

**Certified Clinical Medical Assistant
Admission Packet — 2022**



RCSJ.edu



1400 Tanyard Road, Sewell, NJ 08080

CCMA 2022 FACT SHEET

Portfolio Deadline: June 24, 2022

All Admissions Decisions Sent: July 11, 2022

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

- This packet is exclusive for applicants seeking admission into the Fall 2022 CCMA Program
- Science courses **must** be taken from 2017 to present
- Science course transfer policy:
Online science course instruction is not acceptable for A&P I and/or A&P II taken outside of Rowan College South Jersey prior to Spring 2020
- Applicants may only apply to **one** selective admission program per application cycle
- Mandatory Orientation for the accepted Fall 2022 Cohort
August 16, 2022, 10 a.m., CTE Annex
- Applicants must be 18 years of age as of the first day of the Spring 2023 semester

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



Career and Technical Education

Dear Applicant:

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

The CCMA program is a selective admission program; therefore, students will be ranked according to admission requirements outlined within this packet. Part of the admission requirements for the CCMA program is to attend an information session. During the session, the program requirements are explained, and applicants have the opportunity to ask questions.

A medical assistant performs administrative and clinical tasks in physicians' offices, hospitals, and other healthcare facilities. Job duties vary with the location, specialty, and size of the practice. Medical assisting is one of the nation's careers fastest growing occupations, according to the United States Bureau of Labor Statistics.

Sincerely,

Brigette Satchell

Brigette Satchell
Dean, Career and Technical Education
Gloucester Campus

Table of Contents

Section I: COA Certified Clinical Medical Assistant Program Information

1. Important Information	1
3. CCMA Certifications	2
4. CCMA Program Standards	3
5. CCMA Health Requirements.....	4
6. Curriculum (Program of Study)	5
7. CCMA Course Descriptions	6, 7
8. General Education, GPA and English Course Requirement	8

Section II: Admissions

1. Frequently Asked Questions.....	9, 10
2. Application Process – Overview.....	11
3. General Admissions, Gloucester Campus	12
4. CCMA Portfolio Requirement.....	13
5. CCMA Admissions Ranking Criteria	14
6. Information Sessions.....	15, 16
7. Testing Information.....	17, 18
HP Critical Thinking Exam	17
RCSJ Placement Test.....	18
Excelsior College Exam.....	18
8. Transcripts.....	19, 20
9. Transfer Students.....	20
10. Science Course Transfer Policy	21

Section III: Portfolio Submission

1. How to Submit a Complete Portfolio	22
2. CCMA Portfolio Checklist.....	23, 24
3. 2022 CCMA Application	25
4. RCSJ Placement Test/Admissions Status Form	26
5. Statement of Faculty Verified Identity Form.....	27

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 publication but should not be considered a contract between the College and the student.



Section I:

COA-CCMA Program Information

- Important Information
- CCMA Certifications
- CCMA Program Standards & Health Information
- COA-CCMA Program of Study
- COA-CCMA Course Descriptions
- General Education Courses, GPA Requirement and Letter Grades

Important Information

The information in this packet is effective for applicants planning to enter the Certified Clinical Medical Assistant Program beginning in September 2022

Portfolio Deadline – Thursday, June 24, 2022

All Admissions Decisions Sent on or about – Monday, July 11, 2022

– 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, both general and selective admissions, lies with the applicant. Failure to do so will result in an incomplete portfolio.

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

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

Applicants may contact RCSJ at 856-468-5000, ext. 6474 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 2022 Certified Clinical Medical Assistant 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

Upon completion of the Certified Clinical Medical Assistant program, students will earn the following nationally recognized certifications from the National Healthcareer Association.

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 students must maintain a cumulative GPA of 2.0 to remain in the 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 a clinical placement.

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 comprehensive health requirements upon acceptance to the program. Health requirements are based on the recommendations of the Center for Disease Control (CDC) for healthcare providers. The completed health packet is due to be submitted August 31, 2022. All bloodwork should be drawn by August 10, 2022. 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 July 25, 2022. 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 comprehensive 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 to exercise independent judgment and discretion in performing assigned responsibilities.
- Ability to stand for long periods of time and safely move patients with mobility issues.
- Ability to bend, stoop and lift to deliver safe patient care.
- Sufficient bilateral finger movement to manipulate medical equipment.
- Ability to communicate effectively and 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) from 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 Assisting3 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.

CMA 103: Structure and Function of the Human Body I.....2 credits

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 I1 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 II1 credit

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

CMA 110: Pharmacology in Medical Assisting1 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.

CMA 114: Medical Assisting Front Office Procedures2 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.

CMA 118: 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].

