Application for
2020-2021 Fall Cohort

Thank you for your interest in the Clackamas Community College Medical Assistant Program. We are pleased that you are exploring medical assisting as a profession or career pathway.

The Clackamas Community College (CCC) Medical Assistant (MA) Program offers a broad-based curriculum focused on meeting the demands of healthcare today. The MA profession is a demanding discipline and the course of study is as challenging as it is rewarding. We urge you to recognize the dedication and commitment that is essential to be successful in this program.

Begin your application process as early as possible so that you have ample time to complete the requirements and the application packet. Please thoroughly review the contents of the packet and supporting documents prior to submitting your application. If you have questions regarding the MA Program, contact the CCC Department of Health Sciences at: healthsciences@clackamas.edu

Karen Maynard, RMA, RPbT (ASCP), AGS

Medical Assistant Program Accreditation

The MA Program at CCC is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assistant Educational Review Board, MAERB (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; tele: 727.210.2350; www.caahep.org

The CCC MA Program is designed to prepare students for entry level positions in the ambulatory care setting. The goal of this program is to graduate students who have successfully demonstrated the ability to meet required competency in administrative and clinical practices, positive work ethics, and the ability to communicate effectively while demonstrating professional values and behaviors that are consistent with the requirements of the MA Educational Review Board (CAAHEP).

CCC Admission Policy Statement

CCC supports an open-door policy and welcomes all students who can benefit from the instruction offered, regardless of their educational background. Prospective students are eligible for admission if they are a high school graduate or have earned a GED. Admission to the College does not guarantee entrance to all programs.

Students seeking to enter this special admit program must meet additional admission criteria including Oregon statutory mandates for all healthcare students and providers:

- Must not have been convicted of, pleaded guilty to or currently charged with a felony; and they must pass a criminal history background check and a Urine Drug Screen to enter the program and once again to be released for externship
  - Individuals who have been found guilty of a felony or have pleaded guilty to a felony, and/or have failed the Urine Drug Screen, will not be eligible to take part in the program or program externship requirements and thus unable to sit for the national certification exam. If you have questions about criminal history disqualifiers, please reference the “Provider Crime Lists” on the Department of Human Services website (http://www.oregon.gov/dhs/chc/pages/tools.aspx) for detailed information.
- Provide official documentation that he/she will be at least 18 years of age prior to beginning his/her externship experience in Spring term 2021
- Must be in good standing with any organization that has granted a professional license, certification or registration
- Provide and submit Oregon Health Authority (OHA) required documents within the specified time frame of the multiphase application process. Document requirements are clearly noted in the following application

NOTE: Any student that does not meet the above criteria will not be admitted into the 2020-2021 MA Program.
About the program: The MA program consists of three terms of full-time study with the addition of two prerequisite courses. Applicants are advised that a high level of dexterity, the ability to multitask and “think on your feet” (critical thinking skills), increased physical and mental stamina, along with a high degree of ‘attention to detail’ are required for the successful completion of the MA Program. Successful students are required to complete an administrative and clinical practicum within an ambulatory care setting in the Portland metro area. Students are placed in a variety of settings which may include family practice, immediate care, internal medicine, obstetrics and gynecology, pediatrics, or other specialty practices. According to the annual survey of graduates, students in the MA Program at CCC are satisfied with the education that they receive, as there is an average of 100% graduate satisfaction rate over the past five years.

Getting Started
It is strongly suggested that each candidate meet with an advisor and review the application in its entirety before initializing the application process. Your attention to detail and your ability to follow directions will assist you in successfully completing the required four phases in a timely manner and in the acceptance process.

- Meet with an Advisor for guidance and to answer questions prior to or during the application process:
  - Harmony Community Campus (Milwaukie, OR): philr@clackamas.edu (503) 594-0623
  - Oregon City Campus: advising@clackamas.edu, (503) 594-3475
  - Wilsonville Campus: advisingwilsonville@clackamas.edu, (503) 594-0959
- E-mail your questions: healthsciences@clackamas.edu
- Download the application: http://www.clackamas.edu/academics/departments-programs/medical-assistant

Remember: Only completed applications that follow the application phases and deadlines will be considered for admission approval.

