



For Admissions use only.

Received By: _____

Date: _____

Return this form to:

Admissions Registration, and Records Wynn Center (Building 10), room 10-201

Medical Assisting Program Admissions Application

Associate Degree

Full-time Day Diploma

Part-time Evening Diploma

First Name: _____ Last Name: _____

Durham Tech Student ID Number: _____ Date: _____

ConnectMail Email Address: _____

NOTE: All official communication from the college is delivered via ConnectMail, including Health and Wellness admissions decisions.

APPLICATION DEADLINE: July 1

Submit **completed** application packet February 1 through July 1.

Email [Stephanie Toomer](#) if you have questions.

Submit **completed** application packet electronically to Admissions, Registration, and Records. Follow the [instructions to submit electronic documents](#) using our secure system. Acceptable digital formats include PDF, JPEG, TIFF, GIF, and PNG. No faxed or emailed applications will be accepted.

CHECKLIST:

All steps below are **required**. Please check that each item is completed.

Enroll at Durham Technical Community College

View [College enrollment steps](#) on the website.

I am currently admitted to Durham Tech.

Note: If you have not been enrolled with Durham Tech within the last 12 months, you must reapply to Durham Tech using the [CFNC application](#).

I have submitted an official transcript(s) from high school or college.

Submit to Admissions, Registration, and Records, located in Wynn Center (Building 10), room 10-201.

Note: If official transcripts were submitted upon enrollment at the College, there is no need to resubmit them for admittance into the Medical Assisting program, **unless** additional courses have been completed.

I have applied for Financial Aid (recommended but not required).

I have attended a ConnectSession (Student orientation)

Note: Prospective students with 12 or more college credit hours transferred to Durham Tech are not required to attend a ConnectSession, but it is recommended.

Meet Course Placement Requirements

Students must demonstrate they are college ready in one of the following ways (**check one**):

Provide proof of unweighted US high school GPA of 2.8 or higher within the last ten years

Transfer credit for English and math (college-level algebra)

Provide proof of completion of an associate's or bachelor's degree

Provide proof of satisfactory scores on ACT, SAT, GED, HiSET, NCDAP, COMPASS, ASSET, or ACCUPLACER scores within the last ten years

- Demonstrate mastery on RISE English placement test 2 and RISE Math placement test 2; **OR** successfully complete ENG-002 through Tier 2 (grade of P2) and MAT-003 through Tier 2 (grade of P2)

Additional Required Documents:

Students must provide all of the documents listed below with the completed application:

- I have attached a signed Clinical Training Form (see below or download from [Health Technologies admission steps](#))
- I have attached a signed English Language Requirement Form (see below or download from [Health Technologies admission steps](#))
- I have attached a signed Essential Skills Form (see below or download from the [program web page](#))

STATEMENT OF STUDENT RESPONSIBILITY

I verify that I have read all the information regarding admissions to the Medical Assisting Program, and understand the steps I must take to qualify for admissions. I understand that it is my responsibility to notify Admissions, Records, and Registration regarding changes in name, address, or phone number.

I understand that all official communication from the college is delivered via ConnectMail, including Health and Wellness admissions decisions.

I understand that my Medical Assisting application will not be accepted if incomplete.

I understand upon my acceptance to the Medical Assisting (MA) program, clinical sites require a **criminal background check** and **drug screening** prior to my placement for training at that site. I understand I will pay a fee directly to a designated vendor for this background check. I understand that if I am admitted to the MA program but am denied clinical placement by any of the hospitals/healthcare facilities, I will be unable to successfully complete the MA program as the program’s clinical objectives cannot be met. Program admission on two occasions with two clinical denials will be considered a second entry into the MA program. Students are only allowed two entries (admissions) into the MA program.

I understand that upon acceptance to the MA program, I will be given a Student Medical form and required to complete a physical examination and assessment (including proof of immunizations or titers). I must maintain up to-date health care insurance throughout the program.

I understand failure to upload the completed clinical requirements and documentation by designated dates assigned at orientation (no exception or extensions) may result in the inability to progress in the program or dismissal from the program.

I understand that accepting a seat within the MA program counts as the first admission. A maximum of **two** admissions are allowed.

