



North Idaho College

MEDICAL ASSISTANT PROGRAM FALL 2022 APPLICATION PACKET

**The priority application period is March 7, 2022 – June 9, 2022.
Apply by the priority deadline to ensure consideration
for the Fall 2022 Medical Assistant Program start.**

**The application will remain open after this date *only* if program space is
available with a final July 14, 2022 application deadline.**

Application materials must be submitted as follows:

Email application materials to: HPN@nic.edu

Application materials can also be mailed or delivered to: North Idaho College, Cardinal
Central Office (Lee-Kildow Hall), 1000 West Garden Avenue, Coeur d'Alene, ID 83814.

In Person: Text 'Cardinal' to 208-268-6485 to get in line.

All application materials must be received by 5:00 p.m. on posted deadline dates.

Questions can be directed to:

Cardinal Central Office (208) 769-3311, or

Health Professions & Nursing (HPN) Admissions – email: HPN@nic.edu

Betsy Conery, Health Professions Advisor (208) 625-2320, betsy.conery@nic.edu

Cindy Pavel, Program Director (208) 665-5084, cindy.pavel@nic.edu

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North Idaho College Medical Assistant (MAST) Program Application Information and Checklist

Thoroughly read the entire application and follow instructions for completing and submitting necessary application materials. All required application materials must be received by the Cardinal Central Office no later than 5:00 p.m. on Thursday, June 9, 2022 to meet the priority application deadline. After this date, application materials will be processed only if program space is available. No application materials will be accepted after 5:00 p.m. on July 14, 2022. Follow application steps in order when possible.

Step 1:

Application to North Idaho College (If Applicable) Complete Incomplete

Applicants must complete a degree-seeking application to attend NIC for the Fall 2022 semester if NOT enrolled and attending North Idaho College (NIC) during the preceding Spring or Summer 2022 term(s). Non-degree seeking students and Dual Credit enrolled students attending during these terms must also complete a degree-seeking application for the Fall 2022 semester to be considered for program application. Use the 'Apply Now!' link on the [NIC Cardinal Central](#) website to complete this process.

Step 2:

Medical Assistant Program Application (Page 7) Complete Incomplete

Applicants must complete and submit appropriate pages from this MAST program application including the Medical Assistant Program Application form. Locate and download the printable Medical Assistant application packet on the [NIC Cardinal Central](#) website. Appropriate signature and date information is required! No electronic signature allowed!

Acknowledgement of Vaccination Requirements (Page 8) Complete Incomplete

Applicants must complete and submit the 'Acknowledgement of Vaccination Requirement' form from the Medical Assistant application packet. Appropriate signature and date information is required! No electronic signature allowed!

Prerequisite Course/Schedule Info (If Applicable - Page 9) Complete Incomplete

Applicants (including Dual Credit enrolled students) who are enrolled in prerequisite courses during Spring or Summer 2022 at a school **other** than North Idaho College must complete and submit the **Prerequisite Course Information Sheet** and **submit a copy of the applicant's enrollment/registration schedule** to validate eligibility to meet all required prerequisites. Applicants should keep a copy of this form to remind them of important transcript due dates!

Previous Program Statement (If Applicable) Complete Incomplete

Applicants who have previously attended any medical assistant program other than NIC must also submit a letter of good standing from their previous institution. The statement must be documented on institutional letterhead and be signed by an instructor or administrator of the previously attended program.

Step 3:

Official College & Other Required Transcripts Complete Incomplete

ALL official college and military transcripts must be received in the Cardinal Central Office by the posted deadline dates. Courses completed at North Idaho College do not require official transcript submission.

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Step 3: (continued)

Official College Transcripts & Other Required Transcripts

Please be aware that transfer institution transcripts are not retained for a long period of time and you may need to reorder official transcripts even if transfer credits were previously posted to your NIC transcript. Only courses that appear on an originating educational institution's official transcript 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. International college/university transcripts must be professionally evaluated by [WES](#) or a similar [NACES-member organization](#). An official evaluated transcript must be sent from the organization to NIC by the application deadline. It is recommended an applicant choose course-by-course evaluation and pay to have records retained with the agency in case there is a need to request the evaluated transcript again for future employment opportunities/licensure requirements.

