# Certified Clinical Medical Assistant

## Admission Packet — 2023

*Available on the Gloucester Campus only*

*RCSJ.edu*

**Rowan College SOUTH JERSEY**

**1400 Tanyard Road, Sewell, NJ 08080**

# Certified Clinical Medical Assistant 2023
# FACT SHEET

**Portfolios Accepted: April 24, 2023 through June 22, 2023**
**Final Portfolio Deadline: June 22, 2023 at 5:00 p.m.**
**All Admissions Decisions Sent: July 10, 2023**

**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 2023 CCMA Program

- Science courses **must** be taken from 2018 to present
  *Online instruction for Anatomy I and/or Anatomy II at another college not acceptable prior to Spring 2020*

- Applicants may only apply to **one** selective admission program per application cycle

- Mandatory Orientation for the accepted Fall 2023 Cohort August 21, 2023, 10:00 a.m. – 3:00 p.m.

- Applicants must be 18 years of age as of the first day of the Spring 2024 semester

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

Dear Applicant:

Thank you for your interest in the Certified Clinical Medical Assistant (CCMA) program. Upon completion of this program, the student will have earned four, 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,

*Dr. Stella Barber*

Dr. Stella Barber, EdD, RN, MSN, CNE
Associate Dean, Clinical Studies in Nursing & Health Professions
Gloucester Campus

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# Important Information

The information in this packet is effective for applicants planning to enter the
## Certified Clinical Medical Assistant Program beginning in September 2023

**Portfolios Accepted** — *April 24, 2023 through June 22, 2023*
**Final Portfolio Deadline** — *June 22, 2023 at 5:00 p.m.*
**All Admissions Decisions Sent on or about** — *Monday, July 10, 2023*
**— 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 2023 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 November 10, 2023 at 12:00 p.m. All bloodwork should be drawn by October 20, 2023 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 24, 2023. 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 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.

**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 I** ..................................................................................1 credit

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

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

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

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

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

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

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

**CMA 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

**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 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 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.

# Rowan College
## SOUTH JERSEY

# Section II:

## Admissions

- Frequently Asked Questions

- General Admissions, Gloucester Campus

- Portfolio Requirements

- CCMA Admission Ranking Criteria

- 2023 Information Session Dates and Registration Information

- HP Critical Thinking Exam Information and Registration Information

- Transcript Policies

- Transfer Students

- Science Course Transfer Policies & Verification of Instruction 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.

**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 2023 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 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 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)*

2. **CCMA Application** *(page 24)*

3. **RCSJ Placement Test/Admission Status Form** *(Signed by RCSJ Admissions) (page 25)*

4. **Portfolio Submission Agreement** *(page 26)*

5. **CCMA Admissions Ranking Scoresheet** *(page 27, 28)*

6. **HP Critical Thinking Exam Scores** *(in sealed envelope from Testing Center)*

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. **Verification of Instruction Method** *(If applicable)* for A&P I and/or A&P II *(see page 21 & 29)*

10. **Official transcripts from ALL colleges attended\*** including RCSJ *(MUST obtain from each college and be in a sealed envelope) (see pages 19 & 20)*

11. **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*

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*\*RCSJ transcript can be unofficial*
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# 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*

- **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.

- **Returning students** who have a previous RCSJ degree and/or have not attended RCSJ, Gloucester Campus in 3+ years need to complete a new application to the Gloucester Campus**.**

- **Current Cumberland Campus students** will need to complete a new application to the Gloucester campus.

- **Graduating HSOP Students** (class of 2023) 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*.

