

## Application for 2021-2022

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](mailto:healthsciences@clackamas.edu)

Sarah Parker CMA(AAMA)  
[Sarah.parker@clackamas.edu](mailto:Sarah.parker@clackamas.edu)

### 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](http://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 the student will be at least 18 years of age prior to beginning his/her externship experience in third term 2022.
- 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 2021 - 2022 MA Program. Please email us with any questions about the above requirements.

**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.

*Please note: At this point in time, due to Covid-19 restrictions the first term beginning September 2021, may still be remote classrooms only. We will move to face-to-face Labs and hybrid lecture courses as permitted. Adjustments will be made to comply with Oregon Health Authority, Higher Education Commission, Clackamas County and Clackamas Community College throughout the entirety of the Medical Assistant Program.*

### **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.

- Contact an Advisor for guidance or to answer questions prior to or during the application process:
  - Harmony Community Campus (Milwaukie, OR): [phlr@clackamas.edu](mailto:phlr@clackamas.edu)
  - Oregon City Campus: [advising@clackamas.edu](mailto:advising@clackamas.edu)
  - Wilsonville Campus: [advisingwilsonville@clackamas.edu](mailto:advisingwilsonville@clackamas.edu)
- E-mail your questions: [healthsciences@clackamas.edu](mailto: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. Read carefully and completed each phase in it's entirety.

### **Limited Entry Program ADMISSIONS**

- Eligibility for admission to the MA Program will be based on the current stated criteria. Spaces are limited to 12 -24 students depending on COVID 19; 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 12 June 2021.**
- 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 Fall of 2021.*
- *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](http://www.aama-ntl.org) Check the website for details. Registration for the AAMA exam is a graduation requirement. The expected cost is \$125 which will be due March 2022.

## **2021–2022 Medical Assistant Program Admission Process**

This application process is for the 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>

**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>

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 2021-2022 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 will automatically be 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!

### **MEDICAL ASSISTANT PROGRAM PREREQUISITES:**

**MA-110 MEDICAL TERMINOLOGY (4 credits)**

**WR-121 ENGLISH COMPOSITION (4 credits)**

*Prereq' courses must be completed by 12 June 2021 with a letter grade of "C" or better*

### **PHASE 1: The MA APPLICATION PACKET 01 February - 07 May 2021**

- **Mailed application packets** must be received no later than **07 May 2021**
  - Allied Health Admissions / MA 7738 SE Harmony Road, Milwaukie, OR, 97222.Contents must be contained in an 8.5 x 11" manila envelope; postmarks not accepted. *It is imperative that you write legibly.*  
Please note: All communications will occur using the email address you provide on your application. Write legibly and submit an email address that you check regularly. Once the program starts students will need to use their school email.
- **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 three (3) academic years.  
  
All Placement Assessments are being completed online through the CCC Testing web page using the P.A.S.S. assessment process. <https://www.clackamas.edu/admissions-financial-aid/getting-started/complete-your-placement-assessment> or Email: [testing@clackamas.edu](mailto:testing@clackamas.edu) Please let them know you are applying for the Limited Entry Medical Assistant Program. Oregon City campus Testing Center, 503.594.3283.
- **Official College Transcripts** are required for coursework completed at other colleges / universities other than CCC. Official transcripts should be sealed and submitted with a candidate's MA application.
- **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 addressed by the author for successful rubric scoring of the Letter of Recommendation.** The letter will be graded against the following 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 (please make checks or money orders payable to Clackamas Community College – in the “memo” you may put Medical Assistant Application Fee)**
  - **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.
- Notification: 28 May 2021 no later than 5pm: Successful candidates will receive email notification to attend Mandatory Information Session and Zoom link registration.**

**MANDATORY Information Session & Phase 2 Essay:**  
**SATURDAY 5 JUNE 2021 - 8:30am - Noon via ZOOM**

**SAVE THE DATE: Plan accordingly to attend this mandatory session and complete your Phase 2 Essay**

- **Sign into the Zoom meeting using a computer, not a cell phone or tablet**
- **Please make sure that you are in a distraction free environment as this is a professional meeting.**

**Section 1: 8:30 -11:30am** The purpose of the Mandatory Information Session (MIS) is to review the application process (now condensed) and inform candidates of the necessary Oregon Health Authority requirements contained in Phases 3 and 4 of the MA application process. **Failure to attend the MIS in its entirety and/or displays of unprofessional behavior during the orientation may preclude the candidate from moving forward in the application process.**

**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 1<sup>st</sup> Aid certification
- Health & Physical Form
- Vaccinations and/or titers & health screens
- **How to submit Phase 3 & 4 documentation on-line through ACEMAPP**
- **Program information:** Scrub uniforms, text books, financial aid (grants and scholarships as available),
- Potential resources for financial assistance

**Section 2: 11:30-Noon Phase 2 Essay completion**

Candidates that have attended the Mandatory Information Session in its entirety will then be given the opportunity to complete the informational essay for rubric scoring during the last 30 minutes of the MIS. Remember to use a computer, not a tablet or cell phone, to attend the Zoom Information Session and to complete your essay.

You will receive specific instructions on how to complete your thirty-minute informational essay. The essay will be completed using a PC/laptop and consist of 400 words; topic information will be presented at the time of Essay at the end of the Mandatory Information Session. After the 30-minute time frame is complete, you will email your essay to the MA program Director, time tag will be noted. All essays to be rubric scored by the Health Science Admissions Team.

