

Physical Therapist Assistant

Admission Packet — 2024

Available on the Gloucester Campus only



RCSJ.edu



1400 Tanyard Road, Sewell, NJ 08080

Physical Therapist Assistant

2024

FACT SHEET

Portfolios Accepted: *September 5, 2023 – November 3, 2023*

Portfolio Deadline: *Friday, November 3, 2023*

All Admissions Decisions Sent: *Monday, November 27, 2023*

The Physical Therapist Assistant Program is for students who wish to work in a healthcare profession as a licensed Physical Therapist Assistant.

- This packet is exclusive for applicants seeking admission into the Spring 2024 PTA Program Cohort
- Anatomy I and Anatomy II **must** be taken from 2019 to present
Online instruction for Anatomy I and/or Anatomy II at another college not acceptable prior to Spring 2020
- Observation Hours must be within 18 months of application period (*no earlier than April 1, 2022*)
- HESI Admission Assessment Exam Required for all applicants
- Mandatory PTA Orientation for accepted Spring 2024 PTA students:
January 10, 2024, 9 a.m. – 3 p.m.
- Applicants must be 18 years of age as of September 1, 2023

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



Physical Therapist Assistant

Dear Applicant:

Thank you for your interest in the Physical Therapist Assistant Program at Rowan College of South Jersey. Upon completion of all the requirements in this CAPTE accredited program, you will have earned a Physical Therapist Assistant Associate of Applied Science degree along with the skills required to perform the duties of a physical therapist assistant.

Graduates from this program are eligible to take the National Physical Therapy Examination for Physical Therapist Assistants, which is recognized by the New Jersey State Board of Physical Therapy Examiners. This agency governs the practice of physical therapy in the state of N.J. and issues the appropriate licenses to physical therapists and physical therapist assistants.

Carefully read the material contained in the Physical Therapist Assistant Admissions Packet as it provides the requirements for submitting a complete portfolio which will be used to rank students during the program's selective admissions process.

Since it is imperative that you understand the duties and responsibilities of a physical therapist assistant, or PTA, applicants are required to complete a minimum number of observation hours as designated in the packet. These are opportunities for you to become exposed to and familiar with the physical therapy profession.

Attendance at one of the information sessions listed in the packet is another admissions requirement. Faculty will be available to you during these sessions to answer additional questions regarding the profession or program requirements.

Best wishes as you begin your journey toward a successful future as a physical therapist assistant.

Sincerely,

*Eileen E. Doyle, PTA, MS
Program Director, PTA Program*

The Physical Therapist Assistant Program at Rowan College of South Jersey is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: capteonline.org. If needing to contact the program directly, please call 856-415-2188 or email edoyle@rcsj.edu.

Table of Contents

Section I: A.A.S. Physical Therapist Assistant Program Information

1. Important Information	1
2. State Board of PT Examiners Requirement for Licensure	2
3. PTA Program Standards	3
4. PTA Health Standards.....	4
5. Curriculum (Program of Study)	5
6. PTA Course Descriptions.....	6-8
7. General Education, GPA and Letter Grades	9

Section II: Admissions

1. Frequently Asked Questions.....	10-11
2. Application Process – Overview.....	12
3. General Admissions, Gloucester Campus	13
4. PTA Portfolio Requirement.....	14
5. PTA Prerequisite Course Requirement	15
6. PTA Admissions Ranking Criteria	16
7. 2024 PTA Information Sessions	17-18
8. Testing Information.....	19-22
HESI Exam: About	19
HESI Exam Registration: Gloucester.....	20
HESI Exam Registration: Cumberland.....	21
RCSJ Placement Test.....	22
9. Transcripts.....	23-24
10. Transfer Students.....	24
11. Science Course Transfer Policy	25

Section III: Portfolio Submission

1. How to Submit a Complete Portfolio.....	26
2. PTA Portfolio Checklist.....	27
3. 2024 PTA Application	28
4. RCSJ Placement Test/Admissions Status Form	29
5. Portfolio Submission Agreement.....	30
6. PTA Admissions Ranking Scoresheet	31-32
7. Statement of Faculty Verified Identity Form.....	33
8. Observation Hours Documentation Form.....	34-35

Disclaimer – The content and requirements of this admission packet may be altered at any time at the discretion of the College. This packet was checked for accuracy at the time of printing but should not be considered a contract between the College and the student.



Section I:

A.A.S. PTA Program Information

- Important Information
- Program Accreditation Status
- State Requirements for PTA Licensure
- PTA Program Standards and Health Requirements
- A.A.S. PTA Programs of Study
- A.A.S. PTA 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 Physical Therapist Assistant Program beginning in January 2024

Portfolios Accepted: September 5, 2023 – November 3, 2023

Portfolio Deadline: Friday, November 3, 2023

All Admissions Decisions Sent on or about: Monday, November 27, 2023

All admissions decisions will be sent to the applicant's RCSJ email address.

– IMPORTANT –

The College is not responsible for any applicant who does not follow the instructions printed in this packet. Responsibility for correctly completing the PTA 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: meeting or exceeding all admission criteria does not guarantee acceptance to the program. All admissions decisions are final.

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 2024 Physical Therapist Assistant program.

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

The Rowan College of South Jersey Physical Therapist Assistant Program

The Physical Therapist Assistant Program at Rowan College of South Jersey is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245;
email: accreditation@apta.org;
website: capteonline.org.

To contact the program, please call
856-415-2188.

The field of physical therapy is regulated by the
State Board of Physical Therapy Examiners
124 Halsey Street, 6th Floor, P.O. Box 45014
Newark, NJ 07101
njconsumeraffairs.gov/pt/
973-504-6455

The Middle States Commission on Higher Education's (MSCHE) Standards for Accreditation and Requirements of Affiliation consist of seven standards and fifteen requirements of affiliation. Accreditation is a formal expression of confidence in an institution's performance in meeting both the Standards for Accreditation and the Requirements of Affiliation. Rowan College of South Jersey is accredited by the Middle States Commission on Higher Education, 3624 Market Street, 2nd Floor West, Philadelphia, PA 19104. Telephone: 267-284-5000; email: info@msche.org.

State Board of PT Examiners Requirements for Licensure

Applicants to the Physical Therapist Assistant program are advised that the State Board of Physical Therapy Examiners regulates the practice of physical therapy in New Jersey and licenses physical therapists and assistants in the state. Applicants wishing to practice in a state other than New Jersey must meet the requirements set forth by the state board in the state where the person is seeking licensure or certification. All physical therapist assistant graduates must take and pass the National Physical Therapy Examination for Physical Therapist Assistants (NPTE for PTAs) to be considered for licensure or certification.

The New Jersey State Board of Physical Therapy Examiners (the Board) Statute N.J.S.A. 45:9-37.34b states, **"To be eligible for licensure as a physical therapist assistant, an applicant shall:**

- a. Possess at least an Associate in Arts degree from an accredited college or university;
- b. Have completed a two-year Physical Therapist Assistant program at an accredited college or university which has been approved by the board;
- c. Have experience satisfactory to the board in accordance with regulations of the board;
- d. Have successfully completed a written examination approved by the board;
- e. Be at least 18 years of age;
- f. Be of good moral character; and
- g. Meet such other requirements as may be established by the board by regulation. L.2003,c.18,s.21."

