



## Patient Care Technician Mandatory Requirements

- Registration Form
- Physical
- Application for Training and Drug Policy
- Background Check/Urine Screen (additional fee)
- 2 Step PPD
- Proof of CPR/AED Certification
- Proof of Immunizations (MMR, Hepatitis B, Varicella, Flu Shot)
- Reading & Math Assessment\*
- Proof of Health Insurance
- Copy of High School Diploma or Transcript
- Proof of COVID Vaccination with Booster

*\*Only required if you are not currently enrolled in college-level Math and English courses or do not already hold a college degree.*

*I understand that all of the above documentation must be submitted to Career & Technical Education in order to be eligible for Clinical Placement.*

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

RCSJ CTE Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## CTE Allied Health Program Application

### Section 1: Student Information

Full Name: \_\_\_\_\_ Maiden/Other Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email Address: \_\_\_\_\_ SS#: \_\_\_\_\_

Phone: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Do you have a High School Diploma or GED?  Yes (Please attach copy)  No

### Section 2: Program Selection and Status

I am applying for admission to:

Program:	Check	Dates
Certified Clinical Medical Assistant		
Certified Nursing Assistant		
Patient Care Technician		
Certified Phlebotomy Technician		
Medical Billing & Coding		
Pharmacy Technician		
Central Service Technician		
Medical Administrative Assistant		
Other:		

### Section 3: Immunizations and Tests

**Only for:** Certified Clinical Medical Assistant, Certified Patient Care Technician, Phlebotomy Technician, Certified Central Service Technician and Pharmacy Technician. Please attach a copy of your physical and immunizations as necessary.

Vaccine	Dose-Date
Hepatitis B	1.
	2.
	3.
PPD Test Results (mm)	Date*:
MMR vaccination/Titer	Date:
Varicella vaccination/Titer	Date:
Flu Vaccine	Date: <span style="float: right;"><b>Verification Required</b></span>

\*Tuberculin test cannot be older than one year.

Continues on next page

Physician's Signature & Date: \_\_\_\_\_



## Section 4: Acknowledgments

**Externship (Only for Certified Clinical Medical Assistant, Certified Phlebotomy Technician, Certified Patient Care Technician and Central Service Technician – Initial after each.):**

- **I understand** that if my program requires an externship, I will be required to complete all required hours before I will be considered a “graduate” of the program. \_\_\_\_\_
- **I understand** that my externship site could be within up to 30 miles of the school. \_\_\_\_\_
- **I understand** that most externship sites only offer externship during weekday hours and may not have the availability to provide evening or weekend hours. \_\_\_\_\_
- **I understand** that if I decline an externship site, the college’s obligation regarding externship has been met and I will have to find my own externship placement. \_\_\_\_\_
- **I understand** that if I am dismissed from an externship site, I will meet with the Director of Career and Technical Education and must find my own externship placement. \_\_\_\_\_
- **I understand** that if I don’t have a minimum of a “C” average or an 85% attendance record that I may not be eligible for externship placement. \_\_\_\_\_
- If I am not in good financial standing with the College, I will not be able to be placed on externship until paid in full. \_\_\_\_\_
- **I understand** that I will need to submit proof of being fully vaccinated against COVID-19 in compliance with externship site requirements. \_\_\_\_\_

### **Certification Exams and Licensures (Initial after each):**

- **I understand** that Rowan College of South Jersey makes no guarantee that students who complete training will pass the national certification exam and licensures (*if available*). \_\_\_\_\_
- **I understand** that Rowan College of South Jersey will only pay for my first attempt at the national certification exam and licensure. All retests are my responsibility. \_\_\_\_\_

### **Release of information**

I, (print name) \_\_\_\_\_, authorize Rowan College of South Jersey Career and Technical Education to conduct a search and to release all my records pertaining to my criminal history, which includes my name, social security number, date of birth, address, and student ID number to the authorized background check agency of their choice.

