



Medical Assistant Certificate Program Checklist

	Submit a completed New Student Information Form to Registration and Records. (630) 466-7900, ext. 2370
	In compliance with the Illinois Community College Act, in-district applicants will be given preference over out-of district applicants. Contact Registration and Records for information regarding residency at (630) 466-7900, ext. 2370.
	Confirm that High School transcripts have been received and recorded in Registration and Records. (630) 466-7900, ext. 2370
	Confirm that official transcripts of courses taken anywhere other than Waubonsee Community College have been received and recorded in Registration and Records. (630) 466-7900, ext. 2370
	Meet with Counseling (630) 466-7900, ext. 2361 to establish a schedule for taking program courses.
	Contact the Center for Learning Assessment (630) 466-7900, ext. 5700 to schedule an appointment for Medical Assistant Program Assessment testing.
	Take the required Nurse Entrance Test (NET) and Nelson Denny (ND) assessment test no less than 4 weeks prior to desired start date. NOTE: Acceptance into the program is based on assessment results, with documentation of reading and math skills of 46% for the NET, and reading skills at the 10th grade level for the ND. A student has two (2) opportunities to successfully meet assessment requirements. Eight weeks must elapse between testing sessions. Guidance is provided by the Learning Enhancement Center and the Center for Learning Assessment for students who do not meet these entry requirements. Note: test scores are only valid for 24 months.
	Complete the medical assistant program application required for entry into the program. The medical assistant application form is available from Registration and Records, Counseling, and the Health and Life Sciences office, or on the Internet (www.waubonsee.edu). Application to the program must be made prior to the deadline for the semester you desire to enter: <u>May 1</u> for the accelerated sequence (Classes begin mid-May) <u>July 1</u> for the part-time sequence (Classes begin in August)
	Applicants who wish to transfer medical assistant courses from another college or vocational school to Waubonsee may be considered for advanced placement. Advanced placement applications are considered on an individual basis and require that specific documentation (i.e. transcripts, course descriptions) be submitted along with the Medical Assistant Application. The Dean for Health and Life Sciences will evaluate all documentation to determine placement in the program. This program does NOT grant credit for life or work experience.
	Understand that the medical assistant application, previous transcripts (if any), and program assessment testing are required for admission into the program.
	Official written notification of acceptance into the program will be received via certified mail. Students not accepted must re-apply.
	Understand students may opt to complete any or all of the AOS, PSY, or COM courses prior to submitting an application; However, once the student has been accepted into the program he/she is expected to follow either the accelerated or part time sequence for all courses (MLA courses, and any of the AOS, PSY, or COM courses not previously completed).
	Understand AOS and MLA courses are offered on a limited basis during the year. Please contact the offices of Business and Information Systems (AOS) and Health and Life Sciences (MLA) for specific course information.
	Submit documentation of a physical examination, immunizations, and 2-step tuberculosis (TB) test upon acceptance into the accelerated program, and prior to the start of MLA171, Medical Assistant Clinical I if accepted into the part time program.

If you have any questions, please contact Health and Life Sciences at (630) 466-2350, or kcrafton@waubonsee.edu

Medical Assistant Program Sequence

Accelerated Sequence (4 Semesters)

Summer Semester – 1	Sem Hrs.
m*AOS222 Medical Terms/Health Occupations	1.0
m BIO260 Human Structure and Function	4.0
m PSY100 Introduction to Psychology	3.0
m MLA220 Pharmacology/Medical Assist.	2.0
TOTAL	10.0

Fall Semester	Sem Hrs.
m AOS115 Document Formatting	3.0
m MLA150 Basic Administrative Procedures for the Medical Assistant	3.0
m PSY205 Life-Span Psychology	3.0
m MLA171 Medical Assistant Clinical I	2.5
m MLA230 Medical Law and Ethics	1.0
TOTAL	12.5

Spring Semester	Sem Hrs.
m COM 125 Communication Strategies for Healthcare Careers	2.0
m AOS227 Medical Transcription I	3.0
m AOS235 Medical Insurance and Reimbursement	3.0
m MLA172 Medical Assistant Clinical II	2.5
m MLA210 Laboratory Procedures/Med. Assist.	3.0
TOTAL	13.5

Summer Semester – 2	Sem Hrs.
m MLA298 Medical Assistant Externship	2.0
TOTAL	2.0

Program Total **38.0**

**Students may proficiency a course by passing a proficiency test. Contact the office of Business and Information Systems for test dates and times.*

m Major course requires a minimum grade of C

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Part-Time Sequence (First Year)

Fall Semester - 1	Sem Hrs.
m*AOS115 Document Formatting	3.0
m*AOS222 Medical Terms/Health Occupations	1.0
m MLA150 Basic Administrative Procedures for the Medical Assistant	3.0
TOTAL	7.0

