

ADMISSION PACKET FOR AUGUST 2025 FULL-TIME PROGRAM

Admission procedures require you to:

1. Be admitted to the College and have a student ID number **before** applying to the program.
2. Apply to the program **before** registering for the pre-entrance exam.
3. Check email frequently throughout the admission process. Correspondence will only be sent via email.

Dear Medical Assistant Applicant:

Thank you for your interest in the Medical Assistant (MDA) Program at John A. Logan College (JALC). The career that you are considering is truly exciting! Graduates of this program earn a Certificate of Achievement in Medical Assistant.

The College has an open admission policy; however, there are some programs which have additional entrance requirements. Please examine this packet, which will provide you with information about the profession and career of a Nationally Certified Medical Assistant (NCMA) and the Medical Assistant Program at JALC. Links to online applications, general and program, and test registration are included. Enclosed you will find information about:

[ADMISSION PROCEDURES](#)

- [STEP 1: General Admission Requirements](#)
- [STEP 2: Program Application Requirement](#)
- [STEP 3: Pre-Entrance Exam Requirement](#)
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Further information is included in this packet and available on our website at [Restricted Allied Health Admission](#). We encourage you to thoroughly review the packet and website prior to applying to the program. Best wishes in your educational endeavors.

Regards,

Ariella Gomez
Coordinator of Testing Services

Renee Lacy
Program Coordinator and Associate Professor of Medical Assisting

Changes effective 9/16/24 - please note information listed in this packet is subject to change.

ADMISSION PROCEDURES

The following admission procedures shall be followed by all prospective applicants seeking admission to the JALC MDA program. It is imperative that the steps be followed in order to ensure that all the admission procedures are complete by the deadline date. Failure to comply with the deadline dates designated by JALC will automatically terminate the application for the program.

These admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those

Provide proof of current residency to the

If an applicant has questions regarding program admission, they should contact Testing Services at (618) 985-2828 Ext.8247.

STEP 3: Pre-Entrance Exam Requirement

AN APPLICANT MUST APPLY TO THE PROGRAM BEFORE REGISTERING FOR THE PRE-ENTRANCE EXAM.

Register online to take the **Test of Essential Academic Skills (TEAS)** pre-entrance exam for the MDA program by the test registration deadline. To access the test registration link, visit [Restricted Allied Health Testing](#).

BEFORE REGISTERING, please read the information below carefully about the exam. Scroll down to view test dates and registration deadlines.

The test given for entry into the MDA program is the

Refunds will **not** be issued.

Tests will be administered in a computer-based format and are timed. The exam will take a minimum of 3 ½ hours.

TEAS Test Dates for MDA	Registration Deadlines
Friday, February 28, 2025 @ 9:00 AM	Thursday, February 27, 2025 by 9:00 AM
Monday, March 3, 2025 @ 9:00 AM	Sunday, March 2, 2025 by 9:00 AM
Friday, March 14, 2025 @ 9:00 AM	Thursday, March 13, 2025 by 9:00 AM
Friday, March 28, 2025 @ 9:00 AM	Thursday, March 27, 2025 by 9:00 AM
Monday, March 31, 2025 @ 9:00 AM	Sunday, March 30, 2025 by 9:00 AM

If an applicant has a disability and wishes to obtain reasonable accommodations, they should contact Disability Support Services at (618) 985-2828 Ext. 8270 to schedule an appointment with

2. Additional points will be given for achieved passing grades in previously taken courses of NAD 101, and HIT 217. No points will be given for BUS 115. Courses must be completed by **March 31, 2025** for points to be added. Courses completed after that time will not count as points toward admission. Each course must have been passed with a minimum of a C grade. No points will be given without an official transcript. Official transcripts must show when the course was taken, and the grade received. The following points will be added for each grade earned: A = 3 points, B = 2 points, and C = 1 point.

Total percentage score achieved will be used as a raw score. Rank ordering of applicants for admission consideration will be made based on total points earned. Ties will be broken by the scores achieved on the TEAS, science and math, successively.

