

READING HOSPITAL SCHOOL OF HEALTH SCIENCES

POLICY NO. 300

SUBJECT: Selective Admissions

Responsibility of: Enrollment Director

Revised: November, 2012

Reviewed: 2012

Purpose

The student body at Reading Hospital School of Health Sciences is carefully selected to include individuals capable of meeting the rigorous educational requirements for preparation as healthcare professionals.

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 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.

The School considers preferred admission for applicants who are: employees of Reading Health System; or dependents and immediate family members of employees of Reading Health System or its affiliates and subsidiaries.

Reading Hospital School of Health Sciences operates without distinction to age, race, color, religion, gender, disability, sexual orientation, national origin, or economic means.

A. General Admissions Procedures

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 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 matriculation. 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. 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.

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.
- Essay, if applicable
- Aptitude test scores, as required.
- Two references.

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 other 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.
- Paper-based score of 560 or internet-based score of 83

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 V (TEAS V) 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.

Clinical Pastoral Education

The Clinical Pastoral Education Program admits qualified students to its Programs on a rolling basis. Applicants are interviewed in the order in which their completed applications are received. Admission to a CPE Program is closed when the Program is filled.

In addition to the general admission requirements of the School, admission to the Clinical Pastoral Education Program's Internship Programs will be based on the following:

- Completion of Bachelor of Arts or Bachelor of Science Degree
- Minimum of six hours in Theology and/or Biblical Studies, or their equivalent.
- Prior experience in church-related ministry or other helping profession.
- Recommendations: "recommend with confidence" rating.
- Submission of well written graduate level essay material.
 - Two page autobiography
 - Two page personal spiritual journey essay
 - One page reflection on a helping incident
 - One page expectations for Clinical Pastoral Education
- Successful completion of an admissions interview.

In addition to the above, admission to the CPE Program's Residency Program requires evidence of the successful completion of a CPE (Level I) Internship through the School or through another accredited ACPE Program or its equivalent, and a master's degree in Theology. Residency candidates must submit a copy of the evaluations from all previously completed CPE course units.

Supervisory Education is an extended educational program that prepares a professional chaplain to successfully complete the Certification Process of the Association for Clinical Pastoral Education, Inc. (ACPE) to become a Clinical Pastoral Education Supervisor. The educational process can take from two to five years. Students in Supervisory Education do some of their educational work at Reading Hospital School of Health Sciences in conjunction with the curriculum provided by the Eastern Pennsylvania Institute for Clinical Supervision (EPICS) that meets bi-monthly at the Lutheran Theological Seminary in Philadelphia.

In addition to the regular requirements for admission into a CPE program at Reading Hospital School of Health Sciences, an applicant must also demonstrate they have completed:

- Four units of ACPE accredited CPE
- A Master of Divinity degree or its equivalent as determined by ACPE

Nursing

The Nursing Program admits new classes every August. **The deadline for completed applications is February 1.**

Minimum Requirements for Admission Consideration

To be considered for admission, all applicants must have a standard high school diploma with minimum GPA of 2.5 or higher and 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 Chemistry/Lab

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

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. Nursing applicants will be permitted to re-test one time only.

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

Class Selection Criteria: Applicant Point System

The Admissions 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 Committee utilizes a point system to rank candidates. Applicants will be ranked by total weighted 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 300.10 Nursing Program Applicant Point System.

Transfer Credit Consideration in Admission

It is advisable that applicants enroll in at least one general education course scheduled to run in the first year of the Evening/Weekend tract in order to secure a new student seat in the Evening/Weekend cohort. We strongly recommend applicants seek guidance on the transfer credit policy and issues that may arise with financial aid, insurance, and curriculum placement as a result of transferring in coursework.

Paramedic Education

The Paramedic Education Program admits new classes every August. **The deadline for completed applications is February 1.**

Enrollment is limited to certified Emergency Medical Technicians with at least one year of experience in emergency care. Admission to the Program will be based on the following:

- Current EMT certification in the Commonwealth of Pennsylvania.
- One-year experience as an EMT.
- Completion of EMT exam with a minimum score of 80%
- Satisfactory scores on the pre-admission examination
- Recommendations: “recommend with confidence” rating.

Medical Imaging

The Medical Imaging Program will admit new classes every January. **Preferred admission application deadline is July 1.**

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

To be considered for the preferred admission deadline, a candidate must meet the criteria set forth by the School of Health Sciences. The School considers preferred admission for applicants who are: employees of Reading Health System; or dependents and immediate family members of employees of Reading Health System or its affiliates and subsidiaries.

