

ATEP ADMISSIONS REQUIREMENTS

Pre-Athletic Training Students seeking acceptance in the Athletic Training Education Program (ATEP) must submit a completed application to the ATEP Program Director by the **first Monday of December** of their sophomore year. Transfer students must meet this same deadline during their first fall semester at APU. In order to be consistent with guidelines suggested by the accrediting agency, the ATEP Program Director, in conjunction with the academic and clinical faculty, will determine a specific number of places available, with a maximum of 15 students accepted each year. All application materials for this major (except the interview and ATEP admissions examination) must be submitted and verified at the time of the application (*See ATEP Admissions Website*). Acceptance into the program will be based on the following criteria:

1. Comply with procedural steps which include:
 - a. A completed application form.
 - b. Verification of complete medical records [health history, immunization records (including Hepatitis B vaccine and TB test), pre-entrance physical examination (performed by APU Health Center staff)].
 - c. A signed Oath of Confidentiality regarding all medical information.
 - d. A minimum of two written recommendations. (These may not come from the Azusa Pacific University Certified Athletic Training Staff; at least one must be from an APU employee.)
 - e. A completed Technical Standards form.
2. Academic ability as demonstrated by the following:
 - a. Minimum cumulative GPA of 2.5.
 - b. Minimum 3.0 average in the following (no courses below a "C"): AT 101, AT 160, AT 220 and AT 240.
 - c. "C-" or higher in the following: BIOL 101/151, BIOL 230/250
 - d. A completed Current Grades form (if currently enrolled in a pre-requisite course).
 - e. Copies (front and back) of certification cards for CPR/AED for the Professional Rescuer and First Aid.
3. Commitment to the field of Athletic Training as demonstrated by:
 - a. Completing all clinical observation experiences in athletic training.
 - b. Completing all Pre-Athletic Training psychomotor competencies (AT 240 – Observation in Athletic Training).
4. Written knowledge and interest in the field of Athletic Training as demonstrated in the following:
 - a. A written essay (minimum 5 double-spaced pages) which provides:
 - b. A brief statement describing the profession of athletic training.
 - c. A statement of why the student desires to become a Certified Athletic Trainer (ATC).
 - d. A description of the individual's personal strengths.
 - e. A description of the area(s), which present(s) the greatest challenge to the student.
 - f. A discussion of any circumstances or situations that may affect your ability to complete the program (especially clinical experiences) (need to work, church responsibilities, being an intercollegiate athlete, etc.).
5. ATEP Admissions Examination:
 - a. Based on information from all prerequisite courses.
 - b. Score contributes to student admission ranking.
6. An interview conducted by the ATEP academic and clinical faculty.

The Azusa Pacific University ATEP academic faculty will evaluate each applicant and reach a decision regarding his or her acceptance. The Program Director will then notify the Exercise and Sport Science Department of the applicant's status. Applicants will be notified of their status no later than the **first day of classes in January**. Students not accepted into the program will meet with the Program Director to develop an alternative plan that may include reapplication for the following year and/or other academic options.

