

# 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](http://www.GED.com)

### Electronical submissions:

Have transcripts sent electronically to  
[KPSAHS-transcripts@kp.org](mailto: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](mailto:admissions@kpsahs.edu)