The Physical Therapist Assistant Program is for students who wish to work in a healthcare profession as a licensed Physical Therapist Assistant.

- This packet is exclusive for applicants seeking admission into the Spring 2020 PTA Program Cohort
- Application Deadline: **Friday, November 1, 2019**
- Science and Math courses MUST be taken from 2015 to present
- Science course transfer policy (see page 19)
  
  Online science course instruction is not acceptable

- HESI Admission Assessment Exam—test preparation review courses offered through the office of Workforce and Professional Development Institute
- Applicants must be 18 years of age as of September 1, 2019

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

Thank you for your interest in the Physical Therapist Assistant Program at Rowan College of South Jersey. Upon completion of all the requirements in this CAPTE accredited program, you will have earned an Associate in Applied Science Degree in Physical Therapist Assistant with the skills required to perform the duties of a Physical Therapist Assistant.

Graduates from this program are eligible to take the National Physical Therapy Examination for Physical Therapist Assistants which is recognized by the New Jersey State Board of Physical Therapy Examiners. This agency governs the practice of physical therapy in the state of NJ and issues the appropriate licenses to Physical Therapists and Physical Therapist Assistants.

Carefully read the material contained in the Physical Therapist Assistant Admissions Packet as it provides the requirements for submitting a complete portfolio which will be used to rank students during the program’s selective admissions process.

Since it is imperative that you understand the duties and responsibilities of a physical therapist assistant, or PTA, applicants are required to complete a minimum number of observation hours as designated in the packet. These are opportunities for you to become exposed to and familiar with the physical therapy profession.

Attendance at one of the information sessions, with dates listed in the packet, is another admissions requirement. Faculty will be available to you during this period to answer additional questions regarding the profession or other program requirements.

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

Sincerely,

Dr. LaVonne Couch, PT

LaVonne Couch, PT, DPT, EdD, CSCS
NJ Lic. 40QA00694000
Program Director/Instructor, Physical Therapist Assistant Program

The Physical Therapist Assistant Program at Rowan College of South Jersey is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: capteonline.org. If needing to contact the program directly, please call 856-415-2188 or email lcouch@rcsj.edu.
Table of Contents

1. Review the Following Information Carefully ................................................................. 2
2. CAPTE Accreditation Status .......................................................................................... 2
3. State Board of PT Examiners Requirements ............................................................... 3
4. Physical Therapist Assistant Program Standards ....................................................... 4
5. Health Requirements .................................................................................................... 5
6. Curriculum (Graduation Control Sheet) ....................................................................... 6
7. Physical Therapist Assistant (PTA) Course Descriptions ........................................... 7, 8, 9, 10
8. Application Process ....................................................................................................... 11
9. Selective Admission Requirements ............................................................................. 12, 13
10. Information Sessions ..................................................................................................... 14
11. General Education Courses ......................................................................................... 14
12. Testing Information:
   - HESI Admission Assessment Exam Criteria ............................................................ 15
   - HESI Admission Assessment Exam Registration and Test Dates ............................. 16
   - HESI Admission Assessment Exam Test Preparation and Study Guide .................. 17
   - RCSJ Placement Test ................................................................................................. 17
   - Excelsior .................................................................................................................... 17
13. GPA Verification ........................................................................................................... 17
14. Transcripts .................................................................................................................... 18
15. Science Course Transfer Policy (Proof of Delivery Method) ...................................... 19
16. Portfolio Deadline ....................................................................................................... 20
17. How to Submit a “Complete” Portfolio ....................................................................... 20
18. PTA Portfolio Checklist ............................................................................................... 21, 22
19. PTA Application .......................................................................................................... 23
20. RCSJ Placement Test/Admission Status Form ............................................................ 24
21. PTA Applicant Observation Documentation Form ..................................................... 25

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 but should not be considered a contract between the College and the student.
Review the Following Information CAREFULLY

The information in this packet is effective for applicants planning to enter the:

Physical Therapist Assistant Program beginning in January 2020

**Deadline** for submitting portfolios — **Friday, November 1, 2019**
**Notifications** mailed on or about — **Monday, November 25, 2019**

**IMPORTANT**

The College is not responsible for any applicant who does not follow the instructions provided in this packet. **Responsibility for correctly completing the PTA application process lies with the applicant. Failure to do so will result in an incomplete portfolio.**

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

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

Applicants may contact RCSJ at 856-415-2209 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 2020 PTA 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 Physical Therapist Assistant Program

The Physical Therapist Assistant Program at Rowan College of South Jersey is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: capteonline.org. If needing to contact the program directly, please call 856-415-2188 or email lcouch@rcsj.edu.

The field of physical therapy is regulated by the State Board of Physical Therapy Examiners
124 Halsey Street, 6th Floor, P.O. Box 45014
Newark, NJ 07101
http://www.njconsumeraffairs.gov/pt/
973-504-6455

The Middle States Commission on Higher Education’s (MSCHE) Standards for Accreditation and Requirements of Affiliation consist of seven standards and fifteen requirements of affiliation. Accreditation is a formal expression of confidence in an institution's performance in meeting both the Standards for Accreditation and the Requirements of Affiliation. Rowan College of South Jersey is accredited by the Middle States Commission on Higher Education, 3624 Market Street, 2nd Floor West, Philadelphia, PA 19104. Telephone: (267) 284-5000; E-mail: info@msche.org.
Applicants to the Physical Therapist Assistant program are advised that the State Board of Physical Therapy Examiners regulates the practice of physical therapy in New Jersey and licenses physical therapists and assistants in the state. Applicants wishing to practice in a state other than New Jersey must meet the requirements set forth by the state board in the state where the person is seeking licensure or certification. All physical therapist assistant graduates must take and pass the National Physical Therapy Examination for Physical Therapist Assistants (NPTE for PTAs) to be considered for licensure or certification.

The New Jersey State Board of Physical Therapy Examiners (the Board) Statute N.J.S.A. 45:9-37.34b states, "To be eligible for licensure as a physical therapist assistant, an applicant shall:
   a. Possess at least an Associate in Arts degree from an accredited college or university;
   b. Have completed a two-year Physical Therapist Assistant program at an accredited college or university which has been approved by the board;
   c. Have experience satisfactory to the board in accordance with regulations of the board;
   d. Have successfully completed a written examination approved by the board;
   e. Be at least 18 years of age;
   f. Be of good moral character; and
   g. Meet such other requirements as may be established by the board by regulation. L.2003,c.18,s.21."


The State Board of PT Examiners requires information for licensure as a Licensed Physical Therapist Assistant in New Jersey:
1. Graduation from an CAPTE accredited two-year Physical Therapist Assistant Program
2. Criminal History Background Check clearance
3. Status of child support
4. Status of student loans
5. Citizenship/Immigration status
6. Passing the NPTE for PTA
7. Status of all professional licensures or certifications in any state or jurisdiction
8. Completed application and fees including medical conditions section
9. Pass the Jurisprudence Assessment Module for New Jersey administered by the Federation of State Boards of PT from fsbpt.org


The State Board of Physical Therapy Examiners is located at 124 Halsey Street, 6th Floor, Newark, NJ. The mailing address is P.O. Box 45014, Newark, NJ 07101.

