

IMPORTANT NOTICE

THIS FORM MUST BE SUBMITTED TO THE ADMISSIONS OFFICE. FAILURE TO DO SO COULD POSSIBLY DELAY THE STUDENT'S ENTRANCE INTO THE PROGRAM.

PLEASE PRINT

Name _____ Student Lakeland Identification Number (LID) _____

Address _____ City _____ State _____ Zip _____

Phone _____ Lakeland email address: _____

PLEASE NOTE

Students must meet specific admission requirements for this program and are advised to meet with an academic counselor and the program director.

Listed below are requirements for the:

- **Administrative Medical Office Assistant (3549) certificate/area of specialization program**
- **Medical Assisting (3550) certificate/area of specialization program**

- Complete college application
- Complete college placement test or meet test exemption requirements
 - Composite score of 21 or higher on the American College Test (ACT) or combined score of 940 on the Scholastic Aptitude Test (SAT)
- Place into MATH 0850 *Beginning Algebra* or completed MATH 0745 *Essential Skills for Algebra*
- Place into ENGL 1110 *English Composition I(A)*, ENGL 1111 *English Composition I(B)* or completed ENGL 0111
- Applicants must meet with the program director and counselor to review the program prerequisites and requirements

ADMISSIONS PROCEDURES NOTES:

Applicants must meet with the program director and counselor to review program prerequisites and requirements.

Applicants who have completed the requirements for admission will be accepted into the program on a space-available basis.

MDAS 1700 *Medical Assisting Practicum* requires students to be at least 18 years of age and have graduated from high school prior to beginning practicum hours.

The admissions office must have on file an official copy of your high school transcript with the graduation date listed or a copy of your General Education Development (GED) certificate.

Verified with admissions Yes No

Student Signature _____

Date _____

Program director approval

This applicant has met with me and is approved for acceptance into the next available seat in the program.

Medical Assisting Administrative Medical Office Assistant

Denise Lash, BS-HS, CMA (AAMA)

Medical Assisting Program Director • 440.525.7428

Date _____