

Take a chance
on a dream:
Become a LPN

Rowan
College of
South Jersey
Practical
Nursing



2023-2024

Practical Nursing

2023

FACT SHEET

Packet Deadline: February 1, 2023

All Admissions Decisions Sent: March 1, 2023

The Practical Nursing Program is for students who wish to enter the healthcare field as a Licensed Practical Nurse.

- This packet is exclusive for applicants seeking admission to the Summer 2023 Practical Nursing Program on the Cumberland Campus.
- **All applicants must be vaccinated**
- Applicants must be 18 years of age at time of application.
- Mandatory Nursing Orientation will be held once applicants receive an acceptance letter. You will receive notification of the orientation dates in your RCSJ-Cumberland Student Email.
- Students who do not complete the program within 2 years must wait 5 years before reapplying to the Practical Nursing Program.

Information presented in this packet supersedes ALL other information obtained by the applicant and is accurate at the time of publication.



Dear Nursing Applicant:

Thank you for your interest in the nursing program at Rowan College South Jersey. Since the early days of Cumberland County, the Practical Nursing Program has educated many Licensed Practical Nurses and has supported the needs of the healthcare community. The Practical Nursing Program has been in good standing with the New Jersey Board of Nursing. NCLEX-PN pass rates have been above the national passing average. On July 1, 2019, the former Cumberland County College and Rowan College of Gloucester County merged to become Rowan College of South Jersey.

Prior to applying to the Practical Nursing Program, please take time to research the profession of Practical Nursing and the opportunities that are available. Practical Nursing is a very rewarding, but also a demanding career. Information from licensed Practical Nurses can enlighten you as to the rigors of the nursing program as well as the professional responsibilities.

Part of the admission requirements to the Practical Nursing Program at RCSJ is your attendance to one information session. This is a critical part of not only the application process but your success in the program should you be accepted. The Practical Nursing Program requirements will be explained, and applicants will have an opportunity to ask questions.

Graduates from the Practical Nursing Program at RCSJ earn an Academic Certificate in Practical Nursing and are eligible to apply to take the National Council Licensing Examination (NCLEX-PN) and to apply to a State Board of Nursing for licensure as a Licensed Practical Nurse.

Best wishes as you begin the process towards a successful future.

Sincerely,

Dr. Danielle Nicastro

Danielle Nicastro, DNP, RN
Program Director, PN program
Rowan College of South Jersey - Cumberland Campus

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Important Information

The information in this packet is effective for applicants planning to enter the Practical Nursing Program beginning May 2023.

Packet Deadline: February 1, 2023

**All Admissions Decisions Sent on or about: March 1, 2023 to the applicant's RCSJ –
Cumberland Student Email.**

Disclaimer: The content and requirements of this admission packet may be altered at any time at the discretion of the College. This packet was checked for accuracy at the time of printing. It should not be considered a contract between the College and the student.

****IMPORTANT****

The College is not responsible for any applicant who does not follow the instructions printed in this packet. **Responsibility for correctly completing the Practical Nursing application process, both general and selective admissions, lies with the applicant. Failure to do so will result in an incomplete packet.**

Applicants to the program must fulfill all listed admission criteria for both general and selective admission. While admission is competitive, acceptance depends on the size and qualifications of the applicant pool. Please note that meeting or exceeding all admission criteria does not guarantee acceptance into the program.

Admission requirements for the program are subject to change every year. All applicants to the program are required to meet the requirements of the year in which they apply, including those who have previously applied to or who currently are enrolled at Rowan College of South Jersey.

Applicants may contact RCSJ at 856-200-4670 for answers to general questions about the process described in this packet. Information in this packet reflects policies and procedures which must be followed to be considered for admission into the 2023 Practical Nursing Program.

The information presented in this packet supersedes all other information obtained by the applicant and is accurate at the time of publication.

The Rowan College of South Jersey Practical Nursing Program

is approved by

Division of Consumer Affairs New Jersey State Board of Nursing

124 Halsey Street, P.O. Box 45010
Newark, NJ 07101

njconsumeraffairs.gov/medical/nursing/htm973-504-6430

Campus Merger Statement

On July 1, 2019, the former Cumberland County College and Rowan College of Gloucester County, merged to become Rowan College of South Jersey. The Practical Nursing Program will be offered on the Cumberland Campus. Students can complete general education courses (non-nursing courses) at either the Gloucester or Cumberland campus, or transfer the courses from another institution.

Admissions to the Practical Nursing Program is highly competitive. There is no guarantee of admission even if an applicant exceeds minimum admission criteria in one or more areas.

Course schedules may vary and are subject to change each semester. Applicants should take travel time to class and clinical sites into consideration when applying for this program.

Students are required to provide their own transportation for clinical experiences. Clinical placement can be located within a 120 minute radius from Rowan College of South Jersey.

State Board of Nursing Requirements for Licensure

Applicants to the nursing program are advised that State Boards of Nursing regulate licensure for Practical Nurses. Requirements established by the Board of Nursing in the state where the person is seeking licensure must be met before the state will issue a license to practice. To be considered for licensure, all applicants must pass NCLEX-PN.

The New Jersey Board of Nursing Statute N.J.S.A 45: 11-26 states, “An applicant for license to practice professional nursing shall submit to the board evidence in such form as the board may prescribe that said applicant: (1) has attained his or her eighteenth birthday; (2) is of good moral character, is not a habitual user of drugs and has never been convicted or has not pleaded nolo contendere, non vult contendere or non vult to an indictment, information or complaint alleging a violation of any Federal or State law relating to narcotic drugs; (3) holds a diploma from an accredited 4-year high school or the equivalent thereof as determined by the New Jersey State Department of Education; (4) has completed a course of professional nursing study in an accredited school of professional nursing as defined by the board and holds a diploma therefrom.”

(Source: Laws and Regulations, New Jersey Board of Nursing, Division of Consumer Affairs, NJ. Department of Law and Public Safety, revised online 10/26/15 current as of 11/3/20)

The New Jersey Board of Nursing requires information for licensure as a Practical Nurse in New Jersey:

1. Graduation from an approved school of professional nursing
2. Criminal History Background Check clearance (N.J.S.A 45: 1-30 et seq)
3. Status of child support
4. Passing the NCLEX-PN Examination
5. Completed questionnaire on medical conditions, including the use of controlled substances within two years prior to applying for licensure. (Source: confirmed by NJ Board of Nursing communication dated 11/4/20.

