressed to either of the following individuals:
• For students:
   o Mattie Goss, Equity Coordinator, Atlanta Technical College, Cleveland Dennard Center, Suite 166
   B. Tel: 404.225.4463. Email: mgoss@atlantatech.edu.
• Travis H. Salley, Director of Human Resources, Cleveland Dennard Center, Suite 219 404.225.4612.
   Email: tsalley@atlantatech.edu.
FINANCIAL AID
Atlanta Technical College is pleased to administer federal, state, and local financial aid programs on behalf of its students. Financial Aid Programs available include the Federal Pell Grant (Pell), Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work Study (FWS), Georgia’s Helping Outstanding Pupils Educationally (HOPE) and Georgia’s Leveraging Educational Assistance Program (LEAP). The Financial Aid Office is also the liaison for numerous scholarship programs sponsored by the College foundation, civic, religious, and corporate agencies. To further assist students with the application process, financial aid counseling is available and workshops are conducted throughout each academic year.

ASSOCIATED STUDENT FEES:
Student fees are assessed throughout the program and are subject to change annually. For a full list of fees and additional details, please refer the College’s website at: http://www.atlantatech.edu/docs/admissions/FY2018tuitionandfees.pdf

Student Activity Fee: Registered students will pay Student Activity fees of $30. This fee is used to support student activities, campus activity days, student organizations, and more. Students taking only on-line courses are not assessed an activity fee.

Registration Fee: Each enrolled student will pay an administrative registration fee of $63.

Malpractice Insurance: An annual professional liability insurance fee of $10 is required for students in the Health Occupations and Human Services Divisions. These costs are subject to periodic changes, and the most current cost information may be obtained in the Admissions Office.

Accident Insurance Fee: Each registered student will pay an accident insurance fee of $4 per semester. This insurance will cover students for the costs of an accidental injury on campus or while participating in any approved student activity as an official representative of the College.

Special Instructional Fee: An instructional support fee of $55 will be charged each semester to every full-time and part-time student. This fee applies only to students enrolling in credit courses and is used to fund instructional cost at the college.

Facilities Fee: A fee of $50 per semester will be charged to all students regardless of how many hours a student is enrolled. These funds will be used to update and maintain the facilities of the college.

Campus Safety Fee: A campus safety fee of $25 will be charged to all students per semester regardless of how many hours a student is enrolled. This fee is used to enhance safety and ensure students and faculty have a safe and healthy learning environment.

Student Assistance Program Fee: A student assistance program fee of $8 will be charged to all students per semester. This fee gives students access to the Life Balance Program offered at Atlanta Technical College.

Technology Fee: A technology fee of $105 will be charged to all students each semester regardless of how many hours a student is enrolled. These funds will be used to increase instructional resources and technology.

Late Registration Fee: An additional fee of $45 will be added to the regular fees for all students who register
after the final registration. The late registration fee is non-refundable. Graduation Fee Students are required to pay a one-time graduation fee of $40 at the completion of their program of study. This is an administrative fee associated with reviewing the student’s academic history to assure that all requirements for the program of study have been met.

**Program Uniform:** each student is required to purchase a polo shirt for official field trips and clinical assignments. The cost of the polo shirt is $42-44 (price increases with sizes > large)

**APTA/PTAG Membership:** Student memberships in APTA and PTAG (Physical Therapy Association of Georgia) are requirements of the Atlanta Technical College’s PTA program. Costs of the memberships are included in the estimated program expenses. Membership benefits include access to news and publications, involvement opportunities, resources for evidence and research, employment resources, discounts, aid and insurance benefit availability. Students will be required to attend selected professional meetings, which may include the Physical Therapy Association of Georgia meetings. Student membership is an important step in becoming involved with advocacy for the PTA profession. Student membership dues are $100 (for national and state chapter)

**Georgia Board of Physical Therapy Licensure Eligibility:** The Federation of State Boards of Physical Therapy [FSBPT] develops and administers the National Physical Therapy Exam [NPTE] for graduates of accredited physical therapy and physical therapist assistant programs. The exam assesses the basic entry-level competence for first time licensure applicants within the United States. Upon successful completion of the exam (designated by the Georgia State Board of Physical Therapy) you may apply for your license to practice as a Physical Therapist Assistant. Fee schedules and more information can be found at: [http://www.fsbpt.org/download/CandidateHandbook20100108.pdf](http://www.fsbpt.org/download/CandidateHandbook20100108.pdf)
Due to the nature of patient care and the PTA physical workload, PTA students should possess certain abilities to render safe and effective patient care:

<table>
<thead>
<tr>
<th>Ability</th>
<th>Standard</th>
<th>Examples (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual, Emotional, Interpersonal Skills and Critical Thinking</td>
<td>Satisfactory to ensure patient safety; exercise independent judgment and discretion in the performance of assigned responsibilities.</td>
<td>Identify cause and effect relationships in clinical situations. Establish rapport with patients, families, physical therapist, and colleagues.</td>
</tr>
<tr>
<td>Verbal, Reading, and Written</td>
<td>Sufficient ability interaction with others in verbal and written form</td>
<td>Explain treatment procedures</td>
</tr>
<tr>
<td>Visual</td>
<td>Sufficient to read paper or computer generated medical records; read instrument panels; visual observations regarding posture and functional abilities</td>
<td>Apply therapeutic modalities such as ice, heat, and electrical stimulations; monitor patients for adverse reactions to treatment; adjust assistive devices; and observe patients.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Sufficient auditory ability to communicate with patients and colleagues; monitor and assess physical therapy needs</td>
<td>Ability to record verbal patient assessments, listen to patient feedback and answer patient questions, hears cries for help or other sounds of distress, hear instrument signals and alarms.</td>
</tr>
<tr>
<td>Smell and Fine Touch Discrimination</td>
<td>Sufficient to assess patient status and ability for physical assessment.</td>
<td>Palpate pathologic changes in soft tissue.</td>
</tr>
<tr>
<td>Fine and Gross Motor Coordination</td>
<td>Sufficient ability to manipulate/operate equipment controls. Physically move within small spaces with efficiency.</td>
<td>Perform manual treatment and assessment techniques including massage; ultrasound; electrical stimulation; stretching; neuromuscular re-education; goniometry; and manual muscle testing.</td>
</tr>
<tr>
<td>Physical Strength</td>
<td>Satisfactory strength to transport move or lift patients.</td>
<td>Perform prolonged periods of standing, walking, sitting, bending, crawling, reaching, pushing, and pulling.</td>
</tr>
</tbody>
</table>

If you believe you may require accommodations or have any questions regarding any of these requirements, you may request reasonable accommodations upon enrollment (Section 504/ADA). Please contact:
Mattie Goss, Coordinator of Special Needs and Equity
Atlanta Technical College - Academic and Student Affairs Division
Academic Building, C1111B 404.225.4446
Email: mgoss@atlantatech.edu
CAPTE considers complaints about programs that are accredited, or are seeking accreditation by CAPTE, and complaints about CAPTE itself.

Formal Complaints About Programs
CAPTE has a mechanism to consider formal complaints about physical therapy education programs (PT or PTA) that allege a program is not in compliance with one or more of CAPTE's Evaluative Criteria (for complaints about events occurring before December 31, 2015) or the Standards and Required Elements (for complaints addressing events occurring January 1, 2016 and thereafter) or has violated any of CAPTE's expectations related to academic integrity. CAPTE will consider two types of complaints: those that involve situations subject to formal institution/program due process policies and procedures and those that involve situations not subject to formal due process procedures:

If the complainant is involved with an institution/program grievance subject to formal due process and procedure, CAPTE requires that the process be completed prior to initiating CAPTE's formal complaint process, unless the complaint includes an allegation that the institution/program process has not been handled in a timely manner as defined in the institution/program policy, in which case CAPTE will consider the complaint prior to completion of the grievance process. Evidence of completion of the institutional process or of the untimely handling of such must be included in the complaint materials.

If the complaint is related to situations that fall outside of formal due process policies and procedures, the complaint may be filed at any time.
CAPTE will not consider complaints that fall outside its jurisdiction/authority as expressed in the Evaluative Criteria (or Standards and Elements, as appropriate) and the academic integrity statements. When appropriate, complainants will be referred to other organizations to pursue their concern(s).

CAPTE will not intervene on behalf of individuals or act as a court of appeal for faculty members or students in matters of admission, retention, appointment, promotion, or dismissal. CAPTE will take action only when it believes practices or conditions indicate the program may not be in compliance with the Evaluative Criteria for Accreditation (or the Standards and Required Elements, as appropriate) or the statements listed above.

