

Certified Clinical Medical Assistant
Admission Packet — 2020



RCSJ.edu



1400 Tanyard Road, Sewell, NJ 08080

****CCMA****

2020

FACT SHEET

The Certified Clinical Medical Assistant Program is for students who wish to enter the health care field as a Medical Assistant.

- ❖ This packet is exclusive for applicants seeking admission into the Fall 2020 CCMA Program
- ❖ Application Deadline: **February 28, 2020**
- ❖ Science courses **MUST** be taken from 2015 to present
- ❖ Science course transfer policy (see page 14)
Online science course instruction is not acceptable for A&P I
- ❖ Applicants may only apply to **ONE** selective admission program per year
- ❖ Mandatory Orientation for the accepted Fall 2020
Tuesday, August 20, 2020 at 10:00am
Students **MUST** attend to maintain their seat in the program.
- ❖ Applicants must be 18 years of age as of the first day of the Spring 2021 semester
- ❖ Nursing/Health Professions Open House: **October 17, 2019**
4:30pm – 8:00pm in the Nursing and Allied Health Center

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



NURSING AND HEALTH PROFESSIONS

Dear Applicant:

Thank you for your interest in the Certified Clinical Medical Assistant (CCMA) program. Upon completion of the program, the student will have earned three nationally recognized certifications and 29 credits towards the Health Science degree at Rowan College of South Jersey.

The CCMA program is a selective admission program, where students will be ranked by the admission requirements of the program. Please pay close attention to the requirements in the packet to be considered in the rankings.

Part of the admission requirements to the CCMA program is to attend an information session. During the session, the program requirements are explained, and the applicants will have an opportunity to ask questions.

A medical assistant performs administrative and clinical tasks in physicians' offices, hospitals, and other healthcare facilities. Medical assistant duties vary with the location, specialty, and size of the practice.

Medical assisting is one of the nation's careers growing much faster than average for all occupations, according to the United States Bureau of Labor Statistics.

Sincerely,

Letitia Dorrall

Letitia Dorrall, CCMA MBA
CCMA Program Coordinator

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<p>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.</p>
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Review the Following Information CAREFULLY

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

Certified Clinical Medical Assistant Program beginning in September 2020

Deadline for submitting portfolios — Friday, February 28, 2020

Notifications mailed on or about — Monday, March 30, 2020

****IMPORTANT****

The College is not responsible for any applicant who does not follow the instructions printed in this packet. **Responsibility for correctly completing the CCMA 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 CCMA program.

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

CCMA Certifications

National Healthcareer Association

EKG Technician (CET)

As an EKG Technician you may perform some or all of the following tasks:

- ❖ Set up and administer EKGs (electrocardiograms) and stress tests
- ❖ Prepare patients for Holter or ambulatory monitoring
- ❖ Edit and deliver final test results to physicians for analysis
- ❖ Schedule appointments
- ❖ Transcribe physicians' interpretations

Phlebotomy Technician (CPT)

As a Phlebotomy Technician, you may perform some or all of the following tasks:

- ❖ Draw blood from patients and blood donors
- ❖ Evaluate patients' ability to withstand procedure
- ❖ Explain blood-drawing procedure to patients and answer questions
- ❖ Perform basic point of care testing, such as blood glucose levels
- ❖ Prepare blood, urine and other specimens for testing
- ❖ Verify patient/donor identity
- ❖ Maintain medical equipment such as needles, test tubes and blood vials

Medical Assistant (CCMA)

Common duties of a medical assistant include administrative and clinical tasks like:

- ❖ Checking patients in and out upon arrival and departure
- ❖ Answering phone calls and questions
- ❖ Assisting providers with exams and procedures
- ❖ Administering injections or medications
- ❖ Working in the electronic health record (EHR)
- ❖ Performing EKG, phlebotomy, and laboratory procedures
- ❖ Taking patient vital signs

CCMA Program Standards

Students must complete the CCMA program in one year from the start of the first CCMA course. Students who do not complete the program within one year must wait two years before reapplying to the CCMA program. A minimum grade of “C” is required in all courses in the CCMA program of study and maintain a cumulative GPA of 2.0 to remain in the CCMA program. Students must satisfactorily complete all CCMA first semester courses to progress to the second semester and successfully pass the certification exams to move onto clinical.

CCMA students must meet all pre-requisite, co-requisite, and grade requirements for each college course listed in the CCMA program of study in order to advance through the CCMA program. 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 CCMA 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 CCMA program.

