

Application Portfolio Checklist

In order to confirm you have met the admission requirements and included all required documentation in your application portfolio, please include this checklist with the completed application portfolio.

- ___ 1. I attended a **Pathways to Health Careers** session.
 Write in the date of in-person attendance: _____
 OR Include the grade sheet from the online session.
- ___ 2. I have included a copy of **my high school transcripts** (must show grades from junior year).
 OR I have included a copy of my **GED/HSED scores**.
- ___ 3. I have included a copy of **my college transcripts** (write NA on line if not applicable).
- ___ 4. I have included a copy of my **typing test results** (www.typingtest.com, 30 wpm) and I have entry-level computer skills (self-assessment, no documentation necessary)
- ___ 5. I have **completed the admissions testing requirement – either ACT or Accuplacer, NOT both** (include scores with Portfolio and fill in appropriate fields from chart below).

Subject Area	Accuplacer Required	Accuplacer Achieved	ACT Required	ACT Achieved
Arithmetic	79		18	
Reading	80		18	
Sentence Skills	90		18	

- OR I have **completed college-level courses in place of testing** (transcripts confirm AND write in class names with grade received below).

Arithmetic _____

Reading _____

Sentence Skills _____

- OR I have **obtained an associate or bachelor's degree** (transcripts will confirm).

- ___ 6. If applicable, I have **completed Remediation with the Learning Center** and have included the signed referral form.
- ___ 7. I have **completed the Application for Admittance** and **attached the \$30 non-refundable application fee** in the form of a check or money order payable to Northcentral Technical College.

Mail the completed application portfolio to:

Northcentral Technical College ~ Admissions Office ~ 1000 West Campus Drive ~ Wausau, WI 54401
Postmark date serves as your application date. ~~~ Incomplete Portfolios will be returned.

Welcome to Northcentral Technical College! Thank you for your interest in the Medical Assistant program. Please utilize the following admission guidelines when applying.

Admissions Requirements

To apply to the Medical Assistant program, please follow the steps below. Applicants for the Medical Assistant program must submit an **application portfolio** containing the following items. For your convenience, a checklist is included on the last page of these guidelines. Be sure to include this checklist in your completed application portfolio. **After all steps are completed and all documentation is collected, mail your application portfolio to the NTC Admissions Office.** Please note: incomplete portfolios will be returned. It is recommended that applicants complete two portfolios: one to submit to NTC, and one to keep for your own records.

Step 1: Pathways

Register and attend a free **Pathways to Health Careers** session. Record the attendance date on your checklist. The schedule for Pathways to Health Careers may be found on line at http://www.ntc.edu/gettingstarted/admission_healthcare.htm.

Step 2: Transcripts

Request two copies of your **high school transcript or HSED/GED scores**. Place one copy in your application portfolio and keep the other for your records. An official copy of your transcript will be required at the time of acceptance. At the appropriate time, we will prompt you to request an official copy. Notes: Transcripts may require a fee; high school students may apply for admission at the end of their junior year with transcripts reflecting their junior year grades.

Step 3: Post-Secondary Transcripts

Request two copies of all **post-secondary education transcripts** (if applicable). Place one copy in your application portfolio and keep the other for your records. At the appropriate time, we will prompt you to request an official copy. Note: Transcripts may require a fee.

Step 4: Prerequisites

Applicants must have entry –level computer skills

- All students are expected to have entry-level computer skills. If a candidate is unsure of their skills, the Learning Center offers a basic computer lave course through our reading center or a 1 credit Intro to Microcomputers course is recommended. (Self-choice)

Applicants must have keyboarding skills at a minimum of 30 wpm.

- www.TypingTest.com offers an online typing test. Choose the test duration of 1 minute and the text topic of your choice. You will send an email of the results to yourself. Print two copies of the results and place one copy in your portfolio.

Step 5: Admission Testing

Applicants must complete Accuplacer (\$15) or ACT testing from within the past five years. Place a copy of your test scores in your application portfolio and keep one for your records. Note: Scores from ACT and Accuplacer tests may not be mixed to fulfill testing requirements.

Applicants with associate or bachelor's degrees will not be required to complete admission testing. Additionally the following courses (taken within the last five years with grades of C or better) may be used in lieu of specific test areas. Transcripts will confirm degrees received and/or classes completed.

Following are the minimum test score standards:

Test Subject Area	Accuplacer	ACT	College Classes*
Arithmetic (or Math):	79	18	Intro to College Math College Tech Math MATH100/104/110 College Alg MATH105 Intro to College Alg
Reading:	80	18	Oral/Interp. Comm. or Speech COM101 Fund. of Oral Comm. COM103 Intro to Public Speaking COM111 Fund. of Speech Comm.
Sentence Skills (or English):	90	18	Written Comm. or Tech Reporting ENG101 Freshman English ENG102 Freshman English ENG110 Intro to College Writing

Applicants who do not meet one or more of the minimum test score requirements for admission will be required to do remedial work to improve their skills prior to being admitted to the program. Free remedial courses are available through the NTC Learning Center. Place a copy of the Learning Center progress report in your application portfolio upon completion of remedial work.

