North Idaho College

MEDICAL ASSISTANT PROGRAM

APPLICATION PACKET FOR ENTRY INTO FALL 2018

The application has closed for Fall 2018.

Admissions Office (208) 769-3311
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North Idaho College Medical Assistant Program
Application Checklist

This sheet is provided for you to ensure that your application is complete. All materials must be in the Admissions Office **no later than 5:00 PM on Thursday, August 9, 2018** unless otherwise indicated.

Application to North Idaho College   ❑ **Complete** ❑ **Incomplete**
- ✓ If you are not enrolled in courses at North Idaho College in spring 2018, you must complete an application to NIC.

Medical Assistant Program Application   ❑ **Complete** ❑ **Incomplete**
- ✓ This application must be complete.

Official High School Transcript/GED   ❑ **Complete** ❑ **Incomplete**
- ✓ Official High School Transcripts or GED scores must be in the Admissions Office

College Transcripts   ❑ **Complete** ❑ **Incomplete**
- ✓ **ALL** official college and military transcripts must be received in the Admissions Office. Please be aware that transcripts are not retained for a long period of time and you may need to reorder transcripts. Only courses that appear on official transcripts at the application deadline will be used to determine points for admission. Applicants using test scores to meet a required course must submit a paper copy of the scores if the test score is not listed on the transcript. Test scores are valid for two years from the test date.

Current Schedule   ❑ **Complete** ❑ **Incomplete**
- ✓ Applicants who are enrolled in prerequisite courses in spring 2018 in a school other than North Idaho College must submit a copy of their current schedule <u>and</u> complete the enclosed form titled ***Prerequisite Course Information Sheet***. This will validate eligibility to meet all prerequisites. Applicants should keep a copy of this form to remind them of important dates regarding transcript due dates.

Statement from Medical Assistant Program   ❑ **Complete** ❑ **Incomplete**
- ✓ Applicants who have attended any medical assistant program other than NIC must submit a letter of good standing from their previous institution. The statement must come on letterhead from an instructor or administrator of the program(s).

Typing Skills Test Results   ❑ **Complete** ❑ **Incomplete**
- ✓ Applicants must submit copy of typing skills test by 5:00 pm, June 28, 2018. Must demonstrate ability to key 35 wpm. To schedule the typing placement exam: Log on to www.nic.edu/testingcenter. You will receive a copy of your results upon test completion.

IMPORTANT ADDITIONAL INFORMATION:

It is the applicant's responsibility to ensure that all required information is submitted and received in the Admissions Office and that documentation of all requirements is included in the application. Applicants may verify documents received by the Admissions Office on their MyNIC account on the "Services" tab on the upper left side of the screen. Select "Applicant Menu" then "Communication" then "My Documents." No verbal or other written verification will be given. No recognition is given for requirements/courses without documentation.

- It is highly recommended that applicants with transfer credits view their transcript evaluations <u>before</u> the application deadline to assure that they have courses which meet the prerequisite admission requirements for the Medical Assistant Program at North Idaho College. The transcript evaluation may be viewed on the applicant's MyNIC account on the "Services" tab on the upper left side of the screen. Select "Applicant Menu" then "Admissions Information" then "View Transfer Credits."

- Applicants using AP, CLEP or other test scores for a course to meet a degree requirement must submit a paper copy of the scores if the test score is not listed on the transcript. Test scores are valid for two years from the test date.

- The Medical Assistant Program offers students the opportunity to complete coursework online with a required lab component on campus one day a week.

Incomplete applications or application materials received after 5:00 PM, June 28, 2018 will not be considered.

Remember!

In addition to this program application, you must also complete the North Idaho College general Application for Admission.

Visit http://www.nic.edu/admissions to apply online or download a printable application, or visit the Admissions Office in Lee-Kildow Hall.

Application Unavailable

Application for Admission to the Medical Assistant Program
Fall 2018

North Idaho College Student Identification Number _____

Name _____
          Last   First   Middle   Preferred Name

Other Names Appearing on Records _____

Current Mailing Address _____
                              Street Address   City   County   State   Zip

Phone_____   **E-Mail** _____

Education
High School Diploma: **yes** ___ **no** ___   **GED: yes** ___ **no** ___

Please list **all** Colleges attended:

Name of College, Trade School, etc.	City & State	Dates Attended	Grad. Date	Degree/#Credit Earned

The Office of Admissions must receive official transcripts by the application deadline.

Military: Active _____ Veteran _____ Other _____
(DD 214 will be required after initial applicant screening)

Please read and sign

- I hereby certify that the information contained in this application is true and complete to the best of my knowledge.

