



Medical Assisting Program Application Timeline

January

- Download the Medical Assisting Program Student Handbook
- Complete a self-assessment survey in the Handbook to identify whether you are physically and behaviorally able to complete the tasks required of a Medical Assistant; there will also be a related attestation form regarding this that will be submitted as part of the program application on the Canvas application course.
- Review your background check information:
 - You will need to pass a background check before participating in the program.
 - Certain convictions could preclude students from completing the program, obtaining credentials, and securing employment in the healthcare sector. Please see [WAC 388-113-0020](#) and [RCW 43.43.842](#).
- 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 pm**.
- 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.
 - Students can also meet with the Program Director for advising and the Program Director can complete these steps by filling out a Change of Program form.

April

- Request a letter of personal reference for your Medical Assisting Program application.
- Visit [Peninsula College 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. Visit the [Placement Options webpage](#) to find information about testing and test alternatives
 - INFO 101 is a two-credit online course.
 - Sign up for and complete the 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 pm.**

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.
- Open registration for **Summer** and **Fall** quarters starts in late **May**.
- The Medical Assisting Program application is due **June 1 by 5:00 pm.**

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, 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**.