Limited Entry Program ADMISSIONS
- Eligibility for admission to the MA Program will be based on the current stated criteria. Spaces are limited; therefore, eligibility does not guarantee admission to the program. Submitting an application does not guarantee that applicants have satisfied minimum criteria.
- Allied Health personnel will evaluate each application and supporting documents for eligibility requirements.
- Prerequisites must be completed no later than Spring term, 2020.
- The Allied Health team routinely monitors completion of prerequisite courses and Phase requirements.
- Any application submitted after the deadline will be considered on a space-available basis at the discretion of both the Department of Health Sciences and the Registrar’s Office.
- Admissions criteria are subject to change from year to year; therefore, it is the responsibility of the student candidate to gather up-to-date information and stay informed.
- The Health Sciences Department reserves the right to establish an alternate (wait) list. Students on the alternate list will be notified when and if space becomes available for them to begin the MA program in the fall of 2020.
- Clackamas Community College reserves the right to modify the criteria and the process for selection.

Certification exam: Earning the CMA (AAMA) credential
Upon successful program completion, national certification examination is offered through the American Association of Medical Assistants (AAMA) at www.aama-ntl.org Check the website for details. Registration for the AAMA exam is a graduation requirement.
Graduates of the CCC Medical Assistant program continue to demonstrate a 100% pass rate over the past five years. Additionally, employers report a satisfaction rate of 100% over the same five-year time period.
This application process is for the 2020-2021 academic year, as outlined below. Applicants must follow and successfully complete all steps to be invited to continue through each phase of the admission process, with the final phase resulting in the opportunity to be for admission to the MA Program. Phase requirements are explained in detail below and on the program web site: [https://www.clackamas.edu/academics/departments-programs/medical-assistant-cc](https://www.clackamas.edu/academics/departments-programs/medical-assistant-cc)

The following items must be supplied when requested, without exception. Failure to follow the four-phase process and timelines as outlined will result in failure to be considered for admission. Please read & follow the instructions given.

Below is a check off list to guide you through accurate completion of the steps required to apply!

**Financial Aid & Scholarships**

Please take the time now to fill out your FAFSA (federal financial aid) eligibility information even though you do not know if you will be admitted to the MA program. Being proactive in this manner, helps ensure you have the opportunity to be awarded money to assist with program costs in a timely manner. Visit: [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Clackamas Community College awards more than $500,000 in scholarships each year. The Financial Aid department offers two rounds of scholarships each academic year. The scholarship application for the 2020-2021 academic year is open from Jan. 30 through Nov. 1. There are two scholarship deadlines: April 12 and Nov. 1. Students who apply for a round 1 scholarship is automatically considered for round 2 if student does not receive an awarded in round 1. Students are notified by the end of November of round 2 results. Visit: [http://www.clackamas.edu/Scholarships & apply](http://www.clackamas.edu/Scholarships & apply)

**MEDICAL ASSISTANT PROGRAM PREREQUISITES:**

- **MA-110**  MEDICAL TERMINOLOGY (4 credits)
- **WR-121**  ENGLISH COMPOSITION (4 credits)

- Prerequisites completed or in process: Remember to complete the Application Verification Checklist

  Prereq’ courses must be completed by 12 June, 2020 with a letter grade of “C” or better; without exception.

**PHASE 1: The MA APPLICATION PACKET** 01 February – 15 May 2020

- Completed application packets will be accepted at the Harmony Campus Registration Desk until 4:00pm, May 15, 2020, 7738 SE Harmony Road, Milwaukie, OR, 97222. Contents must be in a 8.5 x 11” manila envelope; postmarks not accepted. *It is imperative that you write legibly.*

- Math competency. Coursework equivalent to Math-65 or higher as shown on college transcripts with a grade C of better; or math placement higher than Math-65. Placement assessment should be within the last five (5) academic years.

  Placement assessments may be completed through the Harmony Campus Testing Center, 503.594.0636, or at the Oregon City campus Testing Center, 503.594.3283.

- **Official College Transcripts** are required for coursework completed at other colleges / universities other than CCC.