I understand that the core courses (any courses beginning with MED) of Medical Assisting have an expiration date of **two years**. Any transfer student or re-entry student will be required to retake MED courses if they are more than two years old.

Name _____

Student ID# _____

Signature _____

Date _____

Medical Assisting Program

Essential Skills for Admission and Progression

Physical and Psychological Requirements

Students applying to the Medical Assisting (MA) program must demonstrate sufficient physical and emotional health to be considered fit to participate in academic education and laboratory experiences, and to practice clinically with the public in a safe and effective manner.

Issue	Standard	Examples of Necessary Activities (Not Inclusive)
CRITICAL THINKING	Critical thinking ability sufficient for problem solving and clinical judgment.	<ul style="list-style-type: none"> • Identify cause and effect relationships in clinical situations • Develop appropriate interventions • Assess risks and provide for patient safety • Consider multiple priorities • Make effective decisions quickly
INTERPERSONAL SKILLS	Interpersonal abilities sufficient to interact appropriately with patients, families, and groups from a variety of backgrounds.	<ul style="list-style-type: none"> • Establish rapport with patients and colleagues • Cope effectively with stress in the workplace • Cope with patient and colleague emotions calmly • Demonstrate a high degree of patience
COMMUNICATION	Communication abilities sufficient for professional oral and written interactions.	<ul style="list-style-type: none"> • Give formal/informal reports on patient progress • Provide patient/caregiver education • Conduct interviews
MOBILITY	Physical abilities sufficient to move throughout facilities and within small spaces to provide effective patient care.	<ul style="list-style-type: none"> • Move around efficiently in patient rooms, bathrooms and treatment areas • Stand, squat, reach above head, lift, push, pull • Walk the equivalent of 3 miles daily at work
MOTOR SKILLS	Gross and fine motor abilities sufficient to provide safe and effective MA practices.	<ul style="list-style-type: none"> • Fabricate and use adaptive devices • Position and transfer patients • Utilize gross and fine motor skills in patient care
HEARING	Auditory ability sufficient to monitor and assess patient needs and maintain facility safety.	<ul style="list-style-type: none"> • Hear monitor alarms, emergency signals, auscultatory sounds and cries for help • Hear telephone communications
VISION	Visual ability sufficient for observation and assessment necessary in MA practice.	<ul style="list-style-type: none"> • Observe patient responses to treatment, such as changes in skin color or facial expression • Read assessment instruments
TACTILE	Tactile ability sufficient for physical assessment and interventions in MA.	<ul style="list-style-type: none"> • Perform palpation such as in venipuncture and parenteral medication administration. • Carry out MA assessments and interventions
EMOTIONAL	Emotional stability sufficient to maintain composure in stressful situations.	<ul style="list-style-type: none"> • Interact appropriately with peers, patients and supervisors at all times, including high stress • Receive corrective feedback calmly
ENVIRONMENTAL	Ability to tolerate environmental stressors.	<ul style="list-style-type: none"> • Adapt to variations in work schedule • Work with chemicals required for MA practice • Work in areas that are close or crowded

A prospective student with a disability that is concerned that the disability may impact his or her ability to perform one or more of these skills, provide patient care, or participate in other job activities, is encouraged to contact a disabilities services staff member for assistance by calling 919-536-7208 or by emailing disabilityservices@durhamtech.edu.

Student signature _____

Date _____

Statement of Policy Regarding Acceptance for Clinical Training in the Following Programs at Durham Technical Community College

Associate Degree Nursing	Medical Assisting	Practical Nursing
Anesthesia Technology	Occupational Therapy Assistant	Respiratory Therapy
Clinical Trials Research Associate	Pharmacy Technology	Surgical Technology
Health Information Technology	Medical Product Safety and Pharmacovigilance	

Students accepted into the above programs must meet the standards of both the College and the affiliated clinical sites in order to participate in the appropriate clinical training for the program. Each clinical site where a student receives training reserves the right to refuse clinical training to any student found to be unacceptable according to that site’s policies and regulations. **Clinical sites require a Criminal Background Check (CBC) prior to the student’s placement for training at that site.**

Reasons for refusal could include, among other considerations, a documented criminal background check indicating convictions for drug or alcohol related charges, child abuse or molestation, burglary, larceny, or other convictions deemed inappropriate to the particular clinical setting. In addition, students may be required to submit to a 12-panel drug screening per the clinical site’s requirement.

