Forsyth Tech Community College
2100 Silas Creek Parkway
Winston-Salem, NC 27103-5197

MEDICAL ASSISTING

Fall 2020 Priority Deadline: March 26, 2020
Fall 2020 Final Review Deadline: May 28, 2020

UPDATED 3/3/2020: New **diploma** and **evening** program options for **fall 2020**! Please note there will no longer be a **spring entry point** for Medical Assisting.

Medical Assisting is a limited enrollment program beginning each fall semester with **two program options:**

- The **daytime option** accepts **30 students** every fall semester. This is a **two-year associate degree program**. Students can earn their diploma and sit for the CMA (AAMA) certification exam after the completion of the first year, and earn their associate degree after completion of the second year (two additional semesters). The second year is available in an online and/or hybrid format that allows diploma graduates to work while they complete their associate degree. While this second year is optional, we encourage you to complete the full associate degree since many employers look for students to have this extra level of education.

- The **evening option** accepts **15 students** every fall semester. This track is **diploma only**, but students will still be able to sit for the CMA (AAMA) certification exam after completing the program in four semesters (fall, spring, summer, and fall).

This packet will guide you through the steps of applying to one of these program options. Each phase must be completed in order for you to be considered for the program.

PHASE 1   Complete the Application Process for Forsyth Tech
PHASE 2   Meet Minimum Admissions Requirements
PHASE 3   Make an appointment with a medical assisting advisor **(listed below)** for a pre-program plan. Create a pre-program plan and be advised of program policies regarding program acceptance.
PHASE 4   Meet with an admissions counselor for the completion of a Minimum Admissions Requirements (MAR) Review.

The team of advisors are available to guide all candidates in their program pathway:

Anna Hilton, Program Coordinator, (336) 734-7362, 330B Bob Greene Hall, ahilton@forsythtech.edu
Jennifer Pike, Clinical Coordinator, (336) 734-7423, 330A Bob Greene Hall, jpike@forsythtech.edu
Wendy Craven, Medical Assisting Faculty, (336) 757-3316, 330C Bob Greene Hall, wcraven@forsythtech.edu

Medical Assisting is a first-qualified, first accepted curriculum. Students who complete a MAR review will be admitted to the program until all seats are filled. After that point, students who complete a MAR review will be added to an alternate list. While not guaranteed admission, alternates would have the opportunity to fill seats if any open later in the process. **Once the priority deadline has passed, students can still complete a MAR review up until the final review deadline. However, after the priority deadline there is a greater risk that all the seats will have already been filled.**

NOTE: The information provided in this packet is subject to change annually.

PHASE I: APPLICATION PROCESS

The following steps must be completed prior to the MAR review and prior to the deadline for your semester of entry. Please note that you are **NOT** required to participate in an Allied Health Information Session.

___ 1. Complete the Residency Determination Service (RDS) and a Forsyth Tech application. If currently enrolled in classes at Forsyth Tech, complete the update form in the Admissions Office. **Please note that you will not need to choose between the daytime or evening program options at this point. You will chose a track at the MAR review.**

___ 2. Complete placement testing **if required** by the Admissions Office.

___ 3. Have an official high school transcript or GED scores mailed to the Admissions Office.

___ 4. Official college transcripts, from colleges or schools attended since high school, are only required if transfer credit is requested. Official transcripts must have the school seal or original signature and be in a sealed unopened envelope or submitted electronically from the school. Electronic transcripts should be sent to Admissions@forsythtech.edu. Official college transcripts should be received **and** evaluated before a Minimum Admissions Requirement meeting (MAR) is conducted. Evaluation of transcripts typically takes 5-7 business days to complete once transcripts have been received. Please do **NOT** bring in transcripts the day you come to complete your MAR review.

