

MEDICAL ASSISTING

MINIMUM ADMISSION REQUIREMENTS (MAR)

MAR Application Deadline

Fall 2027: May 15, 2027

Medical Assisting is a limited-admission program. Each fall semester, **20 students are admitted to the main campus day cohort, 15 students to the main campus evening cohort, and 10 students to the Swisher campus cohort.** Admissions are granted on a first-qualified, first-accepted basis.

These options prepare students to take the Certified Medical Assistant (AAMA) exam.

Students may only apply for one path; however, all students will earn the Medical Assisting Diploma.

You must meet the minimum requirements to apply. Meeting minimum requirements does **not** guarantee admission. Students who are certain they want to enroll in Medical Assisting are encouraged to apply when the application opens.

You may apply for a maximum of three selective admissions programs at the same time and must review the MAR packet for each program to confirm that you meet each program's requirements.

Application Checklist

The following items must be completed to apply to the Medical Assisting Program:

☐	Submit the Forsyth Tech Application
☐	Submit Official Transcripts
☐	Meet Minimum Requirements for English, Math, and Biology
☐	Complete Related Courses (Recommended, but Optional)
☐	Attend a Mandatory Pre-Program Advising & Planning Session
☐	Complete the TEAS Exam
☐	Submit the MAR Application

Step 1 - Submit the Forsyth Tech Application

You must [apply](#) if you are a new student.

Keep in mind you need to apply a few days before the deadline to allow time for application processing and creation of your Forsyth Tech account, which is required to submit a MAR application

You must [apply](#) if you are a former student and it has been over a year since you last applied to or were enrolled at Forsyth Tech.

You do not need to apply if you are a currently enrolled student.

Step 2 - Submit Official Transcripts

You must submit:

- Official high school or GED transcript for placement requirements
- Official college transcripts for related courses
 - Undergraduate courses only; no graduate-level courses
- Official AP scores from the College Board, if applicable

There are three options for submitting transcripts:

1. Submit transcripts electronically via a secure service by emailing admissions@forsythtech.edu
2. Drop off paper transcripts in a sealed envelope to the Admissions and Records Office on Main Campus
3. Mail transcripts to the following address:
Forsyth Technical Community College
ATTN: Admissions
2100 Silas Creek Pkwy
Winston-Salem NC 27103-5197

Step 3 - Meet Minimum Requirements for English, Math, and Biology

You must demonstrate college-readiness in English and math through one of the following methods

College English Readiness	College Math Readiness
Completed or received transfer credit for ENG-111	Completed or received transfer credit for MAT-143, MAT-152, MAT-171, or higher
Completed or received non-course credit for ENG-011 or ENG-045	Completed or received non-course credit for MAT-043 or MAT-045Q
Earned an associate or bachelor's degree from a regionally accredited institution	
Graduated from a US high school with an unweighted GPA of 2.4 or higher	
Completed a placement test with appropriate scores. <i>If the placement test was completed at a different college, you are required to submit those scores to Forsyth Tech's Admissions and Records Office.</i>	

If you are uncertain whether you meet any of these requirements, you must consult with your assigned advisor prior to submitting your MAR application.

Step 4 – Complete Related Courses

Mandatory courses that must be completed by the deadline.

Related Courses	Course Names	Credit Hours
BIO-163*	Anatomy & Physiology I	5
ENG-111	Writing and Inquiry	3

**BIO-168 & BIO-169 or BIO-165 & BIO-166 are also accepted. However, BIO-165 & BIO-166 must be completed at the same institution to transfer. There is no age limitation on BIO-163, BIO-165/166, or BIO-168/169.*

Completing related courses before applying is not mandatory but is recommended.

Related Courses	Course Names	Credit Hours
MAT-143 or higher	Quantitative Literacy	3
PSY-150	General Psychology	3
COM-231 or COM-120	Communications	3
CIS-110	Intro to Computers	3
BUS-137	Principles of Management	3
HUM-115 or PHI-240	Humanities	3

The courses listed above are the general education requirements for the A.A.S. program. BIO-163 and ENG-111 are mandatory by the program deadline. Although the other related courses are not required prior to program entry, completing them in advance can help reduce your course load during your studies. Please note: For the diploma option, only COM-231 from the list above is required.

Step 5 – Attend a Mandatory Pre-Program Advising & Planning Session

To learn specifics about the program, students **ARE REQUIRED** to schedule a pre-program advising and planning meeting. The meeting will be personalized and informative. Contact one of the following members of the Medical Assisting team to schedule your meeting.

- Shannon Thomas, Program Coordinator
(336) 734-7362, Bob Greene Hall 330B, sthamas@forsythtech.edu
- Jennifer Pike, Clinical Coordinator
(336) 734-7432, Bob Green Hall 330A, jpike@forsythtech.edu
- Wendy Craven, Medical Assisting Faculty
(336) 757-3316, Bob Green Hall 330C, wcraven@forsythtech.edu
- Jessica Stanley, Medical Assisting Faculty
(336) 734-7265, Bob Green Hall 248, jstanley@forsythtech.edu

During your pre-program advising and planning meeting, a Medical Assisting faculty advisor will discuss the program structure, required courses, and minimum qualifications. When a student's results demonstrate readiness for Fall program entry, the faculty advisor will provide a personalized MAR eligibility tracking form. Please note that this form does not guarantee acceptance into the Medical Assisting program. It is intended to support Forsyth Tech's mission by offering a clear pathway to program completion and student success.