I understand that the use of my records is limited to any audit and the evaluation of continuing education programs, to any potential externship preceptors, and in connection with the enforcement of federal and/or-state laws.

My signature is an acknowledgment that I have read and voluntarily consent to the release of the above-mentioned information.

Student Signature: \_\_\_\_\_

### **Refund Policy**

There will be a 100% refund for withdrawals before the first day of class. A 50% refund for withdrawals on the first day of class. No refunds after the first day of class.

I understand and agree to the above terms and conditions:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **CTE Acceptance of terms of Drug and Alcohol Use Policy**

It is strictly forbidden to be under the influence of alcohol, illegal narcotics, chemicals, psychedelic drugs or other controlled substances by an individual engaged in college related activities.

It is expected that students will come to class, laboratory and externship in a condition fit for the competent and safe performance of their duties and that such fit condition will be maintained throughout the scheduled time. The objectives of this policy are to identify the impaired students, maintain an environment that allows students to enjoy the full benefits of their learning experience and ensure safe, competent client care.

Faculty are accountable for ensuring that students are in fit condition to participate in program related activities and for taking prompt, appropriate and decisive action whenever a student seems to be impaired. Students who arrive in the classroom, lab, externship location or other assigned area and are considered by their instructor to be impaired may expect to:

- Have their behavior witnessed and documented
- Be questioned in private as to the nature of their problem
- Be asked to undergo a medical evaluation (which includes blood alcohol level and/or urine testing) in an Emergency Room or laboratory facility and have their behavior witnessed by another healthcare professional
- Meet with the Director of Career and Technical Education
- Be referred for counseling
- Be dismissed from their program of study
- Be ineligible for readmission

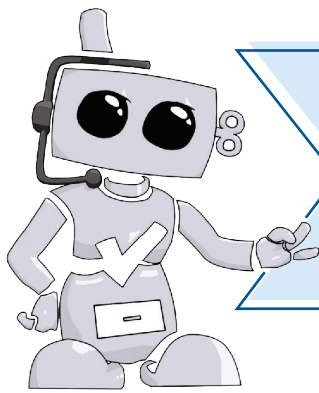
When a student is in possession of or using alcoholic beverages or illegal or unprescribed controlled chemicals on college or externship properties, the student may be assigned a grade of "F" and be dismissed from their academic program. I have read and understand the Career and Technical Education's Drug and Alcohol Use Policy.

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*Signature:*

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*Date:*



# Rowan College of South Jersey Applicant user guide to Complio

## Required Immunizations and Certifications

What you need to know about compliance and immunization requirements?

Rowan College of South Jersey students will need to provide documentation regarding the completion of their immunization, background check, drug screen, required trainings and related compliance records. Rowan College of South Jersey uses a vendor called American DataBank to help students track, access, and maintain their compliance records through their academic program. American DataBank has created a web-based database allows students to access their immunization and compliance records from a computer and gives students the ability to update and download their compliance "passport" at their convenience. This system is known as Complio and automatically notifies students when immunization or compliance records are expiring so that students can update their records as needed.

This guide contains details about how to complete the immunization and certification requirements which must be completed. Please review these materials closely and complete the required items today.

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## Getting Started Check list

1. Create your Complio account
  - a. Using Chrome or Firefox go to [RCSJcompliance.com](https://RCSJcompliance.com) Background Check and Drug Screening Package. Once you have placed your order, Complio will email you the necessary drug screening registration. Complio will provide you with your username and password via email. Please allow one business day to receive your user ID and password and double check your spam or junk folder if you do not receive it.
2. Submit Materials
  - a. When you receive your drug screening information please follow all instructions found in the email and take the appropriate action. Your background check results will be uploaded for you upon completion by American DataBank. Your drug screening results will be uploaded to your account 72 business hours after you complete the collection.

## Clinical Agency Requirements

Students placed at clinical agencies are required to provide their immunization and compliance materials prior to being placed in that setting. Your program faculty and staff may halt your attendance in clinical course work at any time if your immunization and clinical requirements have not been met.

