

California State University, Fresno  
**ENTRY-LEVEL DOCTOR OF PHYSICAL THERAPY (DPT)**  
**Admission Application Instructions for Fall 2015 Entry**

**Two (2) separate Applications are Required.**

**1. DPT Departmental Application via Physical Therapist Centralized Application Service (PTCAS): [www.ptcas.org](http://www.ptcas.org)**

***Application is available beginning July 2, 2014. Firm deadline is October 15, 2014.***

**2. CSU Graduate Online Application (degree code: #12122): [www.csumentor.edu](http://www.csumentor.edu)**

***Application is available beginning October 1, 2014. Priority filing deadline is November 30, 2014.***

*It is strongly recommended that all applicants read and follow the instructions set by both PTCAS and CSUMentor to avoid delays in the submission of their applications.*

**Late or incomplete applications will not be considered. NO EXCEPTIONS.**

**All application materials with the exception of the CSU Graduate Application are due no later than October 15, 2014.**

**ELIGIBILITY CRITERIA**

**Minimum criteria for program admission:**

1.  Hold or be eligible to receive a bachelor's degree by the end of the spring semester prior to admission to the program.
2.  Have completed or be currently enrolled in a minimum of 7/9 of the prerequisite courses listed below at time of application with no more than one science (if semester-based course; two if the course is quarter-based) and one non-science prerequisite courses can be in progress after the fall term prior to matriculation.  
**8 lower-division prerequisite courses:**  
Inorganic/Organic Chemistry or Bio-Chemistry with labs (2 semesters/3 quarters); Physics with labs (2 semesters/3 quarters); Human Anatomy with a lab (1 semester/ 5/6 quarter units or 2 quarters ); Human Physiology with a lab (1 semester/ 5/6 quarter units or 2 quarters); Intro to Psychology (1 semester/4 quarter units); and Statistics (1 semester/4 quarter units).  
**1 upper-division prerequisite course:**  
Upper-Division Psychology: Abnormal Psychology or Psychology Aspects of Disability (1 semester/4 quarter units)  
*Recommended course:* Medical Terminology (1 semester/4 quarter units). If applicant is accepted, the course must be completed the summer prior to fall admission.  
All prerequisite courses must be completed with a grade of C or better in each prerequisite course (or equivalents) and maintain a minimum total prerequisite GPA of 3.0. AP credit, CR/NR grades, correspondence courses or independent study courses cannot be used for prerequisite requirements. Applicant should verify equivalent coursework if courses are taken at colleges other than Fresno State (check California colleges using [www.assist.org](http://www.assist.org)). To calculate your GPA go to <http://advising.csufresno.edu/gpa.html>
3.  Receive an overall minimum GPA of 3.0 on all upper-division coursework of bachelors degree.
4.  Take the Graduate Records Exam (GRE) and submit official GRE scores directly to PTCAS (**code: 7798**) and Fresno State Graduate Admissions Department (**institutional code: 4312**) by departmental application deadline. *Submission of scores to both entities is necessary.*
5.  Complete a minimum of 100 physical therapy observation hours; twenty (20) hours of which must be from an in-patient care setting (hospitals, skilled nursing facilities, etc.) are required. Hours can be achieved through employment, volunteer work, or observation in a physical therapy facility. All observation hours must be verified and under the supervision of a licensed physical therapist, and be completed by the application deadline. No Exceptions. *Please see page 2 for instructions on reporting observation hours.*
6.  Arrange for three (3) letters of recommendation (reference letters) to be sent to PTCAS on your behalf; one and/or two each must be from a licensed physical therapist and a non-physical therapy professor. ***Fresno State Physical Therapy faculty including IHRS faculty letters are not accepted.*** For a complete list of acceptable reference sources, go to [www.ptcas.org](http://www.ptcas.org). *Please see page 2 for instructions on recommendation letters.* Letters of references are not required for the CSUMentor application, however, you may list the names of your references.
7.  Complete a personal essay in response to the standard PTCAS essay question. The personal statement section is not required for the CSUMentor application
8.  Complete the supplemental form: DPT Admission Prerequisite Coursework. This form can be found on our PTCAS program information page or directly from our Fresno State PT website: <http://www.fresnostate.edu/chhs/physical-therapy/policies-forms/applications.html>

