

# Medical Assisting Application Information

## Important Dates

### Application for Selection Due Date

The Medical Assisting program will be accepting students Fall Semester. Application for program admission is due by the first day of the semester prior to program admission.

### Start Date and Locations

The Medical Assisting program is available on the Golden Isles and Waycross Campus for Fall Semester.

## Selection Requirements

### Health Care Assistant Technical Certificate Requirements

Students must complete the Health Care Assistant Certificate prior to starting the program. Students who have not completed the Health Care Assistant Certificate prior to application must be enrolled in the final courses of the program in order to be considered in the initial round of selections. Students who have earned a higher level credential in an allied health field may petition for waiver of this requirement.

All Request for Waiver and/or Credit by Exam must be submitted and approved by the application deadline.

### GPA Requirement

A GPA of 2.0 in required courses is required for entry in the Medical Assisting program. The highest grade earned in each course is used for GPA consideration.

### Transfer Coursework

Students who have completed an occupational course at another institution more than seven years ago must pass a competency exam.

### Selection Process

The GPA in selection courses identified are used as the basis for applicant rating; in case of ties, course grades will be compared in the order of courses shown below.

### Selection Course GPA

The following course list is used for GPA ranking consideration.

- ALHS 1011 – Function and Structure of the Human Body
- ALHS 1090 – Medical Terminology
- ENGL 1010 – Foundations of English
- MATH 1012 – Foundations of Mathematics

Degree level coursework may be substituted for the above diploma courses.

## Criminal Background and Drug Screenings

A criminal background check and drug screening IS NOT required for application into the program. If selected for the program, applicants must give their authorization and have a criminal background check and drug screen completed for the clinical sites. Failure to meet the requirements of the clinical site will result in the inability to complete clinical course work. This will be explained in detail during program orientation for the Medical Assisting Program.

## Apply and Prepare

- Submit all official documentation to the CPTC Admissions Office by the due date
- Make sure your mailing address is up to date for program correspondence.
- Documents are only considered to be official if received in a sealed envelope from the sending institution.
- If space is available, students who complete GPA selection courses during the semester prior to the start of the program and meet GPA requirements may be considered.
- Student must attend program orientation. Dates and times will be communicated to applicants selected.
- Students will receive a letter of acceptance or declination from the program director. Letters are sent to the mailing address on record in admissions.
- Failure to confirm acceptance and attend orientation will result in the student's seat in the program revoked and awarded to another applicant.

## Information for Selectees

### Completion of Required Courses

The courses calculated for selection ALHS 1011, ALHS 1090, ENGL 1010, and MATH 1012 require a C or better when grades post prior to the application due date. The highest grade earned for these classes will be included in the final GPA calculation for selection.

### Financial Aid

All students seeking financial aid assistance should have financial aid requirements complete prior to the application due date. Completion of financial aid requirements can prevent monetary burdens at the time the program starts.

## How to Apply

Please click the link below to apply for the Medical Assisting Program.

[https://www.surveymonkey.com/r/Medical\\_Assisting\\_2022](https://www.surveymonkey.com/r/Medical_Assisting_2022)