- ✓ After rubric scoring, *successful* candidates will be notified no later than 5pm, **17 June 2021**, to move forward to Phase 3.
- ✓ Completing the Phase 2 requirement does not guarantee advancement to the next phase.

**PHASE 3: ACEMAPP PERSONAL PROFILE**

**27 June - 03 July 2021**

MA candidates invited to Phase 3 will be required to create an account with ACEMAPP and begin the admissions process of your **criminal history background check & urine drug screen**. You will receive specific instructions in

your Phase 3 notification addressing how to complete Phase 3; IE: program specific access code for the above-mentioned criminal background check / drug screen / and Phase 4 Clinical Requirements Tracker

**Phase 3 completion deadline: 1159 AM (midnight), 3 July 2021 *Planning ahead is essential!***

- **Please note: it may take up to 4 days for your submissions to be reviewed and accepted by ACEMAPP Plan accordingly. Submit early to meet the timeline**
- ✓ **Phase 3 & 4 requirements will have been discussed at the Mandatory Info Session on 05 June 2021**
- ✓ Consideration of Phase 3 requirements will be accepted only if candidate has attended the mandatory meeting and successfully completed Phase 2.
- ✓ 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. Marijuana is legal on the State level but remains illegal on the Federal level and unacceptable for use by healthcare systems
- ✓ MA students will be required to repeat the background check and UDS at their own expense prior to externship.
- ✓ All expenses incurred during Phases 3 & 4 are at the MA program candidates' expense. *Candidates will not receive refunds from Clackamas Community College or ACEMAPP 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 **14 July 2021 at 5:00pm.**

**PHASE 4: CLINICAL REQUIREMENTS** **14 July – 18 August 2021**

Submit official documentation of Phase 4 Clinical Requirements provided to you at the Mandatory Information Session. **All Clinical Requirement documentation must be presented and approved by ACEMAPP no later than 18 August 2021.**

If you have PHASE 4 questions after the Mandatory Information Session, please contact:  
Cindi Woodard [cindiw@clackamas.edu](mailto:cindiw@clackamas.edu)

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.

**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.**

**Important Dates:**

MA application	Invitation to Mandatory Information Session	Mandatory Information Session ZOOM meeting	Phase 2 Essay	Phase 3 notification	Phase 3 UDS / Criminal history	Conditional Acceptance & Notify Phase 4	Phase 4 Clinical requirements	OFFICIAL ACCEPTANCE EMAIL
01 February - 07 May 2021	28 May 2021	5 June 2021 - 8:30am - Noon via ZOOM	1130 – Noon	17 June	27 June - 03 July 2021	14 July 2021	14 July – 18 August 2021	25 August



# Medical Assistant Program

## 2021-2022 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. 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 12 June 2021 deadline

	Name of institution	Completion date (mm/yyyy)
MA110 Medical Terminology		
WR121 English Composition		

- 4. I have met the Math competency through one of the following (*official* transcript attached if course(s) have been taken at another college)
  - Completion of Math 65 or higher with grade of C or higher
  - CCC Math Placement assessment: place higher than Math 65 (must be dated after 06.2016)
- 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
- 10. I have placed all documents in an 8.5 x 11" manila folder with my name and return address clearly printed in the upper left-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 \_\_\_\_\_

**Mailed\* MA application must be received by:**  
**07 May 2021** (postmarks not accepted)  
**Clackamas Community College – Harmony Campus**  
 7738 SE Harmony Rd., Milwaukie, Oregon 97222

\*Due to COVID-19 and the campus buildings remaining closed, all application packets must be **MAILED**.  
 No drop off location available.

Date: \_\_\_\_\_ Social Security # or CCC Student I.D# \_\_\_\_\_

Indicate the term you are applying for:

Birthdate: \_\_\_\_\_ Current age: \_\_\_\_\_  
MM/DD/YYYY

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

Providing your Social Security Number (SSN) is voluntary. If you provide it, the college will use your SSN for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Providing your Social Security Number means that you consent to the use of the number in the manner described.

**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:**

<b>In State</b> (US citizen or permanent resident of Oregon, CA, ID, WA, or NV 90 days prior to first day of class.)
Immigrant
Refugee
Other
<b>Out of State:</b>
US citizen - permanent resident outside of Oregon, CA, ID, WA, or NV
International visitor (B, J, H or other nonstudent Visa)
International student (requires I-20)
<b>Race</b> (Choose all that apply)
<i>Clackamas is required by the U.S. Federal Government to ask the following:</i>
American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or other Pacific Islander
White

<b>Educational Goals check all that apply</b>
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 _____
<i>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</i>

<b>Ethnicity</b>
Hispanic or Latino
Not Hispanic or Latino

<b>Gender:</b> <small>CCC would appreciate your response to the following: (Identify as preferred)</small>
Male
Female

<b>High School/GED Completion</b>
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

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**Please answer the following questions: (For statistical purposes only)**

1. Are you the first person in your family to attend college?  
 **Yes**  
 **No**
2. What is your household income?  
 **\$0-\$15,000**  
 **\$15,000-\$30,000**  
 **\$30,000-\$50,000**  
 **\$50,000+**
3. What is your employment status?  
 **Employed 35 hrs/week or more**  
 **Retired**  
 **Employed less than 35 hrs/week**  
 **Not employed**
4. Are you a veteran of the U.S. Military \_\_\_ **Yes** \_\_\_ **No**  
or do you have a family member who is a veteran? \_\_\_ **Yes** \_\_\_ **No**

**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

\_\_\_\_\_