(Source: State Board of Physical Therapy Examiners Law, retrieved July 22, 2015 from njconsumeraffairs.gov/Statutes/physicaltherapylaw.pdf)

The State Board of PT Examiners requires information for licensure as a Licensed Physical Therapist Assistant in New Jersey:

1. Graduation from an CAPTE accredited two-year Physical Therapist Assistant Program
2. Criminal History Background Check clearance
3. Status of child support
4. Status of student loans
5. Citizenship/Immigration status
6. Passing the NPTE for PTA
7. Status of all professional licensures or certifications in any state or jurisdiction
8. Completed application and fees including medical conditions section
9. Pass the Jurisprudence Assessment Module for New Jersey administered by the Federation of State Boards of PT from fsbpt.org

(Source: State Board of Physical Therapy Examiners, retrieved July 23, 2015 from njconsumeraffairs.gov/pt/Applications/Application-for-Licensure-as-a-Physical-Therapist-Assistant.pdf)

The State Board of Physical Therapy Examiners is located at 124 Halsey Street, 6th Floor, Newark, NJ.
The mailing address is P.O. Box 45014, Newark, NJ 07101.

For complete information, contact: The Board: njconsumeraffairs.gov/pt/

NJ Application for Licensure: njconsumeraffairs.gov/pt/Pages/applications.aspx

Additional information on all State Boards of Physical Therapy is available through the Federation of State Boards of Physical Therapy website: fsbpt.org on the Free Resources tab, under Licensing Authorities Contact Information.

Each state Board of PT has the right to deny or defer licensure if the applicant does not fulfill all requirements for licensure.

Complaints may be addressed to the State Board of PT Examiners and FSBPT at their respective address.

PTA Program Standards

A minimum grade of “C+” is required in both BIO courses and the MAT 115 course, and a minimum grade of “C” is required in all other courses. A minimum grade of 76% is required in all PTA designated courses, and in order to progress through the PTA program, students must maintain a cumulative GPA of 2.00 or higher [as per the current institutional grading scale.]

PTA students must meet all pre-requisite, co-requisite and grade requirements for each college course listed in the PTA program of study in order to advance through the program. General education 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 PTA 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 PTA program. Pre-requisite and co-requisite requirements for program coursework can be viewed within the RCSJ College Catalog.

Competency skill testing will be conducted throughout the program. Students must demonstrate the ability to competently complete, in the time allotted, all steps of a task in order to progress to take any practical exam. Further, students must pass all required practical examinations in order to achieve a passing score in that course, thus allowing them to progress within the program and/or onto a clinical experience.

- One outcome of the PTA 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 an optical drive and USB controller and Internet access (Note: AOL is **not** compatible with many of the applications). Computers are available to students on the RCSJ campus.
- PTA students are required to meet specific health standards. PTA applicants are notified of comprehensive health requirements upon acceptance to the program. The completed health packet will be due no later than 12PM on January 8, 2024. Health requirements are based on the recommendations of the Center for Disease Control (CDC) requirements for healthcare providers. Failure to submit a completed health packet will result in forfeiting the acceptance offer. Clinical agencies reserve the right to require additional health screenings. Students are responsible for health screening costs.
- PTA students must maintain current CPR certification while in the PTA program. The level of CPR is Basic Life Support (BLS) for the Healthcare Professional and is **ONLY** acceptable through the American Heart Association. RCSJ offers a one-credit course, HPE 105: Healthcare Provider Emergency Response with BLS Certification, that meets this requirement.
- 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 (UDS). Upon acceptance into the PTA program, students must complete the CHBC and the urine drug screen. A completed CHBC/UDS is due no later than December 11th, 2023. Students are responsible to pay all fees associated with the CHBC.
- CHBC and UDS results are sent to the clinical agencies which 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 and UDS findings, the student will be dismissed from the PTA program and referred to Student Services to explore other career options.

Health Requirements

Students who are accepted into the Physical Therapist Assistant program will be required to complete a health packet. The packet consists of medical clearance from a licensed health care provider. The clearance will attest that the provider is stating that the student may participate in all clinical activities without restriction. Activities include but are not limited to:

- Satisfactory cognitive and emotional functioning to ensure patient safety and exercise independent judgment and discretion in performing assigned responsibilities.
- Ability to stand for long periods of time and safely move 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.

Essential Functions for a PTA Student

Students are expected to be able to perform the following list of essential functions while in the PTA program, with or without reasonable accommodations. The PTA program fully supports the provision of reasonable accommodations to students with special needs in order to achieve program goals. These accommodations will be coordinated through a cooperative effort with the Department of Special Services which may be contacted at 845-415-2265.

The physical demands placed on the PTA student during program learning require that a participant has the ability to:

- Sit or stand for long periods of time, up to 7 hours per day, and safely move patients with mobility issues.
- Bend, stoop and lift to deliver safe patient care which includes being able to lift, carry, pull, twist and guide weights up to and including 100 pounds.
- Move with adequate agility and speed, and possess the coordination, balance and strength for guarding to ensure patient safety.
- Use visual, auditory and tactile senses to observe patients and collect and interpret data as demonstrated by,
 - 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.
- Read and interpret equipment dials, patient charts, professional literature and notes from patients, physicians and other health professionals.
- Perform sufficient bilateral finger movement to manipulate, operate and monitor various types of electrical and mechanical therapeutic equipment and apply these safely and effectively to the patient/client.
- Communicate effectively in English, in a timely manner, in verbal and written (including electronic) formats with faculty, peers, patients, families and other health professionals.
- Legibly record/document patient care notes and communications in standard medical charts in hospital/clinical settings in a timely manner and consistent with the acceptable norms of clinical settings.
- Recognize and respond appropriately to individuals of all ages, genders and races, and from all socio-economic, religious and cultural backgrounds.
- Demonstrate the physical and emotional capacity to work a 40-hour week while in the clinical setting.
- Behave in an ethically sound, competent, compassionate and professional manner in the classroom and in the clinic.
- Demonstrate satisfactory cognitive and emotional functioning to ensure patient safety, and exercise independent judgment and discretion in performing assigned responsibilities.

Curriculum

Rowan College of South Jersey Division of Nursing and Health Professions Graduation Control Sheet

Physical Therapist Assistant Program Associate in Applied Science (A.A.S.) – Career

This is a selective-admission, day time professional program designed to prepare the Physical Therapist Assistant, or PTA, to provide interventions and components of therapeutic measurement under the direction and supervision of a licensed physical therapist. Upon graduation from the PTA program, students will be eligible to take the National Physical Therapy Examination for Physical Therapist Assistants to determine competence for licensure application, and thus will be able to work in a variety of patient care settings.

FIRST YEAR –

Summer Semester

		Credits
___ ENG 101	English Composition I	3
___ MAT 115	College Geometry	3
	<i>Semester Total</i>	6

Fall Semester

___ ENG 102	English Composition II	3
___ PSY 101	General Psychology	3

Fall Semester – 7-Week

___ BIO 105*	Anatomy and Physiology I	4
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Fall Semester – 7-Week

___ BIO 106*	Anatomy and Physiology II	4
	<i>Semester Total</i>	14

Spring Semester

___ PTA 101	Intro to Physical Therapist Assisting	1
___ PTA 102	Kinesiology and Measurement of the Musculoskeletal System	6
___ HPE 106**	Health and Wellness Promotion in PT	1
	<i>Semester Total</i>	8

SECOND YEAR –

Summer Semester

___ PTA 105	Pathophysiology for the PTA	2
___ PTA 107	Essential Skills for the PTA I: Patient Care	4
___ PTA 210	Orthopedics for the PTA	1
	<i>Semester Total</i>	7

Fall Semester

___ PTA 207	Essential Skills II: Biophysical Agents	4
___ PTA 208	Mgmt of Neuro d/o Across the Lifespan	4
___ PTA 209	Clinical Experience I	2
___ PTA 216	Cardiovascular & Pulmonary PT	2
	<i>Semester Total</i>	12

Spring Semester

___ PTA 229	Clinical Experience II	6
___ PTA 239	Clinical Experience III	6
___ PTA 240	Seminar in PTA Professionalism	1
	<i>Semester Total</i>	13

Total Minimum Credits: 60

Physical Therapist Assistant is a selective admission program. Students must be accepted to the program prior to registering for HPE 106 or any PTA courses.

