**Cisco College Medical Assisting Program Application**

Program Director: Dawn Chism, AOS, CCMA, CET

Thank you for your interest in Cisco College’s Medical Assisting Program. The Program has two degree plans to choose from, the Associate of Applied Science Degree in Medical Assisting, and the Clinical and Administrative Medical Assistant Level II Certification. We are accepting applications for both programs.

The Medical Assistant Program is a rigorous program requiring your full time commitment and attention. All Practicum is performed in a physician’s clinic, Monday through Friday, from 8am-5pm. Practicum hours (160) are unpaid.

Selection criteria are as follows:

1. GPA no less than 2.0
2. Meeting with the Program Director
3. Any additional academic, occupational/allied health, or science related courses taken and passed with a “C” or better

The semester prior to, and depending on your Practicum site, you will be asked to provide the Program Director with a copy of your immunization record containing proof (titer, immunization, or physician’s documentation of illness) of some or all of the following immunizations:

Varicella

Bacterial Meningitis (if under 22 years of age)

Tetanus-Diphtheria

Hepatitis B Series (2 of 3)

MMR x2

Annual Flu Vaccine

Tuberculin skin test (within 30 days prior to entering Practicum)

\*\* Please see Program Director for time-frames in which to receive these. You do not need these prior to entrance into the program.

Background/Drug Urinalysis

Prior to attending Practicum, a background check and a drug urinalysis are required. Certain convictions may result in denial by a clinical site and may restrict employment in the healthcare field. These will need to be completed within 30 days prior to entering Practicum; if done too early you will be asked to do it again. Please see Program Director for information on locations.

In addition, uniforms, closed toe clinical or tennis shoe, department patch, a watch with a second hand, and a stethoscope are required for Laboratory classes and Practicum

**\*\* Please see Program Director for time-frames in which to receive these. You do not need these prior to entrance into the program.**

For more information regarding the program costs, please contact Cisco College Financial Aid Department at 325-794-4412 or 325-794-4413. Should you have any questions, please do not hesitate to contact me at 325-794-4575.

Thank you,

Dawn Chism,

Program Director, Medical Assisting

[dawn.chism@cisco.edu](mailto:dawn.chism@cisco.edu)

APPLICATION FOR ADMISSION MEDICAL ASSISTING PROGRAM

PLEASE PRINT OR TYPE APPLICATION DATE

Name in Full:

Last First Middle

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number and Street County City State Zip

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security No.: \_\_ \_\_ \_\_ - -

Date of Birth:

Or Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever before made an application to any Cisco College Health Sciences program?

**YES**  **NO**

If yes, what program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ When: (approximate date)

**It is the student’s responsibility to:**

**Return this application to Dawn Chism, Program Director Medical Assisting, at the Abilene Education Center of Cisco College. It may be returned by mail or in person. The mailing address is**

**ATTN: Medical Assisting Department, 717 E. Industrial Blvd., Abilene, Texas 79602. If you need further assistance, please call (325) 794-4575 or visit our website at** [**www.cisco.edu.**](http://www.cisco.edu/)

**Please note: Students must keep mailing address current with the Health Science’s department as well as the Admissions and Records office, even after graduation date.**

**Notice of Nondiscrimination**

**The College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.  The following persons have been designated to handle inquiries regarding the non-discrimination policies.**

**Lori Grubbs, Ed.D.  
Title IX Coordinator  
101 College Heights  
Student Life Building – Cisco Campus  
Cisco, Texas 76437  
(254) 442-5022**

**Leigh Dycus  
Disability Services Coordinator  
101 College Heights  
Vo-Tech I Rm 31 – Cisco Campus  
Cisco, Texas 76437  
(254) 442-5023**

**Deborah Castleman  
Disability Services Coordinator  
717 E. Industrial Blvd  
Office 5– Abilene Educational Center  
Abilene, Texas 79602  
(325) 794-4406**

Give information concerning high school(s) attended or GED:

Name of School City and State Date of Completion

Give information concerning college, university, vocational schools, allied health schools attended: Name of Institution City and State Number of Credits or Degree Earned

**IF TESTING WAS DONE AT ANOTHER SCHOOL, PLEASE SUBMIT A COPY OF THE DOCUMENTATION WITH YOUR APPLICATION.**

List any licenses or certificates held (i.e. BLS, EMT, etc.)

Check the box for the Degree Plan that you will be following:

 Level II Certificate (take certification exam)

 Associate Degree (take certification exam)