



## Medical Assisting

**Fall 2023 Priority Deadline: March 24, 2023**  
**Fall 2023 Final Review Deadline: May 19, 2023**

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).

Medical Assisting is a first-qualified, first accepted curriculum. Students who qualify and complete a **Minimum Admissions Requirements (MAR) application** 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 application 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, so we strongly encourage you to apply as soon as you know you meet the requirements.**

**Special Note:** If you are just starting to take classes as a **Pre-Health Tech** student before entering the full program, please look at the Related Courses on **page 4** for a list of general education classes that can give you a head start on your degree. But keep in mind that these classes are **not required** before entering the program!

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### Steps for Applying to Medical Assisting

1. Complete an application to Forsyth Tech (if you are not a current student)
2. Check that you meet the minimum readiness levels
3. Submit official transcripts
4. Complete a Pre-Program Advising and Planning meeting [**Optional, but strongly encouraged**]
5. Submit the MAR application
6. Review additional requirements for accepted students (see page 5)

*Details for each step are outlined below*

# 1. Complete an application to Forsyth Tech

New and Former students must complete the online application at <https://www.forsythtech.edu/apply-ft/>  
 Complete NC Residency at [www.ncresidency.org](http://www.ncresidency.org)

Currently enrolled students do not need to do a new application. Just make sure the NC Residency is current.

# 2. Check that you meet the minimum readiness levels

All Health Program applicants are required to demonstrate English and Mathematics college readiness by one of the following methods:

COLLEGE ENGLISH READINESS	COLLEGE MATHEMATICS READINESS
<input type="checkbox"/> <b>Option 1:</b> You have completed or received transfer credit for ENG 111.	<input type="checkbox"/> <b>Option 1:</b> You have completed or received transfer credit for <u>one</u> of the following -- MAT 143, MAT 152, MAT 171 (or a higher-level math).
<input type="checkbox"/> <b>Option 2:</b> You have completed or received waiver credit for <u>all</u> of the following: DRE 096, DRE 097, DRE 098	<input type="checkbox"/> <b>Option 2:</b> You have completed or received waiver credit for <u>all</u> of the following: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
<input type="checkbox"/> <b>Option 3:</b> You have completed or received waiver credit for ENG 002 with a minimum grade of <b>P2</b>	<input type="checkbox"/> <b>Option 3:</b> You have completed or received waiver credit for MAT 003 with a minimum grade of <b>P2</b>
<input type="checkbox"/> <b>Option 4:</b> You have completed or received waiver credit for ENG 011 or are currently enrolled in ENG 111/011	<input type="checkbox"/> <b>Option 4:</b> You have completed or received waiver credit for MAT 043 or are currently enrolled in MAT 143/043
<input type="checkbox"/> <b>Option 5:</b> An earned Associate or Bachelor's degree from a regionally accredited institution	<input type="checkbox"/> <b>Option 5:</b> An earned Associate or bachelor's degree from a regionally accredited institution
<input type="checkbox"/> <b>Option 6:</b> Completion of placement test and achievement of appropriate scores. <u>If you took the placement test elsewhere, you MUST submit those scores to Forsyth Tech Admissions &amp; Records</u>	<input type="checkbox"/> <b>Option 6:</b> Completion of placement test and achievement of appropriate scores. <u>If you took the placement test elsewhere, you MUST submit those scores to Forsyth Tech Admissions &amp; Records</u>
<input type="checkbox"/> <b>Option 7:</b> Graduate of a US high school with a GPA of 2.5 or higher	<input type="checkbox"/> <b>Option 7:</b> Graduate of a US high school with a GPA of 2.5 or higher

# 3. Submit official transcripts

Submit all **official transcripts from high school or high school equivalency**. You cannot apply to the program until we have your high school/high school equivalency transcript.

While only the high school transcript is required, you can also request **official college transcripts from regionally accredited schools** if you would like to seek transfer credit. This is optional, but we recommend you provide previous college transcripts because your transfer credit may help you meet the English/Math Readiness levels described in Step 2.

