

COLLEGE  
APPLICANTS



**CHECKLIST FOR  
MEDICAL ASSISTANT PROGRAM  
For September 2018 Admission**

Dear Student:

This checklist will enable you to create a personal record of the documents/activities you have completed towards applying to the Medical Assistant Program.

**Admission Information:**

Admission to the Medical Assistant Program is competitive. There are more qualified applicants to the program than there are seats available. Beginning **October 2, 2017** applicants should meet with an advisor in order to complete their Change of Major/Action Form, the Medical Assistant Program. Admissions Committee reviews **completed applicant files** beginning October 2, 2017 and makes admission decisions on an on-going basis. When the program and waitlist have been filled, no further applications will be accepted. Notifications that applications are no longer being accepted will appear on the Medical Assistant Program NECC web page.

**Academic Advising:**

Individuals interested in applying to the Medical Assistant Program are required to meet with an academic advisor when starting the admission process to assist with questions and clarify the process. You can walk-in to the Advising Center on either the Haverhill or Lawrence campus and ask to meet with an advisor.

**APPLICATION FOR ADMISSION** (if you are a new student or have not been enrolled for the previous three years) **Major Choice: General Studies: Health Specialization, Interest in Medical Assistant Certificate program.**

Official **high school transcript(s)** showing evidence of high school graduation, or the equivalent with passing GED/HiSet scores.

Official **college transcript(s) if transfer credits are being requested. GPA 2.0 or higher is required each course being requested.**

**NECC Assessment Testing Required: reading, writing and mathematics**

Note: Students who have successfully completed specific college courses may be waived from the assessments. Please talk to an advisor for further information. Assessment results must indicate that the applicant does not need to take any of the following: College Reading, Basic Writing, or Basic Mathematics. Call the Assessment Center (978-556-3428) to obtain a schedule for the assessments. Applicants who place into one or more of these courses must take the course (s) in order to meet the Medical Assistant Program admission criteria.

Reading Assessment completed on \_\_\_\_\_.

Writing Assessment completed on \_\_\_\_\_.

Mathematics Assessment completed on \_\_\_\_\_.

**Prerequisite course/skills documented:**

Computers for Beginners (CIS 101), an equivalent course or computer skills. Please meet with an advisor or contact Kathy Hudson, Program Coordinator, at 978-655-5874 regarding computer skills.

- Completion or enrollment/registered in the HES 102 Learning Strategies for Success in Health Care Careers course. Students must attain a “C” or higher for admission to the program.

**IMPORTANT FINAL STEP:**

- Change of Major/ACTION FORM** – Upon completion of all of the above items from the checklist, meet with an advisor to determine if you are eligible to fill out a Change of Major/Action Form to become an applicant for the Medical Assistant Program for Fall 2018. You may need to bring documentation of specific criteria to the advisor. You will be required to sign the Change of Major/Action Form and you will be given a copy for your records. **All checklist items must be completed to complete your final step. Please submit Action Form as soon as all elements are completed.**

**The Medical Assistant Program and the Division of Health Professions are committed to educating a workforce that mirrors the rich socioethnic culture of the communities we serve. Therefore, we endeavor to attract and recruit a diverse group of students for each incoming class. We also reserve the right to invoke a geographical preference for applicants from the college’s primary service area.**

**ADDITIONAL PROGRAM INFORMATION**

**Important Dates:**

While there is no deadline for completing applications to the Medical Assistant program, we encourage you to do so as soon as possible. Completed applications are reviewed and admission decisions are made on an on-going basis.

**Program Capacity**

The Medical Assistant Program has a limited number of seats. In general, the College accepts 30 students to begin the day section of this program, and 20 students to begin the evening section of this program each September.

The criteria describe the **MINIMUM** standards that must be met in order to be reviewed for admission to this program. Currently, the number of qualified applicants exceeds the number of available seats.

