

# Medical Assistant Enrollment Form

Welcome to the CEI Medical Assistant Program and the beginning of your healthcare career!

The Medical Assistant Program at CEI provides a comprehensive medical assisting education. The program prepares graduates to assist physicians in outpatient settings and perform administrative and/or clinical tasks. Medical Assistants are multi-skilled, allied health workers who show multidisciplinary skills while behaving professionally and ethically.

Prior to completing a medical assistant enrollment form, individuals should give careful thought and consideration to the physical and mental demands of the medical assistant program and the pressures involved in undertaking the responsibilities of being a healthcare student. Medical Assistant is a demanding discipline. We urge you to recognize the commitment essential to be successful in the program.

## Enrollment Deadline & Requirements

Completed enrollment forms are **due by July 1st** for acceptance into the following fall semester. Candidates for admission are selected based on available space. Meeting the minimum criteria for admission does not guarantee admission into the program. Those not selected for the current enrollment period will need to submit a new enrollment form in the next application period.

Complete the following application steps as early as possible:

- Submit [CEI application](#) and all required enrollment documentation. Speak with an advisor to determine if you require a placement exam.
- Review, sign, and upload [all pages](#) of the Medical Assistant Enrollment form in the supplemental section of the CEI application.

Accepted students must attend a **mandatory orientation** on the last Monday in July from 9-10 am. More information will be provided upon acceptance into the Medical Assistant program.

## Length of Program

The MA program is designed to be completed in 2–3 semesters, with both daytime and evening cohort options available. The course sequence for each option is outlined below.

### Day Cohort Scope and Sequence Fall 26

MAS 105	Beginning Phlebotomy
MAS 121	Beginning Administrative Skills for MA
MAS 122	Beginning Clinical Skills for MA
HCT 109	Medical-Introduction to Ethics
HCT 101	Medical Terminology
ZOOL 127	Introduction to Human Biology
ZOOL 127L	Introduction to Human Biology Lab
Spring 27	
MAS 210	Intern/Externship II (Sem 2 or optional Summer)
MAS 220	Pharmacology and Medication Administration Skills
MAS 221	Advanced Administrative Skills for MA

MAS 222	Advanced Clinical Skills for MA
Summer 27	
MAS 210	Intern/Externship II (Sem 2 or optional Summer)
MAS 210	Intern/Externship II

Figure 1 Table showing courses each semester for evening medical assistant program option in FY27.

### Evening Cohort Scope and Sequence Fall 26

MAS 105	Beginning Phlebotomy
MAS 121	Beginning Administrative Skills for MA
MAS 122	Beginning Clinical Skills for MA
HCT 109	Medical-Introduction to Ethics
HCT 101	Medical Terminology
Spring 27	
MAS 220	Pharmacology and Medication Administration Skills
MAS 221	Advanced Administrative Skills for MA
MAS 222	Advanced Clinical Skills for MA
ZOOL 127	Introduction to Human Biology
ZOOL 127L	Introduction to Human Biology Lab
Summer 27	
MAS 210	Intern/Externship II

Figure 2 Table showing courses each semester for evening medical assistant program option in FY27.

## Program Progression

All core and program specific courses must be passed with a minimum C+ (77%) grade and completed consecutively before continuing to the next semester's courses.

## Degree

Upon successful completion of the program, students will receive an Intermediate Technical Certificate (ITC).

## Program Costs

In addition to tuition fees, students can expect to spend approximately \$2000 on books, supplies, and miscellaneous fees. Graduates must sit for the national proficiency exams at the program's end. Information regarding costs and dates for the exams will be available from the program instructor.

## Post Acceptance Requirements

After acceptance into the Medical Assistant program, proof of the following additional requirements will be due by **August 1st**. More information and directions will be provided after acceptance.

## Immunization Records

While CEI does not mandate immunizations, we are obligated to comply with the policies of our clinical partners. As a Medical Assistant student, you will be required to participate in clinical experiences at various healthcare facilities. The clinical facilities establish their own immunization/titer requirements to protect the health and safety of patients, staff, and students. Because clinical experience is an essential component of medical assisting education, failure to meet clinical placement requirements may prevent successful completion of the medical assistant program.