If you provide college transcripts, they **ONLY** need to be through bachelor's degree level. We do not need graduate level transcripts.

- **Electronic transcripts** can be sent through a secure service to [admissions@forsythtech.edu](mailto:admissions@forsythtech.edu).
- **Paper transcripts** can be mailed to Forsyth Technical Community College Attn: Admissions 2100 Silas Creek Parkway Winston Salem, NC 27103-5197
- Paper transcripts can also be **hand delivered** in a **sealed** envelope to the Admissions & Records Office in the Robert L. Strickland Center on the Main Campus.

#### **4. Complete a Pre-Program Advising and Planning Meeting *Optional, but strongly encouraged***

While optional, you are strongly encouraged to schedule a pre-program advising and planning meeting with the Medical Assisting program. This meeting is an opportunity to learn more about Medical Assisting and chart your progression for program entry. You can schedule your planning meeting with any of the following members of the Medical Assisting team:

**Shannon Thomas, Program Coordinator**

(336) 734-7362, 330B Bob Greene Hall, [sthomas@forsythtech.edu](mailto:sthomas@forsythtech.edu)

**Jennifer Pike, Clinical Coordinator**

(336) 734-7423, 330A Bob Greene Hall, [jpike@forsythtech.edu](mailto:jpike@forsythtech.edu)

**Wendy Craven, Medical Assisting Faculty**

(336) 757-3316, 330C Bob Greene Hall, [wcraven@forsythtech.edu](mailto:wcraven@forsythtech.edu)

Please refer to page 5 for more information about this meeting.

#### **5. Submit the MAR application**

**Access the online application here:**

**[2023 Medical Assisting MAR Application](#)**

- Applicants can submit their MAR application between January 2, 2023 and the final May 19, 2023 deadline. **\*\* However, we encourage you to complete your MAR review before the priority deadline of March 24, 2023 – and even better, as soon as you know you have met the minimum admissions requirements for the program. The longer you wait, the greater the risk of the program being filled.**
- Once you have submitted the MAR application, you are on the list and we will send the paperwork as soon as we are able to complete it. Please note that you will not get a notification when you submit it.
- Your place in line for a spot in the program is based on the date you submit the MAR application, provided you have already turned in all the required documents and met the minimum English and Math readiness levels described in Steps 2 and 3 before submitting the application.
- Your paperwork will be emailed to you when your MAR application is reviewed. This can happen throughout the application process -- even up through two weeks after the deadline -- so do not expect to be notified immediately.
- **Check your Forsyth Tech email and keep your phone and address updated with the school.** We will email your MAR application paperwork to your Forsyth Tech email.
- Within 6 weeks after the deadline, you will be notified of your status – admitted, alternate, or not admitted – regardless of the decision.
- If you are admitted to the program, there will be instructions in your admission letter with requirements that apply to admitted students – **make sure to meet any of those deadlines/requirements or you can lose your seat in the program.**
- If you are an alternate, we will contact you by phone or email if any seats open in the program.

## **Pre-Health Tech: General Education/Related Courses for Medical Assisting**

When you are first admitted to the school and indicate **Medical Assisting** as your program choice, you are accepted as a **Pre-Health Tech** student. While you are not fully in the program yet, as a Pre-Health Tech student you can do two things to prepare yourself for entering Medical Assisting:

- If you are not already eligible for the program, you can take courses that help you meet the **minimum admissions requirements**. This would be the priority!
- If the admissions deadline has already passed, or you are beginning school in a different semester than when the program begins—for example, you are starting classes in spring 2023 ahead of the full Medical Assisting program beginning in fall 2023—you can get a **head start** on the program’s **general education/related courses**.

