



2023 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 Intro 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 120***	Applied Professional 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.*

****MAT 100 will be accepted for MAT 120, MAT 144 will also be accepted for MAT 120*

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

- 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.)

SIGNIFICANT DATES FOR ADMISSION PROCESS

Deadline for Application

Completed applications and all required documents must be turned in **NO LATER THAN May 1, 2023** 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 October 1, 2022 – June 25, 2023

* Applications may be accepted until August 1st if class has not been filled.

There will be a mandatory orientation meeting for all students accepted into the Medical Assistant Program.

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.

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
Telephone: (304) 710-3526
Fax: (304) 710-3188
Email: nance2@mctc.edu

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