Clinical agencies require criminal history background checks (CHBC) and urine drug screening (UDS) for all individuals engaged in patient care. All students must undergo a CHBC and UDS upon acceptance into the PTA Program. CHBC and UDS results may be sent to the clinical agencies which 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 and UDS, the student will be dismissed from the PTA** Program.

A minimum grade of "C+" is required in all BIO and the MAT 115 courses, and a minimum grade of "C" is required in all other courses. A minimum grade of 76% is required in all PTA designated courses, and in order to progress through the PTA program, students must maintain a cumulative GPA of 2.00 or higher [as per the current institutional grading scale.]

Physical Therapist Assistant students must meet all pre-requisite, co-requisite and grade requirements for each college course listed in the Physical Therapist Assistant program of study to advance through the Physical Therapist Assistant program. Course pre-requisites and co-requisites are specified in the RCSJ college catalog. Students who do not meet pre-requisite and co-requisite course requirements and/or grade requirements will not be able to progress in the Physical Therapist Assistant program.

* Refer to the course description section of the college catalog for prerequisite and co-requisite course requirements.

** HPE 106 is only offered to students who are accepted into the PTA program.

CONTROL SHEET EFFECTIVE FOR STUDENTS ENTERING SPRING 2023

Physical Therapist Assistant (PTA) Course Descriptions

**These courses are open only to students who have been accepted into the PTA program.
All technical courses must be passed with a grade of "C+" or higher (percentage grade of 76% or higher.)**

HPE 106 Health and Wellness Promotion in Physical Therapy

1 lecture, 0 lab, 0 clinical, 1 credit

This course will identify methods for physical therapy professionals to be effective change agents in the promotion of public health, prevention and wellness initiatives. Effective communication strategies between health practitioners and patients will also be explored. Students will be expected to participate in a nutritional self-assessment, identify opportunities for participation in service learning activities and develop a group wellness project.

Prerequisite(s): grade "C" or better in ENG 101

Co-requisite(s): PTA 101

Course Fee: None

PTA 101 Introduction to Physical Therapist Assisting

1 lecture, 0 lab, 0 clinical, 1 credit

This course will provide an introduction to the physical therapy profession, including a history of the American Physical Therapy Association; the role of the PTA as a member of the health care team; the PT/PTA relationship; physical therapy practice settings and specialties; as well as an introduction to physical therapy regulations, ethics, patient communication, patient health care records and documentation.

Prerequisite(s): grade of "C" or better in ENG 101

Co-requisite(s): HPE 106 , PTA 102

Program Fee: \$1,500

PTA 102 Kinesiology and Measurement of the Musculoskeletal System

3 lecture, 7 lab, 0 clinical, 6 credits

Building upon Anatomy & Physiology I, this course will provide an in-depth study of the biomechanical principles and anatomical structures responsible for human movement; as well as the fundamentals and physiological effects of therapeutic exercise. Students will be expected to demonstrate in lab competency with palpation of anatomical landmarks; assessing anthropometric measurements, muscle strength, joint range of motion, posture and gait; and performing common therapeutic exercises for strengthening, stretching, balance and coordination. Documentation regarding data collection and treatment interventions will also be included.

Prerequisite(s): grade "C+" or better in each of the following: BIO 105 and MAT 115

Pre- or co-requisite(s): PTA 101, BIO 106

Course Fee: I

PTA 105 Pathophysiology for the PTA

2 lecture, 0 lab, 0 clinical, 2 credits

The student is introduced to the medical and surgical conditions most frequently encountered in PT departments, with emphasis on the role of the PTA in the treatment of each. The basic inflammatory and healing processes and the principles of treatments to promote healing are covered. Students will become familiarized with the essential nature of diseases, and abnormalities of structure and function that are characteristic of diseases. Students will receive an introduction to pharmacology and to the systematic review of professional literature to research PT-related diagnoses.

Prerequisite(s): with grade of "C+" or better in: BIO 106

Co-requisite(s): PTA 107, PTA 210

Course Fee: None

Physical Therapist Assistant (PTA) Course Descriptions – continued

PTA 107 Essential Skills for the PTA I: Patient Care

2 lecture, 6 lab, 0 clinical, 4 credits

This course will introduce students to fundamental patient care skills and assessment techniques, including patient interviewing, vital signs, body mechanics, positioning, bed mobility, transfer techniques, gait training, aseptic techniques, basic wound care and wheelchair management. During laboratory time, students will practice skills utilizing simulated patient care scenarios prior to being assessed through skill competency testing and practical examinations.

Prerequisite(s): PTA 102

Co-requisite(s): PTA 105

Course Fee: I

PTA 207 Essential Skills for the PTA II: Biophysical Agents

2 lecture, 6 lab, 0 clinical, 4 credits

This course is designed to prepare students for the safe and effective application of therapeutic modalities in physical therapy practice. Mechanisms of action, indications, contraindications, precautions and parameters will be covered for the use of superficial and deep heat; cryotherapy, mechanical compression; electrotherapy; spinal traction; therapeutic massage; hydrotherapy; and light therapy. Lecture and laboratory activities will develop problem solving and critical thinking skills regarding the use of therapeutic modalities and skills will be assessed to competence level.

Prerequisite(s): PTA 102

Co-requisite(s): PTA 208

Course Fee: I

PTA 208 Management of Neurological Disorders Across the Lifespan

3 lecture, 3 lab, 0 clinical, 4 credits

This course will focus on the characteristics and treatment of pediatric and adult neurological disorders, as well as their impact on human motor development. Students will be taught the concepts of motor control and motor learning development, as well as the theory and practical application of treatment interventions utilized for the treatment of patients with neurological disorders. The focus will be on patient function including assessment instruments used to identify and document architectural barriers and the level of assistance needed for performance of activities of daily living. Skills learned in lab will be tested to a level of competence throughout the semester.

Prerequisite(s): PTA 105

Co-requisite(s): PTA 207

Course Fee: I

PTA 209 Clinical Experience I

0 lecture, 0 lab, 90 clinical, 2 credits

This is an integrated clinical affiliation used to introduce the Student Physical Therapist Assistant (SPTA) to the operational procedures of a clinical setting. The student will be immersed in patient-client interactions as well as the PT-PTA relationship, and will be expected to perform at the advanced beginner level for skills in data collection techniques and mobility training. The SPTA must maintain proficiency in all areas of patient safety.

Prerequisite(s): PTA 102, PTA 107, PTA 207 (Practical #1), PTA 210

Program Fee: \$1,500

Physical Therapist Assistant (PTA) Course Descriptions – continued

PTA 210 Orthopedics for the PTA

1 lecture, 1 lab, 0 clinical, 1 credit

This course builds upon the concepts introduced in PTA 102 Kinesiology and Measurement of the Musculoskeletal System, with a focus on common orthopedic injuries, disorders and surgeries. PTA students will receive instruction on the phases of musculoskeletal tissue healing, treatment interventions, patient education and therapeutic exercise progression within the plan of care developed by the supervising physical therapist.