In order for CAPTE to consider a formal complaint, several conditions must be met:

The complaint must be specifically linked to the relevant Evaluative Criteria (or Standards and Elements, as appropriate) (PT or PTA) or to the integrity statements.
The complainant must have exhausted all remedies available through the institution, if appropriate.
The complaint must be submitted in writing, using the format prescribed by CAPTE, and must be signed by the complainant.
The event(s) being complained about must have occurred at least in part within three (3) years of the date the complaint is filed.
In reviewing and acting on a complaint, CAPTE cannot and does not function as an arbiter between the complaint and the institution. Should CAPTE find that a complaint has merit and that the program is out of compliance with the Evaluative Criteria (or the Standards and Elements, as appropriate) or the integrity statement(s), CAPTE can only require the program to come into compliance with the Evaluative Criteria (or the Standards and Elements, as appropriate). CAPTE cannot force a program into any specific resolution of the situation that resulted in the complaint.
To obtain the materials necessary for submitting a complaint, contact the APTA Accreditation Department at 703/706-3245 or at accreditation@apta.org

Complaints will ordinarily be reviewed at the next regularly scheduled CAPTE meeting. In order for the process to be completed in time for considered review by CAPTE, complaints must be received no later than 90 days prior to a meeting. At its discretion, CAPTE may choose to consider complaints between its regularly scheduled meetings. Ordinarily, such consideration will occur only when delay in consideration of the complaint could have a serious adverse effect on either the complainant or the institution.

Complaints About CAPTE
Anyone may file a signed complaint about the agency with CAPTE. Complaints about the agency's criteria, its procedures or other aspects of the agency's work, including its staff and volunteers, will be considered by CAPTE. To be considered as a formal complaint against CAPTE, however, a complaint must involve issues other than concern about a specific program action.

Complaints must be submitted in writing. The event(s) being complained about must have occurred at least in part within one (1) year of the date the complaint is filed. The complaint must be identified as a complaint and submitted independent of any other documentation submitted to CAPTE. The complaint must 1) set forth and clearly describe the specific nature of the complaint, 2) provide supporting data for the charge, 3) specify the changes sought by the complainant, and 4) identify the person making the complaint.

Complaints are submitted to the Department of Accreditation, APTA, 1111 North Fairfax Street, Alexandria, Virginia, 22314. CAPTE acts on these types of complaints at its next regularly scheduled meeting following receipt of the complaint.

PTA Program Complaint Filing Procedures
1. OBJECTIVE OF THE POLICY
The Physical Therapist Assistant Program at Atlanta Technical College seeks to maintain and enhance our reputation of providing you with high quality services. We value complaints as they assist us to improve our services and customer service. The Physical Therapist Assistant Program at Atlanta Technical College is committed to being responsive to the needs and concerns of our customers or potential customers and to resolving your complaint as quickly as possible. This policy has been designed to provide guidance to the manner in which the Physical Therapist Assistant Program at Atlanta Technical College receives and manages complaints that fall outside of due process. We are committed to being consistent, fair and impartial when handling your complaint. All complaints are investigated impartially with a balanced view of all information or evidence. We take reasonable steps to actively protect your personal information. Your complaint is considered on its merit taking into account individual circumstances and needs.

2. DEFINITION OF A COMPLAINT
In this policy, a complaint is defined as an expression of dissatisfaction by a customer or potential customer relating to services provided by or actions taken by our program, faculty and/or students.

3. HOW A COMPLAINT CAN BE MADE
If you are dissatisfied with any aspect of our program, including faculty or student behaviors/actions and are uncomfortable with speaking to the PTA program coordinator, or consider the faculty member to be unable to address your concerns, you can lodge a complaint via email at: pta_program@atlantatech.edu
4. THE INFORMATION YOU WILL NEED TO TELL US
When we are investigating your complaint we will be relying on information provided by you and information we may already be holding. We may need to contact you to clarify details or request additional information where necessary. To help us investigate your complaint efficiently we will ask you for the following information:
• Your name and contact details
• The nature of the complaint
• Details of any steps you have already taken to resolve the complaint
• Details of conversations you may have had with us that may be relevant to your complaint
• Copies of any documentation which supports your complaint.

5. HELP WHEN MAKING A COMPLAINT
The person receiving or managing your complaint should provide you with any assistance you may need to make your complaint. However, if you consider you need further assistance please contact the office of the Dean of Health & Public Safety at 404-225-4556.

6. RECORDING A COMPLAINT
When taking a complaint, we will record your name and contact details. We will also record the details of your complaint including the facts and the cause/s of your complaint, the outcome, and any action taken following the investigation of your complaint. We will also record all dates and times relating to action taken to resolve the complaint and communication between us. As part of our on-going improvement plan, complaints will be monitored for any identifying trends by management and rectification/remedial action taken to mitigate identified issues. If you lodge a complaint, we will record your personal information solely for the purposes of addressing your complaint. Your personal details will not be disclosed, unless you expressly consent to its disclosure.

7. FEEDBACK TO CUSTOMERS
The Physical Therapist Assistant Program at Atlanta Technical College is committed to resolving your issues at the first point of contact, however, this may not be possible in all circumstances, in which case a more formal complaint process will follow. Once your complaint has been received, we will undertake an initial review of your complaint. During the initial review or investigation stage we may need to seek further clarification or documentation from you to assist us in resolving your complaint. If we have sought clarification or additional documentation from you and we are waiting on you to provide this information, we may not be able to meet our 10 business day finalization commitment. In such circumstance upon receipt of your clarification or additional documentation we will indicate to you when we expect to be able to finalize your complaint. Once we have finalized your complaint, we will advise you of our findings and any action that has been taken. We will do this in writing, unless it has been mutually agreed that we can provide it to you verbally. You have the right to make inquiries about the current status of your complaint at any time by contacting us.

8. OUR SIX POINT COMPLAINT PROCESS
We acknowledge: Within five business days we will acknowledge receipt of your complaint.
We review: We undertake an initial review of your complaint and determine what if any additional information or documentation may be required to complete and investigation. We may need to contact you to clarify details or request additional information where necessary.
We investigate: Within 10 business days of receiving your complaint we will investigate your complaint objectively and impartially, by considering the information you have provided us, our action in relation to your dealing with us and any other information which may be available, that could assist us in investigating your complaint.
We respond: Following our investigation we will notify you of our findings and any action we may have taken in regards to your complaint.
We take action: Where appropriate we amend our business practices or policies. Please note that retaliation against
a complainant for filing a complaint is strictly prohibited.

We record: We will record your complaint for continuous improvement process and monitoring through regular review, your personal information will be recorded in accordance with relevant privacy legislation. Documents relating to formal grievances including investigations, dispositions and the grievance itself shall be held confidentially for a period no greater than five (5) years.

9. COMPLAINTS UNDER INVESTIGATION BY A REGULATOR OR LAW ENFORCEMENT AGENCY
If your complaint is currently being investigated by a relevant federal, state or territory consumer protection regulator or law enforcement agency we may cease to take further action in relation to your complaint pending finalization of their investigation. We will assist any regulatory agency with an active investigation.

ACADEMIC POLICIES

Academic Standing
The purpose is to stress the importance of successful academic performance of students in order to improve employment opportunities and to adhere to the State Guarantee of Graduates Program.

Student Retention Statement:
The PTA program will seek to retain all students enrolled to completion and graduation as a physical therapist assistant. To that end, students will be given opportunities to remedy any weaknesses identified at regular evaluative periods. Advisement from the PTA program faculty will ensure that students receive all available resources within the program to aide their academic success.

Learning Support Department & English as a Second Language
Learning Support provides corrective instructional classes and laboratory experiences to fulfill the basic academic needs of program pre-entry by assisting special population and technical program students in the areas of reading, general mathematics, algebra, and English. Students may be referred to classes by placement assessment, PTA program instructors, or general education instructors.

Retention: Course Midterm & Final Retesting
If a student has a failing grade in a course following the midterm and/or the final, the student is allowed one retest of the midterm and/or final in order to allow the student an opportunity to pass the course. The student will not be awarded a grade greater than 80% even if the student scored greater on the retest. If the student should also fail the retest and fails the course, then the student has to repeat the course. *(See course repeat requirements)*.

COURSE RE-ENTRY REQUIREMENTS

Students who fail a co-requisite must repeat the course.
Co-requisite courses are identified as classes that are scheduled to be taken during the same semester and fall in sequence with previous/subsequent semesters. If a student does not successfully pass any of the co-requisite courses within the same semester, the student must repeat the failed course before proceeding to the next semester.

- A student is permitted to repeat a program course one time only if he/she fails or withdraws. The student can progress only after space availability, cumulative grade point average and attendance are assessed.
- A student who fails a co-requisite course that has both theory and clinical components must repeat both parts of the course.
- A student **who fails the same course twice** will be dismissed from the PTA Program. The student will not be eligible to reapply. If desired, the student will be referred to student services for counseling and
For Example: If a student within the PTA program takes PHTA 1130 during one (1) semester and fails, the student is provided the opportunity to retake that course, based upon the space availability rule, when the course is offered again. If the student takes the same course (PHTA 1130) a second time and fails again, the student is automatically dismissed from the PTA program and will be ineligible to reapply to the program. There are no exceptions to this rule.

Academic Warning
A student with less than a 2.5 cumulative grade point average (CGPA) will be placed on academic warning for one semester. The student will consult their respective program advisor to formulate a plan for improvement and will be advised that his/her program CGPA is below graduation requirements. The registrar’s office will be notified and send a warning letter to the student. When a student is placed on academic warning, the student MUST bring his/her CGPA to at least 2.5 by the end of the following semester in order to continue in the PTA program.

Academic Probation
When a student does not obtain a CGPA of 2.5 during the semester following academic warning, he/she will then be placed on academic probation for one (1) semester only. The Registrar will prepare a probation letter. When a student is placed on academic probation he/she will not be allowed to take PTA classes until his/her CGPA is greater than a 2.5. The student may take non-PTA classes to increase the CGPA.