The New Jersey Board of Nursing is located at 124 Halsey Street, 6th floor, Newark, NJ. The mailing address is P.O. Box 45010, Newark, NJ 07101.

For complete information, contact:

NJ Board of Nursing: www.njconsumeraffairs.gov/nur/Pages/default.aspx

NJ Application for Licensure: www.njconsumeraffairs.gov/Pages/application.aspx

Additional information on all State Board of Nursing is available through the National Council of State Boards of Nursing website: ncsbn.org on the Nursing Registration link.

Each state Board of Nursing has the right to deny or defer licensure if the applicant does not fulfill all requirements for licensure.

Complaints may be addressed to the Board of Nursing.

Practical Nursing Program Standards

Students must complete the Practical Nursing Program in two years from the start of the first Practical Nursing course. A student who does not complete the program within two years must wait five years before reapplying to the Nursing Program. A minimum grade of “C+” is required in all courses in the Practical Nursing Program of Study including General Education and Science courses and students must maintain a cumulative GPA of 2.5 to remain in the Practical Nursing Program. **All PN courses must be taken in sequence.**

Practical Nursing students must meet all pre-requisite, co-requisite and grade requirements for each college course listed in the Practical Nursing Program of study to advance through the Practical Nursing Program. Course pre-requisite and co-requisites are specified in the RCSJ College Catalog. Students who register for college courses must complete pre-requisite course requirements **before** entering the Practical Nursing Program. Students who do not meet the pre-requisite and co-requisite course requirements, the required course sequence and/or grade requirements will not be able to progress in the Practical Nursing Program.

Medication administration is one responsibility of the student and professional Practical Nurse. Students are required to demonstrate competency in calculating medication dosages to ensure safe administration. Errors in calculating dosages pose a threat to client safety. Students will be instructed and tested in dosage calculation each semester to remain in the program. Each semester, Practical Nursing students are required to demonstrate math competency. Once accepted into the Nursing Program, information on math competency will be provided during the Division Nursing Orientation sessions.

- One outcome of the Practical Nursing Program is that graduates will use technology and information systems appropriately and effectively. To fulfill this outcome, students will demonstrate computer literacy and apply technology to meet course requirements. It is required that students have access to a computer with Internet. (Note: **AOL is not compatible** with many of the applications). Computers are available to students on the RCSJ campus.
- Nursing students are required to meet specific health standards. **Nursing applicants are notified of comprehensive health requirements upon acceptance to the program.** Health requirements are based on the recommendation of the Center for Disease (CDC) requirements for healthcare providers. **The completed health packet must be submitted by April 20, 2023. All blood work should be drawn by April 4, 2023.** Failure to submit a completed health packet will result in forfeiture of the acceptance offer. Clinical agencies reserve the right to require additional health screenings. Students are responsible for all health screening costs.

Nursing Program Standards - continued

- Nursing students must maintain current CPR certification while in the Practical Nursing Program. The level of CPR is **Basic Life Support (BLS) for the Healthcare Provider** and is **ONLY** acceptable through the American Heart Association. RCSJ offers a one-credit course HPE 105: Healthcare Provider Emergency Response with BLS Certification that meets this requirement.
- Clinical agencies require criminal history background checks (CHBC) for all individuals engaged in patient care. A component of the CHBC includes a urine drug screen. Upon acceptance into the Practical Nursing Program, the student must complete the CHBC and the urine drug screen by the **due date of March 14, 2023**. Students are responsible to pay all fees associated with CHBC.
- CHBC results are sent to the clinical agencies who have sole discretion to determine whether the student may engage in patient care at the agency. (Source: Rowan College of South Jersey's Administrative Rule/Regulation: 8103.)
- If a student is denied the opportunity to participate in the clinical agency due to CHBC findings, the student will be dismissed from the Nursing Program and referred to Student Services for assistance in exploring other career options.

Health Requirements

Students who are accepted into the Nursing Program will be required to complete a health packet. The packet consists of medical clearance from a licensed health care provider. The provider's clearance attests that the student may participate in all clinical activities without restriction. Activities include but are not limited to:

- Satisfactory cognitive and emotional functioning to ensure patient safety and exercise independent judgement and discretion in performing assigned responsibilities.
- Ability to stand for long periods of time and safely move immobile patients.
- Ability to bend, stoop and lift to deliver safe patient care.
- Sufficient bilateral finger movement to manipulate medical equipment.
- Ability to communicate effectively in a timely manner related to speaking, writing, and reading.
- Sufficient hearing to communicate with patients, the healthcare team and to monitor medical equipment pertaining to patient care.
- Sufficient eyesight to observe patients in low lighting, read medical records, perform computer tasks, and manipulate medical equipment.

Curriculum Sequence

Rowan College of South Jersey Division of Nursing and Health Professions

Graduation Control Sheet

Practical Nursing Program Cumberland Campus Academic Certificate

This program combines general education with Practical Nursing courses to prepare student for entry-level nursing practice. Upon successful completion of the program, graduates are eligible to apply to take the National Council Licensing Exam (NCLEX-PN) and to apply to a Board of Nursing for licensure as a Licensed Practical Nurse. The Practical Nursing Program is approved by the New Jersey Board of Nursing.

First Year-Summer Semester:

		Credits
_____EN 101/ENG 101	English Composition I	3
_____BI 106/BIO 105	Anatomy & Physiology I	4
_____PN 101	Foundations of Practical Nursing	<u>7</u>
		14

First Year-Fall Semester:

_____PY 101/PSY 101	General Psychology	3
_____HS 115	Basic Nutrition	3
_____PN 102	Medical Surgical Practical Nursing	<u>7</u>
		13

First Year-Spring 7A Semester:

_____PN 103	Advanced Concepts in Medical Surgical Practical Nursing	<u>2</u>
		2

First Year-Spring 7B Semester:

_____PN 104	PN 104 Family Centered Practical Nursing	<u>5</u>
		5

Nursing is a selective admission program. Students must be accepted to the program prior to registering for any PN courses. Admission packets are available on the College website.

Clinical agencies require criminal history background checks (CHBC) and urine drug screening (UDS) for all individuals engaged in patient care. All students must undergo CHBC and UDS upon acceptance into the Practical Nursing Program. CHBC and UDS results are sent to the clinical agencies, who have the sole discretion to decide if the student may engage in patient care at the agency. If a student is denied the opportunity to participate in the clinical agency because of the findings of the CHBC and UDS, the student will be dismissed from the Practical Nursing Program.

