Selective Admission Requirements

Physical Therapist Assistant Veterinary Technician

2019

Deadline for all requirements

*NEW* February 1, 2019

The requirements for the Physical Therapist Assistant and Veterinary Technician program are different than the requirements for other Selective Admission programs. Please read the entire packet carefully to assure that all requirements are completed before the deadline date.
To be considered for admission to the PHYSICAL THERAPIST ASSISTANT and/or VETERINARY TECHNICIAN programs, applicants are required to complete ALL requirements. ALL appropriate documentation must be on file at the Center Campus Records and Registration Office by the February 1, 2019 deadline for the programs that begin Fall 2019. Macomb’s Selective Admission programs have assessment and admission requirements that are considerably different than other Macomb programs.

It is encouraged that Selective Admission applicants attend a Selective Admission Seminar prior to taking the HESI exam and submitting an application to the program. This seminar will review the application process, program prerequisites and requirements. Refer to the link below to access the most current dates and times for the Selective Admission program seminars: www.macomb.edu/SAseminar-others. Contact the Counseling and Academic Advising Office at 586.445.7999 to reserve a seat for a seminar.

APPLICATION REQUIREMENTS

1. Submit a PTA/ VETT Selective Admissions application (see page 9). If you are not a current or former student at Macomb Community College you must also apply for admission and complete all admission steps.

2. OFFICIAL HIGH SCHOOL TRANSCRIPT(S) sent directly from each high school attended to the Center Campus Records & Registration Office (see address below). An official GED Score Report is acceptable in lieu of the high school transcript. In order to meet the deadline of February 1, 2019, it is recommended that applicants request to have their current name, date of birth, and Macomb ID number be posted on their high school transcript. Transcripts that are issued to the student will not be accepted.

   **Applicants in their final year of high school (12th grade) are required to request official transcripts AFTER first-term grades have been posted**

3. Arrange for OFFICIAL COLLEGE TRANSCRIPT(S), INCLUDING COLLEGE BOARD (CLEP & AP) AND INTERNATIONAL BACCALAUREATE, to be sent directly from EACH institution attended to the Center Campus Records & Registration Office. Macomb Community College transcripts are not required to be sent. In order to meet the deadline of February 1, 2019, it is recommended that applicants request to have their current name, date of birth and Macomb ID number be posted on their transcript. Transcripts that are issued to the student will not be accepted.

Send the PTA & VETT application and transcripts to:
Macomb Community College
Center Campus Records & Registration Office G-110
44575 Garfield Rd.
Clinton Twp., MI 48038-1139

Applications can be faxed to: 586.226.4787 or Emailed to: selectiveadmissions@macomb.edu
Official transcripts can be emailed to: transcripts@macomb.edu

4. HESI ADMISSION ASSESSMENT EXAM

THE HESI EXAM FOR PHYSICAL THERAPIST ASSISTANT AND VETERINARY TECHNICIAN PROGRAMS ARE DIFFERENT FROM OTHER SELECTIVE ADMISSIONS PROGRAMS.

New for 2019, applicants must complete the HESI Admission Assessment Exam. Early registration is recommended to secure your seat in a preferred session. The HESI Admission Assessment Exam may only be taken once per Selective Admissions cycle, and must be completed at Macomb Community College. Scores for this exam administered at other locations or institutions will not be accepted. The HESI Admission Assessment Exam scores remain active for 5 selective admission cycles, or until departmental requirements change, whichever comes first. You have the option to retake the test in a future selective admissions cycle in an effort to improve your score. This exam will assess the prospective student in the following academic subjects: Math, Reading Comprehension, Vocabulary and General Knowledge, and Grammar. A cumulative, or overall exam average score, is provided for these academic tests. This is also referred to as the composite score. The best active composite score prior to the deadline date will be used for ranking purposes. At the direction of the Physical Therapist Assistant and Veterinary Technician Department Administration, the Learning
Style and/or Personality Profiles are included in the assessment package for the purpose of offering students insights about their study habits and/or learning preferences as they relate to academic achievement. These personal assessments will not be used as part of the selection process. **Students who have a documented disability should contact the Macomb Community College Special Services Department at 586.286.2237 (Center Campus) or 586.445.7420 (South Campus) to make advance arrangements for appropriate exam accommodations. This should be done at the time of HESI Admission Assessment registration.** The **HESI ADMISSION SCHEDULE AND FEES** can be found on pages 6 and 7.

