



Medical Assisting Admission Policy

Medical Assisting Admissions Requirements

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 a first-come bases. The Medical Assisting program offers a Diploma, an Associate Degree, and Medical Scribe option during the day. Applicants have the option of enrolling in the College any semester to begin taking Pre-Medical Assisting classes or meeting program admission requirements.

The deadline to apply and have all admission items completed is April 1st by 12 noon of the admitting year. *(The College reserves the right to extend the application deadline when warranted. Please contact the Health Sciences Student Navigator - jcchealthprograms@johnstoncc.edu)*

In order for a student to be considered for admission to the Medical Assisting Program, Phase I & Phase II must be completed prior to 12 noon, April 1st, 2024 of the year of application entrance. *If the deadline date falls on a week-end, all materials and documents are due the Friday before the deadline.*

PHASE I: Application and Admission Process

1. Johnston Community College Application: Applicants must complete the RDS and College application on-line at www.johnstoncc.edu
2. Official transcripts from high school and all colleges sent to JCC. 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.
3. All foreign transcripts (secondary and post-secondary) must be evaluated by a JCC recognized evaluation company at the student's expense. For specific details, see International Transcript information in the College catalog.
4. Demonstrate college readiness for gateway English (ENG 111) and gateway Math (MAT 110) by completing one of the following steps prior to applying to the Medical Assisting program:
 - Graduated from a US high school with an unweighted GPA of 2.8 or higher within the last (10) years at program entrance.



- Transfer college credit for English and Math equivalent to program requirements.
- Hold an associate or bachelor's degree from a recognized accredited college.
- Complete ENG 002-tier 2 and MAT 003-tier 1 if required to meet RISE English and Math placement.
- Provide placement test scores taken in the last (10) years from other colleges attended.
- Applicants with previous college credit must have a 2.0 or higher cumulative grade point average at the last college attended (including JCC) and have met college readiness for ENG 111 and MAT 110.

****Applicants must complete all of Phase I to advance to Phase II****

PHASE II: Program Application and Notification of Acceptance

1. Submit Medical Assisting Application (located on the Medical Assisting program information page) - Medical Assisting Applications are available beginning September 1st of the prior admitting year. **Applications must be submitted to the Health Science Student Navigator** (located in the Health Science Building) **by scheduling an appointment on appointment plus**. Appointments can be in person or virtually. The deadline to submit applications is 12 noon, April 1st of the admitting year.
2. Applicants will receive notification of their status into the program by late May or early June of the admitting year. If capacity has been met applicants will be placed on a stand-by list, by date and time application was received.

The student accepted to the Medical Assisting Program must:

1. Return acceptance to the Health Science Student Navigator within five (5) days of the date of the letter.
2. CIS 110 **OR** CIS 111 **OR** OST 131 is a co-requisite to MED 183 and can be taken prior to or at the same time offered in the Medical Assisting program. (*MED 183 is only required for the Medical Assisting Degree and/or the Medical Scribe Certificate*)
3. Attend a mandatory program orientation on the designated date.
4. Show documentation of physical and emotional health by the student's primary care provider. (College approved forms will be distributed at orientation).
5. 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.



6. 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 the certification examination with the AAMA 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.

Per State Board of Community College Code 1D-SBCC 400.2

DACA students may not be eligible to sit for licensure but are not prohibited from enrolling in a health science program that leads to licensure. However, acceptance into the college does not guarantee acceptance to a specific program. DACA students **MUST** meet all of the program requirements for consideration and acceptance as does any other student.

Undocumented Students

Undocumented students are not eligible to apply to a health science program. According to NC and Federal Law, undocumented students are not eligible for NC professional licensure.

This policy is subject to change without notice based upon federal and state regulations.