

**Medical Assisting
CLEVELAND COMMUNITY COLLEGE
Admission Application Fall 2020**

Full Name: _____
Address: _____ City: _____ State: _____
Phone: _____ DOB: _____ Last 4 of SSN: _____
CCC Student ID#: _____ Email: _____

STEP 1: The following must be verified by the Allied Health Admissions Coordinator by February 28, 2020
ALL REQUIREMENTS OF STEP 1 MUST BE COMPLETED TO BE INVITED TO TAKE THE TEAS EXAM

- Complete the Online Application Process to Cleveland Community College and have an acceptance letter from Admissions at www.clevelandcc.edu/programs/how-to-apply/ using major: A10300MA
Allied Health Admissions Coordinator Verification _____
- Submit an official high school transcript or High School Equivalency transcript to the Student Enrollment Center.
Allied Health Admissions Coordinator Verification _____
- Submit all official and sealed college transcripts to the Student Enrollment Center for evaluation.
Allied Health Admissions Coordinator Verification _____
- Must have a college or unweighted high school GPA of 2.0.
Allied Health Admissions Coordinator Verification _____
- Complete all required developmental courses.
 - Reading (RED 090) DRE 096, 097, 098: **Date Completed:** _____
 - English (ENG 090) DRE 096, 097, 098: **Date Completed:** _____
 - Math (MAT 070) DMA 10, 20, 30, 40, 50: **Date Completed:** _____**Allied Health Admissions Coordinator Verification** _____
- Attend an Allied Health Meeting for appropriate program. Date attended: _____
Allied Health Admissions Coordinator Verification _____

STEP 2: Complete general education courses

- Students are encouraged to complete any general education courses required with a grade of "C" or better prior to program entry.

ACA 115 MAT 143
COM 231 PSY 150
ENG 111 HUM 115 or ART 111

Allied Health Admissions Coordinator Verification _____

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- The entire packet must be returned to the **Allied Health Admissions Coordinator** by **February 28, 2020**. Applications /applicant information must be updated annually.

STEP 3: Take the TEAS exam

Applicants will be notified by the Allied Health Admissions Coordinator regarding testing eligibility

The ATI TEAS (Test of Essential Academic Skills) is a standardized test that **includes Reading, Math (including Algebra) Science, and English sections**. It is designed specifically to assess a students' preparedness to enter health science fields

- A composite score can only be attained through testing on all four sections at one sitting. Students will receive a score immediately upon completion of the TEAS. **A minimum composite score of 55 including all four sections taken at the same time is required to be considered for the program.**
- The TEAS test can be retaken at least **60 days** apart, not to exceed **3 times** in calendar year to be eligible for admission. The TEAS must have been taken within **five years** of the application deadline date. If you retake the test and make a lower score, the higher score (as long as it is within the 5 years) will be accepted.
- The TEAS may also be taken at an approved location within the United States following ATI guidelines. The student must request an **Official Test transcript** of scores be sent to CCC (meeting all criteria above) by the scheduled CCC ATI TEAS test date. Copies of transcripts from students will not be accepted.
- There is no waiver for TEAS test for those with associate degrees or higher.
- All applicants will be required to submit a TEAS score.
- The TEAS will be offered at CCC. The student will receive an invite to test via student email approximately 2 weeks before the testing is to take place. The estimated cost for the test at CCC is \$70.00. The **Allied Health Admissions Coordinator** will instruct you how to register and pay.
- Copies of the Official TEAS Test Transcript will be provided to the Program Director by the Allied Health Admissions Coordinator. **Allied Health Admissions Coordinator Verification _____**
- The TEAS scores and rankings will be sent to the Program Director who will identify the top scorers. Scores will be ranked to include one decimal place. Others items that will be looked at include GPA and prerequisites. Meeting minimum admission criteria does not guarantee an applicant an offer of admission into the nursing program. CCC does not have a waiting list. Therefore, applicant's records must be updated annually. If a student has applied previously, the student must reinitiate the process of applying including TEAS retesting if applicable.
- Information on TEAS as well as exam preparation may be found at <http://www.atitesting.com>.
- Study guides may be purchased online from ATI. Online practice assessments are also available at the vendor website.

CONTACT Audrea Brown at 704-669-4073 or email: browna822@clevelandcc.edu regarding questions.

Letters of acceptance will be emailed to applicants via student email before **May 31, 2020**. Applicants will need to email Colette Hill at hillb@clevelandcc.edu to indicate whether they accept or decline entry in the program.

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STEP 4: Prior to the start date of the program, students are required to complete the following:

Bring three (3) **professional references** (teachers or employers or someone who can evaluate your work ethic-family and friends will not be accepted)

- Reference forms that are more than one (1) year old at the time of the general admission requirements deadline will not be accepted.
- References must be in sealed envelopes with signature.
- Reference forms will be emailed via CCC email with acceptance letters.
- Must submit new references each application period.

Other Pertinent Information & Requirements for Admission

- Upon acceptance to the program, the following items must be completed at the students' expense:
 - Criminal Background Check (Statewide Criminal NC; Residency History)
 - 12 Panel Drug Test
 - Nationwide Database with Sex Offender Index

While the background information is not required by Cleveland Community College for either general college admission or entrance into the program, students should be aware that an acceptable drug screen and background check is required by area clinical agencies used for clinical experiences required in the program. This information will be accessed by the Human Resources department at the clinical site(s) prior to the student being approved for clinical. In the event that a clinical site denies the student access to the facility, the student will forfeit their admission to the class and be dismissed from the program. More information regarding drug screens and background checks will be provided to all students at student orientation.

You will receive more information regarding immunizations, medical exams, uniforms, registration, advising for summer and fall courses, and other items pertinent to the program at the student orientation. Keep copies of all vaccinations, immunizations, and/or certifications that are required to enter the program.

Failure to turn items in a timely manner or attend meetings could forfeit your seat in the program.

For more information regarding admission to the program, contact: Colette Hill, Medical Assisting Program Coordinator, 704-669-4135, hillb@clevelandcc.edu