

20



25

Physical Therapist Assistant

Portfolio

1400 Tanyard Road, Sewell, NJ 08080 | RCSJ.edu

Portfolio Deadline

Portfolios Will Be Accepted: September 3, 2024 – November 1, 2024

Portfolio Deadline: Friday, November 1, 2024 at 5 p.m.

All Admissions Decisions Sent on or about: Friday, November 22, 2024

All admissions decisions will be sent to the **student's RCSJ Gloucester email address**. Applicants should ensure they have access to this email account **prior** to submission of portfolio. **All admissions decisions are final.**

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 The offer of acceptance will be rescinded if the deposit, CHBC and urine drug screen are not received by the due date.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 Portfolio

All applicants to the Physical Therapist Assistant program must review the 2025 Physical Therapist Assistant admissions handbook **before** completing the Portfolio. The Admissions Handbook contains all current policies and procedures for submitting a complete portfolio.

Complete PTA portfolios may be submitted at any time from September 3, 2024 through November 1, 2024 at 5 p.m.

Complete portfolios can be submitted either in-person at the Gloucester Campus admissions office or by mail.

Electronic submissions of portfolios are not accepted.

Once submitted, the portfolio is a final document and property of the College. Students cannot add, edit, or remove documentation from their portfolio after submission. Portfolios will not be reviewed by RCSJ Staff for completion prior to submission.

Compile all required documentation and secure in a large manila envelope. Do not use file folders, binders, folders with sheet protectors, or mailing envelopes. Your portfolio should be able to be sealed with all documents inside. Manila envelopes can be found at most stationery stores, wholesale retailers (ex. Walmart or Target), and post offices.

**Write the following on the front
of the manila envelope:**

- Student's Name
- RCSJ Student ID number
- 2025 PTA Portfolio
- Gloucester Campus

**If mailing your portfolio,
please use the address below:**

Rowan College South Jersey
Admissions Office
ATTN: Selective Admissions Portfolio
1400 Tanyard Road, Sewell, NJ 08080

Please allow extra time for mailed portfolios to be received!

Applicants should contact Selective Admissions at Gloucester Campus with any questions on whether a document needs to be included **prior** to submission of their PTA portfolio.

2025 Physical Therapist Assistant Portfolio Checklist

Complete the following sections and include each document in your large manila envelope. Check each box as you include the document. The order of the portfolio should match the order of the checklist. **Do not** staple, paper clip, or binder clip pages together. Please type or print clearly. **Use blue or black ink if handwriting application.**

Part I: Required Forms:

All forms must be completed and signed (where necessary) by the applicant before submission.

- ☐ 2025 Portfolio Checklist
- ☐ 2025 Physical Therapist Assistant Application
- ☐ General Admission Completion Form – signed by both admissions and applicant
- ☐ 2025 Physical Therapist Assistant Portfolio Submission Agreement
- ☐ 2025 Physical Therapist Assistant Information Session Proof of Attendance
Date Attended: _____
- ☐ 2025 Physical Therapist Assistant Admissions Ranking Scoresheet
- ☐ Observation Hours Form (Must include a business card or letter on company letterhead for each PT/PTA observed)

Part II: Required Transcripts and Score Reports:

- ☐ Official HESI a2 Exam Score Report
Must be in sealed envelope from Testing Center. Unofficial scores printed by the student are NOT acceptable.
- ☐ Unofficial RCSJ Transcript
Print directly from your RCSJ student portal.
 - ☐ N/A – I have never generated an academic record/taken a class at RCSJ. No transcript included.
- ☐ Official College Transcripts
Write the name of each college where you generated an academic record and include an official transcript for each. Do not include RCSJ on this list.
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
- ☐ Official High School Transcript
Print directly from your RCSJ student portal.
 - ☐ N/A – My high school transcript is on file with the admissions office AND I am using college level lab science(s) and algebra course for admission ranking. No high school transcript included.
- ☐ Verification of Instruction Method Form, provided for:
 - ☐ Anatomy & Physiology I
 - ☐ Anatomy & Physiology II
 - ☐ Both A&PI and A&PII are from RCSJ – Verification of Instruction Method Form not included
 - ☐ I have not taken college level Anatomy I and Anatomy II that are equivalent to RCSJ courses – Verification of Instruction Method Form not included

