

PHYSICAL THERAPIST ASSISTANT PROGRAM APPLICATION PACKET

This packet contains the instructions and forms required for application to the Physical Therapist Assistant (PTA) Program at Northeast Community College. We strongly encourage applicants to make an appointment with a PTA program advisor at which time the applicant and faculty will create an academic plan for program success.

An acceptance letter from Northeast Community College into the college does not mean an applicant has been accepted into the PTA Program. Completion and submission of the information in this packet does not automatically guarantee acceptance into the program.

Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in education programs, admissions policies, employment policies, financial aid or other College administered programs and activities.



**NORTHEAST
COMMUNITY
COLLEGE**

**Application
Information for
the 2026-27
Academic
Term.**

**Application
deadline is
April 1, 2026.**

Application Packet Instructions for Physical Therapist Assistant Program – 2026-2027 Term


Overview



Thank you for your interest in the Physical Therapist Assistant (PTA) Program at Northeast Community College. Please read the following instructions carefully to ensure your application is complete. Our program has rolling admissions. The selection process will take place during the spring semester for each cohort admitted to the program for the upcoming fall semester. Up to 24 applicants will be admitted into each cohort. If all seats are not filled during the spring selection, a second selection process will occur in the summer of the same year.

Application Deadline

- **Spring Selection:** All application materials must be submitted by **April 1, 2026**. Program faculty will review submissions, and qualified applicants will be emailed interview dates and times.
- **Summer Selection:** If a second selection process occurs, a new deadline will be updated on the website, northeast.edu/admissions/pta-admissions.

Required Application Materials

1. **Online PTA Program Application Form:** Submit the PTA Program Application Form at your earliest convenience, prior to the deadline. The form can be accessed by clicking the following link <https://forms.office.com/r/BibmC4AjDf> or by scanning the QR code with a phone or tablet. Ensure all sections are complete and that your contact information is accurate.
 
2. **Transcripts:**
 - **Incoming freshman**
 - **January 2026** - Provide a partial high school transcript, including your GPA, through Fall 2025, by sending them to PTA@northeast.edu.
 - **After high school graduation** - Submit your final high school transcript and official college transcripts for all dual credit courses to Northeast Community College, ATTN Admissions Office, POB 469, Norfolk, NE 68702-0469.
 - **Returning and transfer students**
 - Submit all official college transcripts to Northeast Community College, ATTN Registrar Office, POB 469, Norfolk, NE 68702-0469.
3. **GPA and placement testing requirements:** The following minimum scores are required for admission into the program. Scores below the minimum may result in a delay in admission but do not prevent admission. Please speak to a program advisor for questions.
 - **Incoming freshman**
 - Cumulative high school GPA of 3.0 or higher, including dual credit coursework.

