Fact Sheet for Medical Assisting

Eligibility Requirements

Minimum Eligibility (Program-Ready) Requirements:
1. Completion, with a grade awarded, of the following courses:
   - Medical Terminology (AHS 102)
   - Basic Anatomy and Physiology (BIO 112)
   - English Composition I (ENG 101)
   - Contemporary Mathematics (MAT 155)
   - General Psychology (PSY 201)
2. Minimum program ready GPA, in the 5 courses above, must average 2.5.
   - A program ready GPA calculator can be found on the following webpage: http://apps.ptc.edu/gpacalc_site/gpacalc.php?aim=8jjs6dhw8djo2ll

Additional General Education Coursework:
The following additional general education coursework, with a C or higher, is required for this program:
   - Introduction to Computers (CPT 101)

When and How to Apply

The Medical Assisting program accepts 20 students to begin the clinical program in the Fall semester. Up to half (10) are chosen using this merit application. The remaining spots are filled by priority date.

Applications are accepted in May.
Check the Health Science and Nursing Resources website for the exact dates and deadlines.

Applications are only available online.

To submit an application, go to:
http://www.ptc.edu/college-resources/nursing-health-science/application-and-acceptance-dates

Additional Information

Meeting the minimum requirements for clinical entry does not guarantee acceptance. After review of all merit applicants, the 10 students with the highest score will be offered acceptance. In the event of a tie, the student with the earliest priority date will be selected. All applicants will be notified via postal mail of the Health Science Division’s decision.

Students entering this program must be capable of performing certain physical and mental tasks. Go to http://www.ptc.edu/sites/default/files/documents/hs_resources/Physical%20Mental%20Standards%20Chart.pdf to view those needed capabilities.

Students accepted to this program will be required to pass a background check and drug screen upon acceptance.
SAMPLE WORKSHEET
Application for the Medical Assisting (MED) Program

This is NOT the application. Please do not submit.

To apply during one of the designated application times, go to the Health Science and Nursing Resources web page to submit an application.

http://www.ptc.edu/college-resources/nursing-health-science/application-and-acceptance-dates

Program-Ready GPA
A program ready GPA calculator can be found on the following webpage:
http://apps.ptc.edu/gpacalc_site/gpacalc.php?aim=8jjs6dhw8djo2ll

Calculated using the highest grades on file for the program-ready courses:
AHS 102:___BIO 112:_____ ENG 101:___ MAT 155:___ PSY 201:___ Program-Ready GPA:_____

<table>
<thead>
<tr>
<th>Program-Ready GPA</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>4.0</td>
<td>70</td>
</tr>
<tr>
<td>3.75-3.99</td>
<td>65</td>
</tr>
<tr>
<td>3.69-3.74</td>
<td>60</td>
</tr>
<tr>
<td>3.5-3.68</td>
<td>55</td>
</tr>
<tr>
<td>3.0-3.49</td>
<td>35</td>
</tr>
<tr>
<td>2.75-2.99</td>
<td>20</td>
</tr>
</tbody>
</table>

TOTAL (Maximum of 70)

Section 2: General Education Coursework

<table>
<thead>
<tr>
<th>Course</th>
<th>Points Earned</th>
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<tbody>
<tr>
<td>CPT 101 – Introduction to Computers</td>
<td>A=5</td>
</tr>
<tr>
<td></td>
<td>B=3</td>
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Total Section 2 (Maximum of 5)

Worksheet TOTAL Score (Maximum of 75)

PLEASE NOTE: In the event of a tie, the student with the earliest priority date will be selected.