- One outcome of the CCMA 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 internet. (Note: **AOL is NOT compatible** with many of the applications) Computers are available to students on the RCSJ campus.
- CCMA students are required to meet specific health standards. CCMA 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.
- 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 CCMA program, students must complete the CHBC and the urine drug screen by the due date of April 9, 2020. Students are responsible to pay all fees associated with the CHBC.
- CHBC results are sent to the clinical agencies who have sole discretion to determine whether the student may engage in patient care at the agency.
- 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 CCMA program and referred to Student Services to explore other career options.

Health Requirements

Students who are accepted into the CCMA 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.

Curriculum

Rowan College of South Jersey
Graduation Control Sheet

Certified Clinical Medical Assistant (CCMA)

The CCMA Program at RCSJ provides the requisite training for entry-level postsecondary medical assistant students through classroom, laboratory and supervised clinical instruction and practice. CCMA program graduates receive a Certificate upon completion of all program components. Students in good academic standing are eligible to take the national credentialing exam at the completion of all program requirements.

SEMESTER ONE				Credits
_____	CMA	101	Foundations in Medical Assisting	3
_____	CMA	107	Medical Assistants in Practice Lab I	1
_____	CMA	103	Structure of the Human Body I	2
_____	ALH	140	Biomedical Ethics	3
_____	NTR	101	Nutrition for Healthcare Providers	3
_____	HPE	105	Healthcare Provider Emergency Response with BLS Certification	1
Semester Total				13
SEMESTER TWO				
Part A: Ten Weeks				
_____	CMA	104	Structure of the Human Body II	2
_____	CMA	108	Medical Assistants in Practice Lab II	1
_____	CMA	110	Pharmacology in Medical Assisting	1
_____	CMA	114	Medical Assisting Front Office Proc	2
_____	CMA	118	Fundamentals of ECG/EKG	3
_____	CMA	125	Fundamentals of Phlebotomy	3
Part B: Five Weeks				
_____	CMA	120	ECG/EKG Clinical	1
_____	CMA	128	Phlebotomy Clinical	1
_____	CMA	131	CCMA Capstone Experience	2
Semester Total				16
Certificate Total:				29

CCMA is a selective admission program. Students must be accepted to the program prior to registering for any CMA courses. Please contact the Enrollment Services Office for an admission packet.

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

Students must satisfactorily complete all CCMA first semester courses to progress to the second semester and successfully pass the certification exams to move onto clinical. Students who do not meet pre-requisite and co-requisite course requirements, and/or grade requirements will not be able to progress in the CCMA program.

Students must complete the CCMA program in one year from the start of the first CCMA course. Students who do not complete the program within one year must wait two years before reapplying to the CCMA program. A minimum grade of "C" is required in all courses in the CCMA program of study and maintain a cumulative GPA of 2.0 to remain in the CCMA program.

CONTROL SHEET EFFECTIVE FOR STUDENTS ENTERING 9/2020

CCMA Course Descriptions

CMA 101: Foundations in Medical Assisting 3 credits

This course provides Certified Clinical Medical Assistant (CCMA) program students with an introduction to the profession of clinical medical assisting. The course explores the qualifications, duties, and the team role of the medical assistant in primary care settings. The course topics focus on healthcare industry professions, medical law and ethics of the profession, multidisciplinary teamwork, professionalism, personal and patient safety, and the importance of effective interpersonal communication skills.

CMA103: Structure and Function of the Human Body I..... 2 credit

This course introduces the medical assistant student to the fundamental structure of the human body. The medical terminology as it applies to each body system along with directional terms are integrated throughout course. Diagnostic procedures, disease and treatments related to the circulatory, lymphatic, integumentary, urinary, and immune systems are covered in this course.

CMA 104: Structure and Function of the Human Body II 2 credits

This course is continuation of Structure of the Human Body I. Students will build upon their understanding of the human body through the integration of terminology, diagnostic procedures, disease and treatments as they relate to endocrine, muscular, nervous, reproductive, and skeletal body systems. Basic medical terminology and legal terms used in the healthcare profession will also be discussed.

CMA 107: Medical Assistants in Practice Lab I 1 credit

This course presents fundamental knowledge and skills for the medical assistant. Components of the course include safety in the workplace, patient care skills including history intake, vital signs and professional communication.

CMA 108: Medical Assistants in Practice Lab II 1 credit

This course has CCMA Program students gain further skills and competencies that are required for practice. Emphasis is on total care of patient from rooming to discharging a patient in various healthcare environments.