Prerequisite(s): PTA 102

Co-requisite(s): PTA 105, PTA 107

Course Fee: G

PTA 216 Cardiovascular and Pulmonary PT

1 lecture, 2 lab, 0 clinical, 2 credits

This course will focus on assessment techniques and treatment interventions for cardiovascular and pulmonary pathologies, as well as assessment and treatment for patients with amputations. Knowledge and skills will be assessed through skill-competency testing, written examinations and practical examinations.

Prerequisite(s): PTA 102, PTA 105

Course Fee: G

PTA 229 Clinical Experience II

0 lecture, 0 lab, 270 clinical, 6 credits

Knowledge and skills learned in all PTA program coursework will be integrated and applied to direct patient care during this 6 week, full-time clinical education experience. In addition, students will complete five clinical conference hours online each week. By the conclusion of the experience, students will be expected to safely perform quality physical therapy care for routine patients with minimal supervision and guidance from the supervising physical therapist.

Prerequisite(s): PTA 207, PTA 208, PTA 209, PTA 210 and PTA 216

Co-requisite(s): PTA 240

PTA 239 Clinical Experience III

0 lecture, 0 lab, 270 clinical, 6 credits

Knowledge and skills learned in all PTA program coursework will be integrated and applied to direct patient care during this 6 week, full-time clinical education experience. In addition, students will complete five clinical conference hours online each week. By the conclusion of the experience, students will be expected to safely perform quality physical therapy care at the level of an entry level physical therapist assistant.

Prerequisite(s): PTA 229

Co-requisite(s): PTA 240

Course Fee: S

Program Fee: \$1,500

PTA 240 Seminar in PTA Professionalism

1 lecture, 0 lab, 0 clinical, 1 credit

This capstone course is designed to further develop the professional behaviors and expectations of an entry-level physical therapist assistant including exploration of topics related to ethics and jurisprudence. Assignments will include completing the steps necessary to apply for the National Physical Therapy Exam and for state licensure. Students will be expected to participate in the implementation of a community-based or volunteer service learning project.

Prerequisite(s): PTA 209

Co-requisite(s): PTA 229, PTA 239

Course Fee: T

General Education Courses, Letter Grades and GPA Requirement

General Education Courses

An applicant may enroll in general education courses at the College prior to acceptance into the PTA program. Applicants may use the College Level Examination Program (CLEP) to meet the general education course work requirement as long as the total score is equal to or greater than the ACE Recommended Credit-Grading Score. For more information and arrangements to take a CLEP subject exam please contact the RCSJ Testing Center at 856-415-2268.

A student who has no previous experience with health care terminology 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 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 CIS 102, Introduction to Computers (4 credits).

Math skills, including geometric functions, are essential to succeed in the PTA program. Students interested in taking additional math courses to improve their skills should consult with their academic advisor for course suggestions.

GPA Verification

A cumulative grade point average of at least 2.30 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 the current or most recent school of attendance. RCSJ students will submit an unofficial transcript in their portfolio.

Attention RCSJ Students: *Please be aware that the RCSJ student's cumulative GPA must be a 2.30 or higher to start the PTA program.* Applicants who have previous coursework that prevents their RCSJ GPA from meeting the minimum requirement should work with their Academic Advisor for possible options.

Letter Grades

Some colleges do not operate on the plus or minus grading scale. Students transferring coursework from a college that does not use a plus or minus grading scale will need to earn a letter grade of B or better for coursework in the Physical Therapist Assistant program that requires a minimum grade of "C+."

For more clarification on this policy, students can contact SelectiveAdmissions@rcsj.edu.



Section II:

Admissions

- Frequently Asked Questions
- General Admissions, Gloucester Campus
- Portfolio Requirements
- Prerequisite Course Requirements
- Selective Admissions Ranking Criteria
- 2024 Information Session Dates and Registration Information
- HESI 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 Physical Therapist Assistant program can accept a maximum of 18 students per year.

Q: Do you have a rolling deadline?

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

Q: I want to pursue a career as a Doctor of Physical Therapy/Physical Therapist. Is the PTA program a good starting point?

A: **No**, the PTA program is not a stepping stone for a career as a Doctor of Physical Therapy. The scope of work and educational requirements for a career as a PTA differ greatly from those as a DPT. Information about the differences between the two can be found on the American Physical Therapy Association website (APTA.org).

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

A: The PTA program requires certain courses to be complete with a final grade at time of portfolio submission, while other can be in progress. In-progress courses must be complete with the required final grade by the end of the Fall 2023 semester to be considered eligible for the program. The course requirements can be found on page 15 of this admissions packet.

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 all 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: I finished all of the general education courses in the A.A.S. Physical Therapist Assistant curriculum. Does this mean I can finish the program sooner?

A: **No**. The program takes a full four semesters of coursework and cannot be accelerated or decelerated in any way. All PTA technical phase courses must be completed in the order in which they appear on the program of study.

Q: Do I need to take the HESI exam if I have an advanced degree or have taken the HSRT-AD, SAT/ACT or GRE?

A: The HESI exam is required for all applicants and is non-negotiable. Previous HESI scores do not carry an expiration date for the 2024 Physical Therapist Assistant program.

Frequently Asked Questions (*cont'd*)

Q: I have a higher/different math than College Geometry. Can I use that instead?

A: **No.** College Geometry is the required math course to apply to the PTA program and is non-negotiable. Different math courses (Statistics, PreCalculus, Intermediate Algebra, Calculus, etc.) cannot be used in place of College Geometry.

Q: Where can I set up my observation hours?

A: RCSJ does not provide potential sites for students to complete their observation hours requirement. Students are encouraged to reach out to a PT/PTA they are interested in shadowing directly to establish observation hours. Students can also use the [APTA.org](https://www.apta.org) "Find a PT" database for available, local PTs near their location.

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

A: General education courses may be eligible to transfer to the PTA program. Students transferring from another PTA programs should be advised that PTA courses cannot transfer from school to school. Transfer students should have their transfer credits evaluated prior to submitting a PTA portfolio. Please find more information on pages 26–28 of this packet.

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

A: Anatomy & Physiology I and Anatomy & Physiology II courses must be no older than five years from point of entry to the PTA program. All other general education classes do not carry an expiration date.

Q: What if my Anatomy & Physiology courses are expired?

A: Students with expired Anatomy & Physiology courses will need to retake the course to update the content. There is no longer a test-out option.

Q: How is the cumulative GPA calculated?

A: The cumulative GPA is taken from the institution the applicant either currently attends or most recently attended. 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. Cumulative GPA does not affect overall admissions ranking to the PTA program.

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

A: **No.** Admission to the PTA program is not guaranteed. All applicants are ranked objectively based on the published criteria (see page 16). Meeting or exceeding minimum requirements does not guarantee acceptance. All applicants should put their best foot forward when submitting their portfolio.

Application Process

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

Both application processes must be completed correctly at the designated campus in order for your Nursing 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 PTA program. This process will provide students with acceptance to the College, but not to the PTA 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/gc/Apply](https://www.rcsj.edu/gc/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 admission process is complete, students are ready to begin the second step in the application process: submission of the PTA portfolio. Each PTA applicant is required to gather all documentation listed on the checklist and present it to the Admissions Office as a completed portfolio. Once submitted, new documentation may **not** be added to the portfolio.