___ 5. Submit **official** copies of any Advanced Placement (AP) scores, if applicable. **Official** copies are required to assign transfer credit. **Please note that this can take up to four to six weeks to be received due to the College Board request process.**

PHASE II: MINIMUM ADMISSIONS REQUIREMENTS

1. **ENGLISH, READING and MATH Competencies-** All applicants must demonstrate English, Reading and Math Competencies to be eligible for program consideration. Please note that there are several changes that have occurred in the past year. Forsyth Tech now uses the RISE criteria as established by the state and all applicants will be held to that new standard. Applicants are advised to speak with an advisor to make sure that current criteria have been met.

   There are 5 different ways that these competencies can be met:

   a. **RISE for High School/High School Equivalencies:** An applicant has graduated from a US high school within the past 10 years and has 2.8 or higher unweighted GPA or has a GED taken since 2014 with a score of 170 or higher in every section or has HiSet scores with a 15 in every section and a minimum of a 4 on the essay.

   OR

   b. **SAT/ACT scores (valid for 10 years):** Specific scores will meet the English/Reading and/or Math requirements

      For tests taken prior to March 2016:
      SAT Critical Reading - 500+ OR SAT Writing - 500+, or ACT Reading - 22+ OR ACT English - 18+ will meet required competency in English/Reading.

      SAT Math - 500+ OR ACT Math - 22+ will meet required competency in Math.

For tests taken in March, 2016 or later:
   SAT Evidence Based Reading and Writing - 480+, or ACT Reading - 22+ OR
   ACT English - 18+ will meet required competency in English/Reading.

   SAT Math - 530+ OR ACT Math - 22+ will meet required competency in Math.

OR

c. Completion of College level English and/or Math
A grade of "C" or higher in a college level English composition and/or math course that meets program MAR requirements.

OR

d. Completion of an associate's or bachelor's degree from a regionally accredited US college

OR

e. Placement Test Scores (all scores are valid for 10 years):

While discontinued at Forsyth Tech in 2018, the NC-DAP Math (DMA) and NC-DAP Reading and English (DRE) tests will be valid for 10 years. The following are the required scores if using NC-DAP testing.

NC-DAP DMA		**NC-DAP DRE**
DMA-010	7 (or higher)	DRE Composite Score 151 (or higher)
DMA-020	7 (or higher)	
DMA-030	7 (or higher)	
DMA-040	7 (or higher)	
DMA-050	7 (or higher)	

Applicants taking the NC-DAP for math must demonstrate mastery in DMA 010, 020, 030, 040, and 050. Applicants taking the NC-DAP Reading Comprehension and Sentence Skills must demonstrate mastery in DRE 096, 097 and 098.

All DRE/DMA courses must be completed by the deadline date. If DRE/DMA or DMS shell courses from other NC community colleges are being used to meet this requirement, submission of the placement test scores will also be required.

The following tests may also be used to meet English, Reading or Math competencies if taken within the past 10 years:

CPT		**COMPASS**		**ASSET**	
Sentence Skills	86	Writing	70	Writing Skills	41
Reading Comp.	80	Reading	81	Reading Skills	41
Arithmetic	55	Pre-Algebra	47	Numerical Skills	41
Algebra	55	Algebra	46	Elem. Algebra	41

Please Note: For applicants who graduated more than 10 years ago from high school or do not meet the GED/HiSet requirements, and do not meet any of the above criteria completely, the RISE assessment is available. The following scores must be met:

RISE for English	**RISE for Math**
75 or higher in Tier 2	75 or higher in Tier 2

Important Information

Applicants who do not meet any of the above methods completely must enroll in either or both the English and Math transition courses and complete them through Tier 2 by the specified deadline to be eligible for consideration.

If an applicant is required to take a co-requisite course along with the program level English and/or Math, and is enrolled in that course at the time of the deadline, they will be eligible to do the MAR and compete for a seat in the program. HOWEVER, the course must be passed with a "C" or higher to remain eligible for admission. Applicants who do not pass the course with a "C" or higher will not be eligible for the 2020 program.

2. Academic Progression Policy

Students can enroll in any semester as a **Pre-Medical Assisting** student and get a head start on the program's related/general education courses. **These classes *do not* have to be completed before applying to the full program however, in order to be considered.** Medical Assisting is designed to blend these related courses with its core program curriculum in order to create a collaborative learning experience. Any related courses not complete at the point of entry will be taken in-program.