CCMA Course Descriptions

CMA 120: ECG/EKG Clinical..... 1 credits

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 Phlebotomy.....3 credit

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 credits

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 Experience2 credit

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

General Education Courses

An applicant may enroll in general education courses at the College prior to acceptance into the Nursing programs. Please note enrollment in general education courses at the College does not guarantee acceptance to the CCMA program. Any general education (non-CCMA) courses can be taken prior to program application.

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-Granting Score. For more information and arrangements to take a CLEP subject exam please contact the RCSJ Testing Center at 856-415-2268 (Gloucester) or email ssc@rcsj.edu.

A student who has no previous experience with health care terminology may consider taking one of the courses offered at the College to increase their competency in this area. Gloucester campus students can take ALH 102, Medical Terminology (3 credits). This course provide students with a working vocabulary of medical terms.

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. Gloucester campus students can take CIS 102, Introduction to Computers (4 credits).

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

GPA Requirement

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 Current 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 contact your Academic Advisor for options.

English Course Requirement

English Composition I (ENG 101) or Enhanced English Composition I (ENG 101E) 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/Enhanced 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/ENG 101E.



Section II:

Admissions

- Frequently Asked Questions
- General Admissions, Gloucester Campus
- Portfolio Requirements
- CCMA Admission Ranking Criteria
- 2022 Information Session Dates and Registration Information
- HP Critical Thinking Exam Information and Registration Information
- Transcript Policies
- Transfer Students
- Science Course Transfer Policies & Proof of Delivery Method

Frequently Asked Questions

Q: How many students do we accept per year?

A: The number of seats in the CCMA program varies per year based on clinical site availability and faculty availability. The CCMA program can accept a maximum of 12 students per year.

Q: Do you have a rolling deadline?

A: The portfolio deadline is firm — no portfolios are accepted after the posted deadline. All admissions decisions are made after the deadline.

Q: Do I have to have all of my prerequisite courses completed before applying?

A: Applicants must complete ENG 101/ENG 101E prior to starting the CCMA program. Students must meet all general and selective admissions criteria to apply to the program. Remaining general education courses can be taken concurrently with CCMA courses as listed on the Program of Study.

Q: If I score below the minimum requirements/don't meet the requirements outlined, can I still apply & be accepted?

A: No. All applicants must meet minimum general and selective admissions criteria at time of portfolio submission. Students who do not meet the minimum qualifications will be marked as incomplete and not eligible for the program.

Q: Admissions has all of my transcripts on file, is it necessary to include them in my portfolio?

A: Yes, all official college transcripts must be resubmitted in the portfolio. Students must resubmit a high school transcript only if they are using a high school lab science to apply and/or the Admissions office does not have a copy on file.

Q: Does the program really take a full year to complete?

A: **Yes!** Effective for our Fall 2020 cohort, the CCMA program shifted to a year-long certificate program. The program cannot be accelerated or decelerated in any way. This program is typically a daytime/weekday program.

Q: I have prior certification in one of the subjects covered in the CCMA program. Do I still have to complete the whole program?

A: To earn the Certificate of Achievement, students need to complete all of the CCMA courses. Credit may be able to be granted for current certification. Any student with current certification will work with their academic advisor if accepted, as credit may be granted on a case-by-case basis.

Frequently Asked Questions (*cont'd*)

Q: Do I need to take the HP Critical Thinking exam if I have an advanced degree or have taken the HESI, TEAS or HSRT-AD exam?

A: The HP Critical Thinking exam is required for all applicants and is non-negotiable. Previous HP Critical Thinking scores do not carry an expiration date for the 2022 CCMA program.

Q: I am transferring from another school. Will you accept my credits?

A: General education courses may be eligible to transfer to the CCMA program. Transfer students should have their transfer credits evaluated prior to submitting a CCMA portfolio. Please find more information on pages 19 and 20 of this admissions packet.

Q: Is the time limit just on the lab science or does that also apply to general education classes?

A: Science courses must be no older than five years from point of entry to the CCMA program. If an applicant is already CPR certified through the American Heart Association, the certification must be current through the length of the CCMA program. All other general education classes do not carry an expiration date.

Q: How is the cumulative GPA calculated?

A: The cumulative GPA is taken from the applicant's current or most recently attended institution. This is verified from inclusion of the student's official transcript in the portfolio. If the student attended more than one institution, the GPAs are not combined, and only the most recent cumulative GPA is used. GPA is not a ranking factor for CCMA program admission.

Q: I met or exceeded all minimum requirements, so that means I am accepted, right?

A: No. Admission to the CCMA program is not guaranteed. All applicants are ranked objectively based on the published criteria. Meeting or exceeding minimum requirements does not guarantee acceptance. All applicants should put their best foot forward when submitting their portfolio.