The portfolio consists of:

1. **Portfolio Checklist** (pages 27)
2. **PTA Application** (page 28)
3. **RCSJ Placement Test/Admission Status Form** (Signed by RCSJ Admissions) (page 29)
4. **Portfolio Submission Agreement** (page 30)
5. **PTA Admissions Ranking Scoresheet** (page 31 & 32)
6. **HESI Admission Assessment Exam Test Scores** (page 19–21) (**must** request from the Testing Center and be in a sealed envelope)
7. **2024 Information Session Proof of Attendance Email** (Obtained after attendance at mandatory information session) (see page 17–18 for details)
8. **Verification of Instruction Method** (If applicable) for A&P I and II (courses taken at another college) (see pages 16, 23–25, & 33)
9. **Official transcripts from ALL colleges attended*** (**must** obtain from each college. Physical copies must be included in portfolio) (see pages 23–24)
10. **Verification of GPA** of at least 2.3 from last school of attendance (see page 9)
11. **PTA Observation Documentation Form** (pages 34 & 35)

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

*RCSJ transcript can be unofficial

General Admissions – Gloucester Campus

Step 1: Apply and Submit Official Documents

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

- **New** students are recommended to declare **A.A.S. Health Science, PTA Pathway** as their course of study.
- **Current** students do 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 either not attended the College in 3+ years or recently earned another degree from RCSJ must complete a new application to the College.
- **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 PTA applicant does not guarantee nor imply special consideration for acceptance to the PTA 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.

Mailed documents may be sent to the following address:

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

Step 2: Satisfy Placement Test Requirements

Students interested in applying to Selective Admissions programs (including the Physical Therapist Assistant program) must satisfy the College's traditional placement testing requirements. All applicants to the PTA program must demonstrate college-level placement in reading, writing and math **prior** to submission of a portfolio.

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

Unless the applicant meets one of the exemption criteria or tests above the remedial level in all areas, they must complete all required remediation before applying to the PTA 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 31). This form must be completed and signed by an RCSJ admissions representative on the Gloucester campus **prior** to submitting the portfolio.

Contact Information

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

Phone: 856-415-2209

Email: admissions@rcsj.edu

Selective Admissions, Gloucester:

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

General Email: SelectiveAdmissions@rcsj.edu

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

Phone: 856-415-2268

Email: ssc@rcsj.edu

Contact information is accurate at time of publication

PTA Portfolio Requirements

Once the general admissions process is complete, students are ready to begin the second step in the application process: submission of the PTA portfolio.

Each PTA applicant is required to gather all documentation listed on the checklist (page 27) 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 November 3, 2023 at 5 p.m. Late submissions are not considered for admission.

Electronic submissions are not accepted.

The following items are REQUIRED for all applicants to the Physical Therapist Assistant program at time of portfolio submission:

1. Completed General Application to Gloucester campus

- General Application
- Submission of High School Transcript
- Satisfied Placement Test Requirements

2. Attended one Information Session for the 2024 PTA program

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

3. Submission of official HESI Exam Score Report

- Must be in a sealed envelope from the Testing Center
- Scores from only *one* attempt at the exam can be used for admissions

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

- Portfolio Checklist
- 2024 PTA Application
- RCSJ Placement Test/Admission Status Form
- Portfolio Submission Agreement
- PTA Admissions Ranking Scoresheet
- Verification of Instruction Method & Statement of Faculty Verified Identity (*if applicable*)
- PTA Observation Hours Documentation Form

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.*

7. Verification of GPA of at least 2.30 from last school of attendance *(verified from submission of official transcript)*

8. Verification of Instruction *(if applicable, see page 25) (Not required for RCSJ lab science courses)*

Note: All Selective Admission Requirements and General Admissions requirements **must** be satisfied at the time of portfolio submission in order to be considered eligible for the PTA program.

Pre-Requisite Course Requirements

The Physical Therapist Assistant program at Rowan College South Jersey's Gloucester campus requires applicants to complete all general education courses prior to entering the technical phase of the program. Prospective applicants should work with their academic advisor to determine appropriate course sequencing for completion of their prerequisite courses.

Applicants who submit a transcript with in-progress coursework should be advised their potential acceptance to the PTA program is **conditional**. Official acceptance will be contingent upon the final grade(s) in the in-progress courses. Should an applicant not receive the required final grade in an in-progress course, their seat may be forfeited.

Applicants are required to have the following coursework completed with a final grade on their transcript by the time of portfolio submission:

- **English Composition I** (*college level, final grade of a "C" or better, equivalent to ENG 101/ENG 101E*)
- **Anatomy and Physiology I** (*college level only, must be equivalent to BIO 105, final grade of "C+" or better, taken from 2019–present*)
- **College Geometry** (*college level only, final grade of a "C+" or better, equivalent to MAT 115*)

The following courses can be in-progress at the time of portfolio submission, but must be complete by the end of the fall 2023 semester to be considered eligible for the PTA program:

- **English Composition II** (*college level, final grade of a "C" or better, equivalent to ENG 102*)
- **Anatomy and Physiology II** (*college level only, equivalent to BIO 106, final grade of a "C+" or better, taken from 2019–present*)
- **General Psychology** (*college level only, final grade of a "C" or better, equivalent to PSY 101*)

Acceptable coursework not taken at RCSJ must have equivalent content, lecture and lab hours, credit hours, come from an accredited institution of higher education and provide a letter grade. Applicants transferring their general education coursework from another college are encouraged to reach out to Selective Admissions to determine equivalency **well ahead** of the portfolio deadline.

Applicants may still be considered for the PTA program if they have not completed BIO 106, Anatomy & Physiology II, however applicants who have already received a final grade with a "C+" or better in that course will be given ranking preference.

PTA Admissions Ranking Criteria

Value of Points Toward Acceptance	<p>– IMPORTANT –</p> <p>All applicants are ranked objectively based on the criteria below. Applicants are required to submit minimum qualifying scores in all areas to be considered eligible.</p> <p>Meeting or exceeding minimum requirements does <i>not</i> guarantee acceptance.</p>												
30%	<p>HESI Admission Assessment Requirement Academic Sections</p> <p>No Rounding of Scores Accepted</p> <p>Applicants must pass each section simultaneously. Scores from only one attempt may be submitted for admission. All attempts must be at least 60 days apart.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Chemistry</td> <td style="width: 50%;">Minimum 70%</td> </tr> <tr> <td>Anatomy & Physiology</td> <td>Minimum 80%</td> </tr> <tr> <td>Vocabulary & General Knowledge</td> <td>Minimum 80%</td> </tr> <tr> <td>Reading Comprehension</td> <td>Minimum 80%</td> </tr> <tr> <td>Grammar</td> <td>Minimum 80%</td> </tr> <tr> <td>Math</td> <td>Minimum 80%</td> </tr> </table>	Chemistry	Minimum 70%	Anatomy & Physiology	Minimum 80%	Vocabulary & General Knowledge	Minimum 80%	Reading Comprehension	Minimum 80%	Grammar	Minimum 80%	Math	Minimum 80%
Chemistry	Minimum 70%												
Anatomy & Physiology	Minimum 80%												
Vocabulary & General Knowledge	Minimum 80%												
Reading Comprehension	Minimum 80%												
Grammar	Minimum 80%												
Math	Minimum 80%												
10%	<p>Critical Thinking Section</p> <p>Critical Thinking Overall Minimum 700</p>												
50%	<p>Science Course Requirement Must be taken from 2019–present</p> <p>Final grade received must be equivalent to a “C+” or better <i>The highest completed science grade of C+ or better submitted will be used for admission ranking</i></p> <p>Applicants will choose one of the following options for admissions ranking purposes:</p> <p style="text-align: center;">Anatomy and Physiology I with Lab College level only/equivalent to RCSJ’s BIO 105/BIO 106</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Anatomy and Physiology II with Lab College level only/equivalent to RCSJ’s BIO 106</p> <ul style="list-style-type: none"> • Online instruction for Anatomy I and Anatomy II taken at another college is not acceptable prior to Spring 2020 • Anatomy I and Anatomy II courses taken at another college must include Verification of Instruction Type in the portfolio (see pages 25 & 33) • Applicants transferring Anatomy I and/or Anatomy II from another college should verify transferability well before submission of their portfolio 												
10%	<p>Math Course Requirement</p> <p style="text-align: center;">College Geometry <i>must be final grade at time of application</i></p> <p>College level only/equivalent to RCSJ’s MAT 115 Final grade received must be a grade of “C+” or better. Midterm grades not accepted.</p>												

2024 PTA Information Sessions

All PTA Information Sessions are presented through Zoom webinar.

