Medical Assisting Diploma Application Instructions

Fall 2023 Program Application Deadline: June 17, 2023
Prerequisites must be completed by end of Summer Term

Step 1: Complete the attached **Medical Assisting Diploma** application form. Read the instructions and application requirements very carefully. This is a writable form and does not need to be printed out. Please save to your computer, fill out the form, and save it back to your computer once you have completed the application, before you email the form and all required documents to **healthapp@gwinnetttech.edu.** If there is any missing information or documentation, we will reject your application. You will receive an email why your application and documentation was rejected. You will need to correct these items and return the application and all documentation.

Step 2: Review your Gwinnett Technical College Transcript to confirm that all prerequisites are accurately reflected.

To review and save to your computer your Gwinnett Technical College academic transcript:
- **Log on to GwinnettTech.edu/dashboard/**
- **Click on "Student/Faculty Secure Area"**
- **User Name: FLLLLLLXXXX (F=first initial lowercase L=first 6 of last name lowercase XXXX= last four digits of student 900 number)**
- **Password: Enter default (gtcmmddyy) or your customized password).**
- **Click on "Student Services and Financial Aid"**
- **Click on "Student Records"**
- **Click on "Academic Transcript"**
- **Click on "Submit"**

When you pull up your transcript in BANNER WEB right click on the page and select print and in the destination, field select SAVE AS PDF and save to your computer to attach to your email with your application.

*NOTE FOR APPLICANTS EXPECTING TRANSFER CREDIT: Applicants will need to be accepted into Gwinnett Technical College at least **4 weeks prior to the application deadline** to ensure that transfer credits have enough time to be evaluated and transferred in. The official evaluation process does not begin until a student is accepted and can take between 4-6 weeks. Once the official evaluation is complete, the credits that have been accepted will be transferred in and will show on your Gwinnett Technical College Transcript. If any pre-requisites have been taken at other institutions and are not reflected on your Gwinnett Technical College transcript 4-6 weeks after acceptance, *or* if you are accepted less than 4 weeks prior to the application deadline, please e-mail the Healthcare Team at HealthTeam@GwinnettTech.edu.

Step 3:   **Take the TEAS Exam:**

- **The ATI TEAS Exam is offered by appointment at the Gwinnett Technical College** Assessment Center on both the Lawrenceville and Alpharetta-North Fulton campuses and is given **on campus and remotely**.
- **The ATI TEAS exam must be taken between June 18, 2022 and application deadline of June 17, 2023.** A copy of the score report must be submitted with your application packet.
- **The cost** of the ATI TEAS Exam is $107, which is paid online directly to ATI TEAS at the time your appointment is made. **NO REFUND** is available**.**
- **The minimum score to apply to the Medical Assisting program is 50%**.
- **Students must register for the ATI TEAS Exam at atitesting.com**. Please create an account and select **Gwinnett Technical College AH** as your institution.
- Applicants may take the ATI TEAS Exam a **maximum of 2 times per application cycle at Gwinnett Technical College. No wait period between exams.**
- **STUDENTS MAY ALSO TEST AT OTHER INSTITUTIONS and have their scores sent electronically from ATI to Gwinnett Technical College**. *Note: All scores must be sent officially from ATI to Gwinnett Tech and received by our Assessment Center in order for student to apply. A copy of the score report must be submitted as part of your application packet. You may obtain the score report from the GTC Assessment Center.* ***We accept both the ATI TEAS for Allied Health and ATI TEAS for Nursing Students.***
- **The highest ATI TEAS Exam score earned within the application cycle will be accepted**.
- **To request an ATI TEAS transcript,** visit **atitesting.com**:
  - Click on Student Home page; select My Results tab; select Share Results link; select **Gwinnett Technical College AH** as your institution; click continue to open the Shopping Cart, and then click Check Out to open

the secure checkout page. ATI TEAS Exam transcripts cost $27.00 and is paid directly to ATI TEAS.