For complete information, contact: The Board: njconsumeraffairs.gov/pt/

NJ Application for Licensure: njconsumeraffairs.gov/pt/Pages/applications.aspx

Additional information on all State Boards of Physical Therapy is available through the Federation of State Boards of Physical Therapy website: fsbpt.org on the Free Resources tab, under Licensing Authorities Contact Information.

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

Complaints may be addressed to the State Board of PT Examiners and FSBPT at their respective address.
PTA Program Standards

A minimum grade of “C+” is required in both BIO courses and the MAT 115 course, and a minimum grade of “C” is required in all other courses. A minimum grade of 76% is required in all PTA designated courses, and in order to progress through the PTA program, students must maintain a cumulative GPA of 2.00 or higher [as per the current institutional grading scale.]

PTA students must meet all pre-requisite, co-requisite, and grade requirements for each college course listed in the PTA program of study in order to advance through the program. General education course pre-requisites 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 PTA 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 PTA program. Pre-requisite and co-requisite requirements for program coursework can be viewed by selecting the course descriptions link from the PTA program webpage.

Competency skill testing will be conducted throughout the program. Students must demonstrate the ability to competently complete, in the time allotted, all steps of a task in order to progress to take any practical exam. Further, students must pass all required practical examinations in order to achieve a passing score in that course, thus allowing them to progress within the program and/or onto a clinical experience.

- One outcome of the PTA 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 recommended that students have access to a computer with an optical drive and USB controller, and Internet access (Note: AOL is NOT compatible with many of the applications). Computers are available to students on the RCSJ campus.
- PTA students are required to meet specific health standards. PTA applicants are notified of physical examination, titers, immunizations, influenza vaccines, Mantoux screening (PPD) upon acceptance to the program. Health requirements are based on the recommendations of the Center for Disease (CDC) requirements for healthcare providers. Failure to submit a completed health packet will result in forfeiting the acceptance offer. Clinical agencies reserve the right to require additional health screenings. Students are responsible for health screening costs.
- PTA students must maintain current CPR certification while in the PTA program. The level of CPR is Basic Life Support (BLS) for the Healthcare Professional and is ONLY acceptable through the American Heart Association. The RCSJ Workforce and Professional Development Institute offers CPR courses. Contact 856-415-2217 for more information.
- 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 PTA program, students must complete the CHBC and the urine drug screen. Students are responsible to pay all fees associated with the CHBC.
- CHBC results are sent to the clinical agencies which have sole discretion to determine whether the student may engage in patient care at the agency.
- If a student is denied the opportunity to participate in the clinical agency as a result of CHBC findings, the student will be dismissed from the PTA program and referred to Student Services to explore other career options.
Health Requirements

Students who are accepted into the Physical Therapist Assistant program will be required to complete a health packet. The packet consists of medical clearance from a licensed health care provider. The clearance will attest that the provider is stating 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 judgment 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.

Essential Functions for a PTA Student

Students are expected to be able to perform the following list of essential functions while in the PTA program, with or without reasonable accommodations. The PTA program fully supports the provision of reasonable accommodations to students with special needs in order to achieve program goals. These accommodations will be coordinated through a cooperative effort with the Department of Special Services which may be contacted at 845-415-2265.

The physical demands placed on the PTA student during program learning require that a participant has the ability to:

1. Sit or stand for long periods of time, up to 7 hours per day, and safely move immobile patients.
2. Bend, stoop and lift to deliver safe patient care which includes being able to lift, carry, pull, twist and guide weights up to and including 100 pounds.
3. Move with adequate agility and speed and possess the coordination, balance and strength for guarding to ensure patient safety.
4. Use visual, auditory, and tactile senses to observe patients and collect and interpret data as demonstrated by:
   a. Sufficient hearing to communicate with patients, the healthcare team and to monitor medical equipment pertaining to patient care.
   b. Sufficient eyesight to observe patients in low lighting, read medical records, perform computer tasks and manipulate medical equipment.
5. Read and interpret equipment dials, patient charts, professional literature and notes from patients, physicians, and other health professionals.
6. Perform sufficient bilateral finger movement to manipulate, operate and monitor various types of electrical and mechanical therapeutic equipment and apply these safely and effectively to the patient/client.
7. Communicate effectively in English, in a timely manner, in verbal and written (including electronic) formats with faculty, peers, patients, families and other health professionals.
8. Legibly record/document patient care notes and communications in standard medical charts in hospital/clinical settings in a timely manner and consistent with the acceptable norms of clinical settings.
9. Recognize and respond appropriately to individuals of all ages, genders, and races, and from all socio-economic, religious and cultural backgrounds.
10. Demonstrate the physical and emotional capacity to work a 40-hour week while in the clinical setting.
11. Behave in an ethically sound, competent, compassionate and professional manner in the classroom and in the clinic.
12. Demonstrate satisfactory cognitive and emotional functioning to ensure patient safety, and exercise independent judgment and discretion in performing assigned responsibilities.
## Curriculum

Rowan College of South Jersey Division of Nursing and Allied Health Graduation Control Sheet

**Physical Therapist Assistant Program**  
Associate in Applied Science (A.A.S.) – Career

This is a selective-admission, day time professional program designed to prepare the Physical Therapist Assistant, or PTA, to provide interventions and components of therapeutic measurement under the direction and supervision of a licensed physical therapist. Upon graduation from the PTA program, students will be eligible to take the National Physical Therapy Examination for Physical Therapist Assistants to determine competence for licensure application, and thus will be able to work in a variety of patient care settings.

### FIRST YEAR —

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 115 College Geometry</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>6</strong></td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall — 7-Week</strong></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td>BIO 105 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td><strong>Fall — 7-Week</strong></td>
<td><strong>1</strong></td>
</tr>
<tr>
<td>BIO 106 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td><strong>18</strong></td>
</tr>
<tr>
<td>PTA 101 Intro to Physical Therapist Assisting</td>
<td>1</td>
</tr>
<tr>
<td>PTA 102 Kinesiology and Measurement of the Musculoskeletal System</td>
<td>6</td>
</tr>
<tr>
<td>HPE 106 Health and Wellness Promotion in PT</td>
<td>1</td>
</tr>
<tr>
<td><strong>SECOND YEAR —</strong></td>
<td><strong>26</strong></td>
</tr>
<tr>
<td><strong>Summer Semester</strong></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td>PTA 105 Pathophysiology for the PTA</td>
<td>2</td>
</tr>
<tr>
<td>PTA 107 Essential Skills for the PTA I: Patient Care</td>
<td>4</td>
</tr>
<tr>
<td>PTA 210 Orthopedics for the PTA</td>
<td>1</td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td>PTA 207 Essential Skills II: Biophysical Agents</td>
<td>4</td>
</tr>
<tr>
<td>PTA 208 Mgmt of Neuro d/o Across the Lifespan</td>
<td>4</td>
</tr>
<tr>
<td>PTA 209 Clinical Experience I</td>
<td>2</td>
</tr>
<tr>
<td>PTA 216 Cardiovascular &amp; Pulmonary PT</td>
<td>2</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td><strong>19</strong></td>
</tr>
<tr>
<td>PTA 229 Clinical Experience II</td>
<td>6</td>
</tr>
<tr>
<td>PTA 239 Clinical Experience III</td>
<td>6</td>
</tr>
<tr>
<td>PTA 240 Seminar in PTA Professionalism</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL MINIMUM CREDITS:</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

Physical Therapist Assistant is a selective admission program. Students must be accepted to the program prior to registering for HPE106 or any PTA courses. Please contact the Enrollment Services Office for an admission packet.