Students must complete the Practical Nursing Program in two years from the start of the first Practical Nursing course. A student who does not complete the program within two years must wait five years before reapplying to the Practical Nursing Program. A minimum grade of “C+” is required in all courses in the Practical Nursing Program of Study including General Education and Science courses.

Control Sheet effective for students entering 2023.

Practical Nursing (PN) Course Descriptions

PN 101 Foundations of Practical Nursing: 7 credits

Foundations of Practical Nursing Practice include an introduction to nursing theory, legal and ethical concepts, cultural influences on health care, technical skills, and clinical components. Concurrent lab and clinical experiences facilitate the application of theory to the principles of client assessment and management of care. Using the concepts of professionalism, holism, nursing process, optimal functioning, and community-based practice; students will provide basic care to selected adult clients who require nursing support.

PN 102 Medical Surgical Practical Nursing: 7 credits

Medical Surgical Practical Nursing builds on PN 101 to include application of human Biology into the concepts of pathophysiology, technical skills, and clinical components. Concurrent lab and clinical experiences facilitate the application of theory to the principles of client assessment and management of care. Using the concepts of professionalism, holism, nursing process, optimal functioning, and community-based practice; students will provide medical surgical care to selected adult clients in acute care facilities.

PN 103 Advanced Concepts in Practical Nursing: 2 credits

Advanced Concepts in Practical Nursing is a capstone course that will allow the student to integrate theory and clinical experiences in the care of the acute care medical surgical patient. Concurrent clinical experiences facilitate the application of theory to the principles of client assessment and management of care for the acute medical surgical patient. Using the concepts of professionalism, holism, nursing process, optimal functioning and community-based practice students will provide basic care to selected acute care medical surgical clients who require nursing support.

PN 104 Family Centered Practical Nursing: 5 credits

Family Centered Practical Nursing includes theory, lab skill and clinical experiences to explore the care of women during all phases of pregnancy, the newborn to age eight, and clients with a mental health diagnosis. This course will focus on the application of theory to the principles of family centered nursing care. In addition, this course will explore areas where social problems and mental health issues impact the members within the family at all developmental stages. The learner will become aware of the causes, symptoms, treatments and long-term effects of stress, substance abuse and emotional crisis on the family members. Concurrent clinical experiences facilitate the application of theory to the principles of client assessment and management of care. Using the concepts of professionalism, holism, nursing process, optimal functioning, and community-based practice; students will provide basic care to selected adult, newborn and pediatric clients who require nursing support.

Application Process Overview

All selective admission programs at Rowan College of South Jersey have a unique, two step application process that is necessary due to the College's open general admission policy. To be considered for admission to the Practical Nursing Program, applicants must complete the first step for general admissions to RCSJ. Once Step 1 is complete, the applicant may then proceed to the second step for selective admissions to the Practical Nursing Program. Please note general admissions and selective admissions are two distinct processes.

Note: Personal letters of recommendation and character references are not considered towards admission.

Step 1

General Admission

General Admission is the first step of application to the Practical Nursing Program. This process will provide a student with acceptance to the College, but not the Practical Nursing Program. A student must complete a General Admission application for the Cumberland Campus or be a current student **prior to** submitting a Practical Nursing packet. If there are questions regarding application status or an application is needed, please contact the Admissions Office at 856-200-4669.

1. Complete and submit a general admission application to the Cumberland Campus online at ***RCSJ.edu/Apply*** and select the AS in Biological Science/Health Science degree program to designate potential interest in the Practical Nursing Program. Designation as a potential Practical Nursing applicant does not guarantee nor imply special consideration for acceptance to the Practical Nursing Program.
2. Students must submit an official copy of their high school transcript documenting high school graduation (or earned GED) to the Admissions Office.
3. Satisfy the RCSJ Placement Test requirement based on the following:
 - Meet one of the exemption criteria
 - Test above the remedial level in all areas
 - Complete all required remediation

Note: If accepted into the program, applicable college credits will be automatically transferred.

Step 2

Selective Admission

Once the general admission process is complete, students are ready to begin the second step in the application process: submission of the nursing packet. Each nursing applicant is required to gather all documentation listed on the checklist and present it to the Admissions Office at the Cumberland Campus as a completed packet. Once submitted, new documentation may **NOT** be added to the packet. **The following minimum requirements must be met and included in your packet for program admission consideration :**

1. **PN Packet Checklist**
2. **PN Nursing Application**
3. **RCSJ Placement Test/Admission Status Form** (Signed by RCSJ Admissions)
4. **HSRT-AD Test Score** in sealed envelope (MUST be requested from the RCSJ Campus Testing Center where you tested)
5. **Information Session Proof of Attendance Email** (Email sent to students 1-2 business days after each session)
6. **Official Transcript in sealed envelope from the student's high school** (*if applicable*)
7. **Verification of Instruction Method for A&P I** (course schedule and syllabus; Verification of Identity (*if applicable*))
8. **Official transcripts from ALL colleges attended** (MUST obtain from each college and be in a sealed envelope from institution). RCSJ transcript can be unofficial.
9. **Verification of GPA** of at least 2.5 from currently attending/last school attended college.

General Admission Application - Step 1

This section is for applicants who need to complete a general admission application to the Cumberland Campus prior to submitting their Cumberland Campus Practical Nursing Packet.

Step 1a: Apply and Submit Official Documents

Complete the free online application at <http://www.rcsj.edu/apply/cumberland>

- New students should declare AS Biological Science/Health Science as their degree program
- Current students do not need to reapply to the College if it has not been 2 years or more since they applied. Students should check with the Admissions Office to ensure their application is up to date.
- RCSJ – Cumberland Graduates, Graduating HSOP Students (class of 2023), and Visiting (Non-Matriculated) students need to complete a new application to the College as a degree seeking student.
- Designation as a potential nursing applicant does not guarantee nor imply special consideration for acceptance to the Practical Nursing Program.

Submit official high school transcripts or high school equivalency documents and any college transcripts to the Cumberland Admissions Office. Transcripts via email address must go to: admissions@cc.rcsj.edu. Transcripts must be issued directly from the institution.

Step 1b: Satisfying Placement Test Requirements

Students interested in applying to Selective Admission Programs (like Practical Nursing) must satisfy the College's traditional placement testing requirements.