- Reading ACT score of 19 or higher; OR equivalent placement testing; OR completion of college level English Composition with a C+ or higher.
 - **Returning and transfer students**
 - Cumulative college GPA of 2.5 or higher in the required general education and pre-requisite coursework. Applicants must earn a C+ or higher in all program-required coursework.
 - Completion of college level English Composition with a C+ or higher; OR equivalent placement testing.
4. **Job Shadowing Evaluations:** A minimum of 16 total hours of job shadowing is required and must include experience in both inpatient and outpatient settings. Hours do not need to be divided equally between settings, but the split should be as balanced as possible. All hours of shadowing must be documented on the evaluation form provided. A minimum of two forms must be submitted when applying to the program: One from a supervising outpatient clinician, and one from a different supervising inpatient clinician. Failure to submit forms from two different clinicians will result in a 50% reduction in the total points awarded for the job shadowing requirement.
- Schedule an appointment with Northeast’s Career Education and Outreach Coordinator to arrange job shadowing opportunities close to you by either clicking the link, <https://calendly.com/lbelz1career-services/lbelz-mymajors>, or by scanning the code provided with a phone or tablet. 
 - Read and sign the job shadowing waiver section of the “Evaluation of Job Shadowing Form” provided in this packet and return to Northeast.
 - Deliver one evaluation form to each supervising clinician when you attend your shadowing experiences. The supervising clinician must complete and send the form to Northeast’s PTA program using the options listed on the form.
 - For questions regarding job shadowing, contact Lisa Belz at lbelz1@northeast.edu or 402-844-7460.
5. **Resume and Cover Letter:** Submit a cover letter explaining your interest in the Physical Therapist Assistant profession, your career goals, and why you believe you are a good fit for Northeast’s PTA program. Additionally, submit a current resume highlighting your education, work experience, volunteer work, and any relevant skills or certifications.
- Schedule an appointment with Northeast’s Director of Career Services for assistance with resume and cover letter development by clicking the link, <https://calendly.com/terricareerservices/60min> or by scanning the code provided with a phone or tablet. 
 - The Review Committee strongly discourages applicants from submitting copy-and-paste AI-generated resumes or cover letters. Using AI tools to gather ideas or inspiration is acceptable, but all submitted materials must be original and personally written.
 - Refer to the Resume and Cover Letter Scoring Rubrics provided in this packet for content and formatting.
 - For questions regarding resumes and cover letters, contact Terri Heggemeyer at terrih@northeast.edu or 402-844-7263.

6. **Personal Interview:** After an initial review of materials submitted, applicants will be notified if they are eligible for an interview. Eligibility is based on the application scores (see individual rubrics for scoring). Up to 35 applicants with the highest cumulative scores will be invited for interviews.
- Refer to the Interview Rubric provided in this packet for applicant characteristics being assessed.
 - For assistance with interview practice, contact Terri Heggemeyer at terrih@northeast.edu or 402-844-7263.

Submission Options

- **Mailing Submission:** Send application materials to the following address. Materials must be postmarked on or before the deadline, April 1, 2026.
Northeast Community College
Attn: PTA Program
P.O. Box 469
Norfolk, NE 68702-0469
- **Electronic Submission:** Submit application materials by fax or email.
Fax: 402-844-7390
Email: PTA@northeast.edu
- **In-person Submission:** Application materials can be personally delivered to the following location:
Northeast Community College, Norfolk Campus
Ag and Allied Health building, Suite 210

Selection Process

- Application materials will be accepted up until and on the day of the deadline, **April 1, 2026**. Early submission is encouraged.
- Applicants will be notified of their interview eligibility within five business days of the application deadline.
- Upon conclusion of all personal interviews, applicants will be notified of their acceptance status within five business days of the final interview.
- Applicants must earn a minimum of 80 out of 100 points to be eligible for acceptance in the program.
 - GPA is worth 50 points of the total application score using a standard formula (A=4.0, B+=3.5, B=3, C+=2.5, C=2).
 - Job shadowing evaluations are worth 20 points of the total application score. The clinicians' completed evaluation forms are used in the scoring process.
 - Interviews are worth 20 points of the total application score. A common rubric is used in the scoring process.
 - Resumes and cover letters are worth 10 points of the total application score. A common rubric is used in the scoring process.

Applicant's Checklist

- ✓ Apply to Northeast Community College through the online application on Northeast's website, <https://northeast.edu>.
- ✓ Complete and submit the PTA Program online application form.
- ✓ Send high school partial transcripts* in January of senior year AND send official final transcripts in May after graduation (*high school applicants only).
- ✓ Send official college transcripts for all college and dual credit-coursework completed.
- ✓ Schedule an appointment with Northeast Career Education and Outreach to arrange job shadowing.
 - Complete 16 hours of job shadowing.
- ✓ Schedule an appointment with Northeast Career Services for resume and cover letter development.
 - Submit resume and cover letter.
- ✓ Confirm status of application before the deadline.
- ✓ Schedule an appointment with Northeast Career Services for interview skills development.