Clinical agencies require criminal history background checks (CHBC) for all individuals engaged in patient care. All students must undergo a CHBC upon acceptance into the PTA Program. CHBC results are sent to the clinical agencies which 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 as a result of the findings of the CHBC, the student will be dismissed from the PTA Program.

A minimum grade of “C+” is required in all BIO and the MAT 115 courses, and a minimum grade of “C” is required in all other courses. A minimum grade of 76% is required in all PTA designated courses, and in order to progress through the PTA program, students must maintain a cumulative GPA of 2.00 or higher [as per the current institutional grading scale.]

Physical Therapist Assistant students must meet all pre-requisite, co-requisite, and grade requirements for each college course listed in the Physical Therapist Assistant program of study to advance through the Physical Therapist Assistant program. Course pre-requisites and co-requisites are specified in the RCSJ college catalog. Students who do not meet pre-requisite and co-requisite course requirements, and/or grade requirements will not be able to progress in the Physical Therapist Assistant program.

* Refer to the course description section of the college catalog for prerequisite and co-requisite course requirements.

** HPE 106 is only offered to students who are accepted into the PTA program.

** CONTROL SHEET EFFECTIVE WITH CLASSES ENTERING 1/2020**
Physical Therapist Assistant (PTA) Course Descriptions

Technological phase courses: These courses are open only to students who have been accepted into the PTA program. All technical courses must be passed with a grade of C or higher (percentage grade of 76% or higher.)

HPE 106 Health and Wellness Promotion in Physical Therapy
1 lecture, 0 lab, 0 clinical, 1 credit

This course will identify methods for physical therapy professionals to be effective change agents in the promotion of public health, prevention, and wellness initiatives. Effective communication strategies between health practitioners and patients will also be explored. Students will be expected to participate in a nutritional self-assessment, identify opportunities for participation in service learning activities, and develop a group wellness project.

Prerequisite(s): grade C or better in ENG 101
Co-requisite(s): PTA 101
Course Fee: None

PTA 101 Introduction to Physical Therapist Assisting
1 lecture, 0 lab, 0 clinical, 1 credit

This course will provide an introduction to the physical therapy profession, including a history of the American Physical Therapy Association; the role of the PTA as a member of the health care team; the PT/PTA relationship; physical therapy practice settings and specialties; as well as an introduction to physical therapy regulations, ethics, patient communication, patient health care records and documentation.

Prerequisite(s): grade of C or better in ENG 101
Co-requisite(s): HPE 106
Course Fee: Program Fee

PTA 102 Kinesiology and Measurement of the Musculoskeletal System
3 lecture, 7 lab, 0 clinical, 6 credits

Building upon Anatomy & Physiology I, this course will provide an in-depth study of the biomechanical principles and anatomical structures responsible for human movement; as well as the fundamentals and physiological effects of therapeutic exercise. Students will be expected to demonstrate in lab competency with palpation of anatomical landmarks; assessing anthropometric measurements, muscle strength, joint range of motion, posture, and gait; and performing common therapeutic exercises for strengthening, stretching, balance, and coordination. Documentation regarding data collection and treatment interventions will also be included.

Prerequisite(s): grade C+ or better in each of the following: BIO 105 and MAT 115
Pre- or co-requisite(s): PTA 101, BIO 106
Course Fee: I, R
PTA 105 Pathophysiology for the PTA  
2 lecture, 0 lab, 0 clinical, 2 credits  

The student is introduced to the medical and surgical conditions most frequently encountered in PT departments, with emphasis on the role of the PTA in the treatment of each. The basic inflammatory and healing processes and the principles of treatments to promote healing are covered. Students will become familiarized with the essential nature of diseases, and abnormalities of structure and function that are characteristic of diseases. Students will receive an introduction to pharmacology and to the systematic review of professional literature to research PT-related diagnoses.  
Prerequisite(s): with grade of C+ or better in: BIO 106  
Co-requisite(s): PTA 107, PTA 210  
Course Fee: None  

PTA 107 Essential Skills for the PTA I: Patient Care  
2 lecture, 6 lab, 0 clinical, 4 credits  

This course will introduce students to fundamental patient care skills and assessment techniques, including patient interviewing, vital signs, body mechanics, positioning, bed mobility, transfer techniques, gait training, aseptic techniques, basic wound care, and wheelchair management. During laboratory time, students will practice skills utilizing simulated patient care scenarios prior to being assessed through skill competency testing and practical examinations.  
Prerequisite(s): PTA 102  
Co-requisite(s): PTA 105  
Course Fee: I, R  

PTA 207 Essential Skills for the PTA II: Biophysical Agents  
2 lecture, 6 lab, 0 clinical, 4 credits  

This course is designed to prepare students for the safe and effective application of therapeutic modalities in physical therapy practice. Mechanisms of action, indications, contraindications, precautions, and parameters will be covered for the use of superficial and deep heat; cryotherapy, mechanical compression; electrotherapy; spinal traction; therapeutic massage; hydrotherapy; and light therapy. Lecture and laboratory activities will develop problem solving and critical thinking skills regarding the use of therapeutic modalities, and skills will be assessed to competence level.  
Prerequisite(s): PTA 102  
Co-requisite(s): PTA 208  
Course Fee: Program Fee, I, R
PTA 208 Management of Neurological Disorders Across the Lifespan
3 lecture, 3 lab, 0 clinical, 4 credits

This course will focus on the characteristics and treatment of pediatric and adult neurological disorders, as well as their impact on human motor development. Students will be taught the concepts of motor control and motor learning development, as well as the theory and practical application of treatment interventions utilized for the treatment of patients with neurological disorders. The focus will be on patient function including assessment instruments used to identify and document architectural barriers and the level of assistance needed for performance of activities of daily living. Skills learned in lab will be tested to a level of competence throughout the semester.

Prerequisite(s): PTA 105
Co-requisite(s): PTA 207
Course Fee: H, R

PTA 209 Clinical Experience I
0 lecture, 0 lab, 90 clinical, 2 credits

This is an integrated clinical affiliation used to introduce the Student Physical Therapist Assistant (SPTA) to the operational procedures of a clinical setting. The student will be immersed in patient-client interactions as well as the PT-PTA relationship, and will be expected to perform at the advanced beginner level for skills in data collection techniques and mobility training. The SPTA must maintain proficiency in all areas of patient safety.

Prerequisite(s): PTA 102, PTA 107, PTA 207 (Practical #1), PTA 210
Co-requisite(s): None
Course Fee: S

PTA 210 Orthopedics for the PTA
1 lecture, 1 lab, 0 clinical, 1 credit

This course builds upon the concepts introduced in PTA 102 Kinesiology and Measurement of the Musculoskeletal System, with a focus on common orthopedic injuries, disorders, and surgeries. PTA students will receive instruction on the phases of musculoskeletal tissue healing, treatment interventions, patient education, and therapeutic exercise progression within the plan of care developed by the supervising physical therapist.