- Attendance at one information session is mandatory in order to apply to the 2023 PTA 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 the website:
RCSJ.edu/SelectiveAdmissions/Gloucester/PTA**

2024 PTA Program Information Sessions		
Monday	April 10, 2023	6:00 p.m.
Tuesday	May 23, 2023	10:00 a.m.
Wednesday	July 19, 2023	3:00 p.m.
Thursday	August 17, 2023	3:00 p.m.
Tuesday	September 19, 2023	10:00 a.m.
Monday	October 23, 2023*	6:00 p.m.

****This is the FINAL information session for the 2024 PTA program.***

No additional information sessions will be offered after this date.

*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.*

2024 PTA Information Session (cont'd)

What to Expect at Your Information Session

Webinar Logistics

- Attendees are encouraged to review the Zoom website for the basics of joining a Zoom webinar before their information session: <https://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.

3 Informational Segments

- **Admissions:** Representatives from the Admissions office will review the two-step application process for the PTA program.
- **Program:** Representatives from the PTA program will review program information and other requirements.
- **Q&A:** Attendees will have an opportunity to ask and have 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](mailto>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 2024 PTA portfolio.

**This email may arrive 1–3 business days after the session and may go to your junk/spam folder.*

Please Note!

All applicants must attend one information session date for the 2024 PTA Program.

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

Testing Information: HESI Exam

HESI Admission Assessment Exam Criteria

The HESI Admission Assessment exam is designed to assess a student's academic and personal readiness for higher education in a health care field.

The HESI Admission Assessment exam consists of academic exams, a critical thinking exam and a personality profile that identifies the person's learning style. The academic exams include Chemistry, Anatomy and Physiology, Vocabulary and General Knowledge, Reading Comprehension, Grammar and Math skills.

To be considered for admission the following scores are required:
(no rounding of scores accepted)

Subject Area:	HESI Score Required:
Chemistry	Minimum 70% or above
Anatomy & Physiology	Minimum 80% or above
Vocabulary & General Knowledge	Minimum 80% or above
Reading Comprehension	Minimum 80% or above
Grammar	Minimum 80% or above
Math	Minimum 80% or above
Critical Thinking Overall	Minimum 700 or above

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

- Test dates must be at least 60 days apart, regardless of which campus the exam is taken.
- Scores from only one exam will be accepted for admission requirement.
- **Only** the HESI Admission Assessment exam taken at RCSJ will be accepted for admission to the RCSJ PTA program.
- Students can take the exam at either campus and results will be valid for the Gloucester PTA program.
- The HESI Admission Assessment exam is a computerized test. The maximum time allotted to complete the exam and personal profile is approximately five (5) hours.

Note: HESI scores submitted below the minimum required score will result in an incomplete portfolio and will not be considered for acceptance.

For additional information, contact the RCSJ Testing Center at 856-415-2268.

Preparatory Materials for the HESI

Preparation for the HESI exam is highly recommended. Study guides are available at most area bookstores. The RCSJ bookstore (856-415-2249) has a selection of study guides.

There are various phone applications students can purchase through the App Store (Apple Devices) or Google Play Store (Android Devices) to help in their preparation for the exam.

Testing Information: HESI Exam (Gloucester)

Registration Information

- A fee of \$15 will be charged for late registration or rescheduling of test date.
- Registration must be done in person at the Testing Center on the Gloucester campus
 - Gloucester campus Testing Center is located in the Student Services Building, Room 1162
 - Official score report is available for next-day pickup, with proof of ID
 - Only qualifying score reports will be issued.

Gloucester Campus HESI Dates: 2024 Application Cycle			
Date of Test	60 days later	Regular Deadline (\$87)	Late Deadline (\$102)
3/6/2023 (Monday)	5/5/2023	2/20/2023 (Monday)	3/3/2023 (Friday)
3/24/2023 (Friday)	5/23/2023	3/10/2023 (Friday)	3/23/2023 (Thursday)
4/12/2023 (Wednesday)	6/11/2023	3/29/2023 (Wednesday)	4/11/2023 (Tuesday)
4/20/2023 (Thursday)	6/19/2023	4/6/2023 (Thursday)	4/19/2023 (Wednesday)
5/9/2023 (Tuesday)	7/8/2023	4/25/2023 (Tuesday)	5/8/2023 (Monday)
5/24/2023 (Wednesday)	7/23/2023	5/10/2023 (Wednesday)	5/23/2023 (Tuesday)
6/13/2023 (Tuesday)	8/12/2023	5/30/2023 (Tuesday)	6/12/2023 (Monday)
6/22/2023 (Thursday)	8/21/2023	6/8/2023 (Thursday)	6/21/2023 (Wednesday)
7/10/2023 (Monday)	9/8/2023	6/26/2023 (Monday)	7/7/2023 (Friday)
7/27/2023 (Thursday)	9/25/2023	7/13/2023 (Thursday)	7/26/2023 (Wednesday)
9/8/2023 (Friday)	11/7/2023	8/25/2023 (Friday)	9/7/2023 (Thursday)
9/25/2023 (Monday)	11/24/2023	9/11/2023 (Monday)	9/22/2023 (Friday)
10/21/2023 (Saturday)	12/20/2023	10/6/2023 (Friday)	10/20/2023 (Friday)
10/23/2023 (Monday)	12/22/2023	10/9/2023 (Monday)	10/20/2023 (Friday)
10/25/2023 (Wednesday)	12/24/2023	10/11/2023 (Wednesday)	10/24/2023 (Tuesday)
10/27/2023 (Friday)	12/26/2023	10/13/2023 (Friday)	10/26/2023 (Thursday)
10/31/2023 (Tuesday)	12/30/2023	10/17/2023 (Tuesday)	10/30/2023 (Monday)
11/1/2023 (Wednesday)	12/31/2023	10/18/2023 (Wednesday)	10/31/2023 (Tuesday)

Testing Information: HESI Exam (Cumberland)

Registration Information

- A fee of \$15 will be charged for late registration or rescheduling of test date.
- For Cumberland HESI registration, please email testing@cc.rcsj.edu and mention that you are interested in the PTA program specifically .
 - Cumberland campus Testing Center is located in the Catherine J. Arpino Education and Humanities Center, 1st floor, Testing & Tutoring Lab.
 - Official score report is available for next-day pickup, with proof of ID
 - Only qualifying score reports will be issued.