You may need to provide your records to Eastern Idaho Public Health Department (EIPH) to obtain an IRIS report. If you are not receiving immunizations at EIPH, you will be charged a \$10.00 fee to complete your IRIS. EIPH is located at 1250 Hollipark Drive, Idaho Falls, Idaho 83401. **A copy of your IRIS record must be received by the July 1<sup>st</sup> deadline.** Handwritten immunization cards will not be accepted.

- MMR (2 shots) or positive/reactive titers
- Hep A (2 shots)
- Hep B (3 shots) or positive/reactive titer
- Hep B Titer showing positive/reactive (**Required in addition to immunizations**)
- Varicella (2 shots) or positive/ reactive titer
- Tdap
- COVID immunization – We follow current CDC (Centers for Disease Control) guidelines and immunization protocol.
- Flu Shot – current yearly shot

## TB Test

A TB test, dated after January 1st of the application year, is required. TB results are good for one year. If it expires during the program, you will need to complete a new test before the one-year mark. The following are accepted TB tests:

- QuantiFERON-TB gold Plus Test
- Chest x-ray (**ONLY for previous positive TB results.**)

## Background Check

Copy of completed background check from Pre-Check dated after January 1st of application year. All student background checks are done through Pre-Check to ensure we meet clinical site requirements. No other background checks accepted. [Instructions](#) to complete the background check are available on the CEI Medical Assistant webpage under the “Resources” tab.

Acceptance into the program is contingent upon the results of your background check. Any student with a felony conviction within the past seven years will not be admitted to the Medical Assistant program. Convictions greater than seven years will be reviewed on a case-by-case basis in accordance with clinical site policy.

Individuals who have been convicted of a misdemeanor related to, but not limited to battery, assault, substance/alcohol abuse, or theft within the last three years will not be admitted to the Medical Assistant program. Any other misdemeanor convictions greater than three years will be evaluated case-by-case, considering the type of misdemeanor and repetitive offenses. CEI Medical Assistant program will utilize the Background Check, Idaho Repository, and clinical institution standards to evaluate these convictions. Students must meet all standards required by CEI and clinical institutions to be admitted and to remain in the Medical Assistant program.

Individuals who have been convicted of a misdemeanor related to, but not limited to battery, assault, substance/alcohol abuse, or theft within the last three years will not be admitted to the Medical Assistant program. Any other misdemeanor convictions greater than three years will be evaluated case-by-case, considering the type of misdemeanor and repetitive offenses. CEI Medical Assistant program will utilize the Background Check, Idaho Repository, and clinical institution standards to evaluate these convictions. Students must meet all standards required by CEI and clinical institutions to be admitted and to remain in the Medical Assistant program

Enrolled students are **required** to disclose any new misdemeanor or felony convictions, other than minor traffic violations while in the Medical Assistant program. These current charges must be reported to the Program Manager within five business days of occurrence and may result in dismissal from the program.

## Proof of Health Insurance

Provide proof of health insurance coverage. If coverage lapses while in the program, you will not be eligible to perform clinical procedures and/or externship. **Students are responsible for their own insurance and all medical costs during the program.**

## Physical Exam

Print the CEI [MA Program Physical Form](#) and have it completed by your physician.

## BLS CPR & First Aid Certification

Must be the following certification:

- American Heart Association BLS provider and First Aid

## Enrollment Option Selection:

I would like to enroll in the following Medical Assistant program option:

- Daytime cohort
- Evening cohort
- I am willing to accept either the daytime or evening cohort

## Certifying Statement

I acknowledge that I have read and understand the information in the Medical Assisting Enrollment form and the program requirements outlined above. I understand that illegal use, possession, and/or misuse of drugs are reasons for immediate dismissal from the Medical Assistant program. I understand that felony convictions, misdemeanor convictions, and impaired driving (alcohol, drugs, etc.) charges while in the program may prevent me from continuing in the program.

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**Printed Name**

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**Signature**

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**Date**