

READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 300

SUBJECT: Selective Admissions

Responsibility of: Enrollment Director
Revised: June 2021 Reviewed: June 2021

SCOPE:

Applicants seeking admission into a program of study at Reading Hospital School of Health Sciences (RHSHS).

PURPOSE:

The student body at RHSHS is carefully selected to include individuals capable of meeting the rigorous educational requirements for preparation as healthcare professionals.

POLICY:

Applicants seeking admission to the RHSHS are required to submit an application, fees, and follow the admission procedure as outlined below.

DEFINITIONS:

Applicant- a person applying to a program of study but not enrolled until the official start date.

PROCEDURE:

Admission is competitive with specific academic standards for each Program of study. Selection of students will be based on personal composition, academic ability, references, interview performance, aptitude tests, writing samples, and previous healthcare experience according to Program-specific requirements. The School reserves the right to deny admission or readmission or to revoke admission to any applicant if, in the opinion of the School, his/her admission is not in the best interest of the student or the School.

RHSHS operates without distinction to age, race, color, religion, gender, disability, sexual orientation, national origin, or economic means.

A. General Admissions Requirements

1. Overview of Criteria

- Applicants must be citizens of the United States or provide documentation of permanent residency or working status.
- All applicants must have a high school diploma or state-authorized examination (e.g., General Educational Development Certificate (GED) High School Equivalency Test (HiSET) and the Test Assessing Secondary Completion (TASC). Home-schooled students must have a diploma from an accredited home school association, or have met requirements for the GED or other state-authorized examination. The School does not admit applicants based upon the ability-to-benefit testing process.

- Applicants may be required to take post-secondary coursework to meet the academic requirements of the individual programs.
- Cumulative grade point average (GPA) of 2.5 or greater in high school or post-secondary coursework may be required for all applicants and candidates for admission consideration. The most recent post-secondary GPA will be used in the admission decision.
- At the discretion of the individual Program, applicants may be required to submit scores from the Scholastic Aptitude Test (SAT) administered by the College Entrance Examination Board or the American College Testing Assessment Program (ACT) administered by the American College Testing Program. This requirement may be waived for applicants with earned college degrees.
- Potential students must submit two reference forms from teachers, guidance counselors, employers, supervisors, or others. Healthcare professionals must submit one reference from the current or most recent healthcare employer.

2. Technical Standards for All Applicants

Successful completion of a School of Health Sciences Program necessitates mental and physical health essential to meet the objectives of the curriculum, as well as other skills necessary for success in the classroom and clinical components of the Program. Based on these criteria, applicants must:

- Be able to read, write, and speak the English language, and communicate in an understandable manner.
- Possess the emotional health necessary to fulfill the educational requirements of the Program.
- Demonstrate a history of personal integrity, compassion, motivation, and the ability to function in stressful situations.
- Be able to walk, stand, move, and sit for long periods of time.
- Possess auditory, visual, and tactile abilities sufficient to assess and monitor health needs and provide safe care.
- Possess interpersonal abilities sufficient to interact with individuals with various backgrounds.

In Programs requiring physical skill and dexterity:

- Be able to lift and move patients and equipment.
- Have fine motor movement to complete tasks in a safe and effective manner.

The School makes every effort to accommodate students and applicants with disabilities. Any applicant with a documented disability can request special accommodations by notifying the Admissions Office in writing at the time of application.

3. Pre- Admission Information

All materials that are submitted to the Admissions Office become the property of the School of Health Sciences and cannot be returned or forwarded unless the applicant makes a formal request in writing to the School.

Any misrepresentation or omission of facts or essential documents during the application process and/or after acceptance into the Program will result in a delay, denial, or revocation of admission.

As deemed appropriate, the Admissions Committee reserves the right to waive admission requirements after reviewing an applicant's completed record.

When applying to a program that requires pre-admission testing or interviews, it is strongly recommended that applicants complete their admission file well in advance of the stated deadlines.

All applications must be completed by the deadline described under the Program-specific requirements. A completed application file must contain:

- A completed application and an application fee.
- Proof of permanent residency or working status, if applicable.
- An official high school transcript or GED.
- All official post-secondary transcripts, if applicable.
- A copy of Practical Nursing license, if applicable.
- A copy of EMT and American Heart Association BLS for Healthcare CPR certification, if applicable
- Essay, if applicable
- Aptitude test scores, as required.
- Two references, as required. The official school reference forms are located in the application booklet and on our website titled Catalogs, Forms & Brochures.
- Other program-specific information as requested.

B. Additional Requirements for Foreign-Educated Students

The School is not approved to issue or accept student visas. Applicants must show proof of permanent residency or working status.

Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Service (ETS), Princeton, New Jersey, may be required for applicants educated outside the United States or whose preferred language is not English, including those transferring from English-speaking colleges and universities. The School may require the following documentation to determine eligibility for admission.

