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**APTA Physical Therapist Assistant Centralized Application Service (PTACAS)**

Program Participation Form

The Physical Therapist Assistant Centralized Application Service (PTACAS) is a service of the American Physical Therapy Association (APTA) and administered by Liaison International. PTACAS is a software platform that streamlines and simplifies the admissions process for applicants to physical therapist assistant (PTA) programs and for the PTA programs that process applications.

All PTA programs accredited by or holding candidate for accreditation status with the Commission on Accreditation in Physical Therapy Education (CAPTE) are invited to participate in PTA-CAS. All PTA programs participating in PTACAS **are strongly encouraged** to use the service as their primary application to the program for all applicants, including individuals who are given preference in the admission process.

**APTA will endeavor to provide PTA program(s) with:**

* A platform for PTA programs to facilitate their admissions process and for applicants to apply to PTA programs of their choice.
* Promotion of the physical therapist assistant profession and education programs to a broad spectrum of applicants.
* Multiple tools for admission staff for processing, analyzing, and reviewing applications.
* The collection and verification of college-level transcripts and calculate grade point averages (GPAs) upon request of the PTA program.
* A centralized clearinghouse for national applicant data.
* The assessment and collection of applicant fees based upon the number of PTA programs designated.
* A fee waiver program for eligible applicants.
* A secure, web-based application.
* A secure, web-based portal, known as WebAdMIT, for program-specific applicant data processing.
* Accurate, timely and comprehensive applicant data.
* Electronic applicant files.
* Dedicated customer support for applicants, advisors, and programs.
* Annual reports on national PTACAS applicant data trends.

**Your Participating PTA program(s) shall:**

* Consider applications received through PTACAS as official applications to the program.
* Complete the brief setup of the application via the Configuration Portal prior to gaining access to WebAdMIT for PTACAS.
* Complete the online WebAdMIT Basic Training course prior to opening the application period.
* Keep their entries in the PTACAS application up to date with current and accurate information.

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By completing the information contained on this form, you agree to the enrollment of the PTA education program indicated on this form into the PTACAS. Completion and submission of this form indicates understanding of the included participation terms and conditions, and authorization for the program to be included in PTACAS and all affiliated websites and materials, including marketing materials and participation announcements. **This agreement to participate in PTACAS is nonbinding**. Your program may withdraw from participation in PTACAS at any point without penalty, and will retain access to all applicant data collected for your program during the time the application was used.

**I agree to enroll the PTA program indicated on this form into APTA’s PTACAS.**

**Name:** Enter signatory full name

**Title:** Enter signatory title

**Institution 1:** Enter institution name



***Primary Contact Information***

This person will be added to the PTACAS listserv and will receive any important communications regarding the application service. Additional contacts can be specified via email outside of this form.

**Name:** Enter full name of primary contact person

**Title:** Enter primary contact title

**Email:** Enter primary contact email address

**Phone:** Enter primary contact phone number

**How familiar is this person with centralized application service (CAS) software and operations?**

Choose an item

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***Program Information***

**Institution Name:** Institution Name

**Institution Street Address 1:** Institution Street Address

**Institution Street Address 2:** Institution Street Address 2

**City:** City **State:** Choose state **Zip Code:** Zip Code

***Program Application Process Information***

**Will PTACAS be used exclusively to collect applications to your PTA program?** Choose an item.

*Enter “No” if applicants will have the option of applying directly to the PTA program through a paper or another online application system/service other than PTACAS.*

**Will applicants be required to complete a supplemental or additional institutional application outside of the PTACAS application?** Choose an item.

*Information typically found in supplemental applications may be able to be included in your program’s PTACAS application with a data export available to extract information from WebAdMIT to your institutional system.*

**Will applicants be required to pay a supplemental program or institutional application fee in addition to the PTACAS application fee?** Choose an item.

**If yes, what is the amount of these fees?** Enter total of all supplemental application fees

**Please complete and return this form to Mya Shackleford at** [**myashackleford@apta.org**](mailto:myashackleford@apta.org)

**APTA’S Physical Therapist Assistant Centralized Application Service (PTACAS)**

**Program Participation Terms and Conditions**

It is APTA’s goal to provide participating institutions with a reliable, quality application system. During the course of use, APTA and Liaison International may experience system downtime from time to time. Advance notice of system downtime will be provided whenever possible.

The following terms and conditions govern your institution’s participation in the PTACAS, administered by Liaison International. By agreeing to enroll your institution into APTA’s PTACAS, you agree to the following:

* APTA grants your institution a non-exclusive, non-transferrable, limited ability to access the PTACAS.
* APTA reserves the right to suspend or terminate and to block future access to the PTACAS if APTA, in its sole discretion, believes your institution may have violated these terms.
* No Warranty and Limitation of Liability
  + This site is provided to you on an “as is”, “as available” basis. APTA (inclusive of its officers, directors, employees, agents, representatives, or affiliates), to the fullest extent permitted by applicable law, disclaims all warranties of any kind, express or implied, including but not limited to, representations and warranties regarding accuracy, timeliness, completeness, noninfringement, merchantability or fitness for a particular purpose. You expressly agree that your use of this service is at your institution’s sole risk. APTA makes no representations or warranties that your use of this site will be uninterrupted or error free.
  + In no event shall APTA be liable to you for any claim whatsoever arising out of or relating to your use of our site, including but not limited to, any special, indirect, consequential damages, or any damages whatsoever resulting from loss of use, data, or profits, whether in an action for breach of contract, negligence or other tortious action, arising out of, or in connection with, the use or performance of this site.
  + APTA would not be able to make this system available to Institutions if we had to accept blame or financial liability for any usability problems, system failures or errors, or mistakes or damages of any kind. In order to continue offering and improving our service, APTA must deny any warranties on this service and ensure that our liability for any problems connected with the use of our system is strictly limited. Your institution agrees to such limitations.
* Choice of Law, Choice of Forum, and Severability
  + To the extent permitted by law, you agree that these Terms will be governed by the laws of the Commonwealth of Virginia, without regard to its conflicts of law rules, and that any litigation regarding compliance with these Terms or your use of our sites will be brought in the courts of the Commonwealth of Virginia.
  + If any provision of these Terms is held to be unlawful, void, or for any reason unenforceable then that provision shall be deemed severable from the Terms and shall not affect the enforceability of any remaining provisions.
* Personal Information
  + As part of the PTACAS, APTA collects and has access to applicant information, which may contain personal information including but not limited to, name, contact information, academic records, and institutional information. Your institution gives APTA an unlimited, non-exclusive, royalty free license to use this information for purposes of providing the PTACAS service and for any other purpose APTA deems necessary for the promotion of the profession or APTA itself. APTA will maintain the information in accordance with its privacy policy found on APTA.org.