The student must conform to and be subject to all policies and regulations of the assigned clinical site. The site reserves the right to end clinical training of any student whose performance violates rules, policies, procedures or professional standards expected by the agency. Written justification from the clinical site will be provided to the college for such suspension. The clinical site and college personnel reserve the right to take appropriate immediate action, when necessary, to maintain the proper and safe operation of its facilities and the safety of clients in the clinical setting.

Criminal Background Check and Drug Screening: When students are admitted into the program of study, the student receives the CBC and drug screening information and directions: The criminal background check will include reports from all states where the student has lived, worked, or gone to school from the date that they turned eighteen (18) years of age. The CBC will include both felonies and misdemeanors. The National Sex Offender Registry is included in the CBC. Flagged reports are sent directly from the designated CBC vendor to the clinical sites. Durham Tech does not retain copies of the results. **Note: Please do not get this report from your local police department.** The drug screening is a 12-panel test.

Students will pay a fee directly to a designated vendor for the CBC and drug screening.

Additional information on the [Criminal Background Check requirement](#) may be obtained from the Durham Tech website.

I verify that I have read and fully understand the Statement of Policy Regarding Acceptance for Clinical Training at Durham Technical Community College. I also understand that a criminal background check and/or drug testing will be required for placement in clinical training sites for Durham Technical Community College.

NAME (Print) _____ **STUDENT ID#** _____

Program of Study _____

SIGNATURE _____ **DATE** _____

Durham Technical Community College English Language Requirement Form

All health care workers (native and non-native U.S. English speakers alike) are expected to use clear communication skills in the workplace. Students whose native language is not U.S. English are expected to demonstrate "near native" U.S. English language abilities. To confirm this ability, all students entering a Health Technologies program are required to meet the English language requirement.

Students meeting the following criteria must comply with this revised requirement:

1. Students who applied to a Health and Wellness program on or after January 1, 2016, **OR**
2. Students who applied to a Health and Wellness program before January 1, 2016, but have not yet met the previous English language requirement.

Please check the **ONE** that applies:

- I have only attended a U.S. high school, and my first language is U.S. English.
- I have attended school outside the United States.
- My first language is not U.S. English.

If you checked the first checkbox, please sign here. There is nothing further that you need to do.

I understand that this is an official Durham Technical Community College document and that any falsification on this document may result in disciplinary action according to the Student Code of Conduct.

My signature below indicates that I am responding truthfully.

Student Name (print): _____ Student ID: _____

Student Signature: _____ Date: _____

If you checked the second or third checkboxes, you must meet the English Language Requirement by successfully completing **one** of the following options listed on the following page.

1. Take the Duolingo English Test and score 100 points or higher **or**
2. Take the Test of English as a Foreign Language (TOEFL), iBT version (obtain a score of 22 in listening and above 26 in speaking **or**
3. Complete EFL 055 OR EFL 064 and other EFL courses as recommended or required by placement testing (obtain a score of 80% or above).

Note: Scores for the above tests and classes are valid for up to 5 years.

I understand that this is an official Durham Technical Community College document and that any falsification on this document may result in disciplinary action according to the Student Code of Conduct.

I checked the second or third checkboxes; however, I have met the English Language Proficiency Requirement as follows:

- I have taken the Duolingo English Test and scored 100 points or higher.
- I took the Test of English as a Foreign Language (TOEFL), iBT version and scored above 22 in listening and above 26 in speaking.
- I have completed one or more EFL curriculum courses in the areas listening/speaking and have scored an 80% or higher.

My signature below indicates that I am responding truthfully.

How to complete this section: Fill in your name but **no other information** in the admissions application and email it to wilderp@durhamtech.edu. She will sign it and return it to you. You can then complete the application and submit it electronically (see instructions at the top of the application).

Student Name (Print): _____ Student ID: _____

Student Signature: _____ Date: _____

EAP Representative Name/Title _____

EAP Representative Signature: _____ Date _____