This application opens March 25, 2019. A priority application deadline is set for May 23, 2019. After this date, the program will remain open until filled with a final closing date of July 25, 2019.
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. After this date, application material will be processed as received as the program will remain open until filled with a final closing date of July 25, 2019.

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. After this date, application material will be processed as received as the program will remain open until filled with a final closing date of July 25, 2019.
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:

<table>
<thead>
<tr>
<th>Name of College, Trade School, etc.</th>
<th>City &amp; State</th>
<th>Dates Attended</th>
<th>Grad. Date</th>
<th>Degree/#Credit Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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.

After this date, application material will be processed as received as the program will remain open until filled with a final closing date of July 25, 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**

<table>
<thead>
<tr>
<th>Prerequisite Courses</th>
<th>Grade</th>
<th>Int Scale</th>
<th>Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL-175 Human Biology or BIOL-227 (A&amp;P I) and BIOL-228 (A&amp;P II)</td>
<td></td>
<td>A = 8</td>
<td>B = 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C = 4</td>
<td></td>
</tr>
<tr>
<td>MCTE-102 Computational Skills...Allied Health or GEM 3 math (MATH-123 preferred)</td>
<td></td>
<td>A = 8</td>
<td>B = 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C = 4</td>
<td></td>
</tr>
<tr>
<td><strong>Typing. Ability to type 35 wpm. Assessment available in NIC’s Testing Center.</strong></td>
<td></td>
<td>Yes</td>
<td>No Points</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th></th>
<th>A = 4</th>
<th>B = 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAST-180 Intro to Human Diseases</td>
<td></td>
<td>C = 2</td>
<td></td>
</tr>
<tr>
<td>CAOT-179 Medical Terminology</td>
<td></td>
<td>A = 4</td>
<td>B = 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C = 2</td>
<td></td>
</tr>
<tr>
<td>CAOT-186 Medical Coding</td>
<td></td>
<td>A = 4</td>
<td>B = 3</td>
</tr>
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<td></td>
<td></td>
<td>C = 2</td>
<td></td>
</tr>
<tr>
<td>COMM-101 Intro to Speech Communications</td>
<td></td>
<td>A = 4</td>
<td>B = 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C = 2</td>
<td></td>
</tr>
<tr>
<td>ENGL-101 English Composition</td>
<td></td>
<td>A = 4</td>
<td>B = 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C = 2</td>
<td></td>
</tr>
<tr>
<td>PHAR-150 Intro to Pharmacology</td>
<td></td>
<td>A = 4</td>
<td>B = 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C = 2</td>
<td></td>
</tr>
<tr>
<td>PSYC-101 Intro to Psychology or SOC-101 Intro to Sociology</td>
<td></td>
<td>A = 4</td>
<td>B = 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C = 2</td>
<td></td>
</tr>
</tbody>
</table>

**GPA Calculation _________**

**Additional Points Awarded**

| Idaho Residency (5 Northern Counties)                    | 1     |

**Total Points ___________**