Applicants may be exempt from the College's placement exam if they meet certain exemption criteria. The exemption criteria are available on the Cumberland Campus Testing Center website: <https://www.rcsj.edu/testing/cumberland> (Subject to change).

Unless students meet one of the exemption criteria or tests above the remedial level in all areas, they must complete all required remediation **before** applying to the program. Per Administrative Procedures 8017, course work used for test exemption must be equivalent to a grade of "C" or higher at RCSJ.

PLEASE NOTE: Applicants must fulfill placement test requirements for their intended campus, as test exemption criteria may vary. Responsibility for completing general placement testing requirements lies with the applicant.

General admission application status and placement test exemption status is verified through the RCSJ Placement Test/Admission Status form. This form must be completed and signed by RCSJ admissions on the student's intended campus PRIOR to submitting the packet.

Contact Information

General Admission Office: <https://www.rcsj.edu/apply/cumberland/becoming-a-cumberland-student>
Phone/Text: 856-200-4848
Email: admissions@cc.rcsj.edu

Testing Center:
<https://www.rcsj.edu/testing/cumberland>
Phone: 856-200-4648
Email: testing@cc.rcsj.edu

Selective Admissions - Cumberland: <https://www.rcsj.edu/SelectiveAdmissions/Cumberland>
N. MiSun Phillips, Ed. D., Director III, Admissions and Recruitment,
Cumberland Campus
Phone: 856-200-4670
Email: nphilli6@rcsj.edu

RCSJ Placement Test

All applicants to the Practical Nursing Program must demonstrate college level placement in reading, writing and math prior to submission of the Practical Nursing Packet.

A completed **RCSJ Placement Test/Admission Status Form** must be submitted to verify exemption from or fulfillment of placement test requirements. The form must be completed and signed by the applicant and completed and signed by an admission representative from the Cumberland Campus. Once both sections are complete, the student can submit it in the packet.

Placement test exemption criteria may vary between campuses. Please check <https://www.rcsj.edu/testing/cumberland> for the most current information as **exemption criteria is subject to change**. It is the applicant's responsibility to ensure placement test requirements on the Cumberland Campus are met or exceeded prior to submission of a nursing packet.

Contact the Admissions Office at 856-200-4669 with questions regarding exemption from taking the RCSJ Placement Test or getting the RCSJ Placement Test/Admission Status Form signed. The Testing Center may be contacted at 856-200-4648 or testing@cc.rcsj.edu for all other RCSJ Placement Test questions to include test registration.

Selective Admission Application – Step 2

Once the general admission process is complete, students are ready to begin the second step in the application process: submission of the nursing packet.

Each nursing applicant is required to gather all documentation listed on the checklist and present it to the Admissions Office on the Cumberland Campus as a completed packet in a manilla envelop.

Once submitted, new documentation may NOT be added to your application packet.

All documentation must be submitted in a large manila envelope to the Cumberland Campus no later than February 1, 2023 at 5:00 p.m. Late submissions are not considered for admission.

The following items are **REQUIRED** for all applicants to the Practical Nursing Program at time of packet submission:

- 1. Submitted General Application to the Cumberland Campus**
- 2. Satisfied Placement Test Requirements**
- 3. Attended one information session for the 2023 Practical Nursing Program**
- 4. Submission of official HSRT-AD Exam Scores** (must be in sealed envelope from RCSJ Campus Testing Center where the exam was taken)
- 5. Completion of the following forms at the end of this packet:**
 - a. Packet checklist**
 - b. Nursing application**
 - c. RCSJ Placement Test/Admission Status form**
 - d. Statement of Faculty Verified Identity** (*if applicable*)
- 6. Submission or Resubmission of ALL official college transcripts, if applicable** (in sealed envelope obtained from the institution)
*RCSJ – Transcript can be unofficial
**Printed copies of electronic transcripts are not considered official*
- 7. Submission or Resubmission of official high school transcripts, if applicable** (in sealed envelope obtained from the high school)
*Not required if official copy is on file with general admissions AND student will use **college level** lab science(s) as their ranking requirement.
- 8. Verification of GPA** of at least 2.5 from last school of attendance (verified with submission of official transcript)
- 9. Submission of Verification of Instruction Method** (*if applicable*)
**Not required for RCSJ lab science courses*

Note: A packet is considered complete only if all general and selective admissions requirements are satisfied prior to application to the program.

Practical Nursing Information Sessions

All 2023 Practical Nursing Program information sessions will be held via Zoom.

- Attendance at one information session is mandatory to apply to the 2023 Practical Nursing Program and must be completed **prior to submission of the packet**.
- Packets submitted without proof of attendance are marked as incomplete and not considered for admission.
- Information sessions expire **annually**. Applicants must attend a new information session for the year in which they apply.
- Registration is **required** for each information session. Please register for the session with a regularly checked email to ensure receipt of the correct session Zoom link.

To register for an information session, please visit
the Cumberland Selective Admissions website below:

<https://rcsj.edu/cc/selectiveadmissions>

The site will have up to date session dates and times.

Each session will start promptly at the advertised time and will last approximately 1.5 hours. Unregistered and late entries are prohibited. Please plan accordingly!

Three Informational Segments

- **Admissions:** Representatives from the Cumberland Campus will review the two-step application process for the Practical Nursing Program.
- **Program:** Representatives from the Practical Nursing and Health Professions Administration will review the Practical Nursing Program information and requirements.
- **Q&A:** Attendees will have an opportunity to ask and have questions answered by panelists in attendance. Questions can be typed in the chat box and will be answered either “live on-air”, at the end of the information session, or privately by one of the panelists in attendance. Questions may be submitted in advance of the session to N. MiSun Phillips, Ed. D., Director III, Admissions and Recruitment at nphilli6@rcsj.edu

Proof of Attendance

- Applicants are required to stay the entire length of the session to receive credit.
- Attendance is determined by registration and log-in data. Applicants who leave the session early will not receive credit for attending and will need to attend another session. Plan!
- A confirmation of attendance will be emailed directly to the student using the email address provided in the registration form. Applicants must print the confirmation and include it in their 2023 Practical Nursing Packet. Note: The confirmation of attendance email may arrive 48-72 hours after the session and may go to your junk/spam folder.
- New Student Orientation, individual appointments with Admissions or Advisement staff and the College’s Open House do not count as information sessions for program admissions.

