



MEDICAL ASSISTANT APPLICATION

Name: _____ ctcLink ID #: _____ Other Names: _____

Mailing Address: _____

Day Phone #: _____ Evening/Other Phone #: _____ E-mail: _____

1. APPLICATION REQUIREMENTS

✓	TO BE ELIGIBLE FOR SELECTION INTO THE PROGRAM ALL STUDENTS MUST COMPLETE THE FOLLOWING:
<input type="checkbox"/>	Complete the Clark College Application for Admission and the Medical Assistant Application . Return them to Clark College Enrollment Services with the non-refundable fees: \$25 for the admission application fee for students new to Clark; \$50 for the program application fee (note: all fees subject to change). Date of Medical Assistant Application (fee paid date) will be considered in selecting students for entry into the program. Eligible students may be included in the selection process a maximum of two times before they must reapply.
<input type="checkbox"/>	Washington State Law [WAC 246-827-0220], requires that students have completed one of the following to be eligible for selection into the program: high school graduation, GED completion, or higher U.S. degree conferment. Students must attest that they have completed this requirement and explain how and when it was satisfied (on page 2 of this application).
<input type="checkbox"/>	Submit official college transcripts if you have transfer credits you wish to apply to the program. Students who do not plan to apply transfer credits towards the program are not required to submit official transcripts. Course credit hours and equivalency will be determined by Clark College.
<input type="checkbox"/>	Obtain a minimum Clark College cumulative GPA of 2.0 or above.

2. THE FOLLOWING COURSES MUST BE COMPLETED WITH A 2.0 OR HIGHER GRADE PRIOR TO SELECTION INTO PROGRAM

✓	COURSE #	COURSE NAME	CREDITS
<input type="checkbox"/>	AH 110	Medical Terminology I (Formerly BMED 110) <i>*Must be 7-years current upon entry into program</i>	3
<input type="checkbox"/>	AH 111	Medical Terminology II (Formerly BMED 111) <i>*Must be 7-years current upon entry into program</i>	3
<input type="checkbox"/>	AH 100	Basic Concepts of Anatomy & Physiology I (Formerly HEOC 100) <i>*7-years current upon entry</i>	3
<input type="checkbox"/>	AH 101	Basic Concepts of Anatomy & Physiology II (Formerly HEOC 100) <i>*7-years current upon entry</i>	3
<input type="checkbox"/>	AH 104	Health Care Delivery & Career Exploration (Formerly HEOC 104)	3
<input type="checkbox"/>	ENGL& 101	English Composition I	5
<input type="checkbox"/>	MA 103	Math for Medical Assistants (Formerly BMED 103) <i>*Must be 7-years current upon entry</i>	3
<input type="checkbox"/>	MA 123	Legal Aspects of the Medical Office (Formerly BMED 138) <i>*Must be 7-years current upon entry</i>	3

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.

✓	PLEASE CHECK THE DEGREE OR CERTIFICATE YOU WISH TO PURSUE
<input type="checkbox"/>	I am pursuing the Medical Assisting Certificate of Proficiency (CP).
<input type="checkbox"/>	I am pursuing the Medical Assisting Associate in Applied Technology (AAT).

Please Complete Second Page →



MEDICAL ASSISTANT APPLICATION

PLEASE INDICATE YOU HAVE READ AND ARE AWARE OF THE FOLLOWING ADDITIONAL REQUIREMENTS FOR PROGRAM ENTRANCE BY PLACING YOUR INITIALS IN THE SPACES PROVIDED:

Medical Assistant standard technical requirements:

Physical and mental/emotional requirements: ability to work in a fast-paced environment, often on your feet for 4-8 hours continuously, as well as bending, reaching and pushing carts with equipment for extended periods of time; Medical Assistants are typically required to carry and lift up to 30 lbs.; use of hands for fine, repetitive manipulation of small objects; ability to utilize various Medical equipment and have basic computer proficiency; keyboarding at 35 words per minute with 5 or fewer errors on a 5-minute timed test; must possess excellent customer service and communication skills; the ability to work with diverse patient populations; ability to 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 observe closely the activities of those practicing in the profession in order to more fully understand the technical requirements of the program.

_____ In order 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 (Please reference the disability statement in the Medical Assistant handbook for additional information).

_____ 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.

_____ In order to participate in the clinical externship, clinical sites may require proof of current immunizations. Students should consider starting the Hepatitis B series and titer as soon as possible as this can take approximately seven months to complete. Please see the program web site for details on immunizations and medical clearance requirements.

_____ Students enrolled in clinical courses are required to complete a comprehensive Criminal Background Check (as required by the clinical sites). Students should be aware that the clinical site may deny the student access and the student may not be able to complete their healthcare program based on the results of a background check.

_____ Students may be required to complete a drug screen before beginning their clinical experience at the request of the clinical site. Drug screening costs are the responsibility of the student (approximately \$37). If the clinical site finds the student's drug screen to be unsatisfactory, the student may be dismissed from the program (see substance abuse policy).

_____ Health Insurance - 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 Assistant program: high school graduation, GED completion, or higher U.S. degree conferment.

Have you earned a high school diploma, GED, or higher U.S. degree? Yes No

If yes, you must write the one you completed: _____ Date completed: _____

_____ I have reviewed the program requirements in the Clark College catalog. I am aware of entrance requirements, selection processes, required immunizations, criminal background check requirements, and all other specific program information. I am aware that if selected into the program, clinical sites may 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.

Signature

Date

Print Name

To mail this application, please send to:
Clark College Enrollment Services
1933 Fort Vancouver Way Vancouver,
WA 98663

To email this application, please send to:
enroll@clark.edu