### RANKING

All applicants whose documentation is complete and on file by the deadline date will be ranked according to the following criteria. Available seats are filled in the same rank order.

- The **HIGH SCHOOL or COLLEGE GRADE POINT AVERAGE (GPA)** is computed and weighted at 50%.
- The composite score of the **HESI Admissions Assessment Exam** is weighted at 50%. The composite score is the average score of the cumulative results of all four components of the HESI Admission Assessment Exam.

The **HIGH SCHOOL GPA** is used for ranking purposes only when an applicant has less than twelve (12) semester credits of college. The high school GPA identified by the high school on the transcript is used for ranking purposes. When this is not identified by the high school, the computation by Macomb will be based on all classes recorded on the transcript beginning with the tenth grade. (If the GED score is used in lieu of the high school GPA, the GED score is converted to a GPA for ranking purposes.)

The **COLLEGE GPA** is used in place of the high school GPA for ranking purposes only if a minimum of twelve (12) semester credits have been completed prior to the deadline date. This average is computed with the following exceptions:

1. Only MCC courses numbered 1000 or higher will be used.
2. Only transfer courses equated to MCC courses numbered 1000 or higher will be used.
3. Only the most recent twelve semester credits of MCC courses and/or transfer courses will be used from an accredited institution. If more than twelve credits were attempted in the most recent semester, the total semester's GPA will be used. If more than one term is required to meet the minimum twelve credits, the combined semesters' GPAs will be used even if the total exceeds twelve credits.

### MANDATORY ORIENTATION FOR SUCCESSFULLY RANKED CANDIDATES:

A mandatory orientation will be held sometime during the month of May 2019. You must attend this orientation to be considered for the program. No other orientation will be offered; if you do not attend it will be understood that you are not interested in entering the program and your name will be removed as a candidate. If you are selected as an alternate candidate you must also attend the mandatory orientation; no additional orientations will be held.

### PROCESSING

**Applicants will be ranked in the Physical Therapist Assistant and Veterinary Technician programs ONLY if they have applied and completed all the requirements to the programs BEFORE THE FEBRUARY 1, 2019, DEADLINE DATE.** In the event there is a tie in the ranking, the Math score from the HESI exam will be used as the tie breaker. The processing of all applicants (including filing, computations, and ranking) takes approximately three months following the deadline date. At that time, all applicants are notified by mail of the admission decision, no later than May 1, 2019. Applicants who are not admitted may apply for the following year but will not be given preference by reason of having applied before.

Only those applicants selected for admission are required to submit a $100.00 **non-refundable** fee to confirm acceptance into the program. Admission is conditional into the Physical Therapist Assistant program upon proof of health documentation required at the appropriate time by the Department of Health and Human Services, and upon attendance at the mandatory program orientation for both Physical Therapist Assistant and Veterinary Technician programs.

Some or all of the admission criteria listed above may constitute change from the past policy. Macomb retains the prerogative of changing admission procedures and requirements. Furthermore, students and prospective students bear the responsibility for keeping informed of college procedures and requirements.

**NOTE:** Certain courses must be taken prior to starting programs. For the most current offerings of degrees or certificates, programs of study, courses and procedural updates, refer to the Macomb Community College website ([www.macomb.edu](http://www.macomb.edu)).
CRIMINAL BACKGROUND CHECKS

Macomb Community College's clinical partners may not accept students who have been convicted of certain crimes into a clinical learning environment. Therefore, students must undergo a Criminal Background Check, at their own expense, through CastleBranch.com in order to be considered for admission to the Physical Therapist Assistant program.

NOTE: Do not order your criminal background check at this time; students will get more information regarding the Criminal Background Check at the mandatory orientation.

PHYSICAL THERAPIST ASSISTANT PROGRAM WAITING PERIODS

WAITING PERIODS BELOW APPLY TO THE PHYSICAL THERAPIST ASSISTANT PROGRAM ONLY

Students are required to disclose any and all federal, state (including states other than Michigan) or local crimes for which the student has been convicted to the Associate Dean for the program the student wishes to enter. Convictions occurring before admission to the program must be reported to the Associate Dean prior to acceptance into the program. Convictions occurring after acceptance into the program must be reported to the Associate Dean immediately.

A student is not eligible for admission to the Physical Therapist Assistant program for a period of years following completion of all terms and conditions of sentencing for conviction of certain crimes. The precise number of years a student must wait following sentencing depends upon the nature of the offense. Generally speaking, the more serious the offense, the longer the student must wait before eligibility is restored.

