



Medical Office Assisting Program Application Timeline

January

- Download the Medical Office 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 Office 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 Office Assisting Program.
 - The Medical Office Assisting Program starts in the **Fall** quarter, but you may have general education courses to complete in the **Summer** quarter or earlier depending on your [Placement Testing](#).
- Complete your [Financial Aid](#) application before May 1.
- The Medical Office 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 Medical Office Assisting and select either the Certificate or Associate of Applied Science (AAS) degree, or you may select both options
 - Course registration is completed through the [Peninsula College website](#). Students must contact Student Services to acquire a ctcLink ID# and be added to the AMOA 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 Office Assisting Program application.
- Prerequisite courses include good keyboarding skills and eligibility to enroll in college level English and Math. Eligibility to take these courses may be determined by transcript review or by placement testing. Information about testing and test alternatives may be found at [Peninsula College Admissions](#).
- 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.
- Sign up for and complete the online Peninsula College [New Student Orientation](#)
 - There is also a *mandatory* new student orientation specific to the MOA program held at the beginning of **September**
- The Medical Office Assisting Program application is due **June 1 by 5:00 pm**.

May

- Compose a personal essay for the Medical Office 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 Office 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 Office Assisting Program will be sent by **July 1**.
- Background checks *must* be completed (if accepted) by **September 1**.

September

- Attend the mandatory Medical Office Assisting 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**.