CMA 110: Pharmacology in Medical Assisting 1 credit

This course provides a study of basic principles of pharmacology as it applies to the medical assistant. Pharmacologic principles and classifications, with attention to specific body systems and medication administration will be discussed. Applicable legal and ethical responsibilities, mathematical systems and dosage calculations as related to the role of the medical assistant will be integrated throughout the course. This course assists students in preparation for the national credentialing exams for entry-level medical assistants.

CCMA Course Descriptions

CMA 114: Medical Assisting Front Office Procedures.....2 credits

This course provides students with the knowledge and skills related to the medical office duties of the medical assistant. Course focuses procedures involved in creating and maintaining accurate medical documentation, especially with regards to patient records, procedural and diagnostic coding, insurance claim forms, and other healthcare documentation.

CMA118: Fundamentals of ECG/EKG3 credits

This course will provide students the necessary skills to accurately perform an ECG/EKG examination to assess various heart rhythms. The course includes information on anatomy and physiology of the heart, cardiac related disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function of performing ECG/EKG, proper use of ECG/EKG equipment, proper lead placement, and other clinical technician practices. This course assists students in preparation for the national credentialing exams for entry-level medical assistants [Certified EKG Technologist-CET].

CMA 120: ECG/EKG Clinical 1 credit

This course has CCMA Program students participate in a clinical learning experience at an affiliated learning location. Students will perform ECG/EKG examinations on actual patients in healthcare facilities.

CMA 125: Fundamentals of Phlebotomy3 credits

This course is designed to prepare students in fundamental aspects of phlebotomy training including collecting, transporting, handling and processing blood specimens for analysis while adhering to all aspects of quality control and infection control safety policies. This course assists students in preparation for the national credentialing exams for entry level medical assistants.

CMA 128: Phlebotomy Clinical 1 credit

This course has CCMA Program students participate in a clinical laboratory structured and supervised learning experience at an affiliated learning location. Students will perform blood draws on actual patients in healthcare facilities.

CMA 131: CCMA Capstone Experience.....2 credits

Policies, procedures and practice for the medical assistant will be implemented and evaluated in a clinical learning environment. At the conclusion of the course, the national examination for certification will be administered for those students who qualify.

Application Process

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 CCMA 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 CCMA program. Be certain to distinguish between general admission and selective admission.

Both application processes must be completed correctly in order for your CCMA 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 admission.

STEP 1

General Admission

General Admission is the first step of application to the CCMA program. This process will provide students with acceptance to the College, but not to the CCMA 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 CCMA program. The student will be designated as a Health Science student and that will identify them as a potential CCMA applicant. Designation as a Health Science student does not guarantee nor imply special consideration for acceptance to the CCMA 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 CCMA portfolio. Each CCMA 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 your portfolio.

The portfolio consists of:

1. **Portfolio Checklist** (pages 16,17)
2. **CCMA Application** (page 18)
3. **RCSJ Placement Test/Admission Status Form**
(Signed by RCSJ Admissions) (page 19)
4. **HP Critical Thinking Exam 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 10 for dates)
6. **Official transcript from high school**
(If applicable) (MUST obtain from high school and be in a sealed envelope) (see page 13)
7. **Proof of Delivery Method** (If applicable)
for A&P I or II (course schedule and syllabus)
(see page 14)
8. **Official transcripts from ALL colleges**
attended* including RCSJ (MUST obtain from each college and be in a sealed envelope)
(see page 13)
9. **Verification of GPA** of at least 2.0 from last school of attendance (see page 12)

