Medical Assisting
Program Application
Rolling Admissions

ADMISSION REQUIREMENTS

To become a candidate for selection to the Medical Assisting program, please complete and return the attached application along with a photocopy of your Maryland driver's license, government-issued photo ID or AACC student ID. The application must be completed and returned to the Health Sciences Information desk, Florestano Building (FLRS) 100.

To be considered for conditional acceptance, the applicant must meet the following criteria:

- Attend a mandatory Information Session. Please visit http://www.aacc.edu/apply-and-register/credit-application/health-science-applicants for dates and times. Information Sessions can also be viewed online.
- Complete the two (2) prerequisite courses with a grade of C or better by the application submission.
- Demonstrate eligibility for ENG 101/ENG 101A by the application submission.
- High school graduate or equivalency. Official high school transcript or official GED equivalency certification must be submitted to college by the application submission.
- Achieve a score of 27 or better on the Arithmetic Placement Test by the application submission. This test may be retaken one time. For scores of less than 27, students must have successfully completed MAT 005 with a grade of C or better. Arithmetic Placement test scores must be within 7 years from the date the application is submitted. Retake is allowed if test is past this time frame. One retake is allowed after that if needed. There is no time limit on MAT 005.
- Submission of official transcripts, if applicable.
- Have a minimum adjusted GPA of 2.0 at AACC.
- Must be 18 years or older by the first day of class for MDA 140 and MDA 142.
- Submit a photocopy of your Maryland driver's license, other government-issued photo ID or AACC photo ID attached to the program application.

Eligible applicants will receive a selection packet assigning them to one of the following categories:

- **Conditional Acceptance**: Applicants who have met the academic and admission requirements and have been selected into the Medical Assisting program. With the selection packet, conditionally accepted students will receive the health examination record, criminal background check and CPR instructions to be completed by a designated deadline. Conditional acceptance candidates who do not meet this deadline will not be considered for admission and the next person on the list will be contacted. Instructions on how to complete these items will be enclosed in the selection packet and are not to be done until instructed to do so.

- **Wait List**: In the event there are more qualified applicants than seats available, qualified applicants not initially conditionally accepted will be placed **on the wait list** in rank order, and notified of selection if and when seats become available.

Final acceptance into the program will be contingent upon satisfactory completion of a criminal background check, health examination record and submission of a copy of the required CPR card.

IMPORTANT INFORMATION

1. Direct all inquiries regarding the application process to Valerie Bardhi via email at vbardhi@aacc.edu. Following review of all applications, students will receive a letter regarding the status of their application.

2. Anne Arundel Community College Medical Assisting Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board, 1361 Park Street, Clearwater, FL 33756, tel. 727-210-2350, fax 727-210-2354.
3. Advanced Placement and Award of Credit for Previous Learning

The college has a policy for the Award of Credit for Previous Learning; however, for the Medical Assisting program and in accordance with accreditation, the following guidelines apply:

**Advanced Placement**
- The granting of credit for general education requirements for students is determined upon the receipt and review of formal transcripts by the Records and Registration office. This includes high school AP courses and CLEP examinations. The granting of Advanced Placement does not apply to the following courses: MDA 111, MDA 115, MDA 117, MDA 140, MDA 142, MDA 200, MDA 274 and MDA 275.

**Transfer Credit**
- Students who are transferring to AACC and submitting formal transcripts from another accredited institution may receive credit for MDA 113 Medical Terminology (3 credits) and ACA 100 Student Success (1 credit) courses that meet the course descriptions and credit hours required by the AACC Medical Assisting program. Granting of credit for MDA 113 and ACA 100 is determined by review of formal transcripts by the Records and Registration office and, if needed, upon consultation from the Medical Assisting Department Chair. Therefore, the total number of credits that the certificate program will accept as transfer is four credits.
- Transfer credit for MDA 111, MDA 115, MDA 117, MDA 140, MDA 142, MDA 200, MDA 274 and MDA 275 is not granted due to accreditation requirements and specificity of the Medical Assisting certificate program courses in measuring student achievement of the cognitive, psychomotor and affective competencies.

**Experiential Learning**
- Credit is not given for experiential learning due to programmatic requirements to fully assess the student knowledge and achievement of the required cognitive, psychomotor and affective competencies.

