



North Idaho College

MEDICAL ASSISTANT PROGRAM

**APPLICATION PACKET FOR ENTRY INTO FALL 2017
MEDICAL ASSISTANT PROGRAM**

Application Curr

Admissions Office (208) 769-3311
Wendy McIntosh, Health Professions & Nursing Advisor (208) 769-3373
Cindy Pavel, Program Director (208) 665-5084

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, June 29, 2017** unless otherwise indicated.

Application to North Idaho College Complete Incomplete

- ✓ If you are not an enrolled student at North Idaho College in spring 2017, 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 2017 in a school other than North Idaho College must submit a copy of their current schedule and 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).

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 before 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 29, 2017 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 Currently Unavailable



Application for Admission to the Medical Assistant Program Fall 2017

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 and documentation of enrollment in the prerequisites listed below 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 29, 2017.

Transcripts for all prerequisite courses not completed at NIC must be received in the Admissions office by the following dates:

- Winter Quarter – June 29, 2017**
- Spring Semester – June 29, 2017**
- Spring Quarter – June 29, 2017**
- Summer Session – July 28, 2017**

North Idaho College Medical Assistant Program

Point System for Admission Selection for Entry into Fall 2017

- 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.
Prerequisite Courses – CAOT or CAPS 112, MCTE 102 or MATH 123 and BIOL 175.
 3. 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 2010 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 of all the 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.		
Credit by examination or successful completion of CAPS or CAOT 112		
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

This workforce solution was funded \$6,438,050 (100% of its total cost), from a grant awarded under the Trade Adjustment Assistance Community College and Career Training Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration. (#TC-26479-14-60-A-16). The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information linked on sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership. North Idaho College is an Equal Opportunity institution. Auxiliary aids and services are available upon request to individuals with disabilities.

Application Currently Unavailable