Spring Semester -1	Sem Hrs.
m PSY 100 Introduction to Psychology	3.0
m AOS 227 Medical Transcription I	3.0
m AOS235 Medical Insurance and Reimbursement	3.0
TOTAL	9.0

Summer Semester-1	Sem Hrs.
m BIO260 Human Structure and Function	4.0
m MLA220 Pharmacology/Medical Assist.	2.0
TOTAL	6.0

Part-Time Sequence (Second year)

Fall Semester – 2	Sem Hrs.
m MLA 171 Medical Assistant Clinical I	2.5
m PSY205 Life-Span Psychology	3.0
m MLA230 Medical Law and Ethics	1.0
TOTAL	6.5

Spring Semester -2	Sem Hrs.
m MLA172 Medical Assistant Clinical II	2.5
m MLA210 Laboratory Procedures/Med. Assist.	3.0
m COM125 Communication Strategies Healthcare Careers	2.0
TOTAL	7.5

Summer Semester -2	Sem. Hrs.
m MLA 298 Medical Assistant Externship	2.0
TOTAL	2.0

Program Total **38.0**



Center for Learning Assessment

Medical Assistant Program Program Admission Testing Information

Entrance testing is a requirement for all candidates seeking admission to the Medical Assistant Program. All candidates are required to take the Nurse Entrance Test (NET) and the Nelson Denny Reading Test. The exams are administered on a computer.

How do I schedule an appointment for program admission testing?

- Call the Center for Learning Assessment, Collins Hall at (630) 466-7900, ext. 5700 to schedule your appointment. Individual appointments are available throughout the year, Monday through Saturday, except during the month of December.
- **A non-refundable fee of \$40.00 is due at the time of testing.** You may pay by cash or check. You may reschedule your appointment only one time per \$40.00 fee.

What will be included in the Program Admission Tests?

- The Nurse Entrance Test contains the 7 test sections listed below.

Math.....	30 minutes	Stressful Situations.....	12 minutes
Reading Rate.....	1 minute	Learning Styles.....	20 minutes
Reading Comprehension..	30 minutes	Test Taking.....	20 minutes
- The Nelson Denny Reading Test has 2 test sections listed below.

Vocabulary.....	15 minutes	Comprehension.....	20 minutes
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What test scores are required to meet the requirements for admission to the ADN Program?

- A **46%** minimum **math** composite score and a **46%** minimum **reading** composite score is required on the Nurse Entrance Test for the Medical Assistant Program.
- A **10.0** grade equivalent level is required on all sections of the Nelson-Denny Reading Test. This means that you will need a minimum score of 10.0 on both the vocabulary and comprehension sections of the test.

How can I prepare for testing?

- A NET study guide is available in the Todd Library or at the bookstore.

When will my results be available?

- Your scores will be mailed to you within two weeks of your test date. The Family Rights and Privacy Act of 1974 (FERPA) does not permit providing scores over the telephone.

How many times can I test?

- You are allowed to retest **one time only** on those sections of the test battery where your scores did not meet minimum requirements. The date of your retest must be at least 8 weeks from the date of your initial testing. There is **no additional charge** for retesting.

Waubonsee Community College does not discriminate on the basis of race, color, religion, sex, national origin, veteran's status, disability or any other characteristic protected by law in its programs and activities. For more information on the college's nondiscrimination policies, Contact the director of Human Resources at (630) 466-7900, ext. 2367.

Center for Learning Assessment

Locations

Sugar Grove Campus
Collins Hall, Room 137
Route 47 at Waubonsee Drive
Sugar Grove, IL 60554

(630) 466-7900, ext. 5700

Aurora Campus
Room 110
5 East Galena Boulevard
Aurora, IL 60506

(630) 801-7900, ext. 4182

Email: assessment@waubonsee.edu

Hours of Operation

Monday through Wednesday:	8:00 a.m. to 8:00 p.m.	(Last test started at 7:30 p.m.)
Thursday* and Friday	8:00 a.m. to 4:30 p.m.	(Last test started at 4:00 p.m.)
-last Friday of the month	10:00 a.m. to 4:30 p.m.	
Saturday	8:00 a.m. to 12:00 noon	(Last test started at 11:30 a.m.)

*The Center for Learning Assessment is temporarily closed Thursday evenings until further notice.

Reminders for testing day

- Report to the testing center at least 15 minutes before your test time
- A **photo ID** is required of all test candidates
- All exams must be taken during the same test session
- Food, drinks, hats, personal belongings and unauthorized materials, such as cell phones, calculators and other electronic devices, are not permitted in the testing room
- Scratch paper will be provided for the math section of the Nurse Entrance Test

To contact the Health and Life Sciences Department for any questions about the Medical Assistant program or application, please call (630) 466-7900, ext. 2322.