If a student has not yet met the criteria for program entry, the faculty advisor will provide a plan for the upcoming semester and schedule a follow-up appointment for additional advising. All students will receive guidance throughout their journey toward program entry and completion. Students are responsible for submitting the MAR application promptly once they become eligible.

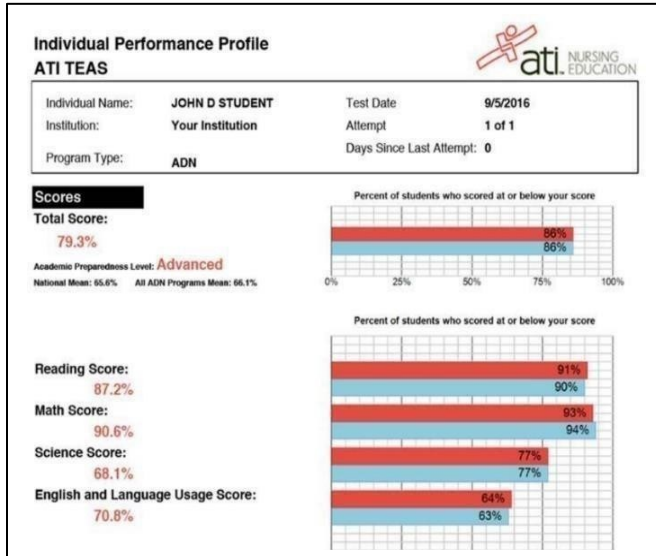
Step 6 – Complete the Test of Essential Academic Skills (TEAS Exam)

Click [HERE](#) to read about the TEAS and schedule your test.

You must achieve a score of **42% or higher**. **TEAS scores must remain valid through the deadline.**

Download your Individual Performance Profile (*see example below*). This report includes scores for all four test sections (Reading, Math, Science, and English Language Usage) and your overall score.

Attach a copy of the report to your MAR application.



TEAS tests taken at Forsyth Tech are not automatically submitted and must still be uploaded with the MAR application. **Preliminary scores will not be accepted.**

Step 7 – Submit the MAR application

Use the link below to submit your MAR application and other documentation.

Application Link	Opens	Closes
Fall 2027 MAR Application	January 15, 2027	May 15, 2027

After you've submitted your MAR application, you will be added to the MAR review list.

Your paperwork will be sent to your Forsyth Tech email after your MAR application has been reviewed. The review process runs continuously throughout the application period and may continue for up to a few weeks after the deadline. Please be patient and do not expect immediate notification.

How You Are Ranked for Admission:

- This program has limited enrollment. When the MAR application opens, admissions will be offered to qualified applicants in the order their completed applications are received, until all available seats are filled.

Within a few weeks after the deadline, you will be notified of your status: admitted or alternate. If you are admitted to the program, then your admission letter will include further detailed instructions. Be sure to meet all deadlines and requirements outlined in the letter to secure your spot in the program.

If you are placed on the alternate list, you will be contacted by phone or via your Forsyth Tech email if a seat becomes available.

Additional Requirements for Admitted Students

Program Orientation

Orientation for Medical Assisting will be scheduled for a date after the Final Review Deadline. Students will register for Medical Assisting classes and learn more about clinical requirements during orientation.

Clinical Clearance

Students admitted to Medical Assisting will be required to meet additional clinical requirements to maintain their seat in the program. These requirements include a health assessment, a physical, a criminal background check, a drug screening, TB testing, and the required vaccinations for a clinical practicum. Accepted students will receive the relevant paperwork, instructions, and deadlines during the program orientation.

Requirement	Details	Cost
Current AHA BLS HCP CPR and First Aid Certification	Select the American Heart Association Basic Life Support Healthcare Provider Certification	\$80.00
Student Medical Health Form and Immunization Records	A medical doctor must complete the forms and include your immunization records.	\$100 - \$125
Criminal Background Check and Drug Screening	Administered by an outside vendor approved by Forsyth Tech.	\$100 - \$125
Malpractice Insurance	Required to purchase through the cashier's office.	\$18.00

Click [HERE](#) for information about Forsyth Tech's CPR courses.

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), upon recommendation of the Medical Assisting Education Review Board (MAERB).

Beginning with the January 2001 administration of the AAMA certification examination, applicants who have been convicted of a felony or pleaded guilty to one will not be eligible to sit for the certification examination. Students may request the opportunity to submit written evidence/request a hearing before the AAMA certifying board to obtain a waiver. For more information, please contact Shannon Thomas, Medical Assisting Program Coordinator, at 336-734-7362 or 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 to the Medical Assisting program, the student agrees to always abide by the Medical Assisting Program Handbook and the respective Medical Assisting course syllabi issued at the beginning of each term. Such student is subject to these requirements and procedures, regardless of whether they were established prior to or after the date of enrollment in the Medical Assisting Program.

Technical Standards

The Health Sciences Division Technical Standards are not inclusive; however, they provide prospective students with an understanding of the programs' physical and emotional demands. The functions are considered essential requirements for admission, retention, and graduation, as they ensure that students receive safe, competent, and effective treatment interventions. Accepted students will be asked to acknowledge their ability to meet these technical standards. Click [HERE](#) to review the technical standards.