- Satisfactory score on TOEFL. Testing must have occurred within two years of the application submission.
- An evaluation of foreign transcripts by the World Education Service (WES) or another approved agency is required.
- Certificate of Preliminary Education (CPE) from the Department of Education.
- General Education Development (GED).
- General Report from the Commission on Graduate Foreign Nursing Schools (CGFNS).
- Evidence of completion of required high school or post-secondary coursework.

- TOEFL paper-based score of 560 or internet-based score of 83. TOEFL Essentials scores will be considered on an individual basis.

C. Pre-Admission Testing

At the discretion of the individual Program, pre-admission testing may be required to assess an individual's skills in Reading, Mathematics, Science, and English and Language Usage.

The School administers the Test of Essential Academic Skills (ATI TEAS) by Assessment Technologies, Inc. The applicant's individual scores may be used as part of the admission criteria to assess the student's academic foundation. The student's individual score will be compared with Assessment Technologies Institute's normative data, as well as statistical data gathered from previous student cohorts accepted into Reading Hospital School of Health Sciences academic Programs. Each academic Program will determine Program-specific benchmarks on an annual basis.

Those individuals selected for pre-admission testing will be contacted by Admissions. There is a fee for pre-admission testing. Re-tests may be granted to applicants. Test scores are valid for two years, with the highest score used in the admission decision process.

D. Additional Program-Specific Requirements

In addition to the general admissions procedures, all applicants must fulfill the Program specific requirements described below.

Diagnostic Medical Sonography

The Diagnostic Medical Sonography Program student admission is the responsibility and at the discretion of the Reading Hospital School of Health Sciences. Admission standards meet and/or exceed Alvernia University's admission standards. Admission to the Diagnostic Medical Sonography Program is competitive and the selection of students will be based on personal composition, academic ability, references, interview performance, aptitude tests, writing samples, and previous healthcare experience.

The Diagnostic Medical Sonography Program admits classes every January. **The application deadline for January enrollment is June 1 or when qualified student capacity has been reached.**

Admission into the Program is highly competitive. For this reason, the Program Director operates in accordance with a selective admission process, which means the best-qualified applicants each year receive consideration for admission.

Minimum Admission Requirements:

A cumulative grade point average (GPA) of 2.5 or greater in high school or post-secondary coursework is required for all applicants. The most recent post-secondary GPA will be used in the admission decision.

Current high school student applicants must submit a final official transcript reflecting the required cumulative GPA of 2.5 after graduation. **A decline in current cumulative minimum required high school GPA, will result in cancellation of your enrollment in the program.**

To be considered for admission, all applicants must show proof of the following:

- A high school diploma or a state-authorized examination.
- A high school transcript to include a minimum of 16 units and an earned grade of “C” or better in the following subjects and units:
 - English: 4 units
 - Social Studies: 3 units
 - Mathematics: 3 units, including Algebra I
 - Science: 3 units, including Physics or Chemistry/Lab (Physics is preferred)
- Applicants may be required to validate minimum admission requirements through college-level coursework.
- Successful completion of an interview, which is granted by the Program Director to the best qualified candidates.
- SAT: 500 in each section; ACT composite of 19, Essay score of 7 or higher. Exceptions to the SAT/ACT requirement will be at the discretion of the Program Director.
- Satisfactory scores on a pre-admission examination that assesses dexterity and visual sharpness. DMS applicants can only test once in the same admission cycle. The scores are valid for up to 2 years; however, applicants will be required to take the latest version of the exam regardless of past scores.
- TOEFL* paper-based score of 560 or internet-based score of 83 (*if applicable). TOEFL Essentials scores will be considered on an individual basis.
- Two official School of Health Sciences reference forms.
 - **Please note: Applicants will need to use the official School of Health Sciences reference forms when applying for admission. The reference forms for the DMS Program should be completed by a current or past employer, a supervisor, a teacher/instructor, a counselor and/or clergy.**

In addition to the minimum requirements, candidates who demonstrate “above average” educational potential will be considered for preferred admission based on the following criteria:

- Documentation of a high school or collegiate cumulative GPA of 3.0 or higher. The most recent GPA will be used in the admission decision.
- An earned “B” or better in college level coursework in Mathematics, Biology, English or Communications.
- Recommendations: “recommend with confidence” rating.
- Exemplary demonstration of communication and interpersonal skills during the formal admission interview. The Program offers formal interviews to the strongest candidates in the active applicant pool.

A numerical evaluation system is used during the admissions process to objectively determine the suitability of each candidate. Final selection is the responsibility of the Program Director.

Acceptance is contingent upon submitting post-acceptance documents, approved background checks, health information, and fees in accordance with established deadlines.

Acceptance is contingent upon submitting these post-acceptance documents and fees in accordance with established deadlines.