Prerequisite(s): PTA 102
Co-requisite(s): PTA 105, PTA 107
Course Fee: None
PTA 216 Cardiovascular and Pulmonary PT
1 lecture, 2 lab, 0 clinical, 2 credits

This course will focus on assessment techniques and treatment interventions for cardiovascular and pulmonary pathologies, as well as assessment and treatment for patients with amputations. Knowledge and skills will be assessed through skill-competency testing, written examinations, and practical examinations.

Prerequisite(s): PTA 102, PTA 105
Co-requisite(s): None
Course Fee: G, R

PTA 229 Clinical Experience II
0 lecture, 0 lab, 270 clinical, 6 credits

Knowledge and skills learned in all PTA Program coursework will be integrated and applied to direct patient care during this 6 week full-time clinical education experience. In addition, students will complete five clinical conference hours online each week. By the conclusion of the experience, students will be expected to safely perform quality physical therapy care for routine patients with minimal supervision and guidance from the supervising physical therapist.

Prerequisite(s): PTA 207, PTA 208, PTA 210 and PTA 216
Co-requisite(s): PTA 240
Course Fee: S

PTA 239 Clinical Experience III
0 lecture, 0 lab, 270 clinical, 6 credits

Knowledge and skills learned in all PTA Program coursework will be integrated and applied to direct patient care during this 6 week full-time clinical education experience. In addition, students will complete five clinical conference hours online each week. By the conclusion of the experience, students will be expected to safely perform quality physical therapy care at the level of an entry level physical therapist assistant.

Prerequisite(s): PTA 229
Co-requisite(s): PTA 240
Course Fee: S

PTA 240 Seminar in PTA Professionalism
1 lecture, 0 lab, 0 clinical, 1 credit

This capstone course is designed to further develop the professional behaviors and expectations of an entry-level physical therapist assistant including exploration of topics related to ethics and jurisprudence. Assignments will include completing the steps necessary to apply for the National Physical Therapy Exam and for state licensure. Students will be expected to participate in the implementation of a community-based or volunteer service learning project.

Prerequisite(s): PTA 209
Co-requisite(s): PTA 229, PTA 239
Course Fee: Program Fee, T
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. In order to be considered for admission to the Physical Therapist Assistant Program, applicants must complete the first step for general admission to RCSJ. Once this is complete, the applicant may then proceed to the second step for selective admission to the PTA program. Be certain to distinguish between general admission and selective admission.

Both application processes must be completed correctly in order for the PTA application to be considered for acceptance. Failure to do so will result in an incomplete portfolio.

NOTE: Personal letters of recommendation and character references are not considered toward admissions.

**STEP 1**

**General Admission**

General Admission is the first step of application to the PTA program. This process will provide students with acceptance to the College, but not to the PTA program. If there are questions regarding application status or an application is needed, contact the Admissions Office at 856-415-2209.

1. Complete and submit a general admission application to the Admissions Office. Indicate on the application the intention to apply to the PTA program. The student will be designated as a Health Sciences student and that will identify them as a potential PTA applicant. Designation as a Health Sciences student does not guarantee nor imply special consideration for acceptance to the PTA 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 one of the following:
   - meet one of the exemption criteria
   - test above the remedial level in all areas
   - complete all required remediation

**STEP 2**

**Selective Admission**

Once having completed the general admission process, students are ready to begin the second step in the application process: submission of the PTA portfolio. Each PTA applicant is required to gather all documentation listed on the checklist and present it to the Admissions Office as a completed portfolio. Once submitted, new documentation may NOT be added to the portfolio.

The portfolio consists of:

1. **Portfolio Checklist** (pages 21, 22)

2. **PTA Application** (page 23)

3. **RCSJ Placement Test/Admission Status Form**
   (Signed by RCSJ Admissions) (page 24)

4. **HESI Admission Assessment Exam Test Scores**
   (MUST request from the Testing Center and be in a sealed envelope)

5. **2020 Information Session Attendance Slip**
   (Obtained at MANDATORY Information Session) (see page 14 for dates)

6. **Proof of Delivery Method** (If applicable)
   for A&P I and II (course schedule and syllabus) (see page 19)

7. **Official transcripts from ALL colleges**
   attended* including RCSJ (MUST obtain from each college and be in a sealed envelope) (see page 18)

8. **Verification of GPA** of at least 2.3 from last school of attendance (see page 17)

9. **PTA Applicant Observation Documentation**
   Form (page 25)

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

The below requirements are REQUIRED but are not a ranking factor toward acceptance:

- **Attend one Information Session**
- **Submit completed forms**
  - Portfolio Checklist (pp. 21, 22)
  - PTA Application (p. 23)
  - RCSJ Placement Test/Admission Status Form (p. 24)
- **Submit ALL official college transcripts** (in sealed envelopes obtained from school)
- **Verification of required course work** with final grades of C+ or higher for all science and math coursework, and C or higher for all other coursework
- **Verification of GPA** of at least 2.3 from last school of attendance
- **ALL current and former RCSJ students MUST submit an official RCSJ transcript**
- **Proof of delivery method** for Anatomy and Physiology I and II (schedule and syllabus)
- **PTA Applicant Observation Documentation Form** (25 hours total) (p. 25)
  - 10 hours of inpatient observation (hospital, subacute or acute rehab hospital)
  - 15 hours outpatient observation (hospital-based outpatient clinic, PT-owned facility, outpatient rehab office)
- **Transcript proof** of being currently enrolled in or having already taken:
  - A&P II w/ lab College level/equivalent to RCSJ’s BIO 106 with a C+ or better (MUST be taken from 2015 to present) (Provide course schedule and syllabus)
  - English Comp II College level/equivalent to RCSJ’s ENG 102 with a C or better
  - General Psychology College level/equivalent to RCSJ’s PSY 101 with a C or better

The below requirements MUST be complete with final grade at time of application:

- A&P I w/ lab College level/equivalent to RCSJ’s BIO 105 with a C+ or better (MUST be taken from 2015 to present) (Provide course schedule and syllabus)
- English Comp I College level/equivalent to RCSJ’s ENG 101 with a C or better
- College Geometry College level/equivalent to RCSJ’s MAT 115 ONLY with a C+ or better (MUST be taken from 2015 to present)

Acceptable coursework not taken at RCSJ must have equivalent content, lecture and face-to-face lab hours, credit hours, come from an accredited institution of higher education and provide a letter grade.

Applicants may still be considered for the PTA program if they have not completed BIO106 Anatomy & Physiology II, however applicants who have already received a final grade with a C+ or better in that course will be given ranking preference.

