



2023

MEDICAL ASSISTANT CERTIFICATE

APPLICATION FOR ADMISSION

Personal Information

Applicant's Name _____

Address _____

_____ City State _____ Zip code _____

Phone _____ (Home) _____ (Work) _____ (Cell)

MCTC ID Number _____ E-mail _____

High School Attended _____

Overall GPA _____

If no diploma, check if you have GED _____

Colleges/Universities Attended _____

Number of College Hours Completed _____ Overall GPA _____

Degree(s) earned _____

Please indicate courses if currently taking or if completed: (these courses are not required before applying)

BIOL 257 Intro to Anatomy & Physiology (EDGE) 3 hours Currently ____ Completed ____ Grade ____

AH 216 Basic Pharmacology 3 hours Currently ____ Completed ____ Grade ____

- Certificate Program applicants must have high school diploma or General Education Development (GED)/TASC equivalency. Admission to community and technical colleges is open to any person age eighteen or older and able to benefit from study at the community college level.

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

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. **If applicable** 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 are due by the last day of classes of each semester. The Medical Assistant Certificate program applications will be taken all year but in order to be considered for the Fall 2023 class applications must be submitted by July 31, 2023. 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 – August 1, 2023

There will be a mandatory orientation meeting for all students accepted into the Medical Assistant Program on Thursday, August 3, 2023 at 10:00 in Room 421

Students must be able to pass a random drug testing and background check prior to externship. The school will schedule this drug testing and background check.

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 until August 3rd if class has not been filled.

By signing below, I certify that I have read and have given correct information to the best of my knowledge.

Student Signature

Date

Date Received

Donna Roy CCMA, MLT, CPT, MAED
Medical Assistant Program Director
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Fax: (304) 710-3188
Email: nance2@mctc.edu

