

***Policy on the Selection of Athletic Training Education Program Students***  
(effective for students applying during the Fall/Winter of 2006/2007)

The purpose of this document is to describe the methods that are used to select students for entry into the Athletic Training Education Program (ATEP). It is important for the potential candidate to be aware of the criteria that are used in this process, so that they can best position themselves for entrance into the program.

***The Athletic Training Education Program Selection Committee***

The ATEP Selection Committee is composed of the ATEP faculty, the Chairperson of the Department of Health Science, and volunteers from the faculty of the Health Science Department. The Athletic Training Education Program Director serves as the Selection Committee Chairperson.

***The Application Process***

Students may apply for entrance to the program no earlier than the fall semester of their sophomore year. At the start of the fall semester, a meeting with all students interested in applying to the program will be held to discuss the requirements for eligibility, provide a timeline of application events, and to answer questions about the selection process.

In order to be a candidate for entrance to the Athletic Training Education Program the student must meet all of the requirements listed below by the end of the fall semester in which they are applying:

- An overall QPA of 2.50 or higher
- A QPA of 2.50 or higher and a grade of “C” or better in the following athletic training core courses
  - HLTH110: Orientation to Athletic Training
  - HLTH151: Human Anatomy
  - HLTH251: Human Physiology
  - HLTH106: Athletic Training Techniques
  - HLTH305: Introduction to Biomechanics
  - HLTH450/202: Care and Prevention of Athletic Injuries
- Completion of a minimum of one semester of Level II clinical experience in Lock Haven University's Athletic Training Education Program

In addition, the student must have the following items on file in the Program Director's office:

- Signed Technical and Academic Standards Document
- Record of medical physical with required immunizations
- Signed handbook acknowledgement form
- Proof of Professional Rescuer CPR and First Aid
- Signed Medical Confidentiality Statement
- Record of OSHA/Blood Borne Pathogen training
- Act 34/151 Clearances



If accepted into the Program, students must sign and return the ATEP Contract and must immediately purchase liability insurance.

The Program welcomes transfer students. It is recommended that transfer students meet with the Program Director prior to transferring to discuss the application requirements and process. Transfer students must meet all of the application requirements listed above.

Potential candidates will be expected to make official application to the Program through the completion of the ATEP application form. The application includes two letters of recommendation and transcripts from all colleges and universities attended outside of Lock Haven University. Lock Haven University transcripts will be obtained by the Program Director. Students must also complete an essay as part of the application process. Completed applications must be returned to the program director's office by the date designated on the application.

Upon receipt of the official application, each candidate will be scheduled for an interview, the written entrance examination, and the oral/practical entrance examination. The interviews will be scheduled for the end of the fall semester. Both the written and oral/practical entrance examinations will be held over the Winter Break.

Upon completion of the entrance examinations, the Selection Committee will meet to discuss the candidates and make selection decisions. Students will be notified by mail of the Selection Committee's decision related to their application prior to the start of the spring semester.



### ***Selection Criteria and Weighting***

<b>Criteria</b>	<b>Weight</b>	<b>Comments</b>
Overall GPA	10%	Based on a 4.0 scale
Core GPA	10%	Based on a 4.0 scale
Written Exam	15%	
Practical Exam	20%	
Interview	10%	Each member of the selection committee evaluates the interview with a standardized form. The highest and lowest score for each candidate is dropped and a mean is calculated.
Essay	5%	Each committee member will read each essay and score it utilizing a standardized rubric. The highest and lowest score for each candidate is dropped and a mean is calculated.
Potential to Benefit	30%	Each member of selection committee compiles a score based on a standardized scoring form. Committee members will review letters of recommendation and Level 2 evaluations completed by fellow athletic training students prior to assigning a score. The highest and lowest scores will be dropped and a mean will be calculated.

Once all application materials are collected, the Program Director will compile the data, make all necessary calculations, rank the candidates, and present the information to the Selection Committee. The Selection Committee will meet to review the information and will make an acceptance decision based on the number of students that can be accommodated by the Program and the quality of the applicant pool.

Once the list of students to be offered admission to the program is agreed upon by the Selection Committee, the Committee Chairperson informs the applicants of the Committee's decision by formal letter.

Students not offered admission to the ATEP are encouraged to meet with the Program Director to discuss the Selection Committee's decision and to discuss the options open to the student. Students are able to reapply the following fall semester, if interested. Students who meet all of the application requirements and are not accepted into the Program are only eligible to re-apply one additional time.

### ***Student Appeal Process***

After a meeting with the Program Director, students may make a formal appeal to the Selection Committee for reconsideration. Appeals to the Selection Committee must be made in writing to the Committee Chairperson no later than ten days after the notification letter is mailed. In the written appeal, students may request a meeting with the Selection Committee to discuss their appeal. Review of appeals will be made by the Selection Committee. The final decision of the Selection Committee will be sent to the student within seven days of receipt of the appeal letter or the appeal meeting with the Selection Committee.