Application Process – Overview

All selective admission programs at Rowan College of South Jersey have a unique, two-step application process that is necessary due to the College's open general admission policy.

Both application processes must be completed correctly in order for the 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 online at [RCSJ.edu/Apply](https://www.rcsj.edu/apply)
2. Students must submit an official copy of their high school transcript documenting high school graduation (or earned GED) to the Admissions Office. This is required for ALL applicants, regardless of additional degrees earned.
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

Please see the next page for detailed information about completing the general admissions process for the Gloucester Campus.

STEP 2 Selective Admission

Once the general admissions process is complete, 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 Gloucester 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 23 & 24)
2. **CCMA Application** (page 25)
3. **RCSJ Placement Test/Admission Status Form** (Signed by RCSJ Admissions) (page 26)
4. **HP Critical Thinking Exam Scores** (in sealed envelope from Testing Center)
5. **Information Session Proof of Attendance Email** (Email sent to students 1-2 business days after session) (see page 15 for dates)
6. **Official transcript from high school** (If applicable) (**must** obtain from high school and be in a sealed envelope) (see page 19)
7. **Proof of Delivery Method** (If applicable) for A&P I and/or A&P II (see page 21 & 27)
8. **Official transcripts from ALL colleges attended*** including RCSJ (**MUST** obtain from each college and be in a sealed envelope) (see pages 19 & 20)
9. **Verification of GPA** of at least 2.0 from last school of attendance (see pages 8 & 23)

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

*RCSJ transcript can be unofficial

General Admissions – Gloucester Campus

This section is for applicants who need to complete a general admissions application to the Gloucester Campus prior to submitting their CCMA portfolio.

Step 1: Apply and Submit Official Documents

A. Complete the free online application at [RCSJ.edu/gc/Apply](https://www.rcsj.edu/gc/Apply)

- **New students** are recommended to declare A.A.S. Health Science, CCMA Pathway as their major course of study.
- **Current students** may not need to reapply to the college, but should verify application status with Admissions Office and verify their personal information (including mailing address, telephone number and email) are current with the Student Records office.
- **Current Cumberland Campus students** will need to complete a new application to the Gloucester campus.
- **Graduating HSOP Students** (class of 2022) and Visiting (Non-Matriculated) Students will need to complete an application to the college as a new, degree-seeking student.”
- Designation as a potential CCMA applicant does not guarantee nor imply special consideration for acceptance to the CCMA program.

B. Send official high school transcript or high school equivalency documents and any official college transcripts to the Gloucester Admissions Office via the office email address: admissions@rcsj.edu. Transcripts must be issued directly from the institution.

Step 2: Satisfy Placement Test Requirements

Students interested in applying to Selective Admissions programs (like Certified Clinical Medical Assistant) must satisfy the College's traditional placement testing requirements.

Applicants may be exempt from the College's placement exam if they meet certain exemption criteria. Information about placement test exemption criteria can be found on the Gloucester Campus Testing Center website: [RCSJ.edu/Testing/Exemptions](https://www.rcsj.edu/Testing/Exemptions).

Unless the applicant meets one of the exemption criteria or tests above the remedial level in all areas, they must complete all required remediation before applying to the CCMA program. Per Administrative Procedure 8017, course work used for test exemption must be equivalent to a grade of “C” or better at RCSJ.

General admission application status and placement test exemption status is verified through the RCSJ Placement Test/Admissions Status form (page 26). This form must be completed and signed by an RCSJ admissions representative on the Gloucester Campus PRIOR to submitting the portfolio.

Contact Information

General Admissions Office: [RCSJ.edu/gc/Enroll](https://www.rcsj.edu/gc/Enroll)

Phone: 856-415-2209

Email: admissions@rcsj.edu

Testing Center: [RCSJ.edu/gc/Testing](https://www.rcsj.edu/gc/Testing)

Phone: 856-415-2268

Email: ssc@rcsj.edu

Selective Admissions, Gloucester:

[RCSJ.edu/gc/SelectiveAdmissions](https://www.rcsj.edu/gc/SelectiveAdmissions)

General Email: SelectiveAdmissions@rcsj.edu

Samantha Wagner, Administrator, Selective Admissions

Phone: 856-468-5000, ext. 6474

Email: swagne12@rcsj.edu

Contact information is accurate at time of publication

2022 CCMA Portfolio Requirements

Once the general admissions process is complete, 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 (page 23 & 24) and present it to the Gloucester Admissions Office as a completed portfolio. Once submitted, new documentation may **not** be added to your portfolio.

All documentation must be submitted in a large manila envelope to the Gloucester campus no later than June 24, 2022 at 5 p.m. Late submissions are not considered for admission.

