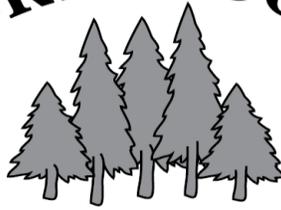


NORTHWOODS



THERAPY ASSOCIATES

www.northwoodstherapy.com

Welcome to Northwoods Therapy Associates!

We are happy to share our profession with you and hope you enjoy your learning experience with us!

Things you are responsible for during your time at Northwoods Therapy Associates:

1. Sign up on the calendar when you plan to be here (we can only accommodate one student at a time.) Call the office at (715)-839-9266 to cancel if need be.
2. You oversee tracking your hours, including dates and times. When you arrive, sign in on your assigned sheet with your actual time in and time out, and which PT you spent most of your time with that day.
 - a) At the end of your time at Northwoods Therapy, make a COPY of your observation hours from the log book, this will be an easy way to track your total time in the future.
3. Let the physical therapist know if you intend to use them as a character reference, hours of observation verification or any other part of your PT school application, as soon as possible, and most importantly before you are done with your observation hours.
 - a) You need to obtain that specific PT's email address and/or contact information, this will be important when it comes to the automated hour's verification system. (DO NOT use the main Northwoods Therapy email address found on our website)
 - b) Just prior to your application submittal, call and speak with the specific PT so they are looking for the email regarding your application needs.
 - c) Speaking with the PT that you observed most of the time will help refresh our memory of you and it will allow us to be a better reference for you.

Our dress code is as follows: **Business casual. No blue jeans/denim.** Students must be covered from shoulders to knees at all times (no see through clothing or shirts with straps less than 4 fingers wide are permitted at any time). When wearing leggings or skinny pants your shirt must cover your buttocks. Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to this policy.

We look forward to hearing from you in the future and best wishes on your application.

We try our best to remember each one of you, your help is appreciated in assisting us.

Any questions, please ask.

Thank you,

The owners and staff at Northwoods Therapy