

****Priority admission is given to students seeking the full-time Medical Assisting Certificate of Achievement and have completed Medical Terminology, Anatomy 25 or Physiology 100 (thru 2019), and Computer Keyboarding or equivalent. ****

Please select one program only. Indicate part-time or full-time for Administrative or Billing options

Medical Assisting Certificate of Achievement (clinical/administrative) (full-time option only)

Medical Office Administrative Certificate of Achievement (part-time or full-time option)

Medical Office Insurance Biller Certificate of Achievement (part-time or full-time option)

Course	College	Course Title and Number	Units	Grade	Term/Year
Medical Terminology (MA 115) – 3 units					
Anatomy 25 or					
Physiology 100 (accepted until 2019)					
BUSN 2601A Computer Keyboarding A <i>or equivalent</i>					

Upon selection, applicants are required to complete a **health clearance**, **CPR Provider Level BLS (basic life support)** course through (**American Heart Association**), **first aid course**, and **background check** to attend clinical practicum, which is required for program completion (**clinical students only**). A social security number could be required by the practicum site, if employment opportunities are made available upon completion of the practicum. **Details regarding these clearances will be provided to selected candidates during orientation.** Students who have questions or concerns about the background check are encouraged to contact the Medical Assisting Program Director.

Note: Submission of a completed application packet does not guarantee acceptance.

My signature below indicates that I have provided **true** and **accurate** information on this application and that I understand final acceptance to the program will be based on program criteria and space availability.

Signature

Date

Additional Selection Criteria

Check off any additional items you are submitting with your application. Remember to include documentation for any item checked off.

Documentation Included	Documentation Required
<input type="checkbox"/> High School Diploma/GED	Must be posted to official U.S. transcripts
<input type="checkbox"/> BS/BA Degree	Must be posted to official U.S. transcripts
<input type="checkbox"/> AA/AS Degree	Must be posted to official U.S. transcripts
<input type="checkbox"/> Foreign Equivalency Report	Must be posted to official U.S. report
<input type="checkbox"/> Veteran Status	Copy of DD214 Honorable Discharge Required *Marriage Certificate (if spouse)

Applications with ***all*** required official transcripts and supporting documentation may be submitted to the:

Community Education Center
School of Allied Health Sciences - **Attn: Medical Assisting Program**
3035 East Foothill Blvd. – **B6**
Pasadena, CA 91107