Official High School Transcript/GED for *current Dual Credit Enrolled Students* (If Applicable)

Additionally, if HS program or GED is in progress and the applicant is accepted to the program, the final HS transcript or GED must be received prior to starting Medical Assistant courses in August.

Step 4:

Typing Skills Test Results

Complete Incomplete

Applicants must submit typing skills test results demonstrating the ability to key/type 35 wpm or an official transcript to validate completion of CAOT 112 or CAOT 113 (Keyboarding 1 or 2) with a 'C' or higher grade. To schedule the typing placement exam: Log on to www.nic.edu/testingcenter. You will receive a copy of your results upon test completion. Alternate testing options are available in the event of Testing Center closure related to COVID-19 or other unforeseen developments.

Step 5:

Review Online Checklist/Transfer Credits (May Need Repeat Review As Appl Items Are Received)

Complete Incomplete

It is the applicant's responsibility to ensure that all required information is included in the application submission. Once the initial college application and the MAST program application processes are completed as noted within Step 1 and Step 2, an online checklist regarding required application materials will be created. This online checklist process can take between three to five business days to generate. If you are applying close to a deadline, you may not be able to review your checklist before the deadline date. Plan ahead for applying so you have time to review your online checklist!

After the checklist is created, an applicant may verify application documents received on their **MyNIC** account. To view the checklist, you must 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 application file. No verbal or other written verification will be given. No recognition is given for requirements/courses without documentation.

It is also 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**.

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North Idaho College Medical Assistant (MAST) Program Additional Information

- One informational Medical Assistant Program Application Zoom session will be scheduled prior to the posted application deadline. Use the following Zoom link to access the online meeting: [May 9, 2022 - 12:00 to 1:00 p.m.](#) Attendance during the information session is NOT required for application; however, we welcome participation if you have any questions related to the application process. The current application and specific requirements will be reviewed during the session. Attendees are encouraged to thoroughly review the application prior to the information session and have questions ready as each application element is addressed. In the unlikely event the information session is not available as planned or if an applicant is unable to attend the scheduled session, it is still the applicant's responsibility to thoroughly read and understand application requirements. If application information or assistance is needed, applicants are encouraged to contact the Health Professions Advisor as noted on page 1 of the application.
- Up to fourteen students will be admitted to the Fall 2022 Medical Assistant Program. The program is scheduled to begin at the start of the fall term on August 22, 2022.
- Applicants applying by the priority deadline will be notified of acceptance status before the end of July. Applicants applying after the priority deadline will be notified of acceptance status by early August. Initial program acceptance notification will be sent by email to the email address indicated on the program application. Please watch your incoming email messages (including junk mail) for a program status update and be ready to return required documentation/forms if requested.
- Completion of a 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 Medical Assistant Program orientation on Wednesday, August 17, 2022 from 2:00 - 4:00 p.m.** on the North Idaho College campus. Students will be notified of the specific location when program acceptance information is distributed.
- Acceptance packet materials will be mailed to each accepted applicant prior to program orientation. If your address changes between applying and the scheduled orientation date, be sure to notify the Health Professions Advisor of your new address so program information and acceptance packet materials can be sent to the correct address.
- Registration for Fall 2022 Medical Assistant Program programmatic courses will occur during the mandatory program orientation session. If you need to complete any prerequisite or general education course(s), you may register for these non-programmatic courses as soon as your assigned registration time opens to ensure the best chance at course registration availability. Do not wait until program orientation to register for the non-programmatic courses! Let us know if you need assistance with the registration process for any general education courses or if you have questions about registration.
- Please know that program cohort schedules, deadlines and conditions are subject to change based upon unforeseen developments including those surrounding COVID-19.

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North Idaho College Medical Assistant (MAST) Program Application Point Calculation Information

- 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 program start date.
 2. Prerequisites: MCTE 102 or GEM 3 Math (MATH123 preferred) and BIOL-175/175 Lab or BIOL 227/227 Lab and BIOL 228/228 Lab.
 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 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.