Emergency Medical Services

Emergency Medical Services includes the following programs: EMT, AEMT, and Paramedic Education. Each program has a set of specific requirements which are listed below. All students are expected to submit pre-admission documentation and complete all post –acceptance requirements by established deadlines.

Emergency Medical Technician

The school offers an Emergency Medical Technician Program in the fall, spring and summer semesters. Students must be 16 years of age or older to advance their education to the EMT certification step. **The deadline for admission/pre-admission testing is 6 weeks prior to the start of class, or when qualified student capacity has been reached.**

The following documentation is required to determine eligibility for admission:

- 16 years of age to advance to the certification step.
- EMS Registration form and fee.
- Satisfactory score on the pre-admission test measuring reading comprehension, vocabulary, and basic math skills. Applicants will be allowed two attempts per course to achieve a satisfactory score on the pre-admission test.

The following documentation is required after the applicant is offered a seat in the class:

- \$300 Non-refundable Confirmation of Enrollment fee and form
- Current Criminal Record Check and FBI Fingerprint.
- Current PA Child Abuse History Clearance Check.
- Completed and approved National Healthcare Fraud and Abuse Check prior to admission and monthly during enrollment
- Documentation of health insurance, including hospitalization benefits.
- Healthcare provider confirmation of required health screenings, tests, and immunizations including a negative finding on urine drug screening (see RSHS policy #313 at <https://reading.towerhealth.org/app/files/public/104/313-substance-abuse-shs-11122009.pdf>).
- Healthcare provider Proof of influenza immunization
- FEMA Pre-Field & Clinical Online Courses
- Assumption of Risk Agreement form
- Full tuition payment due 1 week prior to the start of class (payment plans do not apply to EMT programming).
- Sponsor Payment Remittance Form to be signed and dated by a student's sponsoring organization, if applicable. Full tuition payment due 1 week prior to the start of class (payment plans do apply to EMT programming)

- Other information as requested.

CPR: American Heart Association BLS for Healthcare Provider CPR certification will be provided by the School to all enrolled EMT students after the start of the semester.

Advanced Emergency Medical Technician

The School offers an Advanced Emergency Medical Technician Program every January and June. The program runs approximately seven months with students completing the national examination. **The deadline for completed applications is November 15 for January enrollment and March 15 for June enrollment.** Preference will be given to Reading Hospital School of Health Science EMT graduates.

Attendance at an **AEMT Information Session** is optional. However, we strongly recommend that prospective students attend a session to learn more about the rigors of program and admission requirements.

Pre-Admission Requirements:

- Completed application and fee.
- Current EMT certification in the Commonwealth of Pennsylvania.
- Valid two-year American Heart Association BLS for Healthcare Provider CPR certification.
- Satisfactory scores on the pre-admission test.
 - The pre-admission test is designed to assess the readiness for advanced EMT learning.
 - At the time of testing, applicants will be required to pay a testing fee with a credit card. The cost ranges from \$24 -\$30. Cash, money orders, or checks will not be accepted.
 - The test will be administered in our computer lab in the summer and early fall.
 - Dates will be provided by the admissions office.

Qualified applicants will have their completed file reviewed by the EMS faculty. All decisions regarding admission will be communicated to the applicant in writing.

Post-Acceptance Requirements:

The following documentation is required after the applicant is offered a seat in the class:

- \$100 Non-refundable Confirmation of Enrollment fee and form
- Current Criminal Record Check and FBI Fingerprint.
- Current PA Child Abuse History Clearance Check.
- Completed and approved National Healthcare Fraud and Abuse Check prior to admission and monthly during enrollment.
- Valid two-year American Heart Association BLS for Healthcare Provider CPR certification.
- Documentation of health insurance, including hospitalization benefits.
- Healthcare provider confirmation of required health screenings, tests, and immunizations including a negative finding on urine drug screening (see RHSHS policy)

#313 at <https://reading.towerhealth.org/app/files/public/104/313-substance-abuse-shs-11122009.pdf>.

- Full tuition payment due 1 week prior to the start of class (payment plans do not apply to AEMT programming).
- Sponsor Payment Remittance Form to be signed and dated by a student's sponsoring organization, if applicable. Full tuition payment due 1 week prior to the start of class (payment plans do apply to AEMT programming)
- Other information as requested.

Paramedic Education

The Paramedic Education Program admits new classes every August. **The deadline for completed applications is June 1 or when qualified student capacity has been reached.** Enrollment is limited to certified Emergency Medical Technicians and Advanced Emergency Medical Technicians. Admission to the Program will be based on the following:

- Current EMT or AEMT certification in the Commonwealth of Pennsylvania.
- Valid two-year American Heart Association BLS for Healthcare Provider CPR certification.
- Submission of high school transcript or equivalent.
- Satisfactory scores on the pre-admission examination.
- Recommendations: "recommend with confidence" rating.

