

☐ Application is for Fall

☐ Application is for Spring

Deadline for Submission for Fall is May 15<sup>th</sup> and Spring is Sept 15<sup>th</sup>  
Applications will continue to be accepted if space is available.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

### Satisfaction of Admissions Requirements

#### Admission Requirements Checklist

- ☐ I have current GPA of at least a 2.0.

#### **READING / ENGLISH:** proficiency should be satisfied by completion of any **ONE** of the following:

- ☐ Completion of ENG 111 or equivalent with a minimum grade of "C"
- ☐ Completion of prerequisites to be eligible to register for ENG 111 without co-requisite
- ☐ Have a 2.8 or higher unweighted high school GPA within the past 10 years
- ☐ Provide satisfactory scores on NCDAP, COMPASS, ACCUPLACER, ASSET, SAT, ACT, GED, or HiSET
- ☐ Provide proof of completion of an associate or bachelor's degree

#### **MATH:** proficiency should be satisfied by completion of any **ONE** of the following and must have been completed within 10 years of the application deadline

- ☐ Met requirements to register for MAT 110 without the corequisite
- ☐ MAT 110 or higher with a minimum grade of "C"
- ☐ DMA 010-040 or MAT 070 or MAT 003, Tier 1 with a minimum grade of "C"
- ☐ Provide verification of completion of an associates' degree or higher

#### **NOTE:**

- Suitable substitutions for MED 116 or BIO 163, are BIO 165 AND 166, or BIO 168 AND 169. BIO classes or MED 116 must be completed within 5 years of beginning the Medical Assisting Program.
- To receive credit for MED 121/122 or OST 141/142, classes must be completed within 3 years of beginning the Medical Assisting program and be completed at the same college.
- Grades of "C" or better are required in all program-related curriculum classes.
- Complete the non-credit Math for Medical Assistants and Healthcare Professionals (MAT 3713A7) course by the end of the first semester in Medical Assisting. Students can waive this course requirement by scoring an 84% or better on the Medical Assisting Math Readiness Assessment given at the program orientation.

### Other Coursework Completed:

Please provide the information below for all completed equivalent courses from Wake Technical Community College and any other institutions you have attended. Please indicate if you are currently enrolled in a course this semester and at what school you are taking the course.

Complete	In Progress	Credit for:	Name of College where class was taken
<input type="checkbox"/>	<input type="checkbox"/>	ENG 111	
<input type="checkbox"/>	<input type="checkbox"/>	MED 116 OR BIO 163*	
<input type="checkbox"/>	<input type="checkbox"/>	PSY 118 or 150 or SOC 210	
<input type="checkbox"/>	<input type="checkbox"/>	MED 121**	
<input type="checkbox"/>	<input type="checkbox"/>	MAT 110 or higher	

\* This class must have been completed within 5 years from the start of the MED classes.

\*\*This class must be completed within 3 years from the start of MED classes.

The admissions process for Medical Assisting is a two-part process utilizing both a first-come, first-served process and class completion. This process is used if there are more applicants who have met the minimum admission requirements (MAR) than there are available clinical spaces.

Completion of each of the classes listed above with a "C" or better is worth one (1) point. Students with the most points and the earliest program application submission date will be selected for the available clinical slots.

I certify that all information is accurate to the best of my knowledge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*Wake Technical Community College is constantly evaluating the admissions procedures and reserves the right to make changes as the need arises.*

**Once an applicant has been offered a full-time space in the Medical Assisting program, he/she must complete the following by the deadline dates provided at orientation:**

- Attend a mandatory departmental orientation to learn about clinical requirements
- Purchase a CastleBranch account for your background check, drug test, and online immunization tracking.
- Obtain health & immunization records and a physical exam which will be uploaded to an online account
- Begin Hepatitis B and covid -19 immunizations
- Become certified in CPR (American Heart Association BLS for Healthcare Providers) and certified in AHA Heartsaver First Aid.
- Secure professional liability insurance (charged to Health Sciences students as a fee to pay with tuition)
- Complete required drug testing and criminal background check as required
- Complete and submit the Influenza Vaccine Verification form
- Comply with the Technical Standards outlined for the Medical Assisting program
- Provide documentation of health insurance

### Technical Standards

Standard	Examples of Necessary Behaviors (not all inclusive)
<b>Interpersonal abilities</b> sufficient to interact with co-workers, patients, families and individuals from a variety of social, emotional, cultural and intellectual backgrounds.	Establish rapport with clients, families and colleagues.
<b>Communication abilities</b> sufficient for interaction with others in verbal and written form.	Collect and document assessment data. Explain treatment procedures. Obtain and disseminate information relevant to patient care and work duties.
<b>Critical thinking ability</b> sufficient for clinical judgment.	Identify cause and effect relationship in clinical situations. Apply knowledge from lecture, laboratory and clinical areas. Utilize basic mathematical skills.
<b>Physical abilities</b> sufficient to maneuver in small spaces, and reach or lift needed equipment/supplies.	Move around and within an exam room. Administer CPR. Transfer patients from stretchers and wheelchairs to exam table and back.
<b>Gross and fine motor abilities</b> sufficient to provide safe and effective patient care.	Move, calibrate, pass equipment and supplies including sharp instruments. Lift, transfer, and position mobile and immobile clients. Lift and carry at least thirty (30) pounds of weight safely.
<b>Auditory ability</b> sufficient to monitor and assess health needs.	Hears patients, cries of distress, sound of instruments and equipment being properly utilized, monitor vital signs.
<b>Visual ability</b> sufficient for physical assessment, performance of medical office/clinical procedures, and maintenance of environmental safety.	Observes client responses such as skin color and facial expression. Monitors vital signs. Reads records.
<b>Tactile ability</b> sufficient for assessment, and performance of medical office/clinical procedures.	Perform palpation techniques (venipuncture).
<b>Emotional stability and mental alertness</b> in performing in the medical assisting role.	Maintaining a calm and efficient manner in high stress/pressure situations with patients, staff, supervisors and colleagues.
<b>Olfactory ability</b> sufficient to perform medical office/clinical procedures.	Distinguish drugs and liquids or chemicals.

I have read and understand the technical standards required for Medical Assisting. I hereby declare that I am able to meet the above listed essential technical standards.

\_\_\_\_\_  
Name of Applicant (Print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please return to: [hsadvising@waketech.edu](mailto:hsadvising@waketech.edu) OR Wake Tech PHSC, 2901 Holston Ln. Bldg A, Raleigh, NC 27610**