

# Medical Assisting Program Checklist



Follow the steps below to apply for the Medical Assisting Program

## Complete Forsyth Tech Admissions Application.

Submit a FT Admissions Application if it has been more than 1 year since you applied

<https://www.forsythtech.edu/students/apply/>

## Submit Transcripts.

- High School or GED
- All Colleges where program related courses were completed

## Minimum English & Math Requirements

Must be ready to take ENG-111 and MAT-143 without a co-requisite course by having completed past ENG and MAT courses, High School unweighted GPA 2.5 or higher, test scores, associate or bachelor's degree.

## Complete Related Courses

The following courses are **required** to be completed by the final deadline date:

[BIO-163 & ENG-111](#)

The following courses are related courses required for the A.A.S. program. While these aren't required before applying, have them completed will lessen your course load once you are in the program.

[MAT-143](#), [CIS-110](#), [PSY-150](#), [BUS-137](#), [COM-120\(231\)](#), [HUM-115\(PHI-240\)](#)

## Attend a Personalized Pre-Program Advising & Planning Meeting

Students are **strongly** encouraged to schedule a pre-program advising and planning meeting with an instructor on the Medical Assisting team. Instructions for scheduling the meeting are listed in the packet. (pg. 3)

## Submit the MAR Application (Opens Jan. 6<sup>th</sup>, 2025)

[MAR Application](#)

## Additional Requirements for Accepted Students

Accepted students will be required to attend a program orientation and meet additional clinical requirements. More information can be found in the MAR packet.



## Medical Assisting

**Fall 2025 Priority Deadline: March 14<sup>th</sup>, 2025**

**Final Deadline: May 16<sup>th</sup>, 2025**

Associate in Applied Science (AAS) Option	Diploma Option
<ul style="list-style-type: none"> <li>• Daytime Classes</li> <li>• Main Campus – 20 Students</li> <li>• Swisher Campus – 10 Students</li> </ul>	<ul style="list-style-type: none"> <li>• Evening Classes</li> <li>• Main Campus – 15 Students</li> </ul>

- **Both options prepare students to take the Certified Medical Assistant (AAMA) exam**
  - **Students may only apply for one path**

### **1. Complete an application to Forsyth Tech**

**New and Former students** (if it's been more than 1 year since you applied or enrolled in classes) must complete the online application at <https://www.forsythtech.edu/apply-ft/>

Complete NC Residency at [www.ncresidency.org](http://www.ncresidency.org)

**Currently enrolled students** do not need to submit a new application.

### **2. Submit official transcripts**

Electronic transcripts can be sent through a secure service to [admissions@forsythtech.edu](mailto:admissions@forsythtech.edu)

-or paper transcripts can be mailed to Forsyth Technical Community College Attn: Admissions 2100 Silas Creek Parkway Winston Salem, NC 27103-5197

-or hand-delivered in a **sealed** envelope to the Admissions and Records Office on the main campus

**-emailed copies from you are NOT official**

**We must have:**

- Official college transcripts where related classes were taken. Only undergraduate classes through bachelor's degree level, we do not need graduate level transcripts.
- Official AP scores from College Board if you want credit for applicable classes (credits showing on other college transcripts do not count).
- It is recommended to submit your graduating High School (or GED) transcript, or you may miss placement requirements.

### 3. Check that you meet the minimum readiness levels

All Health Program applicants are required to demonstrate English and Mathematics college readiness. You must be able to demonstrate that you have achieved the appropriate readiness levels in both areas by **at least one** of the following methods (**If you are unsure whether you meet either of these requirements, it is YOUR responsibility to speak with your assigned advisor PRIOR TO submitting your MAR application**):

COLLEGE ENGLISH READINESS	COLLEGE MATHEMATICS READINESS
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Option 1:</b> You have completed or received transfer credit for ENG 111.</li> <li><input type="checkbox"/> <b>Option 2:</b> You have completed or received waiver credit for <u>all</u> the following: DRE 096, DRE 097, DRE 098</li> <li><input type="checkbox"/> <b>Option 3:</b> You have completed or received waiver credit for ENG 002 with a minimum grade of <b>P2</b></li> <li><input type="checkbox"/> <b>Option 4:</b> You have completed or received waiver credit for ENG 011 or are currently enrolled in ENG 111/011</li> <li><input type="checkbox"/> <b>Option 5:</b> An earned Associate or Bachelor's degree from a regionally accredited institution</li> <li><input type="checkbox"/> <b>Option 6:</b> Completion of placement test and achievement of appropriate scores. <u>If you took the placement test elsewhere, you MUST submit those scores to Forsyth Tech Admissions &amp; Records</u></li> <li><input type="checkbox"/> <b>Option 7:</b> Graduate of a US high school with a GPA of 2.5 or higher</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Option 1:</b> You have completed or received transfer credit for <u>one</u> of the following -- MAT 143, MAT 152, MAT 171 (or a higher-level math).</li> <li><input type="checkbox"/> <b>Option 2:</b> You have completed or received waiver credit for <u>all</u> the following: DMA 010, DMA 020, DMA 030, DMA 040, and DMA050</li> <li><input type="checkbox"/> <b>Option 3:</b> You have completed or received waiver credit for MAT 003 with a minimum grade of <b>P2</b></li> <li><input type="checkbox"/> <b>Option 4:</b> You have completed or received waiver credit for MAT 043 or are currently enrolled in MAT 143/043</li> <li><input type="checkbox"/> <b>Option 5:</b> An earned associate or bachelor's degree from a regionally accredited institution</li> <li><input type="checkbox"/> <b>Option 6:</b> Completion of placement test and achievement of appropriate scores. <u>If you took the placement test elsewhere, you MUST submit those scores to Forsyth Tech Admissions &amp; Records</u></li> <li><input type="checkbox"/> <b>Option 7:</b> Graduate of a US high school with a GPA of 2.5 or higher</li> </ul>

**When we receive the MAR application, it will be reviewed to ensure you meet the minimum requirements. If you do *not* meet these requirements, you will not be eligible, you will be notified and will not be placed into the applicant pool.**

If applying to more than one program (you can apply to up to three programs at a time) be sure that you have checked the MAR packet for that program to ensure that you meet the minimum requirements and have taken the necessary related courses.

