



Medical Assisting Program Application

Name: _____ Student ID# _____

Phone: _____ Email: _____

Have you earned credit for prior learning? Yes No Desired Start Term: Spring Fall

Please include transfer credit from the following institution/s: _____

**Please email completed applications to enroll@clark.edu. To mail applications, please send to:
Clark College-Enrollment Services, 1933 Fort Vancouver Way, Vancouver, WA 98663.**

To be eligible for selection into the Medical Assisting program, the following items must be completed:
Complete the Clark College Application for Admission.
Complete this Medical Assisting Program Application. Read and initial each item on page 2., ensuring to complete the high school attestation questions. Your application affords you two consecutive selection attempts.
Pay the non-refundable \$50 program application fee. Your application is complete when the fee is paid, and this date is the 'application received' date. This date may be considered in the selection process. (Fees are subject to change.)
Submit official college transcripts if you have transfer credits you wish to apply to the program. Transfer credit and course equivalency will be determined by Clark College.
The following course or placement level is required prior to program entry: MATH: eligibility for MATH 92. Assessment into Math Level 10, or completion of CAP 42 or CAP 46.
Obtain a minimum Clark College cumulative GPA of 2.0 or higher.

The following courses must be completed with a "C", (2.0) grade or higher prior to entering the program:		
Course	Course Name	Credits
AH 100*	Basic Concepts of Anatomy & Physiology I	3
AH 101*	Basic Concepts of Anatomy & Physiology II	3
AH 104	Health Care Delivery & Career Exploration	3
AH 110*	Medical Terminology I	3
AH 111*	Medical Terminology II	3
AH 120**	Bloodborne Pathogens in Healthcare Setting	1
ENGL& 101 or PTWR 135	English Composition I or Introduction to Applied Technical Writing	5
MA 123	Legal Aspects of the Medical Office*	3
*must be 7-years current upon program entry		
**contact Credentials for credit for prior learning (CPL) if you have current certifications: credeval@clark.edu		

Select your track. Please check the degree or certificate you wish to pursue:	
<input type="checkbox"/>	CP: the Certificate of Proficiency track
<input type="checkbox"/>	AAT-PHLEB: the Associate in Applied Technology MA Phlebotomy track (offered spring only)
<input type="checkbox"/>	AAT-BUSMGMT: the Associate in Applied Technology MA Business Management track
*Program offerings are dependent upon the minimum number of students eligible to run the cohort in the corresponding term. SPRING starts are day programs FALL starts are evening programs	

PLEASE INITIAL IN THE SPACES PROVIDED TO CONFIRM YOU HAVE READ AND ARE AWARE OF THE FOLLOWING ADDITIONAL REQUIREMENTS FOR PROGRAM ENTRANCE

Medical Assisting Standard Technical Requirements

- _____ Applicants are required to attend a mandatory orientation session. Not completing orientation will result in forfeiture of your spot in the program. Orientation will be presented in person in the Clark College building on the WSU-Vancouver campus.

- _____ Physical and mental/emotional requirements: Medical Assistants are typically required to carry and lift up to 30 lbs., be on their feet for 8 hours continuously, bend, reach and push carts with equipment for extended periods of time. Use hands for fine, repetitive manipulation of small objects and possess ability to utilize various medical equipment. MA's must have basic computer proficiency, keyboarding at 35 words per minute with 5 or fewer errors on a 5-minute timed test. MA's must possess excellent customer service and communication skills; have ability to work in a fast-paced environment; work with diverse patient populations and maintain professional composure around patients that are sick and/or terminally ill.

- _____ Working conditions: positions in the hospital and/or clinical settings may require working flexible schedules, including nights, weekends, and holidays; potential exposure to chemical hazards; ability to wear gloves and other personal protective equipment (mask, coat, etc.) for extended periods of time. It is strongly recommended that all applicants closely observe the activities of those practicing in the profession to more fully understand the technical requirements of the program.

- _____ To participate in this program, students must be able to perform standard technical requirements as described above. Admission to the program may be contingent upon the applicant verifying his or her ability to perform the established technical standards of the program with or without reasonable accommodation. Medical clearance by a healthcare professional is required. More details provided at orientation.

- _____ The program requires a 30 to 40 hour per week commitment from students for classes and clinical rotations (not including outside study time or travel time to the clinical site). Reliable transportation is an important consideration as clinical facilities may require driving significant distances (up to approximately 50 miles distance from Clark). Clinical assignments may be offered at times other than traditional clinical hours, such as evenings (other than Monday-Friday, 5:00am-7:00pm) and/or weekends.

- _____ To participate in the clinical externship, clinical sites require proof of current immunizations. Immunization requirements will be covered during orientation.

- _____ This program highly recommends all students be vaccinated against COVID-19 as a requirement for most clinical placements.

- _____ Students enrolled in clinical courses are required to complete, at their own expense, a comprehensive Criminal Background Check as required by the clinical sites. Students should be aware that clinical sites may deny the student placement and the student may not be able to complete their healthcare program based on the results of a background check.

- _____ Students will be required to complete a drug screen, at their own expense, before beginning their clinical experience at the request of the clinical site. If the clinical site finds the student's drug screen to be unsatisfactory, the student may be denied placement (see substance abuse policy).

- _____ Proof of health insurance may be required by the clinical site. Keep in mind that you are responsible for your own health and testing requirements should an accident or injury occur. Clinical sites are not responsible for any injury that occurs during externship.

- _____ Washington State Law [WAC 246-827-0220] requires that students have completed one of the following to be eligible for selection into the Medical Assisting program: high school graduation, GED completion, or higher U.S. degree conferment.
>>>REQUIRED ATTESTATION: Have you earned a high school diploma, GED, or higher U.S. degree? Yes No
If yes, which did you complete? _____ Date completed: _____

- _____ I have reviewed the program requirements in the Clark College catalog. I am aware of entrance requirements, required immunizations, criminal background check and drug screening requirements, and all other specific program information. I am aware that if selected into the program, clinical sites will require drug screening. I am aware that completion of pre-entrance requirements does not guarantee entrance into the program and understand that additional preparation may be needed for final program selection.

- _____ I understand that any misrepresentations or false statements on this application will be subject to the Clark College and program code of conduct disciplinary procedures.

_____ **Print Name**

_____ **Signature**

_____ **Date**

The college affirms a commitment to freedom from discrimination for all members of the college community. The responsibility for, and the protection of, this commitment extends to students, faculty, administration, staff, contractors, and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity. The college expressly prohibits discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Harassment is a form of discrimination. Alternate format of this document is available upon request. Please contact Disability Support Services at (360) 992-2314 or (360) 991-0901 video phone.