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/gc/Enroll*

    Phone: 856-415-2209

    Email: *admissions@rcsj.edu*

Testing Center: *RCSJ.edu/gc/Testing*

    Phone: 856-415-2268

    Email: *ssc@rcsj.edu*

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

General Email: *SelectiveAdmissions@rcsj.edu*

*Contact information is accurate at time of publication*

# 2023 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 22, 2023 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 2023 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:**
  - 2023 CCMA Portfolio Checklist
  - 2023 CCMA Application
  - RCSJ Placement Test/Admission Status Form
  - Portfolio Submission Agreement
  - CCMA Admissions Ranking Scoresheet
  - 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 Verification of Instruction Method (if applicable, see page 21)**
  - Not required for RCSJ or high school lab science courses

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

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# CCMA Admission Ranking Criteria

| Value of Points Toward Acceptance | — IMPORTANT — |
|---|---|
| | All applicants are ranked objectively based on the criteria below. <br><br> Applicants are required to submit minimum qualifying scores in **all** areas to be considered eligible. <br><br> **Meeting or exceeding minimum requirements does *not* guarantee acceptance.** |
| **50%** | **Health Professional Critical Thinking Exam** <br><br> HESI, TEAS, HSRT-AD, SAT/ACT scores not accepted. <br><br> **no rounding of scores accepted** <br><br> Scores from only one attempt may be submitted for admission. <br><br> **Minimum Score: 700** |
| **50%** | **Science Course Requirement** <br> Must be taken from 2018–present <br><br> Final grade received must be equivalent to a "C" or better <br> *The highest completed science grade of "C" or better submitted will be used for admission ranking* <br><br> **Applicants will choose one of the following options for admissions ranking purposes:** <br><br> **Lab Biology** <br> High School: 1 year each   *or*   College Level: 1 semester each <br> College level should be equivalent to BIO 107 *(Human Biology)* or BIO 101 *(General Biology I)* <br><br> **OR** <br><br> **Anatomy and Physiology I with Lab** <br> College level only/equivalent to RCSJ's BIO 105 <br><br> **OR** <br><br> **Anatomy and Physiology II with Lab** <br> College level only/equivalent to RCSJ's BIO 106 <br><br> Online instruction for Anatomy I and Anatomy II taken at another college <br> is not acceptable prior to Spring 2020 <br><br> **Anatomy I and Anatomy II courses taken at another college must include Verification of Instruction Type in the portfolio (see pages 21 and 29)** <br><br> **Applicants transferring Anatomy I and/or Anatomy II from another college should verify transferability well before submission of their portfolio.** |
| | **English Course Requirement** <br><br> Applicants MUST have English Composition I completed prior to the start of the CCMA program. <br> ENG 101 is a prerequisite to ALH 140 which is taken in the first semester of the program. <br><br> The course needs to be college level and equivalent to RCSJ's ENG 101 with a grade of "C" or better. |

# 2023 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 2023 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*

| 2023 CCMA Information Sessions | | |
|---|---|---|
| Wednesday | February 22, 2023 | 6:00 p.m. |
| Tuesday | March 28, 2023 | 10:00 a.m. |
| Monday | April 24, 2023 | 3:00 p.m. |
| Tuesday | May 30, 2023 | 10:00 a.m. |
| Monday | June 19, 2023 | 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)*

## 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 2023 CCMA portfolio.

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

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### Please Note!

**All applicants must attend one information session date for the 2023 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.

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# 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***

- Click on "Schedule an Appointment" and choose "CCMA Critical Thinking" to see available dates and times

- The cost of the exam is $57 *(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.*

# 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/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*

## 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

Nursing and Health Professions 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.

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

# Verification of Instruction Method

Students taking Anatomy & Physiology I and/or Anatomy & Physiology II at either campus of Rowan College South Jersey **do not include** Verification of Instruction Method in their portfolio. The unofficial transcript from RCSJ included in the portfolio will satisfy this requirement.

Applicants with Anatomy & Physiology I and/or Anatomy & Physiology II completed or in-progress at another college must provide documents for Verification of Instruction Method in their portfolio for applicable courses at time of portfolio submission. Please read the following items carefully to determine which may need to be included in the portfolio:

## Proof of Registration

This shows the applicant registered for the course, including course format (lecture, online, hybrid, etc.) It must include the applicant's name, semester course was taken, section number, and course meeting times/location. This should also show dedicated lecture and lab hours for the course. Applicants should be able to access this information in their registration history or previous course schedules for that term. The weekly schedule of activities included in the course syllabus **does not meet this requirement**. A billing statement may be substituted for the proof of registration if all required information above is present on the statement.

