



# Continuing Education Application Medical Assistant - Clinical Certificate Program

*This application must be submitted prior to registration for **Procedures in a Clinical Setting (MDCA 1017)** in preparation for the requirements of **Medical Assistant Practicum, (MDCA 1064)**.*

Semester Requested (Check one):  Fall  Spring  Summer Year: \_\_\_\_\_

*Access to Austin Community College's programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability. Applications accepted year round.*

**Please Type or Clearly Print**

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

ACC Student ID: \_\_\_\_\_ e-mail address: \_\_\_\_\_  
*Leave blank if you do not have one You will be contacted by email with the results of your application*

Name: \_\_\_\_\_  
*Last First Middle*

Home Address: \_\_\_\_\_  
*Number & Street County City State Zip*

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Please Complete: (for State Reporting Purposes only)

Ethnicity/Race: Hispanic/Latino Black/African American Asian  
American Indian/Alaskan Native Native Hawaiian/Pacific Islander  
White Other  
Gender: Female Male

Medical Assistant students will be working in medical offices and/or major clinics assisting in the treatment of patients. Students who assist in the treatment of patients and who are registered in ACC healthcare programs must meet "Community Standards" concerning criminal background screening and state vaccinations requirements. On the reverse side of this form are listed the required vaccinations. **Vaccinations can take up to 6 months to complete, so students are urged to plan accordingly.** Please contact the Program Coordinator at 512-223-7055 for more information on the criminal background check.

***It is the student's responsibility to:***

Return this application to ACC Health Professions Institute, 5930 Middle Fiskville Road, Austin, Texas 78752, **with the checklist fully completed, and all required documentation enclosed.** Applications may be submitted in person to the Continuing Education Registration Desk on the 4<sup>th</sup> floor of HBC or by mail.

***Incomplete applications will not be considered.*** For assistance, please call 512-223-7055.

**For Continuing Education Office Use Only**

Reviewed By: \_\_\_\_\_ Application Received – Date: \_\_\_\_\_  
Date: \_\_\_\_\_ Added/Verified to Datatel – Date: \_\_\_\_\_

Print Name and Phone Extension  
 Accepted  Rejected Student Advised of Status – Date: \_\_\_\_\_  by email  by mail

# Completion Checklist:

**1. All applicants must provide one (1) copy of each of the following:**

\_\_\_\_\_ Proof of high school graduation or GED.

**2. All applicants must provide a copy of written documentation from a physician or public health authority for:**

\_\_\_\_\_ **Varicella** (Chicken pox) - Proof of either (a) a physician-documented history of the disease, or (b) documentation of two varicella immunizations, or (c) a serum titer confirming immunity. **\*\* Note:** The varicella injection series is a four-week process. If first dose of varicella was received prior to thirteen years of age only one dose necessary. Proof of date of birth must be included.

\_\_\_\_\_ **Hepatitis B** - Proof of either: (a) a complete three-injection series of hepatitis B vaccinations, or (b) a serum titer confirming immunity. **\*\* Note:** The hepatitis B injection series is a 4-6 month process. There must be a minimum of four weeks between the 1st and 2nd immunization, minimum of eight weeks between the 2nd and 3rd immunization, and a minimum of sixteen weeks between the 1st and 3rd immunization.

\_\_\_\_\_ **Measles** - Proof of either: (a) two doses of measles vaccine on or after first birthday, or (b) a physician-documented history of disease, or (c) a serum titer confirming immunity. **\*\* Note:** Students born before Jan. 1, 1957 are exempt from the measles requirement. There must be at least four weeks between the first and second measles vaccination.

\_\_\_\_\_ **Mumps** - Proof of either: (a) one dose of mumps vaccination on or after first birthday, or (b) a physician-documented history of disease, or (c) a serum titer confirming immunity. **\*\* Note:** Students born before Jan. 1, 1957 are exempt from the mumps requirement.

\_\_\_\_\_ **Rubella** - Proof of either: (a) one dose of mumps vaccination on or after first birthday, or (b) a physician-documented history of disease, or (c) a serum titer confirming immunity. **\*\* Note:** All students are required to show proof of rubella.

\*\*\*Combined MMR vaccine is vaccine of choice if recipients are likely to be susceptible.\*\*\*

\_\_\_\_\_ **Tetanus** - Proof of tetanus vaccination within the last 10 years; at time of application.

\_\_\_\_\_ **Tuberculosis (TB)** - Proof of TB test (PPd skin test or chest x-ray) with a negative reading. (Test may not be more than 180 days old on the first day of class.)