- **Letter of Recommendation:** The letter should originate from a credentialed healthcare or academic professional with whom you are well-acquainted (no family members). This letter should address the likelihood of your success within this field of study by discussing the following topics:

  - *Initiative, punctuality, work quality, dependability, emotional maturity, and critical thinking skill *
  - These areas will be address by the author for successful rubric scoring of the Letter of Recommendation. The letter will be graded against a simple rubric:
    - Fails to meet – Meets – Exceeds criteria.
  - This letter must be on letterhead or include professional business card (stapled to the letter) and be signed by the originator.
  - The letter should be directed to: **Allied Health Admissions Team**
  - The Letter of Recommendation must be placed in a sealed envelope with the name of the candidate printed on the front.
Non-refundable application fee: $50
Include the completed, signed and dated Application Verification Checklist contained in this application
Note: Only completed application packets will be processed.

- Submitting your Phase 1 application packet does not guarantee advancement to the next phase.
- All application supporting documents are required regardless of age, educational background or experience.

Friday, 29 May 2020 no later than 5pm: Successful candidates will receive email notification to attend Mandatory Information Session, Saturday 06 June 2020, 9am-noon. You must attend the Information Session to move to Phase 2: Essay

Mandatory Information Session:
Saturdays, 06 June 2020 - 9:00am-Noon - Harmony East building
SAVE THE DATE and plan accordingly to attend this mandatory meeting
The purpose of the Mandatory information session is to meet face to face, review the application process, and inform candidates of the Oregon Health Authority requirements contained in Phases 3 and 4 of the MA application process and the documentation submission process. Failure to attend and/or displays of unprofessional behavior during the orientation preclude the candidate from moving forward in the application process. Plan now to attend.

Oregon Health Authority Requirements for healthcare students:
- Criminal history background check
- Urine drug/alcohol screen
- American Heart Association
  - BLS CPR certification (Basic Life Support CPR for Healthcare Providers)
  - HeartSaver 1st Aid certification
- Health & Physical Form
- Vaccinations and/or titers & health screens; how to submit documentation
- Program information: Scrub uniforms, text books, financial aid (grants and scholarships as available), WorkSource funding

PHASE 2: ESSAY COMPOSITION 08-12 June 2020
Candidates invited to Phase 2 will receive Essay Composition Instructions via the email address listed on the MA application packet submitted in Phase 1. You will receive specific instructions on how to schedule and complete your thirty-minute, short, informational essay. The essay will be handwritten and consist of 400 words; topic information will be presented at the time of your appointment in the Harmony Testing Center. Hours: 9am-5pm
- Completing the Phase 2 requirement does not guarantee advancement to the next phase.
- The essay must be scheduled and submitted no later than 4pm, 12 June 2020, Harmony testing center
- After rubric scoring, successful candidates will be notified no later than 5pm, 17 June 2020, to move forward to Phase 3.

PHASE 3: CastleBranch® PERSONAL PROFILE 29 June – 03 July 2020
MA candidates invited to Phase 3 will be required to create an account with CastleBranch® and begin the admissions process of your criminal history background check & urine drug screen. You will receive specific instructions in your Phase 3 notification about how to complete this phase of the application process; IE: program specific access code for the above-mentioned criminal background check and drug screen.
Phase 3 completion deadline: 12:00AM (midnight), 03 July 2020 PLAN AHEAD
- Please note: it may take up to 4 days for your submissions to be reviewed and accepted by CastleBranch. Plan accordingly. Submit early to meet the timeline and beat the holiday rush.
- Consideration of Phase 3 requirements will be accepted only if candidate has attended the mandatory meeting.
- Reminder: You are required to pass the criminal history background check & urine drug/alcohol screen. Failure to do so will preclude you from moving into Phase 4 of the application / admission process. Marijuana use (medical or recreational) will mean failure to pass the UDS.
- MA students will be required to repeat the background check and UDS at their own expense within 30 days of practicum, spring term 2021.
All expenses incurred during Phases 3 & 4 are at the MA program candidates’ expense. Candidates will not receive refunds from Clackamas Community College or CastleBranch for failure successfully pass or complete any Phase of the application process.