Academic Dismissal
Dismissal can occur by several means:

- A student who fails two or more co-requisite courses in the same semester will be dismissed from the program and will not be eligible to reapply. If desired, the student will be referred to Student Services for counseling and redirection into another program of interest.
- When a student does not obtain a CGPA of 2.5 during the semester of being on academic probation, he/she will be dismissed from the Physical Therapist Assistant Program. If desired, he/she will be referred to Student Services for counseling and redirection into another program of interest.
- An unsatisfactory criminal background check (as determined by the clinical agency) will prevent the student from further advancement in the program and will result in a failure (grade of F) to complete the PTA curriculum requirements. Students submitting unsatisfactory criminal background checks will have to withdraw (student-initiated) from the PTA Program. The student will be ineligible to complete the courses for the designated semester/semester and will be ineligible to apply for the PTA program in the future.

Criminal Background Checks: Background checks are requirement of the program and are paid for by the student. Results and information will be subject to confidential review on an individual basis. The background check must be completed and submitted prior to initial admission and repeated prior to clinical education courses. Many human resources departments and licensure agencies require criminal background checks, drug screens and/or fingerprints for employment or licensure. PTA students are required to complete clinical assignments in hospitals and other health care agencies for program completion. Many of our clinical affiliates require criminal background checks, drug screens and/or fingerprints in order to complete clinical assignments. This check is done to meet the requirements of our clinical partners. A clear (free of violations as determined by the clinical facilities) and satisfactory background check and/or drug screen is required.
If any student fails to submit the required documentation, he/she will not be allowed to attend clinical. The student will have to withdraw (student initiated) from the course in question within the PTA program or receive a grade of F for the course/s during that semester. The student may re-admit into the PTA program according to the Program Readmission Guidelines as stated within this handbook.

The Dean of Public Safety and Allied Health, the PTA Program Director, and the Director Clinical Education [DCE] in addition to the Center Clinical Coordinator of Education [CCCE] and /or Coordinator for Student Placement from each respective clinical agency will have access to and/or review the Criminal Background Checks. If at any time throughout the PTA program, the selected vendor and/or affiliating clinical agency/agencies deny a student clearance to function as a student within the facility, the student must withdraw (student initiated) from the PTA program indefinitely and cannot be readmitted to the PTA Program.

*Students are encouraged to review criminal background information and clear up any discrepancies prior to entering the clinical courses that are associated with the PTA program.*

**Program Re-Admission Requirements**
Re-admission to the Physical Therapist Assistant Program will be based on but not limited to the following:

a) Clinical and program space availability: (Determined by the administrative staff).
b) Program Requirements: (Meet all current registration and competitive admission requirements).
c) Cumulative Grade Point Average: (The highest cumulative grade point average will be used to select the student desiring to repeat a course or advance. No credit points will be provided for exempt/transfer courses from another school).
d) Attendance: If students have identical cumulative grade point averages, the student with the best documented attendance record will be selected.
e) All students who sit out more than one (1) year are not eligible to re-apply for admission to the PTA program.

*Any student who has been out of sequence for one semester within the PTA program (for reasons other than unsatisfactory background checks) will have to begin the criminal background process again.*

**Remediation Upon Re-Entry to the Program**
Students who are readmitted to the program must undergo practical skills verification in all coursework previously taken and passed. via successful completion of the midterm exams of co-requisite courses, and practical skills checks with the course instructor. This is to ensure that the student remains competent in the skills previously acquired. Should a student not demonstrate competence in skills previously taught, then the student is required to participate in all lab practice activities, and complete weekly reviews of didactic content with the course instructor. A remediation plan [Student Performance Improvement Contract] detailing these requirements will be kept on file for all re-admitted students.

**Academic Advisement**
Academic advisement is critical to your successful completion of the Physical Therapist Assistant [PTA] Program. During your orientation you will be assigned an advisor from the faculty of the PTA Department. You will be notified of the dates and times you are to meet with your advisor (vary from semester to semester). However, you may make an appointment to meet with your advisor whenever necessary.

Your advisor will work with you in the areas of:
- Academic progress
- Attendance and career counseling.
If you have other areas of concern, please feel free to consult with your advisor. Your advisor is here to serve you.

Provisions for Clinical Placement
Clinical Education is a privilege, not a right to PTA students. Students must have passed and currently be passing course work with at least a cumulative 75% in all coursework prior to being placed in a clinical education experience. Students must also score at least 80% during the skills check-offs and lab practical exams. The Atlanta Technical College’s PTA Program uses affiliating institutions for student’s clinical experiences. As such, students must meet any requirements that the affiliating institution imposes. Students must complete a background check, drug screen, and proof of currency with required immunizations (Hepatitis B forms and PPD testing) in the semester prior to clinical placement. Background checks and drug screens will be completed through Advantage Students. Information contained in the background check and drug screen will be reviewed by the affiliating facility. Some facilities may require a health screening. For those facilities, students must submit to a health screening completed by a physician, and that screening will be submitted to the requiring facility/institution. In addition, the student must have professional liability insurance and student accident insurance, both provided by ATC. The student is responsible for keeping copies of any paperwork associated with these requirements and must take them to the clinic upon request. The student must also sign a PTA Notice and Release Form for Clinical Experiences prior to any ATC PTA clinical education experience.

Selection of Clinical Facilities
The facilities utilized for clinical experiences will be determined by the Director of Clinical Education (DCE) and announced in advance of your actual participation. Selection of facilities are based on student’s practical skill level, preference for practical setting (i.e., sports medicine, pediatrics, neurological rehabilitation), and space availability. Selections will not be made based on physical location. Atlanta Technical College’s PTA program stipulates that all clinical facilities fall within a 2-hour travel radius from campus. The DCE will meet with students who will have a one-way commute > one hour to determine whether accommodations for student lodging can be made. Ultimately, it is the student’s responsibility to ensure timely arrival to all clinical rotations.
Students are not allowed to make contact with any clinic site without explicit prior approval from the DCE. Student clinical assignments can only be made once it is determined that the facility

- Is accepting students
- Meets the clinical education criteria and is able to provide the expected learning experiences
- Establishes a clinical contract with Lanier Technical College in a timely manner

Students who wish to do one or more clinical rotations outside of the 2-hour radius from campus area should be in contact with the DCE 6-12 months prior to the scheduled clinical. PTA students may not be assigned to clinical sites where the student has a prior or existing relationship with the site or the CI. This relationship may include previous work at the facility, familial or personal relationships. **Students must disclose any conflicts of interest to the DCE when clinical assignments are given. Failure to do so could delay clinical site placement and progression through the program.**
A clinical and program dress code is established to help safeguard students and patients. Therefore, dress and grooming must be appropriate for clinical activities of the program, in which the students are participating. Clothing will be clean and neat. Hair, skin, hands, and fingernails must be kept clean and well groomed. Tank tops, bare feet, flip-flops, midriffs, short shorts, sagging pants, see-through blouses, plunging necklines, and caps will not be permitted. Approved uniforms must be worn in all clinical facilities.

**Hair:** Hair should be clean, neat, off the collar at all times. Hats, rags and other leisure style head coverings are not permitted within the classroom or clinical setting. Head coverings related to religious beliefs must be approved prior to entry into the clinical setting.

**MUSTACHES MUST BE NEATLY TRIMMED. BEARDS ARE NOT ALLOWED DUE TO THE USE OF RESPIRATOR MASKS IN SOME OF THE CLINICAL SITES.**

**Nails:** Fingernails must be clean and not longer than the fingertips. Only clear nail polish may be used. No sculptured, acrylic or artificial nails are permitted.

**Perfume:** Perfume and/or colognes are not allowed in the clinical area.

**Jewelry:** Wedding and engagement rings are allowed. One pair of small stud earrings may be worn (pearl, gold, or silver) in pierced earlobes only.
- Hoops and/or dangling earrings are not allowed.
- A watch with a second hand is required at all times.
- Bracelets of any type are not allowed.
- Males are not allowed to wear any type of earrings.
- No visible body art or pierced body parts are allowed (except ears for wearing small earrings for females).

**Make-up:** Cosmetics must be used in moderation. Make-up and eye shadow, if worn, must be natural and not heavy.

**Personal:** The student must maintain proper hygiene at all times (includes bathing, mouth care, wearing an effective deodorant to prevent body order and any other personal hygienic measures).

**Body Art:** Body art and/or tattoos are to be covered at all times when in the clinical setting.

**ID Badge:** The Atlanta Technical College name badge is to be visible and be worn at all times when in the classroom and clinical areas. In addition, the Atlanta Technical College name pin is to be worn at all times on the left side of the uniform when in the clinical setting.

**Other Items:** Students are to have a working writing pen, a note pad a watch with a second hand, and a tape measure on their person at all times.

**CLASSROOM ATTIRE**
Students are required to adhere to all dress codes and standards when in both the classroom and clinical settings. Failure to comply with the above rules will result in the student being dismissed from class until he/she complies with the dress/uniform policy.

