

PTA Program - Application Instructions – Spring 2024

Please note that applications must be fully completed and submitted online with required document attachments. Incomplete applications will be denied. Please review the instructions carefully and/or meet with a Chaffey College Counselor for assistance.

A. Steps prior to the Evaluation and Application Periods

1. **Become a Chaffey College Student** - New or returning students to Chaffey College must complete the [online Application for Admission](#) to receive a Chaffey College Student ID number and/or reactive your account. New students will receive a Chaffey College Student ID number within 15 minutes of submitting their Chaffey College application via email. Continuing students do not need to reapply to Chaffey College.
2. **Submit ALL official college/university transcript(s)** – For courses completed at another college, students **MUST** submit official transcripts to Admissions & Records at the Rancho, Chino or Fontana campuses during regular business hours. Official electronic transcripts can be sent to Chaffey College’s Admissions & Records at transcripts@chaffey.edu via official electronic sources. Official sealed, paper transcripts can be dropped off in-person at the Rancho, Chino or Fontana Admissions & Records Departments during regular business hours or mailed to Admissions & Records same address as above.
 - a. Please plan accordingly to send your college transcripts to Admissions & Records and verify they have arrived by speaking with an Admissions staff member via [QLESS](#) or in-person **BEFORE** submitting your PTA Program Evaluation Request Form. The PTA Program cannot verify if your transcripts were received.

B. Steps during the Evaluation Period - During the months of January & February

1. Complete the PTA Program Evaluation Request Form

- The PTA Program Evaluation Request Form can be found on the PTA program’s website. Student’s evaluation request forms will only be processed during the following evaluation periods:

Evaluation Period: January 1st, 2024 through February 22nd, 2024 by 4:00 p.m. for spring 2024 applications. Students are recommended to submit evaluation request forms ASAP to give the appropriate amount of time for processing.

Application Period: February 1st, 2024 through February 29th, 2024 by 11:59 p.m. for a provisional spring 2024 start.

- The PTA Program Evaluation Request Form **MUST** be completed to receive a copy of your PTA Program Evaluation that is required to submit with your PTA application.
- Students will be required to complete an updated PTA Program Evaluation Request Form each time that they apply.

C. Steps during the Application Period – Please read this area carefully.

Applications will be accepted ONLINE ONLY

1. Complete all sections of the PTA program application - **The PTA program application link will go live on the PTA program website on February 1st, 2024 at 8:00 a.m. through February 29th, 2024 by 11:59 p.m.** Incomplete applications will not be accepted – there are no exceptions.
2. Students are only permitted to apply once per application period. There are no exceptions.
3. Students are required to upload the PTA Program Evaluation Form completed by the Evaluation Office showing eligibility to the program. There are no exceptions.
4. Falsification of any documentation will disqualify applicants from entering the program.

D. Steps after the Application Period

1. Due to limited staffing, the PTA program staff cannot provide status inquiries during the application period. Applicants will be notified of their application status via email by the week of March 4th, 2024. If you do not receive information about your application status by the week of March 18th, 2024 you may contact the PTA program for a status inquiry at pta@chaffey.edu

For further assistance with the steps in this application instruction sheet, or other questions, please see a Chaffey College Counselor by visiting the [Counseling Department website](#).

Public Notification of Accreditation

Note: Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Chaffey College is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on June 1, 2023. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.