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

Selective Admission Requirements

Value of % points toward Acceptance	Certified Clinical Medical Assistant Program
50%	Testing Requirement HP (Health Professional) Critical Thinking Minimum Score: 700 or above
50%	<p style="text-align: center;">SCIENCE Course Requirement * MUST be taken from 2015 to present</p> <p style="text-align: center;">Lab Biology high school — 1 year each or college — 1 semester each College level must be equivalent to RCSJ's BIO 107</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Anatomy and Physiology I with Lab 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 14)</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Anatomy and Physiology II with Lab 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 14)</p> <p style="text-align: center;">Final grade received must be equivalent to a C or better. The highest completed science grade of C or better submitted will be used for admission ranking *Applicants may satisfy the science requirement by passing the Excelsior exam (see page 12)</p>
	<p style="text-align: center;">English Course Requirement (see page 12)</p> <p>Applicants MUST have English Composition I completed prior to the start of the CCMA program. ENG 101 is a prerequisite to ALH 140 which is taken in the first semester of the program. The course needs to be college level and equivalent to RCSJ's ENG 101 with a grade of C or better.</p>
	<p style="text-align: center;"><i>Required but not a ranking factor:</i></p> <ul style="list-style-type: none"> ✓ Attend one Information Session ✓ Submit completed forms <ul style="list-style-type: none"> - Portfolio Checklist - CCMA Application - RCSJ Placement Test/Admission Status Form ✓ Submit ALL official transcripts (in sealed envelopes obtained from school) <ul style="list-style-type: none"> - Verification of required course work with FINAL grades of C or better - Verification of GPA of at least 2.0 from last school of attendance - ALL current and previous RCSJ students MUST submit official RCSJ transcript - Proof of delivery method for Anatomy and Physiology I or II (schedule and syllabus)

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 CCMA 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 CCMA Department will explain the CCMA program requirements.

Since new material is covered every year, it is necessary to attend an information session held for the year 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:

CCMA Program Information Sessions

October 17, 2019*	Thursday	3:30 pm	NAH Room 1001
November 14, 2019	Thursday	10 am	NAH Room 1001
December 12, 2019	Thursday	6 pm	NAH Room 1001
February 12, 2020	Wednesday	3 pm	NAH Room 1001

*This Information Session is being held during the Nursing/Allied Health Open House on October 17, 2019.

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*** for re-scheduling information.

General Education Courses

An applicant may enroll in general education courses at the College prior to acceptance into the CCMA 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 you with knowledge of Microsoft Office Professional for Windows and experience with the internet.

Math skills, including algebraic equations, are essential to succeed in the CCMA program. Students who have limited math skills should contact an advisor for suggested courses.

Testing Information

❖ HP (Health Professional) Critical Thinking Exam Criteria

The HP (Health Professional) Critical Thinking exam provides a current assessment of a student's ability to think critically in a variety of situations commonly encountered in healthcare settings.

To be considered for admission the following score is required:

Exam Name:

HP (Health Professional) Critical Thinking

Score Required:

Minimum **700** or above

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

- The HP Critical Thinking 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 HP Critical Thinking exam taken at RCSJ will be accepted for admission to the RCSJ CCMA program
- The HP Critical Thinking exam is an untimed, computerized test

NOTE: HP Critical Thinking 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.

❖ HP (Health Professional) Critical Thinking Exam Registration

- The exam is given at the RCSJ Testing Center
- Registration is online at www.rcsj.edu/testing
- Click on "Schedule an Appointment" and choose "CCMA Critical Thinking" to see available dates and times
- The cost of the exam is \$53 (fee subject to change)
Pay by card at the Testing Center on the day of the test
- Please bring a photo ID with you on the day of testing
- Seating is limited; plan accordingly

Testing Information — *continued*

❖ RCSJ Placement Test

Applicants to the CCMA program must submit in their portfolio the RCSJ Placement Test/Admission Status Form (see page 19) 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 or II course 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 Examination. For test center locations and additional information, contact the Excelsior College via email at testadmin@excelsior.edu or call toll free at 888-647-2388.

GPA Verification

❖ GPA Verification

A cumulative grade point average of at least 2.0 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 your last school of attendance.

Attention RCSJ Students: Please be aware that the RCSJ student’s cumulative GPA must be a 2.0 or higher to start the CCMA program. At the time of application, if prior coursework prevents the student’s cumulative GPA at RCSJ from being a 2.0 or higher, please call 856-415-2197 and press option 1.

English Course Requirement

❖ English Course Requirement

English Composition I (ENG 101) is the prerequisite for Biomedical Ethics (ALH 140). Biomedical Ethics (ALH 140) must be taken during the fall semester of the program. Therefore, ENG 101 **MUST** be completed prior to the start of the CCMA program.

Students who have taken English Composition I at another college are recommended to verify transferability of course prior to application. Transfer course must be equivalent to RCSJ’s ENG 101.

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 and 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 February 21, 2020. **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 15 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.

For selective admission to the CCMA program, **if** you are submitting a high school level lab biology to satisfy the science course requirement, you **MUST** include a sealed copy of your high school transcript, obtained from your high school, in your portfolio. To encourage students to elect the more challenging subjects, a weighted grading system exists. Be aware that the weighted system for high school advanced placement courses and honors courses is for the purpose of class rank and GPA only. Grades for courses shown on the high school transcript will be used for admission consideration.