*Classroom and clinical compliance is expected at all times.*
Student Code of Conduct:
To fulfill its mission, Atlanta Technical College must provide opportunities for intellectual, emotional, social, and physical growth and must provide an atmosphere conducive to growth. By completing an application for admission, the student assumes an obligation to act in a manner compatible with the fulfillment of the college’s mission.

The jurisdiction of the college is limited to conduct which occurs on the campus, or at campus activities, or functions sponsored by the college, or which adversely affects the college and/or the pursuit of its objectives. Atlanta Technical College’s disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this student conduct code. If both alleged violations result from the same factual situation, proceedings under the student code may be carried out prior to, simultaneously, or following civil or criminal proceedings.

When a student is charged by federal, state, or local authorities with a violation of law, Atlanta Technical College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body, however, the college may advise off-campus authorities of the existence of the student code and how such matters will be handled internally with the college community. The Atlanta Technical College community is defined as any person who is a student, faculty member, college official or any other person employed by the college. Atlanta technical College will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and with the conditions imposed by criminal courts for the rehabilitation of student violators.

Conduct Rules and Regulations: Any student found to have committed the following misconduct is subject to the disciplinary sanctions that are outlined in the Student Handbook. Any question of interpretation regarding the Student Code of Conduct shall be referred to the Vice President of Student Affairs.

Acts of dishonesty including but not limited to the following:
1. Cheating, plagiarism or any other forms of academic dishonesty
2. Furnishing false information to any college official, staff member or faculty member.
4. Tampering with the election of any college recognized student organization.
5. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other college activities.
6. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion or other conduct which threatens or endangers the health or safety of any person.
7. Attempted or actual theft or damage to property of Atlanta Technical College or property of a member of the Atlanta Technical College community or other personal or public property.
8. Hazing, defined as an act which endangers the mental, or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
9. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
10. Unauthorized possession, duplication or use of keys to college premises, or unauthorized entry to, or use of college premises.
11. Violation of published college policies, rules, regulations, or violation of federal, state, or local laws while on the college campus or at a college sponsored or supervised activity.
12. Use, possession, or distribution of illegal narcotic, alcoholic or other controlled substances to include public intoxication.
13. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemical within 1000 feet of the campus, at a college sponsored activity, or on a bus or other transportation sponsored by the college.
14. Participating in, leading or inciting others to participate in campus demonstrations that disrupt the normal operation of the college and infringe on the rights of other members of the college community; or intentional obstruction of the freedom of either pedestrian or vehicular movement on campus or at college sponsored or supervised activities.
15. Unbecoming student conduct, including but not limited to conduct that is disorderly, lewd, indecent, a breach of peace, aiding, abetting, or procuring another person to breach the peace on the college premises or at other college sponsored activities.
16. Theft or abuse of computer time, including but not limited to the following:
   • Unauthorized entry to a file, to use, read, transfer, or change the contents, or for any other purpose.
   • Unauthorized use of another individual’s identification and/or password.
   • Use of computing facilities to interfere with the work of another student, faculty member or Atlanta Technical College official.
   • Use of the computing facilities to send or receive obscene or abusive messages, or to interfere with the normal operation of the college computing system.
17. Abuse of the judicial system, including but not limited to:
   • Failure to obey the summons of a judicial body or college official.
   • Falsification, distortion, or misrepresentation of information before a judicial body.
   • Disruption or interference with the orderly conduct of a judicial proceeding.
   • Initiating a judicial proceeding knowingly without a cause.
   • Failure to comply with the sanction(s) imposed under the student conduct code.
18. Use of tobacco products in campus buildings or in areas other than those marked as designated smoking areas.
19. Failure to dress appropriately according to the following dress code:
20. Appropriate attire as designated for classrooms, laboratories, shop areas, internships, and clinical courses according to the work for which the student is being trained.
21. Wearing emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable or otherwise cause disruption or interference with the orderly operations of the college.
22. Cleanliness of body and clothing.
23. Shorts, tight shorts, swimsuits, tank tops, bare midriffs and bare feet are prohibited.

**Academic Irregularity**

- Students shall not receive or give assistance not authorized by the instructor in the preparation of an essay, laboratory report, examination, or other assignment included in an academic course.
- Students shall not take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books.
- Students shall not sell, give, lend, or otherwise furnish to any unauthorized person materials, which can be shown to contain the questions or answers, to any examinations scheduled to be given at any subsequent date in any course of study offered by the school without authorization from the instructor.
- Plagiarism is prohibited. Themes, essays, term papers, tests, and other similar requirements must be indicated, and when the ideas of another are incorporated in the paper, they must be appropriately acknowledged.
Alcoholic Beverages
The possession or consumption of alcoholic beverages on school-property is prohibited.

Damage to Property
Malicious or unauthorized intentional damage or destruction of property belonging to the school, to a member of the school community, or to a visitor to the campus is prohibited.

Disorderly Assembly
- Students shall not assemble on campus for the purpose of creating a riot, or destruction, or diversion that interferes with the normal operation of the school. This section should not be construed to deny any students the right to peaceful, assembly.
- No student shall push, strike, or physically assault any member of the faculty, administration, staff, student body, or visitor to the campus.
- Conduct on school property, or at any functions sponsored or supervised by the school, or any recognized school organization that materially interferes with the normal operation of the school or the requirements of appropriate discipline, is prohibited.
- No student shall interfere with, give false name to, or fail to cooperate with any properly identified school faculty, administrator, or staff personnel while such persons are in the performance of their duties. Lewd, indecent, or obscene conduct or expression is prohibited. Conduct that is a crime under the criminal laws of Georgia or the United States that take place on school property or in the course of a school activity is prohibited.

Drugs
The possession or use (without valid medical or dental prescription) manufactures, furnishing, or sale of any narcotic or dangerous drug controlled by federal or Georgia law is prohibited.

Fire Safety
- No student shall tamper with fire safety equipment or alarms.
- The unauthorized possession, sale, furnishing, or use of an incendiary device is prohibited.
- No student shall set or cause to be set any unauthorized fire in or on school property.
- The possession or use of fireworks on school property, or at events sponsored by the school, or any recognized school organization is prohibited. Fireworks are defined as combustion, explosion, or detonation.
- No student shall make, or cause to be made, a false alarm.

Weapons
The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct.

Student Identification Cards
- Lending, selling or otherwise transferring a student identification card is prohibited.
- The use of a student identification card by anyone other than its original holder is prohibited.
- Students are expected to wear Atlanta Technical College student identification cards while on campus or at clinical sites.

DUE PROCESS
Students are to follow the Academic Appeal Process as outlined in the Atlanta Technical College’s Student Handbook to resolve any issue regarding the clinical education experience. The student and Atlanta technical
College will follow the due process as outlined by the clinical sites policies and procedures for patient complaints concerning the performance of students.

**Food and Drink**
The consumption of food and drinks are not allowed in any of the classrooms, labs or learning resource centers during any designated class time.

**Tape Recorders/Electronic Devices**
The use of tape recorders and any other electronic devices may be allowed at the instructor’s discretion. The use of **standard** calculators is allowed (this excludes all cellular telephones, personal data assistants, Bluetooth and Blackberry style devices). See each course syllabus for course policy. Use of Personal Data Assistants, Bluetooth, Cellular Telephones and Blackberry style devices are not permitted during testing at any time. The use of such devices will result in a grade of zero “0” on a quiz or test.

**Academic Integrity**
If a student is found cheating on an exam, a grade of “0” will be assigned for that exam or assignment and the student will be referred to the Office of Student Affairs for violating the Student Conduct Code at Atlanta Technical College.

**Confidentiality**
Student educational records shall be maintained and disclosed according to the guidelines of the Family Educational Rights and Privacy Act of 1974 (FERPA). These guidelines protect the privacy of educational records; establish the right of students to inspect and review their non-privileged educational records; and for the correction of inaccurate or misleading data. The policy applies to students currently and formerly enrolled at Atlanta Technical College. Educational records include any records (in handwriting, print, tape, film, computer, or other medium) maintained by Atlanta Technical College that are directly related to a student, as specifically outlined in the policy. The college policy for the student records is outlined in the college catalog.

The PTA program ensures privacy and confidentiality by locking and storing all student files in the Program Director’s office. This office is locked at all times when not occupied. Students are only allowed in the Program Director’s office when accompanied by a faculty member. When faculty meet with students for individual conference, counseling and advising sessions, it is done in the faculty members office with the door closed. Progress reports are verbally communicated to individual students during a private meeting. Exams and skills lab tests are returned to each individual student and are only corrected by the faculty member.

**Health & Safety**

**Illnesses/Communicable Diseases**
In order to ensure the health and safety of all students and patients in the clinical setting, all illnesses or infections, as well as communicable diseases, must be reported to the Clinical Instructor [CI] and the Director of Clinical Education (DCE). Should the student become ill while on clinical duty, he/she should report immediately to the CI and the DCE. A student, who experiences a change in his/her health status that may affect performance and/or jeopardize him/her or others, will be required to bring a doctor’s statement. This statement will be evaluated to determine the feasibility of the student remaining in the program. If determined that the student is unable to continue in the program, he/she may reapply to enter at a later date (Please refer to the readmission policy).

**Pregnancy**
A student in the program who is pregnant must provide documentation from her obstetrician if there are limitations to her performance while in the clinical setting. This statement will be considered in determining the
feasibility of her remaining in the program.