**If you feel you have completed a course to meet these requirements (which is not listed here), please contact a member of the NTC Admissions Team to have it evaluated.*

Step 6: Application

Complete the **Application for Admission**. One may be obtained by calling NTC at 888-NTC-7144 or on line at www.ntc.edu. Attach the **\$30 non-refundable application fee** in the form of a check or money order to the application. Do not send cash.

Step 7: Submit

Include all required documentation and checklist in your application portfolio. **Mail the completed application portfolio** to:

**Northcentral Technical College
Admissions Office
1000 West Campus Drive
Wausau, WI 54401**

Admission and Notification Priority

Applicants are admitted in the fall and spring of each school year. Applicants who meet the admission requirements will be pre-program accepted in the order of completed application dates.

Students may petition to begin core program courses and clinical in February of each year (ie. petition February 2010 to begin August 2010) and September of each year (ie petition September 2010 to begin January 2011). Please see the petition instructions for additional details. Note you will need to complete the following prior to petitioning:

- Background Information Disclosure form
- CPR-Professional Rescuer or CPR-Healthcare Provider (Submitted item MUST have the actual words "Professional Rescuer" or "Healthcare Provider." ***NO EXCEPTIONS WILL BE MADE.)

Medical Assistant Starting Semester Options

We are excited to offer you two opportunities to begin core Medical Assistant program classes. Please review so you know when to petition.

Option 1 – Fall Start (start August, graduate May) **Petition February**

The fall start of this program is offered in a traditional format with classes typically meeting as follows:

- Fall Semester: Monday through Thursday, 5:00 pm to 9:00 pm
- Spring Semester: Monday through Friday, 5:00 pm to 8:00 pm with two evenings a week until 10:00 pm for 11 weeks, then a full-time day externship (36 hours per week for 6 weeks)
- Note you may also have a few online courses for general studies requirements

Option 2 – Spring Start (start January, graduate December) **Petition September**

The spring start of this program is offered in a blended format with classes meeting as follows:

- Spring Semester: online and Saturdays, 8:00 am to 3:30 pm
 - Summer Semester: only online
 - Fall Semester: online and Saturdays, 8:00 am to 3:15 pm for 11 weeks, then a full-time day externship (36 hours per week for 6 weeks)
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Additional Program Requirements

If you have an outstanding balance at NTC you are required to pay it in full prior to submitting an application. All application materials will be returned to you if the outstanding balance is not paid in full at the time of application.

Needed prior to the start of core classes: The following information must be submitted to the Medical Assistant administrative assistant.

- Health History & Physical Examination Form (mailed to you by Medical Assistant staff)

Needed prior to your Externship course: Courses can be taken at your local hospital or NTC.

- Basic First Aid course (42-531-416) OR the Advanced CPR and First Aid course (10-531-163).

Scheduling Classes

First-semester core program class schedules will be created at the mandatory program orientation.

Pre-program accepted students may work with an Enrollment Advisor to schedule general studies courses.

Financial Aid

Financial aid is available for eligible students who are pre-program and/or fully accepted.

Transfer Credit and Advanced Standing

The Records Office will evaluate transfer credits after program acceptance is achieved.

Contact Information

Toll Free (all campuses): 1.888.NTC.7144

Wausau:	715.675.3331	Phillips:	715.339.4555
Antigo:	715.623.7601	Spencer:	715.659.5120
Medford:	715.748.3603	Wittenberg:	715.253.3500

Petition Packet Instructions

The Petition Process allows you to advise NTC when you are ready to being your core program classes. You may only petition during the open petition window. For all programs you may petition during the February window. For Nursing and Medical Assistant you may also petition in September. The petition process and current window dates may be downloaded from ntc.edu. Select "Petition Process" from the left navigation bar.

Note to be eligible to submit a petition packet, you must have a current program Application Portfolio on file with the NTC Admissions Office.

Following is a **SAMPLE** petition form. The required document may be downloaded from ntc.edu one month prior to the open petition window. Most items on the petition form are self-explanatory. Those that need explanation are discussed on the following pages.

Name: _____ NTC ID#: _____

Indicate the program(s) to which you are petitioning in order of admittance preference:

#1 _____ #2 _____ #3 _____

Current Address: _____

Number and Street _____ City _____ State _____ Zip _____

Email: _____ Home Phone: _____

Check here if the above information needs to be updated within your NTC student record.

PETITION STEPS

A. YOU must submit all required items regardless of how many times you have petitioned. Initial each item to ensure it is included in your packet. *Reference PETITION PACKET INSTRUCTIONS for details on required items.*

1. ____ Include this completed Petition Form in your Petition packet.
2. ____ Proof of current CPR certification or enrollment in a CPR class.
*(Submitted item MUST have the actual words "Professional Rescuer" or "Healthcare Provider." **NO EXCEPTIONS**)*
3. ____ FREE Completed Background Information Disclosure Form (BID). *(Include with Petition Packet)*
4. ____ Unofficial transcript or degree audit from My>NTC of all course work at NTC.
 - Please check here if you have not completed any NTC course work.
 - Dental Hygiene:** I have successfully completed General A&P with a grade of "C" or better.
 - Nursing:** I have successfully completed General A&P and Nursing Assistant (CNA) training with a grade of "C" or better.
5. ____ Official post-secondary transcripts
 - Please check here if you have not attended any other post-secondary institutions. *Note official NTC transcripts are NOT required.*
 - I already submitted official transcripts with my application portfolio and have not taken any additional courses I wish to have considered for credit toward my program.
 - I have requested all official transcripts to be sent to NTC.

