MEDICAL ASSISTING TECHNOLOGY PROGRAM APPLICATION
At Ohio University Lancaster
Submit NO LATER THAN DECEMBER 1 to Cynthia Boles, 205 Herrold Hall

Students, who wish to enter the professional courses in the Medical Assisting Technology Program, must apply no later than December 1 to be admitted to the first MAT Professional Courses (MAT 1700, MAT 2010).

Step 1: Complete this application and staple a copy of your current DARS or transcript (documenting completion of required courses with minimum grades), completed MAT Health Form, completed MAT Insurance Form, and completed Technical Standards form.

Name
Current Major and College
Home Address
Phone Number where you may be contacted
OU E-mail Address
OU PID #

Check any/all of the following for which you are applying:
____ Medical Assisting Technology Program
____ Medical Office Receptionist Certificate

Provide:
____ Number of hours completed at time of application
____ Overall GPA as of ______________________

Step 2: Take the completed application form and all required attachments to Cynthia Boles no later than December 1.

CHECKLIST FOR COMPLETE APPLICATION
____ Completed Application
____ MAT Health Form
____ Current copy of DARS, showing:
____ BIOS 1030 completed
____ OTEC 1210 completed
____ MAT 1010 with a grade of C or better
____ MAT 1400 with a grade of C or better
____ MAT 1700 with a grade of C or better
____ MAT 2010 with a grade of C or better
____ Completed Technical Standards
____ Completed Confidentiality Form
____ Completed Agreement to Hold Harmless Form

Step 3: All applications will be reviewed by December 15. A letter/e-mail notifying student of her/his status and permission to begin taking the first MAT professional courses (MAT 1700—Administrative Techniques I and/or MAT 2010—Clinical Techniques I) will be sent on December 15. The notification will provide the student with additional guidelines for enrolling in MAT 1700 or MAT 2010.

Signature of Program Director if this student is accepted into MAT at OU Lancaster
Date

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