

Cerritos College - Physical Therapist Assistant Program
Electronic Application Instructions
Spring 2026

****For Consideration for admittance to the incoming class in Fall 2026****
Application Due Date: Wednesday, April 15, 2026 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. All applications are handled via our electronic process for application submission only. **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 Overview
- 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, applicants 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 complete unofficial transcript files for EACH college you have attended. If admitted, applicants will be asked to send OFFICAL transcripts to Cerritos College at a later date to verify completed courses and grades.
*****Please do NOT send official transcripts to the college unless you receive an offer of admission to the PTA Program***
 - **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
 - 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. Documents that cannot be read will result in a DNQ (does not qualify) status.

STEP 4: Re-Name your single PDF file as follows: Last Name_First Name_App2026

Example: Johnson_James_App2026

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 2026 - 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!

All career technical education (CTE) opportunities will be offered regardless of race, color, national origin, sex, or disability. Compliance with related laws, including Section 504/Title II, are the responsibility of Cerritos College's Director, Diversity, Compliance, & Title IX Coordinator in the Office of Human Resources | (562) 860-2451, ext. 2284 | Email: dctix@cerritos.edu