Macomb Community College has adopted the waiting periods specified in MCL 330.1134a.

If a student has been convicted of a crime, the student should consult the Physical Therapist Assistant Program Waiting Periods (table below) BEFORE seeking admission to the Physical Therapist Assistant program to determine the specific waiting period, if any, applicable to that conviction. Failure to disclose conviction of a crime listed in MCL 330.1134a is grounds for immediate dismissal from the Physical Therapist Assistant program. If a student is convicted of a crime listed in MCL 330.1134a while in the Physical Therapist Assistant program, the student will be immediately dismissed from the program.

<table>
<thead>
<tr>
<th>Waiting Period</th>
<th>Type of Crime</th>
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<tbody>
<tr>
<td>Lifetime Ban</td>
<td>Felonies related to neglect or abuse of a patient in connection with the delivery of health care</td>
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<td>Felonies relating to health care fraud</td>
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<td>Felonies related to the unlawful manufacture, distribution, prescription, or dispensing of a controlled substance if the conviction was entered on or after August 21, 1996</td>
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<td>Adulteration of drugs or medicine injurious to health</td>
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<td>Selling, distributing, delivering or furnishing product containing ephedrine or pseudoephedrine</td>
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<tr>
<td>15 years following completion of all terms and conditions of sentencing</td>
<td>A felony involving intent to cause death or serious impairment of a body function</td>
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<tr>
<td></td>
<td>A felony resulting in death or serious impairment of a body function</td>
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<td></td>
<td>A felony involving the use of force or violence</td>
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<td></td>
<td>A felony involving the threat of the use of force or violence</td>
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<tr>
<td></td>
<td>A felony involving cruelty or torture</td>
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<td></td>
<td>A felony involving intentional or reckless harm to a vulnerable adult by a caregiver or person with authority over a vulnerable adult</td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th>Time Period</th>
<th>Offenses</th>
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</table>
| 10 years following completion of all terms and conditions of sentencing | A felony involving criminal sexual conduct  
A felony involving abuse or neglect  
A felony involving the use of a firearm or dangerous weapon  
Any other felony, or attempt or conspiracy to commit a felony |
| 10 years following the date of conviction | A misdemeanor involving the use of a firearm or dangerous weapon with the intent to injure  
A misdemeanor involving the use of a firearm or dangerous weapon that results in a personal injury  
A misdemeanor involving the use of force or violence or the threat of the use of force or violence  
A misdemeanor involving intentional or reckless harm to a vulnerable adult by a caregiver or person with authority over a vulnerable adult  
A misdemeanor involving criminal sexual conduct  
A misdemeanor involving cruelty or torture  
A misdemeanor involving abuse or neglect |
| 5 years following the date of conviction | A misdemeanor involving cruelty if committed by someone who is less than 16 years of age  
A misdemeanor involving home invasion  
A misdemeanor involving embezzlement  
A misdemeanor involving negligent homicide  
A misdemeanor involving larceny  
A misdemeanor of retail fraud in the second degree  
Any other misdemeanor involving assault, fraud, theft, or the possession or delivery of a controlled substance |
| 3 years following the date of conviction | A misdemeanor for assault if there was no use of a firearm or dangerous weapon and no intent to commit murder or inflict great bodily injury  
A misdemeanor of retail fraud in the third degree  
A misdemeanor involving the creation, delivery or possession with intent to manufacture a controlled substance |
| 1 year following the date of conviction | A misdemeanor involving the creation, delivery or possession with intent to manufacture a controlled substance if the individual was under 18 at the time of conviction  
A misdemeanor for larceny or retail fraud in the second or third degree if the individual, at the time of conviction, is under the age of 16 |
Completion of the HESI Admission Assessment™ (A²) is one of the requirements for consideration for admission to Macomb Community College’s Physical Therapist Assistant and Veterinary Technician Program. This exam may only be taken once per Selective Admission cycle. This exam does NOT include Anatomy & Physiology. If you are considering submitting an application to the Nursing, Occupational Therapy Assistant, or Respiratory Therapy programs you must complete the HESI exam WITH Anatomy & Physiology. Test results from other institutions are not accepted at MCC. All HESI tests are administered at Macomb’s Center Campus, located on Garfield south of Hall Road. Registration for the current selective admission cycle begins on Wednesday, July 25, 2018. To register for the exam, please adhere to the following procedures:

**REGISTRATION Closes TWO WEEKS PRIOR TO THE EXAM DATE, OR WHEN ALL SEATS FOR THAT SESSION HAVE BEEN ASSIGNED, WHICHEVER COMES FIRST.**

**THERE ARE A LIMITED NUMBER OF SEATS AVAILABLE FOR EACH TEST SESSION.**

**THE JANUARY TEST DATES FILL AND CLOSE MONTHS IN ADVANCE.**

**REGISTRATION & ADMISSION INFORMATION**

Complete the HESI Admission Assessment™ (A²) Registration form provided on the next page.