**Smoking**

Atlanta Technical College and each of our health care affiliates are non-smoking facilities; thus smoking is prohibited inside the building. Smoking is also prohibited in all other areas that are posted or otherwise designated as “non-smoking” areas.

**Safety**

Safety is a primary concern for students, faculty, and staff. Safety information is posted on bulletin boards in all classrooms and labs.

In case of an emergency, you should first check the emergency response plans posted on the bulletin board of every classroom and lab. The plans outline what to do if any of the following emergencies occur: accident, death, injury, bomb threats, fire, hostage or terrorist threat. In addition, there is a safety evacuation protocol on the bulletin board, which outlines all exit routes of the ATC buildings.

If accident or injury occurs, contact Campus Security at 404.225.4730 or they can be located on the lobby floor of the Atlanta Building, in the front lobby of the Dennard Building, and at the Student Services entrance of the Dennard Building. Even if the situation is non-life threatening, Security should be contacted so an incident report can be filed.

In case of any minor injuries, first aid kits can be located in all department offices and labs. Inform a department instructor or secretary of your needs, they will then assist with the application of first aid.
ATTENDANCE POLICY

General
It is essential for the physical therapist assistant program that all attendance standards and requirements are met. It is important for:
- Successful employment.
- Assure that the student has every opportunity for learning the required skills for physical therapy practice.
- Meeting the state requirements for the program.

In addition, extra efforts are required to assign patients that will provide the maximum learning opportunities. The clinical facilities work very closely with this program to accommodate the needs of the students so as to meet the clinical education objectives.

It is, therefore, necessary for every physical therapist assistant student to be present and on time every day for all classes, clinical and labs.

Class Days
In order to ensure your success, attendance and participation in class is an **absolute** necessity. Students must follow the attendance policy as designated by Atlanta Technical College.

- There are no “given” absences
- Absences and tardiness are cumulative: if a student is tardy thirty (30) minutes or more after the start of class, or misses thirty (30) minutes or more during the class session, the student will be counted absent for one day. Three (3) tardy occurrences of less than 30 minutes will be counted as one (1) absence.

Attendance Procedure

The educational programs at Atlanta Technical College reflect those requirements and standards that are necessary for future successful employment in business and industry. Employers expect their employees to be present and to be on time for work each and every day. Likewise, Atlanta Technical College expects each student to be present and to be on time each and every day for all classes. Absences prevent students from receiving full course benefits, disrupt orderly course progress, and diminish the quality of group interaction in class. The college considers both tardiness and early departure from class as forms of absenteeism.

Instructors have both the right and the responsibility to develop reasonable attendance expectations appropriate to the type, level, delivery method, and frequency of class meetings for their courses; communicate the expectations to students clearly via their syllabi addenda; and apply the consequences of failing to meet the expectations fairly and consistently to all enrolled students.

Instructors are responsible for determining whether work missed may be made up, and any make-up work allowed is scheduled at the discretion of instructors. Procedures for make-up work are detailed in syllabi addenda.

Documented absences for military duty, observed religious holidays, judicial proceedings in response to a subpoena, summons for jury duty, or other court-ordered process which requires the attendance of the student at the judicial proceeding are excused. Students absent from class for any reason are still responsible for all work missed. Students should enroll only in those classes that they can reasonably expect to attend on a regular basis.
Students who stop attending classes without officially withdrawing from class risk earning a final grade of F. If a student does not officially withdraw the instructor may issue a final grade of F and the last date of attendance, which will be last day that the student attended class or participated in an academically related activity.

In the event of severe weather or other emergencies, students are expected to continue participating in learning activities via Blackboard, @student.atlantatech.edu email account, or other modality. Instructors provide information on their continuation of instruction plans in their syllabi addenda.

Failure to attend class the first week may result in students being turned in as no-shows. See No-Show Policy for further information.

**Withdrawing from class(es)**

Withdrawals can jeopardize the student’s current and future financial aid eligibility. Specifically, students must complete and pass 67% of all classes attempted. Each withdrawal W as well as grades of D, F, I, IP, WP, and WF counts against the student’s completion rate. Also, if a student withdraws prior to the 60% point of the term, he/she could be required to repay at least a portion of the aid received for the semester. Consequently, it is imperative that students maintain their attendance (stay in class) or consistently log on to an online course to avoid jeopardizing eligibility for financial aid and having to repay funds. Students will be permitted to withdraw from their courses until the last day of class as published on the academic calendar as Classes End. The student will receive a grade of W should this occur prior to the 60% point in the semester/term, and a grade of WP (withdrawal passing) or WF (withdrawal failing) should this occur after the 60% point in the term. The grade will be determined based on the student's academic performance up to the time the student ceases to be enrolled. The last date of attendance will be recorded as the last day that the student attended class or participated in an academically related activity. Students who take hybrid or on-line courses must log-in to the courses according to the course syllabus to be counted “present” and receive credit for attendance. It is the responsibility of the student to know what each hybrid or on-line course requires. Any student reported as a “no-show” by an instructor will be administratively removed from that class and will not be eligible for reinstatement in the current semester. “No-shows” or withdrawals can jeopardize current and future financial aid eligibility.

**Student Withdrawal Procedure**

*Withdrawing before the 60% Withdrawal Deadline.*

The sole responsibility to officially withdraw from the college or specific class(es) lies with the student. The withdrawal without academic penalty period begins the fourth day of each term. Students are not eligible for a refund when they withdraw from a class during the withdrawal time frame. Students may withdraw from classes and receive a grade of W during the first 60% of the academic term. A grade of W does not affect a student’s semester or cumulative grade point average or academic standing. The dates are identified as the Withdrawal without academic penalty for each term on the Academic Calendar.

Withdrawing before the 60% withdrawal deadline can be done through the online student registration system; directions on how to use the registration system can be found on the Atlanta Technical College Website. Students can drop all but one class through the online registration system. To drop the last class students must contact the Office of Enrollment Services. Students can stop by the Office of Enrollment Services in the Student Success Center and complete an official withdrawal form, or they must submit an email to the ATCRegistrar@atlantatech.edu email account. This email must come from the student’s Atlanta Technical
College @student.Atlantatech.edu email account and contain the students name, student identification number, the class, and course registration number (CRN). The Office of Enrollment Services will not process requests when students send the information from any other email account.

**Withdrawing after the 60% Withdrawal Deadline**

After the 60% withdrawal deadline, students may withdraw from classes until the last day of class as published on the academic calendar as *Classes End*. After the 60% withdrawal deadline, instructors must assign a grade of **WP** (withdrawal passing) or **WF** (withdrawal failing). Grades of **WP** and **WF** affect students’ satisfactory academic progress for financial aid purposes. Grades of **WF** also affect students’ academic standing. The instructor will calculate the withdrawal grade at the point they are notified that the student is requesting to be withdrawn from the class. Students who stop attending classes without officially withdrawing from class risk earning a final grade of **F**. If a student does not officially withdraw the instructor issue a final grade of **F** and the last date of attendance, which will be last day that the student attended class or participated in an academically related activity.

To withdraw after the 60% withdrawal deadline students can stop by the Office of Enrollment Services in the Student Success Center and complete an official withdrawal form, or they must submit an email to the ATCRegistrar@atlantatech.edu email account. This email must come from the student’s Atlanta Technical College @student.Atlantatech.edu email account and contain the students name, student identification number, the class, and course registration number (CRN). The form will be submitted to an Enrollment Services Counselor who will contact the instructor and request the last date of attendance and a grade of **WP** or **WF**. Instructors will assign grades of **WP** if student are passing at the time of the withdrawal or grades of **WF** if students are failing at the time of withdrawal. Grades of **WF** are calculated into semester grade point averages as grades of **F**.

**Final Withdrawal Deadline** – The Office of Enrollment Services will not accept withdrawal forms from students after the last day of class as published on the academic calendar as *Classes End*. 
Attending orientation with your respective Clinical Instructor is mandatory. Orientation is scheduled at the discretion of the instructor. The CI will notify the student of the facility, date, time and location of the orientation.

- Each student will receive a clinical rotation schedule indicating the assigned facility, Clinical Instructor and time/duration of the clinical experience.
- Students are required to be in attendance for all scheduled clinical days with no given absences.
- If an emergency situation arises and the student is not able to attend, make-up days will be allowed at the discretion of the DCE and the affiliated clinical facility. The date and time that is provided by the clinical facility is what the PTA program will adhere to.
- It is the student’s responsibility to make certain the missed days are made up at the designated time. If the clinical opportunity as provided by the clinical facility is not made up, the student will receive a grade of F for the course.
- If a student is absent or tardy, he/she must notify the clinical instructor and the DCE immediately after the scheduled arrival time to the facility. If the instructor is not notified of the arrival time, the student will be dismissed from clinical. This will count as one absence and will require a clinical makeup.
- A student will be considered tardy if he/she does not arrive at the assigned clinical facility by the designated time.

**Tardiness includes late arrivals of 1 to 29 minutes to the assigned facility as well as late returns from lunch and/or breaks, etc.**

- If the student is tardy thirty (30) minutes or more after the start of clinical, or who misses thirty (30) minutes or more during the clinical day, the student will be counted absent for one day.
- Three (3) tardy occurrences of less than 30 minutes will be counted as one (1) absence and the student will have to make up one (1) clinical day.

