

Dear Prospective Student,

Thank you for your interest in the Allan Hancock College Medical Assisting Program. We are excited that you are considering a career in Medical Assisting, a vital and rewarding profession in the healthcare field.

This program is designed to prepare students with the knowledge and hands-on skills needed to succeed in a medical office setting. However, Medical Assisting is a demanding discipline, and the coursework is both rigorous and challenging. We encourage you to carefully consider the level of dedication and commitment required to successfully complete this program and build a strong foundation for your future career in healthcare.

Please review the contents of this application packet thoroughly prior to submitting your application and supporting documents. Make and keep a copy of all documents you turn into the office for your reference.

If you have questions regarding the program, please look at the Medical Assisting website <https://www.hancockcollege.edu/pathways/health-sciences/medical-assist.php>

Sincerely,

Tawnya Karstrom
Program Specialist
healthsciences@hancockcollege.edu

To be considered for the Medical Assisting program, please submit the attached application along with all required documents on or before May 31, 2025, end of day. This application is specific to the current application period. Be sure to thoroughly review the entire packet and submit a complete application. A randomized lottery will select the first 24 applicants for the program. All other applicants will be placed on the program waitlist according to their lottery number.

PROGRAM

The Medical Assisting certificate program is a two-semester program that begins in August and concludes in May. Classes are held during the day in the W building on the Santa Maria campus. This program provides essential skills that are needed for employment in a medical office.

A grade of “C” or better in the medical assisting fall classes are required to progress in the program for spring. A five-week externship is required at the end of the spring semester.

If you have completed the Medical Billing and Coding program within the last two years or are currently in the Medical Billing program, you may apply and have priority seating. You will need to apply now for a seat in the program starting in Fall. Please indicate this on your application by checking the appropriate box.

COMPLETED APPLICATION PACKET AND ELIGIBILITY:

- All applicants must have an AHC student ID number and complete the program application form attached.
- You must be 18 years of age or older and provide proof with this application.
 - Acceptable forms of proof of age: birth certificate, passport (page containing name and date of birth) or a driver’s license/Identification card, only one document is required.
- All applicants must show completion of English 101 with a grade of “C” or better
 - A printout of your AHC unofficial transcripts must be provided with this application.
 - Official transcripts from any other colleges must have already been evaluated by AHC Admissions and Records transcriber and in your AHC portal to print for proof of completion.

If you are going to apply to more than one program within the Health Sciences department, you are welcome to do so, however, if your lottery number places you in more than one program at the same time, the office will decide which program you will be placed in. You will only be permitted to register for one program at a time. To be considered for the other programs the following year, you must apply to that program during the next application period and attach the acceptance email.

The application and required documentation must be hand-delivered to the W Building, Office W-11, or placed in the M100/200 building mailbox directly across from the M132 office door. Alternatively, you can mail the documents to the college, addressed to the attention of Tawnya Karstrom, post marked on or before the application due date.

UPON ACCEPTANCE INTO THE MEDICAL ASSISTING PROGRAM

All applicants will be notified of their admission status via the email provided on their application by the end of the day on **June 20, 2025**. Please ensure your application is written or typed clearly to avoid any confusion. Check your spam/junk folder, as AHC emails may not always go directly to your inbox.

- All students in the program are expected to maintain a 2.0 Grade Point Average (GPA) or above each term prior to moving on to the next term. Core curriculum is intended to be completed in one academic year.
- Students must provide their own transportation to off-campus clinical sites.
- A selected uniform and adherence to the dress code is required.
- Health packets must be completed including a physical with a physician of your choice, submit a full immunization record, CPR certification (specific to the program), and a completed physical form. Additionally, you must pass a drug screening and background check, purchase the program kit, and pick up the program-approved uniforms by the acceptance packet deadlines. The packet, which includes all requirements and due dates, will be sent via email if you are given a seat.
- The student must register and pay for all Medical Assisting classes held in each semester by the deadline dates and follow the college payment policy.

ABSENT AND TARDY POLICY

You can miss up to 2 classes; the 3rd absence and beyond must be made up. Three tardies equal one absence, and missing 30+ minutes at any time counts as a full day absence. No excused absences—eligibility or, as each extra absence deducts 15 professionalism points, and tardies cost 5 points each.

