



# SCHOOL of ALLIED HEALTH SCIENCES

MEDICAL ASSISTING  
PROGRAM APPLICATION



Application Deadline: **November 19, 2018**

Applications accepted between September 5, 2018-November 19, 2018

Program Start Date: **January 2, 2018**

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

All prerequisite requirements must be completed prior to submitting an application to the program.

- Possess a high school diploma or GED
- Passing score on the Wonderlic Exam

**Applications received without payment and/or supporting documents by the application deadline will be processed as incomplete.**

## Step 1. Create your online application profile at [https://www.mykpsahs.com/Applicant/ApplyOnline\\_Login.aspx](https://www.mykpsahs.com/Applicant/ApplyOnline_Login.aspx).

- If applying to more than one 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 Official 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. Register for the Assessment Exam at <https://www.eiseverywhere.com/maexam>

- All applicants are required to take and achieve a passing score on the Wonderlic Scholastic Level Exam.
- Assessment exams are administered at the KPSAHS Richmond campus during the application period and must be completed by the specified deadline.
- It is the applicant's responsibility to schedule and meet the testing requirement. KPSAHS will not contact applicants regarding this exam.

## Step 5. Tentative Application and Acceptance Schedule (Dates and hours are subject to change due to recognized holidays and KPSAHS events.)

- **Applications accepted between:** September 5, 2018 - November 19, 2018
- **Panel Interviews conducted:** Early December 2018
- **Class selection made:** Mid-December 2018

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WWW.KPSAHS.EDU