**Important:** Documentation of immunizations ARE required at the time of application. Program applications are NOT accepted without completed immunization documentation. Vaccines administered on or after September 1, 1991 must include the mm/dd/yy each vaccine was given. Physician-documented history of disease and serum titers must be the date of diagnosis or test collection not when formed signed by health care provider.

**3. CRIMINAL BACKGROUND CHECK: Please indicate the date you submitted the request for the vendor to conduct the background check:** \_\_\_\_\_ (Month/Day/Year)

Are you physically capable of performing CPR?

Yes  No (please explain): \_\_\_\_\_

Additional information about the Medical Assistant Program Certificate is available by requesting a program brochure at 512-223-7055 or at the following link: [http://www.austincc.edu/ce/files/hpi/hpi\\_med\\_assistant\\_clinical.pdf](http://www.austincc.edu/ce/files/hpi/hpi_med_assistant_clinical.pdf).

**Incomplete applications, as reflected by missing items from the checklist,  
will not be accepted!**

**Acceptance of an application does not guarantee a student a seat in the Medical Assistant Program or required classes including Procedures in a Clinical Setting (MDCA 1017). Students must attempt to register for classes during the Continuing Education open enrollment period for each semester. Classes may fill quickly, preventing a student from registering even though the student has a completed application on file with the continuing education.** Students must notify the Health Professions Institute for Continuing Education of any change in applicant data. Failure to do so may result in the withdrawal of permission to register in the classes or the inactivation of the application.

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information is cause for denial of admission to the Medical Assistant Program or expulsion from the College. I understand that the faculty and staff of the Health Professions Institute for Continuing Education will read the information contained in this application.

Signature of Applicant

Date

Updated: 4/1/2007

# ACC Health Professions Institute (HPI) Program Application Process

All required information and documentation must be included with your completed Program Application (i.e. immunization data, initiated background check, signature on application, etc...). **Do not** submit original copies of your immunization documentation (copies are acceptable). **Do keep** a copy of your application for your own files. **An incomplete Program Application may delay your enrollment!**

**Submit by mail or in person**, your completed Program Application to the ACC Continuing Education department, 4<sup>th</sup> Floor, ACC Highland Business Center (5930 Middle Fiskville Rd., Austin, 78752).

**NOTE:** Program Applications **should not be faxed** by students, as the security of personal data cannot be assured. If student has no other option but to fax information regarding their application, they must contact an HPI staff member first to ensure that their faxed documents are received at the time they arrive. **HPI/CE staff cannot fax application data for/to students at any time.**

Your application will be reviewed for completeness and approval by the ACC Clinical Compliance Officer and program staff, within 7 business days. **It is recommended that you submit your completed application no later than 2 WEEKS prior to the start of your program/course**, to ensure time to complete the approval process. **Some immunization requirements can take up to 6 months to complete.** Background check results may take additional time to be received, depending on the response time from the legal entity providing the information (i.e. department of public safety from your county of residence). **ACC has no control over the response time from these public agencies.**

You will be notified by phone or email as to the status of your Program Application.

If your application is **approved**:

Your student account will be “petitioned” to allow you to register for the program. **An “approved” application does not guarantee you a seat in your program/course.**

You can then register (by phone, internet, mail or in person) on a first-come-first-serve basis when Continuing Education registration opens for the semester you have applied for.

**Should the class be full at the time you register, you will have to resubmit a new Program Application (including a new background check) for the next semester.**

If your application is **unapproved**:

You will be contacted, and your Program Application will be either mailed back to you (at the address on your application), or you may pick it up from the CE Department at Highland Business Center (whichever you specify). Your “unapproved” application will include a coversheet listing the items missing or incomplete on your Program Application.

You will need to provide any missing information and/or resubmit a corrected/completed Program Application, by mail or in person.

If you are not able to submit a completed Program Application in time to register for your program/course, you will need to wait until the following semester to enter the program.

The requirements contained in the HPI program applications are requirements mandated by the Texas Department of State Health Services, program accreditation agencies, and the healthcare facilities in which you will be attending clinicals. **ACC cannot make exceptions to any of these requirements.**

**For questions regarding the HPI Program Application Process, contact:**

- the program contact number found on the first page of your Program Application

**For questions regarding immunizations and background checks only, contact:**

- the ACC Clinical Compliance Officer at ... [kphilli2@austincc.edu](mailto:kphilli2@austincc.edu)

(please include your name, social security #, date of birth, and program/course name in your email)

**For questions regarding registering for any HPI program/course, contact:**

1) Continuing Education Registration: **512-223-7542**, or

2) visit the Health Professions Institute Web Site: [www.austincc.edu/ce/hpi](http://www.austincc.edu/ce/hpi)

Updated: 4/1/07