- I understand that any misrepresentation or falsification of information is cause for denial of admission or expulsion from college.

- I understand that upon acceptance into the Medical Assistant Program, a criminal background check will be required for participation in clinical rotations. Violations which appear on the background check may result in denied access to clinical sites and, therefore, inability to complete the Medical Assistant Program.

- I understand that a felony conviction may prevent me from obtaining a Medical Assistant license.

_____   _____
Applicant Signature   Date

The Medical Assistant Program is committed to diversity and has a selection process which does not discriminate on the basis of race, color, religion, national origin, sex or age.

Prerequisite Course Information Sheet

Students currently enrolled or planning to enroll in prerequisites at schools *OTHER* than North Idaho College must complete this information sheet. This sheet <u>and documentation of enrollment in the prerequisites listed below</u> must be submitted with the application in order to provide evidence of eligibility.

Name_____

Prerequisite course/s I am currently taking: _____

_____   _____

_____   _____

Name of college _____
Course/s will be complete on (date) _____
The course/s is/are being offered in a _____ quarter _____ semester system. (Check one)

Evidence of registration for prerequisite courses must be submitted to the Admissions Office on or before **June 28, 2018.**

Transcripts for all prerequisite courses not completed at NIC must be received in the Admissions office by **July 27, 2018**

North Idaho College
Medical Assistant Program
Point System for Admission Selection for Entry into Fall 2018

A. Requirements for admission to the program include the following (see College Catalog for details on admission requirements):

1. High school diploma or GED by the application deadline.
2. Prerequisite Courses – MCTE 102 or MATH 123 and BIOL 175.
3. Demonstrate ability to key 35 wpm. To schedule the typing placement exam: Log on to www.nic.edu/testingcenter. You will receive a copy of your results upon test completion.
4. Minimum grade of C/2.0 GPA must be earned in each required course.

B. Points will be awarded for grades earned in courses appearing on the official transcript at the application deadline and that meet the requirements for the Medical Assistant Certificate. No points are awarded for the High School diploma or GED. The following point system will be used for all courses:

- **A=4, B=3, C/2.0=2. If the student has taken BIOL 227 and 228** in lieu of BIOL 175, the student will be scored as a P (pass). Courses with grades of **P** (pass) or **S** (satisfactory) or courses that have not received a grade due to advance placement scores will be awarded 3 points *(Biology course(s) can be no more than 7 years old at the time of entry into the program. Biology course(s) completed prior to fall 2011 do not meet the 7-year eligibility requirement).*

- Courses which have been documented as **waived** do not receive grades or credits and will not be awarded points, but will be accepted as meeting program requirements.

C. **One point** will be awarded to residents of Idaho's five northern counties (Benewah, Bonner, Boundary, Kootenai and Shoshone). Residency status will be determined by the Admissions Office based on information submitted on the North Idaho College application.

D. Additional Information:

- The GPA for program eligibility will be calculated on courses that meet degree requirements for the Medical Assistant Program, which have been completed with a grade of C/2.0 or higher.

- In the event there are applicants with an equal number of points, and the number of applicants (who are tied) outnumber the remaining open positions in the program, the following system will be used to determine who is selected:

  1. Applicants with an equal number of points (tied) who have provided appropriate documentation of military service will be put at the top of their point category. If there continues to be a tie, then:
  2. GPA, as defined above, will be used to rank the remaining tied applicants. If there still continues to be a tie, then:
  3. A random drawing remaining tied applicants will be held for the final slot/s

Medical Assistant Program
Point Calculation Worksheet

Students must pass the ***prerequisite*** courses with a C/2.0 or higher to be considered for placement into the program. If a student has not completed the prerequisites prior to entry into the program, the student will NOT be considered for program acceptance. If a student has taken any of the ***additional program courses*** below they will be added into the student's total points. **A = 4;   B = 3;   C/2.0 = 2 or Pass = 3.**

A. Prerequisites

Prerequisite Courses	Grade	Points
BIOL 175 **OR**		
BIOL 227 & 228 are recorded together as a P unless the student earned an A in both semesters.		
MCTE 102 or MATH 123		

Total A _____

B. Program Requirements

Additional Program Courses	Grade	Points
MAST 180		
CAOT 168		
CAOT 179		
CAOT 186		
COMM 101		
ENGL 101		
PHAR 150		
PSYC 101 or SOC 101		

Total B _____

C. Residency

County and State of Residence_____ Point _____

Total C _____

TOTAL A+B+C _____