2025 Physical Therapist Assistant Application

*This application is **not** the same as your general admissions application.
Please type or print clearly. Use **blue or black ink** if handwriting application.*

Applicant Information:

RCSJ Student ID # _____

Legal Last Name: _____ First Name: _____

Maiden Name (if applicable): _____ Middle Initial: _____

Date of Birth: ____/____/____ Sex: ☐ Male ☐ Female

RCSJ Email Address: _____

Address: _____

City: _____ State: _____ ZIP Code: _____ County: _____

Primary Phone Number: (____) _____ ☐ Cell Phone ☐ Home Phone ☐ Work Phone
☐ Can leave a message/text ☐ Don't leave a message/text

Alternate Phone Number: (____) _____ ☐ Cell Phone ☐ Home Phone ☐ Work Phone
☐ Can leave a message/text ☐ Don't leave a message/text

Education Information:

*Please list below all high schools, vocational/technical schools, and colleges/universities attended, **including RCSJ**.
This section needs to match the information on the portfolio checklist **and** in the student's current RCSJ file.*

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	
College/University	City/State	Month/Year	
College/University	City/State	Month/Year	
College/University	City/State	Month/Year	
College/University	City/State	Month/Year	

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 on the basis of 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-Gloucester Campus, Associate Vice President, Diversity and Equity, Title IX and Compliance at 856-415-2154 or ajones@rcsj.edu; Nathaniel Alridge Jr., J.D., Cumberland Campus, Director, Diversity and Equity, Title IX, and Judicial Affairs at 856-498-9948 or nalridge@rcsj.edu. For disabilities, contact Carol Weinhardt-Gloucester Campus, Director Department of Special Services, ADA/504 Officer at 856-415-2247 or cweinhar@rcsj.edu, Meredith Vicente-Cumberland Campus, Senior Director, Accessibility and Support Services 856-200-4688 or mvicent1@rcsj.edu.

RCSJ General Admission Completion Form

Directions:

1. Complete information requested in the Student Section (name, ID number, signature, and date.)
2. Request an Admissions Office Staff Member to review your form in either of the following ways:
 - a. In-person at Gloucester Campus admissions office window. *No appointment necessary!*
 - b. Scan the form and send it via email: *SelectiveAdmissions@rcsj.edu*
3. Admissions Office Staff will review, sign, and note successful completion with a colorful checkmark across the form.
4. Include completed form with checkmark in portfolio. **Requests made after the November 1, 2024 deadline will not be honored.**

Student Section:

Student Name: _____ RCSJ Student ID #: _____

I am submitting a portfolio for the **2025 Physical Therapist Assistant Program** at the Gloucester Campus.

I request the Admissions Office to verify my general admission application (including application, high school completion credentials, and college level placement in reading, writing, and math) is complete.

I acknowledge that only **after** an Admissions Office Staff Member signs this form it will be ready to be enclosed in the portfolio.

My signature acknowledges that I, the applicant to the program named above, am solely responsible for ensuring I meet the general admission requirements **before** submitting a portfolio.

Student Signature: _____ Date: _____

RCSJ Admissions Office Section: **DO NOT COMPLETE – For Admissions Office Staff ONLY**

1. **General Application:** This applicant has a completed general admissions application to the campus designated in Applicant Section.

☐ Yes ☐ No

2. **High School Completion Credentials:**

- ☐ Preliminary high school transcript (*send final copy after graduation*)
- ☐ Official high school transcript
- ☐ Home school transcript
- ☐ GED
- ☐ Applicant is missing high school completion credentials.