**STATEMENTS OF CONDITIONAL ADMITTANCE TO THE MEDICAL ASSISTANT PROGRAM** will be e-mailed to those candidates that have successfully passed all of Phase 3 requirements on 13 July 2020 at 5:00pm.

**PHASE 4: CLINICAL REQUIREMENTS**

14 July – 13 August 2020

Submit official documentation of Phase 4 Clinical Requirements provided to you at the Mandatory Information Session. All Clinical Requirement documentation must be presented in its entirety to Cindi Woodard, before 3pm on Thursday, 13 August 2020. We will not accept original documents, they are yours for your personal file.

Please submit copies of all clinical requirements for your CCC record.

If you have PHASE 4 questions after the Mandatory Information Session, please contact:

Cindi Woodard  cindiw@clackamas.edu  503.594.0691

Timely completion of all Phase 4 requirements is essential to advance to the final admissions review phase of the MA application process. Should the candidate not meet the above deadline, he/she may be placed on the alternate list.

Please remember that all CCC campuses are closed on Friday’s during summer term. CCC will be closed for the Independence Day holiday, on July 2nd and 3rd.

**Admissions review phase:** Upon successful completion of ALL phases of the MA application process, official email letter of acceptance will be sent to you by the Allied Health Admissions office.

**CCC reserves the right to form a wait list of qualified applicants.**

Clackamas Community College reserves the right to modify the criteria and the process for selection.

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**2020 application timeline**

<table>
<thead>
<tr>
<th>MA application</th>
<th>Invitation to Mandatory Information Session</th>
<th>Mandatory Information Session at Harmony East</th>
<th>Phase 2 Essay</th>
<th>Phase 3 notification</th>
<th>Phase 3 UDS / Criminal history</th>
<th>Notify Phase 4 Clinical requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due by 15 May</td>
<td>29 May</td>
<td>06 June 9am- Noon</td>
<td>08-12 June</td>
<td>17 June</td>
<td>29 June – 03 July</td>
<td>13 July</td>
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<td>14 July – 13 August</td>
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2020-2021 APPLICATION VERIFICATION CHECKLIST

Please complete this verification checklist as part of your Medical Assistant Program application. Be sure to include all transcripts, test scores and other supporting documents, as well as this checklist in your application.

Required:

1. I have completed, signed and attached the Medical Assistant Program Application for Admission; as well, I understand that all admission decisions are final.

2. I have taken previous college level coursework at another college or university and have included an official transcript as proof (must be in original sealed envelope) or have requested the transcripts be mailed to CCC for evaluation.

3. Prerequisite completion: Please complete the table below to designate whether you have successfully completed the required prerequisite courses, or if you are currently in the process of successful completion prior to the June 12th deadline.

<table>
<thead>
<tr>
<th>Name of institution</th>
<th>Completion date</th>
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<tbody>
<tr>
<td>MA110 Medical Terminology</td>
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<tr>
<td>WR121 English Composition</td>
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4. I have met the Math competency through one of the following (official transcript attached if taken at another college)
   - Completion of Math 65 or higher
   - CCC Math Placement assessment: place higher than Math 65 (must be dated after 06.2015)

5. I understand that I must pass a criminal history background check and Urine Drug Screen as part of the application process as described within the MA application.

6. I have included my letter of recommendation as described in the MA application and followed the instructions given.

7. I have included a $50 non-refundable cheque or money-order for the Medical Assistant Application processing fee.

8. I have signed and dated the Medical Assistant Verification Checklist below.

9. I have placed all documents in a 8.5 x 11” manila folder with my name clearly printed in the upper right hand corner.

I understand that it is my responsibility to meet all program and application criteria. I have contacted the Allied Health Admissions regarding any questions I may have about the application process. I verify that all statements on this application are complete and true. I understand that falsification of any information may lead to disqualification or dismissal from the program.

