

Cerritos College - Physical Therapist Assistant Program
Electronic Application Instructions
Spring 2024

****For Admittance to Incoming Class in Fall 2024****

Application Due Date: Monday, April 15, 2024 at 11:59 pm (Pacific Time)

Incomplete and/or late applications will NOT be considered

Thank you for your interest in applying for admittance to our PTA Program. We have moved to an electronic process for application submission. *PLEASE READ ALL INSTRUCTIONS CAREFULLY!* We look forward to reviewing your application.

Our Website can be located at <https://www.cerritos.edu/pta/>

STEP 1: Review the Following Documents (PDFs available to download on website home page)

- PTA Program Description
- PTA Program Application Rating Sheet - Info
- PTA Program Application Rating Sheet - Sample

STEP 2: Gather and complete all required documentation and application materials.

- **Physical Therapist Assistant Application Form** (PDF available for download on website home page)
- **PTA Transcript Evaluation Form** (PDF available for download on website home page)
- **Work In Progress (WIP) Letters** (if applicable): We will accept work in progress for pre-requisite and/or related course work for the initial application. If admitted, applicant will be given a provisional admittance status, based on their ability to provide official transcripts with same grade or higher from their work in progress letter.

A work in Progress from a Professors should include the following:

- 1) Note written on school letterhead and signed by Professor with their title
 - 2) Name of Class, including identifying call numbers for the college
 - 3) Name of student and ID #
 - 4) Current grade being earned
- **UNOFFICIAL transcripts for all college work:** You must submit these transcripts for any courses you would like considered for points towards your application. If admitted, applicant will be asked to provide OFFICAL transcripts to the Health Occupations Division at a later date to verify completed courses and grades.
 - **Work & Volunteer Verification Letter(s):** Letters must be on letterhead and be signed by your employer and include the following:
 - 1) Employee status: Paid, part-time, full-time, or volunteer
 - 2) Job or Volunteer Title
 - 3) Dates of employment or volunteer work
 - **Letter of Recommendation** (optional)

STEP 3: Scan all applicable documents *IN THE ORDER LISTED ABOVE* from Step 2 into ONE PDF file. **All pages MUST be included in one document!** Please do NOT send separate files/e-mails for individual records. ***Final File MUST be 10 MB or LESS in size.*** Adobe Acrobat and other scanning apps for smart phones will allow for adding pages to one document and/or adjusting file size. Please check the QUALITY of your scanned document to make sure all items are legible.

STEP 4: Re-Name your single PDF file as follows: Last Name_First Name_App2022

Example: Johnson_James_App2022

STEP 5: E-mail your ***Single PDF file*** containing all your documents to the following address:

pta-app@cerritos.edu

Please include the following in the Subject Line: "PTA App (Year) - Your First & Last Name"

Example: "PTA App 2022 - James Johnson"

NOTE:

Once you have submitted your application successfully, you should receive a confirmation e-mail reply from PTA-app@cerritos.edu.

If you do not receive a confirmation after submitting your application, please do the following:

1. Double check in your spam or junk folder
2. Make sure that you followed all the instructions for file size, file type, and file name
3. Reach out to PTA-app@cerritos.edu to inquire about your application submission if you feel you submitted all documents correctly and you cannot find a confirmation

THANK YOU!