Cumberland Campus HESI Dates: 2024 Application Cycle			
Date of Test	60 days later	Regular Deadline (\$87)	Late Deadline (\$102)
5/30/2023 (Tuesday)	7/31/2023	5/16/2023 (Tuesday)	5/29/2023 (Monday)
6/27/2023 (Tuesday)	8/28/2023	6/13/2023 (Tuesday)	6/26/2023 (Monday)
7/25/2023 (Tuesday)	9/26/2023	7/11/2023 (Tuesday)	7/24/2023 (Monday)
8/29/2023 (Tuesday)	10/30/2023	8/15/2023 (Tuesday)	8/28/2023 (Monday)
9/26/2023 (Tuesday)	11/27/2023	9/12/2023 (Tuesday)	9/25/2023 (Monday)
10/31/2023 (Tuesday)	1/1/2024	10/17/2023 (Tuesday)	10/30/2023 (Monday)

RCSJ Placement Test

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

Applicants will submit a completed **RCSJ Placement Test/Admissions Status Form (page 30)** to verify exemption from or fulfillment of placement test requirements. The form must be completed by the applicant and an admissions representative. 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 prior to submission of a PTA 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.

For questions about RCSJ Placement Test exemption or getting the RCSJ Placement Test/Admission Status Form signed, contact the Admissions Office at 856-415-2209.

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 in the portfolio.

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 PTA program.

High School Transcripts

For general admission to RCSJ (step 1, page 12), 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). This transcript must be issued directly from the high school. 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 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 submission of the PTA 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)
- IEEEES, 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

Transfer Student Responsibilities

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

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

Courses Eligible for Transfer

Only general education courses from other colleges and universities may be eligible for transfer to the PTA program. Applicants who are currently enrolled or were previously enrolled in another college's PTA program should be advised that those PTA courses cannot transfer to the RCSJ PTA program.

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 courses required in the RCSJ PTA program. Applicants are highly encouraged to contact Selective Admissions for questions on science course equivalency well ahead of the portfolio deadline.

Applicants will need to provide verification of instruction method (see page 25) for Anatomy & Physiology I and/or Anatomy & Physiology II courses taken or in progress at another college or university. Verification of Instruction Method includes the proof of registration, course syllabus (if applicable) and a statement from the instructor (if applicable) to verify the student's identity in an online course.

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, and students who took only one course at the College.

Transfer students who have already submitted official transcripts from their previous institution for the general admissions file must resubmit an official copy in their PTA 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 of a physical transcript 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.

Please contact Selective Admissions with any questions about transcripts.

Gloucester: 856-468-5000, ext. 6474

Email: SelectiveAdmissions@rcsj.edu

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 33 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



Section III:

Portfolio Submission

- How to Submit a Complete Portfolio
- PTA Portfolio Checklist
- PTA Application
- RCSJ Placement Test/Status Form
- Portfolio Submission Agreement
- PTA Admissions Ranking Scoresheet
- Standard Faculty Verification Statement Form
- Observation Hours Documentation Form

Portfolio Deadline

Portfolios Will Be Accepted: September 5, 2023 – November 3, 2023

Portfolio Deadline: Friday, November 3, 2023 at 5:00 p.m.

All Admissions Decisions Sent on or about: Monday, November 27, 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 PTA portfolios may be submitted at any time from September 5, 2023 – November 3, 2023 at 5 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 on the front of the manila envelope:

- Student's Name
- 2024 Physical Therapist Assistant Portfolio
- RCSJ Student ID number
- Gloucester Campus

If mailing 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 PTA 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 27. 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 PTA portfolio.

PLEASE SEE NEXT PAGE FOR PORTFOLIO SUBMISSION CHECKLIST

2024 Physical Therapist 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 2024 Physical Therapist Assistant Application (pg. 28)**
- 2024 PTA Information Session Proof of Attendance Email (pg. 17 and 18)**
Sent 1–3 business days following the session attended
Date of Information Session: _____
- Completed Placement Test/Status Form (pg. 29)**
- Signed Portfolio Agreement Page (pg. 30)**
- Completed 2024 PTA Admissions Ranking Sheet (pg. 31 and 32)**
- Official HESI a2 Exam Score Report (pg. 19)**
*Score report **must** be in a sealed envelope from the RCSJ Campus Testing Center where you took the exam*
- Completed Observation Hours Documentation Form (pg. 34 and 35)**
Observation hours must be completed from April 1, 2022 to be honored. A business card or other letter on company letterhead must be included for each PT/PTA observed.

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

- Official high school transcript (pg. 23)**
Must be in a sealed envelope issued directly from your high school
 - N/A – 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. 24)**
Must be in a sealed envelope issued directly from the institution
 - N/A – RCSJ is my only college record. An unofficial transcript is included.
- Verification of Instruction Method for Anatomy I & Anatomy II (pg. 25 and 33)**

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 College Level Only/Equivalent to BIO 105 Taken from 2019 – present.	Anatomy & Physiology II College Level Only/Equivalent to BIO 106 Taken from 2019 – present
Course Name: _____	Course Name: _____
College: _____	College: _____
Semester/Year Taken: _____ <input type="checkbox"/> In Progress	Semester/Year Taken: _____ <input type="checkbox"/> In Progress
Verification of Instruction Method: <input type="checkbox"/> Proof of Registration <input type="checkbox"/> Course Syllabus <i>(if applicable)</i> <input type="checkbox"/> Statement of Faculty Verified Identity Form <i>(required if taken online from Spring 2020–present)</i>	Proof of Delivery Method: <input type="checkbox"/> Proof of Registration <input type="checkbox"/> Course Syllabus <i>(if applicable)</i> <input type="checkbox"/> Statement of Faculty Verified Identity Form <i>(required if taken online from Spring 2020–present)</i>

2024 RCSJ Physical Therapist 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. Transcript submission policies are on pages 23 and 24 of this 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	

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

RCSJ Placement Test/Admission Status Form

This form is used to verify the applicant has satisfied general admissions requirements to their designated 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:
 - Gloucester Campus: *SelectiveAdmissions@rcsj.edu*
 - Bring in person to 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 November 3, 2023 deadline will not be honored.**

Applicant Section:

Applicant Name: _____ ID #: _____

I am an applicant for the 2024 Physical Therapist 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 the Gloucester campus.

Yes No

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

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

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

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

RCSJ Admissions Representative: _____ Date: _____

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

Portfolio Submission Agreement

I certify that I have read and understood the information presented in this admissions packet. I understand admission to the Physical Therapist 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 12, 14, 15, and 27) will result in an incomplete portfolio and I will be ineligible for admission to the 2024 Physical Therapist 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: _____

2024 PTA Admission Ranking Scoresheet (continues on back page)

30% – HESI a2 Exam – Academic Sections

Include official score report from the Testing Center where you took the exam in your portfolio. Applicants must meet minimum required score in ALL areas to be considered eligible. Applicants may only use one attempt for the admissions requirement – do not mix and match your best scores from multiple attempts at the exam.

