

## Medical Assistant Medical/Clinical Assistant Certificate

### Additional Admission Requirements

Students interested in pursuing admission into the Medical Assistant or Medical/Clinical Assistant Certificate program at Iowa Western Community College must complete all admission requirements listed below in sections 1 and 2. In order to be eligible for admission, students must complete the requirements below by the acceptance deadline. If the program does not fill on this date, students will be accepted on a first-come, first-serve basis until the program has filled.

The Medical Assistant Program at Iowa Western Community College is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assistant Education Review Board (MAERB). The Commission on Accreditation of Allied Health Programs can be contacted at 25400 US Highway 19 N, Suite 158, Clearwater, FL 33763, 727-210-2350, [mail@caahep.org](mailto:mail@caahep.org).

Location	Semester program begins	Priority Acceptance deadline	Program capacity
Council Bluffs	Fall (August)	January 31	24

It is the responsibility of the student to ensure that all admissions requirements are on file with the Admissions Office and that his or her admissions application is correct, including intended start term, start year, and location.

### Section 1: College Admissions Requirements

- **Complete an Iowa Western application for admission:** The application is online at [www.iwcc.edu](http://www.iwcc.edu) and there is no application fee. When completing the application for admissions, applicants should select which location (Council Bluffs) and which start term (Fall) they wish to begin the program.
- **Request Transcripts:** You need to have a final, official high school transcript or HiSET/GED transcript sent to Iowa Western. If you have completed college course work, you will need to have an official college transcript sent to Iowa Western from the institution where the credit was earned. If you have completed more than 30 semester hours at a regionally accredited college or university, the high school transcript requirement may be waived for admissions.
- **Test scores are not required for admission to the College.** However, students who have taken a standardized college aptitude test, like the ACT or SAT, need to have their most recent scores sent to the Admissions Office. Test scores, in addition to previous coursework and non-cognitive assessment results, are utilized by advisors to help determine placement into appropriate math and English courses.

All students who complete the college admissions requirements listed in Section 1 will be accepted to Iowa Western as a Prep-Medical Assistant student and are eligible to enroll in general education courses. For more information on being registered for general education courses, or for help with the admissions requirements, please contact us at [admissions@iwcc.edu](mailto:admissions@iwcc.edu) or call 712.325.3277.

## Section 2: Medical Assistant / Clinical Assistant Certificate Program Admissions Requirements

- Complete the following courses with a grade of "C" or higher:
  - HSC 128 Anatomy and Physiology for Allied Health
  - HSC 113 Medical Terminology
  - ENG 105 Composition I or ENG 110 Writing for the Workplace

## Section 3: Acceptance process

After completing Section 1: College Admissions Requirements and Section 2: Associate Medical Assistant or Medical/Clinical Assistant Certificate Admission Requirements, your application is complete. The Admissions Office does not require a separate application. Our offices uses what is called your "Start Term" (example: fall 2011) for acceptance in our competitive programs. It is important that the start term on file correctly reflects the semester you anticipate starting the program. Students can request to have their start term updated by submitting the [Update Start Term Form](#).

Acceptance will begin on the listed priority deadline, January 31. If the program does not fill on the priority acceptance date, students will be accepted on a first-come, first-serve basis until the program is filled.

If there are more eligible students than space available, preference will be given to the students with the earliest application file completion date. If a tie breaker is required, preference will be given to the students with the highest number of prerequisite courses completed at Iowa Western.

**The Admissions Office will email students two weeks after the priority deadline in order to notify them of their acceptance status.**

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\*Admissions Requirements are subject to change. Contact Admissions Office for questions.

### Equal Educational Opportunity and Non-discrimination

It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in its educational programs, activities, or employment practices. Inquiries and complaints regarding equal opportunity and nondiscrimination policies should be directed to the Equal Opportunity Coordinators, phone number 712-325-3200, [equity@iwcc.edu](mailto:equity@iwcc.edu); or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576.

### Admissions Office

Hours: M-Th. 8:00 AM to 6:00 PM

Hours: Fri. 8:00 AM to 3:00 PM

Ph: (712) 325-3277

E-mail: [admissions@iwcc.edu](mailto:admissions@iwcc.edu)