B. Statements of Understanding:

- I _____ (print name) understand:
- if I am selected for the core classes but cannot attend I will have to complete a new petition for the next available semester.
 - accepted students will be notified approximately six weeks after the petition window closes.
 - alternates will be notified approximately two weeks after acceptances. Alternates are NOT guaranteed a start and may need to petition during the next window.

Signature

Date

C. Place your packet in sealed envelope and submit to:

Northcentral Technical College ~ Admissions Office ~ 1000 West Campus Drive ~ Wausau, WI 54401
Do not submit any type of payment in this packet. Pay at cashier if you owe money.

STUDENT INFORMATION

- Complete personal information.
- Indicate the program(s) to which you are petitioning. Write your FIRST CHOICE program in line 1. In the event you are admitted to more than one program, NTC will select based on your preference.
- Note you may ONLY petition to a program for which you have submitted an application Portfolio.
- Mark the appropriate box if contact information has changed and needs to be updated in our system.

STEP A: DOCUMENTATION

1. Complete and include petition form.
2. Submit proof of current CPR or enrollment in a class.
 - a. Submit copy of current CPR card, upcoming CPR class schedule or proof of registration (note from instructor or payment receipt is acceptable).
 - b. Acceptable CPR includes: American Red Cross: CPR for the Professional Rescuer OR American Heart Association: Healthcare Provider CPR certification. (Submitted item **MUST** have the actual words "Professional Rescuer" or "Healthcare Provider." *****NO EXCEPTIONS WILL BE MADE.**)
 - c. Students must successfully complete course AND provide copy of card prior to starting program core courses.
3. Complete and include BID form.
 - a. Complete the form and submit to NTC with your petition packet.
 - b. There is NO CHARGE for BID form.
 - c. BID form can be downloaded from ntc.edu. Select "Petition Process" from the left navigation bar.
 - d. On the first part of the BID form, check "Other – Specify:" and write in "Student."
 - e. On the first part of the BID form, under "Business Name and Address," either leave blank or write "NTC."
4. Unofficial transcript from NTC
 - a. Can be obtained FREE through My>NTC.
 - b. Disregard this step if you have not taken classes at NTC.
 - i. **Dental Hygiene and Nursing:** YOU MUST include proof of General Anatomy and Physiology (10-806-177) with a grade of "C" or better. This will likely appear on your transcripts. If not, please include appropriate documentation.
 - ii. **Nursing:** Proof of Nursing Assistant (CNA) training (Department of Health and Family Services (DHFS)-approved Nursing Assistant course). This will likely appear on your transcripts. If not, please include appropriate documentation.
5. Official post secondary transcripts
 - a. If you have already submitted the most current transcripts from other schools with your application portfolio, you may disregard this step.
 - b. DO NOT submit official NTC transcripts. It is not necessary as you are already submitting FREE unofficial documents.
 - c. If you have taken additional classes at another institution since submitting your application portfolio, you must request official transcripts be sent to NTC.

STEP B: STATEMENT OF UNDERSTANDING

Please read and sign your understanding of the submission and selection process.

STEP C: SUBMISSION

Submit all required documents and checklist together in a **sealed envelope**.

Submit in person or mail to:

Northcentral Technical College
Admissions Office
1000 West Campus Drive
Wausau, WI 54401

- ❑ The petition deadline is 5:00 PM on the date the petition window closes. **NO EXCEPTIONS WILL BE MADE.**
- ❑ Petition packets that are mailed must be postmarked by the final date of the petition window. **NO EXCEPTIONS WILL BE MADE.**
- ❑ It is highly recommended students make a copy of their petition packet for their own personal records prior to submission.

SELECTION

Students will be selected for program core courses based on the following:

- ❑ Date and time of pre-program acceptance based on Portfolio submission (NOT date of petition packet submission).
- ❑ Verification of petition requirements being met.
- ❑ Residency: NTC district residents first, then out-of-district residents, then out-of-state residents.

NOTIFICATION

Accepted students will be notified in writing approximately six weeks after the petition window closes. Alternates will be notified approximately two weeks after acceptances. Alternates are NOT guaranteed a start and may need to petition during the next window.

AS ADVISED IN ACCEPTANCE LETTER STUDENTS WHO ARE SELECTED TO START PROGRAM CORE COURSES ARE REQUIRED TO:

1. Attend the mandatory program orientation.
2. Register for program core courses by the program registration deadline.

NOTE: Students who fail to attend the program orientation, register by the deadline, or who drop program core courses for any reason prior to the semester start will forfeit their seat and will need to re-petition for future core course openings.

Students who are not selected to start program core courses are encouraged to submit another petition during the next window.