



WAUBONSEE
COMMUNITY COLLEGE

Medical Assistant Certificate of Achievement Program Application Packet

The Medical Assistant Certificate Program at Waubonsee Community is approved by the Illinois Community College Board (ICCB), the Illinois State Board of Higher Education, and the U.S. Department of Education. The program is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), as well as by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), and the Medical Assisting Education Review Board (MAERB).

Graduates of the program who meet CAAHEP requirements are eligible to take the national certification exam for Certified Medical Assistants through the American Association of Medical Assistants (AAMA). Students who meet American Society of Clinical Pathologists (ASCP) requirements will be eligible to take the national certification exam for Phlebotomy Technician, PBT (ASCP).

Medical Assistant Certificate Program Admissions Checklist

- NEW STUDENTS: complete the online [New Student Application](#).
- Meet with the [Academic and Career Advising Center](#) to establish a schedule for taking program requirements.
- Complete required Pre-Entrance Criteria:
 - Complete BIO260 and HIT110 with grades of C or better. Submit OFFICIAL transcripts for prerequisites not taken at Waubensee to [Registration and Records](#) for transfer credit evaluation.
- Review course sequence pathway, required courses, and program costs (see next page).
- Understand that once admitted into the program:
 - Students must maintain a grade of C or better in all course requirements, with a GPA of 2.0 or better maintained throughout course progression.
 - MLA courses must be completed in sequence to progress properly and complete the program. Courses are offered on a limited basis.
 - All medical requirements must be complete prior to beginning clinical experience.
- Veterans or military service members that have current eligibility for federal VA Education benefits or Illinois military grants [Federal VA Education programs include: Chapter 30, 31, 33, 1606, State grants include: Illinois Veterans Grant (IVG) or Illinois National Guard (ING)] must attach a copy of their benefits Certificate of Eligibility to the application for priority enrollment.
- Complete and submit the enclosed ONE-PAGE Application by **June 1st**. Applications may be submitted to:
Email (preferred): lgiese@waubonsee.edu

Mail or in-person: Health Professions and Public Service
2060 Ogden Ave, Rm 107 Aurora IL, 60504
- Questions regarding applications, eligibility, and course curriculum should be directed to:** Lisa Giese, Medical Assistant Program Director: lgiese@waubonsee.edu

Courses begin in August for Fall semester

In compliance with the Illinois Community College Act, in-district applicants will be given preference over out-of-district applicants. Contact [Registration and Records](#) with questions.

Notification of application review and selection status will be sent **via email**. No information on selection status will be given over the phone. Students not accepted must re-apply at the next application cycle.

Medical Assistant Certificate Program Courses and Costs

Prerequisites (7 credits) - Required for Program Admission

- 810260 Human Structure and Function
- HIT110 Medical Terminology

Additional Program Requirements (6 credits) - can be taken at any time

- CIS110 Business Information Systems
- PSY100 Introduction to Psychology

Fall Semester Courses (10 credits)

- MLA230 Medical Law and Ethics (half term - first 8 weeks)
- MLA150 Basic Administrative Procedures for the Medical Assistant (half term - first 8 weeks)
- MLA171 Medical Assistant Clinical I (half term - second 8 weeks)

Spring Semester Courses (9.5 credits)

- MLA210 Laboratory Procedures for the Medical Assistant (half term - first 8 weeks)
- MLA172 Medical Assistant Clinical II (half term - second 8 weeks)
- MLA220 Pharmacology for the Medical Assistant (half term - second 8 weeks)

Summer Semester Course (2 credits)

- MLA298 Medical Assistant Externship (full term -11 weeks)

Program Costs: In addition to tuition and regular fees, the Medical Assistant Program has the following minimum fees and expenses:

Textbooks (excluding general education courses):	\$300
Uniform/white shoes:	\$80
Stethoscope:	\$80
Physical exam, immunizations, TB testing:	per healthcare provider

Total Estimated Costs (excluding medical requirements, tuition and regular fees): \$450

*NOTE: These fees and expenses are **approximate** costs and subject to change without prior notice to the student.*

Medical Assistant Certificate of Achievement Program Application for Admission

Please Print or Type

X Number (students must submit a New Student Application in order to be assigned an X number)			Date of Birth: (MM/DD/YY) (used for Identification Purposes only)		Today's Date	
Last Name			First Name		Middle Initial	
Street Number and Name			Cell Phone			
City		State	Zip Code	Waubonsee Email:		
Previously Used Names						

Acknowledgements (check all that apply):

<input type="checkbox"/> I have sent Registrations and Records official high school transcripts and official transcripts of any coursework completed at another college.
<input type="checkbox"/> I have completed Pre-Entrance Criteria- list terms/years of completion with grades of C or better: BIO260 _____ HIT110 _____
<input type="checkbox"/> I am currently enrolled in prerequisites. List courses and dates of expected completion:
<input type="checkbox"/> I have transfer credit for prerequisites. Official transcripts are submitted to Registration and Records. List college/year completed: BIO260 _____ HIT110 _____
<input type="checkbox"/> I am a veteran and I have included a copy of my VA Education Benefits Certificate of Eligibility with my application.

I have read and understand the above information. I certify all information on this form is correct.

Applicant Signature

XNumber

Date