College of Eastern Idaho

Medical Assisting Application Checklist

We are excited to assist you in applying for the CEI Medical Assisting program! Follow the step by step guide to apply for the Intermediate Technical Certificate for Medical Assisting.

This program admits new students on the following schedule:
- o 16 students admitted every fall semester
- o Applications **due July 1st**
- o Select the semester and year you would like to **START** the program when completing your application

New CEI Student Enrollment:
- ☐ Complete a CEI admission application:
  - o Submit required admission documentation
  - o Complete placement scores (if applicable)
- ☐ Students must qualify for a GEM English course or discuss qualifications with an admissions counselor. Contact CEI Admissions at 208-524-3000 Ext. 4.
- ☐ Complete and submit the online Medical Assisting Professional Application.
  - o Application is due **July 1st**.
  - o Applications can be found here
    https://cei.elluciancrmrecruit.com/Apply/Account/Login?ReturnUrl=%2fApply

Contact CEI Admissions at 208-524-3000 Ext. 4 for CEI enrollment assistance or program questions.

Current CEI Student Enrollment:
- ☐ Meet with an admissions counselor for guidance and application process. Contact CEI Admissions at 208-524-3000 Ext. 4.
- ☐ Students must qualify for a GEM English course or discuss qualifications with an admissions counselor. Contact CEI Admissions at 208-524-3000 Ext. 4.
- ☐ Complete and submit the online Medical Assisting Professional Application.
  - o Application is due **July 1st**.
  - o Applications can be found here
    https://cei.elluciancrmrecruit.com/Apply/Account/Login?ReturnUrl=%2fApply

The application is available all year for submission. Make sure to select the semester you would like to **START** the program on your application and **apply by July 1st** of that year. Review of your application does not guarantee a spot in the program. If not accepted, applicants must reapply each year for the Medical Assisting program. Applications will be reviewed after all admission requirements are met. Application notices will be sent out via email.

Please reach out to Effie.Hernandez@cei.edu if you are having issues with your application or login.

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Post Acceptance Paperwork

Once you receive notice that you have been accepted into the professional portion of the Medical Assisting Program, separate directions will be provided on how to submit all of the post-acceptance documentation. There is a fee of $39.50 to register for the electronic student paperwork program. Post Acceptance Paperwork is **due August 1st**.

Please have the following documentation ready by the August 1st deadline:

☐ **Background Check**
Upload copy of completed Pre-Check background report. Report must be less than one year old at the time you start the program.

Background checks must be completed by Pre-Check. No other background checks accepted. Directions to complete the background check are located on the CEI Medical Assisting webpage. **It is strongly encouraged to start the background check no less than <u>one month</u> before deadline. Acceptance in the program is contingent on successfully passing the background check.**

☐ **Immunization Record**
You will want to begin the immunization process as soon as possible. The required immunizations may take up to eight months to complete.

  ☐ Hep B (3 shots) or positive/reactive titer (series must be started by August 1st)
  ☐ Hep B Titer – Positive/reactive titer <u>required</u> in addition to immunizations.
  ☐ MMR (2 shots) or positive/reactive titers
  ☐ Tdap (1 shot) – Expires 10 years from date received
  ☐ Varicella (2 shots) or positive/reactive titer
  ☐ Flu shot – Due October 1st for current flu season
  ☐ COVID – One shot series after April 1st,2023 or 2 shots series prior April 1st, 2023

Immunizations must be on an IRIS report. You can obtain the report from Eastern Idaho Public Health Department. You may be charged a $10 fee to add immunizations to your record or update it.

☐ **BLS CPR Certification**
A current "Official" American Heart Association **OR** American Red Cross BLS for Healthcare Providers card is required.

☐ **Health Insurance**
• Proof of health insurance coverage is required. You must remain insured while in the professional portion of the Medical Assisting program. If your insurance coverage changes, you are required to update your information ASAP.

☐ **TB Test**
• QuantiFERON-TB Gold blood test dated on or after January 1st of application year.