4. All Health Sciences students who are offered admission and/or clinical placement will be required to submit to a complete criminal background check and urine drug screen. All student applicants’ final acceptance in the program shall be contingent upon satisfactory completion of a criminal background check and of a urine drug screen.*

All letters of acceptance shall state that the acceptance is conditional and contingent on submission to a criminal background check and urine drug screen—as may be required by the program—that results in satisfactory reports. If an accepted student tests positive for an illegal or un-prescribed drug, the student shall be denied admission or terminated from any Health Sciences program.

Separate, additional criminal background checks and urine drug screens may be required by clinical sites prior to placements. Students with an unsuccessful background check or urine screening who are denied by a clinical site that is required to meet program competencies shall be dismissed from the program and their registrations shall be withdrawn from courses related to the program of study. If the student tests positive for an illegal or un-prescribed drug, the student shall be denied admission or terminated from any Health Sciences program even if a denied placement was not required to meet program competencies. Successful reports of criminal background checks and urine drug screens do not assure eligibility for specific clinical site placement, program completion, and/or eligibility to sit for professional licensure/board examinations.

Students are reminded that licensing boards for certain health care occupations and professions may deny, suspend, or revoke a license or may deny the individual the opportunity to sit for an examination even if the individual has completed all program course work if it is determined that an applicant has a criminal history or has been convicted of, or pleads guilty, or pleads nolo contendere or the like to a felony or other serious crime.

Successful completion of a Health Sciences program of study at Anne Arundel Community College does not guarantee licensure, the opportunity to sit for a licensure examination, certification or employment in the relevant health care occupation.

Students may be automatically denied admission or, if enrolled, dismissed from the program if they have not been truthful or have provided inaccurate information on the application or on any other form or submission. Students who have questions or concerns are encouraged to contact the Health Sciences Admissions Office at healthsciencesadmissions@aacc.edu.

* Notwithstanding the statements herein regarding urine drug screens, as of September 2010, only certain programs will be requiring drug screening. AACC shall inform students which programs presently require them. However, AACC, at any time, has the right, upon notice, to require any and all students and any and all programs to comply with drug screening.
# Medical Assisting Program

## Program Application

**Rolling Admissions**

## Demoographic Information (Please print)

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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
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<th>Address</th>
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<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>County of Residence</th>
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<tr>
<th>Last 4 digits of social security #</th>
<th>College ID #</th>
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The mailing address you provide will be your address of record. It is your responsibility to notify the Health Sciences Admissions Office of name, address and phone number changes during the application process.

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<tr>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Work Phone</th>
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<tr>
<th>AACC Email Address – Required</th>
<th>No other email is acceptable</th>
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<tr>
<td></td>
<td>@mymail.aacc.edu</td>
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## Admission/Academic Requirement Checklist

By signing below, I agree to the following and understand that all requirements must be completed by the application submission.

1. If information is missing from my application or file (including transcripts), it will not be processed and will be returned to me. **Incomplete applications will NOT be considered.**
2. I have attended a mandatory Medical Assisting Program Information Session.
3. I have an active admission status at AACC and am in Good Standing (2.0 GPA+) with the college.
4. I am eligible for ENG 101/ENG 101A.
5. I have taken the Arithmetic Placement Test and received a score of 27 or higher within 7 years of submitting application or completed MAT 005 with a grade of C or better.
6. I have submitted official high school transcripts or official GED equivalency certificate.
7. I have completed both prerequisite courses with a grade of C or better.
8. I have submitted final official transcripts from previously attended colleges from which I am transferring courses toward the Medical Assisting program. Internationally educated students must submit official transcript evaluation report from ECE, WES, or SpanTran to verify/authenticate college transcripts.
9. I am or will be at least 18 years of age or older by the first day of class for MDA 140 and MDA 142.
10. Photocopy of Maryland driver’s license or other government-issued photo ID or AACC photo ID is attached to the application.

**I plan to pursue:**

- [[ ] Degree option]
- [[ ] Certificate option]
- [[ ] Letter of Recognition]

If I plan to pursue the Degree option then:

11. **I am eligible for general education mathematics.**

**SIGNATURE:** ____________________________ **DATE:** ____________________________
ADMISSION/ACADEMIC REQUIREMENTS

HIGH SCHOOL GRADUATE OR EQUIVALENCY

Year Graduated: __________________ Name of High School or state GED was issued: ____________________

If you have already submitted official high school or equivalency transcripts to the AACC Records office please verify that they have been received and processed by visiting your MyAACC account. **To be considered official, transcripts must be received in the sealed (unopened) institution's original envelope.**

INFORMATION SESSION

Medical Assisting Program Information Session. Date attended: ______________

ARITHMETIC PLACEMENT TEST- This is not the same as the Mathematics Placement Exam.

