KAISER PERMANENTE®
SCHOOL of ALLIED HEALTH SCIENCES

MEDICAL ASSISTING
PROGRAM APPLICATION

Application Deadline: **February 15, 2018**
Applications accepted between October 12, 2017 – February 15, 2018
Program Start Date: **April 2, 2018**

Prerequisite Requirements (Please review to make sure you meet the requirments before submitting your application):

All prerequisite requirements must be completed prior to submitting an application to the program.
☐ All applicants must complete the following college-level courses with a minimum of 3 semester or 4 quarter credits and a
☐ grade of "C" or better with a **cumulative GPA of 2.0 or higher.**
   Applications received without payment and or supporting documents by the application deadline will be processed as incomplete.
☐ **Prerequisites:**

- Written Communication
- Intermediate Algebra (or higher level math)
- Arts/Humanities

Step 1. Create your online application profile at https://www.mykpsahs.com/Applicant/ApplyOnline_Login.aspx.

- **If applying to more than one degree program, separate applications are to be completed for each program.**
- Letters of Reference (2) only- Currently dated (within 6 months of submitting online application), and must bear an original signature. **Digital signatures will not be accepted. Letters of Reference must be uploaded through the application portal only, not mailed in separately.** The letters should be from persons who can address your competencies, abilities, experience and character related to your academic, professional, and/or employment activities.
- Resume- 2 page maximum. **Resume must be uploaded through the application portal only, not mailed in separately.**
- Application Handling Fee of $65.00 (**non-refundable**) must be paid by check or through PayPal once you have completed your online application. An application fee is required with each program application.

Step 2. Mail your Officially Sealed Transcripts to:

Kaiser Permanente School of Allied Health Sciences
Attn: Admissions Department
938 Marina Way South
Richmond, CA 94804
Faxed/E-mailed transcripts are not accepted.

Step 3. Evaluation of Submitted Applications:

KPSAHS will evaluate all complete submitted Applications for all programs. Applicants who are selected for a panel interview will be contacted by phone for scheduling. Those not selected will be notified by mail.
KPSAHS does not obligate itself to interview all applicants.

Step 4. Tentative Application and Acceptance Schedule

Applications accepted between	October 12, 2017 – February 15, 2018
Panel Interviews	**Late February 2018**
Class Selection	**By March 1, 2018**

*Dates and hours are subject to change due to recognized holidays and KPSAHS events.

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Admissions Prerequisite Course Descriptions

(All courses must be assigned a minimum of 4 quarter credits or 3 semester credits.)

Written Communication (English Composition and Comprehension)

To fulfill the KPSAHS requirement, the Written Communication prerequisite must contain curriculum that involves intensive training in critical reading, expository and argumentative writing, and library research. Components such as effective writing, evaluation of written work, and methods of clearly communicating and supporting ideas in organized and coherent essays and/or research papers must be included. Additionally, the course must include reading and understanding extensive and difficult texts from diverse perspectives and developing a command of rhetorical strategies that enable presentation of ideas cogently and persuasively. This prerequisite relates to English courses that fulfill college level graduation requirements at the college you attend such as: English 1A; Freshman English; English Second Language (ESL); or equivalent.

Intermediate Algebra (or higher level course, i.e. Calculus, Statistics)

To fulfill the KPSAHS requirement, the College Algebra prerequisite must include the following mathematical components: the real numbering system, solving and graphing linear equations and inequalities, polynomials, exponents and radicals, quadratic equations; second-degree equations and inequalities, functions, conic sections, systems of equations, and exponential and logarithmic functions.

Arts/Humanities

To fulfill the KPSAHS requirement, the Humanities prerequisite must examine the study of human culture. Humanities courses vary in scope and may include any of the following examples: Performing Arts, Theater, Art History, and Ancient and modern Languages/Literature, Music and Musicology, Classics, Greek and Roman Civilization/Culture, Western Cultures and Global Studies and Art Appreciation. Additionally, courses listed as "arts/humanities" from your college catalog may also fulfill the prerequisite.