Selection of the class will begin after the admission deadline stated in this packet. Notification of provisional acceptance will tof eI2 0 612 792 reW*nBTm4894a1 Tm0 g0 Gp0000912 0 612 792 reW2/F1 11.04

PROFESSION

Medical assistants perform administrative office tasks and clinical procedures primarily in medical offices. They work under the supervision of a physician and duties vary depending on the specific needs of the practice. They are not to be confused with physician assistants (PA).

filling out insurance forms, arranging for hospital admissions and laboratory services, answering telephones, greeting patients, handling correspondence, scheduling appointments, and handling billing and bookkeeping. Some common clinical tasks include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examinations, and assisting physicians during examinations. Medical assistants collect and prepare laboratory specimens and sometimes perform basic laboratory tests on the premises, dispose of contaminated supplies, and

REQUIREMENTS OF ADMITTED STUDENTS

Twenty-four (24) students are selected for full-time classes beginning in August of every year. The length of the full-time program is twelve (12) months from start to finish, including the prerequisite courses. MDA classes taught face to face will be held at the Carterville Campus during the day.

All MDA courses must be taken consecutively as listed on the program guide. If a student has not completed the prerequisite courses listed in the program guide, they will begin the program in June (summer semester). If a student has completed the prerequisite courses listed in the program guide, they will begin the program in August (fall semester) and complete the program the following May (spring semester). Students are not admitted to the program during any other time throughout the year. Students may, however, take OFT 115, NAD 101, and ALH 217 prior to applying for admission to the program.

During fall semester, students are on the Carterville campus two days a week, Tuesday and Thursday, from 1:30 PM to 4:50 PM for MDA classes. MDA 128 H1 is taught as a hybrid online course and will require campus visits for lab which are included in the day and times listed above. In addition, the general courses will be scheduled in the first semester unless the student has previously completed these courses. If the general courses are also being taken, extra time will need to be allowed.

During spring semester, students are on the Carterville campus two days a week, Tuesday and Thursday, from 8:30 AM to 3:50 PM.

Additionally, after completing the first semester, students will be required to complete 160 hour externship at a medical practice March through May. This requires an additional 16 hours a week commitment during weekdays. Students receive their externship assignment in February of the spring semester and must be available anytime Monday, Wednesday and Friday to accommodate this schedule. Clinical sites currently in use are in Carbondale, Christopher, Du Quoin, Herrin, Johnston City, Marion, Murphysboro, West Frankfort and other various locations in Southern Illinois.

Students may have the opportunity to participate in a 2,000-hour paid Apprenticeship and in this case the 160 hour Externship is waived.

Students will need to provide transportation to and from the Carterville campus and assigned externship sites.

Students must have a current CPR for Healthcare Provider in effect throughout the entire program.

Students must have a valid social security number to participate in this program. This number is required for a criminal background check. A valid social security number must be on file in the Admissions and Records Office prior to the admission deadline.

The College has determined that prior to being admitted in any externship, the student must have completed the criminal background check and possess a current negative drug screen. The initial criminal background screening cost is included in the Viewpoint Screening package and will be **nonrefundable**. The student will be required to purchase the Viewpoint Screening package and follow the directions to complete the background check, this cost is \$94.00.

Prospective MDA students should **not** purchase any materials or supplies until **AFTER** they have been accepted and registered for classes with the Coordinator of Testing Services. All questions

Note: Textbooks for general courses are not included due to variability of texts. **All costs listed above are estimates and subject to change. The MDA student should plan to meet these financial obligations before entering the program.**

*Potential MDA students should **not** purchase or schedule anything until after they have been accepted and registered to begin the MDA program.*

For additional information, please contact Renee Lacey, Program Coordinator and Associate Professor of Medical Assisting, at John A Logan College (618) 985-

Perkins Grant . If you are eligible, Perkins is a federal grant that supports students enrolled in Career and Technical programs with books, uniforms, etc., To be eligible: You must have been admitted into the Medical Assistant program, enrolled in Medical Assistant courses, and meet the criteria listed here: <https://www.jalc.edu/perkins/> If you have any questions about the Perkins Grant or about eligibility, you can contact the Perkins Coordinator at (618) 985-28282 Ext. 8041