

CENTURY
COLLEGE



Medical Assistant - Evening Session

Information and Application

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White Bear Lake, Minnesota 55110
651.773.1700
century.edu



Century College is an equal opportunity, affirmative action employer and educator, and a member of the Minnesota State Colleges and Universities system.

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Medical Assistant Program Spring 2012 Evening Program

The demand for Certified and Registered Medical Assistants exists with excellent placement, salary and benefits. Century College's Medical Assistant Program prepares you to become a multi-skilled professional who assists in patient care management. The program will help you to develop the critical skills needed to perform clinical, laboratory and administrative duties in clinics, hospitals, urgent care facilities and other health care agencies. You will also participate in a clinical externship under the direct supervision of a physician. Upon graduation, you are eligible to take the National certification exam of the American Association of Medical Assistants (AAMA).

To be successful as a Medical Assistant you must like working with people, enjoy doing a variety of duties, and have excellent verbal and written communication skills. Personal qualities needed to succeed include, but are not limited to: punctuality, dependability, organization and ability to work as a team member.

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756, 727-210-2350, upon the recommendation of the Medical Assistant Education Review Board (MAERB).

Application requirements

Step 1 – Application

- a. Complete the Century College Application including the \$20 application fee (if you are a new student).
Please note: Applicants to the Medical Assisting program must be admitted into Century College to be eligible for admission to the Medical Assisting program. All applicants must be in good standing with Century College to be eligible to enroll in the program.
- b. Complete the Century College Medical Assistant Program Application
- c. Complete the Accuplacer Assessment test: see step 2 for placement requirements
- d. Meet all application requirements by the application deadline: see step 3 for required courses
- e. Complete the Century College Medical Assistant Program Applicant Checklist

Please submit all required documentation prior to the application deadline.

Deadline for Application

<u>Term</u>	<u>Deadline</u>
Spring Semester	August 31, 2011

Effective immediately:

- All applicants must have all required courses completed prior to the application deadline to be considered for the program. We reserve the right to conditionally admit students based on coursework currently in-progress (as indicated on college transcripts) with the understanding the courses will be completed successfully by the start of the semester they are admitted.

Once the class size limit has been reached, all other qualified applicants will be placed on an alternate list and asked to resubmit an application for the next available start.

Please be aware that this program has a limited enrollment. If accepted, you will be asked to return an acceptance agreement along with a nonrefundable \$100 deposit to reserve your place in the class. Applicants not submitting their deposit before the deadline will forfeit their place in the program.

All applicants will be notified by mail of their status in the program 4-6 weeks after the application deadline. You must maintain a current address with the Admissions Advisor, Dawn Mensing via e-mail: dawn.mensing@century.edu, failure to do so may result in forfeiture of your place in the class.

Step 2 - Complete the Century College Assessment Test

Your assessment scores must place you into:

1. College-level reading (Reading 1000) or you must have completed RDNG 0090 with a grade of C or higher.
2. Math 0030 or above or you must have completed Math 0010 with a grade of C or higher.
 - a. Mathematics assessment test results are valid for four (4) semesters from test date, excluding summer session (per Assessment Policy). Students with test scores older than four semesters must retake the Mathematics placement exam and place into Math 0030 or higher.

If your scores place you below college level you will need to complete the developmental coursework indicated by your assessment test before you are eligible to apply. You must earn a grade of C or better in all required developmental courses.

The Assessment test should be taken at least two weeks prior to the application deadline. Please contact the Assessment Coordinator at 651/779-3352 for the Assessment schedule and location. Please keep in mind that the tests may only be taken **twice** in a twelve-month period. Additional accommodations may be provided through the Access Center; call 651/779-3354 to see if a student qualifies for services. **Students must know their Century College student ID number and bring a current photo ID.**

Step 3 – Application requirements

The following Century College courses or transfer equivalent must be completed by the application deadline. Please see the program guidesheet available in the Admissions Office or Counseling Office for grade requirements:

- BIOL 1024 Human Biology
- HLTH 1001 Medical Terminology
- CAPL 1010 Introduction to Software Applications
- **or**
- CSCI 1020 Introduction to Personal Computers and Information Systems
- COMM 1031 Interpersonal Communication **or** COMM 1051 Intercultural Communication
- ENGL 1021 English Composition
- PSYC 1020 General Psychology **or** PSYC 1041 Developmental Psychology

Assessment test results must accompany the application. Developmental coursework indicated by assessment results must be completed prior to application to the Medical Assistant program.

Any Request for Exemption to Admission Requirements/Appeal Selection Decision petitions must be approved by the program director, Michelle Blesi, prior to the application deadline.

Transcripts from institutions other than Century College must be mailed directly to Century College and postmarked by the deadline date. For information regarding transcripts please contact the DARS/Transfer Office at 651/779-3908 or dars@century.edu .

Step 4 – Attend New Student Orientation

Attendance at the program's New Student Orientation is mandatory for all students (new and returning) accepted into the Medical Assistant program. Failure to attend will result in your being dropped from the program roster and an alternate will be awarded your seat. The \$100 deposit will not be refunded.

In the event that the student is accepted, Century College will send a letter to inform the student as to the date and time of the Medical Assisting program's New Student Orientation.

Human Services Background Study

Minnesota Law requires any individual having contact with patients to complete a Human Services background study prior to starting the clinical externship. An individual may be disqualified from having patient contact and would not be permitted to participate in the clinical experience. Contact the Minnesota Department of Human Services with any questions.

