



# North Idaho College

## MEDICAL ASSISTANT PROGRAM

### FALL 2020 APPLICATION PACKET

**The priority application period is March 23, 2020 – May 20, 2020.**

**The priority application deadline is 5:00 p.m. on May 20, 2020.**

**After this date, the program will *only* remain open if seats are available.**

**No applications will be accepted after July 15, 2020.**

Cardinal Central Office (208) 769-3311, [cardinalcentral@nic.edu](mailto:cardinalcentral@nic.edu)  
Betsy Conery, Health Professions Advisor (208) 625-2320, [betsy.conery@nic.edu](mailto:betsy.conery@nic.edu)  
Cindy Pavel, Program Director (208) 665-5084, [cindy.pavel@nic.edu](mailto:cindy.pavel@nic.edu)

Mail, email, or deliver application materials to: North Idaho College, Cardinal Central Office (Lee-Kildow Hall), 1000 West Garden Avenue, Coeur d'Alene, ID 83814.

## North Idaho College Medical Assistant (MAST) Program Application Checklist

This sheet is provided for you to ensure that your application is complete and does not need to be included with your application. All materials must be received in the Cardinal Central Office **no later than 5:00 p.m. on Wednesday, May 20, 2020 to meet the priority application deadline**. After this date, the program will only remain open if seats are available. No application materials will be accepted after July 15, 2020.

### Application to North Idaho College

Complete  Incomplete

If you are not an enrolled student at North Idaho College (NIC) in spring 2020, you must complete a Fall 2020 NIC application via the 'Apply Now!' link on the [NIC Cardinal Central](#) website.

### Medical Assistant Program Application

Complete  Incomplete

This MAST program application must be complete. You can find and download the printable Medical Assistant application packet on the [NIC Cardinal Central](#) website.

### Official High School Transcript/GED for *current Dual Enrolled Students*

Complete  Incomplete

If HS program or GED is in progress, then the final HS transcript or GED must be received prior to starting MAST courses if accepted to the program.

### College Transcripts

Complete  Incomplete

**ALL** official college and military transcripts must be received in the Cardinal Central 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 ACT or SAT scores to meet the English course requirement must submit a paper copy of the scores if the course credit does not appear on the transcript. Test scores are valid for four years from the test date.

### Current Schedule

Complete  Incomplete

Applicants (including Dual Enrolled students) who are enrolled in prerequisite courses in spring 2020 in a school other than North Idaho College must submit a copy of their current schedule and complete the enclosed **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 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 institution letterhead and be signed by an instructor or administrator of the program(s).

### Typing Skills Test Results

Complete  Incomplete

Applicants must submit copy of typing skills test demonstrating the ability to key 35 wpm. To schedule the typing placement exam: Log on to [www.nic.edu/testingcenter](http://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 Cardinal Central Office and that documentation of all requirements is included in the application. All materials must be received in the Cardinal Central Office no later than 5:00 p.m. on Wednesday, May 20, 2020 to meet the priority application deadline. After this date, application materials will only be processed if program seats are available. No application materials will be accepted after July 15, 2020.

Applicants may verify documents received on their **MyNIC** account. Once you log into your **MyNIC** account, select **Self Service** under the **Services** area. Once you are within **Self Service**, on the left-hand side panel, select the person avatar icon (**User Options**) and select **My Documents**. If the **Status** column says **Not Received** for the **Requesting Office of Admissions**, we will need that document for your program file. 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 ensure 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. Once logged into your MyNIC account, at the top of the screen in the **Search** box type '**Transcript Credits**' and find the search result for **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. SAT or ACT Test scores are valid for four years from the test date.
- Completion of background check will be required upon acceptance.
- Completion of drug screening may be required before starting clinical placement.
- If accepted into the program, the applicant will be required to attend a **mandatory program orientation on Wednesday, August 19, 2020 from 2:00-4:00 p.m.** on the North Idaho College campus. Students will be notified of the specific location when they are accepted into the program.



# North Idaho College

## Application for Admission - Fall 2020 Medical Assistant Program

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

**Cardinal Central 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 (including Dual Enrolled 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.

Student 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 Cardinal Central on or before **May 20, 2020 to be considered for the priority application deadline.**

Transcripts for all prerequisite courses not completed at NIC must be received in Cardinal Central by **May 20, 2020 to be considered for the priority application deadline.**

After this date, application materials received will only be processed if program seats are available. No application materials will be accepted after July 15, 2020.

## North Idaho College Medical Assistant Program

- 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. Prerequisites – MCTE-102 or GEM 3 Math (Math-123 preferred) and BIOL-175 or BIOL-227 and BIOL-228.
  3. Demonstrate ability to key 35 wpm. To schedule the typing placement exam: Log on to [www.nic.edu/testingcenter](http://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.
- 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 Cardinal Central 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 remaining tied applicants will be held for the final slot/s.

## Medical Assistant (MAST) Application Points Sheet – Fall 2020

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Shaded items = Minimum (required) prerequisites necessary to apply to program.  
 A passing grade reflected as a “P” grade = points equivalent to a “B” grade.  
 Total application points possible = 45 points.

Minimum Prerequisite Courses – Completion required for program application.	Grade	Point Scale	Points Earned
BIOL-175 Human Biology <u>or</u> BIOL-227 Human Anat & Phys I <u>and</u> BIOL-228 Human Anat & Phys II		A = 8 B = 6 C = 4	
MCTE-102 Computational Skills...Allied Health <u>or</u> GEM 3 MATH (MATH-123 preferred)		A = 8 B = 6 C = 4	
<b>Typing.</b> Ability to type 35 wpm. Assessment available in NIC's Testing Center.	<input type="checkbox"/> Yes <input type="checkbox"/> No	No Points	

General Education Courses – Completion NOT required for program application, but points are awarded in application process.	Grade	Point Scale	Points Earned
CAOT-179 Medical Terminology		A = 4 B = 3 C = 2	
CAOT-186 Medical Coding		A = 4 B = 3 C = 2	
COMM-101 Fundamentals of Oral Communication		A = 4 B = 3 C = 2	
ENGL-101 Writing and Rhetoric I		A = 4 B = 3 C = 2	
MAST-180 Intro to Human Diseases		A = 4 B = 3 C = 2	
PHAR-150 Intro to Pharmacology		A = 4 B = 3 C = 2	
PSYC-101 Intro to Psychology <u>or</u> SOC-101 Intro to Sociology		A = 4 B = 3 C = 2	

Additional Point – Residency	Point Scale	Point Scale	Points Earned
Idaho Residency (5 Northern Counties) / Yes = 1 point	No = 0	Yes = 1	

**Total Application Points Earned (45 points possible):** \_\_\_\_\_

**GPA Calculation (as needed for application process):** \_\_\_\_\_