The following items are REQUIRED for all applicants to the Certified Clinical Medical Assistant Program at time of portfolio submission:

1. Completed General Application to Gloucester Campus

- General Application (*completed and submitted online at [RCSJ.edu/Apply](https://www.rcsj.edu/Apply)*)
- Submission of High School Transcript
- Satisfied Placement Test Requirements

2. Attended one Information Session for the 2022 CCMA program

- Proof of attendance email must be printed and included in portfolio

3. Submission of official HP Critical Thinking Exam scores

(must be in sealed envelope from Testing Center)

4. Completion of the following forms at the end of this packet:

- 2022 CCMA Portfolio Checklist
- 2022 CCMA Application
- RCSJ Placement Test/Admission Status Form
- Statement of Faculty Verified Identity (*if applicable*)

5. Submission or Resubmission of ALL official college transcripts, if applicable

(in sealed envelopes obtained from institution)

- RCSJ Transcript can be unofficial.
- Printed copies of electronic transcripts are not considered official

6. Submission or Resubmission of official high school transcript, if applicable *(in sealed envelope obtained from high school) Not required if official copy is on file with general admissions office AND student will use a college level lab science course as their ranking requirement*

7. Verification of GPA of at least 2.0 from last school of attendance *(verified from submission of official transcript)*

8. Submission of Proof of Delivery Method *(if applicable, see page 21)*

- Not required for RCSJ lab science courses

Note: The portfolio is considered complete at the time of submission when all General and Selective Admissions requirements are satisfied.

CCMA Admission Ranking Criteria

Value of Points Toward Acceptance	<p>– IMPORTANT –</p> <p>All applicants are ranked objectively based on the criteria below. Applicants are required to submit minimum qualifying scores in all areas to be considered eligible.</p> <p>Meeting or exceeding minimum requirements does <i>not</i> guarantee acceptance.</p>
50%	<p>Health Professional Critical Thinking Exam HESI, TEAS, HSRT-AD, SAT/ACT scores not accepted. no rounding of scores accepted Scores from only one attempt may be submitted for admission. Minimum Score: 700</p>
50%	<p>Science Course Requirement Must be taken from 2017–present Final grade received must be equivalent to a C or better <i>The highest completed science grade of C or better submitted will be used for admission ranking</i></p> <p>Applicants will choose one of the following options:</p> <p>Lab Biology High School: 1 year each or College Level: 1 semester each College level should be equivalent to RCSJ's BIO 107 (<i>Human Biology</i>) or BIO 101 (<i>General Biology</i>)</p> <p>OR</p> <p>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 <i>(not required if taken at RCSJ)</i> Online course instruction prior to Spring 2020 is not acceptable (<i>see page 21</i>)</p> <p>OR</p> <p>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 <i>(not required if taken at RCSJ)</i> Online course instruction prior to Spring 2020 is not acceptable (<i>see pages 23-24</i>)</p> <p>Applicants with expired science courses may use the Excelsior College exam (see page 21) Transfer students are encouraged to confirm their Anatomy I and/or II is equivalent to RCSJ coursework prior to submitting their portfolio.</p>
	<p>English Course Requirement</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>

2022 CCMA Information Sessions

At this time, all CCMA program information sessions will be held through Zoom webinar.

- Attendance at one information session is **mandatory** in order to apply to the 2022 CCMA program and must be completed prior to submission of the portfolio.
- Portfolios submitted without proof of attendance are marked as incomplete and not considered for admission.
- Information sessions expire annually. Applicants must attend a new information session for the year in which they apply.
- **Registration is required for each information session.** Links to register will open 2 weeks prior to the session date and close a half-hour prior to the session start time. Please use an email address you check regularly to register for the session to ensure you receive the correct Zoom link.

**To register for an information session, please visit:
RCSJ.edu/SelectiveAdmissions/Gloucester/CCMA**

2022 CCMA Program Information Sessions		
Wednesday	February 23, 2022	6:00 p.m.
Wednesday	March 30, 2022	6:00 p.m.
Wednesday	April 27, 2022	6:00 p.m.
Wednesday	May 18, 2022	6:00 p.m.
Wednesday	June 15, 2022	6:00 p.m.

Information session dates and times are accurate at time of publication.

Any and all updates will be posted on the Selective Admissions website for both campuses.

CCMA Information Sessions (cont'd)

What to Expect at Your Information Session

Each session will start promptly at the advertised time and will last about 1.5 – 2 hours. The webinar will lock 10 minutes after the start of the session and late entries are prohibited. Please plan accordingly!

