

Medical Assisting Certificate Program



Who Can Apply?

You can apply if you are at least 18 years old **and** have earned either a high school diploma or GED.

Complete the Online Application

APPLY NOW

Order Your Official High School Transcript or GED

Contact your high school to order your transcripts.

GED transcripts can be ordered from www.GED.com

Electronical submissions:

Have transcripts sent electronically to
KPSAHS-transcripts@kp.org

Send by U.S. Mail to:

KPSAHS (Attn: Admissions),
938 Marina Way South, Richmond, CA 94804

**Copies of high school diplomas, college transcripts,
and transcripts sent directly from applicants will not be accepted.**

Foreign Diplomas and Transcripts

All foreign transcripts must be evaluated by a member of [NACES](#) prior to submission.

Required English Proficiency – TOEFL

Some students may need to submit TOEFL scores as evidence they have met the KPSAHS *Required English Proficiency* policy. Refer to the KPSAHS Academic Catalog for detailed information.

How to Submit Your TOEFL Scores

- If TOEFL® scores are required to meet the English Language Proficiency requirements, KPSAHS prefers that scores be submitted electronically through the Educational Testing Service (ETS); our code number is D077.
- If electronic submission is not feasible, scores may be mailed in paper format from ETS to:

Kaiser Permanente School of Allied Health Sciences
Attn: Admissions Department
938 Marina Way South
Richmond, CA 94804

- Test scores sent directly from applicants will **NOT** be accepted

Wonderlic Scholastic Level Exam

After we receive your official transcript, we will call you to schedule your online exam.

What is the Wonderlic Scholastic Level Exam?

This exam is designed to assess a person's ability to learn, adapt, solve problems, and understand relevant instructions, and includes questions on simple math, basic logic, language comprehension, spatial reasoning, and pattern identification.

Drug & Background Screen

After passing the Wonderlic, you will receive instructions to complete a drug and background screen.

There is a fee of approximately \$90 that you will pay directly to the vendor.

All applicants must have a clean drug and background screen to be accepted into the program.

Admission into the Program

We'll call you if you've been accepted or email you if you didn't make it in this time.

Questions?

We are happy to answer any questions for you
Contact us at (510) 231-5123 or send us an email at admissions@kpsahs.edu