Health Science Reasoning Test (Associate Degree) HSRT - AD

The Health Science Reasoning Test-Associate Degree (HSRT-AD) is a multiple-choice test, specifically designed for two year and certificate programs. The HSRT-AD is an online test administered in a timed setting and measures critical thinking as well as quantitative reasoning skills. The HSRT-AD presents a variety of scenarios in clinical and professional practice contexts with information provided in text based and diagrammatic formats. HSRT-AD questions ask test takers to apply their skills to:

- Make interpretations
- Analyze information
- Draw inferences and warranted inferences
- Identify claims and reasons
- Evaluate the quality of arguments

Note: All applicants are required to earn a minimum score of 72% to apply to the 2023 Practical Nursing Program. Submitted HSRT-AD scores below the required minimum score will result in an incomplete packet. Incomplete packets are not considered for acceptance.

Students can prepare for the HSRT – AD exam by accessing sample questions. Sample questions are available using a mobile app called, “Critical Thinking Insight” by Insight Assessment. Be sure to choose the “Sample Reasoning Skills Questions.”

Sample questions are also available at [Insightassessment.com/article/sample-thinking-skills-questions](https://insightassessment.com/article/sample-thinking-skills-questions)

HSRT-AD Testing Logistics

- Select a test date at rcsj.edu/Testing
- Test dates must be at least 60 days apart
- The cost of the HSRT-AD is \$40 (fee subject to change)
- A fee of \$15 will be charged for late registration or rescheduling of test date
- Proof of payment is required for registration
- Seating is limited, plan accordingly
- Pay particular attention to the registration deadlines.
- **Test dates often fill up before the late deadline.**
- All applicants must include an official score report in their packet. The results must be in a sealed envelope from the Campus Testing Center where they took the exam.

HSRT-AD Testing Locations

Applicants must take the HSRT-AD at either the Gloucester or Cumberland Campus. Exam taken at another institution will not be acceptable for admission. Applicants must provide payment at time of registration. Registration is completed in-person at the Testing Center where you plan to take the exam. The official score report is available for next day pick up with identification.

Testing dates will vary at each campus. Applicants are responsible for ensuring their

registration and payment is made for the correct campus test date and time they selected.

RCSJ's Testing Centers

Cumberland Campus
3322 College Drive
Vineland, NJ 08360
testing@cc.rcsj.edu
RCSJ.edu/cc/Testing

Gloucester Campus
1400 Tanyard Rd
Sewell, NJ 08080
856-415-2268
rcsj.edu/Testing/Gloucester

Transcripts

Official transcripts from ALL Colleges attended that generated an academic record must be submitted in your packet.

Transcripts previously sent to RCSJ to complete general admission will not be added to the packet; therefore, students must request all official transcripts again to include in their PN packet. All high school, college and/or vocational school transcripts, submitted in the packet must be official and in a sealed envelope directly from the institution. Transcripts not sealed in an envelope from the issuing institution or in an opened envelope are not considered official and will not be accepted. Printed copies of electronic transcripts are NOT considered official.

Failure to submit official transcripts in the packet, from ALL colleges/universities attended, will result in an incomplete packet. Applicants with incomplete packets are not considered eligible for the Practical Nursing Program.

High School Transcripts

For general admission to RCSJ (Step 1), submission of an official copy of the student's high school transcript documenting high school graduation (or earned GED) is **MANDATORY** for all applicants including those who may have earned additional college degrees.

If you are submitting a high school level lab biology and/or lab chemistry to satisfy the science course requirement for selective admission to the Practical Nursing program, you **MUST** include a sealed copy of your high school transcript, obtained from the high school, in your packet. Some high schools have a weighted grading system to encourage students to elect more challenging subjects. Be aware that the weighted system for high school advanced placement courses and honors courses are for the purpose of high school class rank and GPA only. Final grades for courses shown on the high school transcript will be used for admission consideration.

Please note that college level courses taken while in high school through dual credit programs may have generated a college record and transcript. It is the student's responsibility to confer with their high school counselor about dual credit agreements with other institutions.

International **high school** transcripts **MUST** be evaluated and submitted to the Admissions Office **prior** to submitting the Practical Nursing packet.

RCSJ Students

Applicants who have taken courses at RCSJ will submit an **unofficial RCSJ transcript** in their packet. The RCSJ transcript is the only transcript allowed to be unofficial. Students may place an

official copy of their RCSJ transcript in the packet if desired; however, it is not required, and any additional fees incurred for the transcript are the sole responsibility of the student.

Transfer Students

It is the student's responsibility to ensure that course work from other colleges submitted in the packet for selective admissions ranking purposes is acceptable prior to submitting the packet. Transfer students should have previous course work evaluated for transfer credit **prior** to submitting the packet. Students who would like their course work evaluated prior to their packet submission must submit official transcripts from each college to the Admissions Office.

International Transcripts

Transcripts from other countries must be translated into English and evaluated before they can be included in the packet. Students must request a general evaluation of their high school transcript, and a course-by-course evaluation of their college/university transcript(s). The transcript(s) must be evaluated by one of the following organizations:

NACES (naces.org) **IEEES, Inc. (edevals.com)** **FCSA (foreigncredentials.org)**

WE (wes.org) **SpanTran (spantran.com/web)**

More information is available on the Cumberland Campus International Student website:

<https://www.rcsj.edu/International-site/Cumberland-site>

Contact the Admissions Office if you have any concerns or questions regarding transcripts.

Excelsior College Testing

Applicants who have taken acceptable college-level Anatomy and Physiology I and II courses with a grade of C+ or higher from a regionally accredited school **prior to 2018**, have the option of meeting those requirements by taking the Excelsior College Examination.

The exam administered through the Excelsior College will demonstrate the applicant's competency in the subject. Students who have not taken an acceptable Anatomy and Physiology I and II cannot use this Excelsior Exam to satisfy those course requirements.

The exam will generate a transcript through Excelsior College and an official physical copy must be included in the packet at the time of submission. Applicants who wish to use the Excelsior College exam to update their science courses must receive a letter grade of "B" or higher on the exam.

