



Glenn County Office of Education

Tracey Quarne, Superintendent
311 South Villa Avenue • Willows, California 95988

Regional Occupational Program

Jess Modesto, Director

2012-2013 APPLICATION REQUIREMENTS & TIMELINE ROP MEDICAL ASSISTANT PROGRAM

If you are planning to apply for the 2012-2013 Medical Assistant Program, please be aware that all MA candidates will need to plan around the following program timeline and meet the requirements for each phase. The Medical Assistant Program consists of two courses, Medical Assistant (1 semester class instruction; 1 semester Clinical) and Medical Terminology (1 Semester). Total cost for both is \$3,302.00.

Phase I Application DEADLINE: FRIDAY, APRIL 27, 2012, 4:00 P.M.

Candidates must submit and have on file the information below by the April 27th deadline in order to qualify for an interview.

- 1) **Typed Letter of Interest**
- 2) **Completed Glenn County Office of Education Application**
- 3) **Copy of GED Certificate or High School Diploma**
- 4) **1 Letter of Recommendation**
- 5) **Resume**

Phase II Interviews WEEK OF MAY 7ND - 11TH

Candidate must have the above information on file by the April 27nd deadline to qualify for an interview.

Phase III Orientation MAY 21ST ALL DAY

Successful candidates will be notified by ROP and **ARE REQUIRED** to attend the orientation. The items below will be discussed, reviewed and completed. Payment information will be reviewed.

- Instructor, Course Schedule, Textbooks, Dress Requirements, Course Location
- Medical Assistant Handbook
- ROP Registration
- Complete and Sign Release of Liability
- Complete and Sign Injections and Venipuncture Form
- Complete CASAS Assessment
- Life Scan Appointment
- Complete Identification Photo/Card
- Medical Physical
- Submit Immunization Record (*bring with you*)
 - TB/PPD or Clear Chest X-Ray (Due by 1st Class)
 - MMR, Chicken Pox and Tetanus (Due by Oct. 1st)
 - Hepatitis A & B Series (Takes approx. 6 mos. to complete - Due by end of class)
 - *Meningococcal Immunization and Pneumococcal Immunizations Highly Recommended.*

This is a Tentative Timeline and some dates may change.