Contact Information

If you have any questions regarding the application process, contact the PTA Program at PTA@northeast.edu or 402- 844-7326.

We look forward to receiving your application and wish you the best of luck in the admissions process!

Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in education programs, admissions policies, employment policies, financial aid or other College administered programs and activities.

It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations.

Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Associate Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: [\(402\) 844-7046](tel:4028447046); email: complianceofficer@northeast.edu; or mail: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106.

APPLICANT'S NAME: _____

Cover Letter Scoring Rubric for PTA Program for 2026-27 Term

This rubric is designed to assess a student's ability to clearly express their motivation, skills, and understanding of the Northeast PTA program. It helps evaluate their professionalism and career readiness as they pursue a PTA degree.				
Criteria	Excellent (10 points)	Good (9 points)	Fair (5 points)	Poor (2 points)
Professional Format and Structure	Proper cover letter format (header, introduction, body, closing). Consistent professional appearance and tone.	Generally well-structured but may have minor formatting issues (e.g., missing element). Tone is mostly professional.	Some structural issues or formatting errors (e.g., improper length or missing sections). Tone inconsistent.	Disorganized or missing major sections. Lacks a professional tone. Unclear structure.
Personalization and Tailoring	Letter is personalized for the Northeast PTA program. Clear mention of program name, specific interests, and reasons for applying.	Somewhat personalized for the Northeast PTA program but lacks depth in showing understanding of physical therapy.	Minimal personalization or generic letter with little connection to the Northeast PTA program.	Completely generic or vague, no attempt to connect letter to Northeast PTA program or personal interests.
Clear and Relevant Objective	Clearly states the applicant's goal and interest in the Northeast PTA program.	Objective is clear, though lacks depth or could be more specifically aligned with applicant's goal.	Objective is vague, unclear, or loosely connected to PTA training.	No objective stated, or objective is irrelevant to physical therapy.
Motivation and Enthusiasm	Shows strong enthusiasm for the PTA field. Demonstrates passion and motivation to succeed in the program.	Displays interest in physical therapy, but enthusiasm may be more generic or not specific to PTA.	Some interest shown, but little passion or clear motivation. The connection to physical therapy is weak.	Lacks clear motivation or enthusiasm. No obvious passion for the PTA field or program.
Relevant Skills and Experience	Clearly highlights relevant skills and experience that align with the PTA program. Includes specific examples of how the skills relate to the PTA career.	Some relevant skills or experience mentioned but lacks depth or specific examples of relationship to PTA career. Still somewhat related to the PTA program.	Few or weak examples of skills or experience. Not well connected to the PTA career or program.	No mention of relevant skills or experience, or those listed are irrelevant to the PTA career or program.
Connection to PTA Program	Demonstrates a clear understanding of the Northeast PTA program. Explains how the program aligns with personal goals.	Some understanding of the Northeast PTA program but lacks depth in explaining the connection to personal goals.	Minimal understanding of the Northeast PTA program. Vague or weak connection to personal goals.	No clear connection between the Northeast PTA program and the applicant's goals.
Strength of Closing Paragraph	Concludes with a strong call to action, reiterating interest in the program. Professional, confident, and polite closing.	Conclusion is polite and professional but lacks a strong call to action or confident tone.	Weak conclusion. Lacks clarity, enthusiasm or polite closing.	No clear closing or lacks professionalism. No call to action or closing statement.
Grammar, Spelling, and Language	Free of grammatical, spelling, and punctuation errors. Writing is clear, concise, and professional.	Few minor grammar or spelling errors. Writing is mostly clear and professional.	Several errors in grammar, spelling, or punctuation. Writing lacks clarity or professionalism.	Numerous grammar and spelling errors. Writing is unclear, unprofessional, or hard to understand.
Length and Conciseness	Appropriate length (typically 1 page). Clearly communicates key points without unnecessary repetition or wordiness.	Slightly too long or short but generally concise and clear. Minor repetition or wordiness.	Noticeably too long or short. Writing may be repetitive or lack clear focus.	Letter is either far too long or short. Lacks focus and is overly wordy or incomplete.
Overall Fit and Impression	Leaves a strong impression of a well-prepared, motivated candidate. Excellent fit for program.	Leaves a generally positive impression but lacks a strong, standout connection. Good fit for program.	Weak impression, with limited connection to the program. Weak fit for program.	Poor impression. The candidate appears unprepared and/or unmotivated. Poor fit for program.

