Certified Clinical Medical Assistant

Admissions Handbook — 2027

Available on the Gloucester Campus only



RCSJ.edu

Rowan College
SOUTH JERSEY
1400 Tanyard Road, Sewell, NJ 08080

Certified Clinical Medical Assistant

2027
FACT SHEET

Portfolios Accepted: April 19, 2027 through June 17, 2027
Final Portfolio Deadline: June 17, 2027 at 5:00 p.m.
All Admissions Decisions Sent: July 8, 2027

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 2027 CCMA Program
- Science courses **must** be taken from 2023 to present
- Applicants may only apply to **one** selective admission program per application cycle
- Mandatory Orientation for the accepted Fall 2027 Cohort: August 16, 2027, 8:30 a.m.–3:00 p.m.
- Applicants must be 18 years of age as of the first day of the fall 2027 semester

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

Rowan College SOUTH JERSEY

Career and Technical Education

Dear Applicant:

Thank you for your interest in the Certified Clinical Medical Assistant (CCMA) program at Rowan College of South Jersey. We are pleased that you are considering a career in healthcare and welcome the opportunity to support your educational and professional goals.

The CCMA program prepares students with the knowledge and skills needed to perform administrative and clinical responsibilities in physicians' offices, hospitals, and other healthcare settings. Medical assistants are important members of the healthcare team, supporting patient care and the daily operations of a medical practice. Success in this role requires professionalism, effective communication, attention to detail, and a commitment to respectful, compassionate care.

The program prepares students to pursue four nationally recognized certifications. Earning these certifications requires successful completion of the applicable certification examinations and requirements. Upon successful completion of the program, students are automatically awarded 29 academic credits toward the Associate in Applied Science degree in Health Science at Rowan College of South Jersey. This pathway allows students to build on their training as they pursue additional educational and career opportunities.

Admission to the CCMA program is selective. Applicants are ranked according to the admission criteria outlined in this handbook. As part of the admission process, all applicants must attend an information session to learn about program requirements, expectations, and the application process. The session also provides an opportunity to ask questions and make an informed decision about entering the program.

Please review this handbook carefully as you prepare your application. Understanding the admission requirements and the commitment involved in the program is an important first step toward success.

Thank you for considering Rowan College of South Jersey as you begin your journey toward a career in healthcare.

Sincerely,

Brigette Satchell

Brigette Satchell. MBA
Dean, Career and Technical Education

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. Health Science Reasoning Test, Associate Degree (HSRT-AD) 17
    - Gloucester Campus HSRT-AD Dates 18
    - Cumberland Campus HSRT-AD Dates 19
    - RCSJ Placement Test 20
8. Transcripts 21,22
    - Transfer Students 22
9. Science Course Transfer Policy 23

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.

Rowan College
SOUTH JERSEY

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 2027

Portfolios Accepted — *April 19, 2027 through June 17, 2027*

Final Portfolio Deadline — *June 17, 2027 at 5:00 p.m.*

All Admissions Decisions Sent on or about — *Thursday, July 8, 2027*

— 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 *SelectiveAdmissions@rcsj.edu* 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 2027 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 **August 19, 2027 at 3:30 p.m**. All bloodwork should be drawn by **July 22, 2027**. 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 22, 2027**. 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
_____ CCMA 101	Foundations in Medical Assisting	3
_____ CCMA 107	Medical Assistants in Practice Lab I	1
_____ CCMA 103	Structure of the Human Body I	2
_____ HPRF 140	Biomedical Ethics	3
_____ NTRN 102	Nutrition for Healthcare Providers	3
_____ EXSI 105	Healthcare Provider Emergency Response with BLS Certification	1
	Semester Total	13
Semester Two		
Part A: Ten Weeks		
_____ CCMA 104	Structure of the Human Body II	2
_____ CCMA 108	Medical Assistants in Practice Lab II	1
_____ CCMA 110	Pharmacology in Medical Assisting	1
_____ CCMA 114	Medical Assisting Front Office Proc	2
_____ CCMA 118	Fundamentals of ECG/EKG	3
_____ CCMA 125	Fundamentals of Phlebotomy	3
Part B: Five Weeks		
_____ CCMA 120	ECG/EKG Clinical	1
_____ CCMA 128	Phlebotomy Clinical	1
_____ CCMA 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 CCMA 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

CCMA 101: Foundations in Medical Assisting ..... **3 credits**

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

CCMA 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.

CCMA 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.

CCMA 107: Medical Assistants in Practice Lab I ..... **1 credit**

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

CCMA 108: Medical Assistants in Practice Lab II ..... **1 credit**

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

CCMA 110: Pharmacology in Medical Assisting ..... **1 credit**

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

CCMA 114: Medical Assisting Front Office Procedures ..... **2 credits**

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

CCMA 118: Fundamentals of ECG/EKG ..... **3 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

CCMA 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.

