



## Medical Assisting Diploma Application Instructions

**Fall 2017 Priority Application Deadline: April 16, 2017**

**Fall 2017 Final Application Deadline: June 17, 2017**

**Prerequisites must be completed by end of Summer Term**

- Step 1:** Print the attached **Medical Assisting Diploma** Application Form. Read the instructions and application requirements carefully.
- Step 2:** Review your GTC Transcript to confirm that all prerequisites are accurately reflected. To review & print your GTC academic transcript:
- Log on to [www.gtc-web.org](http://www.gtc-web.org)
  - Click on "Student/Faculty Secure Area"
  - User ID: Enter your student ID or social security number (without hyphens)
  - PIN: Enter your birth date in 6-digit format (MMDDYY).
  - Click on "Student Services and Financial Aid"
  - Click on "Student Records"
  - Click on "Academic Transcript"
  - Click on "Submit"
- NOTE:** If any pre-requisites have been taken at other institutions and are not reflected on your GTC transcript, please e-mail [RegistrarsOffice@GwinnettTech.edu](mailto:RegistrarsOffice@GwinnettTech.edu) so that any missing prerequisite issues can be corrected well before the Final Application Deadline of **June 17, 2017**.
- Step 3:** Schedule an appointment to take the ATI TEAS Exam.
- The ATI TEAS Exam must be completed prior to the Medical Assisting Diploma Final Application deadline, **June 17, 2017** and must be taken at Gwinnett Technical College.
  - The ATI TEAS Exam is offered by appointment only. To schedule a testing appointment, go to <http://www.gwinnettech.edu/programs/assessment-testing-center/> and click on ATI TEAS. **The cost for the ATI TEAS exam is \$50.00. You must pay within 2 days of your registration or your seat will be made available to another student.**
  - GTC allows competitive health candidates to take the ATI TEAS Exam a maximum of 2 times. Students must wait a minimum of 30 days between ATI TEAS Exam testing dates. The highest ATI TEAS Exam score obtained from GTC will be accepted. Study Guide available in the Bookstore on campus.
- Step 4:** Complete the **Medical Assisting Diploma** Application Form with all required information. Be sure to attach a copy of your current **GTC transcript** you have printed from [www.gtc-web.org](http://www.gtc-web.org).
- Step 5:** Submit completed application packet to the Healthcare Enrollment Team on the Lawrenceville Campus in Building 100 no later than the Final Application Deadline, **June 17, 2017**. Incomplete application packets will not be accepted.

## Gwinnett Technical College Medical Assisting Competitive Selection Application

Priority Application Deadline: April 16, 2017

Final Application Deadline: June 17, 2017

Prerequisites must be completed by the end of Summer Term

Please complete the Competitive Application Form and attach all required documents.

No applicant packets will be accepted after the application deadline.

Applicants completing all required prerequisites by the Priority Application deadline will be given priority in the selection process. Documents must be submitted as a complete packet and may not be submitted individually.

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

*Student must be currently enrolled or admitted to the Healthcare Assistant certificate pursuing admission to the Medical Assisting Diploma program.*

	YES	NO	N/A
<b>1. Have you submitted an official transcript to Admissions from all colleges previously attended?</b>			
<b>2. Have you completed the ATI TEAS exam at GTC and scored 50% or above within the past 12 months? If so, please enter your highest score below.</b>	HIGHEST OVERALL SCORE:	TEST DATE	
<b>3. Please attach score report for the ATI TEAS exam.</b>		___ / ___ / ___	

### ATI TEAS TESTING INSTRUCTIONS

The ATI TEAS exam must be completed prior to the Application deadline for the Medical Assisting program and must be taken at Gwinnett Technical College. The ATI TEAS exam is offered by appointment only. To schedule a testing appointment, go to <http://www.gwinnettech.edu/programs/assessment-testing-center/> and click on ATI TEAS. The cost for the ATI TEAS exam is \$50.00. **You must pay within 2 days of your registration or your seat will be made available to another student.** GTC allows competitive health candidates to take the ATI TEAS exam a maximum of 2 times. Students must wait a minimum of 30 days between ATI TEAS Exam testing dates. The highest ATI TEAS score obtained from GTC will be accepted.

*For staff use only*

Student is in good academic standing.	All previous transcripts have been received.
All required courses complete with minimum 2.5 or higher GPA.	ATI TEAS (see SOATEST) meets minimum score of 50%.
Student has an active admissions file.	
Student has in-progress courses.	# of in-progress courses.

## 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.

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**. GTC must have an official transcript on file for each college previously attended. Please view your GTC academic transcript through Self-Service BANNER Web to find the dates and grades for specific courses completed with GTC.

**\*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	Column B	Letter Grade Point Key
					Number of Credit Hours (Add hours from each class and enter total on line below)	Enter Product of last 2 columns (Multiply Grade points by number of credit hours)	
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		
				<b>Total:</b>			
Enter total from Column B	÷	Enter total from Column A	=	Cumulative GPA			

**\*Course must be completed within five years of the competitive program Final Application Deadline. \*\*MATH 1101/1100 will not substitute for the MATH requirement listed above.**

- I understand that this application, along with all course information and supporting documents must be received by the Healthcare Enrollment Support Team in Building 100 by the Final Application Deadline. **I also understand incomplete packets will not be considered.**
- I have attached an unofficial copy of my Gwinnett Technical College transcript which I have printed from [www.gtc-web.org](http://www.gtc-web.org) 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.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Medical Assisting Program Information

### Fall Semester Cohort

**April 16: Priority Application Deadline for Fall Semester start**

**June 17: Final Application Deadline for Fall Semester start**

(Students completing all prerequisites by the end of the Spring Semester will have priority in consideration for the next starting cohort.)

To be considered for the Medical Assisting Program candidates must:

1. Submit the completed Medical Assisting Application Form by the Final Application Deadline, June 17, 2017 to the Enrollment Support Center in Building 100.
2. As part of your Application Packet candidates must complete the ATI TEAS Exam and score a minimum of 50%.
3. Have a minimum of a 2.5 GPA after completing **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. **FYES 1000** First Year Experience must be completed by the end of Summer Term.
4. Prerequisite courses may be in-progress however, all prerequisite courses must be completed by the end of Summer Term.
5. The GPA is calculated using the most recent grade for all prerequisite courses for the initial screening. This includes courses transferred into GTC.
6. Attend the mandatory program meeting. All eligible applicants will receive a letter informing them of the mandatory meeting.
7. Many of the prerequisite courses and essential general core courses are offered online and night; however Medical Assisting courses are offered only during the day. Selected candidates must be available to attend day classes.

For more information you may contact:

Health Enrollment Support Team at [HealthTeam@GwinnettTech.edu](mailto:HealthTeam@GwinnettTech.edu)

To find out more about the nature of the work of a medical assistant please visit [www.aama-ntl.org](http://www.aama-ntl.org)

*The Gwinnett Technical College Diploma level Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.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.