Scoring Guide

- **99-100 points:** Exceptional cover letter, highly recommended for admission.
- **90-98 points:** Strong cover letter, recommended for admission with some areas for improvement.
- **50-89 points:** Average cover letter, may benefit from additional guidance or revision.
- **Below 50 points:** Weak cover letter, not recommended for admission without significant improvement.

NAME: _____

Resume Scoring Rubric for PTA Program for 2026-27 Term

This rubric assesses both technical preparation and soft skills relevant to success in the Northeast PTA program. It can help differentiate students based on their readiness and alignment with the program's goals.				
Criteria	Excellent (10 points)	Good (9 points)	Fair (5 points)	Poor (2 points)
Formatting and Organization	Resume is well-organized, clear, and professional. Easy to read, with consistent fonts, headings, and bullet points.	Clear formatting with minor inconsistencies. Easy to follow but with occasional clutter or misaligned elements.	Formatting lacks clarity, with inconsistent font sizes or misaligned sections. Some difficulty following the structure.	Poorly formatted and disorganized. Hard to read and follow. Significant errors in structure and layout.
Contact Information	Full name, phone number, email, and address are complete, professional, and easy to locate.	Complete contact information but lacks professionalism (e.g., unprofessional email address).	Missing one element of contact information or poorly presented.	Missing two or more elements of contact information. Unclear or unprofessional presentation.
Objective/Personal Statement	Clear, concise, and aligned with personal goals. Demonstrates strong interest in the Northeast PTA program.	Generalized statement but clearly expresses interest and skills. Could be more specific to the Northeast PTA program.	Objective is vague or lacks focus. Not strongly related to personal goals. No connection to the Northeast PTA program.	No objective or statement provided, or completely irrelevant to the Northeast PTA program.
Relevant Skills	Clearly lists and provides examples of skills relevant to the PTA program. Demonstrates a strong fit for the physical therapy field.	Lists relevant skills but lacks specific examples or depth of relationship to physical therapy. Still relevant to the PTA program.	Few skills listed, or those listed are somewhat related to the PTA program. No examples provided.	Skills are not listed or are not relevant to the PTA program.
Work and Volunteer Experience	Strong work and volunteer experience listed. Clearly explains and provides examples of responsibilities and accomplishments related to PTA career.	Some work and volunteer experience listed but lacks detail, examples, or a clear connection to PTA career.	Minimal work or volunteer experience listed. Lacks detail and examples or experience is unrelated to the PTA career.	No work or volunteer experience listed, or experience is irrelevant to the PTA career.
Education	Lists relevant educational background with clear details. Includes school, GPA, graduation date, and related coursework. Demonstrates strong academic commitment.	Includes relevant education but lacks detail or depth. Minimal information provided (e.g., missing GPA or related coursework).	Education is only loosely related to health careers or lacks details.	Educational background is unclear, missing, or irrelevant.
Extracurricular Experiences	Includes relevant extracurricular activities demonstrating leadership, teamwork, or interest in PTA.	Some extracurricular experience is listed, but not strongly related to PTA.	Minimal involvement in extracurricular activity. Not clearly linked to PTA.	No extracurricular activities listed. No connection to PTA.
Language and Grammar	Free from grammatical, spelling, or punctuation errors. Language is clear and professional.	Minor language, grammar, or spelling issues. Generally clear and professional.	Multiple language or grammar issues, or writing is unclear.	Major grammatical errors, spelling mistakes, or unclear language throughout.
Overall Fit for Program	Resume clearly demonstrates a strong fit for the Northeast PTA program, highlighting relevant skills, experience, and motivation.	Resume indicates a good fit for the Northeast PTA program but could demonstrate more depth or alignment.	Resume indicates a weak connection to the Northeast PTA program. Some relevance but lacks a strong physical therapy focus.	Resume indicates a poor fit for the Northeast PTA program.