Step 4: **Complete the Medical Assisting Diploma Application Form with all required information.**

Be sure to attach a copy of your current:

- **Gwinnett Technical College transcript printed from GwinnettTech.edu/dashboard/**
- **Driver's license**
- **Permanent Resident Card - only if you are not a U.S. citizen.**
- **ATI TEAS Exam Score results (See Example below)**

Individual Performance Profile
ATI TEAS

ati NURSING EDUCATION

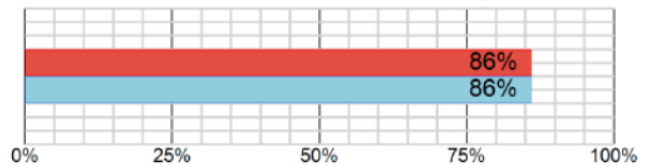|			
Individual Name:	**JOHN D STUDENT**	Test Date	**9/5/2016**
Institution:	**Your Institution**	Attempt	**1 of 1**
Program Type:	**ADN**	Days Since Last Attempt:	**0**

Scores

Total Score:

79.3%

Academic Preparedness Level: **Advanced**

National Mean: 65.6%   All ADN Programs Mean: 66.1%

Percent of students who scored at or below your score

86%
86%

0%   25%   50%   75%   100%

Percent of students who scored at or below your score
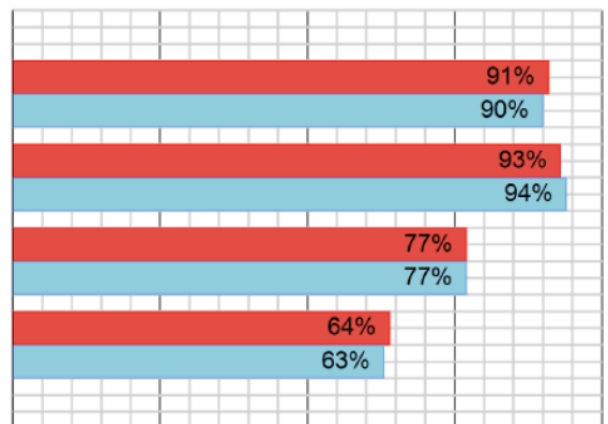
Reading Score:
87.2%

Math Score:
90.6%

Science Score:
68.1%

English and Language Usage Score:
70.8%

Reading: 91% / 90%
Math: 93% / 94%
Science: 77% / 77%
English and Language Usage: 64% / 63%

Step 5: Submit your completed application packet to the email address healthapp@gwinnetttech.edu or if you would like to submit your application in person you may do so by scheduling a QLess appointment with a Healthcare Enrollment Advisor on the Lawrenceville or Alpharetta-North Fulton campus no later than the Application Deadline of June 17th. Your packet will be reviewed by an advisor for accuracy and completion before being submitted for processing. Incomplete application packets will not be accepted. **If your prerequisite GPA is below the 2.5 or your ATI TEAS Exam score is below 50% you are not eligible to apply to the Medical Assisting program.**

If we find any errors with your application or incomplete applications, you will be emailed that your application has been rejected and you will need to reapply to correct any errors found.

You will be notified by your student email account with an invitation to attend the mandatory meeting for the Medical Assisting program. Please start checking your student email account the day after your application deadline. Check your student email account everyday, it could take several weeks to receive this email.

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Gwinnett Technical College
Medical Assisting Competitive Selection Application

Program Application Deadline: June 17, 2023
Prerequisites must be completed by the end of Summer Term

Please complete the Competitive Application Form and attach all required documents. **Neither the Competitive Selection Application nor supporting documentation will be accepted after the program application deadline. Documents must be submitted as a complete packet and may not be submitted individually.**

Applicant Information		
Student ID #:	____ ____ ____ - ____ ____ - ____ ____ ____ ____	**Date Submitted:** ___ / ___ / ___
Full Name:	*Last* *First*	*M.I.*
Address:	*Street Address*	*Apartment/Unit #*
	City *State*	*ZIP Code*
Home Phone:	(_____) _____ - _____	**Cell Phone:** (_____) _____ - _____
E-mail Address:		

Student must be currently enrolled or accepted into Gwinnett Technical College pursuing admissions to the Medical Assisting Diploma program.