Select your preferred test date from the list of test dates below, and indicate your preference on the registration form. **Seats for each session are limited; please plan accordingly.** If the session you request is full, you will have an opportunity to select another test date from available sessions. You must be present at the exam time assigned to you or you waive your opportunity to take the test. **There is no rescheduling and fees are non-refundable and non-transferable.**

**STEP 1:** Submit payment for the HESI Admission Assessment to the Cashier’s Office in G Building at either campus.

**STEP 2:** Proceed to the Learning Center at Center Campus in C Building, Room 116 with your paid receipt and registration form, provided on the next page. A confirmation letter will be mailed to the address provided on the registration form approximately one (1) week prior to your exam. It is the applicant’s responsibility to provide the Learning Center with current address information. Arriving via US Mail, this letter will confirm the specific date, time, and location where you are to report for your test. If you do not receive a test confirmation letter five (5) days prior to your requested test date, call Ann Chirco at 586-286-2201.

### Upcoming Test Dates and Times

<table>
<thead>
<tr>
<th>2018 Test Dates</th>
<th>Test Start Times</th>
<th>2019 Test Dates</th>
<th>Test Start Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, November 20, 2018</td>
<td>8:30am</td>
<td>Wednesday, January 2, 2019</td>
<td>8:30am</td>
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<tr>
<td>Monday, December 17, 2018</td>
<td>8:30am</td>
<td>Thursday, January 3, 2019</td>
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<tr>
<td>Tuesday, December 18, 2018</td>
<td>8:30am</td>
<td>Friday, January 4, 2019</td>
<td>8:30am</td>
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<tr>
<td>Wednesday, December 19, 2018</td>
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**NOTE:** THERE ARE TWO STEPS TO THE REGISTRATION PROCESS.

**YOUR SEAT IS NOT SECURED UNTIL YOU HAVE COMPLETED BOTH STEPS.**

**THERE IS NO RESCHEDULING NOR ANY REFUNDS ALLOWED. FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

**IMPORTANT PREPARATION REMINDERS**

1) You must bring the following with you on the date of your test:
   - Government issued photo identification (driver’s license, passport, etc.)
   - Confirmation letter indicating your testing appointment
   - Registration card and EVOLVE account log-in information

2) The maximum time allowed to complete the examination and related learner and/or personality profiles is three and one half (3 ½) hours.

3) Dictionaries, notes, earbuds, calculators, cell phones, wearable technology, or any other electronic devices are not permitted. Your scores will be voided for using these or other inappropriate items during the exam.

4) Students who have a documented disability should contact Macomb’s Special Services Department 586.286.2237 (Center Campus) or 586.445.7420 (South Campus) to arrange for appropriate accommodations at the time of registration. These accommodations must be confirmed by the student at least two (2) weeks prior to the scheduled exam date.

5) For test preparation – the HESI Corporation has published Admission Assessment Exam Review (4th edition), which is on reserve at the Center (C-116) and South Campus (J-325) Learning Centers. Personal copies may be purchased at the bookstore on either campus. The Bookstore is located in P Building at Center Campus and K Building at South Campus. ISBN: 9780323353786. To learn about additional resources that may be helpful in preparing for the HESI Admission Assessment™ (A²) or to order a copy of the book online, visit my.macomb.edu [SEARCH: HESI Resources].
HESI ADMISSION ASSESSMENT™ (A²) REGISTRATION

CONTACT INFORMATION

Please Print Clearly

Last Name                                    First Name                                    Macomb Student ID #

Indicate Preferred Test Date                           Contact Phone #

Address

City                          State                          Zip Code

Email Address

REGISTRATION & ADMISSION INFORMATION

STEP 2 of HESI REGISTRATION BEGINS JULY 25, 2018 at 9:00 AM

REGISTRATION CLOSES
TWO WEEKS PRIOR TO THE EXAM DATE OR
WHEN ALL SEATS FOR THAT SESSION HAVE BEEN ASSIGNED, WHICHEVER COMES FIRST.
EARLY REGISTRATION IS RECOMMENDED AS SEATS FOR SOME SESSIONS FILL QUICKLY AND EARLY.
THE JANUARY TEST DATES FILL AND CLOSE MONTHS IN ADVANCE.

