

**2022 Fall Cohort**

**MEDICAL ASSISTANT**

**APPLICATION FOR ADMISSION**

Personal Information

Applicant's Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Work)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Cell)

MCTC ID Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Colleges/Universities Attended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of College Hours Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Overall GPA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree(s) earned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_GPA in Medical Assistant Prerequisite Courses \_\_\_\_\_

Please indicate courses currently taking or completed:

AH 151 Medical Terminology (EDGE) 3 hours Currently\_\_\_\_ Completed \_\_\_\_ Grade \_\_\_\_\_\_

AH 220 Basic Nutrition 3 hours Currently\_\_\_\_ Completed \_\_\_\_ Grade \_\_\_\_\_

BIOL 257 lntro to Anatomy & Physiology (EDGE) 3 hours Currently\_\_\_\_ Completed \_\_\_\_ Grade \_\_\_\_\_

COM 125\*\* Interpersonal Communications 3 hours Currently\_\_\_\_ Completed \_\_\_\_ Grade \_\_\_\_\_\_

EME 105 First on Scene 3 hours Currently\_\_\_\_ Completed \_\_\_\_ Grade \_\_\_\_\_

ENL 111 Written Communication 3 hours Currently\_\_\_\_ Completed \_\_\_\_ Grade \_\_\_\_\_

IT 101 Fundamentals of Computers (EDGE) 3 hours Currently\_\_\_\_ Completed \_\_\_\_ Grade \_\_\_\_\_\_\_

IT 150 Appl to Spreadsheets 3 hours Currently\_\_\_\_ Completed \_\_\_\_ Grade \_\_\_\_\_\_

MAT 100 Occupational Math 3 hours Currently\_\_\_\_ Completed \_\_\_\_ Grade \_\_\_\_\_\_

PSYC 215 Lifespan Psychology 3 hours Currently\_\_\_\_ Completed \_\_\_\_ Grade \_\_\_\_\_\_

AH 204 Legal & Ethical Issues in Healthcare 3 hours Currently\_\_\_\_ Completed \_\_\_\_ Grade \_\_\_\_\_\_

AH 216 Basic Pharmacology 3 hours Currently\_\_\_\_ Completed \_\_\_\_ Grade \_\_\_\_\_\_

Applicants must complete all general education and prerequisite courses with a grade of "C" or better, and must have a cumulative GPA of 2.5 or higher.

*\*\*\*Note: Official college transcripts must be on file in the MCTC Admissions Office for all transfer classes you would like applied.*

*\*\** ***COM 112*** *will be accepted if it was taken prior to applying to the program.*

Activities and Achievements

Please provide a list of awards, achievements, and certifications you have earned including approximate dates.

Please provide a list of community service activities in which you have participated including approximate dates.

**ADDITIONAL DOCUMENTS REQUIRED TO BE SUBMITTED WITH APPLICATION**

1. **You must submit a short essay of between 250 and 500 words** explaining why you have chosen to pursue a career in the Medical Assistant field. You are encouraged to include your reasons for a career change, your perceptions of the responsibilities of a Medical Assistant and the goals you hope to achieve with this career track.

***(Please submit as a typed document with your name and 942# at the top.)***

2. A list of the employers and telephone numbers for any previous employment as a Medical

Assistant.

**SIGNIFICANT DATES FOR ADMISSION PROCESS**

**Deadline for Application**

Completed applications and all required documents must be turned in **NO LATER THAN May25, 2021** for consideration for enrollment into the Spring 2022 Medical Assistant Program. Please submit all documents in a sealed envelope to the Allied Health Office in Room 427, give to me in my office Room 453, or email me the completed application and essay to nance2@mctc.edu.

**Notification of Acceptance**

**Acceptance letters will be mailed out between May 23 – June 17, 2022**

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There will be a **mandatory orientation meeting on Tuesday, August 22, 2022 at 10:00** for all students accepted into the Medical Assistant Program. A consent for background check and drug testing upon admission to the program (associated costs are responsibility of applicant – approximately $100) will be completed at this time. The school will schedule this drug testing and background check. Students must pass the drug test and background check for admittance into the program. Random drug testing and background checks will also occur later during the year but will be covered by program fees.

Students must pass random drug testing and background check for continuation of program study.

Note: Conviction of crimes such as felonies and misdemeanors may affect the ability of a student to complete the MA 210 Practicum.

\* Applications may be accepted after May 2nd – August 1st if class has not been filled.

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**By signing below, I certify that I have read and have given correct information to the best of my knowledge and I understand that I will need to be at a mandatory orientation meeting on Tuesday, August 22, 2022 at 10:00 AM.**

Student Signature Date

Date Received

Donna Roy CCMA, MLT, CPT, MAED

Medical Assistant Program Director

Telephone: (304) 710-3526

Fax: (304) 710-3188

Email: nance2@mctc.edu