Please click on the boxes to reflect your answers below.	YES	NO	N/A
1. Have you submitted an official transcript to Admissions from all colleges previously attended and Official Score Reports from College Board for any AP Credit obtained?			
2. Have you attached a copy of your driver's license? **Cannot be expired.**			
3. Have you attached a copy of your Permanent Resident Card – only needed if you are not a U.S. citizen. **Cannot be expired.**			
4. Have you attached your ATI TEAS Exam results?			
5. You must have completed the ATI TEAS exam with a minimum score of 50% between June 18, 2022 and June 17, 2023. **Please attach score report.**	**HIGHEST OVERALL SCORE:** _____	**TEST DATE** ____/____/____	

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Gwinnett Technical College
Medical Assisting Competitive Selection Application

The Medical Assisting Diploma program requires the following courses to be **completed or in-progress by the end of Summer Term.** Each course must be completed with a minimum grade of C. In addition to earning a minimum grade of "C" in each course, an overall GPA of 2.5 must be earned in the required prerequisite courses. A student may retake a course, however only the most recent attempt will be considered for the prerequisite GPA calculation used in the screening process. The final selection process will include additional criteria such as, prerequisite GPA, ATI TEAS Exam results, etc.

Please identify where and when each course was completed, and the letter grade attained or indicate the course is "in-progress." If you repeated a required course, please list information related to the **most recent attempt only**. Gwinnett Technical College must have an official transcript or official Score Report on file for each college previously attended or any AP credits earned. Please view your Gwinnett Technical College academic transcript through Self-Service BANNER Web to find the dates and grades for specific courses completed with Gwinnett Technical College.

Remember to list all prerequisite courses completed. Mark as "in progress" the prerequisite courses you are currently enrolled in for Summer. Complete the GPA calculation portion of the chart for completed courses only.

Required Course	College Where Completed	Semester Completed	Letter Grade Earned	Grade Points (Enter appropriate points from key to the right.)	Column A — Number of Credit Hours (Add hours from each class and enter total on line below)	Column B — Enter Product of last 2 columns (Multiply Grade points by number of credit hours)	Letter Grade Point Key
ENGL 1010 or 1101					3		A = 4
MATH 1012** or 1111					3		B = 3
PSYC 1010 or 1101					3		C = 2
ALHS 1090*					2		
ALHS 1011* OR					5		
(BIOL 2113* and					3		
BIOL 2113L* and					1		
BIOL 2114* and					3		
BIOL 2114L*)					1		
				Total:			

Enter total from Column B		Enter total from Column A		Cumulative GPA		
_____	÷	_____	=	__ . ___ ___		

==*Course must be completed within five years of the competitive program Application Deadline. ALHS and BIOL courses expire after 5 years.==
== **MATH 1101/1100 will not substitute for the MATH requirement listed above.==

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Please initial next to each statement, signifying that you have read and understand the following information, then sign and date below.

—— I understand that the courses marked by one asterisk (*) in the list above must have been completed within 5 years of the application deadline. BIOL and ALHS classes completed prior to Summer semester of 2018 will be considered expired.

—— I understand that this application, along with all course information and supporting documents **(driver's license, Permanent Resident card if not a US citizen, and ATI TEAS Exam score report),** must be emailed to healthapp@GwinnettTech.edu by the Program Application Deadline of **June 17, 2023**. If you would like to submit your application in person you may do so by scheduling a QLess appointment with a Healthcare Enrollment Advisor on the Lawrenceville or Alpharetta-North Fulton campus. **I also understand incomplete packets will not be considered.**

—— **I have attached an unofficial copy of my Gwinnett Technical College transcript** which I have downloaded from GwinnettTech.edu/dashboard/and I have confirmed that all courses and grades listed above are accurately reflected therein.