CCMA 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.

CCMA 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.

CCMA 131: CCMA Capstone Experience ..... **2 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 CCMA program. 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 HPRF 102, Medical Terminology (3 credits). This course provides 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 CISM 101, 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 (ENGL 101) or Enhanced English Composition I (ENGL 101E) is the prerequisite for Biomedical Ethics (HPRF 140). Biomedical Ethics (HPRF 140) must be taken during the fall semester of the program.

Therefore, ENGL 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 ENGL 101/ENGL 101E.

Rowan College SOUTH JERSEY

Section II:

Admissions

- Frequently Asked Questions
- General Admissions, Gloucester Campus
- Portfolio Requirements
- CCMA Admission Ranking Criteria
- 2027 Information Session Dates and Registration Information
- HSRT-AD Exam Information and Registration Information
- Transcript Policies
- Transfer Students
- Science Course Transfer Policies

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.

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 ENGL 101/ENGL 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 the 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 HSRT-AD exam if I have an advanced degree or have taken the HESI or TEAS?

A: The HSRT-AD exam is required for all applicants and is non-negotiable. Previous HESI and TEAS scores are not considered nor accepted for admissions ranking.

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 four 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***
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 submitted, the portfolio is a final document and property of the College. Students cannot add, remove or edit any documents in their portfolio.

The CCMA Portfolio is available for PDF download at **RCSJ.edu/SelectiveAdmissions**

A complete portfolio consists of the following documents:

1. **Portfolio Checklist**
2. **CCMA Application**
3. **General Admissions Completion Form** *(Signed by RCSJ Admissions)*
4. **Signed Portfolio Submission Agreement**
5. **CCMA Admissions Ranking Scoresheet**
6. **HSRT-AD Test Scores** *(in sealed envelope) (**must** request from the Testing Center campus where you tested)*
7. **Information Session Proof of Attendance Email** *(Email sent to students 1-2 business days after session) (see page 15 for dates)*
8. **Official transcript from high school** *(If applicable) (**must** obtain from high school and be in a sealed envelope) (see page 19)*
9. **Official transcripts from ALL colleges attended*** including RCSJ *(MUST obtain from each college and be in a sealed envelope) (see pages 19 & 20)*
10. **Verification of GPA** of at least 2.0 from last school of attendance *(see pages 8)*

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/Apply***

- **New students** are recommended to declare A.A.S. Health Science 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.
- **Returning students** who have a previous RCSJ degree and/or have not attended RCSJ in 1 or more years need to complete a new application to the Gloucester Campus**.**
- **Graduating HSOP Students** (class of 2027) 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 Testing Center website: ***RCSJ.edu/student-services/campus-services/testing-services/***

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 25). 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***

Phone: 856-415-2209

Email: *admissions@rcsj.edu*

Testing Center: ***RCSJ.edu***

Phone: 856-415-2268

Email: *ssc@rcsj.edu*

Selective Admissions, Gloucester: ***RCSJ.edu/SelectiveAdmissions***

General Email: *SelectiveAdmissions@rcsj.edu*

Contact information is accurate at time of publication

2027 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) 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 17, 2027 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**)*
- Submission of High School Transcript
- Satisfied Placement Test Requirements

2. Attended one Information Session for the 2027 CCMA program

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

3. Submission of official HSRT-AD Exam scores *(must be in sealed envelope from Testing Center where you took the exam)*

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

- 2027 CCMA Portfolio Checklist
- 2027 CCMA Application
- General Admissions Completion Form
- Portfolio Submission Agreement
- CCMA Admissions Ranking Scoresheet

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)*

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	**— IMPORTANT —** 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. **Meeting or exceeding minimum requirements does *not* guarantee acceptance.**
50%	**Health Science Reasoning Test—Associate Degree (HSRT-AD) Exam** Previous HESI and TEAS scores **not accepted.** ***No Rounding of Scores Accepted.*** Scores from only one attempt may be submitted for admission. **Minimum Composite Score: 72**
50%	**Science Course Requirement** Must be taken from 2023–present Final grade received must be equivalent to a "C" or better *The highest completed science grade of "C" or better submitted will be used for admission ranking* **Applicants will choose one of the following options for admissions ranking purposes:** **Lab Biology** High School: 1 year each ***or*** College Level: 1 semester each College level should be equivalent to BIOL 107 *(Human Biology)* or BIOL 101 *(General Biology I)* **OR** **Anatomy and Physiology I with Lab** College level only/equivalent to RCSJ's BIOL 105 **OR** **Anatomy and Physiology II with Lab** College level only/equivalent to RCSJ's BIOL 106 **Applicants transferring Anatomy I and/or Anatomy II from another college should verify transferability well before submission of their portfolio.**
	English Course Requirement Applicants MUST have English Composition I completed prior to the start of the CCMA program. ENGL 101 is a prerequisite to HPRF140 which is taken in the first semester of the program. The course needs to be college level and equivalent to RCSJ's ENGL 101 with a grade of "C" or better.