Any student dismissed from the clinical setting, except for administrative reasons, will be counted as absent and one (1) day will have to be made up.

**Clinical Make-up Time**

If an emergency situation arises and the student is not able to attend, make-up days will be allowed at the discretion of the DCE and the affiliated clinical facility. The date and time that is provided by the clinical facility is what the PTA program will adhere to. It is the student’s responsibility to make certain the missed days are made up at the designated time. If the clinical opportunity as provided by the clinical facility is not made up, the student will receive a grade of F for the course.

- All clinical make-up time must have DCE and Clinical Instructor approval.
- If the student misses an entire clinical day or is late thirty (30) minutes or more, one entire clinical day must be made up.
- All make-up time will be done at the end of the semester at the discretion of both the DCE and the clinical facility.
Informed Consent – Students consent to participate as subjects in labs and demonstrations. This may include palpations, strength and range of motion tests, application by, and to, the students, of physical therapeutics agents. Safe practices will be observed at all times under the supervision of the faculty/ instructor.

Safe Practice - Students will observe safety precautions and attentiveness at all times; texting, using the phone or personal electronic device, should not be carried out during labs and on clinical rotations, while performing procedures on subjects/ patients. Students will be allowed to use electronic devices approved as part of a training session, or for patient documentation.

Safety information is reviewed with students at the beginning of the semester and at mid-term.

Lab/ Equipment Use - Students are allowed to use identified physical therapy equipment when performing certain skills on their fellow classmates. While using the equipment, students should ensure that items are handled as instructed to prevent any damage to the equipment, and/or injury to the students.

At the completion of each clinical lab use, students should ensure that all chairs are placed neatly under the tables, and equipment should be placed in its proper place. All paper and trash items are to be placed in the appropriate receptacles placed near the entrance of the lab. Assignments for lab clean up and laundry must be completed by each student in a given cohort. Sign-up sheets will be posted in the back of the lab and are reviewed by program faculty.

Food and beverage items are strictly prohibited in the labs and all classrooms during class time.

Pregnancy - Students who are, or become, pregnant during their studies in the program must inform the Program Director of their status at the earliest possible time. Pregnancy is a condition that is a contraindication to the reception of several Physical Therapy modalities and as such would limit the person's ability to participate in certain lab situations which could impact the student's grades. Pregnancy could also affect a student’s full participation in clinic courses.

The student who is pregnant MUST provide the Program Director with a Physician’s (M.D.) release indicating her ability to participate in class and lab activities without restriction at 100% (the student shall present the appropriate course objectives to the physician for his/her consideration).
Method of Evaluation
Each course syllabus will provide specific grading criteria for the course. The grading system is congruent with the College’s policy on grading. Please refer to the ATC Student Handbook for more details:

Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew (prior to midterm)</td>
<td></td>
</tr>
<tr>
<td>WP</td>
<td>Withdrew passing (after midterm)</td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew failing (after midterm)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Incomplete (must be made up by the 25th day next semester or it will be changed to an “F”)</td>
<td></td>
</tr>
</tbody>
</table>

- There will be **NO ROUNDOFF** to a whole number at any time to determine grades, i.e., 69.99 = 69.99.
- All courses with a grade of less than a C will have to be repeated.
- A student must have at least a 2.5 cumulative grade point average in order to progress from one semester to the next semester.

Work Ethics Program
- The Technical College System of Georgia has adopted the Work Ethics Program that grades professional characteristics to prepare students for effective employment. Each student in the PTA program will be given a grade in work ethics per course that accompanies the letter grade. Work Ethics assesses the student’s work habits for the courses, and including the areas of work approach, work practices, cooperation, and dependability. Student behavioral characteristics evaluated both academically and clinically include attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, and respect. The grading rubric on how students will be assessed in work ethics is included in each course syllabus.
- Each student’s Work Ethics grade will be assessed at mid-semester and at the end of the semester. A final grade will be averaged and will be included in his/her permanent record.

Quizzes and Examinations
- Quizzes are given at the discretion of the instructor.
- All course examinations will be given according to the course syllabus or as designated by the instructor. Each course examination will have a designated time limit as set by the instructor.
- If a student receives a Jury Duty Summons or has a medical or surgical emergency that prevents the student from taking a scheduled examination. An opportunity will be provided to make up that exam at the discretion of the instructor.
- Missed course examinations must be taken the first day the student returns to class or at the discretion of the instructor. A grade of zero will be recorded until this is done. The student will only be allowed to make up one missed course exam. **The student will receive a 10-point deduction from the final score on the examination.**
- Make up for missed unit examinations (student is not present at the time examination is administered) will
be determined per the rules and guidelines as stated in the individual course syllabi. There will be no make-up for two or more missed unit examinations. A grade of zero (0) will be recorded.

- Any student caught cheating will obtain an automatic zero for that examination and will be referred to the Office of Student Affairs.

**Practical Lab Skills Competency:**
Following the teaching of practical skills within a course, a skill check-off sheet is used to assess each student’s competency and safety in performance of the skills. Students are expected to achieve 100% on all skills check-off in order to progress in the program. Should a student fail any aspect of the skill check-off, he/she receives one on one remediation and training from a faculty member and must attend mandatory lab sessions with an instructor before being rechecked. Practical skills are formally assessed via formative and summative practical examination at the end of each course. Each student must receive at least an 80% to pass the practical exam. Should a student fail the practical exam, he/she receives one on one training from a faculty member and has to attend mandatory lab sessions with an instructor. The student is given one additional opportunity to retake a practical exam and will not receive a score greater than 80% on the retake. Should the student fail the re-take, he/she will have to repeat the entire course. If the student then fails the course after the re-take, he/she fails out of the program.
The Public Safety Technology Department and Atlanta Technical College recognize that students will, from time to time, encounter disheartening, unpleasant and occasionally hostile situations. These situations may stem from interaction between individual and/or groups of other students, faculty, clinical preceptors or clinical sites, the general public, or the witnessing of emotionally traumatic events. While the Public Safety Technology Department cannot protect students from the dangers and harsh realities of the world, which are encountered in the classroom or on clinical rotations, every effort will be made to give the student the knowledge and skills necessary to protect themselves. To a great extent the student must take the responsibility to use these tools at the appropriate time. This includes situations in which the language, attitude, and behavior of other students, clinical personnel and program faculty may innocently or maliciously be offensive or derogatory based on race, religion, gender, ethnic background, national origin, age, veteran status, or disability. The first step in any of these cases is to notify the involved party of the offense. Should the offensive behavior continue, the student should notify the next person up the Chain of Command, as delineated below.

In the best interest of all parties involved, students enrolled in the Public Safety Technology Programs must abide by the following procedures.

Problems regarding differing protocols, treatment, ATC PTA Program Policies and Procedures modalities, or patient care philosophies should be addressed and resolved with openness for these differences taking into consideration the wide variety of “correct” treatment. The student should report any discrepancies to the Program Director at the earliest opportunity.

The definition of extenuating circumstances will be determined by the Program Director, and if need be, the Dean of Health & Public Safety Technologies.

Classification of Critical Incidents (I and II)
The infractions under each category include, but are not limited to the items listed below:

1. Failure for the semester:
      i. Lack of preparation for clinical experience
      ii. Lack of integrity (dishonesty in any form).
   b. Abuse of patient’s rights/privacy/dignity/confidentiality.
   c. Leaving assigned clinical without instructor’s permission.
      i. Includes late return from breaks, lunch, etc. without instructor notification.
   d. Failure/inability to perform skills identified for the specific level and course objectives.
      i. The CI will provide the necessary skills for the appropriate levels (Skill list is subject to change at the discretion of the physical therapy faculty). (See Appendix E)

2. Termination from the Physical Therapist Assistant Program (includes but is not limited to):
   a) Event in which any physical or verbal altercations occurs within the clinical facility between:
      • Student and Instructor
      • Student and Hospital Representatives
      • Student and Patient
      • Student and Student
   b) Any act resulting in injury to the patient.
   c) Performance of any procedures without supervision/permission from the CI.
d) Insubordination in any form.

e) Disregard of the Physical Therapist Assistant Program rules and regulations and/or College’s Student Conduct Code while on the clinical premises.

f) Leaving the clinical facility and not returning without the instructor’s notification and/or permission.

g) Violation of any rules and/or regulations stated in any individual course syllabus.

h) Using abusive language, making verbal and/or physical threat(s) toward fellow students, hospital personnel, patients and/or instructors.

i) Any violation of the Student Conduct Code while on the clinical facility premises.