## Complio Support

Account login:  
[RCSJcompliance.com](https://RCSJcompliance.com)

Technical Support:  
[complio@americandatabank.com](mailto:complio@americandatabank.com)

Phone:  
800-200-0853



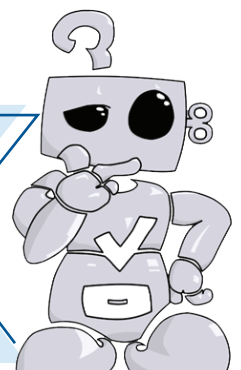
## Questions?

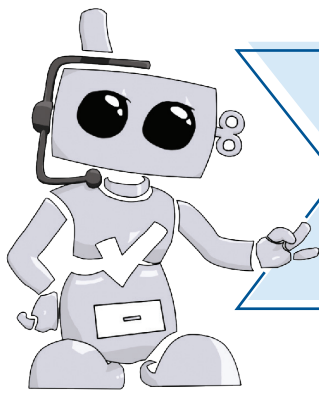
©American DataBank is always happy to help. You may call, email, or message us with any questions or concerns you have about Complio, your account or your students' statuses.

Email: [Complio@americandatabank.com](mailto:Complio@americandatabank.com)

Phone: 800-200-0853      Live Service: 7 a.m. – 6 p.m. MT M-F; 8 a.m. – 4 p.m. MT Sat

Address: 110 16th Street, Suite 800, Denver, CO 80202





# How to set up your Complio account

1. Go to [RCSJcompliance.com](https://RCSJcompliance.com) to create your account by clicking on the "Create Account" button
2. Once you create your account, you will receive an email with an activation link
  - a. Follow this link to login to your account. If you do not click on the link, your account will not be activated.
3. Click on the Get Started button to begin the ordering process
4. Select your program of study and campus then click on "Load Packages"
  - a. You will see several different packages listed. If you're unsure of what to order, please contact your Program Coordinator.
5. Step 2 will ask you to confirm all details you entered when you created your account
  - a. This information will be used to run your criminal background check and drug screening. It is imperative that you confirm that all details are correct. If you order incorrectly, you will have to place another order and a refund is not available.
  - b. We encourage you to opt-in to receive Text notifications regarding your Complio account.
6. Drug Screening
  - a. If your order includes a drug screening, you will select your collection site during the ordering process. Please find a location nearest to your home, work, or school. If you are unable to find a location near you (within 99 miles) please contact American DataBank at 800-200-0853 for assistance.
  - b. Once you have successfully placed an order and it is in progress, you will receive an email with the Drug Screen Authorization Form.
7. Signing Forms
  - a. There will be several forms to sign. Review the document and scroll down to the bottom of the page where you will check that you've read and agreed to the documentation. Using your mouse or track pad, sign your name and click Next to proceed. The form will refresh to show your signature in the form. You will click Next to move forward.
8. Order Review
  - a. You will confirm your order on the Order Review page. Please double check your package selections as once you enter your payment information your order is not eligible for a refund. Please confirm your order before proceeding.

The screenshot shows the top navigation bar with "MEMBER LOGIN" and "CREATE ACCOUNT" in red. Below this, there are two main buttons: "EXISTING USERS Login To Your Account" and "NEW USERS Create Your Account". A green callout box with an arrow points to the "NEW USERS" button, containing the text: "Click here to create your account!".

The screenshot shows the "Identifying Information" section. It includes a "Please contact your institution if you are unsure what package(s) you need to order. Asterisk (\*) denotes mandatory fields." warning. The form has "Institution Name" set to "Rowan College South Jersey" and "Select Campus" with a dropdown menu showing options: "--SELECT--", "Gloucester", and "Cumberland". A "Load Packages" button is visible on the right.