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 portfolio*):

Reading

Writing

Math

☐ Yes: _____

☐ Yes: _____

☐ Yes: _____

☐ No: _____

☐ No: _____

☐ No: _____

Admissions Office Staff Member: _____ Date: _____

Portfolio Submission Agreement

Please read the following statements carefully

- ☐ I reviewed the PTA Admission Handbook posted on the Selective Admissions website before completing my portfolio. I understand the contents of the document and adhere to all regulations, policies, and procedures contained within. I acknowledge and understand I am solely responsible for following the policies and procedures for the Selective Admissions process.
- ☐ I understand admission to the PTA program is not guaranteed, even if I meet or exceed all admissions ranking requirements.
- ☐ 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 admission programs. In addition, I realize my acceptance may be revoked if I engage in behavior that questions my honesty, integrity, maturity or ethical character.
- ☐ I further understand that once I submit this portfolio to the RCSJ Admissions Office, it is a final document and property of the College. I understand failure to include any required documentation will result in an incomplete portfolio and I will be ineligible for admission to the 2025 PTA Program. This includes omission of any college transcript.
- ☐ The Buckley Amendment (Privacy Act) requires student permission before transferable college courses may be added to the student's academic record. I grant permission to the College to transfer any applicable courses and change my major course of study, should I be accepted to the program.
- ☐ I understand I am solely responsible for the contents and completion of this portfolio. My signature below confirms I understand and agree to the statements above.

Print Name: _____

Signature: _____

RCSJ Student ID Number: _____ Date: _____

2025 Physical Therapist Assistant Admission Ranking Scoresheet

30% – HESI a2 Exam – Academic Sections

Include official score report from the Testing Center where you took the exam in your portfolio. Applicants must meet minimum required score in ALL areas to be considered eligible. Applicants may only use one attempt for the admissions requirement – do not mix and match your best scores from multiple attempts at the exam.

Date of Exam: _____ Campus: ☐ Gloucester ☐ Cumberland

Academic Section	Applicant Score	Minimum Requirement
Anatomy & Physiology		70.00%
Vocabulary & General Knowledge		80.00%
Grammar		80.00%
Math		80.00%
Reading Comprehension		80.00%

10% – HESI a2 Exam – Critical Thinking Section

Section	Applicant Score	Minimum Requirement
Critical Thinking		700 Overall

50% – Lab Science Requirement

Choose **one** science option below to use for admission ranking. Must be taken from 2020-present, with a final letter grade of a “C+” or higher. All letter grades will be verified on the official transcripts included in the portfolio.

☐ **Option I: Anatomy & Physiology I**

College level only, equivalent to BIO 105 (Gloucester).

A&P courses taken at another college require Verification of Instruction Method form in the portfolio.

Course Name: _____ School/College: _____

Semester/Year Taken (ex: Fall 2023): _____ Final Letter Grade: _____

☐ **Option II: Anatomy & Physiology II**

College level only, equivalent to BIO 106 (Gloucester).

A&P courses taken at another college require Verification of Instruction Method form in the portfolio..

Course Name: _____ School/College: _____

Semester/Year Taken (ex: Fall 2023): _____ Final Letter Grade: _____

10% – College Geometry Requirement

Must be equivalent to MAT 115, with a final letter grade of a “C+” or higher. All letter grades will be verified on the official transcripts included in the portfolio.

☐ **Option I: College Geometry**

College level only, equivalent to MAT 115 (Gloucester). No mid-term grades accepted

Course Name: _____ School/College: _____

Semester/Year Taken (ex: Fall 2023): _____ Final Letter Grade: _____

Non-Ranking Academic Requirements

These requirements do not contribute to overall admissions ranking for the PTA program but are required to make a complete portfolio.

Required Pre-Requisite Courses

Please complete the following form below to indicate completion of required prerequisite courses for the PTA Program. Final grades will be verified through inclusion of transcripts in the portfolio.