The following documentation is required after the applicant is offered a seat in the class:

- \$300 Non-refundable Confirmation of Enrollment fee and form
- Current Criminal Record Check and FBI Fingerprint.
- Current PA Child Abuse History Clearance Check.
- Completed and approved National Healthcare Fraud and Abuse Check prior to admission and monthly during enrollment.
- Documentation of health insurance, including hospitalization benefits.
- Healthcare provider confirmation of required health screenings, tests, and immunization including a negative finding on urine drug screening (see RSHS policy #313 at <https://reading.towerhealth.org/app/files/public/104/313-substance-abuse-shs-11122009.pdf>).
- Other information as requested.

Nursing

The Nursing Program admits new classes every August. For August enrollment, **the deadline for completed applications is February 1 or when the admission class is filled.** Materials received after the admission class is full may be processed for a waitlist process or the next admission cycle.

Minimum Requirements for Admission Consideration

All applicants must have a high school diploma or GED. Home-schooled students must have a diploma from an accredited home school association, or have met requirements for the GED.

GED applicants may be required to take additional post-secondary work to meet the academic requirements of the individual programs.

Cumulative grade point average (GPA) of 2.5 or greater in high school or post-secondary coursework is required for all applicants and candidates for admission consideration. The most recent post-secondary GPA will be used in the admission decision.

Current high school student applicants must submit a final official transcript reflecting the required cumulative GPA of 2.5 after graduation. **A decline in current cumulative minimum required high school GPA, will result in cancellation of your enrollment in the program.**

An earned grade of “C” or better in the subjects/units listed below will be required of all applicants:

- English: 4 units
- Social Studies: 3 units
- Mathematics: 3 units, including Algebra I
- Science: 3 units, including Chemistry/Lab

SAT or ACT: Required for high school student applicants. Preferred score is 500 or higher in Reading/Writing and Math sections of SAT or 20 composite score on ACT.

Post-Secondary Level Coursework

Applicants may be required to validate minimum requirements through post-secondary level coursework. Applicants must meet all minimum requirements and submit all official transcripts, including post-secondary transcripts, prior to August enrollment. **Requests for Clinical Entry: When transferring in courses, please be aware that entry into 2nd or 3rd year of nursing cannot be guaranteed.** Applicants are encouraged to seek guidance from Admissions before registering and completing courses at another institution.

Pre-Admission Testing

All qualified applicants must complete a pre-admission examination. Pre-admission testing will begin in the fall and conclude when the cohorts are filled. The scores are valid for up to 2 years; however, applicants will be required to take the latest version of the exam regardless of past scores.

Essay

An essay is highly recommended in a competitive admission process. Applicants are strongly encouraged to submit a one-page essay to support admission to the nursing program. The essay must include:

- One page
- The reasons why you want to become a nurse
- Characteristics that you possess that would contribute to success in the program

Interview

A formal interview will be required as part of the admission process. The Admissions Recruitment Committee will be arranging interview sessions for applicants who have met the minimum qualifications for admission. Once the interview schedule has been approved, the qualified candidates will be notified in writing by the Admissions Office. Additional information will be sent out at the time of the interview.

Class Selection Criteria: Applicant Point System

The Admissions Recruitment Committee operates in accordance with a selective admission process, which means the best-qualified applicants receive consideration for preferred admission. After December 1, all qualified applicants will be considered for admission based upon the Applicant Point System results.

Admission to the Nursing Program is highly competitive. Applicants need to be aware that meeting the minimum requirements does not assure admission to the Nursing Program. The Admissions Recruitment Committee utilizes a point system to rank candidates. Applicants will be ranked by total points accumulated based upon the following criteria: personal composition, essay, recommendations, past and current progress in high school and post-secondary level coursework, GPA, and standardized test scores. Refer to addendum Nursing Program Applicant Point System.

Acceptance is contingent upon submitting post-acceptance documents and fees in accordance with established deadlines. Please refer to Post-Acceptance Requirements.

Medical Laboratory Science Program

The MLS Program starts every July. **The deadline for completed applications is October 20 of the prior year.** Admission to the MLS Program is highly competitive, so early applications are suggested. Applicants need to be aware that meeting the minimum requirements does not assure admission.

The MLS Program has affiliations with several colleges/universities. Students from these affiliated colleges/universities are given preference for admission into the program. Medical Laboratory Science students enrolled in non-affiliated 3+1 baccalaureate programs may also be considered if their college/university agrees to establish a temporary affiliation agreement, which assures the student will receive appropriate credit for the time spent during the clinical year to complete their undergraduate degree.

Applicants will be considered for admission based on the cumulative grade point average; the combined science GPA of Biology and Chemistry prerequisite coursework; college affiliation or non-affiliation; reference letters and performance of a face-to-face interview.

- The Admissions Committee uses an objective point system to select students from the qualified applicant pool.
- Admission interviews typically begin in August.
- The Admission Committee tallies points for all qualified applicants. Those with the highest scores are offered class positions. Because these students may not elect to accept a class position, the committee also ranks several alternates according to their scores to create a wait list of prospective candidates.