DISMISSAL FROM CLINICAL FACILITIES FOR DISCIPLINARY REASONS:
Should a student be dismissed from a clinical facility for disciplinary reasons they are to report immediately to the ATC college campus and report to the PTA Faculty on duty. Should this dismissal occur during an evening shift or weekend shift when the college is closed, the student is to report to the PTA Faculty on campus during the next business day after the event occurs.
IMPORTANT CONTACTS

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information (Atlanta Technical College Main Number)</td>
<td>404-225-4400</td>
</tr>
<tr>
<td>Admissions (<a href="mailto:admissions@atlantatech.edu">admissions@atlantatech.edu</a>)</td>
<td>404-225-4461</td>
</tr>
<tr>
<td>Bookstore</td>
<td>404-225-4725</td>
</tr>
<tr>
<td>Business Office / Administrative Services</td>
<td>404-225-4701</td>
</tr>
<tr>
<td>Career Placement Services</td>
<td>404-225-4448</td>
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<tr>
<td>Continuing Education</td>
<td>404-225-4487</td>
</tr>
<tr>
<td>Disability Resources</td>
<td>404-225-4462</td>
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<tr>
<td>Equity Coordinator</td>
<td>404-225-4463</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>404-225-4716</td>
</tr>
<tr>
<td>HOPE Info Line</td>
<td>1-800-546-HOPE</td>
</tr>
<tr>
<td>Library</td>
<td>404-225-4596</td>
</tr>
</tbody>
</table>

Federal School Code for Atlanta Technical College = 008543
APPENDICES
APPENDIX A

PTA Student Handbook Attestation

I ____________________________________ acknowledge that I have read and understand the material provided in the Atlanta Technical College Physical Therapist Assistant Student Handbook. I further acknowledge and understand that my clinical success in the Atlanta Technical College Physical Therapist Assistant Program is dependent upon following the policies, instructions, guidelines and recommendations set forth in the aforementioned Handbook.

______________________________       ____________________
Signature                      Date

______________________________       ____________________
Program Director Signature     Date
Students

I consent to participate as a subject in labs and demonstrations. This may include palpations, strength and range of motion tests, application by, and to, me, of physical therapeutic agents. Safe practices will be observed at all times under the supervision of the faculty/instructor.

I understand that I have the right to refuse to be a subject or model, as long as I have medically extenuating circumstances. The Program Director reserves the right to request a physician’s statement exempting the student from certain activities. If my refusal is deemed to be detrimental to my learning, I understand that I may fail the course and go through Atlanta Technical College’s process of retaking a course.

I understand that all discoveries and information shared with the class is confidential, and no information will be released without my consent.

I understand that sessions may routinely be photographed and/or videotaped. I understand that such recording(s) will be used only for educational purposes and that the professionals involved will respect and protect the confidential nature of the sessions. I understand that the tapes will be the property of Atlanta Technical College.

I also understand that if I object to be videotaped, it will in no way jeopardize my standing as a student at Atlanta Technical College.

Student Name: ___________________________________ Student ID: ____________

Signature: ___________________________________ Date: _________________

Faculty Witness
Name: ____________________________ Position: ____________________________

Signature: ____________________________ Date: ________________________
PHYSICAL THERAPIST ASSISTANT PROGRAM
ATLANTA TECHNICAL COLLEGE
1560 Metropolitan Parkway
Atlanta, GA 30310

INFORMED CONSENT FOR CLINICAL EDUCATION
MODELLING & THERAPY TECHNIQUES PRACTICE

Guest Models

I consent to participate as a subject in labs and demonstrations. This may include palpations, strength and range of motion tests, application by, and to, me, of physical therapeutic agents. I understand that safe and dignified practices will be observed at all times under the supervision of the faculty/instructor.
I understand that all discoveries and information shared with the class is confidential, and no information will be released without my written consent.

I understand that sessions may routinely be photographed and/or videotaped. I understand that such recording(s) will be used only for educational purposes and that the professionals involved will respect and protect the confidential nature of the sessions. I understand that the tapes will be the property of Atlanta Technical College.

I also understand that if I object to be videotaped, it will in no way jeopardize my relationship with Atlanta Technical College.

Name: ___________________________________ Date of Birth: _______________

____________________________________ ________________________________
Signature        Date

Faculty Witness
Name: ________________________________ Position: __________________

Signature: ______________________________ Date: _____________________
LABORATORY PARTICIPATION FORM

Students are allowed to use identified physical therapy equipment when performing certain skills on their fellow classmates and guest models. While using these, I understand it is my responsibility to ensure that all equipment is handled as instructed to prevent any damage to the equipment, or injury to me, other students or guest models.

Unsupervised Use of Equipment and Laboratory
Students are encouraged to continually practice their skills to knowledge and competency. I understand that I can use equipment and the lab without supervision of faculty, only with permission of the Director of Clinical Education [DCE] and/ or the Program Director. I will sign the use of the laboratory and equipment at the beginning and end of usage.

I understand that I will be using the laboratory and equipment at my own risk of injury to myself and any other volunteers/ models.

I also understand that I will only practice unsupervised on equipment that I have been trained on by the PTA Program Faculty.

Any accident/ injury will be reported immediately to the PTA Program Faculty.

Name: ___________________________ Student ID: ________________

_________________________________ _________________________________
Signature        Date

Faculty Witness
Name: ___________________________ Position: __________________

Signature: ___________________________ Date: ___________________________
# Laboratory/Equipment Usage Sign-Up Sheet

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Permission Granted By</th>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
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<tbody>
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</table>
CLINICAL SKILLS CHECKLIST

(This list is subject to change at the instructor’s and/or administration’s discretion).

Atlanta Technical College Physical Therapist Assistant Program Skills Checklist

The purpose of this skills checklist is to serve as a guide to ensure that each student receives the clinical skills training necessary to become a competent physical therapist assistant [PTA]. Although some of the procedures listed are performed by the supervising physical therapist [PT], and may not be performed by a PTA, students must be familiar with all procedures listed. This includes being able to describe equipment needed, explaining the correct procedure, and demonstrating the proper techniques in the skills lab.

In addition to performing procedures and care to the assigned patients, the student is encouraged to actively seek out learning opportunities and inform the instructor of such opportunities. The assertiveness of the student will enhance his/her learning.

The skills checklist will be used throughout the PTA program. Skills will be demonstrated by the instructor and return demonstrations will occur by the student. Following each skill taught in this course, a skill’s check-off list is used to assess each student for competence and safety in the skills. **Students are expected to achieve 100% on all skills check-off in order to progress in the program.** Should a student fail any aspect of the skills check-off, he/she receives one on one remediation and training from a faculty member and has to attend mandatory lab sessions with an instructor before being re-tested. Each student is given one opportunity to re-take the skills check-off, should the student fail the re-take, he/she has to retake the entire course.

Upon satisfactory completion of the skills demonstrated, the instructor will sign & date the checklist.

It is the student’s responsibility to maintain the skills checklist while a student at the PTA program at Atlanta Technical College.

Student Signature: _________________________________ Date: _______________

Instructor Signature: _______________________________ Date: ________________
Skills Validation Policy

The skills validation policy exists to ensure that students are competent in performing clinical skills that are necessary to function as a physical therapist assistant [PTA] under the supervision and direction of a physical therapist. As a result, each student will be tested on a skill after they have been trained by the instructor, throughout the program.

The student will be given two attempts to complete the skills validation exam. The student will be checked off by instructors using skill checklists that are compatible with the Normative Model of Physical Therapist Assistant Education so they will meet the “Minimum Required Skills of Physical Therapist Assistant Graduates at Entry Level”. The student will have to demonstrate competency on all PTA skills. If the student does not achieve competency, a second attempt will be provided. If on the second attempt the student does not demonstrate competency on the selected skills, the student will not be allowed to continue in the PTA program. The student will have to withdraw (student initiated) or receive a grade of F for the course. Formal withdrawal from the college or specific courses is the sole responsibility of the student. All withdrawals originate in the Office of the Registrar located in the Admissions Office. Failure to complete the formal withdrawal process will result in a grade of F for the course and jeopardize financial aid status. Students who fail to successfully complete the validation after two attempts will not be allowed to continue in the PTA program. The student will have to withdraw (student initiated) or receive a grade of F for the course/s during the semester that the failure occurred. Formal withdrawal from the college or specific courses is the sole responsibility of the student.

The student who is unsuccessful during Skills Validation is not eligible to return to the Physical Therapist Assistant Program.

Skills Validation Policy

I ________________________________________________ (Student’s Printed Name) confirm that I have read, understand and will adhere to the Skills Validation Policy.

My signature indicates my agreement to comply with this policy and the requirements contained within it.

____________________________________________________________________________
Student’s Signature      Date

Witness (Instructor’s Signature)      Date
Statement of Understanding: Release of Information

As a Physical Therapist Assistant [PTA] student at Atlanta Technical College, I __________________________ (printed name) authorize the PTA Department permission to release information regarding required clinical documentation such as health documents (immunization records, tuberculosis skin test results (PPD), Hepatitis B vaccination information, CPR verification, etc.). Furthermore, I also give permission to the PTA Program at Atlanta Technical College to release any and all criminal background checks and all supporting documentation to the clinical agencies as requested.

____________________________________  ______________________________
Student’s Printed Name               Date

___________________________________  ______________________________
Student’s Signature                  Date

Statement of Understanding: HIPAA

I understand that I am required to abide by HIPAA in the performance of my clinical at the respective clinical sites that are utilized by the Physical Therapist Assistant Program at Atlanta Technical College. Additionally, I understand that HIPAA requires that the clinical sites that are utilized by Atlanta Technical College perform a thorough investigation of any alleged HIPAA violations. I hereby consent to the release of my educational information to the clinical sites that are utilized by Atlanta Technical College for the purpose of conducting any HIPAA violation.