**A complete application packet** includes the following:

1.  Submission of **1)** a DPT Departmental Application for Fall 2015 via PTCAS and pay all required fees, and **2)** a CSU Graduate Online application for Fall 2015 (degree code: 12122) along with the required \$55.00 fee. This also applies to re-applicants and Fresno State students who will be earning a Baccalaureate degree in Spring or Summer 2014. *Both applications must be submitted by designated deadlines in order to be considered for an interview. NO EXCEPTIONS!*
2.  Submission of your official GRE scores directly to PTCAS (**code: 7798**) and Fresno State Graduate Admissions Department (**institutional code: 4321**) by the departmental application deadline.
3.  Submission of official transcripts from each college and/or university attended to PTCAS and Fresno State by designated application deadlines. Submission of official transcripts to both application services is necessary as they are separate entities. Fresno State applicants do not need to submit Fresno State transcripts, however, transcripts from other colleges attended will need to be submitted. See the PTCAS website for information on transcript submission to PTCAS. Fresno State mailing address for transcripts: Graduate Admissions Office, 5150 North Maple Avenue, M/S JA 57, Fresno, CA 93740-8026
4.  Submission of verification of 100 physical therapy observation hours, including twenty (20) hours from an in-patient care setting (hospitals, skilled nursing facilities, etc). It is **REQUIRED** to have all of your observation hours verified by a licensed physical therapist and submitted by the departmental application deadline. No Exceptions!

Instructions on reporting observation hours:

- a. **Preferably**, log on to your PTCAS application and use the online electronic physical therapy hours signature process to verify your physical therapy observation hours. All verifications must be electronically submitted by the application deadline. *Please note if in-patient and outpatient hours are completed at the same facility, they must be reported separately and cannot be combined.* Alert the PT to watch for an automated email from PTCAS with the subject "PTCAS Observation Hour Verification Request". If the physical therapist does not receive an email from PTCAS, instruct the PT to check spam/junk email folders or provide you with an alternate email address.
  - b. OR, if needed, the Physical Therapy Observation Hours paper option is also available on the PTCAS website for signature and arrange for the signed form to be mailed directly to PTCAS by the PT. If the physical therapist previously signed a different (non-PTCAS) form to verify your hours, attach it to the PTCAS form and send both forms to PTCAS in a single envelope. Send only one signed form per physical therapy experience. See PTCAS mailing address on the last page.
5.  Submission of three (3) letters of recommendation (reference letters): one and/or two **must be** from a licensed physical therapist and a non-physical therapy professor. *Fresno State Physical Therapy faculty including IHRS faculty letters are not accepted.* Go to [www.ptcas.org](http://www.ptcas.org) for a complete listing of acceptable reference sources.

Instructions on submitting recommendation letters:

- a. **Preferably**, log on to your PTCAS application and use the electronic Letters of Reference (eLOR) option. Alert your evaluator to watch for an automated email from PTCAS with the subject "PTCAS Reference Request". If your evaluator does not receive an email from PTCAS, ask your evaluator to check all spam and junk email file folders or provide an alternate email address.
  - b. OR, if needed, recommendation letters can be submitted by regular mail. Paper references take longer to duplicate and send to your designated PT programs. If the evaluator does not have Internet access, log in to your application and print the PTCAS Reference Form (PDF). Each PTCAS reference form is unique to the applicant and evaluator. The evaluator should complete the paper form and attach it to a signed letter. PT programs may not accept paper references unless a completed form and letter are attached. PTCAS does not verify your references are complete. Paper references must be mailed to PTCAS in a sealed envelope on the evaluator's signed official institutional or business stationery. The letter of reference and PTCAS reference form must arrive together in a single envelope. PTCAS will not accept paper references mailed by applicants. Arrange for only one paper reference to be sent to PTCAS per evaluator.
6.  Complete the standard PTCAS essay question. *Re-applicants:* Complete the re-applicant PTCAS essay question.
  7.  Submission of the supplemental form (DPT Admission Prerequisite Coursework form) directly to the Physical Therapy Department at Fresno State by October 15, 2014.

