JOHNSTON COMMUNITY COLLEGE
MEDICAL ASSISTING

ADMISSION POLICY
(effective 2015)

Applicants are admitted under provision of the admission policies of Johnston Community College and the Medical Assisting Program as specified in the Johnston Community College Catalog. Applicants are selected on the basis of their achievement potential through the use of previous academic records based on the number of available seats in the program. The Medical Assisting program offers a Diploma and an Associate Degree option during the day.

In order for a student to be considered for admission to the Medical Assisting Program, Phases I must be completed prior to 12 noon, April 15th (application deadline) of the year of application entrance. The College reserves the right to extend the application deadline when warranted.

PHASE I: Application and Admission Process

- Submit a completed application to Johnston Community College
- Official transcripts from high school and all colleges sent to the College. Official transcripts must be received in the Admissions Office two weeks prior to the program application deadline date of April 15th.
- Have graduated or will graduate from high school or the equivalent, as recognized by the State of North Carolina, before entering the Medical Assisting Program.
- Complete the College placement test or met test exemption requirements.
- Place into ENG 111 and MAT 110.
- Have a grade point average of 2.0 or higher.
- Be interviewed by an Admissions Counselor after completing the college placement test and or after all official transcripts have been received by the College. The interview should be completed 1 business week prior to the deadline date.
- Attend a mandatory program information session on-line OR on-campus. Please view the Medical Assisting web-site-Information Session for dates and times.

(Applicants must complete all of Phase I to advance to Phase II)
PHASE II: Program Application, Point Ranking and Notification of Acceptance

- Submit a program specific application (can only be received by attending/viewing the information session in Phase I) Program specific applications are available beginning September 1 of the prior admitting year. The following forms must be submitted to the Admissions Office no later than 12:00 noon on April 15th (in a packet):
  - Program Specific Application
  - Copy of counselor interview summary
  - Copy of e-mail verification if completed on-line information session
  - Copy of CNA certificate of completion (optional, to obtain points).

- **Incomplete Packets cannot be processed**

- Effective Fall 2015 applicants will be admitted to the Medical Assisting based on a point ranking system. Applicants can receive points by completing related course work in the Medical Assisting program and/or completing an approved CNA class (optional).

  - **To qualify for CNA points: Applicants must have successfully completed a Certified Nurse Aide I Program. Additional points can be earned by being currently listed on the North Carolina Nurse Aide I Registry with no substantiated findings of resident abuse, resident neglect, or misappropriation of resident property in a Nursing Facility. The Certified Nurse Aide I Training Program must include theory, lab, and clinical components. The applicant must provide a copy of the certificate of completion from an approved program. Applicants must be listed on the registry by April 15th (optional, only to obtain additional points). Points are given for completing the class and additional points for being listed currently on the North Carolina Nursing Aide I Registry.**

- All applicants will be ranked according to the highest to the lowest points. The number of applicants accepted to the program depends upon availability of seats. In the case where two or more applicants have the same number of points, grade point
average will determine point ranking. Only courses that have been completed, with a grade assigned, by the deadline will be used in the point ranking process.

- Receive notification of provisional acceptance by mail to those who completed the ranking review in late May or early June. Applicants not admitted will be placed on stand-by.

- The student accepted to the Medical Assisting Program must:
  o Return acceptance to the Admission Office within five (5) days of the date of the letter.
  o Attend a mandatory program orientation on the designated date.
  o Show documentation of physical and emotional health by the student’s primary care provider. (College approved forms will be distributed at orientation).
  o Show evidence of current Healthcare Provider CPR certification (infant, child, and adult) through the American Heart Association prior to entering the Medical Clinical externship, Summer semester.
  o *Submit to criminal background checks and initial and random drug screenings as directed by affiliating clinical agencies. Criminal background checks and drug screenings must be completed through the College’s designated service provider. The student will incur the cost of the criminal background checks and drug screenings.

* Information obtained from the criminal background checks and drug screenings could jeopardize the student’s ability to participate in clinical experiences and would result in the inability of the student to complete the program.

The application for certification examination with the AMA contains questions as to whether or not the applicant has ever been convicted of a misdemeanor or felony excluding minor traffic violations. If the answer is “yes” the applicant is asked to provide an explanation. The certification application also asks if a student has received sanctions that are result of a violation of academic honor codes based on these questions.

The College reserves the right to change any restrictions or program requirements at any time. Every effort is made to provide a one year notice however, changes or revisions that occur as the result of accreditation or approval body standards and criteria may be implemented with limited notice.

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