**Medical Assistant Certificate Program
Application**



WAUBONSEE
COMMUNITY COLLEGE

Where futures take shape

PLEASE PRINT

SUBMIT THIS PAGE

Date		SSN/Student ID #	
Last Name		First Name	Middle Initial
Previously Used Names			
Street Address: Number		Street	Apt.
City	State	Zip	
Home Phone ()		Work Phone ()	

CHECK ALL THAT APPLY:

Accelerated/full time program entry
Deadline: May 1st

Part time program entry
Deadline: July 1st

WCC Student

Transfer Student

Not currently a student

List of courses in which you are currently enrolled:

List of courses you have already completed toward Medical Assistant certificate:

Assessment Testing completed: _____ (date)

You will receive official notice of acceptance into the program from the office of Health and Life Sciences approximately four weeks after the application deadline. It is the responsibility of the applicant to make sure the following required documents are received by **Registration and Records, Waubonsee Community College, Rt. 47 at Waubonsee Dr., Sugar Grove, IL 60554-9454**. These items include:

1. Waubonsee Community College New Student Information Form
2. High school transcript or GED certificate
3. Transcripts from other colleges or vocational schools attended

**Submit this completed application to: Health and Life Sciences
Waubonsee Community College
Route 47 at Waubonsee Drive
Sugar Grove, IL 60554-9454**

Having paid in-district tuition rates in the past does not necessarily qualify an individual as an in-district resident. In compliance with the Illinois Public Community College Act, in-district applicants shall be given preference over out-of-district applicants.

Waubonsee Community College does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities. For more information on the college's nondiscrimination policies, contact the director of Human Resources at (630) 466-7900, ext. 2367; Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554-9454.

PRINT AND SAVE FOR YOUR RECORDS

Procedure for Entering the Medical Assistant Program

The Medical Assistant program is offered in either an accelerated (4 semester) or part time (6 semester) sequence. Students seeking admission to the Medical Assistant program are required to:

- 1) Meet with Counseling (see Directory) to establish a schedule for taking program courses.
- 2) Obtain specific admission information by contacting the dean for Health and Life Sciences (see Directory).
- 3) Complete the special application required for entry into the program. Enrollment is limited in the medical assistant (MLA) courses in order to provide the best possible educational experience for students. Students interested in the accelerated sequence and desiring to take courses with the MLA prefix in the summer must make application by **May 1st**. Students interested in the part time sequence and desiring to take courses with the MLA prefix in the fall must make application by **July 1st**.
- 4) Complete required Medical Assistant program assessment tests. Acceptance into the program is based on assessment results, with documentation of reading and math skills at the 10th grade level. Students should contact the Center for Learning Assessment, (630) 466-7900, ext. 5700, for testing dates and to schedule an appointment.
- 5) Understand that the medical assistant application, previous transcripts, and program assessment testing in math and reading are required for admission to the program. Students are notified via mail **approximately four weeks after the application deadline date** as to selection status.
NO INFORMATION REGARDING STATUS WILL BE GIVEN OVER PHONE.
- 6) Follow the program sequence once a student is accepted into the program. The student is expected to follow either the accelerated or part time program sequence for all MLA courses. Students may opt to complete any or all of the AOS, BIO, PSY, or COM courses prior to submitting an application to the Medical Assistant program. For continuation in the Medical Assistant program, a 2.0 or better GPA must be received in each of the major courses. NOTE: AOS and MLA courses are offered on a limited basis during the year. Please contact the offices of Business and Information Systems (AOS) and Health and Life Sciences (MLA) for specific course information.
- 7) Submit documentation of a physical examination, immunizations and 2-step tuberculosis (TB) test upon acceptance into the accelerated program, and prior to the start of MLA 171 Medical Assistant Clinical I for students accepted into the part time program.

Program Costs

In addition to tuition and regular fees, the Medical Assistant student has the following minimum fees and expenses:

Textbooks (excluding general education courses) \$120

Uniform/white shoes \$70

Stethoscope \$15

Physical exam, immunizations, TB testing per healthcare provider

Total Estimated Costs (excluding medical requirements): \$205

NOTE: These fees and expenses are **approximate** costs and subject to change without prior notice to the student.

Advanced Placement

Applicants who wish to transfer Medical Assistant courses from another college or vocational school to Waubonsee may be considered for advanced placement. Advanced placement applications are considered on an individual basis and require that specific documentation (e.g., transcripts, course descriptions) be submitted along with the Medical Assistant application. This program does not grant credit for life or work experience.