No single criterion is used to make the admission decision; rather, each applicant is evaluated based upon the entire file of information provided to the College as part of the admission process. **Academic grades are important criteria and factor strongly in the admission decision.**

**Wait List Status**

The Medical Assistant Program Review Committee establishes a Wait List for qualified applicants who are not initially accepted into the program. The Wait List is approximately 50% of the program capacity. Students are called from the Wait List on a space available basis. Students who are placed on the Wait List, and for whom a seat does not open during the current admission cycle, are given first option on admission for the following year.

If there are significant changes in the admission criteria, students on the Wait List may be required to comply with the new criteria. This decision is at the sole discretion of the academic program faculty.

**Transfer Credits**

Transfer credits from other colleges/universities are awarded only for comparable courses that are completed with a grade of ‘C’ or higher.

### **Health Requirements**

Information regarding the College's health requirements will be sent to you upon your acceptance to the program. Information about the program's Technical Standards, describing the physical and behavioral required to successfully complete the program are available the [health forms at our website](#), which can be found at <http://www.necc.mass.edu/academics/courses-programs/areas/health/required-form/> and we encourage you to review these as soon as possible.

### **CPR Certification**

All students in the Medical Assistant program are required to hold CPR certification at the Health Care Provider level. Evidence of current certification is required before a student is allowed to participate in clinical externship courses, and certification must be maintained throughout the program.

### **Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI)**

Students interested in participation in an academic program that involves working with children, the disabled, or the elderly, or a cooperative education experience or a program that includes a clinical affiliation with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check, a Sex Offender Registry Information (SORI) check, and/or a Criminal History Record Information (CHRI) check. Students will need to provide a government issued photo identification and sign a release form allowing the college to view the student's CORI or SORI reports. Depending on the contents of a student's CORI or SORI reports, participation in an academic program or a cooperative education experience or a clinical or practicum affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 172(C), and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth's Department of Public Health. SORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Section 172(C). CHRI checks may be performed based on the NH Code of Administrative Rules and state statutes to include RSA 106-B:14 and RSA 106-B:7,1(b). For more information, contact the Registrar at 978-556-3700.

### **Clinical Affiliate Random Drug & Alcohol Screening Analysis Notification to Students**

Please be advised that students enrolled in the following Health Professions programs will be required to undergo and pass a drug screening or a drug & alcohol screening analysis in order to be eligible for placement in a clinical facility. Students who are assigned to clinical education experiences at the clinical facilities may be required to undergo and pass random drug screening or random drug & alcohol screening analysis in order to remain at that clinical facility. Students who either fail to pass, or refuse to submit to, or fail to report within the required time frame for a drug screening or a drug & alcohol screening analysis will be deemed ineligible for clinical placement, which may affect their status in the program. Health Programs in which Students are Subject to Drug Screening Analysis only: Dental Assisting, Paramedic Technology (EMT-P), Medical Assisting, Nursing Associate Degree, Phlebotomy Technician, Practical Nursing, Radiologic Technology, Computed Tomography, Community Health Worker, Public Health and Clinical Research Coordinator Advanced Certificate. Health Programs in which Students are Subject to Drug & Alcohol Screening Analysis: Sleep Technologist, Respiratory Care. If you have any questions pertaining to this policy, please contact the Office of the Dean of Health Professions.

### **Information about Licensure**

There is no mandated state licensure requirement to practice as a Medical Assistant in Massachusetts. However, graduates of the Program are eligible to sit for the American Association of Medical Assistants (AAMA) Certified Medical Assistant Examination. The AAMA administers this national exam for qualified candidates to earn the credential of Certified Medical Assistant (C.M.A.). Obtaining the C.M.A. credential is voluntary, although many employers require this credential in order to hire a medical assistant.

The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 1361 Park Street, Clearwater, FL, (727) 210-2350.

Please note that the AAMA has established policies regarding the eligibility to earn the C.M.A. credential. If an otherwise eligible candidate has been found guilty of a felony, or pleaded guilty to a felony, then the candidate can be denied eligibility to earn the C.M.A credential. However, the Certifying Board may grant a waiver based upon mitigating circumstances. Please contact the Program Director for further details or visit the [AAMA's website](#).

**Affirmative Action**

For further information please go to the [Affirmative Action Policy](#) website.