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24

Certified Clinical Medical Assistant

Portfolio

1400 Tanyard Road, Sewell, NJ 08080 | RCSJ.edu

Portfolio Deadline

Portfolios Will Be Accepted: April 22, 2024 – June 20, 2024

Portfolio Deadline: Thursday, June 20, 2024 at 5 p.m.

All Admissions Decisions Sent on or about: Monday, July 8, 2024

All admissions decisions will be sent to the **student's campus specific 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 The offer of acceptance will be rescinded if the deposit, CHBC and urine drug screen are not received by the due date.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

All applicants to the Generic Nursing program must review the 2024 CCMA Admissions Handbook **before** completing the Portfolio. The Admissions Handbook contains all current policies and procedures for submitting a complete portfolio.

Complete Nursing portfolios may be submitted at any time from April 22, 2024 through June 20, 2024 at 5 p.m.

Complete portfolios can be submitted either in-person at the Admissions office on the Gloucester Campus 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.

Write on the front of the manila envelope:

- Student's Name
- 2024 CCMA 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 |

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

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

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

2024 CCMA Portfolio Checklist

Complete the following sections and include each document in your large manila envelope. Check each box as you include the document. The order of the portfolio should match the order of the checklist. **Do not** staple, paper clip, or binder clip pages together. Please type or print clearly. **Use blue or black ink if handwriting application.**

Part I: Required Forms:

All forms must be completed and signed (where necessary) by the applicant before submission.

- 2024 Portfolio Checklist
- 2024 CCMA Application
- General Admission Completion Form – signed by *both* admissions and applicant
- 2024 CCMA Portfolio Submission Agreement
- 2024 CCMA Information Session Proof of Attendance
Date Attended: _____
- 2024 CCMA Admissions Ranking Scoresheet

Part II: Required Transcripts and Score Reports:

- Official HP Critical Thinking Score Report
Must be in sealed envelope from Testing Center. Unofficial scores printed by the student are **not** acceptable.
Overall Score: _____ Date of Exam: _____

- Unofficial RCSJ Transcript
Print directly from your RCSJ student portal.
 N/A – I have never generated an academic record/taken a class at RCSJ. No transcript included.

- Official College Transcripts
Write the name of each college where you generated an academic record and include an official transcript for each. Do not include RCSJ on this list.

- _____
- _____
- _____
- _____
- _____
- _____

- Official High School Transcript
 N/A – My high school transcript is on file with the admissions office AND I am using college level lab science(s) for admission ranking. No high school transcript included.

- Verification of Instruction Method Form, provided for:
 - Anatomy & Physiology I
 - Anatomy & Physiology II
 - Both A&PI and A&PII are from RCSJ – Verification of Instruction Method Form not included
 - I have not taken college level Anatomy I and Anatomy II that are equivalent to RCSJ courses – Verification of Instruction Method Form not included

2024 CCMA Application

*This application is **not** the same as your general admissions application.
Please type or print clearly. Use **blue or black ink** if handwriting application.*

Applicant Information:

RCSJ Student ID # _____

Legal Last Name: _____ First Name: _____

Maiden Name (if applicable): _____ Middle Initial: _____

Date of Birth: ____/____/____ Sex: Male Female

RCSJ Email Address: _____

Address: _____

City: _____ State: ____ ZIP Code: _____ County: ____

Primary Phone Number: (____) _____ Cell Phone Home Phone Work Phone
 Can leave a message/text Don't leave a message/text

Alternate Phone Number: (____) _____ Cell Phone Home Phone Work Phone
 Can leave a message/text Don't leave a message/text

Education Information:

*Please list below all high schools, vocational/technical schools, and colleges/universities attended, **including RCSJ**. This section needs to match the information on the portfolio checklist **and** in the student's current RCSJ file.*

| Name of Institution: | Address: | Dates Attended: | Degree Received: |
|-----------------------------|------------|-----------------|------------------|
| High School | City/State | Month/Year | |
| Vocational/Technical School | City/State | Month/Year | |
| College/University | City/State | Month/Year | |
| College/University | City/State | Month/Year | |
| College/University | City/State | Month/Year | |
| College/University | City/State | Month/Year | |
| College/University | City/State | Month/Year | |
| College/University | City/State | Month/Year | |

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

RCSJ General Admission Completion Form

Directions:

1. Complete information requested in the Student Section (name, ID number, signature, and date.)
2. Request an Admissions Office Staff Member to review your form in either of the following ways:
 - a. In-person at Gloucester Campus admissions office window. *No appointment necessary!*
 - b. Scan the form and send it via email: *SelectiveAdmissions@rcsj.edu*
3. Admissions Office Staff will review, sign, and note successful completion with a colorful checkmark across the form.
4. Include completed form with checkmark in portfolio. **Requests made after the June 20, 2024 deadline will not be honored.**

Student Section:

Student Name: _____ RCSJ Student ID #: _____

I am submitting a portfolio for the **2024 Certified Clinical Medical Assistant Program** at the Gloucester Campus.