Three Informational Segments

- **Admissions:** Representatives from the Gloucester Campus will review the two-step application process for the CCMA program
- **Program:** Representatives from the CCMA program will review program specific information and other requirements.
- **Q&A:** Attendees will have their questions answered by panelists in attendance. Questions can be typed in the chat box and will be answered either “live on-air” at the end of the information session or privately by one of the panelists in attendance.
 - Questions may also be submitted ahead of the session to Ms. Samantha Wagner, Administrator, Selective Admissions at swagne12@rcsj.edu.

Proof of Attendance

- Applicants are required to stay the entire length of the webinar to receive credit.
- Attendance is determined by registration and log-in data. Applicants who leave the session early will not receive credit for attending and will need to attend another session. **Plan ahead!**
- A receipt of attendance* will be emailed directly to the student using the email address provided in the registration form. Applicants must print the receipt and include in their 2022 CCMA portfolio.

**This email may arrive 48 – 72 hours after the session and may go to your junk/spam folder.*

Please Note!

All applicants must attend one information session date for the 2022 CCMA programs.

New Student Orientation, individual appointments with Admissions staff or Advisement staff and the College’s Open House do not count as valid information sessions.

HP Critical Thinking Exam

About the Exam

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:	Score Required:
HP (Health Professional) Critical Thinking	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 via phone at 856-415-2268 or 856-681-6249 or email ssc@rcsj.edu

HP (Health Professional) Critical Thinking Exam Registration

- The exam is given at the RCSJ Testing Center
- Registration is online at [RCSJ.edu/gc/Testing](https://rcsj.edu/gc/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

RCSJ Placement Test

All applicants to the CCMA program must demonstrate college level placement in reading, writing and math prior to submission of a CCMA portfolio.

Applicants will submit a completed RCSJ Placement Test/Admissions Status Form to verify exemption from or completion of placement test requirements. The form must be completed by the applicant and an admissions representative from the Gloucester campus. Once both sections are completed and signed, the student can submit in the portfolio.

It is the applicant's responsibility to ensure they meet or exceed placement test requirements at the Gloucester campus prior to submission of a CCMA 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 or ssc@rcsj.edu.

Any questions about exemption from taking the RCSJ Placement Test or getting the RCSJ Placement Test/Admission Status Form signed, contact Selective Admissions at 856-468-5000, ext. 6474 or SelectiveAdmissions@rcsj.edu.

Excelsior College Testing

Applicants who have taken an acceptable, college-level Anatomy and Physiology I *and* II and/or Microbiology courses with a grade of "C" or better from a regionally accredited school **prior to 2017 or completed the course online prior to Spring 2020** have the option of meeting those requirements by taking the Excelsior College Examinations.

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

The exam will generate a transcript through Excelsior College and an official, physical copy must be included in the portfolio at time of submission.

Rowan College South Jersey accepts credit for the following exams through Excelsior College for the CCMA program application requirements:

- Anatomy and Physiology (BIOX210): credit for both BIO 105 & BIO 106

Applicants are encouraged to verify transferability with Admissions PRIOR to taking the exam.

All registration information is available through the Excelsior College website: [Excelsior.edu/exams/choose-your-exam](https://www.excelsior.edu/exams/choose-your-exam). Costs for the exam, preparatory materials and transcript request are the sole responsibility of the applicant.

Applicants with questions about Excelsior may contact Samantha Wagner, Administrator, Selective Admissions at 856-468-5000, ext. 6474 or swagne12@rcsj.edu.

Transcripts

Transcripts previously sent to RCSJ for the general admission file will not be added to the portfolio; therefore, students must resubmit their official transcripts in their portfolio. Please follow the guidance below for information about which transcripts must be included.

Applicants are encouraged to contact the Admissions office for clarification on which transcripts may need to be submitted or resubmitted. Failure to submit or resubmit required transcripts will result in an incomplete portfolio. Incomplete portfolios are not considered for acceptance to the CCMA program.

High School Transcripts

For general admission to RCSJ (*STEP 1, page 11*), submission of an official copy of the student's high school transcript documenting high school graduation (*or earned GED*) is **mandatory** for all applicants, including those who may have earned additional college degree(s).

Applicants submitting a high school level lab biology grade to satisfy the science course requirement for CCMA admissions ranking **MUST** include a sealed copy of the high school transcript, obtained from the high school, in the portfolio. RCSJ uses the final letter or number grade listed on the transcript for admissions consideration, regardless of course weight (honors, Advanced Placement, etc).

Be aware that college-level courses taken while in high school through dual credit programs may have generated a college transcript. It is the student's responsibility to confer with their high school counselor about dual credit agreements with other institutions and request official college transcripts for their dual credit courses.

Applicants who plan to use college-level course(s) for CCMA admissions ranking, and have already submitted their official high school transcript to the Admissions office, **do not need** to resubmit their high school transcript in the portfolio.