SCORE: ______________ DATE TAKEN: ______________

Or successful completion of MAT 005 with a grade of C or better.

GRADE: ______ WHERE TAKEN: __________________________________________

Provide official transcript if taken at institution other than AACC. Please note that this is **not** the same as a general education mathematics course.

Arithmetic Placement test scores must be within 7 years from the date Health Sciences program application is submitted. Retake is allowed if test is past this time frame. One retake is allowed after that if needed. **There is no time limit on MAT 005.**

INTERNATIONAL STUDENTS

Have you submitted an official transcript evaluation report from ECE, WES, or SpanTran to verify/authenticate your high school and/or college transcripts to the Records office?

Yes ☐ No ☐ Agency Used: __________________________________________

PREREQUISITE COURSES

Must be completed with a grade of C or better by application submission.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>COLLEGE WHERE COMPLETED</th>
<th>TERM AND YEAR COMPLETED</th>
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<tbody>
<tr>
<td>Student Success</td>
<td>ACA 100</td>
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<tr>
<td>Medical Terminology</td>
<td>MDA 113</td>
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**BACKGROUND INFORMATION**

Submit explanation of questions for which you answer “yes” and provide documents relating to your answer in a sealed envelope attached to this application. Attention: Tammie Neall.

Do not write explanation(s) on the application.

<table>
<thead>
<tr>
<th>Yes □</th>
<th>No □</th>
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<tr>
<td>Were you ever disciplined for any academic or behavior/ conduct issue by any college, university, or any other educational institution after high school including, but not limited to, probation, dismissal, suspension, disqualification, or imposition of a failing grade as a disciplinary sanction? If your answer is yes provide a written explanation and all relevant documents relating thereto.</td>
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<tr>
<th>Yes □</th>
<th>No □</th>
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<td>Have you ever been convicted of a crime, driving while intoxicated or impaired (either by alcohol or drugs), had your driving privileges suspended or revoked, and/or are there any pending charges regarding any of the above? If your answer is yes provide a written explanation and all relevant documents relating thereto.</td>
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<th>Yes □</th>
<th>No □</th>
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<td>Have you ever surrendered your driver’s license or had such license suspended or revoked? If your answer is yes provide a written explanation and all relevant documents relating thereto.</td>
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<th>Yes □</th>
<th>No □</th>
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<tr>
<td>Have you ever surrendered a professional license, certification or registration, or had one restricted, suspended or revoked? If your answer is yes provide a written explanation and all relevant documents relating thereto.</td>
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<tr>
<th>Yes □</th>
<th>No □</th>
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<td>Have you ever been placed on professional probation, had conditions or limitations placed on your ability to work even if your license had not been restricted, suspended or revoked? If your answer is yes provide a written explanation and all relevant documents relating thereto.</td>
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<tr>
<th>Yes □</th>
<th>No □</th>
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<tr>
<td>Have you ever had your clinical privileges at any office or facility restricted, suspended or revoked? If your answer is yes provide a written explanation and all relevant documents relating thereto.</td>
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**NOTE:** Licensing boards for certain health care occupations may deny, suspend, or revoke a license or may deny the individual the opportunity to sit for an examination even if the individual has completed all program course work, if it is determined that an applicant has a criminal history or is convicted or pleads guilty or nolo contendere to a felony or other serious crime. If applicable, it is recommended to contact the national certifying boards for your program of interest.

I certify that the information on this application is true and accurate to the best of my knowledge. Falsification or misrepresentation of any information on this application may result in being denied admission, or if enrolled, dismissed from this program. I understand that final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check and satisfactory completion of a health examination record.

Please review prior to submitting. This application must be completed in its entirety. Incomplete applications will be returned and can be resubmitted only after they are complete.

Signature: _____________________________ Date: _____________________________

PRINT NAME: _____________________________

**Notice of Nondiscrimination:**

AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days’ notice. For information on AACC’s compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu or Maryland Relay 711.