**Application Acknowledgment**

All applicants can expect to receive an email application acknowledgement within 4-5 weeks of application submission or deadline, whichever occurs first by the applicant. An applicant is invited to participate in a personal interview only if all of the above items are met and submitted by the application deadline. Interviews will be conducted for selected applicants in early February.

*Please note that if an applicant does not receive an email application acknowledgement by the end of January, it is the responsibility of the applicant to contact the Physical Therapy Department. Late acknowledgement from the applicant will not be reviewed. No exceptions!*

The number of applications received is greater than the number of spaces available for the program. Therefore, admission into the Physical Therapy program is competitive. Class sizes are limited to 32 students.

**CALIFORNIA SCHOOL TRANSFER/OUT-OF-STATE TRANSFER COURSES.** To avoid any confusion or delay in processing your application, we recommend you verify course equivalents for any courses not taken at Fresno State with our College Admissions Coordinator PRIOR to submitting your application. In order for our College Admissions Coordinator to determine if a course is equivalent, you may be asked to bring in or send a copy of the course syllabus, copy of the course description from the catalog, number of units and grading system. A form of verification from our College Admissions Coordinator or the PT Department Chair needs to be included in your application materials (a memo and/or copy of the verification email is appropriate).

- **California School Transfer Courses:** Go to [www.assist.org](http://www.assist.org) and copy the articulation agreement for any course you are substituting. If there is no course articulation, you may then contact our College Admissions Coordinator, Crystal Bishop at (559) 278-6579 or by email: [crcano@csufresno.edu](mailto:crcano@csufresno.edu) to verify any equivalent courses.
- **Out-of-State Transfer Courses:** Please contact our College Admissions Coordinator, Crystal Bishop at (559) 278-6579 or via email: [crcano@csufresno.edu](mailto:crcano@csufresno.edu) to verify any equivalent courses.

**FALL 2014/SPRING 2015 IN-PROGRESS PRE-REQUISITE COURSES.** Applicants enrolled elsewhere for Fall 2014 or Spring 2015 must submit a copy of their transcripts or verification of their grades directly to the Fresno State Physical Therapy Department (address below) as soon as they are available to avoid any delays in the processing of an applicant's application.

#### **IF YOU ARE A RE-APPLICANT:**

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*A formal letter indicating that you wish to re-apply to the program must be submitted to the PT Department with a list of any 'new' documents, course grades, etc. you wish the committee to consider.* All documents in your application file will be brought into your Fall 2015 application file. Previous applicants are required to re-apply through PTCAS (see "Re-Applying to PTCAS" link on login page for instructions and conditions) and submit a new CSU Graduate Application through CSU Mentor. Repeat applicants are not required to submit references or any materials unless you wish to submit new additional documents such as experience, letters or coursework.

#### **If you are an International Student:**

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The DPT program has selective admissions and is a competitive profession in the United States. Fresno State has a limited class size of 32 students. Many students apply more than one time before admitted. As an International student you would be eligible to maintain pre-professional post-baccalaureate status for 2 years. If you were not admitted to the DPT program you must be accepted in a graduate program at Fresno State to maintain your student status.

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#### **PTCAS Application and Troubleshooting**

**Applicants:** Please contact PTCAS directly if you encounter any problems or have questions when completing the application online. You may also view the FAQ section for answers.

#### **PTCAS Contact and Mailing Information**

**Arrange for your PTCAS materials to be sent to the address below:**

PTCAS  
PO BOX 9112  
Watertown, MA 02471  
Email: [ptcasinfo@ptcas.org](mailto:ptcasinfo@ptcas.org)  
Telephone: (617) 612-2040

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#### **Department of Physical Therapy Contact and Mailing Information:**

##### **Graduate Physical Therapy Admissions Coordinator**

Crystal Bishop  
Email: [crcano@csufresno.edu](mailto:crcano@csufresno.edu)  
Telephone: (559) 278-6579

Physical Therapy Admissions  
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California State University, Fresno  
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Fresno, CA 93740-8031

Email: [ptsa@csufresno.edu](mailto:ptsa@csufresno.edu)  
Telephone: (559) 278-2625  
[www.fresnostate.edu/physicaltherapy](http://www.fresnostate.edu/physicaltherapy)