International high school transcripts **must** be evaluated and submitted to the Admissions Office prior to submitting the CCMA portfolio.

RCSJ Students

Applicants who have taken courses at RCSJ (including High School Option Program and Visiting students) will submit an *unofficial* RCSJ transcript in their portfolio. The RCSJ transcript is the only transcript allowed to be unofficial. Students may place an official copy of their RCSJ transcript in the portfolio if desired; however, it is not required and any additional fees incurred for transcripts are the sole responsibility of the student.

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 their high school transcript and a course-by-course evaluation of their college transcript (s). International transcripts must be evaluated by any of the following organizations:

- NACES
(naces.org)
- IEEES, Inc.
(edevals.com)
- FCSEA
(foreigncredentials.org),
- WES
(wes.org)
- SpanTran
(SpanTran.com)

More information is available on the Gloucester campus international student website: RCSJ.edu/gc/International. Students with questions about international transcripts can contact Ms. Christina Kulisek, Director, at ckulisek@rcsj.edu or 856-681-6273

Transcripts (cont'd)

Transfer Student Responsibilities

It is the applicant's responsibility to ensure coursework submitted for CCMA admission ranking requirements is acceptable prior to submission of the CCMA portfolio.

Applicants should have prior coursework evaluated for transfer credit before submission of the CCMA portfolio by submitting an official transcript(s) from their previous institution(s) and completing a Transfer of College Credit Request Form through the Admissions Office website: [RCSJ.edu/gc/Transfer](https://www.rcsj.edu/gc/Transfer)

Courses Eligible for Transfer

Only general education courses from other colleges and universities may be eligible for transfer to the CCMA programs. Applicants who have current certification in Phlebotomy, EKG or CPR (Basic Life Support for Healthcare Professional through the American Heart Association only) may be able to receive credit toward program requirements. Students accepted to the program will work with their academic advisor, as credit is granted on a case-by-case basis.

Applicants should take note of their science courses completed at other institutions. Some colleges and universities offer a "Basic" or "Fundamental" version of Anatomy and Physiology that **may not be equivalent** to the Anatomy and Physiology courses at RCSJ. Applicants are highly encouraged to contact Selective Admissions for questions on science course equivalency **well ahead** of the portfolio deadline.

Transcript Submission and Resubmission

Applicants must include a transcript from any college or university where they created an academic record. This can include students who registered for courses and then withdrew, students who are guests/visiting students at another institution, students who took only one course at the college and students enrolled in high school dual credit programs.

Transfer students who have already submitted official transcripts from their previous institution for the general admissions file must resubmit an official copy in their CCMA portfolio. The transcripts must be official, physical copies generated directly from the institution.

Applicants requesting transcripts from colleges or universities who use an electronic transcript delivery service (National Student Clearinghouse, Parchment, etc.) must request a physical copy be mailed to their personal address, not RCSJ, to place in the portfolio. **Copies of electronic transcripts printed by the applicant are not considered official copies.**

In the event a college no longer sends physical copies of transcripts due to the COVID-19 pandemic, students should contact Selective Admissions well ahead of the portfolio deadline for guidance. **Do not assume exclusion is permissible before submission of the portfolio.**

It is the applicant's responsibility, not the institution, to ensure transcripts are requested in time to be placed in the portfolio. Once submitted, no additional documents can be included in the portfolio. Omission of any official college transcript (exception: RCSJ transcripts) is grounds for an incomplete portfolio. **Incomplete portfolios are not considered for acceptance.**

Science Course Transfer Policy

The Certified Clinical Medical Assistant program 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.

Online instruction is not acceptable for Anatomy I and/or Anatomy II and/or Microbiology courses taken prior to Spring 2020.

Please follow the guidance below if your Anatomy courses were taken in Spring 2020 to present:

- RCSJ Students: Anatomy I and/or Anatomy II courses with an online delivery method (either 100% online or Live OnLine formats) are acceptable for selective admission program requirements and do not require additional proof of delivery method.
- Transfer Students: Students will need to provide documentation from their professor on how their identity was verified in the course in addition to their course syllabus and schedule. A standard form is available on page 27.

Proof of Delivery Method

For admission ranking purposes, the following is **required** as proof of delivery method for Anatomy and Physiology I and/or II, and/or Microbiology courses taken at another institution.

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.*

Course Schedule

The schedule **must** include the students name, the semester and year course taken, course title and section number.

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.

Statement of Instructor Verified Identity

Only required for A&P courses taken online in Spring 2020–present at another institution

Students will need to submit a statement from their instructor detailing how their identity was verified in the online course. Sciences taken at RCSJ do not require this form. A standard form is available in this packet on page 27.