**NOTE:** All Selective Admission Requirements MUST be satisfied at the time of application in order to be considered for acceptance.
## Selective Admission Requirements — continued

<table>
<thead>
<tr>
<th>Value of % points toward Acceptance</th>
<th>Physical Therapist Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>HESI Admission Assessment Requirement</td>
</tr>
<tr>
<td></td>
<td>Academic Exams</td>
</tr>
<tr>
<td></td>
<td>NO ROUNDING OF SCORE ACCEPTED</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Minimum 70%</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology</td>
<td>Minimum 80%</td>
</tr>
<tr>
<td>Vocabulary &amp; General Knowledge</td>
<td>Minimum 80%</td>
</tr>
<tr>
<td>Reading Comprehension</td>
<td>Minimum 80%</td>
</tr>
<tr>
<td>Grammar</td>
<td>Minimum 80%</td>
</tr>
<tr>
<td>Math</td>
<td>Minimum 80%</td>
</tr>
</tbody>
</table>

| 10%                                 | Critical Thinking            |
|                                     | Critical Thinking Overall    | Minimum 700 |

| 50%                                 | SCIENCE Course Requirement*  |
|                                     | MUST be taken from 2015 to present |
| Anatomy and Physiology I with Lab   | MUST be final grade at time of application |
|                                      | College level, face-to-face format only/equivalent to RCSJ’s BIO 105 |
|                                      | Provide proof of delivery method - course schedule and course syllabus |
|                                      | Online course instruction is not acceptable (see page 19) |

| OR                                  | Anatomy and Physiology II with Lab |
|                                     | MUST be final grade at time of application |
|                                      | College level, face-to-face format only/equivalent to RCSJ’s BIO 106 |
|                                      | Provide proof of delivery method - course schedule and course syllabus |
|                                      | Online course instruction is not acceptable (see page 19) |

|                                       | Midterm grades not accepted. |
|                                       | Final grade received must be a grade of C+ or better. |
| The highest submitted final grade of C+ or better will be used for admission ranking. |

*Applicants may satisfy the science requirement by passing the **Excelsior** exam (see page 17)

| 10%                                 | MATH Course Requirement        |
|                                     | MUST be taken from 2015 to present |
| College Geometry                    | MUST be final grade at time of application |
|                                      | college level only/equivalent to RCSJ’s MAT 115 |

|                                       | Midterm grades not accepted. |
|                                       | Final grade received must be a grade of C+ or better. |
Information Sessions

Information Sessions are designed to explain in detail the two-step application process and give applicants an opportunity to ask questions. **Attendance is mandatory for all applicants** applying to the Physical Therapist Assistant Program before submitting their portfolios. Students are required to stay the entire length of the Information Session. Attendance slips will be given only to those who remain until the end of the Information Session. Students who leave early will NOT receive an attendance slip and will be required to attend a future Information Session. Please plan accordingly. Information attendance slips will be distributed at the conclusion of the session and must be included as part of the portfolio.

A representative from Student Services will explain the application process and required pre-requisites.

A representative from the PTA Program will explain the PTA program requirements.

Since new material is covered every year, it is necessary for students to attend an information session held for the year in which they are applying. Please allow 1.5 to 2 hours to attend the session chosen; reservations are NOT required.

The information sessions will be held in the Nursing and Allied Health Center (NAH) Room 1001 on the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 12, 2019</td>
<td>Friday</td>
<td>10:00 am</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>May 21, 2019</td>
<td>Tuesday</td>
<td>6:00 pm</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>June 13, 2019</td>
<td>Thursday</td>
<td>10:00 am</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>July 24, 2019</td>
<td>Wednesday</td>
<td>3:00 pm</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>August 8, 2019</td>
<td>Thursday</td>
<td>10:00 am</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>September 25, 2019</td>
<td>Wednesday</td>
<td>3:00 pm</td>
<td>NAH Room 1001</td>
</tr>
<tr>
<td>October 8, 2019</td>
<td>Tuesday</td>
<td>6:00 pm</td>
<td>NAH Room 1001</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTE:** Failure to attend a MANDATORY information session will result in an incomplete portfolio and will not be considered for acceptance.

Doors will be closed five minutes after the start of each session and late arrivals will not be admitted and will not receive an attendance slip.

In case of inclement weather, check the RCSJ website [RCSJ.edu](http://RCSJ.edu) for re-scheduling information.

General Education Courses

An applicant may enroll in general education courses at the College prior to acceptance into the PTA program. Applicants may use the College Level Examination Program (CLEP) to meet the general education course work requirement as long as the total score is equal to or greater than the ACE Recommended Credit-Grading Score. For more information and arrangements to take a CLEP subject exam please contact the RCSJ Testing Center at 856-415-2268.

A student who has no previous experience with health care terminology should consider taking the one-credit course ALH-110 Basic Medical Terminology. A three-credit course in Medical Terminology, ALH-102 is available to students who prefer more than the one-credit course offering.

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

Math skills, including geometric functions, are essential to succeed in the PTA program. Students who have limited math skills should contact an advisor for suggested courses.
# HESI Admission Assessment Exam Criteria

The HESI Admission Assessment exam is designed to assess a student’s academic and personal readiness for higher education in a health care field.

The HESI Admission Assessment exam consists of academic exams, a critical thinking exam and a personality profile that identifies the person’s learning style. The academic exams include chemistry, Anatomy and Physiology, vocabulary and general knowledge, reading comprehension, grammar and math skills.

To be considered for admission the following scores are required:

(NO ROUNDING OF SCORE ACCEPTED)

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>HESI Score Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>Minimum 70% or above</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology</td>
<td>Minimum 80% or above</td>
</tr>
<tr>
<td>Vocabulary &amp; General Knowledge</td>
<td>Minimum 80% or above</td>
</tr>
<tr>
<td>Reading Comprehension</td>
<td>Minimum 80% or above</td>
</tr>
<tr>
<td>Grammar</td>
<td>Minimum 80% or above</td>
</tr>
<tr>
<td>Math</td>
<td>Minimum 80% or above</td>
</tr>
<tr>
<td>Critical Thinking Overall</td>
<td>Minimum 700 or above</td>
</tr>
</tbody>
</table>

An official, sealed score report, to be used for the portfolio, must be obtained in the Testing Center.

- The HESI Admission Assessment exam may be taken an unlimited number of times per admission cycle.
- Test dates must be at least 60 days apart.
- Scores from only one exam will be accepted for admission requirement.
- ONLY the HESI Admission Assessment exam taken at RCSJ will be accepted for admission to the RCSJ PTA program.
- The HESI Admission Assessment exam is a computerized test. The maximum time allotted to complete the exam and personal profile is approximately five (5) hours.

**NOTE:** HESI scores submitted below the minimum required score will result in an incomplete portfolio and will not be considered for acceptance.