Rowan College of South Jersey accepts credits for the following exams through Excelsior College for the Practical Nursing Program:

- **Human Anatomy & Physiology (BIOX210):** credit for both BI 106 and BI 107 at the Cumberland Campus

All registration information is available through the Excelsior College website:

<http://www.excelsior.edu/exams/choose-your-exam>

Costs for the exam, preparatory materials, and transcript request are the sole responsibility of the applicant. Applicants with questions about Excelsior may contact N. MiSun Phillips, Ed. D., Director III, Admissions and Recruitment, Selective Admissions at 856-200-4670 or

Science Course Transfer Policy

An Anatomy and Physiology I course successfully completed from a regionally accredited institution and in a **face-to-face or hybrid format will be accepted as a transfer course**. Acceptable course work not taken at RCSJ must have equivalent content, lecture, credit hours, face-to-face lab hours and provide a letter grade. **Applicants who are submitting grades from other colleges/universities to meet program requirements for admission ranking using Anatomy and Physiology I are required to provide verification of the instruction method used to deliver the course (i.e., Face to face, hybrid, online, etc.).**

Online instruction is NOT acceptable for Anatomy and Physiology I taken prior to spring 2020

Please follow the guidance below if your Anatomy and Physiology course was taken spring 2020 to present:

- RCSJ Students: Anatomy and Physiology I with an online delivery method (either 100% online or Live Online formats) is **acceptable for selective admission program requirements** and do **not** require additional verification of instruction method.
- Transfer Students: The following must be included in the packet:
- Documentation from the course professor on how their identity was verified in the course must be included in addition to the course syllabus and schedule.

Verification of Instruction Method

For admission ranking purposes, the following is **required** as verification of instruction method for an Anatomy and Physiology I course taken at another institution.

Note: Science courses taken at RCSJ do not require verification of instruction method. This only applies to Anatomy and Physiology I taken another college/university. You must include the following:

- Course Schedule: The course schedule must include the student's name, the semester and location of the course taken, course title and course number.
- Statement of Instructor Verified Identity: **Only required for A&P courses taken spring 2020 to present at another institution**. Students will need to submit a statement from their instructor detailing how their identity was verified in the online course. Sciences taken at RCSJ do not require this form. A standard form is available in this packet.
- Course Syllabus: (Only required if course was taken in a state other than New Jersey. The syllabus must include the semester and year course taken, course title and section number. This needs to match the information on the course schedule.

It is the student's responsibility to obtain this information and provide it in the packet. It is **HIGHLY** recommended the applicant confirm that the information obtained is acceptable prior to submitting packet. Failure to include this information could result in an incomplete packet, and your packet will not be considered for admission.

For general information and questions regarding the Science Course Transfer Policy, refer to Administrative Procedure Policy 8112 or call 856-681-6273.

NJ Transfer can assist you by providing course equivalencies for courses taken at a New Jersey College. Visit the NJ Transfer website at njtransfer.org

General Education Courses, GPA and Letter Grades

General Education Courses

An applicant may enroll in general education courses at the College prior to acceptance into the Practical Nursing Program. Applicants may use the College Level Examination Program (CLEP) to meet general education course work requirements if the total score is equal to or greater than the ACE Recommended Credit-Granting Score. For more information and arrangements to take a CLEP subject exam, please contact the RCSJ Testing Center at 856-415-2268 (Gloucester) or 856-200-4648 (Cumberland).

A student who has no previous experience with healthcare terminology may consider taking one of the courses offered at the College to increase their competency in this area, such as Medical Terminology.

A student who has limited or no computer experience should consider taking one of the computer courses offered at the College. The course(s) will provide you with knowledge of Microsoft Office Professional for Windows and experience with the internet.

Math skills, including algebraic equations, are essential to success in the Nursing Program. Student interested in taking additional math courses to improve their skills should consult with their academic advisor for course suggestions.

Please visit <https://cc-selfservice.rcsj.edu/Student/Courses/> to view available courses.

GPA Requirements

A cumulative grade point average of at least 2.5 is required for consideration for admission in the Practical Nursing Program. Verification of the student's cumulative GPA must be documented by submitting an official transcript from the current/last school of attendance. **Please be aware that the RCSJ student's cumulative GPA must be 2.5 or higher to start the Practical Nursing Program.** If the student's cumulative RCSJ GPA does not meet the requirement of at the time of application, please contact your academic advisor or advisement@cc.rcsj.edu for options.

Letter Grade

Some colleges do not operate on the plus or minus grading scale. Students transferring coursework from a college that does not use a plus or minus grading scale will need to earn a letter grade of "B" or higher for coursework in the Practical Nursing Program that requires a minimum grade of "C+". This also applies to students who will use Excelsior College to update the content of their expired Anatomy and Physiology course(s).

PN Selective Admission Ranking Criteria

IMPORTANT!

All applicants are ranked objectively based on the criteria below. Applicants are required to submit minimum qualifying scores in ALL areas to be considered eligible. **Meeting or exceeding minimum requirements does NOT guarantee acceptance.**

PN Selective Admission Ranking Criteria

Requirement One: 33%	Health Science Reasoning Test-Associate Degree (HSRT-AD) Exam Minimum Composite Score: 72
	Previous TEAS scores not accepted . No rounding of scores accepted Score from only one attempt may be submitted for admission.
Requirement Two: 33.33%	Science Course(s) Must be taken from 2018-present
	Final grade received must be equivalent to a C+ or higher The highest completed science grade of C+ or higher submitted will be considered for admission ranking Applicants will choose one of the following science options for admission consideration:
	A. General Lab Biology and General Lab Chemistry High School: 1 year each OR College Level: 1 semester each
	OR
	B. Anatomy and Physiology I with Lab <i>(Online course instruction prior to spring 2020 is not acceptable)</i> College level, face to face or hybrid format equivalent to RCSJ's BIO 105/BI 106 Provide verification of instruction method with copy of course schedule and instructor verification If course was taken out of State, a course syllabus with course title, section number, and year taken is also required. <i>(Verification of instruction NOT required if taken at RCSJ)</i>
Requirement Three: 33.34%	Cumulative GPA Minimum Cumulative GPA: 2.50
	Verified from official transcript from school the applicant currently attends or most recently attended at time of application No Rounding of GPA accepted GPA will be calculated to the hundredth digit High school seniors will use their weighted GPA, if available.

PN Packet Submission Documents

Packet Deadline

Practical Nursing Program Cumberland Campus Deadline: February 1, 2023 by 5: 00 p.m.

All Admission Decisions Sent: Approximately March 1, 2023

To confirm acceptance, a \$100 non-refundable tuition deposit and evidence of a complete criminal history background check (CHBC) and urine drug screen will be due within two weeks after the notification date. The offer of acceptance will be rescinded if the deposit, CHBC and urine drug screen are not received by the due date.