- Class selections and notifications usually occur by the end of November. Students who accept class positions are expected to honor their commitment to the Reading Hospital Medical Laboratory Science Program.
- The Medical Laboratory Science Program does not offer deferment of admission.

Minimum Requirements for Admission

Applicants without a Baccalaureate Degree

Enrollment is limited to applicants who have completed a minimum of three years (90 semester hours) in an accredited college or university (3+1 students) and students who already earned a baccalaureate degree (4+1). The courses taken during the previous three years shall meet the requirements of the college or university so that the student will be granted a baccalaureate degree by the college upon satisfactory completion of the hospital program (3+1 option).

In addition to completing college-specified courses to receive a baccalaureate degree, the applicant must have completed the following program prerequisites with a C or better:

- Chemistry – 16 semester hours, including Organic Chemistry or Biochemistry
- Biology – 16 semester hours with labs, including Microbiology, Immunology, Human Anatomy and Physiology I and II (or separate A&P courses)
- Mathematics – 3 semester hours; Statistics is strongly recommended
- Minimum 2.5 cumulative grade point average (GPA) and minimum 2.5 GPA in combined biology and chemistry courses as listed above

Exceptions related to the course prerequisite requirements will be at the discretion of the Program Director.

A numerical evaluation system is used during the admissions process to objectively determine the suitability of each candidate. Final selection is the responsibility of the Program Director.

Acceptance is contingent upon completing all required prerequisites with an earned grade of C or better by the program start date.

Applicants with a Baccalaureate Degree

Candidates who apply seven years or more after receiving their B.A. or B.S. degree must update their academic preparation to the approval of the program (grade or better). Courses in Microbiology, Organic Chemistry or Biochemistry, and Immunology are often used to ensure academic preparedness and therefore must be updated with a grade of C or better

Applicants with degrees from foreign universities shall satisfy the criteria set forth by NAACLS and shall have their transcripts evaluated for U.S. equivalency. A list of acceptable agencies is available from the Program Director. The Test of English as a Foreign Language (TOEFL) may be required.

A numerical evaluation system is used during the admissions process to objectively determine the suitability of each candidate. Final selection is the responsibility of the Program Director.

Acceptance is contingent upon submitting post-acceptance documents and fees in accordance with established deadlines. Please refer to Post-Acceptance Requirements.

Medical Imaging

The Medical Imaging Program admits classes in January. **The application deadline for January enrollment is April 15 or when qualified student capacity has been reached.** Admission into the Medical Imaging Program is highly competitive. For this reason, the Admissions Committee operates in accordance with a selective admission process, which means the best-qualified applicants each year receive consideration for admission.

- The Admissions Committee strongly suggests that applicants complete their file well in advance of the April 15 application deadline.
- Formal admission interviews are also required.
 - Admission interviews for academically qualified candidates end when the admission class has reached maximum capacity.
- The committee may require an applicant to shadow in the field of Radiologic Technology before granting an interview or admission to the program. A numerical evaluation system is used during the admissions process to objectively determine the suitability of each candidate. Final selection is the responsibility of the Program's Admissions Committee
- Typically, candidates will be notified of acceptance by August 15 for spring enrollment. Final acceptance into the Medical Imaging Program requires that all post acceptance requirements be completed according to the established deadlines. Failure to comply will result in forfeiture of enrollment; admission seat will be awarded to the next qualified candidate interested in enrollment.
- The Medical Imaging Program does not offer deferment of admission. Applicants who experience a change in personal circumstances which warrants a delay in admission date are encouraged to re-apply.

Minimum Admission Requirements:

To be considered for admission, all applicants must have a minimum GPA of 2.8 or higher and must include the following:

- A high school diploma or state-authorized examination (e.g., General Educational Development Certificate (GED) High School Equivalency Test (HiSET) and the Test Assessing Secondary Completion (TASC). Home-schooled students must have a diploma from an accredited home school association, or have met requirements for the GED or other state-authorized examination.
- An earned grade of "C" or better in the subjects and units listed below:
 - English: 4 units
 - Social Studies: 3 units
 - Mathematics: 3 units, including Algebra I
 - Science: 3 units, including Physics or Chemistry/Lab (Physics is preferred)

- Documentation of a high school or collegiate cumulative GPA of 2.8 or higher. The most recent GPA will be used in the admission decision. Current high school student applicants must submit a final official transcript reflecting the required cumulative GPA of 2.8 after graduation. **A decline in current cumulative minimum required high school GPA, will result in cancellation of your enrollment in the program.**
- Successful completion of an interview, which is granted by the Program to the best qualified candidates.
- SAT: 500 in each section; ACT composite of 19, Essay score of 7 or higher.
 - Exceptions to the SAT/ACT requirement will be considered on an individual basis.
- TOEFL* paper-based score of 560 or internet-based score of 83 (*if applicable). TOEFL Essentials scores will be considered on an individual basis.
- Two recommendations using the official School of Health Sciences reference form.
 - **Please note: Applicants will need to use the official School of Health Sciences reference forms. The reference forms for the MI Program should be completed by a current or past employer, a supervisor, a teacher/instructor, a counselor and/or clergy.**

Applicants may be required to validate minimum admission requirements through college-level coursework.