❖ 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 course that has been completed successfully from a regionally accredited institution and in a **face-to-face or hybrid format**. Acceptable coursework not taken at RCSJ must have equivalent content, lecture, credit hours, face-to-face lab hours and provide a letter grade.

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

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

Proof of Delivery Method

For admission ranking purposes, the following is **required** as proof of delivery method for Anatomy and Physiology I 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 course 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 www.njtransfer.org

Portfolio Deadline

CCMA Program Deadline:
Notifications mailed on or about:

Friday, February 28, 2020
Monday, March 30, 2020

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

Submit the complete portfolio in a large manila envelope; do not staple or use paper clips. “Complete” means that the CCMA 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, February 28, 2020**. Complete CCMA 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 CCMA Portfolio MUST include ALL of the following:

1. Portfolio Checklist (pp. 16,17)
2. Nursing Application (p. 18)
3. RCSJ Placement Test/Admission Status Form (p. 19)
(Signed by RCSJ Admissions)
4. HP Critical Thinking Exam Score
(Official score report in sealed envelope obtained from the Testing Center)
5. 2020 Information Session Attendance Slip (Original slip)
6. Official transcript from high school (If applicable) (see page 13)
(In a sealed envelope obtained from high school)
7. Official transcripts from **ALL** colleges attended*
8. Proof of Delivery Method for A&P I (If applicable) (course schedule and syllabus)
(see page 14)
9. Verification of GPA of at least 2.0 from last school of attendance (Official transcript)

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

RCSJ CCMA Portfolio Checklist (page 1 of 2)

Last Name _____ First Name _____ ID # _____

Please check ☒ each box as you complete the corresponding requirement. All documents must be enclosed in your portfolio and submitted to the RCSJ Admissions Office by: **Friday, February 28, 2020**

☐ **CCMA Application**

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

☐ **HP Critical Thinking Exam Score Report** (*official score report in sealed envelope from the Testing Center*)

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

Date of HESI Exam _____ Fill in the score:
Critical Thinking Overall (minimum 700) _____

☐ **2020 Information Session Attendance Slip** (*original only*) Date of attendance _____

☐ **High School Transcript** *if applicable* Include official high school transcript in sealed envelope obtained from the high school (see page 13)

☐ **Proof of Delivery Method** for Anatomy and Physiology I: **Course schedule and syllabus**
(not required for Anatomy and Physiology course taken at RCSJ) (see page 14)

☐ **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) _____	(4) _____
(2) _____	(5) _____
(3) _____	(6) _____

☐ **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 2.0 or higher from last school of attendance.

Write name of last school attended _____ GPA _____

PLEASE CONTINUE TO OTHER SIDE



RCSJ CCMA Portfolio Checklist — *continued* (page 2 of 2)

Last Name _____ First Name _____ ID # _____

Complete the box below and sign at bottom.

The highest completed science grade of C or better submitted will be used for admission ranking.

Check the corresponding box (✓) of the science requirement you are submitting for evaluation. Indicate the school/college, semester (fall, spring, summer) and year taken and final grade received equivalent to a C or better. Grades shown on the transcript will be used for admission consideration.				
Required Science Course <small>MUST BE COMPLETE WITH FINAL GRADE</small>	School/College	Semester	Year <i>2015–present</i>	Final Grade <i>C or better</i>
<input type="checkbox"/> Lab Biology 2015 to present				
OR				
<input type="checkbox"/> Anatomy & Physiology I w/lab college level only/2015 to present PROVIDE COURSE SCHEDULE AND SYLLABUS				
OR				
<input type="checkbox"/> Anatomy & Physiology II w/lab college level only/2015 to present PROVIDE COURSE SCHEDULE AND SYLLABUS				

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 _____

RCSJ CCMA Application

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

Please type or print clearly.

ID # _____

Legal Last Name _____ Maiden Name (if applicable) _____

First Name _____ Middle Initial _____

Address _____

City _____ State _____ ZIP Code _____ County _____

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

Work Phone: (____) _____ Sex: ☐ Male ☐ Female

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:

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	

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, ADAAA/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 you submit this form to the Admissions Office well in advance of turning in your 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
- ☐ Certified Clinical Medical 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 it will be considered complete and ready to be enclosed in the portfolio.

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

Signature of Applicant

Date