For any of the following courses that *have* been completed before program entry, please note that a "D" or an "F" **does not** prevent a student from being eligible for the Medical Assisting. However, if a student does earn a "D" or an "F" in one of these classes, either prior to or after acceptance, the course must be repeated with a "C" or higher while enrolled in the program to be able to graduate:

Related Courses for Diploma	**Additional Related Courses for Associate Degree**
BIO 163	MAT 143
MED 121	CIS 110
MED 122	BUS 137
ENG 111	PSY 150
COM 120 or COM 231 or ENG 115	Humanities/Fine Arts Elective

Students must also earn a final grade of "C" or higher in the core MED courses that become available once accepted into the program to remain eligible for graduation.

Deferred Action Childhood Arrival (DACA) and Undocumented Students Policy

Current NCCCS policy allows DACA and undocumented applicants to enroll at Forsyth Tech at the out of state tuition cost. However, acceptance to the college does not guarantee acceptance to a specific program.

DACA students are eligible to apply to an Allied Health/Nursing program.

Undocumented students are not eligible for consideration to Allied Health or Nursing programs. According to North Carolina and Federal law, undocumented students are not eligible for North Carolina professional licensure.

This policy is subject to change without notice based upon federal and state regulations.

PHASE III: ADVISEMENT AND PLANNING MEETING

After completion of Phase I and II, interested students must meet with a program faculty advisor. Each student will discuss and create a ***pre-program plan***. This pre-program plan is a pathway for program application. It allows a student to view their projected program start and completion date. This step is very important and required of **ALL** interested candidates. From this advising appointment, a student will be given an **MAR eligibility tracking form**.

Schedule an appointment with any of the following program advisors:

Anna Hilton, Program Coordinator, (336) 734-7362, 330B Bob Greene Hall, ahilton@forsythtech.edu
Jennifer Pike, Clinical Coordinator, (336) 734-7423, 330A Bob Greene Hall, jpike@forsythtech.edu
Wendy Craven, Medical Assisting Faculty, (336) 757-3316, 330C Bob Greene Hall, wcraven@forsythtech.edu

* For students unable to come to Forsyth Tech's main campus, alternate means of meeting are available. Please contact Anna Hilton for appointment options.

Specifics for program consideration and minimum requirements:

1. Each student must meet the performance standards for clinical participation and program completion. These standards are posted on the Medical Assisting program page at https://www.forsythtech.edu/courses-programs/degrees/programs-a-z/medical-assisting/.
2. Each student must meet the minimum college admission requirements indicated in Phase II and be ready to enter at the appropriate English and Math levels.
3. If transfer credits are considered for the Medical Assisting program, then official transcripts must be received in the Records/Registrar Office prior to the MAR review.
4. Be prepared to obtain a Health Assessment Physical, Background and Drug Screening, TB testing and the required vaccinations for a clinical practicum. The due dates for this step will be provided at program orientation.
5. It is recommended students complete a high school biology course. If the course was not completed at the high school level, an applicant should consider completion of BIO 094 or a college-level biology course. There is no age limitation on high school or college level course to meet the general biology competency.
6. Medical Assisting general education/related classes align with the program of study. The Medical Assisting program of study is located in the college catalog via the following link: http://www.forsythtech.edu/coursesprograms/degrees/programs-a-z/medical-assisting/. Each semester, general education classes support the Medical Assisting program courses. The coordination of general education and program courses blend content and create a collaborative learning experience.
7. A student must meet with a program advisor before program entry or the MAR review.

At the advising appointment, the faculty advisor will document program layout, courses required based on placement testing and any other results of Phase II evaluations.