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 8207 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



Section III:

Portfolio Submission

- How to Submit a Complete Portfolio
- 2022 CCMA Portfolio Checklist
- 2022 CCMA Application
- RCSJ Placement Test/Status Form
- Standard Faculty Verification Statement Form

Portfolio Deadline

CCMA Portfolio Deadline: *Friday, June 24, 2022*

All Admissions Decisions Sent: *Monday, July 11, 2022*

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

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

How to Submit Your Complete Portfolio

Complete means the CCMA portfolio contains all required documents listed on the checklist, and all general and selective admissions requirements have been satisfied at time of portfolio submission. If one or more of the requirements are not met at least minimally at time of portfolio submission, the file will be marked as incomplete. Incomplete portfolios are not considered eligible for acceptance to the program.

Complete portfolios may be submitted either in-person at the Gloucester Campus Admissions office or through mail any time prior to the June 24, 2022 deadline. Electronic submissions will not be accepted. Once submitted, the CCMA portfolio is a final document. Additional documentation may not be submitted after the portfolio is received by the Admissions Office. Portfolios will not be reviewed by any RCSJ staff member for completion prior to submission. It is the sole responsibility of the applicant to ensure they submit a complete portfolio to the CCMA program. All applicants are encouraged to use the portfolio checklists found in this admissions packet for guidance on what documents need to be submitted.

In-Person Portfolio Submission

Deliver to Admissions Office on Gloucester Campus, Student Services Building no later than *June 24, 2022 at 5 p.m.*

Label the front of the manila envelope with the following information:

- Student Name
- RCSJ Student ID Number
- 2022 CCMA Portfolio

Portfolio Submission by Mail

Must be received by the Gloucester Admissions Office no later than June 24, 2022 at 5 p.m. Allow extra time for mailed portfolios to be received!

Mail to the following address:

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

Complete CCMA Portfolios must include all of the following documents:

1. **2022 CCMA Portfolio Checklist** (pg. 23, 24)
2. **2022 CCMA Application** (pg. 25)
3. **RCSJ Placement Test/Admissions Status Form** (pg. 26)
Signed by BOTH applicant and RCSJ Admissions Office Representative on Gloucester Campus
4. **HP Critical Thinking Admissions Exam Scores** (pg. 17)
*Must be in a sealed envelope from the Testing Center
Scores from only one attempt at the exam will be used for admission requirement*
5. **2022 CCMA Information Session Proof of Attendance Email** (pg. 15, 16)
Sent 1-3 business days following information session to email used for registration
6. **Official high school transcript, if applicable** (pg. 11, 12, & 19)
Not required if applicant has official copy on file with Admissions office In sealed envelope from high school
7. **Official transcripts from ALL colleges where the applicant generated an academic record**** (pg. 19, 20)
*Must be in sealed envelope directly from institution
Printed copies of electronic transcripts are not considered official*
8. **Proof of Delivery Method for A&P I and/or A&P II, if applicable** (pg. 14, 21)
*not required for RCSJ Lab Sciences
Statement of Faculty Verified Identity form is ONLY for A&PI and/or A&P II taken online at another college from Spring 2020-present*
9. **Verification of GPA at least a 2.0 from school of current/ most recent attendance** (pg. 8)

****If accepted to the CCMA program, all applicable college credits will be transferred automatically**

2022 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 Gloucester Admissions Office by Thursday, June 24, 2022 at 5 p.m.**

- Completed 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 scores are BELOW minimum, your portfolio will be incomplete and not considered for admission.

Critical Thinking Overall Score: _____ (minimum 700 required) Date of HP Critical Thinking Test: _____

- 2022 Information Session Proof of Attendance** Date of attendance: _____
- High School Transcript (if applicable)** Include official high school transcript in sealed envelope obtained from the high school (see page 19)
- Proof of Delivery Method** for Anatomy and Physiology I and/or Anatomy & Physiology II (if applicable)
- College Transcripts** List **all** colleges attended including RCSJ and include official transcript for each. Verification of college attendance will be made through the National Clearing House and/or NSLDS*

- | | |
|-----------|-----------|
| (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: _____

- Cumulative GPA Verification (2.0 or higher from school most recently attended/currently attend)**

Write name of last school attended: _____

GPA: _____ (will be verified on official transcript submitted for portfolio)

PLEASE CONTINUE TO OTHER SIDE



*RCSJ Transcript can be unofficial

2022 CCMA Portfolio Checklist – continued (page 2 of 2)

Last Name: _____ First Name: _____ ID #: _____

Choose ONE science option below to use for admissions ranking.

If more than one box is completed below, the highest final grade of a “C” or better will be used for admissions ranking.

Mid-term grades are NOT accepted.