Decisions regarding acceptable reference form materials, college coursework, challenge examination results, and aptitude test scores will be at the discretion of the admissions committee.

In addition to the minimum requirements for Medical Imaging admissions, candidates who demonstrate “above average” educational potential will be considered for preferred admission based on the following criteria:

- Documentation of a high school or collegiate cumulative GPA of 3.0 or higher. The most recent GPA will be used in the admission decision.
- An earned “B” or better in college level coursework in Mathematics, Biology, English, or Communications.
- Recommendations: “recommend with confidence” rating.
- Exemplary demonstration of communication and interpersonal skills during the formal admission interview. The Admission Committee offers formal interviews to the strongest candidates in the active applicant pool.

Final selection is the responsibility of the Medical Imaging Program Admissions Committee.

Acceptance is contingent upon submitting post-acceptance documents and fees in accordance with established deadlines. Please refer to Post-Acceptance Requirements.

Phlebotomy

Phlebotomy classes are held every spring and fall semester. Day and evening classes are offered on a rotating basis. **Deadlines for application, verification of age and high school level**

education, and admission/pre-admission testing is ten weeks prior to the start of any phlebotomy technician course.

Applicants must be at least 18 years of age and have a high school diploma or GED to apply to the program.

To be accepted you will need a satisfactory score on pre-admission testing. The skills test measures basic math, grammar, spelling, and language skills. The personality profile measures general personality traits to determine if you are a good fit for a phlebotomy career. You will be allowed two attempts to achieve a satisfactory score on the pre-admission tests.

A face-to-face interview is required to be considered for admission.

Students must possess certain physical and mental attributes to be able to complete the curriculum. Please review the Essential Functions on the website prior to applying to the program. A student must meet these expectations with or without reasonable accommodations.

Acceptance is contingent upon submitting post-acceptance documents and fees in accordance with established deadlines. Please refer to Post-Acceptance Requirements.

Surgical Technology

The Surgical Technology Program admits classes in **August. The deadline for completed applications is April 1 for August enrollment or when qualified student capacity has been reached.** Admission to the Surgical Technology Program is highly competitive. The Admissions Committee operates in accordance with a selective admission process, which means the best-qualified applicants each year receive consideration for preferred admission.

Cumulative grade point average (GPA) of 2.5 or greater in high school or post-secondary coursework is required for all applicants and candidates for admission consideration. The most recent post-secondary GPA will be used in the admission decision.

Current high school student applicants must submit a final official transcript reflecting the required cumulative GPA of 2.5 after graduation. **A decline in current cumulative minimum required high school GPA, will result in cancellation of your enrollment in the program.**

All applicants will need to have a standard high school diploma with a minimum of 16 units that must include the following:

An earned grade of “C” or better in the subjects listed below

- English: 4 units
- Social Studies: 3 units
- Mathematics: 3 units, including Algebra I
- Science: 3 units, including Biology

Applicants may be required to validate minimum requirements through college-level coursework.

Candidates who demonstrate “above average” educational potential will be considered for preferred admission based on the following criteria:

- Preferred high school or the most recent post-secondary GPA: 3.0 or higher.
- All required math and science course grades: 80% or higher.
- Successful completion of college courses including Mathematics, Biology, and English or Communications.
- Test score minimum: SAT: 500 in each section; ACT composite of 19, Essay score of 7 or higher; TOEFL paper-based score of 560 or internet-based score of 83. TOEFL Essentials scores will be considered on an individual basis.
- Recommendations: “recommend with confidence” rating.
- Successful completion of an interview.

Acceptance is contingent upon submitting post-acceptance documents and fees in accordance with established deadlines. Please refer to Post-Acceptance Requirements.

Decision Letters

Decisions regarding admission will be communicated in writing to applicants by the Admissions Office. If accepted, an applicant will receive an accepted student packet that will include specific details regarding post-acceptance requirements, deadlines, and forms.