The screenshot shows the "Screening" section with two radio button options: "OPTIONAL Drug Screen Package - order only if instructed. (\$58.00)" and "Standard Background Check and 11-Panel Drug Screen (\$73.00)". Below this is the "Estimated Order Total" section. A green callout box with an arrow points to the "Standard Background Check" option, containing the text: "You will choose from several packages. Please confirm with your school before ordering."

The screenshot shows the "Text Message Notifications" section with the heading "Receive Text Notification:" and two radio buttons labeled "Yes" and "No". The "Yes" radio button is selected.

The screenshot shows a list of collection sites with their addresses and distances. A green callout box with an arrow points to the list, containing the text: "You will see approved collection sites to complete the drug screen at." The sites listed are:

- 695 S BROADWAY, DENVER, CO 80209, QUEST, 3.49 miles
- 601 E HAMPDEN AVENUE SUITE 340, ENGLEWOOD, CO 80113, LABCORP, 7.60 miles
- 1550 S POTOMAC SUITE 325, AURORA, CO 80012, LABCORP, 9.38 miles

The screenshot shows a "Confirm" dialog box with a title bar. It contains the text: "You will not be able to edit any information for this order after proceeding. Have you reviewed all your information?". Below this is a "Refund Policy" section: "Refund Policy: You have agreed to a non-tangible service, and as a customer you agree to the terms and conditions of service. In addition, you have acknowledged that there are no refunds that can be issued." At the bottom are "OK" and "Cancel" buttons.



# Physical Examination Form for Patient Care Technician Students

To be completed by a Health Care Provider

**Instructions:** This Physical Examination Form is to verify the health status of this student who has been accepted into the Central Service Technician program at Rowan College of South Jersey upon verification of adequate health status.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

DOB: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Exam: \_\_\_\_\_

HT: \_\_\_\_\_ WT: \_\_\_\_\_ BP: \_\_\_\_\_ P: \_\_\_\_\_ Urine Dip: \_\_\_\_\_ Hb: \_\_\_\_\_

**NL ABNL Findings**

- Head/Neck \_\_\_\_\_
- Eyes \_\_\_\_\_
- ENT \_\_\_\_\_
- Lungs \_\_\_\_\_
- Cardiac \_\_\_\_\_
- Breast \_\_\_\_\_
- Abdomen \_\_\_\_\_
- GU (as indicated) \_\_\_\_\_
- Rectal (as indicated) \_\_\_\_\_
- Back Strength/Extremities \_\_\_\_\_

**Yes No**

- Ability to lift and carry up to 50 lbs. \_\_\_\_\_
- Ability to exert up to 100 lb. Force or push/pull \_\_\_\_\_
- Ability to bend/stand/squat/crawl \_\_\_\_\_

**NL ABNL**

- Neuro \_\_\_\_\_
- Reflexes \_\_\_\_\_
- Lymph's \_\_\_\_\_
- Skin \_\_\_\_\_

**Remarks:** \_\_\_\_\_

The student is sufficiently free of disease and able to perform duties. He/she does not have any health condition that would create hazard for him/herself, fellow students, facility employees, residents, or visitors.

MD signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tuberculin Skin Test Requirements	Date/Results	Date/Results
2 Step TB Skin Test (PPD) 2 TB Skin Test: a minimum of 1 week or a max of 3 weeks apart	1 <sup>st</sup> Step Date: _____ Results: _____ * If positive PPD result, see Chest Xray & Letter	2 <sup>nd</sup> Step Date: _____ Results: _____
Chest Xray & Letter from Physician * Only require if positive TB Skin Test * Negative Chest Xray (within last 5 years)  * A letter from your physician stating you are free of any symptoms of TB	Date: _____ Results: _____ INH Treatment- 9 Mos. Date Began: _____ Date Ended: _____	