—— I understand that completion of prerequisite courses and meeting other minimum requirements does not guarantee selection to the Medical Assisting program, as there are a limited number of seats available in the occupational and clinical courses. I understand candidate selection is based on a competitive selection process.

—— I understand FYES 1000 (unless exempt) must be completed by the end of Summer Term with a minimum grade of "C."

—— I understand I will be required to attend a mandatory meeting, as part of the competitive selection process.

—— Please be aware that our partner clinical sites are requiring students to complete their COVID-19 vaccine series. Each clinical site reserves the right to deny a student entry based on their own policies and procedures. If a student does not have all required immunizations and tests, the student may have limited access to clinical sites, which may delay or prevent program completion. As a result, successful completion of the program may not be possible.

Student Signature _____Date _____

For staff use only

	Student is in good academic standing		Attached ATI TEAS test was taken between June 18, 2022 and June 17, 2023, *and* meets minimum score of 50% as verified in SOATEST
	Student has an active Admissions file		FYES is completed with a "C" or higher or is in-progress
	All previous transcripts have been received and prerequisites are transferred in accurately in SHATERM.		All required courses complete with minimum 2.5 or higher GPA
	Driver's License or Permanent Resident Card has not expired.		Student has in-progress courses circle YES/NO
	BIOL and ALHS courses were taken during or after Summer 2018		# of in-progress classes

Medical Assisting Program Information

Fall Semester Cohort

June 17, 2023: Program Application Deadline for Fall Semester start

To be considered for the Medical Assisting Program candidates must:

1. Submit the completed Medical Assisting Application packet by the Program Application Deadline of **June 17, 2023** by email to HealthApp@GwinnettTech.edu or scheduled a QLESS appointment and submitted the application at the Enrollment Support Center on the Lawrenceville or Alpharetta-North Fulton campus.
2. Complete the ATI TEAS Exam within the current application cycle (June 18, 2022 to June 17, 2023) and score a minimum of 50%.
3. Have a minimum of a 2.5 GPA in prerequisite classes **ALHS 1090** Medical Terminology for Allied Health Sciences; **ALHS 1011** Anatomy & Physiology; **ENGL 1010** Fundamentals of English; **PSYC 1010** Basic Psychology; and **MATH 1012** Foundations of Mathematics.
4. Complete **FYES 1000** by the end of summer term, 2023.
5. Attend the mandatory program meeting. All eligible applicants will receive an email informing them of the mandatory meeting. Student who do not attend will forfeit their spots.

Additional Notes about Prerequisite and Medical Assisting Classes:

1. Prerequisite courses may be in-progress during summer semester, 2023; however, all prerequisite courses must be completed by the end of Summer Term.
2. **Students who have completed all of their prerequisites by the application deadline will be given preference over students with in-progress classes during the competitive selection process.**
3. The competitive prerequisite GPA is calculated using the most recent grade for each prerequisite course in the initial screening. This includes courses transferred into GTC.
4. Students with in-progress classes will write "IP" beside the corresponding class(es) on their competitive application.
5. While many of the prerequisite courses and essential general core courses are offered online and at night, all courses in the Medical Assisting program are offered only during the day. **Selected candidates must be able to attend day classes and clinicals during the day, full-time, Monday through Friday.**

For more information, you may contact:

Health Enrollment Support Team at HealthTeam@GwinnettTech.edu

Credentialing

The Gwinnett Technical College Diploma level Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs; 1361 Park Street; Clearwater, FL 33756 727/210-2350.

Graduates of the program are eligible to sit for the CMA (AAMA) exam. One of the grounds for denial of eligibility for the CMA (AAMA) credential, or for discipline of the CMA (AAMA) is having been found guilty of a felony, or pleaded guilty to a felony. However, the Certifying Board may grant a waiver based upon mitigating circumstances. To find out more about the nature of the work of a medical assistant please visit [aama-ntl.org.](http://aama-ntl.org)