

## MEDICAL ASSISTANT (31-509-1)

### Admission Requirements

#### CHIPPEWA VALLEY TECHNICAL COLLEGE

620 West Clairemont Avenue Eau Claire, WI 54701-6162  
Admissions Phone: 715-852-1300 or Toll Free: 1-800-547-2882 Ext. 1300

[www.cvtc.edu](http://www.cvtc.edu)

**STARTING DATES:** August & January

**LENGTH OF PROGRAM:** Technical Diploma – One Year

#### **STEPS FOR ADMISSION:**

- Applicants who satisfy all items in Phase I will be accepted to the college and assigned “pre-program” admissions status as follows:
  - Those who have not completed all items in Phase II may satisfy these requirements while taking general education classes under the pre-program status.
  - Those who *have* completed all the items in Phase II are eligible for the core courses of their program of choice. If there is a waiting list for the program core courses, they may enroll in general education and/or elective classes while maintaining their pre-program admissions status.
- Students with pre-program status may not register for Medical Assistant Procedures courses: 509-303 and 509-304.
- Students with pre-program status are eligible to apply for financial aid (see “Notes” on next page).

#### **Phase I:**

1. Submit [Application for Admission](#)
2. **\$30 application processing fee – this must be paid at time of application**
3. **Education Requirement\*:** Applicants who did not graduate from high school, are not currently high school seniors, and did not receive an HSED or GED diploma must complete the following:  
A COMPASS<sup>®</sup> pre-entry Ability to Benefit assessment:
  - Achieve scores of at least 25 in math, 62 in reading, and 32 in writing.**\*Note:** If you have an international diploma or degree, additional admission requirements may apply.
4. **COMPASS<sup>®</sup> Pre-entry Assessment:** The COMPASS<sup>®</sup> is an un-timed, computerized test of **reading, pre-algebra, and writing**.
  - Applicants must achieve a minimum score of **80 on Reading, 45 on Pre-Algebra, and 46 on Writing** (refer to item No. 7 in Phase II if you do not meet the minimum).
  - **To schedule a testing appointment:** For more information and to schedule a COMPASS<sup>®</sup> appointment, visit our website: <http://www.cvtc.edu/pages/198.asp> . **Testing Fee: \$20.**  
If you do not have access to the internet, please contact the Assessment Center at 1-800-547-2882 or 715-833-6200.
  - **Substitutions of the COMPASS<sup>®</sup>** will be made for those that can provide proof of one of the following:
    - ~ **ACT<sup>®</sup>:** Applicants must achieve minimum scores of **18 in Reading, 17 in Math, and 17 in English** on the ACT<sup>®</sup>. If any ACT<sup>®</sup> score does not meet the minimums, applicants will need to take the COMPASS<sup>®</sup> pre-entry assessment. ACT<sup>®</sup> scores that meet minimum requirements may be used in combination with COMPASS<sup>®</sup> scores to satisfy the assessment requirement.
    - ~ **Associate Degree, Bachelor’s Degree or higher:** A transcript is required showing proof of this degree.
5. **Submit the Background Information Disclosure Form, the Wisconsin Criminal History Single Name Record Request Form, and a \$20.00 background processing fee.** Forms are available on the web at <http://www.cvtc.edu/pages/298.asp> or can be supplied to the student by CVTC.

**Note:** Your forms along with the processed criminal history record request are considered current for four years. If you are still enrolled as a student or re-enter CVTC after the four-year expiration date, you will be required to submit a new set of forms and another criminal record request processing fee.

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## **Phase II:**

6. **Submit proof that you meet the academic requirement for Biology with a "C" grade or better** as follows:
  - a. -two semesters at high school level with a "C" grade or better each semester (high school transcript)  
*Note:* High school seniors *currently enrolled* in prerequisite classes must submit proof of current enrollment, **OR**  
-one semester at postsecondary level with "C" grade or better (college transcript), **OR**
  - b. Demonstrate proficiency through examination (make arrangements for proficiency exam by calling 1-800-547-2882 Ext. 6346 or locally at 715-833-6346), OR
  - c. Complete an equivalent college level course (offered for credit at CVTC as *Intro to Anatomy & Physiology*).
7. **COMPASS® scores below the minimum levels:** Students who score below the minimum level on the **Reading, Pre-Algebra** and/or **Writing** section of the COMPASS® will be required to meet with a program counselor to develop a Remediation Plan which may include specific course work. "Pre-program" admissions status will be maintained while completing remediation.

**Phase III Core Course Eligibility:** Applicants who meet all requirements in **Phase I** and **II** will be accepted or placed on a waiting list as of the date all documentation is received.

### 8. ***Core Course Eligibility Form:***

**Applicants completing academic prerequisites and remedial coursework for the COMPASS® assessment must submit a completed *Core Course Eligibility Form* (CCE Form) to the Admissions Office after ALL coursework is completed and grades have been processed (see below).**

- Prior to the end of each term you will be notified through student email of the CCE Form submission date for that term. You are also encouraged to check with the Admissions Office prior to the end of the term in which you are completing your coursework for to find out the exact CCE Form submission date.
- The **Core Course Eligibility Form** is available online at: <http://www.cvtc.edu/pages/300.asp>, from the Admissions Office in Eau Claire, as well as all other district campus locations.
- On the form you will indicate your desired semester and year for entry into the Medical Assistant core courses.
- ***Students completing academic prerequisites and remedial coursework will be accepted or placed on a waiting list only when the Core Course Eligibility Form is on file.***

## **Phase IV: Additional Items Required Prior to Core Course Entry:**

- ▶ **A Pre-Entrance Health History and Physical Examination** must be on file three weeks prior to entering the core courses of the Medical Assistant program (509 numbered courses). The Admissions Office will notify you at the appropriate time with a specified deadline.

## **Notes:**

- ▶ **Keyboard/Typing Expectations:** It is an expectation to be able to type at least 25 wpm prior to entering the program.
- ▶ **Financial Aid:** Information on financial aid availability, procedures and deadlines may be obtained by going to the Financial Aid website: <http://www.cvtc.edu/pages/313.asp> or by calling (715) 833-6200 or 1-800-547-2882.
- ▶ **Transfer Credit:** Applicants with postsecondary credits should submit an official transcript to the Admissions Office for evaluation and possible transfer credit.

**Admission requirements are subject to change without notice.**