



Medical Assisting Program Application Timeline

January

- Download the Medical Assisting Program Student Handbook
- Complete a self-assessment survey on of the Handbook to identify whether you are physically and behaviorally able to complete the tasks required of a Medical Assistant
- Review your background check information: [RCW 43.43.842: Convictions that Preclude a Career in Healthcare](#) of the Handbook
- Schedule your immunization and/or titers if you do not have the required immunizations and/or documentation. Immunizations must be complete upon application
- Submit your transcripts to Peninsula College following the instructions at [Peninsula College Admissions](#)
 - It can take up to ten weeks for the college to process your transcripts

February

- It is not too late to start January's tasks

March

- It is *still* not too late to start January's tasks
- Apply to [Peninsula College](#) *before* applying for the Medical Assisting Program
 - The Medical Assisting Program starts in the **Fall** quarter, but there are prerequisites to take in the **Summer** quarter or earlier
- Complete your [Financial Aid](#) application *before* May 1
- The Medical Assisting Program application is due **June 1 by 5:00 p.m.**
- Contact Student Services at (360) 417-6340
 - Request to be added to the Program Director's advisee list
 - Change your program of study intent code to one of the two Medical Assisting degree options:
 - [Medical Assisting Certificate](#)
 - [Medical Assisting, Associate in Applied Science \(AAS\) Degree](#)
 - Course registration is completed through the [Peninsula College](#) website. Students must contact Student Services to acquire a ctcLink ID# and be added to the AMDA student group, which will then provide them access to the application course on Canvas.

April

- Request a letter of personal reference for your Medical Assisting Program application
- Visit <https://pencol.edu/testing-center/placement-options> to view all the placement options and requirements, or to schedule a placement test. If you have any questions about placement, please call the Testing Center at (360) 417-6346 or email placement@pencol.edu.
- Take exams to place out of prerequisite and/or general education courses, or submit documentation for placement test alternatives
 - Prerequisite courses include
 - Fundamentals of English (ENGL 90)
 - Introduction to Algebra (MATH 63)
 - Research in Health and Social Sciences (INFO 101)
 - All three of these prerequisite courses are typically offered every quarter. You can place or test out of ENGL 90 and MATH 63, but you must take INFO 101. Click [here](#) to find information about testing and test alternatives
 - INFO 101 is a two-credit online course.
 - Sign up for and complete online Peninsula College [New Student Orientation](#)
 - There is also a *mandatory* new student orientation specific to the MA program held at the beginning of **September**
- The Medical Assisting Program application is due **June 1** by **5:00 p.m.**

May

- Compose a personal essay for the Medical Assisting Program application. Guidelines for your personal essay are located in the Handbook
- Meet with the Program Director or appropriate Program Faculty Advisor for an advising appointment. You *cannot* register for classes without meeting with your advisor first
- May advising sessions are for the **Summer** and **Fall** quarters
- The Medical Assisting Program application is due **June 1** by **5:00 p.m.**

June

- Open registration for **Summer** and **Fall** quarters starts in early **June**
- Tuition for the summer quarter is due **mid-June**
- Acceptance and rejection letters for the Medical Assisting Program will be sent by **July 1**
- Background checks *must* be completed (if accepted) by **September 1**

September

- Attend the mandatory Medical Assisting Program New Student Orientation in early **September**; the exact date/time/location will be disclosed in the New Student Welcome Packets, along with the most recent version(s) of the Handbook and booklists and instructions for completing the background check
- Specific dates can be found on Peninsula College's [Academic Calendar](#)
- The last day to register for classes is in **mid-September**
- The first day of **Fall** quarter classes is in **late-September**