Required Prerequisite Course	Course Code (ex. ENG 101)	Course Name (ex. English Composition I)	College Name (where you completed the course)	Semester and Year Taken (ex. Spring 2024)	Final Letter Grade
English Composition I ("C" or better)					
Anatomy & Physiology I ("C+" or better)					
College Geometry ("C+" or better)					

Other Required General Education Courses

These courses can be in-progress at time of portfolio submission but MUST be complete with a final grade by the end of the Fall 2024 semester.

Required Course	Course Code (ex. ENG 101)	Course Name (ex. English Composition I)	College Name (where you completed the course)	Semester and Year Taken (ex. Spring 2023)	In Progress? (Yes or No)	Final Letter Grade (If in -progress, write "IP")
English Composition II						
Anatomy & Physiology II						
General Psychology						

Cumulative GPA Verification

Must be a 2.30 or higher from school of current/most recent attendance. NO ROUNDING accepted. GPA is calculated to the hundredth digit.

Cumulative GPA: _____

College of current or most recent attendance: _____

2025 RCSJ PTA Observation Documentation

2025 PTA Observation Documentation Form

Name of Applicant: _____ Student ID#: _____

Date	Start Time	End Time	# of Hours	Name of the Facility	Location (City, State)	Telephone Number	Inpatient or Outpatient?	Signature of Supervising PT or PTA and license #
Example 04/01/23	8:00 a.m.	12:00 a.m.	4	Physical Therapy, INC.	Anytown, NJ	(123) 456-7890	Outpatient	Signature License: 1234567890
								Signature: _____ License #: _____
								Signature: _____ License #: _____
								Signature: _____ License #: _____
								Signature: _____ License #: _____
								Signature: _____ License #: _____
								Signature: _____ License #: _____
								Signature: _____ License #: _____
								Signature: _____ License #: _____
								Signature: _____ License #: _____

_____ Total Hours Completed _____ Total Sites Visited

I certify that the hours listed above were fulfilled by me. I understand that the PTA Admission Committee may verify this document for authenticity and I realize that falsification of information will result in my application to the PTA Program being withdrawn for consideration.

Applicant Signature: _____ **Date:** _____

REMINDER: Attach a business card or note on company letterhead for each PT/PTA you observed. Failure to attach a business card may result in unverifiable observation hours and an incomplete portfolio.

Verification of Instruction Method Form

RCSJ or High School Science Courses – Do Not Include in Portfolio

Nursing and Health Professions programs will only accept, in transfer, Anatomy and Physiology I and II courses that have been completed successfully from a regionally accredited institution. **Acceptable coursework not taken at RCSJ must have equivalent content, lecture, credit hours, face-to-face lab hours** and provide a letter grade.

Applicants taking Anatomy & Physiology I and/or Anatomy & Physiology II at another college must provide documents for Verification of Instruction Method in their portfolio for applicable courses at time of portfolio submission.

For each DMS science course (Anatomy & Physiology I and/or Anatomy & Physiology II) taken **at another college** please have this form completed by the instructor of the course or college registrar. Signed statements must be included in the portfolio, **even if the course is currently in-progress at time of portfolio submission.**

Student Section:

Student Name: _____ RCSJ Student ID #: _____

Course Code and Title: _____
(Example: BIO 105, Anatomy & Physiology I) ☐ Syllabus Included (if taken at an out-of-state college)

Name of Institution: _____ Semester Taken: _____

Instructor Name: _____

Instructor/Registrar Section – to be completed by course instructor, department representative, or college registrar ONLY:

Class Format: ☐ Online ☐ Hybrid ☐ Standard Lecture/Lab Format

If hybrid or standard lecture/lab format, please note class meeting times:

Lecture Days: ☐ M ☐ T ☐ W ☐ R ☐ F ☐ Remote Lecture

Lab Days: ☐ M ☐ T ☐ W ☐ R ☐ F ☐ Remote Lab

If course was online or hybrid, please complete the statement below:

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 (ProctorU, Respondus, etc.)
- ☐ Cameras were required to be on during virtual class time
- ☐ Other: _____

Instructor or Registrar Signature: _____ Date: _____