**AND**

## Statement of Instructor Verified Identity Form (if applicable)

*Only required for A&P courses taken online Spring 2020-present at another college.*

Students will need to submit a statement from their instructor detailing how their identity was verified in the online course in addition to the proof of registration and course syllabus (if applicable). Courses taken online at RCSJ from Spring 2020-present DO NOT require this form. A standard form is available on page 29 of this admissions packet.

**AND**

## Course Syllabus (if applicable)

*Only required for A&P courses taken outside the State of New Jersey.*

The syllabus MUST include the semester and year course taken, course title and section number.
This needs to match the information on the proof of registration/course schedule. If the original syllabus cannot be obtained, a master syllabus from the academic department is acceptable, so long as the course has not been revised since the applicant took the course.

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**

# Rowan College
## SOUTH JERSEY

## Section III:

### Portfolio Submission

- How to Submit a Complete Portfolio

- 2023 CCMA Portfolio Checklist

- 2023 CCMA Application

- RCSJ Placement Test/Status Form

- Portfolio Submission Agreement

- CCMA Admissions Ranking Scoresheet

- Standard Faculty Verification Statement Form

# Portfolio Deadline

**Portfolios Will Be Accepted:** *April 24, 2023 through June 22, 2023*

**Final Portfolio Deadline:** *Thursday, June 22, 2023 at 5:00 p.m.*

**All Admissions Decisions Sent on or about:** *Monday, July 10, 2023*

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 CCMA portfolios may be submitted at any time from April 24, 2023 and June 22, 2023 at 5:00 p.m. Complete portfolios can be submitted either in-person at the Gloucester Admissions office or by mail. Electronic submissions of portfolios are not accepted.

Once submitted, the portfolio is a final document and property of the College. Students cannot add, edit, or remove documentation from their portfolio after submission. Portfolios will not be reviewed by RCSJ Staff for completion prior to submission.

Compile all required documentation and secure in a large manila envelope. Do not use file folders, binders, folders with sheet protectors, or mailing envelopes. Your portfolio should be able to be sealed with all documents inside. Manila envelopes can be found at most stationery stores, wholesale retailers (ex. Walmart or Target), and post offices. Do not staple pages together in the portfolio.

**Write the following on the front of the manila envelope:**

- Student Name
- RCSJ Student ID Number
- 2023 Certified Clinical Medical Assistant Portfolio
- Gloucester Campus

**If mailing your portfolio, please use the address below:**

Gloucester Campus Portfolios
Rowan College South Jersey
Admissions Office
ATTN: Selective Admissions Portfolio
1400 Tanyard Road, Sewell, NJ 08080

*Please allow extra time for mailed portfolios to be received!*

Complete means that the CCMA portfolio contains all required documents listed on the checklist and all general and selective admission requirements have been satisfied. If these conditions are not fulfilled, your file will be incomplete and not considered for admission to the program.

The document order of the portfolio should follow the document order of the checklist on page 23. If a requirement listed is not applicable to you, it does not need to be included in the portfolio.

**Applicants should contact Selective Admissions with any questions on whether a document needs to be included PRIOR to submission of their CCMA portfolio.**

**PLEASE SEE NEXT PAGE FOR PORTFOLIO SUBMISSION CHECKLIST**

# 2023 Certified Clinical Medical Assistant Portfolio Checklist

**Please check the boxes as they apply to you and include each checked item in your portfolio.**
**Failure to include one or more documents required will result in an incomplete portfolio.**

**Required for All Applicants:**

☐ **Completed 2023 Certified Clinical Medical Assistant Application** *(pg. 24)*

☐ **2023 CCMA Information Session Proof of Attendance Email** *(pg. 15, 16)*
*Sent 1–3 business days following the session attended*

Date of Information Session: _____

☐ **Completed Placement Test/Status Form** *(pg. 25)*

☐ **Signed Portfolio Agreement Page** *(pg. 26)*

☐ **Completed 2023 CCMA Admissions Ranking Scoresheet** *(pg. 27, 28)*

☐ **Official HP Critical Thinking Exam Score Report** *(pg. 17)*
*Score report MUST be in a sealed envelope from the RCSJ Campus Testing Center where you took the exam*