I request the Admissions Office to verify my general admission application (including application, high school completion credentials, and college level placement in reading, writing, and math) is complete.

I acknowledge that only **after** an Admissions Office Staff Member signs this form it will be ready to be enclosed in the portfolio.

My signature acknowledges that I, the applicant to the program named above, am solely responsible for ensuring I meet the general admission requirements **before** submitting a portfolio.

Student Signature: _____ Date: _____

RCSJ Admissions Office Section: **DO NOT COMPLETE – For Admissions Office Staff ONLY**

1. **General Application:** This applicant has a completed general admissions application to the campus designated in Applicant Section.

Yes No

2. **High School Completion Credentials:**

___ Preliminary high school transcript (*send final copy after graduation*)

___ Official high school transcript

___ Home school transcript

___ GED

___ Applicant is missing high school completion credentials.

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

Reading

Writing

Math

Yes: _____

Yes: _____

Yes: _____

No: _____

No: _____

No: _____

Admissions Office Staff Member: _____ Date: _____

Portfolio Submission Agreement

Please read the following statements carefully

- I reviewed the CCMA Admission Handbook posted on the Selective Admissions website before completing my portfolio. I understand the contents of the document and adhere to all regulations, policies, and procedures contained within. I acknowledge and understand I am solely responsible for following the policies and procedures for the Selective Admissions process.
- I understand admission to the CCMA 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 will result in an incomplete portfolio and I will be ineligible for admission to the 2024 CCMA Program. This includes omission of any college transcript.
- 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 CCMA Admission Ranking Scoresheet

50% – HP Critical Thinking Exam Score

Minimum score of 750. Score report must be in a sealed envelope from the RCSJ Campus Testing Center where you took the exam. Unofficial results printed by the student will result in an incomplete portfolio.

Overall Score: _____ Date of Exam: _____

50% – Lab Science Requirement

Choose **one** science option below to use for admission ranking. Must be taken from 2019-present, with a final letter grade of a "C" or higher. All letter grades will be verified on the official transcripts included in the portfolio.

Option I: Lab Biology

High school or college level acceptable

College level BIO options: General Biology I, Human Biology, or equivalents

Lab Biology

Course Name: _____ School/College: _____

Semester/Year Taken (ex: Fall 2023): _____ Final Letter Grade: _____

Option II: Anatomy & Physiology I

College level only, equivalent to BIO 105 (Gloucester) or BI 106 (Cumberland)

A&P courses taken at another college require Verification of Instruction Method form in the portfolio.

Course Name: _____ School/College: _____

Semester/Year Taken (ex: Fall 2023): _____ Final Letter Grade: _____

Option III: Anatomy & Physiology II

College level only, equivalent to BIO 106 (Gloucester) or BI 107 (Cumberland)

A&P courses taken at another college require Verification of Instruction Method form in the portfolio.

Course Name: _____ School/College: _____

Semester/Year Taken (ex: Fall 2023): _____ Final Letter Grade: _____

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2024 CCMA Admission Ranking Scoresheet (continued)

Non-Ranking Academic Requirements

These requirements do not contribute to overall admissions ranking for the CCMA program but are required to make a complete portfolio.

Required Pre-Requisite Courses

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

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

Cumulative GPA Verification

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

Cumulative GPA: _____

School of current or most recent attendance: _____

Verification of Instruction Method Form

RCSJ or High School Science Courses – Do Not Include in Portfolio

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.

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 CCMA science course (Anatomy & Physiology I and/or Anatomy & Physiology II) taken **at another college** please have this form completed by the instructor of the course or college registrar. Signed statements must be included in the portfolio, **even if the course is currently in-progress at time of portfolio submission.**

Student Section:

Student Name: _____ RCSJ Student ID #: _____

Course Code and Title: _____
(Example: BIO 105, Anatomy & Physiology I) Syllabus Included (if taken at an out-of-state college)

Name of Institution: _____ Semester Taken: _____

Instructor Name: _____

Instructor/Registrar Section – to be completed by course instructor, department representative, or college registrar ONLY:

Class Format: Online Hybrid Standard Lecture/Lab Format

If hybrid or standard lecture/lab format, please note class meeting times:

Lecture Days: M T W R F Remote Lecture

Lab Days: M T W R F Remote Lab

If course was online or hybrid, please complete the statement below:

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 or Registrar Signature: _____ Date: _____