How to Submit Your Complete Packet

Submit the complete packet in a large manilla envelope. Complete means the nursing packet contains *all required documents listed on the checklist* and all general and selective admission requirements have been satisfied. If the requirements are not met, your packet will be incomplete and not considered for acceptance.

On Campus Submission

The Office of Admissions - Cumberland
Attn: Selective Admissions
Student Name & RCSJ Cumberland ID#
Cumberland Practical Nursing

Mailing

The Office of Admissions - Cumberland
Attn: Selective Admissions - PN
3322 College Drive
Vineland, NJ 08360

Complete packets submitted in person or by mail must be received in the Admissions Office on the Cumberland Campus by 5:00 p.m. on February 1, 2023. Complete Practical Nursing Packets may be submitted from January 2, 2023 – February 1, 2023. Once submitted, new documentation may **NOT** be added to the packets. Remember to allocate sufficient time to gather all documentation. Packets will not be reviewed by RCSJ staff for completion prior to submission.

Complete Practical Nursing Packets **MUST** include **ALL** the following:

1. 2023 RCSJ – Cumberland Practical Nursing Packet Checklist
2. 2023 Practical Nursing Application
3. RCSJ Placement Test/Admission Status form (signed by RCSJ Cumberland Admissions Office)
4. HSRT-AD Test score (Obtain official score report in sealed envelope from the Testing Center at the campus where you tested)
5. Information Session Proof of Attendance (email sent 1-2 business days after session)
6. Official transcript in a sealed envelope from the high school (*if applicable*)
7. Official transcripts from ALL colleges/universities attended (**RCSJ transcript can be unofficial**)
8. Verification of Instruction Method for A&P I with course schedule **and** syllabus (*if applicable - not required for RCSJ lab science courses*)
9. Verification of GPA of at least 2.5 from last school of attendance (official transcript)

2023 RCSJ – Cumberland Practical Nursing Packet Checklist

Last Name _____ First Name _____ ID # _____

Please check each box as you complete the corresponding requirement. All documents must be enclosed in your packet and submitted to the RCSJ Admissions Office at the Cumberland Campus by **February 1, 2023**

- Submitted General RCSJ – Cumberland College Application
- 2023 Cumberland Practical Nursing Application
- RCSJ Placement Test/Admission Status Form signed by applicant *and* RCSJ Admissions Staff

HSRT Score Report (*Official score report in sealed envelope from the RCSJ Testing Center where test was taken*)

Date of HSRT Test _____ Campus HSRT Test was taken: Gloucester Cumberland

A **minimum** score of 72 % required

NOTE: If your HSRT score is BELOW the minimum, your packet will be incomplete and not considered for admission.

2023 PN Information Session Proof of Attendance Date of attendance _____

Official High School Transcript in sealed envelope (*if applicable*)

Verification of Instruction Method for Anatomy and Physiology I (*if applicable*)

College Transcripts: List **ALL** colleges attended including RCSJ and include official transcript for each. Verification of college attendance will be made through the National Clearing House and/or NSLDS

**RCSJ Transcript can be unofficial.*

(1) _____ (4) _____

(2) _____ (5) _____

(3) _____ (6) _____

Cumulative GPA Verification (*2.5 or higher from school last attend/currently attending*):

Name of last school attended: _____ GPA: _____

(*Information will be verified with official transcript submitted for packet*)

I Acknowledge, if an offer of acceptance is made, omission of a transcript from any college attended is grounds for rescinding the offer. *Applicant's Initials* _____

2023 RCSJ – Cumberland Practical Nursing Packet Checklist – Cont.

Last Name _____ First Name _____ ID # _____

**Choose ONE science option below to use for admission ranking. If more than one box is completed below, the final grade of C+ or higher will be used for admission ranking
Mid-Term Grades are not accepted.**

OPTION 1	Lab Biology		Lab Chemistry	
	<i>Equiv. to BIO 101, BIO 102, BIO 107, or HS Biology taken from 2018-present. C+ or higher final grade</i>		<i>Equiv. to CHM 111, CHM 112, CHM 107, or HS Chemistry taken from 2018-present. C+ or higher final grade.</i>	
	Course Name:		Course Name:	
	School/College:		School/College:	
	Semester/Year Taken:		Semester/Year Taken:	
	Final Letter Grade:		Final Letter Grade:	
<input type="checkbox"/> If high school sciences, official transcript must be included in packet.			<input type="checkbox"/> If high school sciences, official transcript must be included in packet.	
OR				
OPTION 2	Anatomy & Physiology I			
	<i>College level only/equivalent to BIO 105/BI 106. Taken from 2018-present. C+ or higher final grade. Online instruction not acceptable at another college/university before spring 2020.</i>			
	Course Name:			
	School/College:			
	Semester/Year Taken:		Final Letter Grade:	
	Taken at RCSJ?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If taken at RCSJ, verification of instruction method is <u>not</u> required in packet.		If taken at another college/university, verification of instruction method is required in packet.	
	Verification of Instruction Method for Science Transfer Credit			
<input type="checkbox"/> Course Syllabus (<i>If from out of State school</i>).		<input type="checkbox"/> Proof of Registration		
<input type="checkbox"/> Statement of Faculty Verified Identity Form (required if taken online form spring 2020-present)				
OR				
OPTION 3	Anatomy & Physiology II			
	<i>College level only/equivalent to BIO 105/BI 106. Taken from 2018-present. C+ or higher final grade. Online instruction not acceptable at another college before spring 2020.</i>			
	Course Name:			
	School/College:			
	Semester/Year Taken:		Final Letter Grade:	
	Taken at RCSJ?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If taken at RCSJ, verification of instruction method is <u>not</u> required in packet.		If taken at another college/university, verification of instruction method is required in packet.	
	Verification of Instruction Method for Science Transfer Credit			
<input type="checkbox"/> Course Syllabus (<i>If college level course is from out of State school</i>).		<input type="checkbox"/> Proof of Registration		
<input type="checkbox"/> Statement of Faculty Verified Identity Form (Required if taken online form spring 2020-present; The instructor also verifies instruction method).				

2023 RCSJ – Cumberland Practical Nursing Packet Checklist – Cont.

I understand that I am solely responsible for the content of this packet. I also certify that I have read, understand, and meet the admission requirements and that this packet is complete. I further understand that once I submit this packet to the RCSJ Admissions Office, I will not be permitted to submit additional documentation.