Signature ____________________________ Date ____________

Printed Name __________________________

Application must be received by:
15 May 2020 at 4pm (postmarks not accepted)
Submit your application to: Registration Desk
Clackamas Community College – Harmony Campus
7738 SE Harmony Rd., Milwaukie, Oregon 97222
Medical Assistant Application for Admission - Fall 2020-2021

Date: ____________________________ Social Security # or CCC Student I.D# ____________________________

Indicate the term you are applying for: 

X Fall 2020

Birthdate: ____________________________ Current age: ______

MM/DD/YYYY

If you’re under 18, additional permissions may be required before you can register for classes.

Formal Name ____________________________

Last First (i.e. Anthony) Middle Preferred (i.e. Tony)

Mailing address ____________________________

Address City State County Zip

Telephone ____________________________ Email address ____________________________

Title of Program you will be studying?  CC.medicalasst.

Residency/Student Type:

<table>
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<tr>
<th>In State (US citizen or permanent resident of Oregon, CA, ID, WA, or NV 90 days prior to first day of class.)</th>
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<tbody>
<tr>
<td>Immigrant</td>
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<tr>
<td>Refugee</td>
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<tr>
<td>Other</td>
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</tbody>
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<tr>
<th>Out of State:</th>
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<tbody>
<tr>
<td>US citizen - permanent resident outside of Oregon, CA, ID, WA, or NV</td>
</tr>
<tr>
<td>International visitor (B, J, H or other nonstudent Visa)</td>
</tr>
<tr>
<td>International student (requires I-20)</td>
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</tbody>
</table>

Race (Choose all that apply)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

Educational Goals check all that apply

- Earn a degree/certificate
- Transfer classes
- Learn job skills
- Update job skills
- High school completion/GED
- Explore career/academics
- Reading/writing/math skills
- Learn English language
- Personal interest
- Other ______

Please note. You must be certificate/degree seeking in order to be eligible for financial aid. Social Security Number is required in order to receive financial aid.

Ethnicity

Hispanic or Latino

Not Hispanic or Latino

Gender: CCC would appreciate your response to the following: (identify as preferred)

Male

Female

High School/GED Completion

Received High School Diploma

Graduation Date

Name of School and Location

I certify that I have graduated from high school or passed the GED exam.

Previous Colleges Attended

/ / 

Name of School Dates Location Award

/ / 

Name of School Dates Location Award

Continued on next page >>>>>>
Please answer the following questions: *(For statistical purposes only)*

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<tbody>
<tr>
<td>1. Are you the first person in your family to attend college?</td>
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<tr>
<td>✅ Yes</td>
<td>✅ No</td>
</tr>
<tr>
<td>2. What is your household income?</td>
<td></td>
</tr>
<tr>
<td>✅ $0-$15,000</td>
<td>✅ $15,000-$30,000</td>
</tr>
<tr>
<td>3. What is your employment status?</td>
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<tr>
<td>✅ Employed 35 hrs/week or more</td>
<td>✅ Retired</td>
</tr>
<tr>
<td>✅ Employed less than 35 hrs/week</td>
<td>✅ Not employed</td>
</tr>
<tr>
<td>4. Are you a veteran of the U.S. Military</td>
<td>✅ Yes ☐ No</td>
</tr>
<tr>
<td>or do you have a family member who is a veteran?</td>
<td>✅ Yes ☐ No</td>
</tr>
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</table>

**Certification of application information and academic standards policies.**

I have read and understand the admission criteria for the Clackamas Community College Medical Assistant program. I verify that all statements on this application are complete and true. I accept and agree that I will be required to sign an Individual Professional Standards Acknowledgement form prior to my entry into the program. Further, I certify that I am aware that I must have physical and mental abilities necessary to provide safe patient care, visual acuity, hearing, speech, manual dexterity, physical strength (ability to lift 50 lbs.), stamina and endurance to be physically active for an 8-10 hour work shift, and have effective English communication skills without patient safety concerns in the health care setting, in order to be successful in the program. I will complete, sign and submit the Health History form prior to end of Phase 4 of the application process.

**Signature** __________________________  **Date** __________________________

**Print Name** __________________________

☐ I AM CURRENTLY ENROLLED IN REQUIRED PREREQUISITE COURSE(S)

☐ I HAVE SUCCESSFULLY COMPLETED PREREQUISITE COURSES