

# CCP Specialist Pathway: Medical Assisting Checklist (New Students)

## Medical Assisting – C45400HS

### CCP Medical Assisting Enrollment Steps:

The following items must be submitted/completed to be eligible for the pathway:

**Attention: Acceptance into the pathway does not guarantee a spot in the course(s).**

**Attention: Only 11<sup>th</sup>/12<sup>th</sup> Grade Students (rising Juniors and Seniors) are eligible for this pathway**

- CCP Application Form
- Eligibility Verification (EV) Form
  - Attach High School Transcript (PDF, Word, Excel, or JPG format)
  - Choose Medical Assisting – C45400HS (First Pathway or Second Pathway)
  - We recommend that you also choose a **non-special pathway**
- Receive Acceptance Letter
- Activate Wake Tech Account
- Complete New Student Orientation (Online)
- Complete eLearning Intro Assessment (Online)
- Review Page 2 of the checklist for additional Medical Assisting Information
- Receive and complete the Medical Assisting Interest Form (via email)
- Receive confirmation email of successful course registration by CCP Staff

**ATTENTION: Students will be registered for the designated course(s) listed below (\*You will not register yourself for these courses.) Registration will occur later within the enrollment cycle. You will be notified once you have been registered for the designated courses.**

- MED-110 (Spring 2022)
- MED-118 (Spring 2022)
- Confirm your courses registered course(s) in Self-Service

**NOTE: For further assistance regarding enrollment, schedule an appointment to check the status of your enrollment or a virtual advising appointment upon acceptance. For other general questions and/or information, email [ccp@waketech.edu](mailto:ccp@waketech.edu).**

**NOTE: Once your packet is submitted, it must be reviewed by CCP staff to determine admission. This step takes time to complete. You cannot be accepted unless all required information is provided and your admissions packet is complete. An incomplete admissions packet will slow down the review process and delay your admissions decision. Students will be notified of their acceptance via an acceptance letter which will include additional enrollment requirements.**

## Introduction to Medical Assisting Certificate C45400HS

This certificate provides high school students the opportunity to learn about the healthcare profession, Medical Assisting. Upon completion of this certificate, the student is not eligible to sit for the American Association of Medical Assistants' Certification Examination. However, the student is eligible to apply to Wake Tech's Medical Assisting Program.

### Submit CCP Enrollment Packet:

- CCP Application Form (Online)
- Eligibility Verification (EV) Form (Online)
- High School Transcripts (unofficial)

### Additional Steps Required:

- Completion of New Student Orientation
- Completion of eLearning Intro Quiz

Once your packet is processed, it must be reviewed by CCP staff to determine admission. This step takes time to complete. You cannot be accepted unless all required information is provided and your admissions packet is complete. Incomplete or incorrect packet information will slow down the review and delay your admissions decision.

Once forms are received and eligibility verified, students will be notified of their acceptance into the CCP program and invited to a CCP New Student Orientation Session. The CCP department will provide students with the date registration will be open.