Registration is final only after completing both Step 1 & Step 2

☑ STEP 1: To take the HESI Admission Assessment™ (A²), Macomb College’s Physical Therapist Assistant or Veterinary Technician entrance examination, an $80 processing and test fee is required (fee subject to change if exam costs increase). Registrants or their designee must pay in person at the Cashier’s Office (Bldg. G at either South or Center Campus). Payment may be made by cash, check, money order, Discover, MasterCard or Visa. Payment may be made prior to July 25, 2018 but registration is not final until both step 1 and step 2 are completed.

☑ STEP 2: After obtaining a paid receipt, registrants must proceed in person to the Center Campus Learning Center, at the location indicated below, to submit proof of payment and this registration form.

Macomb Community College
Center Campus Learning Center ■ Bldg. C-116
44575 Garfield Rd. ■ Clinton Township, MI 48038-1139

PLEASE COMPLETE BOTH STEPS PROMPTLY TO SECURE YOUR TEST DATE.
THERE IS NO RESCHEDULING NOR ANY REFUNDS ALLOWED.
FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.
Anatomy and Physiology is a prerequisite for all of the Selective Admissions programs with the exception of the Veterinary Technician program and Health Information Technology program.

If Anatomy and Physiology is not successfully completed during the Fall 2018 semester, or Winter 2019 semester, it **MUST** be taken in the Summer 2019 semester. There are limited seats available during the Summer session, and the class material normally covered in 16 weeks is condensed into 6 weeks.

Please register for Anatomy and Physiology as soon as possible. Sections fill up quickly and there are limited amounts of sections offered.
**New* Submission Deadline: February 1, 2019

1. **Student I.D. Number:**

   OR

2. **Social Security Number:**

3. **Prior Last Name**

4. **Last Name**

5. **First Middle**

6. **Street Number**

7. **Street Name or P.O. Box**

8. **City, State, Zip Code**

9. **Area Code (Home Phone No.)**

10. **Area Code (Cell Phone No.)**

   *Optional—Information will be kept confidential and will not be used as a factor in the admission process.*

11. **Date of Birth (Month/Day/Year)**

12. **Student I.D. Number:**

   OR

13. **Social Security Number:**

14. **Prior Last Name**

15. **Last Name**

16. **First Middle**

17. **Street Number**

18. **Street Name or P.O. Box**

19. **City, State, Zip Code**

20. **Area Code (Home Phone No.)**

21. **Area Code (Cell Phone No.)**

   *Optional—Information will be kept confidential and will not be used as a factor in the admission process.*

22. **Date of Birth (Month/Day/Year)**

23. **Email Address**

24. **Date of Birth (Month/Day/Year)**

**Physical Therapist Assistant**

**Veterinary Technician**

**High School Last Attended:**

**Applicants in their final year of high school (12th grade) are required to request official transcripts AFTER first-term grades have been posted**

11. A. **High School Graduation Date:** **Received** **N/A**

11. B. **GED Completion Date:** **Received** **N/A**

List below all colleges, universities, and any other source of transfer credit (i.e. College Board or International Baccalaureate) attended other than Macomb Community College. List most recent first. **Failure to list all colleges/universities previously attended will result in immediate disqualification.**

<table>
<thead>
<tr>
<th>Name</th>
<th>City &amp; State</th>
<th>Dates of Attendance</th>
<th><strong>FOR OFFICE USE ONLY</strong></th>
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I certify that all my responses are true to the best of my knowledge. I understand the policies and procedures published in the College Catalog and on the website (www.macomb.edu) are the official source of information for Macomb Community College.

**Signature**

**Today's Date**

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Date</th>
<th>HESI COMP:</th>
<th>Incomplete Letter Sent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>PERC Restrictions:</td>
<td>Complete Letter Sent:</td>
</tr>
</tbody>
</table>

Send to: Macomb Community College, Center Campus Records & Registration Office, G-110, Selective Admission Area, 44575 Garfield Road, Clinton Township, MI 48038-1139. Applications can be faxed to: 586.226.4787 or Emailed to: selectiveadmissions@macomb.edu. Official transcripts can be emailed to: transcripts@macomb.edu.