**If applicable to you, include the following items in your portfolio:**

☐ **Official high school transcript** *(pg. 19)* *Must be in a sealed envelope issued directly from your high school*

  ☐ N/A – I am using a college level lab science for admission ranking **and** the admissions office
  has a copy on file for me confirmed by my signed Placement Test/Status Form

☐ **Official transcripts from all colleges where applicant generated an academic record** *(pg. 20)*
*Must be in a sealed envelope issued directly from the institution*

  ☐ N/A – Current high school senior (class of 2023) who has not generated an academic record
  at any college or university

  ☐ N/A – RCSJ is my only college record. An unofficial transcript is included.

☐ **Verification of Instruction Method for Anatomy I & Anatomy II** *(pg. 21)*

Please complete the chart below if any Anatomy & Physiology course (either completed or in-progress) at another college and provide proof of delivery method for each. Failure to include verification of instruction type for each Anatomy & Physiology course taken or in-progress at another college will result in an incomplete portfolio.

| Anatomy & Physiology I<br>College Level Only/Equivalent to BIO 105<br>Taken from 2018 – present. | Anatomy & Physiology II<br>College Level Only/Equivalent to BIO 106<br>Taken from 2018 – present |
|---|---|
| Course Name: _____ | Course Name: _____ |
| College: _____ | College: _____ |
| Semester/Year Taken: _____ ☐ In Progress | Semester/Year Taken: _____ ☐ In Progress |
| Verification of Instruction Method:<br>  ☐ Proof of Registration<br>  ☐ Course Syllabus (if applicable)<br>  ☐ Statement of Faculty Verified Identity Form<br>  *(required if taken online from Spring 2020 – present)* | Proof of Delivery Method:<br>  ☐ Proof of Registration<br>  ☐ Course Syllabus (if applicable)<br>  ☐ Statement of Faculty Verified Identity Form<br>  *(required if taken online from Spring 2020 – present)* |

# 2023 Certified Clinical Medical Assistant 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 and
include a transcript for each *(if applicable)*.** *Transcript policies are listed on pages 19 and 20 of the admissions packet.*

| 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 | |

# 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 22, 2023 deadline will not be honored.**

---

**Applicant Section:**

Applicant Name: _____ ID #: _____

I am an applicant for the 2023 Certified Clinical Medical Assistant Program at the 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 |
|---|---|---|
| ☐ Yes:_____ | ☐ Yes: _____ | ☐ Yes: _____ |
| ☐ No: _____ | ☐ No: _____ | ☐ 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.*

# Portfolio Submission Agreement

I certify that I have read and understood the information presented in this admissions packet. I understand admission to the Certified Clinical Medical Assistant program is not guaranteed, even if I meet or exceed all admissions ranking requirements.

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.

I further understand that once I submit this portfolio to the RCSJ Admissions Office, it is a final document and property of the College. I understand failure to include any required documentation (as stated on pages 11, 13, and 23) will result in an incomplete portfolio and I will be ineligible for admission to the 2023 Certified Clinical Medical Assistant Program. This includes omission of any college transcript or illegible observation hours.

The Buckley Amendment (Privacy Act) requires student permission before transferable college courses may be added to the student's academic record. I grant permission to the College to transfer any applicable courses and change my major course of study, should I be accepted to the program.

I understand I am solely responsible for the contents and completion of this portfolio.  My signature below confirms I understand and agree to the statements above.

Print Name: _____

Signature:  _____

RCSJ Student ID Number: _____      Date: _____

# 2023 CCMA Admission Ranking Scoresheet

**50% — HP Critical Thinking Exam Score**
Include official score report from the Testing Center in your portfolio. Applicants must meet minimum required score to be considered eligible. Applicants may only use one attempt for the admissions requirement.