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Medical Assistant (MAST) Program Application Points Sheet – Fall 2022

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 (1/2 pt. value)		A = 8 B = 6 C = 4	
MCTE-102 Computational Skills...Allied Health <u>or</u> GEM 3 MATH (MATH-123 Math in Modern Society 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 – 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 <u>or</u> ENGL-102 Writing and Rhetoric II		A = 4 B = 3 C = 2	
MAST-180 Introduction to Human Disease		A = 4 B = 3 C = 2	
PHAR-150 Introduction to Pharmacology		A = 4 B = 3 C = 2	
PSYC-101 Introduction to Psychology <u>or</u> SOC-101 Introduction to Sociology		A = 4 B = 3 C = 2	

Additional Point – Residency	Point Scale	Point Scale	Points Earned
Residency in Idaho's 5 Northern Counties <input type="checkbox"/> Benewah <input type="checkbox"/> Bonner <input type="checkbox"/> Boundary <input type="checkbox"/> Kootenai <input type="checkbox"/> Shoshone	No = 0	Yes = 1	

Total Application Points Earned (45 points possible): _____

GPA Calculation (as needed for application process): _____

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North Idaho College

1000 West Garden Avenue, Coeur d'Alene, ID 83814

Application for Admission – Fall 2022 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.

Submit this page.



North Idaho College

1000 West Garden Avenue, Coeur d'Alene, ID 83814
www.nic.edu

Health Professions and Nursing

Important Acknowledgement of Vaccination Requirements by Health Care Facilities/Clinical Sites

In order to meet course and program outcomes and receive the Certificate or Associate of Applied Science degree in your chosen Health Professions program and to qualify to take the licensure or certification examinations, all Health Professions students are required to participate in clinical activities.

The North Idaho College Health Professions programs utilize health care facilities throughout the region to achieve the external and internal clinical component of the programs. Some, if not all, of the Health Care Facilities providing clinical sites currently (or may in the future) require evidence of vaccinations including the COVID-19 vaccination in order to participate in clinical experiences at their facilities. Below is a list of all vaccinations currently required at facilities.

Any student enrolling in any of our Health Professions programs is informed that the College has no duty and/or obligation to secure a Health Care Facility/Clinical Site that does not require COVID-19 or any other vaccinations as part of the clinical component of the Program. North Idaho College may inquire, on behalf of Students, potential exemptions that Health Care Facilities/Clinical Sites may accept for purposes of Student's election not to obtain a vaccine, including any religious or medical exemption that may be available. All admitted students must recognize and agree that acceptance of such exemption is left to the sole and absolute discretion of the Health Care Facility/Clinical Site and not the college.

Current Vaccination Requirements: (may be altered by healthcare facilities at any time)

- Measles, Mumps, Rubella (MMR)
- Varicella (Chicken pox)
- Hepatitis B
- Annual influenza
- Tetanus/Diphtheria/Pertussis
- COVID-19

If a student does not wish to become vaccinated then NIC may not be able to find placement in an internal or external clinical site.

Sign acknowledging receipt and understanding of the above information:

Student Signature

Date

Print Name

Acknowledgement of this document is required for admission to Health Professions Programs at North Idaho College. Return this document as requested within the Program application process.

Submit this page.

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 program eligibility. Enrollment documentation needs to reflect applicant name, enrolled term and course(s) enrolled. Applicants do not need to complete this form for prerequisite course enrollment at North Idaho College or for prerequisite courses previously completed as these course(s) will be reflected on official transcript records submitted for application to the program.

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 **June 9, 2022 to be considered for the priority application deadline.**

Transcripts for all prerequisite courses not completed at NIC must be received in Cardinal Central by **June 9, 2022 to be considered for the priority application deadline.**

After this date, application materials received will be processed only if program space is available. No application materials will be accepted after July 14, 2022.

If you are admitted to the program contingent upon successful completion of a prerequisite course that will be completed after the application deadline but during the summer term preceding program start, an official transcript with final grade details must be received in the Cardinal Central Office by August 12, 2022 to validate program eligibility.

Submit this page if applicable.