For additional information, contact the RCSJ Testing Center at 856-415-2268 or 856-681-6249.
HESI Admission Assessment Exam Registration

- The cost of the HESI Admission Assessment exam is $73 (fee subject to change).
- A fee of $15 will be charged for late registration or rescheduling of test date.
- Registration **must** be done **in person** at the Testing Center.
- There is a minimum of 60 days between tests.
- Seating is limited; plan accordingly.
- Pay particular attention to the registration deadlines.
- **Test dates often fill up before the late deadline.**

<table>
<thead>
<tr>
<th>HESI Test Dates</th>
<th>Regular Deadline ($73)</th>
<th>Late Deadline ($88)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, February 2, 2019</td>
<td>Friday, January 18, 2019</td>
<td>Friday, February 1, 2019</td>
</tr>
<tr>
<td>Thursday, February 7, 2019</td>
<td>Thursday, January 24, 2019</td>
<td>Wednesday, February 6, 2019</td>
</tr>
<tr>
<td>Wednesday, February 13, 2019</td>
<td>Wednesday, January 30, 2019</td>
<td>Tuesday, February 12, 2019</td>
</tr>
<tr>
<td>Friday, February 15, 2019</td>
<td>Friday, February 1, 2019</td>
<td>Thursday, February 14, 2019</td>
</tr>
<tr>
<td>Tuesday, February 19, 2019</td>
<td>Tuesday, February 5, 2019</td>
<td>Monday, February 18, 2019</td>
</tr>
<tr>
<td>Wednesday, February 20, 2019</td>
<td>Wednesday, February 6, 2019</td>
<td>Tuesday, February 19, 2019</td>
</tr>
<tr>
<td>Thursday, February 21, 2019</td>
<td>Thursday, February 7, 2019</td>
<td>Wednesday, February 20, 2019</td>
</tr>
<tr>
<td>Friday, February 22, 2019</td>
<td>Friday, February 8, 2019</td>
<td>Thursday, February 21, 2019</td>
</tr>
<tr>
<td>Monday, March 25, 2019</td>
<td>Monday, March 11, 2019</td>
<td>Wednesday, March 20, 2019</td>
</tr>
<tr>
<td>Friday, March 29, 2019</td>
<td>Friday, March 15, 2019</td>
<td>Thursday, March 28, 2019</td>
</tr>
<tr>
<td>Tuesday, April 9, 2019</td>
<td>Tuesday, March 26, 2019</td>
<td>Monday, April 8, 2019</td>
</tr>
<tr>
<td>Wednesday, April 17, 2019</td>
<td>Wednesday, April 3, 2019</td>
<td>Tuesday, April 16, 2019</td>
</tr>
<tr>
<td>Thursday, April 25, 2019</td>
<td>Thursday, April 11, 2019</td>
<td>Wednesday, April 24, 2019</td>
</tr>
<tr>
<td>Friday, May 24, 2019</td>
<td>Friday, May 10, 2019</td>
<td>Thursday, May 23, 2019</td>
</tr>
<tr>
<td>Wednesday, May 29, 2019</td>
<td>Wednesday, May 15, 2019</td>
<td>Tuesday, May 28, 2019</td>
</tr>
<tr>
<td>Monday, June 10, 2019</td>
<td>Friday, May 24, 2019</td>
<td>Thursday, June 6, 2019</td>
</tr>
<tr>
<td>Tuesday, June 18, 2019</td>
<td>Tuesday, June 4, 2019</td>
<td>Monday, June 17, 2019</td>
</tr>
<tr>
<td>Thursday, June 27, 2019</td>
<td>Thursday, June 13, 2019</td>
<td>Wednesday, June 26, 2019</td>
</tr>
<tr>
<td>Thursday, July 25, 2019</td>
<td>Thursday, July 11, 2019</td>
<td>Wednesday, July 24, 2019</td>
</tr>
<tr>
<td>Tuesday, July 30, 2019</td>
<td>Tuesday, July 16, 2019</td>
<td>Monday, July 29, 2019</td>
</tr>
<tr>
<td>Monday, August 12, 2019</td>
<td>Monday, July 29, 2019</td>
<td>Thursday, August 8, 2019</td>
</tr>
<tr>
<td>Tuesday, August 20, 2019</td>
<td>Tuesday, August 6, 2019</td>
<td>Monday, August 19, 2019</td>
</tr>
<tr>
<td>Wednesday, August 28, 2019</td>
<td>Wednesday, August 14, 2019</td>
<td>Tuesday, August 27, 2019</td>
</tr>
<tr>
<td>Monday, September 23, 2019</td>
<td>Monday, September 9, 2019</td>
<td>Friday, September 20, 2019</td>
</tr>
<tr>
<td>Monday, September 30 2019</td>
<td>Monday, September 16, 2019</td>
<td>Friday, September 27, 2019</td>
</tr>
<tr>
<td>Wednesday, October 2, 2019</td>
<td>Wednesday, September 18, 2019</td>
<td>Tuesday, October 1, 2019</td>
</tr>
<tr>
<td>Tuesday, October 15, 2019</td>
<td>Tuesday, October 1, 2019</td>
<td>Monday, October 14, 2019</td>
</tr>
<tr>
<td>Monday, October 28, 2019</td>
<td>Monday, October 14, 2019</td>
<td>Friday, October 25, 2019</td>
</tr>
</tbody>
</table>
Test Preparation for the HESI Admission Assessment Exam

This exam is used to evaluate candidates for admission into a competitive PTA program. Preparation for the HESI Admission Assessment exam is highly recommended. Rowan College of South Jersey is pleased to offer HESI Entrance Exam review courses to assist students with preparing for entrance into our PTA program. Enroll in one or more HESI review courses to improve the chances of passing.

- HESI Math Review
- HESI Chemistry Review
- HESI Reading Comprehension Review

For complete information regarding dates offered and cost, please contact the Workforce and Professional Development Institute at 856-415-2216.

Study Guide for the HESI Admission Assessment Exam

Preparation for the HESI Admission Assessment exam is highly recommended. The HESI Evolve Reach Admission Assessment Exam Review Study Guide is available in the RCSJ Bookstore for $44. The College Bookstore can be reached at 856-415-2249.

RCSJ Placement Test

Applicants to the PTA program must submit in their portfolio the RCSJ Placement Test/Admission Status Form (see page 24) enclosed in this packet. Both sections of this form must be completed before enclosing the form in your portfolio. 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 Procedure 8017, course work used for test exemption must be equivalent to a grade of “C” or better at RCSJ.

Questions regarding the RCSJ Placement Test or registering for the test, contact the RCSJ Testing Center at 856-415-2268.

Any questions about exemption from taking the RCSJ Placement Test or getting the RCSJ Placement Test/Admission Status Form signed, contact the Admissions Office at 856-415-2209.

Excelsior College Testing

Applicants who have taken an acceptable college level, 4-credit lab, Anatomy and Physiology I and II courses with a grade of C+ or better from a regionally accredited school prior to 2015, have the option of meeting those requirements by taking the Excelsior College Examinations. Applicants must receive a grade of B or better on the Excelsior Exam. For test center locations and additional information, contact the Excelsior College via email at testadmin@excelsior.edu or toll free at 888-647-2388.

GPA Verification

GPA Verification

A cumulative grade point average of at least 2.3 is required for consideration for admission into the program. Verification of the student’s cumulative GPA must be documented by submitting an official transcript from the last school of attendance.

Attention RCSJ Students: Please be aware that the RCSJ student’s cumulative GPA must be a 2.3 or higher to start the PTA program. At the time of application, if prior coursework prevents the student’s cumulative GPA at RCSJ from being a 2.3 or higher, please call 856-415-2197, press option 1.
Transcripts

Official transcripts from ALL colleges you attended that generated an academic record must be submitted in your portfolio.

Transcripts previously sent to RCSJ for the general admission file will not be added to the portfolio; therefore, students must resubmit all official transcripts in their portfolio.

All high school, college and/or vocational school transcripts, submitted in the portfolio must be official and sealed in an envelope. Transcripts not sealed in an envelope from the issuing institution or in an opened envelope are not considered official and will not be accepted. Please allow the issuing institution a minimum of four weeks for processing to ensure placement in portfolio.

