



North Idaho College

MEDICAL ASSISTANT PROGRAM

APPLICATION FOR FALL 2019

**This application will open on March 25, 2019.
A priority application deadline is set for May 23, 2019.**

Cardinal Central (208) 769-3311, CardinalCentral@nic.edu
Health Professions Advisor (208) 625-2320
Cindy Pavel, Program Director (208) 665-5084, cindy.pavel@nic.edu

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 **submitted to Cardinal Central no later than 5:00 PM on Thursday, May 23, 2019** to meet the priority application deadline.

Application to North Idaho College Complete Incomplete

- ✓ If you are not enrolled in courses at North Idaho College in spring 2019, 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 received.

College Transcripts Complete Incomplete

- ✓ **ALL** official college and military transcripts must be received. 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 2019 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 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. 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 Cardinal Central and that documentation of all requirements is included in the application. 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 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. Once logged into their MyNIC account, at the top of the screen in the *Search* box type 'Transfer 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. Placement scores, SAT or ACT Test scores are valid for two years from the test date.

Application materials must be received in Cardinal Central by 5:00 PM, May 23, 2019 to meet the priority application deadline.

Application for Admission to the Medical Assistant Program Fall 2019

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 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 Cardinal Central on or before **May 23, 2019**.

Transcripts for all prerequisite courses not completed at NIC must be received in Cardinal Central by **May 23, 2019**.

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. 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 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.

MAST Application Points Sheet

Name _____

Student ID _____

Shaded courses = Minimum prerequisites to apply

A "P" or Passing grade = Points equivalent to a "B" grade

Total Possible Points: 45

Prerequisite Courses	Grade	Point Scale	Earned
BIOL-175 Human Biology <u>or</u> BIOL-227 (A&P I) and BIOL-228 (A&P 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	
Typing. 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	Grade	Point Scale	Earned
MAST-180 Intro to Human Diseases		A = 4 B = 3 C = 2	
CAOT-179 Medical Terminology		A = 4 B = 3 C = 2	
CAOT-186 Medical Coding		A = 4 B = 3 C = 2	
COMM-101 Intro to Speech Communications		A = 4 B = 3 C = 2	
ENGL-101 English Composition		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	

GPA Calculation _____

Additional Points Awarded	Grade	Point Scale	Earned
Idaho Residency (5 Northern Counties)		1	

Total Points _____