## Introduction to Medical Assisting Certificate C45400HS - Program Planning Guide

2 year Plan (for Juniors)		1 year Plan (for Seniors)	
Fall Semester	Spring Semester	Fall Semester	Spring Semester
Fall Semester (Junior Year) <ul style="list-style-type: none"> <li>• MED 110 (1 credit, online-synchronous)</li> <li>• MED 121 (3 credit, online)</li> </ul> Spring Semester (Junior Year) <ul style="list-style-type: none"> <li>• MED 118 (2 credits, online-synchronous)</li> <li>• MED 122 (3 credits, online)</li> </ul> Fall Semester (Senior Year) <ul style="list-style-type: none"> <li>• MED 130 (2 credits, hybrid)</li> </ul> Spring Semester (Senior Year) <ul style="list-style-type: none"> <li>• MED 131 (2 credits, hybrid)</li> </ul>	Spring Semester (Junior Year) <ul style="list-style-type: none"> <li>• MED 110 (1 credit, online-synchronous)</li> <li>• MED 121 (3 credit, online)</li> </ul> Summer Semester (Junior Year) <ul style="list-style-type: none"> <li>• MED 118 (2 credits, online-synchronous)</li> <li>• MED 122 (3 credits, online)</li> </ul> Fall Semester (Senior Year) <ul style="list-style-type: none"> <li>• MED 130 (2 credits, hybrid)</li> </ul> Spring Semester (Senior Year) <ul style="list-style-type: none"> <li>• MED 131 (2 credits, hybrid)</li> </ul>	Fall Semester (Senior Year) <ul style="list-style-type: none"> <li>• MED 110 (1 credit, online-synchronous)</li> <li>• MED 121 (3 credit, online)</li> </ul> Spring Semester (Senior Year) <ul style="list-style-type: none"> <li>• MED 118 (2 credits, online-synchronous)</li> <li>• MED 122 (3 credits, online)</li> </ul> <p style="text-align: center;">*****</p>	Spring Semester (Senior Year) <ul style="list-style-type: none"> <li>• MED 110 (1 credit, online-synchronous)</li> <li>• MED 121 (3 credit, online)</li> </ul> Summer Semester (Senior Year) <ul style="list-style-type: none"> <li>• MED 118 (2 credits, online-synchronous)</li> <li>• MED 122 (3 credits, online)</li> </ul> <p style="text-align: center;">*****</p>
Once a high school student completes the course plan written above he/she will have completed the Introduction to Medical Assisting Certificate C45400HS program of study.  At this point, with the 2 year plan the student can transfer the credits earned into the Medical Assisting Diploma program.		At this point, with the 1 year senior plan the student can transfer the credits earned into the Medical Assisting Diploma program.	

**The passing grade for all Medical Assisting (MED) courses is a C (78%)**

The MED-110 is currently taught in a hybrid format with in-person meetings to be held at the Perry Health Sciences campus. The MED-118 course is taught online synchronous and will require that students attend Virtual class meetings using Microsoft Teams.

The dates and times for these meetings will be posted on Wake Tech's Self Service

<https://selfserve.waketech.edu/Student/Account/Login?ReturnUrl=0.00000st>

The MED 130 and 131 courses are taught hybrid and maybe require that students wear a Teal Uniform Scrub top and bottom, and white nursing shoes or sneakers when on campus. Students will be required to attend classes at Wake Tech's Perry Health Sciences campus. Wake Tech's Perry Health Sciences campus is located at 2901 Holston Lane Raleigh, NC 27610. Classes will be held in Building B -room HB 526 or HB 514, Dates and times: TBA (please visit Wake Tech's Self Service for more details: <https://selfserve.waketech.edu/Student/Account/Login?ReturnUrl=0.00000st>)

All Online, Hybrid, and Blended classes at Wake Tech begin with a **Course Entry Quiz (CEQ)**. Completing the required CEQ is the way students show that they have started the class. Students may login to Blackboard and complete the CEQ once the semester begins or any time before the due date posted in the course announcement in Blackboard. **Students taking online, hybrid, and some blended courses may be enrolled in a course that utilizes "Examity" to provide online test proctoring services. Or the course may require that tests or assignments be completed with a proctor at the Perry Health Sciences campus or at a Wake Tech eLearning Testing Center.** Dates and times will be posted in each Blackboard course. Review the link to learn more about Wake Tech's distance education eLearning Testing Center: <https://www.waketech.edu/online-learning/resources/eltc>

Taking the classes listed above or completion of the Introduction to Medical Assisting Certificate C45400HS program of study does not guarantee automatic enrollment into the Medical Assisting program at Wake Tech CC.

Students should complete a medical assisting program application prior to graduating from high school. Program Application:

[https://go.waketech.edu/student/public/forms/Documents/1505\\_MedicalAssistingApplication.pdf](https://go.waketech.edu/student/public/forms/Documents/1505_MedicalAssistingApplication.pdf)

**MED courses completed beyond three (3) years will need to be repeated. BIO courses completed beyond five (5) years will need to be repeated.**