Date of Exam: _____ Campus: Gloucester Cumberland

Academic Section	Applicant Score	Minimum Requirement
Chemistry		70.00%
Anatomy & Physiology		80.00%
Vocabulary & General Knowledge		80.00%
Grammar		80.00%
Math		80.00%
Reading Comprehension		80.00%

10% – HESI a2 Exam – Critical Thinking Section

Section	Applicant Score	Minimum Requirement
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	Anatomy & Physiology I College level only/equivalent to BIO 105. Taken from 2019 – present. “C+” or higher final grade. <i>Online instruction not acceptable at another college/university before spring 2020.</i>
	Course Name: _____ School/College: _____ Semester/Year Taken: _____ Final Letter Grade: ____ Taken at RCSJ? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If taken at RCSJ , do not include Verification of Instruction Method. If taken at another college/university , verification of instruction method is required in packet.
	Verification of Instruction Method for Science Transfer Credit <input type="checkbox"/> Proof of Registration <input type="checkbox"/> Course Syllabus (If from out of State school) <input type="checkbox"/> Statement of Faculty Verified Identity Form (required if taken online at another college from spring 2020–present)
or	
OPTION 2	Anatomy & Physiology II College level only/equivalent to BIO 106. Taken from 2019 – present. “C+” or higher final grade. <i>Online instruction not acceptable at another college before spring 2020.</i>
	Course Name: _____ School/College: _____ Semester/Year Taken: _____ Final Letter Grade: ____ Taken at RCSJ? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If taken at RCSJ , do not include Verification of Instruction Method. If taken at another college/university , verification of instruction method is required in packet.
	Verification of Instruction Method for Science Transfer Credit <input type="checkbox"/> Proof of Registration <input type="checkbox"/> Course Syllabus (If college level course is from out of State school) <input type="checkbox"/> Statement of Faculty Verified Identity Form (required if taken online at another college from spring 2020–present)

10% – Math Course Requirement

College Geometry or its equivalent **only**. C+ or higher final grade. All letter grades will be verified on the official transcripts included in the portfolio.

Course Code and Title: _____ School/College: _____

Semester/Year Taken: _____ Final Letter Grade: _____

2024 PTA Admission Ranking Scoresheet *(continued)*

Non-Ranking Academic Requirements

These requirements do not contribute to overall admissions ranking for the PTA 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 PTA Program. Final grades will be verified through inclusion of transcripts in the portfolio.

Required Prerequisite Course	Course Code <i>(ex. ENG 101)</i>	Course Name <i>(ex. English Composition I)</i>	College Name <i>(where you completed the course)</i>	Semester and Year Taken <i>(ex. Spring 2023)</i>	Final Letter Grade
English Composition I <i>("C" or better)</i>					
Anatomy & Physiology I <i>("C+" or better)</i>					
College Geometry <i>("C" or better)</i>					

Other Required General Education Courses

These courses can be in progress at time of portfolio submission but must be completed by the end of the Fall 2023 semester to be considered eligible for the PTA program. Please complete the following section below to indicate if the remaining general education courses are completed or in progress. Transcripts included in the portfolio will verify course completion status.

Required Course	Course Code <i>(ex. ENG 101)</i>	Course Name <i>(ex. English Composition I)</i>	College Name <i>(where you completed the course)</i>	Semester and Year Taken <i>(ex. Fall 2023)</i>	In Progress? <i>(Yes or No)</i>	Final Letter Grade <i>(If in -progress, write "IP")</i>
English Composition II <i>("C" or better)</i>						
Anatomy & Physiology II <i>("C+" or better)</i>						
General Psychology <i>("C" or better)</i>						

Acceptable coursework not taken at RCSJ must have equivalent content, lecture and lab hours, credit hours, come from an accredited institution of higher education and provide a letter grade. Applicants transferring their general education coursework from another college are encouraged to reach out to Selective Admissions to determine equivalency well ahead of the portfolio deadline.

Cumulative GPA Verification

Must be a 2.30 or higher from school of current/most recent attendance. NO ROUNDING accepted. GPA is calculated to the hundredth digit.

Cumulative GPA: _____ College of current or most recent attendance: _____

Statement of Faculty Verified Identity

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.

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 PTA science course (Anatomy & Physiology I and/or Anatomy & Physiology II) taken online at another college 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 verification of instruction method, even if the course is currently in-progress at time of portfolio submission. RCSJ science courses do not require completion of this form.

Applicant Name: _____ RCSJ ID# _____

Course Code and Title: _____

(Example: BIO 105, Anatomy & Physiology I) Proof of Registration Included Syllabus Included (if applicable)

Semester Taken: _____ Name of 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: _____

RCSJ PTA Observation Documentation (page 1 of 2)

Rowan College of South Jersey requires that applicants complete a minimum of twenty (20) hours of observation in at least two different settings which provide Physical Therapy services. These hours do not contribute to an applicant's overall admissions ranking, but are required for application to the program.

Applicants must visit a minimum of two (2) to a maximum of three (3) different sites to complete their observation hours. Applicants may complete their observation hours in an inpatient setting, outpatient setting, or a combination of the two.

Observation hours must be within the past eighteen (18 months) to be considered for the 2024 PTA program.

Observation hours completed prior to April 1, 2022 will not be honored.

Observation may be completed with a licensed Physical Therapist or licensed/certified Physical Therapist Assistant, and hours will be accepted only if signed by the supervising PTA or PT. These signatures must be legible. **Applicants must include a business card or a note on company letterhead for each supervising PT/PTA they observe as part of their documentation form.**

Rowan College South Jersey does not provide potential sites for students to complete their observation hours requirement. Students are encouraged to reach out to a PT/PTA they are interested in shadowing directly to establish observation hours. Students can also use the APTA.org "Find a PT" database for available, local PTs near their location.

Observation credit should be given only for actual time spent observing patient care by a supervising clinician. Individuals working as paid employees in a physical therapy department may not use their regular working hours to complete applicable portions of this requirement.

Observation hours completed for a previous educational program of study will not be accepted toward fulfillment of the PTA program portfolio requirement.

All sections of the **PTA Observation Documentation Form (see other side)** must be filled out completely and legibly. PTA faculty and administration will verify the hours on the documentation form for accuracy and legitimacy. An example of how to complete an entry is provided on the first line for you. Additional copies of the form are acceptable, if needed. Improperly documented observation hours may result in an incomplete portfolio and not considered for acceptance.

Properly documented observation hours will be accepted on forms from other educational institutions as long as there has been pre-approval by the Physical Therapist Assistant Program Director prior to submission of the applicant's portfolio.

**Continue to Other Side for
Observation Documentation Form**

The Physical Therapist Assistant Program at Rowan College of South Jersey is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: capteonline.org. If needing to contact the program directly, please call 856-415-2188 or email edoyle@rcsj.edu

2024 PTA Observation Documentation Form

Name of Applicant: _____ Student ID#: _____

RCSJ.edu

35

2023 Physical Therapist Program

Date	Start Time	End Time	# of Hours	Name of the Facility	Location (City, State)	Telephone Number	Inpatient or Outpatient?	Signature of Supervising PT or PTA and license #
Example 04/01/23	8:00 a.m.	12:00 a.m.	4	Physical Therapy, INC.	Anytown, NJ	(123) 456-7890	Outpatient	<i>Signature</i> License: 1234567890
								Signature: _____ License #: _____
								Signature: _____ License #: _____
								Signature: _____ License #: _____
								Signature: _____ License #: _____
								Signature: _____ License #: _____
								Signature: _____ License #: _____
								Signature: _____ License #: _____

_____ Total Hours Completed _____ Total Sites Visited

I certify that the hours listed above were fulfilled by me. I understand that the PTA Admission Committee may verify this document for authenticity and I realize that falsification of information will result in my application to the PTA Program being withdrawn for consideration.

Applicant Signature: _____ **Date:** _____

REMINDER: Attach a business card or note on company letterhead for each PT/PTA you observed. Failure to attach a business card may result in unverifiable observation hours and an incomplete portfolio.

RCSJ PTA Observation Documentation – continued (page 2 of 2)