I certify that all documents and information provided by me are true, accurate and complete. Any misleading or false information may result in actions including, but not limited to, discipline, dismissal, or denial of application to all selective admissions programs. In addition, I realize my acceptance may be revoked if I engage in behavior that questions my honesty, integrity, maturity, or ethical character.

The Buckley Amendment (Privacy Act) requires the student's permission before transferable college courses may be added to the student's academic record. If accepted into the Practical Nursing Program, permission is granted to transfer any applicable courses and change major by signing below.

Signature of Applicant _____ **Date** _____

2023 RCSJ - Cumberland Practical Nursing Application

This application is submitted only after you have completed the general admissions process as described in this packet. Include this application as part of your completed packet.

Please type or print clearly.

Legal Last Name _____ Maiden Name (if applicable) _____

First Name _____ Middle Initial _____ RCSJ ID _____

Address _____

City _____ State _____ ZIP Code _____ County _____

Home Phone: (____) _____ Date of Birth ____/____/____

Work Phone: (____) _____ Sex: Male Female

Cell Phone: (____) _____

RCSJ Email Address _____

Note: Communication regarding your admission status will be communicated ONLY through your RCSJ - Cumberland Student Gmail account.

Are you **currently** or have you previously enrolled in classes at Rowan College of South Jersey? Yes No

If yes, check campus: Gloucester Cumberland Dates Attended ____/____/____

Have you applied to the Rowan College of South Jersey PN Program within the last 3 years? Yes No

Please list below all high schools, vocational/technical schools and colleges/universities attended:

Name of Institution:	Address:	Dates Attended:	Degree Received:
High School	City/State	Month/Year	
Vocational/Technical School	City/State	Month/Year	
College/University	City/State	Month/Year	
College/University	City/State	Month/Year	

Equal Opportunity

The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity for all employees and students without discrimination based on certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership, or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV-related illnesses. For questions concerning discrimination, contact Almarie J. Jones, Special Assistant to the President, Diversity and Equity, Title IX and Compliance at 856-415-2154 or ajones@rcsj.edu. For disability issues, contact Carol Weinhardt, Director, Department of Special Services, ADAAA/504 Officer at 856-415-2265 or cweinhar@rcsj.edu

RCSJ – PN Placement Test/Admission Status Form

This form is used to verify the applicant has satisfied general admission requirements for the designated campus and must be signed **BEFORE** placing in the packet.

Please follow these steps to complete this form:

1. Complete the Applicant Section and submit to the Admissions Office on the Cumberland Campus **PRIOR** to submitting the packet. Applicants can submit their forms in person or through email: admissions@cc.rcsj.edu
2. RCSJ Admissions will complete their section, sign form, and return to student.
3. Only **after** an Admissions Representative signs this form will it be considered complete and ready to be enclosed in the packet.

NOTE: It is highly recommended that applicants submit this form to the Admissions Office well in advance of turning in the packet to ensure sufficient time for processing.

Applicant Section

Name _____ RCSJ ID _____

I am an applicant for the Rowan College of South Jersey 2023 Selective Admissions Practical Nursing Program.

I hereby request the Admissions Office to verify my admission status and RCSJ Placement Test status.

I acknowledge this form will be considered complete and ready to be enclosed in the packet only after it is signed by the applicant *and* an RCSJ Admissions Representative.

Signature of Applicant _____ Date _____

RCSJ Admissions Office Section

1. **General Application:** This applicant has a completed general admissions application to the Cumberland Campus. Yes Active Program: _____ No Needs to apply

2. **High School Completion Credentials:** This applicant has satisfied the **general admission** requirement by providing the following document:

___ Preliminary high school transcript (send final copy after graduation) ___ GED
___ Official high school transcript ___ Home school transcript

3. **RCSJ Placement Test Status:** This applicant satisfied the RCSJ placement test **or** received a testing exemption in the following areas (Note: all three must be satisfied to submit a packet)

Reading	Writing	Math
Placement Test? <input type="checkbox"/> Yes <input type="checkbox"/> No	Placement Test? <input type="checkbox"/> Yes <input type="checkbox"/> No	Placement Test? <input type="checkbox"/> Yes <input type="checkbox"/> No
RCSJ Course _____	RCSJ Course _____	RCSJ Course _____
Transfer Course _____	Transfer Course _____	Transfer Course _____

This applicant is **not eligible** to apply to the program due to the following outstanding admission requirement(s): _____

Signature of RCSJ Admissions Representative

Date

PN Statement of Faculty Verified Identity

RCSJ Nursing and Health Professions programs will transfer in an Anatomy & Physiology I course that has been completed successfully from a regionally accredited institution and in a **face-to-face or hybrid format**. Acceptable coursework not taken at RCSJ must have equivalent content, lecture, credit hours, **face-to-face** lab hours and provide a letter grade.

An online institution is NOT acceptable for Anatomy and Physiology I course taken **prior to spring 2020**.

Please follow the guidance below if your Anatomy course was taken in spring 2020 to present:

- RCSJ Students: Anatomy I course with an online delivery method (either 100% online or LiveOnline formats) are **acceptable for selective admission program requirements** and do **not** require additional verification of instruction method.
- Transfer Students: Student will need to use this form to provide documentation, from the professor regarding how their identity was verified in the courses in addition to their coursesyllabus and schedule.

For each science course taken **at an outside institution since spring 2020**, please have this form completed by the instructor of the course. Signed statements must be included in the packet as part of the verification of instruction method. RCSJ science courses do **not** require completion of this form.

Applicant Name: _____ RCSJ ID# _____

Course Code and Title: _____
(Example: BIO 105 Anatomy & Physiology)

Semester Taken: _____

Instruction Method Face to face (on campus) Hybrid (on campus & online) Online (Traditional/Asynchronous)*

Institution: _____

Instructor Name (*Please print*): _____

***This course was taken by the applicant in an online format at the institution and during the semester listed above.**

I verify it was the above-named applicant who completed their course assignments using one or more of the following methods (*Check all that apply*):

All course communication took place through the institution's learning management system(Blackboard, Canvas, Sakai, etc.) or through college provided email address.

Applicant submitted photos of lab assignments done at home.

Exams were monitored using proctored browser (*Proctor U, Respondus, etc.*).

Cameras were required to be on during virtual class time.

Other (*Please explain*): _____

Instructor Signature: _____ Date: _____