



Ivy Tech Community College Bloomington
Medical Assisting Program
Admission Instructions & Application

1. Complete the application process for admission to Ivy Tech Community College of Indiana. For information, contact the office of admission.
2. Students who have completed the courses below will be given precedence upon admission into the Medical Assisting Program.

Program course Prerequisites and/or Co-requisites

HLHS 101 – pre/co-requisite for MEAS 109

ENGL 111 – ENGL 093 or 083

MATH 123 – required for AAS degree – TC – must have MATH 080

*APHY 101 and *APHY 102 – required for MEAS 242 class (AAS degree)

*suggested courses for CMA (AAMA) testing purposes

3. Attend a Medical Assisting Information Session
4. Students must pass a criminal background check and drug screen to be admitted into the program. This information will be covered in information sessions
5. Completed the first two of three injections in the Hepatitis B Series
6. Submit the Medical Assisting application form along with a copy of your unofficial transcript by the deadline to Darlene Hooten-Polley at 812-330-6115, dhooten1@ivytech.edu . My office is located at the main campus in C 210. You may also drop your application off at the School of Health Sciences Office – main campus C 218.

If the application date falls on a Saturday or Sunday, the application will be due the Monday immediately following the application date listed.

It is your responsibility to ensure both Medical Assisting application form and unofficial transcript are submitted by the deadline. Pieces of information will **NOT** be accepted. The admission committee for the Medical Assisting Program will review this application only after both pieces are submitted.

You will receive written notification through mail of your status on the dates listed below.

Start of the MEAS Program	Application Deadline	Official Verification Process
Fall	July 1	July 15
Spring	December 1	December 15

Selection Policy: Applicants who have the highest points will be offered admission to the program according to the number of clinical spots available.

Course Points – Recommended Minimum 16 points

A = 6 points B = 4 points C = 2 points D/F = 0 points



**Medical Assisting Program Admission Application
Ivy Tech Community College – Bloomington
Medical Assisting Program Admission Application**

Last Name _____ First Name _____ Middle Initial _____

Student C# _____

Street Address _____ City, State, Zip _____

Phone (____) _____ Ivy Tech Email _____ @ivytech.edu

Attended Medical Assisting Information Session Yes No Date attended _____

Hepatitis B #1 _____ Hepatitis B #2 _____ Hepatitis B #3 _____

Unofficial Transcript Attached? Yes No

**FOR OFFICE USE ONLY
(To be completed by MEAS Admissions Committee Only)**

Date received: _____

PRE-REQUISITE and/or CO-REQUISITE COURES

Point Scale	
A	6
B	4
C	2
D/F	0

Name	When Taken	Where Taken	Grade	Points
APHY 101				
ENGL 111				
HLHS 101				
MATH 123				
APHY 102				
IVYT 112				
PSYC 101				
COMM 101				
Other Courses				

Total Points _____ GPA _____ Applicant response: Accepts _____ Declines _____