Post- Acceptance Requirements

Acceptance is contingent upon submitting these post-acceptance documents and fees in accordance with established deadlines. **The following enrollment fee is considered non-refundable and is due two weeks from the date of acceptance letter:**

\$300 Confirmation of Enrollment Fee	\$100 Confirmation of Enrollment Fee
Diagnostic Medical Sonography	Advanced Emergency Medical Technician
Emergency Medical Technician	Phlebotomy
Medical Imaging	
Medical Laboratory Science	
Nursing	
Paramedic Education	
Surgical Technology	

- Receipt of all official transcripts reflecting required GPA for program admission.
 - Please note: Applicants who are admitted to the Medical Laboratory Science Program must maintain a grade of C or better in all college-specified prerequisite courses that are required for enrollment.
 - Current high school student applicants who are admitted to the DMS, MI, Nursing, or ST program must submit a final official transcript reflecting the required cumulative GPA of 2.5 after graduation. A decline in current cumulative minimum required high school GPA, will result in cancellation of your enrollment in the program.
- Completed and approved Criminal Record Check and FBI Fingerprint.

- Completed and approved Pennsylvania Child Abuse History Clearance.
- Completed and approved National Healthcare Fraud and Abuse Check prior to admission and monthly during enrollment.
- Valid two-year BLS for Healthcare Provider CPR certification.
- Documentation of health insurance, including hospitalization benefits.
- Healthcare provider confirmation of required health screenings, tests, and Immunizations including a negative finding on urine drug screening (see RSHS policy #313 at <https://reading.towerhealth.org/app/files/public/104/313-substance-abuse-shs-11122009.pdf>)
- Copy of photo identification, as requested (i.e., valid driver's license, school or employer identification, permanent residency card)
- Necessary paperwork used to verify official name or name changes.
- Other program-specific information as requested by admissions.

Admitted students who fail to meet all these requirements by specified deadlines may have their admission offer revoked.

DEFERMENT

At the discretion of the individual Program, applicants may be granted a one-year deferment on their application and fee. Deferment is granted one time only.

At the discretion of the individual Program, candidates extended offers of acceptance may be granted a one-year deferment on their original admission date. Deferment is granted one time only.

Please note: The following programs do not offer deferment of acceptance offers or confirmation of enrollments. Applicants who experience a change in personal circumstances which warrants a delay in admission date are encouraged to reapply.

- Diagnostic Medical Sonography
- Medical Imaging
- Medical Laboratory Science
- Surgical Technology

WAIT-LIST

At the discretion of the individual Program, qualified applicants may be wait-listed when the Program's clinical and facility capacities have reached maximum levels. Wait-listed applicants will be notified if space becomes available. When admitted, applicants must meet the post-acceptance requirements outlined above.

CANCELLATION

Applicants whose files are cancelled by either their own efforts or the efforts of the Admissions Committee can reapply to a program later.

Addendum: Nursing Program Applicant Point System

Nursing Program Applicant Point System			Applicant Overall Score	Interview Score
STUDENT ID NUMBER: _____				
Points Achieved	Points Possible	Personal Composition (13 points)	Section Total	
	1	Current Tower Health employee or immediate family member		
	2	Nursing Essay		
	2	Current licensed healthcare provider (LPN)		
	1	Shadow Experience, SHSHS Discover participant, Medical Health Professionals Participant		
	1	Volunteerism		
	1 (max 2)	Recommend with confidence		
	4	Current High School Senior		
Points Achieved	Points Possible	High School Data (14 points)	Section Total	
	4	Cumulative GPA of 3.2 or higher		
	2	Cumulative GPA of 2.8-3.1		
	1 (max 5)	Algebra II, Trigonometry, Calculus, Chemistry II, Physics, Anatomy and Physiology, Medical Terminology, Latin, Psychology, Sociology, Health Occupations	Cum. GPA	
	1 (max 5)	AP or Honors courses		
Points Achieved	Points Possible	Post- Secondary Data (14 points)	Section Total	
	4	Current or most recent cumulative GPA of 3.2 or higher		
	2	Current or most recent cumulative GPA of 2.8-3.1		
	1 (max 3)	Math, Algebra I, Algebra II, or higher	Cum. GPA	
	1 (max 2)	Chemistry or Physics		
	1 (max 5)	Medical Terminology, Latin, Social or Behavioral Sciences, Biology, Statistics, Medical Ethics		
	-1	For each D or F in the past two semesters		
Points Achieved	Points Possible	Standardized Testing (9 points)	Section Total	
	4	TEAS score of 76% or higher		
	2	TEAS score of 70-75.9%		
	2	SAT Reading/Writing of 650 or higher		
	2	SAT Math of 650 or higher		
	1	SAT Reading/Writing of 500 or higher		
	1	SAT Math of 500 or higher		
	1	ACT composite score of 20 or higher		

