THE UNIVERSITY OF BRITISH COLUMBIA

Department of Physical Therapy
Faculty of Medicine

MPT Application – Practical Experience Reference Form
Certification of Volunteer or Paid-Work Experience

FULL NAME OF MPT APPLICANT	

This form must be submitted directly by the practical referee only before the documentation deadline, which is:

- January 10th for international applicants
- January 15th for domestic applicants

How to complete this form

This **required** form should be completed by the direct supervisor who can attest to the volunteer or paid work experience of the applicant named at the top. **This form is not to be submitted by an academic referee**. This reference is confidential and should not be shared with the applicant for any reason. Your reference will be kept confidential; however, it can be requested under Freedom of Information legislation to disclose the substance of this reference, but only where it can be done without disclosing the identity of the writer.

How to submit this form - only two acceptable ways to submit this form

Send via standard mail to:
MPT Admissions
UBC Department of Physical Therapy
212-2177 Wesbrook Mall
Vancouver BC, V6T 1Z3
Canada

This form must be mailed by the deadline noted at the top of this form. Mailed forms will be scanned and uploaded once applicants have submitted their application. **Please ensure that you sign across the seal of the envelope, or it will not be accepted.**

Submit electronically:

- Provide the applicant with an organizational email address. If you do not have an institutional email address, we will only accept this form via standard mail.
- Once the applicant has submitted their online application, you will receive an automated email alert. This will grant you access to the online application portal e-reference form.
- Complete this pdf and save a copy on your computer
- Populate the e-reference form and attach this pdf to the "letter of recommendation" upload option within the e-reference form.
- Click submit on the e-reference form. (please be sure this pdf is uploaded and attached to the e-reference form prior to clicking the submit button)
- If you accidentally clicked the submit button before attaching this pdf, please contact mpt.studentadvisor@ubc.ca for assistance. We can re-open the e-reference form for you, but only before the documentation deadline.

Any reference submissions that are sent via email or hand-delivered by the applicant or the referee themselves will be discarded without being opened. No exceptions will be made.

Letters of recommendation are **optional**, but you are welcome to include should you choose to do so.

Reference for Volunteer or Paid Work Experience

How many total hours did the applicant complete during their time with your organization or facility?

What types of disabilities did the individual/s who the applicant was interacting with have?

What were the applicant's responsibilities during their time with your organization or facility?

(Y/N) Was this experience gained as part of the applicant's degree field of study (e.g. practicum, work term, co-op, or placement)?

Please rate the applicant based your opinion of their performance during their time with your organization or facility.

Scoring Guide

1-2	3-4	5-6	7-8	8-10
Poor	Fair	Average	Good	Excellent

Problem solving		**Interpersonal skills**		**Ability to work with clients**		**Professionalism**	
Empathy		**Verbal communication**		**Ability to work with co-workers**		**Aptitude for healthcare**	
Work habits		**Written communication**		**Self-confidence**			

In the space below, please input any additional comments you think would be relevant in assessing this applicant (if you provided an **optional** letter of recommendation, feel free to leave this section blank)**:**

Referee Contact Information

Full Name		**Signature**	
Phone		**Position Title**	
Email		**Organization or Facility**	
Date (MM/DD/YYYY)			