PTA PROGRAM APPLICATION CHECKLIST

REQUIRED APPLICATION ITEM	SUBMISSION DUE DATE	METHOD OF SUBMISSION	COMPLETED
Pre-admission Conference Attendance	n/a	Sign-in at conference for verification –**refer to MCC website (PTA webpage) for specific dates**	☐
MCC PTA Program Application Packet	October 1st	Online (Blackboard e-Community)	☐
Madisonville Community College Application	October 1st	Paper copy sent to PTA Program Office – **Refer to Program Guide page 15**	☐
Recommendation Request Form	September 1st	Online (Blackboard e-Community)	☐
Mid-term Grade Form	October 21st	Paper copy sent to PTA office **(signed & sealed envelope)** or emailed to Program Coordinator **Refer to Program Guide page 8**	☐
Official Transcripts	October 1st	**Refer to Program Guide page 15-16**	☐
ACT/SAT Results	October 1st	Scores sent to PTA Program Office if not currently a KCTCS Student **Refer to Program Guide page 8-9**	☐
Clinical Experience Log	October 1st	Paper copy sent to PTA Program Office in **signed & sealed envelope**	☐
Face-to-face meeting	October 1st	Call 824-1805 to schedule meeting with a PTA Program Advisor	☐
Personal Letter (Writing Sample)	October 1st	Performed during face-to-face meeting	☐
Overall GPA Consideration Form (if applicable)	October 1st	Online (Blackboard e-Community)	☐
Document Request Form (if applicable)	October 1st	Online (Blackboard e-Community)	☐