These are the general education/related courses you can take before entering Medical Assisting:

### **Related Courses for Diploma**

BIO 163  
ENG 111  
COM 120 or COM 231 or ENG 115 \*

### **Additional Related Courses for Associate Degree**

MAT 143  
CIS 110  
BUS 137  
PSY 150  
Humanities/Fine Arts Elective

*\*Please note that while ENG 115 will fulfill requirements, it is not financial aid eligible for pre-health students and we recommend taking COM 120 or 231 instead.*

Please remember, though, that **these general education/related courses are NOT required before you begin the Medical Assisting program!**

As long you as you have completed Steps 1 through 3 in this packet, you are eligible to submit a MAR application and enter Medical Assisting even if you haven’t taken any of the related courses. You will be able to take them while you are in the program.

However, if you have the opportunity to begin work on these courses as a Pre-Health Tech student before you enter Medical Assisting, taking them with the guidance of your advisor can help you reduce your course load once the full program begins.

### **Academic Progression Policy**

A grade of a “D” or “F” in a related course does not prevent a student from being eligible for the 2022 Medical Assisting program. However, if a grade of “D” or “F” is earned prior to or after acceptance, the course must be repeated with a “C” or higher while enrolled in the program and prior to graduation.

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.

## Notes on Pre-Program Advising and Planning Meeting

Before completing the MAR application, interested students are encouraged to 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.

Schedule an appointment with any of the following program advisors:

Shannon Thomas, Program Coordinator, (336) 734-7362, 330B Bob Greene Hall, [sthomas@forsythtech.edu](mailto:sthomas@forsythtech.edu)  
Jennifer Pike, Clinical Coordinator, (336) 734-7423, 330A Bob Greene Hall, [jpikes@forsythtech.edu](mailto:jpikes@forsythtech.edu)  
Wendy Craven, Medical Assisting Faculty, (336) 757-3316, 330C Bob Greene Hall, [wcraven@forsythtech.edu](mailto:wcraven@forsythtech.edu)

*\* For students unable to come to Forsyth Tech's Main Campus, alternate means of meeting are available. Please contact Shannon Thomas for appointment options.*

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

If a student does not yet meet the criteria for entering the program, 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. Students are solely responsible for completing their MAR application.

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## Additional Requirements for Accepted Students

Once students are admitted to Medical Assisting, they will need to meet additional clinical requirements to maintain their seat in the program. These requirements include a health assessment physical, criminal background check and drug screening, and TB testing and the required vaccinations for a clinical practicum.

Medical Assisting will provide you with the necessary paperwork, instructions, and deadlines after you have been admitted, so you will not need to complete all these requirements ahead of the May 19, 2023 admissions deadline. The following list summarizes these requirements and the approximate costs:

### American Heart Association – BLS HCP CPR Certification

Copy of AHA Basic Life Support (BLS) Healthcare Provider (HCP) CPR certification card (approximate cost of \$53). *Please see below for more information on CPR classes!*

### Student Medical Health Form / Immunizations Records

You are required to have a medical doctor complete the form (approximate cost of \$100-\$125) and must include your immunization records.

### Criminal Background Check and Drug Screen (administered by outside vendor)

Vendor approved by Forsyth Tech (approximate cost of \$100-\$125).

### Malpractice Insurance

You will be required to purchase malpractice insurance through our cashier's office (approximate cost of \$18).

For the **CPR requirement**, Forsyth Tech offers classes through our West Campus. The classes are typically run for a single day. For more information, including class registration, you can reach out to our West Campus at **(336) 734-7023**. Make sure to sign up for the American Heart Association Basic Life Support Healthcare Provider CPR class.

**Keep in mind that current CPR certification is required. Certification is good for two years.** If your certification has just expired within the last three months, you may be able to complete a refresher/renewal course.

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## **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.

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## **PROGRAM ACCREDITATION INFORMATION**

Forsyth Tech's Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs, 9355-113th St. N, #7709, Seminole, FL 33775, (727) 210-2350 ([www.caahep.org](http://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 Shannon Thomas, Medical Assisting Program Coordinator, at 336-734-7362 or [stthomas@forsythtech.edu](mailto:stthomas@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 2022