Scoring Guide

- **99-100 points:** Exceptional candidate; highly recommended for admission.
- **90-98 points:** Strong candidate; recommended for admission with some minor areas for improvement.
- **50-89 points:** Average candidate; may benefit from additional preparation or guidance for vocational training.
- **Below 50 points:** Weak candidate; not recommended for admission without significant improvement or additional qualifications.

NAME _____

Interview Scoring Rubric for PTA Program for 2026-27 Term

This rubric ensures a comprehensive assessment of each candidate's communication skills, knowledge, motivation, and other qualities essential for the PTA program.				
Criteria	Excellent (10 points)	Good (9 points)	Fair (5 points)	Poor (2 points)
Communication Skills	Expresses ideas clearly, listens actively, and responds thoughtfully. Demonstrates professional communication.	Communicates clearly most of the time but may have minor issues with clarity, listening, or responding appropriately.	Communication is inconsistent; struggles to express ideas, or responses are incomplete or off-topic.	Poor communication; cannot effectively express ideas or engage in a professional conversation.
Interest in the Profession	Shows clear enthusiasm, passion for helping others, and a strong motivation to pursue a career in physical therapy.	Expresses interest but with less depth or passion. Motivation for choosing PTA is somewhat clear.	Limited interest or unclear motivation for pursuing the PTA profession.	Shows little to no interest or passion for the field.
Experience and Preparedness	Has extensive relevant experience (e.g., volunteer work, CNA/CMA roles). Shows strong preparedness for academic and clinical demands.	Has relevant experience and demonstrates general preparedness, though may lack some depth or variety in exposure.	Limited relevant experience or unclear understanding of the profession. Shows minimal preparation.	No relevant experience or preparation; unable to articulate what the role involves.
Cultural Competency and Awareness	Demonstrates a strong understanding and respect for cultural diversity.	Some awareness of cultural competency but lacks detailed understanding or depth.	Minimal awareness of the importance of cultural competence in healthcare.	Lacks awareness or understanding of cultural diversity and its role in patient care.
Interpersonal Skills and Empathy	Demonstrates strong interpersonal skills, empathy, and the ability to work well with diverse populations. Shows genuine concern for others.	Good interpersonal skills and empathy but lacks depth in demonstrating these qualities.	Inconsistent interpersonal skills or limited empathy; struggles to connect with others.	Poor interpersonal skills; lacks empathy or concern for others.
Knowledge of the PTA Role	Strong understanding of the PTA role and relationship to physical therapists. Demonstrates knowledge of ethical and professional standards.	Adequate understanding, with some gaps in knowledge or unclear explanations of the PTA role.	Basic understanding of the PTA role but lacks depth or significant details.	Little or no understanding of the PTA role or misrepresents the profession.
Professionalism	Displays strong professionalism in demeanor, attire, punctuality, and attitude. Expresses commitment to ethical behavior in healthcare.	Generally professional but may lack in one or two areas (e.g., attire, punctuality, etc.).	Displays inconsistent professionalism, with some areas of concern.	Unprofessional behavior, attire, or attitude during the interview.
Problem-Solving Skills	Demonstrates strong critical thinking and problem-solving skills through clear examples. Able to describe how they handle difficult situations.	Adequate problem-solving skills; provides examples but lacks depth or clarity in approach.	Weak examples of problem-solving, with limited ability to describe handling complex situations.	Lacks critical thinking or problem-solving skills, unable to provide relevant examples.
Overall Fit for Program	Demonstrates strong alignment with the PTA program's mission and values. Exhibits qualities of a successful PTA student and future clinician.	Appears to be a good fit but may have minor areas for development in mindset and readiness.	Unclear fit for the program; shows potential but lacks readiness or understanding of program expectations.	Does not appear to be a good fit for the program based on responses, motivation, or professionalism.