DRESS CODE

Your appearance reflects the clinical site and college standards, it indicates to patients and co-workers your pride and interest in your profession. These standards are maintained by personal neatness and cleanliness, by wearing only the authorized uniform and by avoiding the use of elaborate jewelry and cosmetics. More information regarding uniforms will be in the emailed health packet.

FINANCIAL AID

Please contact the Financial Aid office for all questions and/or eligibility or go to <https://www.hancockcollege.edu/finaid/index.php> for up-to-date information.

EMPLOYMENT OPPORTUNITIES

The median salary for medical assistants in California is \$46,690 per year or \$22.45 per hour. Compared to the national median of \$42,000, medical assistants in CA make slightly more.

CMAs typically make about 10% more than MAs and have the same scope of practice and workload. CMA credentials are the most widely recognized within the industry, though the term "certified medical assistant" may also refer to someone who has their RMA or CCMA certification. Other areas of employment include community clinics and government agencies.

CERTIFICATION OF ACHIEVEMENT – Total of 26.5 units

Allan Hancock College will offer a Certificate of Achievement, once the student has completed the mandatory classes.

1st semester – 14 units

MA 305	Body Systems and Disease	5.0
MA 350	MA Fundamentals	2.0
MA 351	MA Clinical Procedures 1	3.0
MA 352	MA Administrative Procedures	4.0

* If you have previously taken the Medical Billing and Coding program at AHC, you may apply to the Medical Assisting program. You will not have to take the MA 305 and 352 classes.

2nd semester – 12.5 units

MA 353	MA Clinical Procedures 2	5.0
MA 355	MA Pharmacology	4.0
MA 356	MA Job Success Externship	3.5

****BACKGROUND CHECKS:** The Joint Commission of Hospital Accreditation and policies of our externship sites have required that ALL students having patient contact be screened for criminal convictions, and the results must be available to the care facility and/or medical clinic.

The facilities have the responsibility to hold students to the same standards as an employee who has patient contact. The facilities have the final say as to whether a student may participate in patient care. It is not the decision of Allan Hancock College.

Infractions, probations or pending court cases with a disposition date within 2 years showing up on backgrounds may result in non-admittance to or dismissal from the program. Felony convictions will result in non-admittance to the program.

MEDICAL ASSISTING PROGRAM ESTIMATED STUDENT FEES

Health Packet Expenses	
PHYSICAL EXAM – Private physician	Variable Cost
IMMUNIZATIONS – Hepatitis B Series, DPT, MMR, Varicella, TB, Flu	Variable Cost
BACKGROUND CHECK – Corporate Screening	\$49.92
DRUG SCREENING – Med Plus Central Coast on Depot Street	\$55.00
CPR FOR HEALTHCARE PROVIDERS EMS 306 (\$23 ½ unit) (\$13.46 material fee) (\$25.25 textbook)	\$61.71 (AHC)
UNIFORM—SHOES (5 top and bottom scrubs paid for by the College—\$200 savings)	\$50.00 (est)
FALL SKILLS KIT	\$120.00
AHC STUDENT ID CARD WITH PICTURE	FREE
IDENTIFICATION NAME PIN	FREE
Total is estimated excluding variable costs	\$336.63
Fall Semester	
TUITION (14.0 units @ \$46/unit)	\$644.00
PARKING (\$2.00 PER DAY OR \$20.00 FOR SEMESTER)	\$20.00
HEALTH FEE (\$26), STUDENT CENTER FEES (\$1 PER UNIT/\$10 MAX), STUDENT REP FEE (\$2 OPTIONAL)	\$38.00
REQUIRED FALL TEXTBOOKS—ENTIRE PROGRAM	\$718.50 (AHC)
Total is estimated	\$1420.50
Spring Semester	
TUITION (12.5 units @ \$46/unit)	\$575.00
PARKING (\$2.00 PER DAY OR \$20.00 FOR SEMESTER)	\$20.00
HEALTH FEE (\$26), STUDENT CENTER FEES (\$1 PER UNIT/\$10 MAX), STUDENT REP FEE (\$2 OPTIONAL)	\$38.00
Total is estimated	\$633.00

TOTAL ESTIMATED COSTS TO ACHIEVE A MEDICAL ASSISTING CERTIFICATE

\$2,390.13 (excluding variable costs)