#### **4. Attend a Personalized Pre-Program Advising and Planning Meeting**

To learn specifics about the program, you are strongly encouraged to schedule a pre-program advising and planning meeting. The meeting will be personalized and informative. Contact one of the following members of the Medical Assisting team to schedule your meeting.

Shannon Thomas, Program Coordinator  
(336) 734-7362, Bob Greene Hall 330B, [stthomas@forsythtech.edu](mailto:stthomas@forsythtech.edu)

Jennifer Pike, Clinical Coordinator  
(336) 734-7432, Bob Green Hall 330A, [jpike@forsythtech.edu](mailto:jpike@forsythtech.edu)

Wendy Craven, Medical Assisting Faculty  
(336) 757-3316, [wcraven@forsythtech.edu](mailto:wcraven@forsythtech.edu)

At your Pre-Program Advising and Planning meeting, a Medical Assisting faculty advisor will share information about the program layout, required courses, and minimum qualifications. When a student's results indicate readiness for Fall program entry, the faculty advisor will provide a personalized MAR eligibility tracking form. This form does not guarantee acceptance into the Medical Assisting program. It is designed to meet the mission of Forsyth Tech by providing a guided pathway for program completion and student success.

If a student does not yet meet the criteria for entering the program, the faculty advisor will provide a plan for the following semester and will schedule an appointment for further advising. All students will be guided as they progress toward program entry and program completion. Students are responsible for completing the MAR application as soon as they are eligible.

#### **5. Submit the MAR Application**

Use the link below to access the MAR Application

[Fall 2025 MAR Application](#)

Application opens: January 6<sup>th</sup>, 2025

Priority Deadline: March 14<sup>th</sup>, 2025

Final Deadline: May 16<sup>th</sup>, 2025

#### **6. Review additional requirements for accepted students**

##### **Program Orientation**

Orientation for Medical Assisting will be scheduled for a date after the Final Review Deadline. Students will register for Medical Assisting classes and learn more about clinical requirements during orientation.

##### **Clinical Clearance**

Students admitted to Medical Assisting will be required to meet additional clinical requirements to maintain their seat in the program. These requirements include a health assessment, physical, criminal background check and drug screening, TB testing, and the required vaccinations for a clinical practicum. **Accepted students will receive the necessary paperwork, instructions, and deadlines during the program orientation.**

Requirement	Details	Approximate Cost
*Current AHA BLS HCP CPR and First Aid Certification card	<i>Be sure to select the American Heart Association Basic Life Support Healthcare Provider Certification.</i>	\$53
Student Medical Health Form and Immunization Records	<i>A medical doctor must complete the forms and include your immunization records.</i>	\$100 - \$125
Criminal Background Check and Drug Screening	<i>Administered by an outside vendor approved by Forsyth Tech.</i>	\$100 - \$125
Malpractice Insurance	<i>Required to purchase through the cashier's office.</i>	\$18

\*CPR and First Aid classes are offered at Forsyth Tech. Visit this webpage to learn more: [CPR Info](#)

### General Education/Related Courses for Medical Assisting

The following courses are mandatory and **MUST** be completed by the final deadline date. There are no age limitations for Anatomy and Physiology courses.

Course	Course Name	Credit Hours
BIO 163	Basic Anatomy & Physiology	5
**ENG 111	Writing & Inquiry	3
<i>**ENG-011 may be required co-requisites for some students to demonstrate college readiness before applying to the program (Readiness, page 2).</i>		

The following courses are the related general education courses needed for the A.A.S program. **The diploma option only needs COM-231 (in addition to the above mentioned requirements)**. While these classes are not required before entering the program, completing them prior will lighten your course load while in the program.

Course	Course Name	Credit Hours
**MAT-143	Quantitative Literacy	3
COM-120 or COM-231	Communication	3
CIS-110	Intro to Computers	3
BUS-137	Principles of Management	3
PSY-150	General Psychology	3
HUM-115 or PHI-240	Humanities Elective	3
<i>**MAT-043 may be required co-requisites for some students to demonstrate college readiness before applying to the program (Readiness, page 2).</i>		

## **PROGRAM ACCREDITATION INFORMATION**

**Forsyth Tech's Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs, 9355-113th St. N, #7709, Seminole, FL 33775, (727) 210-2350 (www.caahep.org), upon recommendation of the Medical Assisting Education Review Board (MAERB).**

Beginning with the January 2001 administration of the AAMA certification examination, applicants who have been found guilty of a felony or pleaded guilty to a felony will not be eligible to sit for the certification examination. Students may request the opportunity to submit written evidence/request a hearing before the certifying board of the AAMA in order to obtain a waiver. For more information, please contact Shannon Thomas, Medical Assisting Program Coordinator, at 336-734-7362 or sthomas@forsythtech.edu.

The Medical Assisting program reserves the right to revise or change course requirements in accordance with applicable state laws, AAMA requirements, college requirements, and/or at the discretion of the Medical Assisting Faculty. By accepting admission into the Medical Assisting program, the student agrees to abide at all times with the Medical Assisting Program Handbook and the respective Medical Assisting course syllabi issued at the beginning of each term of the course. Such student is bound by such requirements and procedures regardless of whether they were established before or after the date of enrollment in the Medical Assisting Program.

July 2022