Minimum Admission Requirements:

To be considered for admission, all applicants must have a standard high school diploma with minimum GPA of 2.5 or higher and must include the following:

- 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 2.5 or higher. The most recent GPA will be used in the admission decision.
- Successful completion of an interview, which is granted by the Program to the best qualified candidates.
- Satisfactory scores on the pre- admission examination.
- SAT: 450 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).
- Two recommendations using the official School of Health Sciences reference form.
 - **Please note: 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.
- Above average scores on the pre-admission examination.
- Recommendations: “recommend with confidence” rating.
- Successful completion of an interview, which is granted by the Program to the best qualified candidates.

A numerical evaluation system is used during the admissions process in order to objectively determine the suitability of each candidate. Final selection is the responsibility of the Program's Admissions Committee.

Surgical Technology

The Surgical Technology Program admits classes in January. 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.

The deadline for completed applications is July 1.

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 need to complete the pre-admission examination. Candidates who demonstrate "above average" educational potential will be considered for preferred admission based on the following criteria:

- 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: 450 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.
- Recommendations: "recommend with confidence" rating.
- Successful completion of an interview.

FINAL ACCEPTANCE INTO A PROGRAM OF STUDY

Final acceptance into a Program of study will be communicated in writing to successful student applicants by the Admissions Office.

Final Acceptance is contingent upon:

- Receipt of all official transcripts.
- Maintaining the applicant's high school or post-secondary GPA at or above 2.5 for the remainder of the current educational experience. A minimum GPA of 2.5 is required of all candidates for matriculation.

- Submitting these post-acceptance documents in accordance with established deadlines:
 - A non-refundable confirmation fee of \$300 within two weeks of the acceptance date.
 - Copy of photo identification (i.e., valid driver's license, school or employer identification, permanent residency card)
 - Necessary paperwork used to verify official name or name changes.
 - Completed and approved Criminal Record Check.
 - Completed and approved Pennsylvania Child Abuse History Clearance.
 - Valid two-year healthcare provider CPR certification.
 - Documentation of health insurance, including hospitalization benefits.
 - Healthcare provider confirmation of required health screenings, tests, and immunizations.
 - Final official high school and/or post-secondary transcripts reflecting required GPA.

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. Deferment is granted one time only.

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 offered admission, these 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 at a later date.

Addendum: Nursing Program Applicant Point System

POINTS	PERSONAL COMPOSITION	WEIGHTED SCORE
2	Recent waitlisted candidate	Section Total _____/18 (*.10) _____ Weighted Score
3	Current Reading Health System employee or immediate family member	
3	One page essay stating why you want to become a nurse and the characteristics that you possess that would contribute to success in the program	
2	Shadow, Discover or Medical Health Professions Program Participant	
2	Volunteerism	
3 (6 max)	Recommendation with confidence (2 ref. min)	
2	Recommend (2 ref. min)	
HIGH SCHOOL DATA		
4	Current High School Senior Point Adjustment	Section Total _____/30 (*.35) _____ Weighted Score
6	High school GPA 3.0 or higher	
3	High School GPA 2.7- 2.9	
5	High school class rank: upper half	
1 (5 max)	Advanced or honors coursework (min. C)	
1 (5 max)	Additional related HS coursework (min. C) i.e., Algebra III, Trigonometry, Calculus, Analytical Geometry, Physics, Chemistry II, Anatomy, Physiology, Psychology, Nutrition, Health Occupations, Health, Medical Terminology, Latin	
5	No history of W's , D's, E's or F's in sequence of coursework	
-1	<u>Minus 1 point</u> for each D, E, or F in high school-level work	
POST -SECONDARY DATA		
3	Current LPN (copy of license and academic transcript needed)	Section Total _____/37 (*.35) _____ Weighted Score
6	Post-secondary GPA 3.0 or higher (most recent or current GPA is used in point system)	
3	Post-secondary GPA 2.7-2.9 (most recent or current GPA is used in point system)	
3 (6 max)	Post-secondary Biology (min. C)	
3 (6 max)	Post-secondary Mathematics (min. C)	
3 (6 max)	Post-secondary level English or Communications (min. C)	
5	No history of W's , D's, E's or F's in sequence of coursework	
1 (5 max)	Other post-secondary courses not required but which contribute substantially to your success in nursing (min. C) i.e., Nursing, Chemistry, Nutrition, Social or Behavioral Sciences, Medical Terminology, and Latin	
-1	<u>Minus 1point</u> for each D, E or F in the last five years of college level work	
-1	<u>Minus 1point</u> for each course withdraw (W) that is not repeated/recorded as a grade of C or better within a two-year period	
STANDARDIZED TESTING		
2 (6 max)	SAT score of 450 in each section OR ACT points	Section Total _____/15 (*.20) _____ Weighted Score
6	ACT composite of 19 or higher OR SAT points	
3	Essay score of 7 or higher	
6	Pre-admission examination composite score at or above preferred benchmark	
Comment Section		Total Points _____ / 100 _____ Total Weighted Score