Date of Exam: _____

| Exam Title | Applicant Score | Minimum Requirement |
|---|---|---|
| HP Critical Thinking | | 700 Overall |

**50% — Lab Science Requirement**
Choose **one** science option below to use for admission ranking. If more than one option is selected, the highest final grade will be used for admission ranking. All letter grades will be verified on the official transcripts included in the portfolio.

| | |
|---|---|
| **OPTION 1** | **Lab Biology**<br>Equivalent to BIO 101, BIO 107, or HS Biology taken from 2018 – present. "C" or higher final grade<br><br>Course Code and Title: _____  School/College: _____<br><br>Semester/Year Taken: _____  Final Letter Grade: _____<br><br>Taken at RCSJ?  Yes ☐  No ☐  ☐ If high school sciences, official transcript must be included in packet. |

*or*

| | |
|---|---|
| **OPTION 2** | **Anatomy & Physiology I**<br>College level only/equivalent to BIO 105. Taken from 2018 – present. "C" or higher final grade.<br>*Online instruction not acceptable at another college/university before spring 2020.*<br><br>Course Code and Title: _____  School/College: _____<br>Semester/Year Taken: _____  Final Letter Grade: ___  |  Taken at RCSJ? Yes ☐ No ☐<br><br>**If taken at RCSJ**, verification of instruction method is *not required* in portfolio.<br>**If taken at another college/university,** verification of instruction method *is* required in portfolio.<br><br>**Verification of Instruction Method for Science Transfer Credit**<br><br>☐ Course Syllabus *(If from out of State school).*     ☐ Proof of Registration<br><br>☐ Statement of Faculty Verified Identity Form *(required if taken online from spring 2020 – present)* |

*or*

| | |
|---|---|
| **OPTION 3** | **Anatomy & Physiology II**<br>College level only/equivalent to BIO 106. Taken from 2018 – present. "C" or higher final grade.<br>*Online instruction not acceptable at another college before spring 2020.*<br><br>Course Code and Title: _____  School/College: _____<br>Semester/Year Taken: _____  Final Letter Grade: ___  |  Taken at RCSJ? Yes ☐ No ☐<br><br>**If taken at RCSJ**, verification of instruction method is *not required* in portfolio.<br>**If taken at another college/university,** verification of instruction method *is* required in portfolio.<br><br>**Verification of Instruction Method for Science Transfer Credit**<br><br>☐ Course Syllabus *(If from out of State school).*     ☐ Proof of Registration<br><br>☐ Statement of Faculty Verified Identity Form *(required if taken online from spring 2020 – present)* |

**Non-Ranking Academic Requirements**
*These requirements do not contribute to overall admissions ranking for the CCMA program but are required to make a complete portfolio.*

**Required Pre-Requisite Courses**
*Please complete the following form below to indicate completion of required prerequisite courses for the CCMA Program. Final grades will be verified through inclusion of transcripts in the portfolio.*

| Required Prerequisite Course | Course Status:<br>☐ Complete<br>☐ In-Progress<br>☐ Not Taken | Course Code<br>(ex. ENG 101)<br>If not taken, write "N/A" | Course Name<br>(ex. English Composition I)<br>If not taken, write "N/A" | College Name<br>(where you completed the course)<br>If not taken, write "N/A" | Semester and Year Taken<br>(ex. Spring 2023)<br>If not taken, write "N/A" | Final Letter Grade<br>(If in-progress, write "IP")<br>(If not taken, write "N/A") |
|---|---|---|---|---|---|---|
| English Composition I | | | | | | |

**Cumulative GPA Verification**
Must be a 2.00 or higher from school of current/most recent attendance. NO ROUNDING accepted. GPA is calculated to the hundredth digit. High school seniors (class of 2023) will use their weighted GPA, if available.

**Cumulative GPA:** _____

**School of current or most recent attendance:** _____

# 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 for Anatomy & Physiology I and Anatomy & Physiology II
at another college is **not** acceptable **prior to Spring 2020**

Students taking Anatomy & Physiology I and/or Anatomy & Physiology II at either campus of Rowan College South Jersey **do not include** Verification of Instruction Method in their portfolio. The unofficial transcript from RCSJ included in the portfolio will satisfy this requirement.

Applicants taking Anatomy & Physiology I and/or Anatomy & Physiology II at another college must provide documents for Verification of Instruction Method in their portfolio for applicable courses at time of portfolio submission.

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: _____ ☐ Proof of Registration Included ☐ Syllabus Included *(if applicable)*

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: _____