**TB Symptoms Review:**

1. Are you currently exhibiting any of the following symptoms of tuberculosis?

- |  |       |     |       |    |
|--|-------|-----|-------|----|
| Hoarseness/Cough lasting longer than 3 weeks | _____ | yes | _____ | no |
| Coughing up Blood                            | _____ | yes | _____ | no |
| Fever  | _____ | yes | _____ | no |
| Weight Loss                                  | _____ | yes | _____ | no |
| Night Sweats                                 | _____ | yes | _____ | no |
| Excessive Fatigue                            | _____ | yes | _____ | no |

Have you had any of the above TB symptoms within the last 12 months? \_\_\_\_\_

If yes, explain \_\_\_\_\_  
 \_\_\_\_\_

2. Have you ever been told by a doctor or other health care provider that you had active TB? \_\_\_\_\_ Yes or No

3. Have you ever been told by a doctor or health care provider that your immune system is not working right or that you cannot fight infection? \_\_\_\_\_ Yes or No

4. Have you had pneumonia in the past year? \_\_\_\_\_ Yes or No

5. Have you ever lived with or had close contact with someone who has/had active TB with symptoms listed above? \_\_\_\_\_ Yes or No.

If yes, list symptoms \_\_\_\_\_  
 \_\_\_\_\_

6. Is any person living in your household exhibiting any symptoms of TB that are listed above? \_\_\_\_\_ Yes or No

If yes, list symptoms \_\_\_\_\_  
 \_\_\_\_\_

7. Have you ever been told that you have an abnormal chest x-ray or had a chest x-ray to rule out TB? If yes, where was the chest x-ray done; physician name and number: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_



8. Have you ever received medication for active tuberculosis disease or preventative treatment for TB injections?

If yes, list medication, date started, and date completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Have you ever worked where patients with active tuberculosis are receiving care? \_\_\_\_\_

10. Have you ever worked, volunteered, or lived in any situation such as jail, group home, or homeless shelter? \_\_\_\_\_

11. Have you ever traveled outside the United States? \_\_\_\_\_ If yes, where \_\_\_\_\_

12. Were you born in the United States? \_\_\_\_\_ If no, where were you born? \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Model Release

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In consideration of my engagement as a model and for other good and valuable considerations herein acknowledged as received, upon the terms herein stated, I hereby grant Rowan College of South Jersey, its legal representatives and assigns, those for whom Rowan College of South Jersey is acting, and those acting with the institution's authority and permission, the absolute right and permission to copyright and use, re-use and publish and re-publish photographs, videos or other social media formats of me in which I may be included, in whole or in part, or composite or distorted in character or form, without restrictions as to changes or alterations, from time to time, in conjunction with my own or fictitious name, or reproductions thereof in color or otherwise made through any media including a website at Rowan College of South Jersey or elsewhere for art, advertising, trade or any purpose whatsoever.

I also consent to the use of any printed matter or website in conjunction therewith.

I hereby waive any right that I may have to inspect or approve the finished product or products or the advertising copy of printed matter that may be used in connection therewith or the use to which it may be applied.

I hereby release, discharge and agree to save harmless Rowan College of South Jersey, its legal representatives or assigns, and all persons acting under permission or authority or those for whom it is acting, from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking of said picture or in any subsequent processing thereof even though it may subject me to ridicule, scandal, reproach, scorn or indignity.

I hereby warrant that I am of full age and have every right to contract in my own name in the above regard. I state further that I have read the above authorization, release and agreement prior to its execution and am fully familiar with the contents thereof.

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NAME

---

HOMETOWN

---

MAJOR

---

PHONE OR EMAIL

---

SIGNATURE

DATE

Please opt-in or opt-out of photos by checking a box below:

I have read and agree to the Media Release Agreement. I grant Rowan College of South Jersey permission to use my image and likeness as described above.

I do not consent to the Media Release Agreement and do not grant Rowan College of South Jersey permission to use my likeness in any media.

Gloucester Campus 1400 Tanyard Road, Sewell, NJ 08080 • Cumberland Campus 3322 College Drive, Vineland NJ 08360