2027 CCMA Information Sessions

All CCMA program information sessions will be held through Zoom webinar.

- Attendance at one information session is **mandatory** in order to apply to the 2027 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/admissions-aid/steps-to-enroll/selective-admissions/ccma-selective-admissions/

2027 CCMA Information Sessions		
Wednesday	February 10, 2027	10:00 a.m.
Tuesday	March 23, 2027	10:00 a.m.
Monday	April 19, 2027	3:00 p.m.
Thursday	May 20, 2027	6:00 p.m.
Monday	June 14, 2027	10:00 a.m.

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

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

CCMA Information Sessions *(cont'd)*

Webinar Logistics

Attendees are encouraged to review the Zoom website for the basics of joining a Zoom webinar before their information session: ***support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-Zoom-Webinar***

- Each session will start promptly at the advertised time and will last about 1.5 to 2 hours.
- The Webinar will lock 10 minutes after the start of the session. Late entries are strictly prohibited. ***Please plan accordingly!***
- Attendees are strongly recommended to join the webinar from a laptop or desktop computer for optimal viewing experience. Attendees who join the webinar from their cell phone or tablet do so at their own risk.

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 SelectiveAdmissions@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 2027 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 2027 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.

Health Science Reasoning Test *(Associate Degree)* — HSRT-AD

About the Exam

The Health Science Reasoning Test –Associates Degree (HSRT-AD) is a multiple-choice test specifically designed for two-year and certificate programs. The HSRT-AD is an online test administered in a timed setting and measures critical thinking as well as quantitative reasoning skills. The HSRT-AD presents a variety of scenarios in clinical and professional practice contexts with information provided in text-based and diagrammatic formats.

HSRT-AD questions ask test takers to apply their skills in order to:

- Make interpretations
- Analyze information
- Draw inferences and warranted inferences
- Identify claims and reasons
- Evaluate the quality of arguments

All applicants are required to earn a minimum score of 72 to apply to the 2027 CCMA Program

Note: *HSRT-AD scores submitted below the minimum required score will result in an incomplete portfolio. Incomplete portfolios are not considered for acceptance.*

Sample questions are available at: ***Insightassessment.com/article/sample-thinking-skills-questions***

HSRT-AD Testing Logistics

- Students are not permitted to test more than three times per application cycle. The 2027 application cycle runs from June 19, 2026 to June 17, 2027.
- HSRT-AD Scores do not expire.
- The HSRT-AD is computerized and timed *(will not exceed an hour).*
- The cost of the HSRT-AD is $50 *(fee subject to change)*.
- A fee of $15 will be charged for late registration or rescheduling of test date.
- Proof of payment is required for registration.
- Seating is limited; plan accordingly.
- Pay particular attention to the registration deadlines!
- Test dates often fill up before the late deadline.
- All applicants will need to provide an official score report in a sealed envelope issued by the Testing Center where they took the exam in their CCMA portfolio.

HSRT-AD Testing Locations

Applicants must take the HSRT-AD at either the Gloucester or Cumberland campus. Exams taken at another institution will not be acceptable for admission.

Testing dates may vary at each campus. It is the applicant's responsibility to confirm their registration and payment at the Testing Center offering their selected test date.

RCSJ's Testing Centers

Cumberland Campus
3322 College Drive
Vineland, NJ 08360
testing@cc.rcsj.edu

Gloucester Campus
1400 Tanyard Road
Sewell, NJ 08080
ssc@rcsj.edu

HSRT-AD Registration – Gloucester Campus

- Registration must be completed in-person at the Testing Center where you plan to take the exam.
- Gloucester Campus Testing Center is in the Student Services Building, Second Floor, Room 1162.
- Applicants will need to provide payment at time of registration.
- Official score report is available for next-day pickup, with proof of ID. Testers will receive instructions for score pickup after test completion.
- Only qualifying score reports will be issued.