Failure to include official transcripts from ALL colleges attended will result in an incomplete portfolio and it will not be considered for acceptance.

❖ RCSJ Students

ALL current and previous RCSJ students MUST submit an official RCSJ transcript in their portfolio. The RCSJ Admissions Office and Student Records Office are NOT responsible for placing RCSJ transcripts in students’ portfolios. It is the responsibility of the student to request his or her transcript in writing from the Student Records Office. There is no charge for the RCSJ transcript that is included in the portfolio. However, when requesting an RCSJ transcript, students must inform the staff that it is for the portfolio. Allow five working days to process the request. It is strongly recommended to request the RCSJ transcript once grades are posted. The deadline to request an RCSJ transcript is October 25, 2019. Requests made after this deadline will be charged a $5.00 fee.

❖ Transfer Students

It is the student’s responsibility to ensure that course work from other colleges, submitted in the portfolio for selective admission ranking purposes, is acceptable prior to submitting portfolio. Transfer students should have previous course work evaluated for transfer credit prior to submitting the portfolio. Students must submit official transcripts from each college to the Admissions Office and complete a Transfer of Credit Evaluation form. For more information, refer to the Transfer Credit Policy in the college catalog and on page 19 of this admission packet. Be aware that college level courses taken while in high school may have generated a college transcript.

❖ High School Transcripts

For general admission to RCSJ (STEP 1, page 8), submission of an official copy of the student’s high school transcript documenting high school graduation (or earned GED) is MANDATORY for all applicants. International high school transcripts MUST be evaluated and submitted to the Admissions Office.

❖ International Transcripts

Transcripts from other countries must be translated into English and evaluated before they can be included in the portfolio. Students must request a general evaluation of your high school transcript and a course-by-course evaluation of your college transcript(s). Your transcripts must be evaluated by either of the following organizations: NACES (naces.org), IEEES, Inc. (edevals.com), FCSA (foreigncredentials.org) or WES (wes.org).

If you have any concerns or questions regarding transcripts, contact the Admissions Office at 856-415-2209.
Science Course Transfer Policy

Nursing and Allied Health programs will only accept, in transfer, Anatomy and Physiology I and II courses that have 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.

Students who are submitting grades from other colleges to meet program requirements for admission ranking in Anatomy and Physiology (I or II) are required to provide proof of course(s) delivery method.

- Students who have taken Anatomy and Physiology I or II successfully online BEFORE August 1, 2017 will be required to demonstrate competency by enrolling and successfully completing competency testing through the RCSJ STEM Division. Students should seek the guidance of their advisor.

- Students who have taken Anatomy and Physiology I or II successfully online AFTER August 1, 2017 will not have the option to test out through competency testing. Students should seek the guidance of their advisor.

### Proof of Delivery Method

For admission ranking purposes, the following is **required** as proof of delivery method for Anatomy and Physiology I or II and **must be included in portfolio**:

- **Course Schedule**
  - The schedule MUST include the students name, the semester and year course taken, course title and section number.

  **AND**

- **Course Syllabus**
  - 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.

*NOTE: Science courses taken at RCSJ do not require proof of delivery method. This only applies to Anatomy and Physiology (I or II) and Microbiology courses taken at other colleges.*

It is the student’s responsibility to obtain this information and provide it in the portfolio. It is HIGHLY recommended to confirm with the Admissions Office that the information obtained is acceptable prior to submitting portfolio. Failure to include this information could result in an incomplete portfolio and your portfolio will not be considered for admission.

For more information or if you have any questions regarding this Science Course Transfer Policy, refer to Administrative Procedure 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](http://njtransfer.org)
PTA Program Deadline:
Notifications mailed on or about:

Friday, November 1, 2019
Monday, November 25, 2019

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 a “Complete” Portfolio

Submit the complete portfolio in a large manila envelope; do not staple or use paper clips. “Complete” means that the PTA portfolio contains all required documents listed on the checklist and all general and selective admission requirements have been satisfied. If these conditions are not fulfilled, your file will be incomplete and not considered for acceptance.

Write on the front of the envelope:
- Student’s Name
- RCSJ Student ID Number
- The program to which you are applying

If mailing portfolio use the below address:
Rowan College of South Jersey
Admissions Office
ATTN: Selective Admission Portfolio
1400 Tanyard Road
Sewell, NJ 08080

Complete Portfolios submitted in person or by mail must be received in the Admissions Office in the Student Services Building by 5 pm on Friday, November 1, 2019. Complete PTA portfolios may be submitted any time prior to the published deadline. Once submitted, new documentation may NOT be added to the portfolio. Remember to allocate sufficient time to gather all documentation.

COMPLETE PTA Portfolio MUST include ALL of the following:

1. Portfolio Checklist (pp. 21, 22)
2. Physical Therapist Assistant Application (p. 23)
3. RCSJ Placement Test/Admission Status Form (p. 24) (Signed by RCSJ Admissions)
4. HESI Admission Assessment Exam Test Score (Official score report in sealed envelope obtained from the Testing Center)
5. 2020 Information Session Attendance Slip (Original slip)
6. Official transcripts from ALL colleges attended*
7. Proof of Delivery Method for A&P I and II (If applicable) (course schedule and syllabus) (see page 19)
8. Verification of GPA of at least 2.3 from last school of attendance (Official transcript)
9. PTA Applicant Observation Documentation Form (p. 25)

*Note: If accepted into the program, applicable college credits will automatically be transferred.
RCSJ PTA Portfolio Checklist (page 1 of 2)

| Last Name __________________________ | First Name ___________________ | ID # __________________ |

Please check ☑ each box as the corresponding requirement is completed. All documents must be enclosed in the portfolio and submitted to the RCSJ Admissions Office by: **Friday, November 1, 2019**

☐ Physical Therapist Assistant Application

☐ RCSJ Placement Test/Admission Status Form Signed by applicant and RCSJ Admission Staff

☐ HESI Admission Assessment Exam Score Report ([official score report in sealed envelope from the Testing Center])

*NOTE:* If HESI scores are BELOW minimum, the portfolio will be incomplete and not considered for admission.

**Date of HESI Exam: __________________***

Fill in the score for each exam below:

- Chemistry (minimum 70%) __________
- Anatomy & Physiology (minimum 80%) __________
- Vocabulary & General Knowledge (minimum 80%) __________
- Reading Comprehension (minimum 80%) __________
- Grammar (minimum 80%) __________
- Math (minimum 80%) __________
- Critical Thinking Overall (minimum 700) __________

☐ 2020 Information Session Attendance Slip ([original only]) Date of attendance __________

☐ PTA Applicant Observation Documentation

☐ Proof of Delivery Method for Anatomy and Physiology I and II: **Course schedule and syllabus**

(not required for Anatomy and Physiology courses taken at RCSJ) (see page 19)

☐ 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.

(1)______________________________ (5)______________________________
(2)______________________________ (6)______________________________
(3)______________________________ (7)______________________________
(4)______________________________ (8)______________________________

☐ 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 __________**

☐ GPA Verification Include official transcript verifying cumulative grade point average of 2.3 or higher from last school of attendance.