If you have taken the Medical Billing and coding program previously, you will not need to pay for two of the Fall courses (9 units)

Prices are subject to change

Personal Information	
Full Name: <small>(LAST, MI, FIRST)</small>	
Address:	
City/ST/Zip:	
Home Phone:	Cell Phone:
Social Security or Tax ID Number:	Birth Date (MM/DD/YYYY):
AHC Student # H:	Email Address: (Mandatory)
Education	
Are you applying to any other Health Sciences programs, if yes, list:	
Have you completed the Medical Billing and Coding program at Allan Hancock College previously? If yes, Semester/Year:	

Confidential Applicant Survey

Federal and state mandates require that we compile summary data on the gender and ethnicity of applicants. To assist us in complying with this requirement we are requesting that you complete the below.

Please identify the ethnicity you most identify with or the one that best represents your background. This is for demographic purposes and will help us better understand our student population.

- | | |
|---|---|
| <input type="checkbox"/> African American / Black | <input type="checkbox"/> Hispanic / Latino |
| <input type="checkbox"/> American Indian / Alaska Native | <input type="checkbox"/> Native Hawaiian |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Other Pacific Islander |
| <input type="checkbox"/> Other Asian | <input type="checkbox"/> Caucasian / White |
| <input type="checkbox"/> South Asian / Indian, Pakistani etc. | <input type="checkbox"/> Mixed race |
| <input type="checkbox"/> Filipino | |

Gender _____ Preferred language at home _____

Allan Hancock Joint Community College District strictly prohibits discrimination based on race, color, ancestry, religion, gender, national origin, age, physical or mental disability, medical condition, marital status, or sexual orientation. Additionally, information about an applicant's name is kept confidential and is not shared with any other agency.

The application and required documentation must be hand-delivered to the W Building, Office W-11, or placed in the M100/200 building mailbox directly across from the M132 office door. Alternatively, you can mail the documents to the college, addressed to the attention of Tawnya Karstrom.

Please read and acknowledge your understanding by checking each box:

<input type="checkbox"/>	I have read this application packet carefully and agree to comply with the standards and rules detailed within.
<input type="checkbox"/>	I agree that I must submit proof, with this application, that I am 18 years of age or older to participate in the Medical Assisting Program.
<input type="checkbox"/>	I understand that I am required to provide proof of completion and equivalency of English 101 with a grade of "C" or better. I also acknowledge that my official transcripts from all other colleges will be processed through Admissions and Records before I submit my unofficial AHC transcripts showing completion of these prerequisites.
<input type="checkbox"/>	I understand that once I am accepted, the health packet requirements are required by the clinical facilities and not by Allan Hancock College. Infractions, probations or pending court cases showing up on the background check and/or a positive drug screen test will result in non-admittance to or dismissal from the program.
<input type="checkbox"/>	I understand that I will be notified by email by the end of the day on June 20th, 2025. It is my responsibility to ensure my email is written clearly and to check my spam/junk folder. If I am offered a seat, the acceptance letter will be emailed to the email address provided on this application.
<input type="checkbox"/>	I understand that if I am assigned a waitlist number, I may be notified up until a few weeks before the program begins or as time allows, but my position will not carry over to the next application period.
<input type="checkbox"/>	I understand that requirements for the program can change and will require flexibility.

I certify that I have read and understand the statements made in this application packet. To the best of my knowledge, the information provided is true and complete. I acknowledge that any false or misleading information may result in denial of admittance.

Signature

Date

Application does not guarantee that applicants have satisfied minimum criteria

If you are going to apply to multiple programs within the Health Sciences department, you may do so. However, if your lottery number places you in more than one program simultaneously, the office will determine which program you will be placed in. You may only register for one program at a time, but you can apply to as many as you like. To be considered for other programs in the following year, you must apply during the next application period and indicate which program you completed.

For office use only:

Application Complete: ___ Yes ___ No (App/Proof of Age/AHC Xscript)

English 101 Complete: ___ Yes ___ No ___ Sem/Yr ___ Grade

Other Program Applications? ___ Yes ___ No Program: _____

Previous AHC MA/MB? ___ Yes ___ No When _____

NOTES:

Please remember to make a copy of your entire application packet prior to turning it in. Copies will not be made in the Health Sciences Office. Copy machines can be found in the library, student services or campus graphics.