



# MEDICAL ASSISTANT APPLICATION

One Stop Student Services - [onestop@cwidaho.cc](mailto:onestop@cwidaho.cc) – 208.562.3000 phone – 888.562.3216  
PO Box 3010 – Nampa, ID 83653 – [www.cwidaho.cc](http://www.cwidaho.cc)

This form is used to apply for admission to the Associate of Applied Science in Medical Assistant program. Students interested in the program must first apply for admission to the College of Western Idaho (CWI) and will be admitted as Health Science majors. Admission as a Health Science major does not guarantee admission to the Medical Assistant program. Each Fall semester, twenty students are admitted to the program. Candidates not admitted to the Fall cohort may be placed on an alternate list for admission in the event an opening occurs in that same cohort. If not admitted, applicants must reapply each year.

## COLLEGE OF WESTERN IDAHO - (AAS) MEDICAL ASSISTANT PROGRAM APPLICATION

LAST NAME	FIRST NAME	M.I.	CWI STUDENT ID		
ADDRESS	CITY	STATE	ZIP	CWI EMAIL	
PHONE NUMBER (INCLUDING AREA CODE)			OTHER PREVIOUSLY USED NAMES		

## APPLICATION INSTRUCTIONS

You must read and follow all steps to ensure a complete application. Only complete applications will be reviewed. Applications for the Fall 2018 program start are being accepted through the application deadline of August 3rd, 2018. No applications will be accepted after the deadline. Students will be notified of acceptance within two weeks of the application closing.

It is **STRONGLY RECOMMENDED** that you complete these steps *at least* a month prior to the Medical Assistant program application deadline to ensure your transcripts are received and your coursework is evaluated and documented on your program evaluation/degree audit.

## STEP 1: COMPLETE ITEMS PRIOR TO PROGRAM APPLICATION SUBMISSION

Check to verify you have already completed these steps.

- Apply for CWI admission.** <https://forms.cwidaho.cc/registration/app01.php>
- Request official transcripts\*** to be sent to: One Stop Student Services, MS 3000, P.O. Box 3010, Nampa, ID
- Complete the Bachelor’s Degree Evaluation Request Form** if you have completed a Bachelor’s or Master’s degree.

\*If you are a degree-seeking student, official transcripts (high school, GED, or college/university) are required as part of the admission process. If you have attended another college or university, we may be able to use previous coursework to fulfill applicable prerequisite requirements for CWI courses.

## STEP 2: PREREQUISITES & COREQUISITES

**Prerequisites:** To be eligible to apply to the Medical Assistant – Credit program, you must have completed the following prerequisite courses with a grade of “C” or higher. Prerequisite courses must be completed prior to entering the program. If you are currently enrolled in a prerequisite class you may still submit an application; however, you must complete the course with a grade of “C” or higher to be qualified to enter the program. Completion of these courses is verified by the submission of your official transcripts, if the courses were taken elsewhere. Course equivalencies are determined by the CWI Registrar’s Office.

**Corequisites:** Courses will be verified by CWI staff and faculty. Please make sure all of your credits appear on your transcript, which you can verify by logging into myCWI and viewing your unofficial transcript in the Student Planning tool. For optimal consideration when applying, it is recommended that you complete as many of the following corequisite courses as possible, with a grade of “C” or higher, prior to submission of this application. Because the Medical Assistant program is competitive entry, the more corequisite courses you have completed at the time of application, the more competitive your application will be. Course equivalencies are determined by the CWI’s Registrar’s Office. **Please refer to the Medical Assistant Information Sheet for application point system.**

PREREQUISITE	SCHOOL	YEAR	COURSE # AND TITLE (if taken elsewhere)	Credit Hours	Grade
ANAT 100: Human Structure & Function* And Lab (previously BIOL 105)					
HLTH 101: Medical Terminology (previously ALLH 101)					
<b>OR</b>					
ANAT 211: Human Anatomy & Physiology 1 And Lab (previously BIOL 227)					
ANAT 212: Human Anatomy & Physiology 2 And Lab (previously BIOL 228)					
COREQUISITES	SCHOOL	YEAR	COURSE # AND TITLE (if taken elsewhere)	Credit Hours	Grade
ENGL 101: English Composition 1 (GEM 1)					
COMM 101: Introduction to Communication (GEM 2)					
GEM 3					
PSYC 101: General Psychology (GEM 6)					

\*If you have completed Anatomy and Physiology 1 & 2, it will be considered a substitution for Human Structure and Function. An exception to academic requirements for ANAT 100 & ANAT 100L will be granted.

## STEP 3: SIGN THIS APPLICATION

I certify that all the information provided in this application is true and correct to the best of my knowledge. I understand that falsification of information is cause for denial of admission/expulsion. Illegal use, possession, and/or misuse of drugs and/or a felony conviction may prevent me from obtaining employment as a Medical Assistant.

STUDENT SIGNATURE

DATE

## STEP 4: SUBMIT THIS APPLICATION

Together with this application, submit all of the materials required in Step 3 in one large sealed envelope to CWI prior to August 3rd, 2018 at 4:00pm for consideration. Write your name and "Medical Assistant Application" on the envelope. Please DO NOT staple any documents within your application! Special folders and/or binders are not recommended as they only make it more difficult and cumbersome to process your application.

Mail or hand-deliver to One Stop Student Services, College of Western Idaho, 2407 Caldwell Blvd., Nampa, ID 83651. Your hand-delivered submission will be date and time stamped and a receipt of submission will be given to you.

**NO ADDITIONAL MATERIALS WILL BE ACCEPTED TOWARD YOUR APPLICATION AFTER SUBMISSION OF YOUR PACKET.**