Social Security Notice:

Many colleges/universities, including Century College, use Social Security numbers for student identification purposes on student records. Providing your Social Security number is voluntary. If you do not provide this number, your application will still be processed. This data is requested for purposes of administration, program evaluation and consumer and alumni data. Your number also may be used to create summary information about system programs through data matches with other state agencies.

Data Privacy Notice:

The college is asking you to provide information that includes private and/or confidential information under state and federal law. The college is asking for this information in order to process your petition for residency. You are not legally required to provide the information the college is requesting; however, the college may not be able to effectively process your petition if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent: (1) to other schools in which you seek to enroll, or are enrolled, if you are first notified of the release; (2) to federal, state and local officials for purposes of program compliance, audit or evaluation; (3) as appropriate in connection with your application for, or receipt of, financial aid; (4) to your parents, if your parents claim you as a dependent student for tax purposes; (5) if the information is sought with a subpoena, to an organization engaged educational research or accrediting agency. Minnesota State Colleges and Universities abide by the provision of Title IX and other federal and state laws forbidding discrimination on the bases of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity.

Immunization information:

Vaccination for Hepatitis B, MMR, Varicella, DT, Polio, and a Mantoux Test will be required prior to clinical externship. An annual Flu shot is also recommended. Consult instructor regarding required tests or immunizations.

CPR requirement:

Students must be currently certified in CPR for the Health Care Provider American Heart Assoc. **or** Professional Rescuer—American Red Cross by the end of their first semester in the Medical Assisting program.

Policy information:

A copy of the program's policy on hazardous materials, bloodborne and infectious diseases will be distributed at New Student Orientation.



Admissions Office
 3300 Century Ave N
 White Bear Lake, MN 55110

Medical Assistant Application Form Evening Program

This application is for:

Spring Semester 2012 Evening program

Please use black or blue ink only

Name (Last, First, Middle)			Century Student ID number		
Permanent Address		City	State	Zip Code	County
Home Phone () _____	Cell Phone () _____	e-mail address			

Educational Record: Names of secondary schools, colleges and technical schools attended:

High Schools or GED	State	Town or City	Dates		degree or diploma received
			From	To	

Please have official transcripts sent to the Admissions Office if graduated within the past 5 years.

Have you ever attended any college? Yes ___ No ___ Have you ever attended Century College? Yes ___ No ___

Colleges, technical or other post secondary schools	State	Town or City	Dates		Certificate, degree or diploma received
			From	To	

Please contact each college and request an official transcript be sent directly to the DARS/Transfer Office at Century College.

Applicant Signature

I hereby certify that the information provided on this application form and in all other admission application materials is complete, accurate, and true to the best of my knowledge.

Signature _____

Date _____

NOTICE

Admission is granted without regard to race, creed, color, sex, age, national origin or handicap. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal laws regarding equal opportunity.

Note: Federal and state legislation requires that the contents of student files be open to review by the student. Application forms, high school transcripts, test date, letters, and recommendations that are sent as part of any application for admission will be open to the student's review upon request.

The college recognizes e-mail as an official means of communication. We reserve the right to e-mail applicants with information regarding their application.

This document can be made available in alternative formats such as large print, braille or audio tape, by calling 651/779-3300 voice/TTY.

Medical Assistant Program Applicant Checklist

Please complete the following checklist. All items under the "Application Requirements" heading must be completed prior to the application deadline (August 31, 2011 for Spring 2012) or your application will be denied.

APPLICATION REQUIREMENTS: All items must be completed before the application deadline. All courses completed must be reflected on official transcripts.

YES NO

_____ _____ Have you ever attended Century College? If no:

_____ _____ Have you submitted the required Century College Application with the \$20 application fee to the Admissions office? (Note: a college application must be on file before your Medical Assisting application can be processed. This Medical Assisting application is NOT a substitute for the Century College Application form. All applicants to the program must be admitted to Century College and be in good standing at Century College.)

_____ _____ Have you taken the Accuplacer assessment test for placement in Reading and Math? **Or** submitted Accuplacer scores from another institution? Assessment test scores are required to determine program readiness. Placement requirements are: College-level reading (Reading 1000) and Math 0030 (Century College course). **You must submit a copy of your test results with this application if you have taken your test at an institution OTHER than Century College.** If you retake your assessments after submitting this application, you must bring a copy of your new results to the Assessment Office. (Exemption to the Reading and Math assessment will be given in accordance with college policy. Please contact the Assessment Office at 651/779-3352 for details).

_____ _____ Will you have completed all developmental coursework for Reading and/or Math indicated by assessments before the application deadline? All developmental coursework must be completed with a grade of C or better to qualify to apply. **If NO, please do not submit this application at this time.**

_____ _____ Have you requested official transcripts from ALL post-secondary institutions attended? Transcripts must be current with grades posted for all terms completed prior to the deadline and must be received in a sealed envelope from the originating institution. Contact the DARS/Transfer office at 651/779-3908 or dars@century.edu for more information.

_____ _____ Have you completed all required courses as outlined under step 3 in the information/application booklet? **If NO, please do not submit this application at this time.**

Applicant Signature

I hereby certify that the information provided on this application form and in all other admission application materials is complete, accurate, and true to the best of my knowledge. I understand that there may be more qualified applicants than available space in the class and that completion of application requirements does not guarantee acceptance.

Signature

Date