In spaces provided indicate school, semester, year taken and FINAL grade for the following courses				
Science Course Requirement <i>Must be Complete With Final Grade</i>	School/College	Semester	Year <i>2017 – present</i>	Final Grade <i>“C” or better</i>
Lab Biology high school or college level/2017 present College Level must be equivalent to BIO 101 or BIO 107				
OR				
Anatomy & Physiology I w/lab (“C” or better) college level only/2017 to present Must be equivalent to BIO 105 Provide course schedule and syllabus <i>(if applicable)</i>				
OR				
Anatomy & Physiology II w/lab (“C” or better) college level only/2017 to present Must be equivalent to BIO 105 Provide course schedule and syllabus <i>(if applicable)</i>				
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.				
English Course Requirement	College	Semester	Year	Final Grade <i>(if applicable)</i>
English Composition I <i>(C or better)</i> college level only Equivalent to ENG 101/ENG 101E at RCSJ <input type="checkbox"/> Complete <input type="checkbox"/> In-Progress				

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: _____

2022 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.

Student 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: (____) _____ RCSJ Email Address: _____

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

If yes, check campus: Gloucester Cumberland

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	

The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV-related illnesses. For questions concerning discrimination, contact Almarie J. Jones-Gloucester Campus, Special Assistant to the President, Diversity and Equity, Title IX and Compliance at 856-415-2154 ajones@rcsj.edu; Nathaniel Alridge-Cumberland Campus, Jr., J.D., Director, Diversity and Equity, Title IX, and Judicial Affairs at 856-498-9948 or nalridge@rcsj.edu. For disabilities, contact Carol Weinhardt-Gloucester Campus, Director Department of Special Services, ADA/504 Officer at 856-415-2247 or cweinhar@rcsj.edu Meredith Vicente-Cumberland Campus, Senior Director, Disability Support Services 856-200-4688 mvicent1@rcsj.edu.

RCSJ Placement Test/Admission Status Form

This form is used to verify the applicant has satisfied general admissions requirements at the Gloucester campus and must be signed BEFORE placing in the portfolio.

Please follow these steps to complete this form:

1. Complete the Applicant Section and submit to the Admissions Office on your designated campus **prior** to submitting your portfolio. Applicants may submit their forms in one of the following ways:
 - Email form to SelectiveAdmissions@rcsj.edu (reviewed and returned in 1-2 business days)
 - Have form completed in-person at Gloucester Admissions Office
2. RCSJ Admissions Representative will complete their section, sign form and return to student.
3. Only after an Admissions Representative signs this form will it be considered complete and ready to be enclosed in the portfolio. **Requests made after the June 24, 2022 deadline will not be honored.**

Applicant Section:

Applicant Name: _____ ID #: _____

I am an applicant for the 2022 Certified Clinical Medical Assistant program at Rowan College South Jersey, Gloucester Campus.

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.

Signature of Applicant: _____ Date: _____

RCSJ Admissions Office Section:

1. **General Application:** This applicant has a completed a general admissions application to Rowan College South Jersey, Gloucester Campus.

Yes No

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

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

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

Reading	Writing	Math
<input type="checkbox"/> Yes: _____	<input type="checkbox"/> Yes: _____	<input type="checkbox"/> Yes: _____
<input type="checkbox"/> No: _____	<input type="checkbox"/> No: _____	<input type="checkbox"/> No: _____

RCSJ Admissions Representative: _____ Date: _____

Please Note: Successful completion of this form only verifies the applicant has completed Step 1, General Admissions. Applicants must follow the portfolio checklist to confirm completion of Step 2, Selective Admissions Requirements.

Statement of Faculty Verified Identity

The Certified Clinical Medical Assistant program at RCSJ 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.

Online instruction is not acceptable for Anatomy I and/or Anatomy II courses taken prior to Spring 2020.

Please follow the guidance below if your Anatomy courses were taken in Spring 2020 to present:

- RCSJ Students: Anatomy I and/or Anatomy II courses with an online delivery method (either 100% online or Live Online formats) are acceptable for selective admission program requirements and do not require additional proof of delivery method.

- Transfer Students: Students will need to provide documentation from their professor on how their identity was verified in the course in addition to their course syllabus and schedule.

For each science course taken at an outside institution since Spring 2020, please have this form completed by the instructor of the course. Signed statements must be included in the portfolio as part of proof of delivery method. RCSJ science courses do NOT require completion of this form.

Applicant Name: _____ RCSJ ID#: _____

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

Semester Taken: _____ Institution: _____

Instructor Name: _____

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

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

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

- Applicant submitted photos of lab assignments done at home

- Exams were monitored using proctored browser (*ProctorU, Respondus, etc.*)

- Cameras were required to be on during virtual class time

- Other: _____

Instructor Signature: _____ Date: _____