Gloucester Campus HSRT-AD Test Dates 2026-2027			
Date of Test		**Regular Deadline $50** (subject to change)	**Late Deadline $65** (subject to change)
Tuesday	10/20/2026	Tuesday, October 6th, 2026	Monday, October 19th, 2026
Monday	11/9/2026	Monday, October 26th, 2026	Friday, November 6th, 2026
Thursday	11/19/2026	Thursday, November 5th, 2026	Wednesday, November 18th, 2026
Wednesday	12/2/2026	Wednesday, November 18th, 2026	Tuesday, December 1st, 2026
Tuesday	12/15/2026	Tuesday, December 1st, 2026	Monday, December 14th, 2026
Friday	1/15/2027	Wednesday, December 23, 2026	Thursday, January 14th, 2027
Monday	1/25/2027	Monday, January 11th, 2027	Friday, January 22, 2027
Tuesday	2/9/2027	Tuesday, January 26th, 2027	Monday, February 8th, 2027
Wednesday	2/17/2027	Wednesday, February 3rd, 2027	Tuesday, February 16th, 2027
Friday	2/19/2027	Friday, February 5th, 2027	Thursday, February 18th, 2027
Monday	2/22/2027	Monday, February 8th, 2027	Friday, February 19th, 2027
Wednesday	2/24/2027	Wednesday, February 10th, 2027	Tuesday, February 23rd, 2027
Friday	3/12/2027	Friday, February 26th, 2027	Thursday, March 11th, 2027
Tuesday	3/23/2027	Tuesday, March 9th, 2027	Monday, March 22, 2027
Monday	4/5/2027	Monday, March 22nd, 2027	Friday, April 2nd, 2027
Thursday	2/22/2027	Thursday, April 8th, 2027	Wednesday, April 7th, 2027
Wednesday	5/12/2027	Wednesday, April 28th, 2027	Tuesday, May 11th, 2027
Tuesday	5/25/2027	Tuesday, May 11th, 2027	Monday, May 24th, 2027
Wednesday	6/2/2027	Wednesday, May 19th, 2027	Tuesday, June 1st, 2027
Tuesday	6/8/2027	Tuesday, March 25th, 2027	Monday, May 7th, 2027
Wednesday	6/16/2027	Wednesday, June 2nd, 2027	Tuesday, June 15th, 2027

Contact Information *(Gloucester Campus)* • Address: 1400 Tanyard Rd, Sewell, NJ 08080 • Student Services Building, Room 1162
Email:ssc@rcsj.edu Phone: 856-415-2268

HSRT-AD Registration – Cumberland Campus

- Registration for a Cumberland campus date may be completed in-person at the Testing Center or by emailing *testing@cc.rcsj.edu.*
- Cumberland Campus Testing Center is in Arpino Building, 1st Floor, Testing Lab *(#2 on Campus Map)*
- Applicants will need to provide payment at time of registration.
- Official score report is available for next-day pickup, with proof of ID. Testers will receive instructions for score pickup after test completion.
- Only qualifying score reports will be issued.

Cumberland Campus HSRT-AD Test Dates 2026-2027 Vet Tech		
**Fees subject to change based on company pricing.*		
**Dates subject to change due to Development Days, emergency college closures, etc.*		
**Regular deadline is 2 weeks before the exam date. Add $15 to the exam fee after the deadline.*		
**There is a $15 rescheduling fee.*		
Date of Test		**Regular Deadline ($50) *Add $15 to exam fee after this date**
Wednesday	10/28/2026	10/14/2026
Thursday	10/29/2026	10/15/2026
Wednesday	11/4/2026	10/21/2026
Thursday	11/5/2026	10/22/2026
Wednesday	12/2/2026	11/18/2026
Thursday	12/3/2026	11/19/2026
Wednesday	1/27/2027	1/13/2027
Thursday	1/28/2027	1/14/2027
Wednesday	2/17/2027	2/3/2027
Thursday	2/18/2027	2/4/2027
Wednesday	2/24/2027	2/10/2027
Thursday	2/25/2027	2/11/2027
Thursday	3/4/2027	2/18/2027
Thursday	4/1/2027	3/18/2027
Thursday	5/6/2027	4/22/2027
Thursday	6/3/2027	5/20/2027

Contact Information *(Cumberland Campus)* • 3322 College Drive, Vineland, NJ 08360 • Arpino Building, 1st Floor, Testing Lab
Email: *testing@cc.rcsj.edu* • Phone: 856-200-4648

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 General Admissions Completion 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 General Admissions Completion Form signed, contact Selective Admissions at 856-468-5000, ext. 6474 or *SelectiveAdmissions@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)***
- FCSA ***(foreigncredentials.org)***,
- WES ***(wes.org)***
- SpanTran ***(SpanTran.com)***

More information is available on the Gloucester campus international student website: ***RCSJ.edu/admissions-aid/future-students/international-students/***. 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/admissions-aid/future-students/transferring-to-rcsj/**

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 physical official 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

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

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