___________________________________    ______________________
Student’s Printed Name      Date

__________________________________
Signature
Appendix G (continued)

Statement of Understanding: Clinical Rotation/Requirements

As a Physical Therapist Assistant [PTA] student at Atlanta Technical College, I, ______________________ (printed name) understand that it is necessary to complete clinical requirements in health care settings that assist with developing skills necessary to complete the state requirements for the PTA curriculum.

Furthermore, I am aware that I will not receive compensation in any form for my participation in clinical courses from Atlanta Technical College or from the affiliating Health Care Facility. Additionally, I am not expecting nor have I been promised employment from affiliating Health Care Facility.

I also understand that the days and work hours may vary with sites and, I will keep the work times of my Clinical Instructor, as agreed by the PTA program.

____________________________________  ______________________________
Student’s Printed Name     Date

_____________________________________  ______________________________
Student’s Signature      Date
Student Conference Form

Student Name: 
Course: 
Date: 
Location of Conference: 
Supporting Documentation: Was this conference for advising purposes?
  Yes  No

Reason(s) for Requested Conference:

(a)  Grades (Theory and/or clinical).
(b)  Attendance (excessive absences and/or tardiness)
(c)  Violation of Student Conduct Code
(d)  Inappropriate disposition at either the clinical site or in the classroom
(e)  Failure to notify the instructor when tardy and/or absent from clinical
(f)  Violation of Critical Incident as listed in the Physical Therapist Assistant Handbook
(g)  Other (Explanation required):

Decisions Resulting from this Conference:

(a)  Review Conference/Follow-up scheduled: 
(b)  Withdrawal from program - Initiated by Student
(d)  Referred to the Office of Student Affairs: 
(e)  Other (Explanation required):

Additional Comments:

Faculty Member Signature  Date

Student Signature  Date

Signature on this form does not necessarily indicate that the subject agrees with the information that is provided within this document. Signature indicates understanding of the expectations and/or directives and that the information was provided.
APPENDIX I

Record of Absence

Student’s name:                      Date of Absence:

Student Identification Number:

Course Number:

Instructor’s Name:

Absence from Lecture:

• Date: ___________________________________________________________________

• Number of hours/coursework missed: __________________________

Absence from Clinical:

• Date:

• Number of hours missed:

Absence from Skills Lab:

• Date:

• Number of hours missed:

• Skill/s that were missed: _______

Examination:

• Date:

Explanation of Absence (Provide to the Director of Clinical Education)

Student Signature:                      Date:

Makeup Responsibilities as Indicated by the Instructor:
Professional Physical Therapy Organizations

American Physical Therapy Association

![APTA Logo]

1111 North Fairfax Street
Alexandria, Virginia 22314-1488
703-684-APTA (2782) * 800-999-2782 * 703-683-6748 (TDD)
703-684-7343 (fax)

For member benefits information: [http://www.apta.org](http://www.apta.org)

The Physical Therapy Association of Georgia

is a chapter of
The American Physical Therapy Association

1260 Winchester Parkway, SE, Suite 205
Smyrna, Georgia 30080-6546
Phone: 770-433-2418
Fax: 770-433-2907
[info@ptagonline.org](mailto:info@ptagonline.org) | [www.ptagonline.org](http://www.ptagonline.org)

Annual Student Dues: $100.00
Health and Public Safety Technologies Division

Administration Contact List

Dr. Katrina Walker, Dean of Public Health & Safety Technologies  404-225-4420
Brenda Hollingsworth, Administrative Assistant to the Dean  404-225-4556

Physical Therapist Assistant Program Faculty

Dr. Tamey Howard-Feltner, Program Director, DCE  404-225-4573
Administrative Assistant, PTA Program  404-225-4425
## Atlanta Technical College
### FIELD TRIP APPROVAL REQUEST

<table>
<thead>
<tr>
<th>Division</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Instructor(s)</td>
<td>Instructional Class</td>
</tr>
<tr>
<td>Trip Destination</td>
<td>Address</td>
</tr>
</tbody>
</table>

**Curricular**
Instructional Related Activities (Forms Required: Field Trip Approval Request; Student Participant List; Covenant Not To Sue)

**Co-Curricular**
Educational or Recreational Activities (Forms Required: Field Trip Approval Request; Student Participant List; Covenant Not To Sue)

### Purpose of Trip and Its Relation to Instruction

<table>
<thead>
<tr>
<th>Purpose of Trip and Its Relation to Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Date of Trip</th>
<th>Departure Time</th>
<th>Returning Time</th>
</tr>
</thead>
</table>

Number of Students_____ Driver Needed: □Yes □No (Student List Must Be Attached)

Whom Should College Contact at the Visiting Site in Case of an Emergency?

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Office</th>
<th>Telephone Number</th>
</tr>
</thead>
</table>

---

**DO NOT WRITE IN SPACE BELOW (FOR ADMINISTRATIVE USE ONLY)**

State Owned Vehicle #

State Owned Vehicle #

Recommendations:

- □ Approval □ Disapproval
  
  Department Chairperson Signature Date

- □ Approval □ Disapproval
  
  Division Director Signature Date

- □ Approval □ Disapproval
  
  Vice President, Instructional Services Signature Date
# Field Trip Student Participant List

**Atlanta Technical College**

**FIELD TRIP STUDENT PARTICIPANT LIST**

Instructor____________________________________________   Date____________________

Trip Destination_______________________________________   Date____________________

School Transportation Needed:  □ Yes   □ No   Program_______________________________

**STUDENT NAMES**

1.____________________________________________________________________________

2.____________________________________________________________________________

3.____________________________________________________________________________

4.____________________________________________________________________________

5.____________________________________________________________________________

6.____________________________________________________________________________

7.____________________________________________________________________________

8.____________________________________________________________________________

9.____________________________________________________________________________

10.___________________________________________________________________________

11.___________________________________________________________________________

12.___________________________________________________________________________

(Use Additional Sheets If Needed)

___________________________________________________     ________________________
Instructor Signature           Date

___________________________________________________     ________________________
Department Chairperson Signature                            Date

___________________________________________________     ________________________
Division Director Signature           Date

___________________________________________________     ________________________
Vice President, Instructional Services Signature     Date

**Attach Signed Covenant Not to Sue Forms with This List**
Atlanta Technical College

RELEASE, WAIVER OF LIABILITY, AND COVENANT NOT TO SUF

The undersigned hereby acknowledges that participation in field trip activities involves inherent risks of physical injury, illness or loss of personal property, and assumes all such risks. The undersigned hereby agrees that, for the sole consideration of Atlanta Technical College allowing the undersigned to participate in field trip activities which, for which, or in connection with which, the College has sponsored or made available any equipment, facilities, grounds, or personnel for such programs of activities or to the undersigned while participating in any such field trip activities, the undersigned does hereby release and forever discharge Atlanta Technical College and the Georgia Board of Technical and Adult Education, its members individually, and its officers, agents, and employees for any and all claims, demands, rights, and causes of action of whatsoever kind or nature, arising from and by reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, including death, damage to property, and the consequences thereof, resulting from my participation in, or growing out of, or connected with such field trip activities.

I understand that the acceptance of this Release and Waiver of Liability and Covenant Not to Sue by the Georgia Board of Technical and Adult Education shall not constitute a waiver, in whole or in part, or sovereign immunity by said Board, its members, officers, agents, and employees.

I hereby certify that I am _____* years of age and have read the above carefully before signing.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _______________, 20___.

_________________________________  ________________________________________
Program/Class          Field Trip Participant Name (Please Print)

_________________________________
Witness Signature

_________________________________
Activity

_________________________________
*Parent Signature (Required for Students under 18 years of age)

_________________________________
Date of Activity

_________________________________
Location of Activity

In case of Emergency, please notify:

_________________________________  ___________________________  _______________________
Name         Relationship       Telephone Number
PTA Program Confidentiality Agreement

It is the policy of the Atlanta Technical College Physical Therapist Assistant Program that privacy and confidentiality of information related to students and volunteers in the lab and affiliating clinical sites, along their patients/clients, and employees, is of great importance. The Faculty of the PTA Program educates students on the Health Insurance Portability and Accountability Act prior to any clinical affiliation and emphasizes the necessity of adhering to this regulation. The following statement is to be read and signed by the PTA student. A student may not participate in clinical education until this form is complete.

I understand that I must treat all confidential information related to the clinical or lab experience as such and will access, utilize and discuss this information only as necessary to perform my duties as a student in the lab or at the affiliating institution. I will not discuss or share any protected information with those not involved in the clinical or lab experience and further, this information will only be used for student, volunteer and patient/client related activities. Any information I have in my possession will not leave the lab or clinical site with me. This information will be shredded, erased or given to my instructor daily before I leave the treatment area. If given passwords or access codes, I understand that they must be used only in my capacity as a student and I must not disseminate or share this information in any manner. I understand that any violation of confidentiality or privacy may put me in jeopardy of being dismissed from the ATC PTA Program.

I have read and understand the PTA Program Confidentiality Agreement. I further agree to abide by the contents of this agreement as detailed above during my tenure with the ATC PTA Program.

____________________________________
Name (Printed)

____________________________________  ____________________
Signature        Date