Rev: 9.11.2007

ATEP APPLICATION INSTRUCTIONS

1. Verification of Medical Records (application form #1.b): A staff member of the Health Center must initial and date your application form to verify that all records are complete, up-to-date and on file. Copies of the forms should NOT be submitted with the application.
2. Signed Oath of Confidentiality (application form #1.c): This form, included in the application packet, must be signed, dated, witnessed (by a certified athletic trainer of Azusa Pacific University) and included with your application.
3. Recommendations (application form #1.d): Two blank recommendation forms are included in the application packet. One recommendation should be from a faculty member (other than Athletic Training), the other can be another faculty member or other person (non-student) who knows you well. At least one of these recommendations must be from an APU employee. Make sure to give the persons you select plenty of time to complete the recommendation. Ask them to return it to you so you can include it with your completed application. (The recommendations should be given to you in a sealed envelope with the recommender's signature across the seal.) The certified athletic trainers at Azusa Pacific are not eligible to complete these recommendation forms.
4. Technical Standards Form (application form #1.e): This form is to verify that you have the mental, psychological, and physical capabilities to perform as an athletic training student. If you have any questions about your ability, please contact the Program Director and/or the Academic Services Coordinator at the Learning Enrichment Center.
5. Academic requirements (application form #2.a-e): Document your cumulative GPA by logging on to Degree Works. You will find your cumulative GPA listed at the top of the page. You must also obtain a transcript (official or unofficial) from the Registrar's Office, APU Online, or Degree Works with all pertinent courses highlighted. (See courses listed on application form.) On the application form, fill in the semester that the course was completed and the grade earned for each. If you are in the process of taking a pre-requisite course, you must include a Current Grade Form indicating your current grade in the pre-requisite course. Finally, to verify that you are currently certified in CPR/AED for the Professional Rescuer and First Aid, please submit copies (front and back) of your certification cards.
6. Completion of clinical observation experiences in athletic training (application form #3.a): Document the completion of each clinical observation experience which occurred during AT 240 – Observation in Athletic Training. This information can be obtained from the course instructor.
7. Completion of Pre-Athletic Training Psychomotor Competencies (application form #3.b): Document the psychomotor competencies completed on the Student's Clinical File Summary Form (See ATEP Handbook).
8. Written essay (application form #4): A written essay must be submitted typed, double spaced, and a minimum of five (5) pages in length. A font size of no larger than 12 points must be used. Pay close attention not only to the content of your essay, but also to grammar and spelling. Remember, your written words will be influential in the acceptance process to the ATEP. You may want to take full advantage of assistance available to you at the Writing Center.

The content of your essay should include the following:
 - a. A brief statement describing the profession of athletic training.
 - b. A statement of why the student desires to become a Certified Athletic Trainer (ATC).
 - c. A description of the individual's personal strengths.
 - d. A description of the area(s), which present(s) the greatest challenge to the student.
 - e. A discussion of any circumstances or situations that may affect your ability to complete the program (especially clinical experiences) (need to work, church responsibilities, on intercollegiate team, etc.).
9. Written Examination (application form #5): A 50-point multiple-choice exam will be taken. The purpose of this exam is to allow the student to demonstrate their knowledge of key concepts from the pre-requisite courses.
10. Interview (application form #6): Qualified candidates will be invited to an interview. Take the time to practice for the interview. You will be much more relaxed if you take the opportunity to have someone ask you similar questions related to what you wrote in your essay. The interviews for each candidate will be conducted by the Certified Athletic Trainers. Areas evaluated will be oral communication skills, your consistency in answering questions, and your problem solving ability.



ATEP APPLICATION

Student's Name: _____	ID Number: _____
Campus Address: _____	Campus Telephone #: _____
Campus Box #: _____	Email address: _____
Home Address: _____	Home Telephone #: _____

1. Procedural steps required prior to application deadline:

- a. Completion of this application form
- b. Verification that complete medical records are on file in the Health Center (HC) including the following:

- (1) health history:
- (2) immunization records (including Hepatitis B vaccine and TB):
- (3) pre-entrance physical examination:

HC Staff Initials/Date

_____	/	_____
_____	/	_____
_____	/	_____

- c. *Signed Oath of Confidentiality regarding all medical information pertaining to patients and to all aspects of the athletic training program
- d. *Two written recommendations
- e. *Signed Technical Standards form

2. Academic requirements

- a. Cumulative GPA: _____ as of this date _____
- b. Grade for each of the following:

Semester Grade

AT 101	_____	_____
AT 160	_____	_____
AT 220	_____	_____
AT 240	_____	_____
BIOL 101/151	_____	_____
BIOL 230/250	_____	_____

- c. *Transcript with above courses highlighted
- d. *Current Grade form (if you are currently enrolled in a pre-requisite course)
- e. *Copies of current CPR/AED for the Professional Rescuer and First Aid cards

3. Completion of the following:

Number completed

- a. All clinical observation experiences (AT 240): _____
- b. Pre-A.T. Psychomotor Competencies (Student's Clinical File Summary form): _____

- 4. *Written essay: (Refer to instruction sheet for further details.)
- 5. ATEP Admissions Examination (student will be notified of the exam date/time after application deadline).
- 6. Interview scheduled (student will be notified of interview date/time after application deadline).