When a student's results and documents indicate readiness for Fall program entry, the faculty advisor provides a personalized**, MAR eligibility tracking form**. **This eligibility tracking form does not guarantee acceptance into the Medical Assisting program.** The form is a pre-program readiness statement for advisement purposes only. It is designed to meet the mission of the college by providing a guided pathway for student success and program completion. The faculty advisor verifies student transcripts, placement test (if necessary) and discusses MAR review criteria. **Please remember, the Medical Assisting program is a first-qualified, first accepted curriculum that accepts 30 students for its daytime option and 15 students for its evening option each fall semester.**

If a student does not meet the criteria for a MAR review, a pre-program plan will be provided for the student's next semester. An appointment will be scheduled for re-evaluation and additional planning before the next program entry date. All students will be guided as they progress towards program entry and program completion. Student are solely responsible for the MAR review. See Phase IV for MAR specifics.

PHASE IV: Minimum Admissions Requirement (MAR) Review

This is the last phase of the admission process. Readiness for this meeting means a student has met all indicated requirements and is ready to be officially considered for acceptance. **Students are strongly encouraged to meet with a Medical Assisting advisor before completing the MAR review process. It is recommended, but not required, that applicants bring a copy of the MAR eligibility tracking form to the MAR review.**

Due to new state regulations regarding residency, applicants are strongly encouraged to complete both RDS and the online application prior to coming in to complete the MAR. It may not be possible to complete both steps at the time of MAR. This is of particular note to applicants applying close to the deadline.

When can I complete my MAR Review?

Fall 2020 Applicants

If you are applying for fall 2020, have completed all of your minimum requirements (pg. 2-4), and have completed your program advising meeting (pg. 5-6), you can complete your MAR for the **priority deadline**:	If you are applying for fall 2020 and have not completed your MAR by the priority deadline, but you have met the minimum requirements (pg. 2-4) and have completed your program advising meeting (pg. 5-6), you can complete your MAR for the **final review deadline**:
January 21 – March 26	March 30 – May 28

MAR reviews will not be conducted during the following blackout dates:

December 16 – January 20 – Holiday break school closed / Registration week/ MLK holiday
February 17-21 – nursing deadline (nursing MAR reviews only)
March 17 – school closed
May 7 – Commencement
May 14 – 20 – Summer Registration/Drop/Add days
May 25 – Memorial Day school closed

Please note: MAR reviews held during spring break will end at 4pm.
Spring Break: 3/18 – 3/19

The Admissions Office hours for the MAR Review are 8:00am – 6:00pm Monday through Thursday. The review is done on a walk-in basis and no appointment is necessary. **Please note that only one counselor is available after 5:00pm.** The Admissions Office is located in the Robert L. Strickland Center, room 2361.

Please do **NOT** bring college transcripts the day you come to complete your MAR review as the Admissions Office is not responsible for transcript evaluations. Official transcripts should be submitted 5-7 business days prior to coming in to do a MAR review.

Reminder: MAR reviews are not conducted on Fridays.

Notification of Program Acceptance

Students will be admitted to the program based on the **completion** date of the MAR Review. Notification letters will be mailed to accepted students. If an applicant did not meet the minimum requirements, was not accepted or declined admission, the person must submit a new application and complete the MAR Review for the next Medical Assisting program by the specified deadline.

PROGRAM ACCREDITATION INFORMATION

Forsyth Tech's Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350 (www.caahep.org), upon recommendation of the **Medical Assisting Education Review Board (MAERB).**

Beginning with the January 2001 administration of the AAMA certification examination, applicants that have been found guilty of a felony or pleaded guilty to a felony will not be eligible to sit for the certification examination. Students may request the opportunity to submit written evidence/request a hearing before the certifying board of the AAMA in order to obtain a waiver. **For more information, please contact Anna Hilton, Medical Assisting Program Coordinator, at 336-734-7362 or ahilton@forsythtech.edu**.

The Medical Assisting program reserves the right to revise or change course requirements in accordance with applicable state laws, AAMA requirements, college requirements, and/or at the discretion of the Medical Assisting Faculty. By accepting admission into the Medical Assisting program, the student agrees to abide at all times with the Medical Assisting Program Handbook and the respective Medical Assisting course syllabi issued at the beginning of each term of the course. Such student is bound by such requirements and procedures regardless of whether they were established before or after the date of enrollment in the Medical Assisting Program.

July 2019