Write name of last school attended __________________________ GPA ________

**PLEASE CONTINUE TO OTHER SIDE**
RCSJ PTA Portfolio Checklist — continued (page 2 of 2)

Complete the box below and sign at bottom.
The highest completed science grade of C+ or better submitted will be used for admission ranking.

<table>
<thead>
<tr>
<th>Required Course Work for Ranking MUST BE COMPLETE WITH FINAL GRADE</th>
<th>College</th>
<th>Semester</th>
<th>Year 2015–present</th>
<th>Final Grade C+ or better</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology I w/lab (C+ or better) college level only/2015 to present PROVIDE COURSE SCHEDULE AND SYLLABUS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy &amp; Physiology II w/lab (C+ or better) college level only/2015 to present PROVIDE COURSE SCHEDULE AND SYLLABUS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Geometry (C+ or better) college level only/2015 to present</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check the corresponding box (✔) to indicate complete or in-progress course work. In spaces provided indicate college, semester and year taken. Fill in final grade for completed course work.

<table>
<thead>
<tr>
<th>Required Courses check one box</th>
<th>College</th>
<th>Semester</th>
<th>Year</th>
<th>Final Grade if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology II w/lab (C+ or better) college level only/2015 to present PROVIDE COURSE SCHEDULE AND SYLLABUS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Complete ☐ In-Progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Comp II (C or better) college level only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Complete ☐ In-Progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Psychology (C or better) college level only</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Complete ☐ In-Progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I understand that I am solely responsible for the contents of this portfolio. I also certify that I have read, understand and meet the admission requirements and that this portfolio is complete. I further understand that once I submit this portfolio 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 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.

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

Signature of Applicant ___________________________ Date ________________

22 RCSJ.edu 2020 Physical Therapist Assistant
RCSJ Physical Therapist Assistant Application

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

Please type or print clearly.

<table>
<thead>
<tr>
<th>ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| Legal Last Name | Maiden Name (if applicable) | | | |
|------------------|----------------------------|----|---|
|                  |                            |    |   |

| First Name | Middle Initial | | | |
|------------|----------------|----|---|
|            |                |    |   |

| Address | | | |
|---------|----|---|
|         |    |   |

| City | State | ZIP Code | County | | | |
|------|-------|----------|--------|---|---|
|      |       |          |        |   |   |

<table>
<thead>
<tr>
<th>Home Phone:</th>
<th>Date of Birth</th>
<th>Sex:</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Phone:</th>
<th>Sex:</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Cell Phone: | | | |
|-------------|----|---|
|             |    |   |

| Email Address | | | |
|---------------|----|---|
|               |    |   |

Are you currently a student at Rowan College of South Jersey? □ No □ Yes

If no, have you ever attended Rowan College of South Jersey? □ No □ Yes, dates attended

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

<table>
<thead>
<tr>
<th>Name of Institution:</th>
<th>Address:</th>
<th>Dates Attended:</th>
<th>Degree Received:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 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 | | | |
|--------------------|------------|------------|---|---|
|                    |            |            |   |   |

Equal Opportunity

The Board of Trustees is committed to providing an educational and workplace environment free from unlawful harassment and discrimination. All forms of employment and educational discrimination and harassment based upon race, creed, color, national origin, age, ancestry, nationality, marital or domestic partner or civil union status, sex, pregnancy, gender identity or expression, disability, liability for military service, affectional, or sexual orientation, atypical cellular or blood trait, genetic information (including refusal to submit to genetic testing) are prohibited and will not be tolerated. For questions concerning discrimination contact Almarie J. Jones, Executive Director, Diversity and Equity, Affirmative Action/Title IX Officer at 856-415-2154 or ajones@rcsj.edu. For disability issues, contact Dennis M. Cook, Director, Department of Special Services, ADA/AA/504 Officer at 856-415-2265 or dcook@rcsj.edu.
RCSJ Placement Test/Admission Status Form

1. Applicant completes Applicant Section.
2. Applicant submits form to the Admissions Office for signature BEFORE placing in his/her portfolio.
3. RCSJ Admissions Representative completes their section, signs and returns form to applicant.
4. Only after an Admissions Representative signs this form will it be considered complete and ready to be enclosed in the portfolio.

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

Applicant Section:
Applicant Name_____________________________________________  ID #______________________
I am an applicant for the Rowan College of South Jersey 2020 Selective Admission Program
(please check one):
☐ LPN-RN Track
☐ Generic Nursing Program
☐ Diagnostic Medical Sonography
☐ Nuclear Medicine Technology
☐ Physical Therapist Assistant

I hereby request the Admissions Office to verify my admission status and RCSJ Placement Test status.
I acknowledge that only after an Admissions Representative signs this form will it be considered complete and ready to be enclosed in the portfolio.
Signature of Applicant ___________________________ Date ________________

RCSJ Admissions Office Section:
Admission Status
☐ This applicant has satisfied the general admission requirements by providing the following document:
   __ Official high school transcript
   __ Home school transcript
   __ GED

☐ This applicant has the following outstanding admission requirements and is not eligible to apply to the program:
__________________________________________________________________________________________

RCSJ Placement Test Status
☐ This applicant has satisfied the RCSJ Placement Test requirements

☐ This applicant has taken the RCSJ Placement Test but still has the following outstanding remedial requirements and is not eligible to apply to the program:
__________________________________________________________________________________________

Signature of RCSJ Admissions Representative ___________________________ Date ________________

2020 Physical Therapist Assistant

RCSJ.edu 24
2020 Physical Therapist Assistant Applicant Observation Documentation Form

Name of Applicant: __________________________________________

Rowan College of South Jersey requires that applicants complete a minimum of twenty-five (25) hours of observation in at least two different settings which provide Physical Therapy services. A minimum of ten (10) hours should be spent in an inpatient facility (hospital or skilled nursing facility) and the remaining fifteen (15) hours should be spent in observation of outpatient practices, in no more than three (3) different outpatient locations. **Observation credit should be given only for actual time spent observing patient care by a supervising clinician.** Individuals working as paid employees in a physical therapy department may not use their regular working hours to complete applicable portions of this requirement. Observation may be completed with a licensed Physical Therapist or licensed/certified Physical Therapist Assistant, and hours will be accepted only if signed by the supervising PTA or PT. These signatures must be legible. Properly documented observation hours will be accepted on forms from other educational institutions as long as there has been pre-approval by the Physical Therapist Assistant Program Director prior to submission of the applicant’s petition.

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th># of Hours</th>
<th>Name of the Facility</th>
<th>Location (City, State)</th>
<th>Telephone Number</th>
<th>Inpatient or Outpatient?</th>
<th>Signature of Supervising PT or PTA &amp; license #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_______ Total Days ________ Total Hours

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 ____________

PTA Observation Documentation Form  1/1/2019

The Physical Therapist Assistant Program at Rowan College of South Jersey is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: [capteonline.org](http://capteonline.org). If needing to contact the program directly, please call 856-415-2188 or email lcouch@rcsj.edu.

Rowan College of South Jersey, 1400 Tanyard Road, Sewell, NJ 08080 Phone: 856-468-5000 • Fax: 856-464-8463 • RCSJ.edu