



# Application for Cohort 12 Medical Assistant Training Program

**\*Priority Applications due by 5pm on March 31, 2022  
Closing Application Date April 29, 2022**

Program to be held virtually and in Oceanside with Internship/Externship at various North County Clinics  
**Program Fee \$3,000**

## APPLICANT INFORMATION\*

**Please fill out this application in its entirety. All applications received must be complete and legible or will be rejected.**

**Applicants should review the program schedule prior to applying, as all students are expected to be present for the entirety of the program.**

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ARE YOU AT LEAST 18 YEARS OF AGE OR OLDER?  Yes  No

DO YOU HAVE RELIABLE TRANSPORTATION TO GET TO/FROM THE PROGRAM?  Yes  No

DO YOU CURRENTLY HAVE HEALTH INSURANCE?  Yes  No

IF SELECTED, WILL YOU BE ABLE TO SUBMIT PAYMENT IN FULL BY 6/10/2022?  Yes  No

If no, please explain. (If needed, use separate sheet of paper and attach to application.)(See Tuition Assistance section)

DO YOU HAVE ACCESS TO A COMPUTER?  Yes  No

(This will not this determine acceptance into the program.)

**\*\*Describe your interest in the Medical Assistant Training program. (If needed, use separate sheet of paper and attach to application.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*Response required.**

**EMPLOYMENT HISTORY\***

Have you ever worked in the medical field?  Yes  No

**Current Employer**

Company Name			
Company Address			
Job Title			
Job Duties			
Dates Employed	From (MM/DD/YY)	To (MM/DD/YY)	
Supervisor Name		Supervisor Phone	
Reason for Leaving			

May we contact this employer?  Yes  No

**Previous Employer**

Company Name			
Company Address			
Job Title			
Job Duties			
Dates Employed	From (MM/DD/YY)	To (MM/DD/YY)	
Supervisor Name		Supervisor Phone Number	
Reason for Leaving			

May we contact this employer?  Yes  No

**PROFESSIONAL REFERENCES\***

Name		Address (City, State only)	
Phone Number		How long have you known this person?	

May we contact this reference?  Yes  No

Name		Address (City, State)	
Phone Number		How long have you known this person?	

May we contact this reference?  Yes  No

**EDUCATION\***

Name of High School	City, State		
HS Diploma, GED or Equivalent Received? If so, month and year earned?			
Undergraduate/ Graduate/ Professional/ Medical Education (Name and Location; <i>current and/or past</i> )	Dates Attended		Diploma or Degree
	From:	To:	

**Tuition Assistance**

This section must be completed by ALL applicants  
**ONLY INCLUDE ATTACHMENTS** if you are applying for tuition assistance

In an effort to determine eligibility for Tuition Assistance for the Medical Assistant Training Program, please attach **copies** of at least one of the following documentation forms to your application:

- Most recent monthly household income- **Two full months** of paystubs from each employed household member, letter of employment (*if you do not receive paystubs*), Social Security award letter, child support or proof of unemployment
- First four pages of most recent income taxes for entire household
- Most recent bank statements for entire household
- Expenses: Rent receipt or contract, mortgage, SDG&E, water and telephone bill
- Child Care Expenses and paid child support

**\*\*Please circle the bracket your Household Income best fits into from below\*\***

**Household size:** \_\_\_\_\_

		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
	Annual income ranges→	Less than or equal to:	Greater than <u>A</u> & less than or equal to:	Greater than <u>B</u> & less than or equal to:	Greater than <u>C</u> & less than or equal to:	Greater than <u>D</u>
HH Size	1	\$ 12,880	\$ 17,775	\$25,760	\$32,200	\$32,200+
	2	\$ 17,420	\$ 24,040	\$34,840	\$43,550	\$43,550+
	3	\$ 21,960	\$ 30,305	\$43,920	\$54,900	\$54,900+
	4	\$ 26,500	\$ 36,570	\$53,000	\$66,250	\$66,250+
	5	\$ 31,040	\$ 42,836	\$62,080	\$77,600	\$77,600+
	6	\$ 35,580	\$ 49,101	\$71,160	\$88,950	\$88,950+

Should Tuition Assistance be awarded, you will still be required to pay the remainder of the program fee in full by 6/10/2022

By submitting the information requested for Tuition Assistance eligibility, it does **not** guarantee Tuition Assistance eligibility or acceptance into the Medical Assistant Training Program.

If any of the information requested is missing, we will not be able to move forward with processing of the application.

**Deadline** to submit required Tuition Assistance eligibility documentation and MA Training Program application is the priority deadline **3/31/2022 by 5 pm.**

Please scan and send via email to [MAProgram@vcc.org](mailto:MAProgram@vcc.org) or drop off in person with receptionist at:

465 La Tortuga Dr.  
 Health Promotions Center  
 Vista, CA 92081

**I understand and agree that:**

1. The information that I provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application or any other materials, or during any interviews, can be justification of refusal of program acceptance or if accepted into program, termination from the program.
2. Program acceptance is contingent upon my successful completion of the total screening process, including the receipt of satisfactory references and background check.
3. Vaccination against COVID-19 is the most effective means of preventing infection with the COVID-19 virus, and subsequent transmission and outbreaks. VCC will adopt all requirements related to the State Public Health Officer Order for Healthcare worker vaccine requirements for all MA Training Program volunteers. As such, all program participants as defined in the Order will be required to be up-to-date for COVID-19 Vaccinations, meaning received all recommended COVID-19 vaccines including a booster dose when eligible. Proof of vaccination or approved exemption must be provided to VCC. The Public Health Order stipulates that only religious or medical exemptions apply and all medical exemptions must be accompanied by a note from an approved medical provider
4. In consideration of program acceptance, I agree to comply with the policies, rules, regulations and procedures of the program and understand that my program enrollment can be terminated with or without cause or notice at any time, at the potion of either the instructor or clinic or myself.
5. I understand that upon acceptance into the program, clearance of screening and payment of tuition, the program tuition is non-refundable.
6. I understand that upon acceptance into the Medical Assistant Training Program, there is no promise of employment at Vista Community Clinic.
7. Vista Community Clinic provides equal opportunities (EEO) to all applicants for educational programs without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Vista Community Clinic complies with applicable state and local laws governing nondiscrimination in educational programs in every location in which the company has facilities.
8. Vista Community Clinic expressly prohibits any form of harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Priority applications for the next course are due by 5pm on 3/31/2022  
Deadline to apply for the next course is by 5pm on 4/29/2022**

**FORWARD COMPLETED APPLICATION AND ANY OTHER APPLICABLE DOCUMENTATION TO:**

[MaProgram@vcc.org](mailto:MaProgram@vcc.org)

**CLASS INFORMATION**

**Class Start Date:** Monday, July 18, 2022

**Class End Date:** Saturday, January 7, 2023

**160 hours** of internship/externship to be completed March 2023

**Class Schedule:**

Virtually Monday & Wednesday 5:30pm - 9:30pm (Camera Required)\*

Hybrid Saturday 8:00am - 5:00pm

**\*Due to the COVID-19 outbreak program delivery method is subject to change**

**Class Location:**

VCC: North River

4700 North River Road

Oceanside, CA 92054