Scoring Guide

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- **90-98 points:** Strong candidate; recommended for admission with some minor areas for improvement.
- **50-89 points:** Average candidate; may benefit from additional preparation or guidance for vocational training.
- **Below 50 points:** Weak candidate; not recommended for admission without significant improvement or additional qualifications.

APPLICANT'S NAME _____

APPLICANT MUST COMPLETE THIS SECTION FIRST

Under provisions of Public Law 93-380, the Family Education Rights and Privacy Act, a student (defined as any person who has been officially admitted and registered at Northeast Community College) has the right to review evaluations unless the student waives this right at the time the evaluation is solicited. The applicant must initial and sign prior to giving this form to the evaluator.

_____(applicant's initials) I hereby waive my right to review evaluations required by Northeast's PTA Program regarding my application for admission into the program at Northeast Community College.

Applicant's signature _____

Date _____

This evaluation form, once signed above and completed, should be kept confidential. The feedback provided by the evaluator is intended for application consideration to the Physical Therapist Assistant program at Northeast Community College. Once completed, it should not be disclosed to the applicant. See return instructions below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Dependability ▪ The applicant arrived on time for scheduled observation. <i>Comments:</i>					
Presentation ▪ The applicant used appropriate body language that communicated engaged attention. <i>Comments:</i>					
Professionalism ▪ The applicant was dressed in professional attire. <i>Comments:</i>					
Empathy ▪ The applicant was sensitive and responsive to the feelings of others. <i>Comments:</i>					
Cultural Competence ▪ The applicant was capable of looking at patients from the full perspective of their humanity (race, religion, sexual orientation, disability, etc.). <i>Comments:</i>					
Verbal Communication ▪ The applicant was verbally interactive with clinician, staff, and patients. ▪ The applicant asked appropriate medically-related questions. <i>Comments:</i>					
Motivation ▪ The applicant displayed a positive attitude towards becoming a professional. ▪ The applicant showed enthusiasm and interest in physical therapy. <i>Comments:</i>					
Recommendation ▪ I recommend this applicant for acceptance into the PTA program. <i>Comments:</i>					

Date _____

Number of hours _____

Circle one:

Inpatient

Outpatient

Evaluators Name and Credentials (please print)

Name of Facility

Evaluators Signature

Phone

****IMPORTANT RETURN INSTRUCTIONS FOR EVALUATOR****

1. Complete form thoroughly and honestly.
2. Place *completed form* into a SEALED ENVELOPE with your signature (or the clinician's designee) across the seal.
3. Return sealed envelope to applicant;
 - OR send *completed form* directly to Northeast Community College by email to PTA@northeast.edu; or fax (402) 844-7390, or mail to Northeast Community College, ATTN: PTA Program, POB 469, Norfolk, NE 68702-0469.

PTA Program Mission: Northeast Community College's Physical Therapist Assistant Program is dedicated to preparing students to work as valuable health care providers who are employable in any physical therapy setting.

APPLICANT'S NAME _____

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Motivation ▪ The applicant displayed a positive attitude towards becoming a professional. ▪ The applicant showed enthusiasm and interest in physical therapy. <i>Comments:</i>					
Recommendation ▪ I recommend this applicant for acceptance into the PTA program. <i>Comments:</i>					

Date _____

Number of hours _____

Circle one:

Inpatient

Outpatient

Evaluators Name and Credentials (please print)

Name of Facility

Evaluators Signature

Phone

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