*Submit these required items with the application.

Completion of this application and fulfillment of all requirements is the sole responsibility of the athletic training student candidate. Completed applications must be submitted to the Program Director by the first Monday of December.



TECHNICAL STANDARDS FOR ADMISSION

The Athletic Training Education Program at Azusa Pacific University is a rigorous and intense program that places specific requirements and demands on the students enrolled in the program. An objective of this program is to prepare graduates to enter a variety of employment settings and to render care to a wide spectrum of individuals engaged in physical activity. The technical standards set forth by the Athletic Training Education Program establish the essential qualities considered necessary for students admitted to this program to achieve the knowledge, skills, and competencies of an entry-level athletic trainer, as well as meet the expectations of the program's accrediting agency (Commission on Accreditation of Athletic Training Education [CAATE]). The following abilities and expectations must be met by all students admitted to the Athletic Training Education Program. In the event a student is unable to fulfill these technical standards, with or without reasonable accommodation, the student will not be admitted into the program.

Compliance with the program's technical standards does not guarantee a student's eligibility for the BOC certification exam.

Candidates for selection to the Athletic Training Education Program must demonstrate:

1. The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm;
2. Sufficient postural and neuromuscular control, sensory function, strength, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and materials during the assessment and treatment of patients including (but not limited to): lifting and carrying 40 lbs. and standing for periods of longer than 2 hours;
3. The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgments and treatment information effectively. Students must be able to understand and speak the English language at a level consistent with competent professional practice;
4. The ability to record the physical examination results and a treatment plan clearly and accurately;
5. The capacity to maintain composure and continue to function appropriately during periods of high stress;
6. The perseverance, diligence and commitment to complete the Athletic Training Education Program as outlined and sequenced;
7. Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations;
8. Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Candidates for selection to the Athletic Training Educational Program will be required to verify they understand and meet these technical standards or that they believe that, with certain accommodations, they can meet the standards.

The Academic Services Coordinator at the Learning Enrichment Center will evaluate a student who states that he/she could meet the program's technical standards with accommodation and confirm that the stated condition qualifies as a disability under applicable laws. If a student states that he/she can meet the technical standards with accommodation, then the University will determine whether it agrees that the student can meet the technical standards with reasonable accommodation; this includes a review as to whether the accommodations requested are reasonable, taking into account whether such accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all coursework, clinical experiences and internships deemed essential to graduation.

I certify that I have read and understand the technical standards for selection listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program.

Signature of Applicant

____/____/____
Date

Alternative for students requesting accommodations:

I certify that I have read and understand the technical standards of selection listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the Academic Services Coordinator at the Learning Enrichment Center to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without reasonable accommodations, I will not be admitted into the program.

Signature of Applicant

____/____/____
Date



RECOMMENDATION FORM FOR ADMISSION

Name of Student _____ Date _____

Note to Student: Signing below indicates that you will give up the right to read this reference. If you do not sign, you may review this recommendation.

Student Signature _____ Date _____

Basis for Rating the Student:

____ I know this student well through personal contact in the following context: _____

____ I know this student fairly well in the following context: _____

____ I have a general acquaintance with this student in the following context: _____

Please rate this student with respect to other students you know at the same level.

	<u>Below Average</u>		<u>Average</u>		<u>Above Average</u>
1. Intellectual Ability	1	2	3	4	5
2. Attitude	1	2	3	4	5
3. Maturity	1	2	3	4	5
4. Dependability	1	2	3	4	5
5. Initiative	1	2	3	4	5
6. Cooperativeness	1	2	3	4	5
7. Verbal Communication Skills	1	2	3	4	5
8. Written Communication Skills	1	2	3	4	5

General Comments - Please include the student's strengths and weaknesses or any outstanding qualities.