Addendum: Medical Imaging Program Applicant Point System

Medical Imaging Program Applicant Point System			Applicant Overall Score/94	Total Weighted Score
Student ID Number:				
Points Achieved	Points Possible	Application Completion (5%)	Section Total	Weighted Score (Section Total / 5 x 100 x .05)
	5	Neatly typed/handwritten; monochromatic; consistent margins/indents; free of grammatical, typographical and spelling errors; free of stains, wrinkles and extraneous folds		
	4	Neatly typed/handwritten; consistent margins/indents; < 1-2 minor grammatical, spelling or typographical errors neatly corrected using correction fluid; free of stains, wrinkles and extraneous folds		
	3	Typed/handwritten with slightly varying margins; <3 minor grammatical, spelling or typographical errors left uncorrected; free of stains, wrinkles and extraneous folds		
	2	Typed/handwritten; multi-chromatic, multiple penmanship styles; moderately varying margins/indents; >3 grammatical, spelling or typographical errors left uncorrected OR overuse of correction fluid		
	1	Sloppily typed/handwritten; multiple penmanship styles; multi-chromatic; widely varying margins/indents; >3 grammatical, spelling or typographical errors left uncorrected or overuse of correction fluid; stained, wrinkled, carelessly folded		
Points Achieved	Points Possible	Academics (39%)	Section Total	Weighted Score (Section Total / 36 x 100 x .39)
	5-1	Most Recent GPA (H.S. or Post-Secondary) 5 = 3.8-4.0 4 = 3.4-3.7 3 = 3.2-3.3 2 = 3.0-3.1 1 = 2.8-2.9		
	+1 per class (5 max)	H.S. Honors Courses (min. C)		
	+1 per class (5 max)	H.S. Courses in Related Curriculum (min C)		
	4	Traditional Student Point Adjustment		
	2	Physics Preferred Physical Science (min C)		
	5-2	<u>SAT Scores</u> 5 = 1500-1600 4 = 1300-1490 3 = 1100-1290 2 = 1000-1090 OR ACT 5 = >28 4 = 25-27 3 = 22-24 2 = 19-21		
	5-2	Post- Secondary Education 5 = Master's Degree 4 = Bachelor of Science 3 = Associate of Science 2 = BA or AA		
	+1 per class (5 max)	Additional College Courses in Related Curriculum (min C) * Points awarded for courses above and beyond those that are transfer courses included in the programs Medical Imaging curriculum or required courses for acceptance into the program (Examples receiving points: Medical Terminology, Introduction to Allied Health, etc...)		
Points Achieved	Points Possible	References (5%)	Section Total	Weighted Score (Section Total/6 x 100 x .05)
	Ref 1: 3-0	Two qualifying references on school forms 3 = Confidently 2 = Recommend 1 = Hesitantly		
	Ref 2: 3-0			
Points Achieved	Points Possible	Commitment/Teamwork (10%)	Section Total	Weighted Score (Section Total/12 x 100 x .10)
	3-0	Follow through with Admissions 3 = exceptional 2 = good 1 = satisfactory 0 = poor		
	3	Previous Applicant		
	2	Volunteerism		
	2	Involvement in activities/sports		

	2	Medical Health Professions Participant (MI Shadowing, HOSA, Medical Explorers, other Medical Imaging Program applicant, &/or previous work in healthcare field)		
Points Achieved	Points Possible	Service Excellence Essay (6%)	Section Total	Weighted Score (Section Total/5 x 100 x .06)
	5-1	Service Excellence Essay 5= strong 3-4 = adequate 1-2 = weak		
Points Achieved	Interviewer	Interview (35%) 5= Excellent, 4= Above Avg, 3= Avg, 2= Below Avg, 1= Poor	Section Total	Weighted Score (Section Total/30 x 100 x .35)
	Faculty 1	Interview Appropriate Attire		
		Interaction		
		Affect		
		Communication		
		10 = Ideal candidate for culture/profession 1 = Poor candidate for culture/profession General Impression		
		5= Excellent, 4= Above Avg, 3= Avg, 2= Below Avg, 1= Poor		
	Faculty 2	Interview Appropriate Attire		
		Interaction		
		Affect		
		Communication		
		10 = Ideal candidate for culture/profession 1 = Poor candidate for culture/profession General Impression		
		5= Excellent, 4= Above Avg, 3= Avg, 2= Below Avg, 1= Poor		
	Faculty 3	Interview Appropriate Attire		
		Interaction		
		Affect		
		Communication		
		10 = Ideal candidate for culture/profession 1 = Poor candidate for culture/profession General Impression		
		5= Excellent, 4= Above Avg, 3= Avg, 2= Below Avg, 1= Poor		
	Faculty 4	Interview Appropriate Attire		
		Interaction		
		Affect		
		Communication		
		10 = Ideal candidate for culture/profession 1 = Poor candidate for culture/profession General Impression		

EDUCATION AND TRAINING:

NA

REFERENCES:

School of Health Sciences Application, Reference form, EMS Registration form, Phlebotomy Application

COMMITTEE AND COUNCIL APPROVALS:

Nursing Program Admissions Recruitment Committee, (May 2021)

Medical Imaging Program Admissions Committee, (May 2021)
SHS Directors, (June 2021)

CANCELLATION:

Tower Health System policies directly related to this topic shall supersede this RSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.