

# Admission

Heartland Community College's Medical Assistant (MA) program leads to a certificate. This program includes general education courses, MA technical courses, and practical clinical experience.

As a selective admission program, the MA program enrollment is limited to 16 students per year. The decision for admission is based on achievement of minimum academic criteria, residency, and the quality of the applicant's credentials in relation to those of other applicants.

## Prepare to Apply

### Meet with an Academic Advisor

Call or visit an [academic advisor](#) for assistance with course selection and the application process.

### Attend an Information Meeting

It is strongly recommended that anyone interested in applying to the Medical Assistant program attend an informational meeting. These meetings provide an overview of the MA program and the admission process.

### Review Other Program Requirements

- [Essential Functions](#) - Applicants accepted to the program must be able to perform the essential functions of the program with or without reasonable accommodation. Potential applicants are encouraged to contact [Student Access and Accommodation Services](#) to discuss any concerns associated with the program.
- **Clinical Requirements** - To meet the requirements of our clinical partners, the following requirements must be met:
  - Student Criminal Background Check Policy
  - [Student Drug Screen Policy](#)
  - Medical Examination & Vaccinations

### Review Certificate Considerations

Passing an exam from one of the following organizations is required for certification. Please review exam eligibility requirements.

- [American Association of Medical Assistants \(AAMA\)](#)
- [American Medical Technologists \(AMT\)](#)
- [National Center for Competency Testing \(NCCT\)](#)
- [National Healthcare Association \(NHA\)](#)
- [American Medical Certification Association \(AMCA\)](#)

### Review Program Cost

The [cost sheet](#) was designed to provide information related to potential expenses incurred by the student in the HCC MA program. The totals may vary depending on previous completion of general education courses and the costs associated with immunizations and tests if you have health insurance that covers the costs of health-related testing and immunizations. The fees associated with the criminal background check and drug screening are estimates and are paid directly to the company performing the checks/screens.

## Review MA Curriculum

- **General Education Courses**  
General Education courses may be completed prior to admission. If general education courses are not completed prior to admission, they must be completed with a “C” or better during the semester indicated in the [Curriculum Sequence](#).
- **MA Courses**  
The Medical Assistant classes begin each fall for those applicants accepted into the program and can be completed in two semesters. These courses are offered only at the Normal Campus during the day and must be taken in order as outline in the [Curriculum Sequence](#).
- **Clinical Education Experiences**  
Clinical Experience (Practicum) is completed off campus in various settings during the last 4 weeks of the final semester. Hours vary and can include day, evening, and/or weekend hours. Students will be required to complete 40 hours in a lab and 120 hours in a doctor’s office or ambulatory care center.

## Admission Requirements

Medical Assistant student admission procedures and practices adhere to applicable laws, are nondiscriminatory, assure equal opportunity to all applicants, and are consistent with the Heartland Community College Equal Opportunity Statement. The MA program at Heartland Community College is a selective admission program.

The MA program enrollment is limited to 16 students per year. The decision for admission is based on successful completion of the program prerequisites, residency, and the quality of the applicant’s credentials in relation to those of other applicants.

## Placement Testing

- Admission to the program requires the ability to enroll in BIOL 121. The prerequisite to enroll in BIOL 121 is placement at ENGL 099 or higher and completion of MATH 091, MATH 095, TMAT 103, or placement at MATH 092 or higher.
- Applicants whose scores are below the levels required for MA program admission must successfully complete the course(s) needed to reach the above requirements before the documentation due date of May 15.

## Residency

- Applicants who are legal residents of Community College District #540 will be given preference for admission provided all admission criteria are met. Applicants will be required to show a driver's license or State of Illinois ID as proof of residency as part of the application process.
- Applicants who are granted the in-district tuition rate because they work in the district or have a parent or guardian who works in the district are not considered in-district applicants for selective admission programs.
- Out-of-district applicants will be considered for admission after all qualified and eligible in-district applicants have been offered admission. Applicants with temporary visas will not be considered until all qualified and eligible in-district and out-of-district applicants have been offered admission. Learn more about [residency and District #540 boundaries](#).

## How to Apply

Step 1. [Apply to Heartland Community College](#)

Step 2. Apply to the Medical Assistant program. Application only available January 1 – May 1

- Application Dates
    - Application opens: January 1
    - Application due: May 1
    - Documentation due: May 15
  - Submit the following required documentation
    - [MA Application](#) PLEASE NOTE: *Firefox is the suggested browser for completing the application documentation*
    - Official copies of transcripts from college where general education classes were completed
    - Photocopy of driver's license or State ID
- \*\*Applications may be reopened at a later date if seats remain available.*

### Transfer Students

Students with credits from another medical assistant program may apply. MA credits will be evaluated on a course-by-course basis. All other credits are subject to Heartland Community College's transfer policy. Transfers will be admitted as space permits after regular admission and re-entry students. The following materials must be submitted.

- Letter requesting transfer into the HCC MA program
- Heartland Community College [application](#) for admission
- Official copies of all college and MA school transcripts
- Syllabus and detailed content outline of each MA course completed with a "C" or better

### Re-entry Students

Please see HCC MA Program Handbook for readmission and re-entry criteria.

## How are Applicants Selected

All qualified applicants will be ranked, and the top 16 will be offered a seat.

In the event that a seat opens after the original top 16 have been offered, those applicants who were determined to be qualified but did not make the top 16 will be ranked, and the remaining seats will be filled. This process will continue until all seats are filled, until all qualified candidates have been exhausted, or until the program's mandatory orientation.

Please see the points table on the following page for review of the program's scoring system for ranking applicants.

<b>Application Evaluation – For advising purposes only. Official evaluation will be completed by Admission Coordinator.</b>					
<b>Criteria</b>	<b>Placement</b>	<b>Points Awarded</b>			<b>Max Points</b>
Math and Literacy Placement	Placement at English 101	2.0			4
	Initial placement at college level math	2.0			
	Initial placement at Math 094	1.0			
<b>Criteria</b>	<b>Course</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>Max Points</b>
<b>Non-Medical Assistant General Education Course Completion</b>  “C” or better is required  Points will be awarded only for courses completed by the end of Spring 2021.	BIOL 121	2.0	1.0	.50	8
	BIOL 181	2.0	1.0	.50	
	BIOL 182	2.0	1.0	.50	
	BUSN 115	2.0	1.0	.50	
	HLTH 109 or 110	2.0	1.0	.50	
	HLTH 111	2.0	1.0	.50	
<b>Criteria</b>	<b>Achievement</b>	<b>Points Awarded</b>			<b>Max Points</b>
Prior Academic Achievement	Bachelor’s degree or higher	1.0			1
	Associate Degree or EMT–Paramedic	.50			
	Phlebotomy	.50			
	EMT-Basic	.25			
	CNA	.25			

In case of a tie, the applicant with the highest GPA in the general education courses will be given priority.

## Notification of Acceptance

Applicants will be notified of their status regarding admission via their Heartland email by June 1 at the latest.

Applicants not accepted during an application cycle will be encouraged to meet with an academic advisor.

Applicants not accepted during an application cycle will need to submit a new application for the Medical Assistant program during the subsequent application cycle. Applications and waiting lists are not maintained from year to year.

Applicants who are offered a seat in the program must meet the following requirements prior to official acceptance into the program.

- Attend Orientation
- Submit to a criminal background check and drug testing
- Fulfill all clinical education requirements
- Satisfy all financial obligations to the college