Name _____ Title _____

Department (if applicable) _____ Phone Number _____

Signature _____ Date _____

*Please enclose completed recommendation form in a sealed envelope with evaluator's signature covering the seal on the back of the folded envelope. All recommendations should be included in a completed application and returned by **the first Monday of December** to the Program Director, Athletic Training Education Program, Department of Exercise and Sport Science, Azusa Pacific University, 701 E. Foothill Blvd., Azusa, CA, 91702.*



OATH OF CONFIDENTIALITY

As an athletic training student, I understand that I have an obligation to myself, to all student-athletes, coaches, and patients at Azusa Pacific University and our affiliated sites, and to my clinical supervisors, to withhold any information that I acquire professionally or socially which is considered confidential, from anyone other than my immediate supervisors. Included in this information is anything relative to the patient's medical condition, the treatment and rehabilitation of any medical condition and any information which I acquire during the conduct of my academic and professional duties, or any information that is not considered to be public knowledge. I am aware that any breach of this trust may jeopardize my ability to continue serving in the capacity of an athletic training student in the Athletic Training Education Program at Azusa Pacific University.

Furthermore, I understand that as an athletic training student I have been provided with a responsibility to uphold the Code of Ethics as outlined by the National Athletic Trainers' Association (http://www.nata.org/codeofethics/code_of_ethics.pdf) and the Standards of Professional Practice as provided by the Board of Certification, Inc. (<http://www.bocatc.org/athtrainer/STDS/>).

I am aware that copies of these documents are available for my review through the Athletic Training Education Program at Azusa Pacific University.

Student's name (print): _____

Student's signature: _____ Date: _____

Witness's signature: _____ Date: _____

**Azusa Pacific University
Athletic Training Education Program
Application Score Sheet**

Student's Name: _____ Date: _____

Section A: Basic requirements

Yes/No

- | | |
|---|-------|
| a. Completed application | _____ |
| b. Verification of completed medical records | _____ |
| c. Signed oath or affirmation of confidentiality | _____ |
| d. Signed Technical Standards | _____ |
| e. Grade of "C-" or higher in BIOL 151 and BIOL 250 | _____ |
| f. Minimum 3.0 average with no course below a "C" in AT 101, AT 160, AT 220, and AT 240 | _____ |
| g. Current grades form | _____ |
| h. Copies of CPR/First Aid cards | _____ |
| g. Completed clinical observation experiences | _____ |
| h. Completed AT 240 psychomotor competencies | _____ |
| i. Overall GPA of at least 2.5 | _____ |

Application continues only if all of the above are "Yes"

Section B: Weighted Requirements

Points

- | | |
|---|-------|
| 1. Written recommendations (weighted 10%): | |
| a. First reference (5 points) | _____ |
| b. Second reference (5 points) | _____ |
| 2. Academic standing (weighted 20%): | |
| Cumulative GPA: _____ x 5 = Points (4.0 scale) | _____ |
| 3. Written essay (weighted 15%): | |
| Average Score: _____ x .625 = Points (24 pt. scale) | _____ |
| 4. Exam Score (weighted 20%): | |
| Score: _____ x .40 = Points (50 pt. exam) | _____ |
| 5. Clinical Evaluations Score (weighted 20% each) | |
| Average ACI evaluation score _____ x 4 = Points (5 pt. scale) | _____ |

Subtotal _____

Initial Ranking Among All Applicants _____

Section C: Top 15 Candidates from Section B, then others as openings allow

Interview Score (weighted 15%) _____
 Average Score: _____ x .625 = Points (24 pt. scale)

Total Score _____

Final Ranking Among All Applicants _____

Accepted _____ Not Accepted: _____ Reason for Non-Acceptance: _____

Program Director's Signature: _____ **Date:** _____

Comments: