

MEDICAL ASSISTING APPLICATION

FALL ENTRY –FULL TIME - DAYS

DEADLINE: July 18, 2019



Submit completed paper application to any Admissions Office Location:

Admissions Offices

www.palmbeachstate.edu/Locations

OR

Electronically submit completed application to:

www.limitedaccessapps@palmbeachstate.edu

PROGRAM INFORMATION

This comprehensive program is designed to prepare students for employment as a Medical Assistant and as a vital member of the physician's health care team. The program is taught in an office-like setting, allowing students to learn the necessary skills to work in both the administrative and clinical settings of a Physician's office, Hospital, Emergency Centers, Outpatient Clinics, etc. Program completers will receive a Post-Secondary Adult Vocational Certificate required for eligibility to take the American Association of Medical Assistants (AAMA) National Certification Exam in order to be awarded the Certified Medical Assistant credential CMA(AAMA). This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)(www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB)(www.maerb.org).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763

(727) 210-2350

www.caahep.org

Medical Assisting Education Review Board (MAERB)

20 N. Wacker Drive, Suite 1575

Chicago, Illinois 60606

1-800-228-2262

Program Begins: August 22, 2019

Program Length: 1300 clock hours, approximately 13 months. (Includes 173 hours for required Practicum Externship).

Program Schedule: Monday – Friday, full-time days. Summer schedule TO BE ANNOUNCED.

Program Location: Lake Worth campus

Final semester - Practicum locations vary throughout Palm Beach County

Program Web Site: www.palmbeachstate.edu/Locations

Equal Opportunity Institution

What are the costs for the program?

Costs are approximate and subject to change. Please refer to the current College catalog for tuition rates per clock hour.

- Program textbook costs are in the range of \$700-\$1,000. Scrubs, name badge, FDLE Screening (Criminal Background and Drug Screening), Physical Examination, Immunizations, AAMA membership, and CMA (AAMA) Certification Examination are at the student's own expense (all mandatory).

Financial Aid is available for this program, and it is recommended that you apply early. You can apply online at

www.palmbeachstate.edu/FinancialAid. Also, there are a limited number of scholarships available through the Palm Beach State College Foundation Office. Currently, all Foundation scholarships require the Free Application for Federal Student Aid (FAFSA) application, which may be filed online at fafsa.ed.gov. The toll-free help line is 1-800-433-3243,

Monday through Friday, from 8:00a.m. to 12 a.m. (midnight). The institution code is 001512. For assistance with Financial Aid at Palm Beach State College, please call 561-868- 3330.

Requirements for Consideration for Selection

Meeting the criteria for selection does not guarantee admission to the Medical Assistant Program. Final selection will be based on the applicant pool. In the event of a tie, priority will be given to the student with the highest accumulated GPA, then high school GPA. If a student is selected and does not enter the program, or is not selected, the student must reapply and is not guaranteed acceptance in any subsequent selection process.

APPLICATION PROCESS

1. **FIRST-TIME PALM BEACH STATE COLLEGE STUDENTS:** Submit a completed Palm Beach State College general application and pay the appropriate application fee. New students will be assessed a \$40 nonrefundable fee. Be sure to insert your current, active Palm Beach State College email address; upon receipt of your application, a confirmation page will be e-mailed to you with conditions of admission. Print the confirmation page and follow the instructions.

MEDICAL ASSISTING PROGRAM APPLICATION: Applicants must also submit to any PBSC Admissions Office. Returning Palm Beach State College students must also submit the Medical Assisting Program application to any Admissions Office.

2. **TRANSFER REQUEST/ADVANCED PLACEMENT:** Anyone applying as a transfer student from another medical assisting program must attach a cover letter of intent with their medical assisting application. Transfer/advanced placement applicants must take all entrance exams. In addition, please read the Prior Learning Portfolio section on the Prior Learning Assessment website at www.palmbeachstate.edu/Prior-Learning.
3. **ACADEMIC HIGH SCHOOL DIPLOMA OR GED ACADEMIC HIGH SCHOOL DIPLOMA OR GED:** Official transcripts must be submitted to the Admissions Office proving a standard high school diploma, GED, or validated foreign equivalent. All high school transcripts and GED must include a graduation date.
Transcripts are considered official if sent directly to Palm Beach State College from the previous institution or be hand-delivered in a sealed envelope sealed by the issuing institution. The high school transcript may be waived for admissions purposes if a student has earned an Associate, Bachelor, or higher degree from a regionally accredited institution. Students who received a Florida GED can request their scores at www.ged.com.
4. **COLLEGE TRANSCRIPTS:** Official college transcripts from ALL post-secondary institutions attended must be official and complete (*transcripts are considered official if sent directly to Palm Beach State College from the previous institution or are hand-delivered in a sealed envelope sealed by the issuing institution*). Official incomplete postsecondary transcripts will be accepted only if transcripts with course progress have the most recent grades for the term prior to the deadline. You may download the transcript request form from our website at www.palmbeachstate.edu/admissions/transcript-request.aspx. All post-secondary records from out of the country must be submitted with a commercial evaluation. Commercial evaluation of foreign transcripts must be conducted by an approved evaluator.
5. **TEST OF ADULT BASIC EDUCATION (TABE)**
 - a.) Unless exempt, students must achieve scores of 10 or higher in the Reading, Language and Mathematics sections of the TABE to be eligible for program completion. Scores are valid for two years.

***For questions about TABE exemptions, please speak with a Palm Beach State College Health Sciences academic advisor.

Test fees for the first attempt of the TABE are covered by the college application fee. Please pay the cashier and report to any campus Testing Center (with a government issued photo ID) to arrange to take the exam. The Student Learning Center (SLC) at each PBSC campus location provides remediation courses for students who need additional skills to pass the TABE.

For TABE testing information, call:

Belle Glade	(561) 993-1125
Boca Raton	(561) 862-4330
Lake Worth	(561) 868-3011
Palm Beach Gardens	(561) 207-5359

For TABE remediation information, call SLC:

Belle Glade	(561) 993-1148
Boca Raton	(561) 862-4492
Lake Worth	(561) 868-3795
Palm Beach Gardens	(561) 207-5216

b.) PLACEMENT TEST. Students who do not meet placement test exemption criteria as outlined on page 15 in the College catalog <https://www.palmbeachstate.edu/catalog/current/index.aspx>) must provide official test scores that meet the minimum from one of the following state-approved tests: PERT, SAT or ACT. Test scores expire two years from the date the test was taken.

Area	PERT	ACT	SAT
Reading	90 or Higher	18 or Higher	24 or Higher
English	90 or Higher	16 or Higher	23 or Higher
Mathematics	80 or Higher	18 or Higher	23.5 or Higher

COMPLETION OF COURSES

If you have completed Anatomy/Physiology I (BSC2085/Lab) AND Anatomy/Physiology II (BSC2086/Lab) with a “C” or better within the last 5 years, you will be exempt from taking Anatomy & Physiology (MEA0231). If you have completed Microcomputer Applications (CGS1100), you will be exempt from taking Introduction to Keyboarding/Word Processing (OTA0100). If you have taken Medical Terminology (HSC 2531), you will be exempt from taking Medical Terminology for Body Systems (MEA 0230). These course substitutions must be made prior to the start of the program.

AFTER SUBMITTING YOUR APPLICATION

- To monitor your Medical Assisting Program application status, use the following steps:
 1. Check your Palm Beach State College Email for notification and for steps to complete program registration if accepted.
(For help with your Palm Beach State College email login: www.palmbeachstate.edu/Helpdesk.)
 2. Go to www.palmbeachstate.edu/Pantherweb.
 - a. Log on using your Palm Beach State College student ID number and password.
 - b. This takes you to your student Panther Web page. Click on “Limited Access Applicationstatus”

ACCEPTANCE/REGISTRATION

Applicants who are selected will be notified approximately 10 business days or sooner after the deadline date. If an applicant is selected and does not complete the registration process, the applicant must reapply and is not guaranteed acceptance in any subsequent selection process.

The provisional acceptance notice will include:

1. Registration information (Registration fees are paid upon registration for each course)
2. Medical exam form
3. Criminal Background Check (includes Social Security number verification)
4. Drug screen form
5. Orientation date for selected applicants

After admission, the above documentation must be on file with the Medical Assisting Program Office. All students are conditionally accepted and will be required to obtain Criminal Background Checks and Drug Screenings (at their own expense) prior to the start of class. Further information will be provided when admitted into the Medical Assisting Program. Failure to provide such documentation will result in termination of application.

WITHDRAWAL/PROGRAM DISMISSAL

If the student withdraws from a semester of the Medical Assisting Program, the student must reapply to the program through the applicant pool.

Applicant Point System for Selection

After all eligibility requirements for placement into the selection pool have been satisfied, the following point system will be utilized for selection into the program. Only one-point value from each category will be awarded.

I. College Degree (Associate degree or higher from a regionally accredited institution)	1
II. Course completion of VPI 0400 – Strategies for Program Success (Optional course.) <i>(If SLS 1501 previously completed same points awarded).</i>	1
III. Completion of OTA0100 (Introduction to Keyboarding/Word Processing)..... or CGS 1100 (Microcomputer Applications)	1
IV. Palm Beach County Resident	1
V. U.S. Veteran The applicant must submit copy of DD214 with honorable discharge	2
MAXIMUM POINTS POSSIBLE	6

IF AN APPLICANT IS SELECTED AND DOES NOT COMPLETE THE REGISTRATION PROCESS, THE APPLICANT MUST REAPPLY AND IS NOT GUARANTEED ACCEPTANCE IN ANY SUBSEQUENT SELECTION PROCESS.



Please Type or Print Clearly

PALM BEACH STATE COLLEGE STUDENT ID _____

1. NAME _____
Last First Middle/Maiden Suffix

Please list all previous names under which documents may be sent: _____

2. LOCAL ADDRESS _____
Number and Street Address City

County (or Province) State Zip Code

3. HOME TELEPHONE () _____ 4. WORK TELEPHONE () _____

5. OTHER: CELL () _____ 6. PBSC Email: _____@my.palmbeachstate.edu

7. DATE OF BIRTH _____
Month Day Year

8. TRANSCRIPTS: Official transcripts must be sent directly to any Palm Beach State College's Admission Office from the issuing school/agency. All applicants, including college transfers, must submit high school or GED transcripts directly to Palm Beach State College. College transfer students must submit official transcripts from all colleges in which the applicant has enrolled.

9. COLLEGE/UNIVERSITY

List all postsecondary colleges or universities you attended. Omission constitutes falsification of records and voids the application.

NAME OF INSTITUTION	CITY/STATE	DATES	DEGREE	CREDITS	GPA

To list more colleges/universities, please attach a separate page.

- 10. Are you a Palm Beach County Resident? Yes No
 (Must attach a copy of current Florida identification with Palm Beach County address.)
- 11. Have you taken the Test of Adult Basic Education (TABE)? Yes No Exempt
 (TABE scores cannot be older than 2 years)
- 12. Have you taken one of the approved placement tests: PERT, ACT, or SAT? Yes No Exempt
 (Test scores cannot be older than 2 years)
- 13. Are you a U.S. veteran? (Must attach a copy of DD214 with honorable discharge with your application) Yes No
- 14. Have you completed OTA0100 Intro to Keyboarding/WP or an equivalent course? Yes No
- 15. Have you received a degree from a regionally accredited college? Yes No
- 16. Have you successfully completed Strategies for Program Success (VPI0400) or an equivalent? Yes No

Applicant's Signature

I understand that falsification or omission of any information may result in my dismissal or rejection from Palm Beach State College.

I have read and understand all of the instructions pertaining to the Medical Assisting Program as explained in the Medical Assisting Application packet.

 Signature of Applicant

 Date